

# Minutes of Red Oaks Primary School Full Governing Body

Tuesday 29<sup>th</sup> April 2014

**Present:** Rachel Surch (Head), Eileen Parker (Chair), Jackie Peterson (Clerk), Rob McBeath, Claire Purnell, Jude Scutt, Sarah Newman, Paul Humphrey, Helen Boddy, Kath Abercrombie, Karen Griffiths, Debbie Edwards, Khyati Bailey, Ben Maxfield, Victoria Robinson and Maria Verrier

## 1. Special Resource Provision (SRP) – Claire Owens/Liz Parker/Kathy Clarke

Claire Owens, Learning Difficulties and Disabilities Manager attended the meeting to present to the Governors an update on E-safety across the school. Claire said that she has a strong and enthusiastic group of Cyber mentors and they are allocated to classes. She then ran through some of the activities that had happened this school year, for example E-safety mascot competition, workshop afternoon in Year 6 on their rules Zip it, Block it, Flag it, lunchtime Internet Café continuing etc.

Liz Parker, Sign Bilingual Inclusion (SBI) Manager also attended the meeting to present to the Governors an overview of the structure of the SBI provision. She explained that except for Year 1 the provision currently has deaf children in each year group. Liz showed the Governors a slide which explained the members of staff within the provision and their qualifications. She also explained that the Communication Support Worker (CSW) sign what the teacher is saying and also what any of the children say within the class. If the deaf child signs, the CSW will voice what the child has signed. A CSW has a level 3 qualification and a Higher Level CSW (HLCSW) should have a level 4/6 qualification. The HLCSW would also be required to cover in assembly and work more independently. Within the team there are two deaf members of staff who have Access to Work. The Access to Work signs what the teacher says to the deaf member of staff and they then sign to the children.

Claire Purnell mentioned that children from KS2 are completing the BSL Level 1. Liz said they have completed the first unit and all of them passed.

Kathy Clarke, Inclusion Manager and Assistant Head also attended the meeting giving them an overview of what TA's do within the school, for example 1:1's, interventions, hearing them read and there are also two TA's that cover classes. There is also a TA Manager, Mrs Mason, who is part of the Senior Management Team (SMT). She also arranges cover for the classes and covers classes as well as lots of other jobs. Kathy said she was her right hand lady. Kathy also gave the Governors some facts and figures of the number of TA's within the school, the cost of TA's and the number of children who have special educational needs within the school. Kathy then showed the Governors an example of her diary and went through examples of the tasks she completes within her week, for example referrals to Butterflies and the Community Paediatrician, preparing and attending TAC meetings, writing a request for additional funding etc. This is just a small snippet of what Kathy does.

Jackie asked Claire, Liz and Kathy to send her copies of their slides and she would then forward them to the Governors. **Action: Claire/Liz/Kathy/Jackie**

## 2. Apologies and Declaration of Pecuniary Interest in any Agenda Item

Eileen welcomed Vicki Robinson, new Parent Governor, to the meeting. All Governors briefly introduced themselves.

There were no declarations of interest in any agenda item. Eileen mentioned that at the end of the meeting a couple of Governors would have a pecuniary interest. At this point the Governors would be asked to leave the meeting.

Jackie had received apologies from Alison Paul.

Jackie had not received apologies from Neil Richards and Neil Scott.

All apologies received were accepted at the Meeting.

### **3. Minutes of Full Governing Body - Tuesday 18<sup>th</sup> March 2014**

The minutes were accepted as an accurate record and signed at the meeting.

### **4. Any Matters Arising from Meeting**

All actions had been completed.

### **5. Finance Update/New Budget**

Karen gave out her Finance reports and New Budget report to all Governors.

She asked them to look at the Final CFR report and explained that there was a rollover of £29,767.10. £9,005 was committed for BSL funding, to train staff. So the final figure was £20,762.10.

Karen then went through the Accrued report with Governors explaining monies that had been accrued to the next financial year.

She then showed the Governors the budget received from the Borough for this financial year and pointed out some key areas. She explained that the NOR (Numbers on Role) was from the Census in October and it did not include Nursery.

Karen then asked the Governors to look at the first draft of the three year plan. She highlighted that the staffing included the changes coming in the next few months and for September. Karen also explained that the school meals income has been put in, but wanted the Governors to know that this would go straight out. The Free School Meals would be based on the Census in October. She informed the Governors that the budget was looking quite healthy this year.

