

# Minutes of Red Oaks Primary School Full Governing Body

Tuesday 18<sup>th</sup> November 2014

**Present:** Rachel Surch (Head), Eileen Parker (Chair), Jackie Peterson (Clerk), Kath Abercrombie, Victoria Robinson, Jude Scutt, Paul Humphrey, Helen Thomas, Debbie Edwards, Helen Boddy, Alison Paul, Sarah Newman and Claire Purnell.

## 1. Presentation of PE Sports Premium - Martyn Cowell

Martyn attended the meeting to explain how the school has been spending the Sports Premium within Red Oaks. Martyn had produced a hand out with notes for each Governor. Jackie will ask Martyn to send a copy of his presentation slides to then send out to all Governors. **Action: Jackie**

Martyn explained the Government is providing additional funding for academic years 2013-14 and 2014-15 to improve Physical Education (PE) and sport in Primary Schools. The money received is ring-fenced and therefor can only be spent on PE and sport within schools.

He explained that the money received had been used within school and also for after school activities. Some of the activities were the Golden Mile, skipping, skateboarding, table tennis etc., plus links with clubs like Swindon Town Football Club Coaches, Swindon Hockey Club and Swindon Rugby Club.

Martyn confirmed that any equipment bought had been of higher quality ensuring it would last longer.

Helen B asked if we had a trampoline coach. Rachel said the person who was qualified to do it had now left the school. Martyn said Isambard had offered access to their Sports Hall for two/three afternoons a week and also the use of one of their PE Co-ordinators.

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

Jackie had received resignation letters from both Neil Scott and Ben Maxfield. Unfortunately due to work commitments they are no longer able to put in the time they would like to support the school as a Governor. Eileen has written to both of them.

Whilst Karen Griffiths has been on long term sick her term of office has also come to an end. Eileen explained to the Governors that the Governing Body needs to re-constitute and because of this Jackie will not be looking to fill the vacancies until this has been completed.

There were no declarations of interest in any agenda item.

Jackie had received apologies from Khyati Bailey, Rob McBeath

Jackie had not received apologies from Neil Richards,

All apologies received were accepted at the Meeting.

### **3. Minutes of Full Governing Body – Tuesday 14<sup>th</sup> October 2014**

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

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

All actions arising from the previous meeting had been completed.

### **5. Ratification/Adoption of School Improvement Plan and any questions**

Jackie had sent out the School Improvement Plan to all Governors before the meeting.

Eileen asked if there were any questions.

Sarah asked how we demonstrated the impact of Pupil Premium. Rachel said this is shown through her data report that she produces comparing Pupil Premium and Non Pupil Premium children. All Governors have seen this report. This report showed the gap had improved in the last three years. Rachel is going to arrange a 10 minute meeting with parents at the end of the academic year of children who have been given the opportunity to use the Pupil Premium money on other activities/purchases outside of school. They have been given this as their child does not have a need for interventions within school. In this meeting Rachel will ask the parents if the activities it has paid for has made a difference to their child and if so, how.

Helen B said with regards to using the facilities at Isambard; if Rachel needed her help at all then to contact her. Rachel said that she had been in contact with Sue Banks who has offered the possibility of using the TV Studio and also the animal room, but thanked Helen B for her offer.

Eileen asked Rachel how she was going to ask Parents what workshops they would like. Was she going to give them a list to choose from or just a blank sheet? Rachel said a note had been given to parents at parents evening asking them to suggest workshops. She is currently going through the replies.

Eileen asked if Stay and Play had been implemented. Rachel confirmed it had but the initial feedback was that not many parents were staying.

There were no other questions. All Governors were happy to adopt the School Improvement Plan.

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

All Governors had received a copy of the Head Teacher's Report before the meeting.

Rachel explained to Governors that the school has only three spaces at the moment and she is constantly getting phone calls from both parents and the Borough for requests of spaces.

Both Mrs Owens and Mrs Prophet are now on maternity leave. Also one member of support staff has left from the complex learning SRP as she has emigrated and another member of staff from the SBI SRP is emigrating, the post has been advertised.

Rachel informed Governors that the value for the term was Respect. There was an assembly this week regarding walking around the school quietly and also being quiet when the whistle goes on the

playground. There was a fire alarm the first week back after half term and it was so noisy that if the teachers had had to call a register they would not be heard. So another fire alarm practice took place last week where everyone was to walk in silence. This worked really well.

Rachel has now completed all progress meetings for the term. On parents evening a letter was handed out to parents for them to read which explained the New Curriculum in more detail and also how the children were now being assessed. Rachel informed the Governors that all Interventions had been sorted and this is a constant talking point at progress meetings to ensure the correct children are getting the help that is needed. Also the Pupil Premium letter has gone out to all parents of children who do not need any interventions in the school, but the school received pupil premium money for them.

