

Minutes of Red Oaks Primary School Full Governing Body

Tuesday 21st April 2015

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

1. Finance/Budget Update - Karen

Karen attended the meeting to run through with the Governors the first draft of the 2015/2016 budget. She handed out several documents to all Governors.

The first document Karen went through was the Final CFR Report. This shows what has been spent on each ledger code throughout the year. She informed the Governors that although there were some committed accruals there was still a healthy rollover of £65,550. The accruals were committed orders, unspent PE Grant, Hearing Support Team and PFI backdated charges. Karen said that as there was money left, Rachel had decided to pay the PFI backdated charges off in one go instead of over a period of years.

One of the other documents was the letter Karen had received from the Borough regarding the Budget for the year and explaining some of the breakdowns. She said the Basic Per Pupil Entitlement (BPPE) for each child was £2766.73. She also explained that the school receives a percentage from different bands of the IDACI. Karen said the IDACI had been completed in 2010 and this is what it is based on and the demographics in the area have changed. Sarah asked could this be challenged. Alison said perhaps an email asking when it would be updated could be done. She suggested emailing the Finance department as a start.

Karen also explained the SRP and Pupil Premium funding. It also gives the amounts for Free School Meals Ever 6 - £1,300, Service Children - £300, Looked After Children - £1,900 and Adopted in Care £1,900. Alison said the Adopted in Care money would be linked to the child's PEP and how it would be spent, so the school might not receive the whole amount.

Karen then explained the breakdown of the funding allocation received, for example the number of pupils by £2,766.73, the amounts received by the IDACI breakdown, Special Education Needs notional budget and English as an Additional Language. Karen said the PFI lump sum that comes in from the Borough goes straight out again, but the school still have to pay rent.

The first draft of the three year budget was given out to all Governors. Karen explained Other Income was more this year than in the next two years. This was due to the PE Grant, she said it has not been decided if this will be given in 2016/2017 and 2017/2018. The school has also been given a British Council grant which is also included in Other Income for this year. Karen mentioned the Supply Insurance Income was also more this financial year as the majority of the maternity leavers will be returning with only one to return in the next financial year. The Exceptional Needs allowance is also lower the following year as some of the pupils will be leaving as they are in Year 6.

With regards to Staffing costs, Karen explained it is higher next year due to the Pension changes and the percentage of Employers contributions going up. The cost of the Supply Insurance is higher this year due to the amount of pregnancies, but this should go down next year. There is a big difference in Curriculum from this financial year to the next two. This is due to the PE grant, monies being carried forward for the BSL training and the British Council grant. There is also a difference in ICT for this year to next due to leases expiring.

Karen said if the third year is in the red, they are now asking why this is. Rachel and Karen said that this is always how the budget looks but know there will be changes to staffing etc. over the three years so the third year, when the time comes, will not necessarily be in the red.

Rachel informed the Governors that they have been asked to do separate budgets for the SRP's and Hearing Support Team. Karen is currently working on them at the moment and will bring to Governors once they have been completed.

2. Apologies and Declaration of Interest in any Agenda Item

Eileen welcomed Gary Donnelly to the Governing Body. Everyone introduced themselves.

There were no declarations of interest in any agenda item.

Jackie had received apologies from Helen Boddy, Bonnie Clarkson, Debbie Edwards and Khyati Bailey.

All apologies received were accepted at the Meeting.

3. Minutes of Full Governing Body - Tuesday 17th March 2015

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

4. Any Matters Arising from Meeting

It was agreed that at the next Parents Evening there would be a Governors stand. Jackie will put it on the agenda for it to be discussed at the September meeting. **Action: Jackie**

The Raising Standards group are meeting on 24th April, so will discuss the possibility of a Campus Community Day.

Jackie had passed on any comments to Karen regarding the SFVS and she made the changes. Jackie gave Eileen the final copy for her to sign and date at the meeting.

Rachel said she would speak to the House Captains and work with them to decide what they would like to do at a Governors meeting, perhaps discuss about the Poet who is coming to the school to work with the children. She will also decide which date is best for them to attend, so she can give parents plenty of notice.

5. Head Teacher's Report

A copy of Rachel's report had been sent to all Governors before the meeting.

Rachel informed the Governors there are currently 2 spaces in Reception, 3 in Year 1, 2 in Year 2, 1 in Year 3, 1 in Year 5 and 3 in Year 6. Jackie said the school were going to be contacting admissions to see if anyone was on the waiting list as it seems to be taking a long time to fill the spaces at the moment.