### **6. Head Teacher's Report**

Rachel had sent out her Head Teacher's Report before the meeting to all the Governors.

Rachel informed the Governors that two children had left in Year 1 and one in Year 6 and a child had started in Year 3. There are currently 2 spaces in Reception and Year 1, and 2 spaces in Year 6.

She also informed the Governors that two new TA's for named children in Year 2 and Year 6 had been appointed. Rachel, Jude and Eileen had been interviewing Monday and today for an Upper KS2 teacher.

They have appointed this position. A maternity post is also available as one of the teachers will be going on maternity leave end of September beginning of October.

Rachel said Clare Kennedy will be returning as a full time teacher from 19<sup>th</sup> May but had resigned from Assistant Head position. Clare will be leaving at the end of August as there was not a part-time position available for her in September.

Rachel had received a quote from Carillion for artificial grass to go in the Year 6 area, this was £8,000. She has asked them to acquire other quotes as this was too expensive. Paul mentioned he could recommend a company called Really Green.

The school has purchased 30 iPads at a competitive cost of £279 each. These will be used to enhance all areas of the curriculum and appropriate apps and programmes will be investigated and purchased with additional staff training scheduled for September 2014.

The value for this term is Freedom, but Rachel said it might roll over into Term 6 as there are not many Monday's in this term to do assemblies.

The teachers are already using the IPC. Rachel said that the teachers are very good at using this as a starting point and changing it.

The school has been informed by the Borough that there will be no moderation for KS1 or KS2 SATS, but as there is an NQT in the Foundation Stage, they will be moderated.

The two members of staff who went to Zimbabwe had a very successful trip and the school seem to be willing to engage with Red Oaks. Their staff wanted to know everything and were lapping up the knowledge. Communication is also very easy.

Rachel mentioned to the Governors that she is currently in the process of making changes to the website with Jack from Relaxed. Some changes are already available to use.

The SIP and Transitional SIP had been sent out and received by all Governors. Rachel explained that when the SLT met they kept coming up with more ideas for narrowing the gap, so this is why the Transitional SIP was created. She said this document will continue to be used until it gets to a time that all work/actions are completed and it is not such a high focus.

Rachel mentioned the current issue the school are having with the car park and how people are parking their cars incorrectly causing issues at the end of the day. Rachel, Jude, Carillion and School Travel Ambassadors have been out in the car park at 3.00pm asking people to move or putting leaflets on cars asking them to park sensibly. Rachel is meeting with Carillion to discuss it further.

85% of parents came to parents evening. Rachel felt this was quite a low number. A Parents Survey was also given out during the event. Rachel then handed out the results of the survey and informed the Governors that the percentages were looking good across the whole school. Sarah asked if the parents who didn't attend parents evening, were they the parents that needed to. Rachel said not necessarily and it could be that some parents meet with Kathy regularly so do not need to attend parents evening.

Rachel informed the Governors that one Year 2 class was closed during the NUT strike on 26<sup>th</sup> March and also said that there are more planned by several different unions.

There was a half day exclusion for a Year 6; this child has now left the school.

## 7. Scheme of Delegation Review

Eileen informed the Governors that under the plan for Governor meetings, the Scheme of Delegation has come up for review. She asked the Governors if any of them would be interested in reading it and highlighting any changes they may have. These changes can be sent or given to Jackie. Rob, Kath and Ben volunteered. **Action: Rob/Kath/Ben**

## 8. Link Governor Visits

Kath had sent out her HST Link Governor report, via Jackie, to all Governors. She said it was an introductory meeting and both she and Roger had talked about links with Isambard and the Service Level Agreement. Kath said she had also offered to give support to Roger and his team.

Jackie informed the Governors that Neil Richards was coming into school tomorrow with regards to his Literacy Link Governor role.

## 9. Correspondence

None

## 10. Any Other Business

Rachel informed the Governors that concerns regarding the North Swindon Free School had been taken to the proposers of the project and it has been decided that it will only be an 11-19 school. A few of the Governors mentioned that it was in the Link magazine.

The meeting closed at 8.26 pm.

Date of Meetings 2013/14
<b>Full Governor Meetings:</b>
20 <sup>th</sup> May 2014
17 <sup>th</sup> June 2014

Action	By Whom
• Claire, Liz and Kathy to forward a copy of the slides from their presentations to Jackie	Claire/Liz/Kathy
• Forward all presentation slides to the Governors	Jackie
• To read the Scheme of Delegation and give any changes/comments to Jackie	Rob/Kath/Ben