

Minutes of Red Oaks Primary School Full Governing Body

17th May 2016 @ 18:00

Present:	Rachel Surch (Head), Kath Abercrombie (Chair), Eileen Parker (Vice Chair), Alison Paul, Jackie Peterson, Fred Child, John Robinson, Victoria Robinson, Deb Rogers (Clerk) Khyati Bailey from 18:30
Guest:	Dale Burr, Oakhurst School

1	<p>Apologies and Declaration of Interest in any Agenda Item Sarah Newman, Gary Donnelly, Helen Thomas and Jude Scutt sent apologies which were accepted by the Governing Body.</p> <p>There were no declarations of interest in any agenda items.</p>																	
2	<p>Minutes of Full Governing Body - Tuesday, 19th April 2016</p> <p>The amended Minutes of 19th April 2016 were accepted as accurate records and signed at the meeting</p>																	
3	<p>Any Matters Arising from Meeting : Tuesday, 19th April 2016</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th colspan="2" style="text-align: center;">ACTIONS ARISING : 19th APRIL 2016</th> </tr> </thead> <tbody> <tr> <td style="width: 60%;">The SIP to have the pages numbered for future printed copies</td> <td>Rachel will ensure this is done</td> </tr> <tr> <td>If governors have any specific questions regarding the SIP following the meetings please email them to Rachel</td> <td>All governors - no timescale ongoing action</td> </tr> <tr> <td>Repost SFVS for Governors</td> <td>Completed 21.4.16</td> </tr> <tr> <td>Governors to amend their Guidance Notes and return to Deb amend and to hold a master copy for the Hub.</td> <td>To be completed for July meeting</td> </tr> <tr> <td>Governors to look at the Link Report and amend and return to Deb so master copies can be produced for the Hub</td> <td>To be completed for July meeting</td> </tr> <tr> <td>Deb to produced Data Guidance Note and pass to Eileen</td> <td>To be completed for July meeting</td> </tr> <tr> <td>Confidential Item - criteria for granting leave to be drawn up for approval by governors</td> <td>To be agreed at Raising Standards and brought to FGB</td> </tr> </tbody> </table>		ACTIONS ARISING : 19 th APRIL 2016		The SIP to have the pages numbered for future printed copies	Rachel will ensure this is done	If governors have any specific questions regarding the SIP following the meetings please email them to Rachel	All governors - no timescale ongoing action	Repost SFVS for Governors	Completed 21.4.16	Governors to amend their Guidance Notes and return to Deb amend and to hold a master copy for the Hub.	To be completed for July meeting	Governors to look at the Link Report and amend and return to Deb so master copies can be produced for the Hub	To be completed for July meeting	Deb to produced Data Guidance Note and pass to Eileen	To be completed for July meeting	Confidential Item - criteria for granting leave to be drawn up for approval by governors	To be agreed at Raising Standards and brought to FGB
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4	<p>Head Teacher's Report</p> <p>The Head Teacher's report was posted to the Hub and Rachel advised of changes that had taken place since the report was posted.</p>																	

School Website

There have been a few amendments to the school website following its informal review by Bridget Sinclair, SBC Governor Support and her suggestions.

Policies - the policy sections now shows the renewal dates for policies, therefore you do not need to access the document to determine the renewal date.

Website Subject Tabs - Bridget suggested that in-line with many other schools Red Oaks have a section especially relevant to Ofsted inspectors where all information they would require could be grouped together. This section once up and running will be password protected and the password will be given to the Inspector once an inspection visit has been arranged. This password can also be shared with Governors to allow them access to that area however the information contained in the Inspector's area will be information that has already or will be shared with Governors.

Website General - Bridget also made some other observations and recommendations regarding the website and its ease of use for parents and these have been looked at with the web designer and amendments made where necessary.

KS2 Interviews and Staffing - see Confidential Items

Values Award

The School was reassessed yesterday (16th May 2016) and received very complimentary feedback from the assessor along with a pass mark. The assessor believed that the work within the School was of such a good standard he felt it should and could be shared with other schools as an example of excellence. Thank you to Fred for coming into the School to take part in the reassessment.

5 Finance Report

An update regarding the budget preparation was posted to the Hub last week for Governors and Jackie further explained the current position regarding the new Budget. Jackie has been working from home to input School data into the financial system and this year this has been a long task especially with regard to entering staff information.