Rachel has been looking at different structures within different schools because both Jude and Rachel are finding with the change in assessments, the make up of the school and staffing issues, Jude is finding it more and more difficult to support and manage KS2 and be able to support Rachel. She found lots of schools have a Foundation, KS1 and KS2 manager, plus a Deputy Head who does not teach. Rachel said she was proposing to recruit a KS2 manager who would have a 0.6 teaching role (three days). She said this has been put into the budget already to check the figures were ok to support it. Kath asked where the 0.6 teaching would be. Rachel said it would be within KS2 where it was needed. Eileen asked what would happen when KS2 does not have the third classes. Rachel said it would still be eight classes which is a school size anyway. Kath said she felt the school would benefit from it as it is a huge school. Sarah asked what structure change happened last year. Rachel confirmed it was the restructure of the SLT and said the KS2 manager would be a member of the SMT and on a TLR1. Kath asked whether Rachel had anyone in mind. Rachel said it would be advertised externally and anyone internally who was interested could apply for it. Alison confirmed this is the model she uses and they cover PPA. Rachel said it wouldn't be necessary to cover PPA. Eileen said they would need to be flexible. Rachel confirmed they would. All Governors agreed they were happy for Rachel to recruit a KS2 manager.

The value this term is Caring.

Rachel had attended a conference where all models of the reception baseline that will be introduced from September 2016 were modelled. The school has decided to buy into the Early Excellence model which involves making judgements from teacher assessment. This model will be chosen by most schools. Alison said she has been asked to take part in the SEN trial and will pass any information on.

The Sound Check phonics intervention that the school has received over the last 2 years has now come to an end and has had a very successful and positive impact on the results. Rachel said the school have been asked to be an advocacy school. Rachel confirmed they have agreed and made an application to see if they would be successful.

Rachel said the new format for Parent's evening was extremely positive from both parents and staff. Except for Nursery and Reception, all teachers were in the hall. Across the school, 81% of parents attended compared to 85% in November. Rachel said another change was that the parents went home with evidence of the children's work since last September. Gary asked Rachel what the target percentage she would like to see attend Parents Evening. She said that as a lot of Special Educational Needs parents spend a lot of time coming in attending meetings, when a parents evening comes along sometimes it's not relevant for them to come in again, so although every parent attending would be ideal it would not always be relevant.

Lesson observations on all teachers took part last term and although these can no longer be 'graded', none were found to be unsatisfactory. There are a couple of outstanding to be completed this term.

During Term 5, all teachers will have the opportunity to go on a learning walk with a member of SLT. This means everyone can get out of the class and see the bigger picture.

There have been two exclusions since the last meeting, both in Year 6. One pupil for a day and another pupil for half a day.

Rachel has spoken with Carillion about the fireworks and they have said yes as long as the relevant insurance and risk assessments are in place. She has spoken with a couple of firework companies already. Rachel suggested this could possibly be a campus event. Alison said Brimble may be interested. Kath said she would prefer if it was only for primary school children. Vicki asked could it be just Red Oaks, Rachel said yes.

6. Twenty Questions – Governor Feedback

Eileen explained to Gary that on the National Governors' Association (NGA) website there was a document of Twenty Questions. These are key questions every Governing Body should ask itself. Eileen had sent out an email asking each Governor to have a look at the question to see what they know the Governing Body do and any possible suggestions to improve if necessary.

Eileen went around the room asking what thoughts the Governors had.

- *Do we know how effective performance management of all staff is within the school?* Sarah said the school abides by the pay and conditions and it is now an increase in salary based on performance. Rachel meets with teachers approximately 4 times a year and links the reviews back to the School Improvement Plan (SIP). There is a very clear route from children's progress to teacher's performance.
- *Have we agreed a strategy with priorities for achieving our vision with key performance indicators against which we can regularly monitor and review the strategy?* Claire said she hadn't received the email, but at first glance she said yes the Governors have, the SIP. She said she would write some notes and send to Jackie to forward to Eileen. **Action: Claire**
- *How well does our policy review schedule work and how do we ensure compliance?* Vicki said policies are reviewed and are on the website. The policies show the date so you know when they are going to be reviewed. She was not sure if there was a policy review schedule. Rachel confirmed she had a plan on her wall in her office and reminded people when they needed to be updated. Jackie also has a list of all policies and dates to be reviewed.
- *How well do we understand the school's performance data (including in-year progress tracking data) so we can properly hold school leaders to account?* Kath said there is lots of data which is brought to the Full Governing Body meetings on a regular basis and Data is a regular item on the agenda. She also said that Governors look at the RAISEonline data when it is available and present back to the Full Governing Body in a meeting. She felt Governors could question more, but was also aware that not all Governors are data aware. Kath suggested perhaps there could be some Data awareness training and for the Data to be sent to Governors before the meeting so they could digest it beforehand. Rachel said unfortunately there is no specific training as everyone is now doing it differently.
- *Does our vision look forward three to five years, and does it include what the children who have left the school will have achieved?* Alison felt that it was not relevant for a primary school to know what the children who have left have achieved; this was more for a secondary school. She also mentioned that at the moment the school have a rolling SIP.

