

Minutes of Red Oaks Primary School Full Governing Body

Tuesday 17th November 2015

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

1. 10 Minute Video - Presented by Gifted & Talented Pupils

Four Gifted and Talented children attended the first part of the Governors meeting to present the video 'A School Day: A Day in the Life of...' They all explained to the Governors how the video was made and how they had worked with Isambard to produce the video.

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

Jackie introduced, to all the Governors, the new Parent Governor, Fred Child and also the new Clerk to Governors, Debra Rogers. She also informed the Governors that Helen Boddy had resigned due to personal reasons and, although Governors had been informed in a previous meeting, Claire Purnell had also resigned due to personal reasons.

There were no declarations of interest in any agenda item.

Jackie had received apologies from Khyati Bailey and Debbie Edwards.

All apologies received were accepted at the Meeting.

3. Minutes of Full Governing Body - Tuesday 13th October 2014

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

4. Any Matters Arising from Meeting

Vicki went through the actions from the previous meeting.

Sarah had sent Jackie the completed form for the website. As Helen is no longer a Governor, Alison volunteered to check the website alongside the form. Jackie said she would send the form to her.

Action: Jackie/Alison

Jackie said she had only received a few certificates to say Governors had completed the Prevent Training. She asked all Governors to complete as soon as possible. Jackie will send the link to both Fred and Debra for them to complete. **Action: All Governors/Jackie**

All other actions were completed.

5. Ofsted - Sarah

It was decided in the last Raising Standards meeting that Sarah would explain, from a Governors point of view, the experience of Ofsted in October 2013. She explained that all Governors should be able to respond to the 20 questions and to keep reading through the document (20 Questions Every Governing Body Should Ask Itself) to remind them of what might be asked. Eileen said that during the last Ofsted, their focus was about data. At that point the school did not look at data in as much detail as it is looked at and analysed now. Also, at that time, Sarah mentioned that the year group Ofsted were referring too was the group of children that the school had done everything they possibly could. She said that now the school know where children are with their learning, what is in place for them and you can see the progress throughout the year

Sarah informed the Governors that they should know the website and where everything is so they could respond to any questions Ofsted ask. Rachel said you can fail an Ofsted on Governance alone. Sarah said the next year would be working up to Ofsted and ensuring all Governors feel comfortable and if a Governor does not know then to say or make sure they find out. She did say it is a lot to take on and for new Governors it can take a while; it took her two years to get to grips with the terminology. Alison said the big drive at the moment is PSHE, SMSC and Safeguarding. She also said if a parent makes a complaint and it is regarding Safeguarding they can just turn up in the morning. Sarah reiterated that as a Governing Body everyone needs to be confident.

Sarah said the Raising Standards group are planning some questions and will ask Governors to pair up to see if they can answer them as an activity. Rachel said she is going to do something similar with the school leaders. Alison said there are some good questions on the Key website for Governors. Both Rachel and Kath said they had been looking at the website. Rachel said Ofsted will also talk to the children and she will be compiling a list of questions Ofsted might ask a child. These will be used in class, possibly in circle time.

6. Teaching and Learning Policy

Jude informed the Governors that she was creating a Teaching and Learning Policy. She has already looked at this with staff asking them about their role within the school. She said to the Governors she would now like Governors to think about what they feel the role of a Governor is. She asked Governors to work in pairs and to make notes/keywords of their thoughts. She then asked Governors to make a list of the roles and responsibility of both Parents and Leaders within the school.

Jude collected all the sheets back in. She informed the Governors that she will be pulling together all the information to write the Teaching and Learning Policy. Once it has been completed, she will share with Governors.

7. Head Teacher's Report

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

Rachel thanked Kath, Gary and Vicki for being part of the Panel meeting today and giving up their time.

Rachel asked if anyone had any questions regarding her Head Teacher's Report. Alison asked Rachel, with regards to the SBI (Sign Bilingual Inclusion), had she thought about speaking with the Local Authority regarding the changes in the children entering the SBI. Rachel said she already had and changes had been made to the admissions arrangements. She informed Governors that not all children

joining the SBI were reliant on BSL (British Sign Language) as their first language. She said this had also been communicated with CSW's (Communication Support Workers). Alison said if the cohort was changing, would this affect the funding. Rachel said she had had some thoughts on this, but could not talk about it at the moment.