The unvalidated RAISEonline data is out which generally looks good for both key stages against the National Averages. Rachel will be looking at it with the SLT in December. She will then meet with both Kath and Helen B to go through it with them to do their presentation in the January Governors meeting.

All Performance Managements are now complete. The Pay Panel is meeting on 20<sup>th</sup> November, with Khyati joining on the phone.

Rachel informed the Governors that instead of completing Lesson Observations she has booked in Learning Walks. Alison said this is a good way to gather evidence around other things. She has cancelled all Lesson Observations this year and is just completing Learning Walks, documenting it and then reporting back to teachers. Claire asked if staff were happy with it being done this way. Alison said the Teachers were OK about it, but it has put some of the TA's on edge. Rachel said it was a good way of looking at how the class works as you can pop in at the beginning of the lesson and then come back later to see how it has progressed. Teachers have said they prefer it to lesson observations.

With regards to the School Improvement Plan, although school data and RAISEonline shows that the gap has significantly narrowed for most vulnerable groups in most subjects; this will still be the focus over the coming year.

The Netscape has been repaired and is safe to use, but how they have left it does not look good. Rachel has contacted EIBE several times to report the issues, but they have not come back with an answer as to how they are going to rectify it. She will keep contacting them.

The school house system is working really well and the children love it when they receive the tokens. All house captains are in place.

There was one exclusion this month for half a day for a Year 5 child.

## **7. Link Governor Visits and Governor Training**

Jackie had received a report from Kath regarding her visit with Kathy Clarke, SENCO, and had sent it out to all Governors before the meeting. Everyone was happy with Kath's comments and answers about School Action and School Action Plus, which was an action from the previous meeting.

Jude confirmed Khyati, Maths Link Governor, had visited last week.

## 8. Finance Update

Jackie informed the Governors that both Neil from FS4S and Sarah had been in to see her since the last meeting.

Neil had spent the time making sure the Payroll side of the budget was all correct. There were a few questions which Jackie was able to answer and Neil resolved on the morning he was in. Neil is coming in again on 24<sup>th</sup> November to ensure everything is up to date.

Sarah came in to discuss with Jackie what she goes through with Karen to complete her audit. This will enable Jackie to ensure all the information is up together for their meeting on 11<sup>th</sup> December 2014.

The agreement for Support Staff Pay Negotiations has been accepted, this means the lump sum and pay increase, will start to come out of year's budget. Jackie is in the process of working out how much this will cost. Eileen asked whether support staff were getting more than other Government members were, Rachel confirmed they were and thought they would possibly bring the same process in to others. Paul asked if there was not enough budget to make the payments what would happen. Rachel confirmed that she would have to make redundancies.

Rachel informed the Governors that she had received a letter regarding PFI recharges which goes back 5 years. This is an approximate cost to the school of £18k. She has been told this could be paid over three years. Alison said she had received the same and was questioning some of the charges, for example if the heating hadn't worked, how they can charge the amount they are asking. Alison had requested a copy of the energy survey that had been completed. She will email a copy of Rachel. Sarah asked if they could go back 5 years, does it actually say that in the contract. Sarah recommended that they ask them to show all questions they may have in the contract to confirm it is there. **Action: Alison**

Rachel said one piece of good news what that the mainstream budget is going to increase by 4.5% for the next financial year.

## 9. Correspondence

The Governors and Clerks booklet had been sent out to everyone by Governor Support. Please ensure you read this as it holds lots of useful information. It also informs you of any training that is coming up.

## 10. Any Other Business

Rachel brought the Pupil Survey results to the meeting for all Governors and handed it out. On the whole the results were very good. Behaviour is good in the playground was both an area of slight concern for Year 2 and Year 4. There were no concerns for Year 3 and Year 5 results. The one that Rachel was really pleased about was Year 6. Generally over the years it has been quite low, but this year it wasn't.

Sarah asked how the survey was completed. Rachel confirmed that for Year 5 and Year 6 they would complete it on their own, but for Year 2, Year 3 and Year 4 teachers would help them.

The meeting closed at 7.55pm.

<b>Date of Meetings 2014/15</b>
<b>Full Governor Meetings:</b>
20 <sup>th</sup> January 2015
10 <sup>th</sup> February 2015
17 <sup>th</sup> March 2015
21 <sup>st</sup> April 2015
19 <sup>th</sup> May 2015
16 <sup>th</sup> June 2015

<b>Action</b>	<b>By Whom</b>
<ul style="list-style-type: none"><li>• Ask Martyn for his presentation slides and handouts and send out to all <i>Governors</i></li></ul>	Jackie
<ul style="list-style-type: none"><li>• Email a copy of the Energy Survey to Rachel</li></ul>	Alison