

Minutes of Red Oaks Primary School Full Governing Body

21st June 2016 : 18:30

Present:	Rachel Surch (Head Teacher), Eileen Parker (Vice Chair), Deb Rogers (Clerk), Khyati Bailey, Fred Child, Sarah Newman, Alison Paul, Jackie Peterson (School Business Manager), John Robinson, Victoria Robinson, Jude Scutt
Arrived 18:50	Kath Abercrombie (Chair) Gary Donnelly
Left 20:30	Alison Paul

1	<p>Apologies and Declaration of Interest in any Agenda Item</p> <p>There were no declarations of interest in any Agenda Items</p> <p>There was an apology from Helen Thomas who was on a residential trip with pupils, apology accepted</p>
2	<p>SMCS Update (carried over from the May meeting)</p> <p>This item was put at the head of the Agenda as Annette Wood, the member of staff responsible for the co-ordination of SMCS was to present to the governing board. Unfortunately Annette was not available and therefore Rachel presented this item using a presentation supplied by Annette.</p> <p>Decision: It was agreed that Rachel would go through the presentation and that questions would be listed for her to take back to Annette.</p> <p>Rachel reminded governors that not only is SMCS a subject in which Ofsted are particularly interested when they visit a school, it is also a subject which should be embedded in the ethos of the school and every pupil and staff member should be able to demonstrate an awareness.</p> <p>Spiritual - reflect on the beliefs of themselves and others Moral - what is right or wrong and the consequences of actions Social - British values, law, liberty Cultural - respect for others, tolerance, understanding</p> <p>As part of the Social section, the School recently had a visit from Justin Tomlinson MP, who engaged the children in activities to represent parliamentary procedures, this was very successful.</p>

Since November 2014 there has also been a clear and rigorous expectation of schools to teach British Values of democracy, law, individual liberty and mutual respect.

Ofsted when they visit will review the impact of SMCS in the way the school conducts itself and is viewed by the local community and how the children interact with each other. Children can also be interviewed to see that they understand the teaching they are receiving.

At Red Oaks British Values and SMCS are taught through assemblies on Monday, Tuesday and Thursday as well as during lessons. Value topics are taken each term and these are explored and explained to the children who incorporate them into their work.

There is currently documentation on the School website which demonstrates the School commitment to SMCS and this evidence dates back as far as 2009.

The School has recently been reassessed for its Values Award and this is valid for 3 years, the assessor was extremely complimentary about the School and commented that it could be considered as 'beacon' status and an example for other schools. Red Oaks is one of only 40 schools in the country to achieve this award.

There is not currently an SMCS governor and it was agreed that this should be a topic that governors should be looking for in the School and the classroom when they visit in their role as a link governor, SMCS should run through all lessons rather than be seen as a standalone subject. The Link Governor Guidance Notes will be amended to include responsibility to look for SMCS evidence throughout the School and the feedback form will be amended to provide space for comment on this. It was agreed that a floor book of evidence should be prepared in readiness for an Ofsted inspection.

Action: Link Governor Guidance Notes and Feedback Form to be amended

Action: Prepare floor book of SMCS evidence

Victoria, Kath and Fred all confirmed that on their recent Link Governor visits to the School SMCS was in evidence.

Possible Questions for Annette:

Do you have an action plan going forward to continue to teach and uphold SMCS
What is the impact of the current teaching how is this demonstrated, where is the evidence available