For example there are a number of staff who have completed 5 or 10 years of service at the School and this has involved extra checking of their information to ensure that they are at the appropriate service related pay scale and grading.

This will also result in the School incurring additional wage roll costs as a result of these increments.

Karen, the former Business Manager is coming into the School to assist Jackie with further work regarding the budget and Jackie is also meeting with Neil, our finance contact from FS4S (our paid for service), Neil has already assisted with the setting up of template for inputting data into the system.

This year the income received by the School will be split into four categories, Mainstream, SBI, CLAN and HST, these sections are then further devolved so that funds are allocated to the correct cost codes for areas of the school. For example Rachel's time as head teacher is broken down into time in each cost centre.

Alison suggested that Jackie contact Ian Burbidge at SBC Education Finance for further advice and assistance with the budget preparation, as he and his department are familiar with the use of the finance accounting system and would be able to help if need be with queries about input and cost centre use.

Jackie and John advised that the system template was not particularly user friendly but that once all input had been done this year future years would be easier. John offered his help to Jackie with the preparation of the budget if needed.

The first pass of the budget should be ready for the next Finance Committee meeting (7th June) to be brought to FGB 21st June for submission to the Borough 30th June deadline.

Decision: The Board support Jackie in this and agree that time should be taken to carry out the task correctly and await the draft at the next FGB

6 Monthly Review of the School Improvement Plan (SIP)

There are no major changes to the SIP as actions are either completed or awaiting further data to complete.

As previously discussed at FGB years 2 and 6 have no benchmark data to be compared with and with regard to this situation nationally the Government have indicated that there will be further changes year on year to marking standards with a prediction for example the end result will be many more A* pupils.

Rachel would normally spend the summer holiday analysing the data ready for the new year but this will prove to be more difficult with this year's data

	<p>KA: Is information/result shared with other local heads?</p> <p>RS: To some extent but it all depends on how honest and open other heads are with their data, the School has continued to buy into the Arbor reporting which gives comparison locally and nationally with averages once result data is entered, this was found to be useful previously.</p> <p>Pupil Premium - following a mid-year review the School is developing individual budget spreadsheets so it can be seen how funds have been allocated to individual pupils.</p> <p>SIP Updates - these have been shared with the SLT who support the actions and needs identified, the SIP will be updated to include new actions.</p> <p>See also Confidential Items</p>
7	<p>Social, Moral, Spiritual and Cultural Update</p> <p>This will now take place in June</p>
8	<p>Data Update</p> <p>Jude and Helen are currently collating and analysing data following recent pupil tests and this will be presented at the June FGB</p>
9	<p>Approval of SEN Policy</p> <p>The SEN Policy was posted on the Hub for Governors to view prior to the meeting.</p> <p>FC: Noted that the current Mission and Vision statements appear in the Policy and that it was discussed at the previous FGB these be reviewed, working group being formed to undertake this, therefore these will need to be changed in future when new statements are agreed</p> <p>Action: Rachel to ensure new Mission and Vision statements are included in the SEN Policy when they are agreed</p> <p>Decision : Policy approved by FGB</p>
10	<p>Ofsted Preparation Advice from Dale Burr</p> <p>Dale Burr from Oakhurst attended the meeting to talk about what to expect from an Ofsted inspection. Dale had been seconded to Ofsted for 15 months and carries out inspections, his next one being 18th May the day after this FGB meeting.</p>

The general running order for inspections is:-

Prior to the inspection the Inspector will have researched the school using social media, local media and the school website for example to see what kind of reputation the school has locally, the Inspector will also have previous reports to view and also look at all reporting documents and data on the school website.

Day prior to inspection the School is telephoned by Ofsted admin to confirm that the inspection will taking place, this is later followed up by a telephone call from the Inspector who will be attending.

Once the School is aware of the inspection date they have a duty to inform parents so that they are aware and can give their views. Governors can then be informed as the Inspector will want to interview the Chair and Vice Chair at least, and hopefully the Safeguarding Link Governor interviews usually last 45 mins to 1 hr.

The Inspector will have used the research to come up with lines enquiry to pursue once at the school to prove or disprove the current rating, generally there are lines of enquiry but each school is treated individually. Generally schools are aware of their strengths and weaknesses and the lines of enquiry do not come as a surprise.