Kath said the Fireworks night was fab. Sarah agreed. Rachel said it was about the right number who attended and will be booked again for next year.

Sarah left the meeting at 7.20

8. Finance Update

Jackie gave out Karen's Finance report. Jackie briefly went through the notes Karen had made.

She informed the Governors that £46,337 funding had been received for the HST (Hearing Support Team). This will pay the salaries for the staff who joined from Ridgeway, together with set up costs e.g. laptops, phones etc. She also informed them that from April 2016 the school will receive £79,435 for a full years cost.

Jackie said Karen had paid the backdated PFI charges of £18,770, from the contingency budget. This was originally to be paid over a 5 year period.

She also explained that Karen and Rachel are liaising with a company to replace all the classroom SmartBoards as the current boards are coming to end of life. A company has been in to school to demonstrate the latest boards which are like large televisions. An installation company is coming in tomorrow to assess the building. Jackie also said they are hoping to have brackets which will enable them to rise and lower so that pupils will have better access than at present. She also said quotes will be obtained from other providers.

Rachel, Claire, Liz, Karen and Jackie had attended another review meeting about the SRP (Special Resource Provision) funding. The physical disability SRPs are underfunded at present and several options about how to address this have been suggested. Each SRP has been asked to choose preferred options and this will then be taken to the School Forum meeting in January. One of the suggestions is to take money from the Dedicated School Grant (DSG) for mainstream funding, however it was also learnt that the BPPE (per pupil) funding may have to decrease by £33.44 per pupil next year. This will be a reduction in mainstream funding of £16k. Kath asked what the impact of a reduction in the DSG would mean. Rachel said she did not like this option as it could potentially be a member of staff. Alison said she thought they could not take money from the DSG to support SRPs. Rachel, Claire, Liz and Karen are meeting to go through the options, as they need to go back by 20th November. Rachel said although you have a say, it will be on a majority basis.

Jackie informed the Governors that Karen had arranged a new lease for the photocopiers/printers and the actual cost per copy had decreased which should make a saving of £2k per year.

Jackie said that both herself and Karen were meeting regularly and working closely to go through the day to day procedures before Karen's retirement at Christmas. The Accounting Technician is in school on 24th November and Jackie will be fully briefed on the procedures he performs at the visit.

A Finance Steering Group meeting has been arranged for 9th December 2015. Jackie, Karen, Sarah and Rachel will all be present.

Rachel informed the Governors that the IT Technician is currently looking at getting quotes to replace the WIFI in the Foundation Stages/Year 1 corridor.

9. Parent Survey

Rachel handed out the results of the Parents Survey which had been completed during the October Parents Evening. There were no questions.

Rachel said the number of parents who booked appointments for October Parents Evening was 93.36% compared to 81.39% in March. Alison asked if Rachel had compared it to last October. Rachel said she hadn't but had the information. She informed the Governors that the new format seems to be working well and the teachers are feeling more relaxed in the hall as well. Rachel thanked the Governors for attending. She asked if they had had any questions. They said they hadn't.

10. SIP/SEF - Rachel

Jackie had uploaded the SEF reports to Governor Hub for all Governors to read. Rachel informed the Governors that there is no requirement to have a SEF anymore. Rachel asked the Governors to spend 10 minutes reading through it again, talking with a partner and coming up with any questions or anything that needs clarifying.

Eileen asked why the progress this year had gone down and not up. Rachel explained that 2014 was a particularly good cohort and although it came down this year it was still above the National Average. Eileen said Ofsted are looking for progress. Rachel said yes but over a three year trend.

Eileen said the point about reminding pupils of their personal targets was a bit vague. Rachel said that last year with the new curriculum it was difficult to have specific pupil targets, but both Jude and Helen are currently working on pupil targets.

Eileen asked why the progress of SEN was significantly above the National Average. Rachel said they had had a significant amount of nurture and also invested in training for the support staff.

Gary asked what 'Writing in FS1 and FS2 - more children to achieve age related expectations' meant. Rachel explained that FS1 was Nursery and they were expected to be within their age/month band. FS2 was Reception and their aim is to make a Good Level of Development and achieve in different areas. Rachel also explained that the teachers do moderate and they also work with other schools to moderate.