- *How do we make regular reports on the work of the governing board to our parents and local community?* Helen said minutes are available on the website and also the Read All About It club have interviewed Eileen as Chair of Governors. Helen suggested that perhaps there could be a Governors Newsletter that is produced twice a year and put onto the website.
- *What benefit does the school draw from collaboration with other schools and other sectors, locally and nationally?* Jude said the school has moderation meetings and curriculum meetings to discuss Maths, Reading and Writing assessments with other local schools. There is also a link with the local secondary school with regards to PE, Modern Foreign Languages and Science. There are also network meetings to talk about good practice, teaching and learning. The local PCSO's and fire service have also attended assemblies. Jude said they also seek out other schools of excellence, for example London and Devon for both Literacy and Numeracy and also a Deaf School in Reading. There is also a close link with Brimble Hill.
- *How much has the school improved over the last three years, and what has the governing board's contribution been to this?* Eileen said there is lots of school improvement. In 2011/2012 there wasn't a lot of data as a school, but now there is. The Raising Standards group has also been created within the Governing Body. Eileen felt Rachel would have produced the data information for Governors anyway. Rachel said yes as it was needed for Ofsted etc. Eileen said it wasn't something the Governors asked for. Rachel said Eileen attends some progress meetings and Governors have presented data outcomes to help them understand it. Alison said Governors question that the school is addressing the issues that have arisen, but perhaps Governors should ask if there is a problem area, what is being done about it.
- *Are our financial management systems robust so we can ensure best value for money?* Jackie said that both Helen B and Sarah meet with Karen as part of the Finance Steering Group. They check bank statements are reconciled, monthly pay records are correct and VAT. She suggested that the Governors could ask more questions about Finance within the meetings. Kath said as she does not know so much about Finance, she does not ask so many questions. Alison said that perhaps at a meeting a report is produced and brought along to explain the bigger heading on the Finance Sheet and what is currently being spent. She also said perhaps Rachel could join the Finance Steering Group meetings occasionally. It was suggested that when they have met with Karen they should feedback at the next meeting.

Eileen asked if notes could be sent for the Raising Standards meeting on Friday for them to discuss and take forward. **Action: All Governors**

7. Safeguarding - Any Questions

Rachel had sent out three documents from her meetings with Claire Owens before the meeting. There were no questions regarding the documents.

8. Link Governor Visits and Governor Training

Helen B is meeting with Rachel on 22nd April to produce a schedule for Safeguarding links for the coming year to ensure that she covers all aspects.

Kath had been into school to complete a Learning Walk on Questioning. Her report had been sent to all Governors

Sarah has also completed a Learning Walk on Values.

Claire had completed training on Level 3 Child Protection and Child Sexual Exploitation. Rachel said Liz Parker had also completed the Child Sexual Exploitation training and Rachel is attending the Working with Emotional Abuse training next week.

Both Kath and Helen B had attended the Life after Levels training.

Eileen reminded Governors they can attend any training run by Governor Support.

9. Governor Hub Update - Jackie/Eileen

Both Eileen and Jackie attended a meeting with Governor Support and Governor Hub to have a look at how it worked, how it could work for the Governing Body and also Governor Support.

Governor Support currently has a database of all Governors and Clerks within Swindon, but it needs updating. It will also be a place where they can upload documents instead of having to email them out to everyone. One of the Companies they found and thought was easy to use for both themselves, Governors and Clerks was Governor Hub. It is on a trial basis until December with approximately six schools within Swindon testing it.

All Governors should have received an email inviting them to the Governor Hub and to log on and create a password. Jackie briefly explained how it could work and said she would start using it from today's meeting for documents etc. She also asked all Governors to log on, fill in their details and have a look around the site and if they had any questions to ask her. **Action: All Governors**

Sarah has already started using it and sharing interesting links with Governors. All Governors can do this too.

Jackie will keep updating the Governors of how she will be using it, so at the moment there will be emails as well as using Governor Hub.

10. Correspondence

None

11. Any Other Business

Jackie informed the Governors she had set the dates for next year and would include them in the minutes for their information.

The meeting closed at 8.13 pm.

Date of Meetings 2014/15
Full Governor Meetings:
19 th May 2015
16 th June 2015

Date of Meetings 2015/16
Full Governor Meetings:
15 th September 2015
13 th October 2015
17 th November 2015
19 th January 2016
9 th February 2016
15 th March 2016
19 th April 2016
17 th May 2016
21 st June 2016

Action	By Whom
<ul style="list-style-type: none"> Put a note in the diary to discuss a <i>Governors Stand</i> at the next <i>Parent's Evening</i> in November at the <i>September</i> meeting 	Jackie
<ul style="list-style-type: none"> Write some notes on the question given from the <i>Twenty Questions</i> and send to Jackie 	Claire
<ul style="list-style-type: none"> Send notes from <i>Twenty Questions</i> to Jackie for the <i>Raising Standards</i> meeting 	All Governors
<ul style="list-style-type: none"> Set up password and have a look around the <i>Governor Hub</i> website 	All Governors