The School should ensure that the website is as accurate as possible with the most up to date information available, ensure Policies on the website are in date.

As Red Oaks is currently rated as Good it would qualify for a one day inspection. The inspector must decide by 2:30 if the school is in need of a two day inspection, either because its standards have lowered or because they have increased and the rating needs to be amended.

If the School think their results justify an increase in rating they can ask for a two day inspection or possible the Inspector may suggest this to the Head.

KB: Do you do unannounced visits?

DB: These are carried out if there is a serious incident/allegation about the School such as safeguarding, behaviour, unexplained deterioration in results, something that gives concern to parents or the local authority

The Inspector would be looking at Minutes of FGB meetings and Head Teacher's reports to see that the items discussed and reported follow through into the SIP and SEF. The Inspector would expect to see that Governors are attending training and that there is regular good attendance at FGB.

They like to see that Governors are involved in the School for example:-

through Pay Panels, viewing anonymised Appraisal documents to see that gradings and salaries are in line

holding the Head and Staff to account

keeping a watch on the budget and spending

ensuring effective leadership for the school

ensuring the school is working with parents and partner agencies

With regard to the School the Inspector will view attendance records, behaviour logs, bullying incident logs, complaints records, will ask for a sample of pupil's books to see the standards of pupil's work, interview pupils.

FC: Bullying and behaviour incident information is not currently fed through to FGB should this be?

DB: Suggest that this is itemised in the Head Teacher's report so that Governors are aware

Governors should use the NGA 20 Questions document to familiarise themselves with the type of questions Inspectors may ask or information they might be expected to know, but remember it is not a test.

FC: Suggested that governance should be reviewed to show that governors are having an impact on the School

RS: Suggest future agendas for FGB contain items likely to feature as an Ofsted line of enquiry, also that once an inspection is arranged the Office prepare an A4 sheet for Governors with headline items and key points.

KA: How does the Inspectorate monitor in year progress?

DB: They do not judge if there is no robust system but on the advice of Ofsted use book scrutiny for evidence of pupil progress

KB: Are the books you see picked by staff or inspectors, danger staff only give the best work up

DB: Ask for a sample e.g. pupil premium, high attainers

Because of the necessity to make a decision regarding the two day inspection by 2:30 there is in practice little time for lesson observation.

KB: How far back through School records/logs would you go?

DB: As far as the last inspection

	<p>KA: Would you expect the School to disclose this information? DB: The School should be disclosing significant events/formal complaints</p> <p>KA: What kind of incidents or events would trigger an inspection? DB: Concerns regarding behaviour, leadership, management, governance but Ofsted would look at the School as a whole</p>
11	<p>Update from Raising Standards Committee The Raising Standards Committee met on 21st April and was attended by Bridget Sinclair, SBC Governor Support. This meeting concentrated on the School changing to academy status and the Minutes were posted on the Hub for Governors to view following the meeting.</p> <p>It was decided that Kath and Rachel would invite the Heads and Chairs of potential partner schools in to meet and discuss possible future collaboration. However before they had a chance to invite the other parties in the Government announced a U-turn in their decision for schools to become academies.</p> <p>Decision: The Governing Board will regularly review the School's options and take note of Government policies in relation to converting to Academy status</p>
12	<p>Correspondence</p> <p>See Confidential Items</p>
13	<p>AOB</p> <p>Raising Standards Committee next meeting 27th May @ 11:00 Finance Committee next meeting 7th June 2016 @ 9:00</p>

The meeting closed at : 20:10

ACTIONS ARISING FROM THE MEETING : 19th April 2016		
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6	See Confidential Items	All Governors
9	Ensure new Mission and Vision statements are included in the SEN Policy when they are agreed	Rachel, when new statements agreed

Dates of Meetings 2015/16
Full Governor Meetings:
21 st June 2016 @ 18:30
12 th July 2016 @ 18:30
Dates of Meetings 2016/17
Full Governor Meetings:
13 th September 2016
11 th October 2016
15 th November 2016
6 th December 2016
17 th January 2017
21 st February 2017
21 st March 2017
25 th April 2017
16 th May 2017
20 th June 2017
11 th July 2017