Rachel also explained that the new DFE baseline for Reception will produce what the outcomes should be when the children are in KS1. Kath asked what if it was an August born child. Rachel confirmed it was the progress from the child's starting point so it would not make any difference.

Jude then handed out the SIP (School Improvement Plan) for all Governors to read, discuss and come up with any questions or want anything clarifying. Vicki asked Jude how the children will develop the homework policy. Jude explained that Helping Hands will be developing it to give them a voice. Parents, Children and Staff will all have a say, but Helping Hands will have the support and direction to write the Homework Policy.

Eileen asked who Neil Farmer was. Rachel explained that Emily Maxfield had been on a course that Neil had presented at. He has expertise in engaging boys and helping the gender gap. Rachel said they can't see anything obvious, so Neil might be able to give them some different ideas.

Kath asked what the expected standard in Reading, Writing and Maths for Y1, Y2 and Y6 was. Jude said that unfortunately the school will not know until it is announced in July, when this year's tests have been moderated. Alison said that if children are not working within year 2 then they won't sit the test. She also informed the Governors a report was coming out in December. Jude confirmed that all Year 2 will sit the test.

The Raising Standards group had produced a list of questions that all Governors should be asking themselves regarding the SIP, Vicki handed them out to all governors. Fred asked if they need to feed back on the questions. Kath confirmed that they are to use personally, but ask either Rachel or Jude if they had any questions.

11. Link Governor Visits and Governor Training

Vicki confirmed she was meeting with Emily Maxfield on 7th December. Both Helen and Jude confirmed Sarah and Khyati both had meetings booked with them.

Rachel said there were some Link Governor roles that needed Governors due to two Governors resigning. Jackie said one was Child Protection/Safeguarding and the other was the HST. Fred said he was happy to become the Link Governor for Child Protection/Safeguarding. Alison said she was happy to take on the Link Governor role for HST until the new Co-opted Governors were on board. Jackie confirmed Spiritual was not linked to anyone. It was agreed this would be looked at in January with the hope of new Governors joining.

12. Correspondence

None received.

13. Any Other Business

Helen informed the Governors that with regards to the Centre of Excellence for Early Intervention, they are going to a school in Bristol on 25th November to run some training for Bristol and Bath schools about classroom practises. They are taking things to share and are making videos with the iPads, as well as sharing approaches to early literacy. Kath asked if the school were charging a fee. Helen said no as it was part of sharing good practise.

Jackie had been asked by Debbie, who was unable to attend the meeting, to raise on behalf of Friends of Red Oaks the possibility of having a circus at the school next summer. Debbie was asking if Rachel would be able to speak with Carillion to seek their permission. Rachel said she would need to know specific details like, size of the tent, capacity, method statement, risk assessments etc. before she could speak to Carillion. Alison said she thought part of the reason why it was not granted in the past was because they would have to remain on site overnight. Jackie will go back to Debbie with the information. **Action: Jackie**

Kath mentioned the RAISEonline was now available and is usually presented in the January meeting to Governors by Governors. She also said that Jackie had contacted Khyati to ask if she would agree to present it and she had agreed. Kath asked who would be interested in presenting it with Khyati. Rachel said they would be able to meet with her beforehand to go through it. Gary said he would have a think about it and let Kath know. Kath said she would send him last year's presentation for him to look at. **Action: Gary/Kath**

The meeting closed at 8.45pm.

Date of Meetings 2015/16
Full Governor Meetings:
19 th January 2016
9 th February 2016
1 st March 2016 - 6.00pm-8.00pm Staff/Governor Conference
15 th March 2016
19 th April 2016
17 th May 2016
21 st June 2016

Action	By Whom
• Send the website review document to Alison	Jackie
• Complete the website review document	Alison
• Send the link for the Prevent Training to Fred and Debra	Jackie
• Complete the Prevent Training	All Governors/Debra
• Go back to Debbie with the reply regarding the circus	Jackie
• Go back to Kath regarding decision on Data Presentation	Gary
• Send Gary a copy of the Data Presentation from January 2015	Kath