	<p>Does this feed into the SIP/SEF What problems areas or weak links have been identified What have you focused on as SMCS co-ordinator this year How are plans communicated to staff, how are they involved What are the outcomes of pupil interviews</p> <p>Fred advised that he could be available to go through the questions with Annette if required to free up Rachel's time, Rachel will draft a list of questions and email these to him along with potential meeting dates.</p>																								
3	<p>Minutes of Full Governing Body - Tuesday, 17th May 2016</p> <p>Fred pointed out a typo on Page 3, the Minutes will be amended, otherwise the Minutes were agreed and accepted, amended Minutes to be brought to the next meeting for signature by the Chair.</p> <p>Action: Minutes to be amended</p>																								
4	<p>Any Matters Arising from Meeting : Tuesday, 17th May 2016</p> <table border="1" data-bbox="225 936 1439 1966"> <thead> <tr> <th colspan="3" data-bbox="225 936 1439 981">ACTIONS ARISING FROM THE MEETING : 19th April 2016</th> </tr> <tr> <th data-bbox="225 981 363 1070">Agenda Item</th> <th data-bbox="363 981 1161 1070">Action Required</th> <th data-bbox="1161 981 1439 1070">By Whom/ Timescale</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 1070 363 1473">3</td> <td data-bbox="363 1070 1161 1473"> <p>Governors to amend their Guidance Notes and return to Deb amend and to hold a master copy for the Hub.</p> <p>Alison requested a copy of the SLA between the School and SBC to enable her to produce the HST Link Governor Guidance note as this differs greatly from the curriculum subjects covered by the other Guidance Notes</p> </td> <td data-bbox="1161 1070 1439 1473"> <p>To be completed for July meeting</p> <p>Rachel to send to Alison</p> </td> </tr> <tr> <td data-bbox="225 1473 363 1608">3</td> <td data-bbox="363 1473 1161 1608">Governors to look at the Link Report and amend and return to Deb so master copies can be produced for the Hub</td> <td data-bbox="1161 1473 1439 1608">To be completed for July meeting</td> </tr> <tr> <td data-bbox="225 1608 363 1697">3</td> <td data-bbox="363 1608 1161 1697">Deb to produced Data Guidance Note and pass to Eileen</td> <td data-bbox="1161 1608 1439 1697">To be completed for July meeting</td> </tr> <tr> <th colspan="3" data-bbox="225 1697 1439 1742">ACTIONS ARISING FROM THE MEETING : 17th May 2016</th> </tr> <tr> <td data-bbox="225 1742 363 1832">6</td> <td data-bbox="363 1742 1161 1832">See Confidential Items</td> <td data-bbox="1161 1742 1439 1832">Completed - All Governors aware</td> </tr> <tr> <td data-bbox="225 1832 363 1966">9</td> <td data-bbox="363 1832 1161 1966">Ensure new Mission and Vision statements are included in the SEN Policy when they are agreed</td> <td data-bbox="1161 1832 1439 1966">Completed and on School website</td> </tr> </tbody> </table>	ACTIONS ARISING FROM THE MEETING : 19th April 2016			Agenda Item	Action Required	By Whom/ Timescale	3	<p>Governors to amend their Guidance Notes and return to Deb amend and to hold a master copy for the Hub.</p> <p>Alison requested a copy of the SLA between the School and SBC to enable her to produce the HST Link Governor Guidance note as this differs greatly from the curriculum subjects covered by the other Guidance Notes</p>	<p>To be completed for July meeting</p> <p>Rachel to send to Alison</p>	3	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	3	Deb to produced Data Guidance Note and pass to Eileen	To be completed for July meeting	ACTIONS ARISING FROM THE MEETING : 17th May 2016			6	See Confidential Items	Completed - All Governors aware	9	Ensure new Mission and Vision statements are included in the SEN Policy when they are agreed	Completed and on School website
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5	<p>Head Teacher's Report</p> <p>The Report was uploaded to the Governor Hub prior to the meeting for Governors to view.</p> <p>Staffing: See Confidential Items</p> <p>Pupil Absence/Late Arrival: although not previously reported to Governors this is now included for Governor's information. Pupil absence is monitored termly and those with below 90% in the previous term are reviewed to see if there is improvement. Rachel meets with parents when there are concerns and takes a sympathetic approach to those with known documented medical or family problems. If needed the Education Welfare department are informed so that they can work with the family. The School was in the bottom 10% nationally last year for attendance however this was due to the number of pupils with known and documented conditions and the School are working with these families.</p>
6	<p>Finance Report</p> <p>Jackie apologised for the delay in completing the budget and providing Governors with a copy, however the Budget has been seen by the Finance Committee and the Chair and with their approval is now available for all Governors.</p> <p>As previously advised to Governors the budget has been split into four sections this year:-</p> <p>Mainstream CLAN SRP SBI SRP HST</p> <p>With the exception of the Mainstream section which shows an eventual deficit there is potential for roll over on the other 3 sections. Rachel and Jackie have consulted with Education Finance at SBC who have agreed that in this case the 4 sections can be rolled into one for this year to show an overall positive figure however, the physical split still needs to be shown.</p> <p>Pressures on the budget this year have come from increased staffing salary costs (support staff increase between 1% and 6% still to be agreed and published by SBC), pension and NI contributions.</p> <p>SBC are currently finalising the SRP funding but it is likely that this will be a lower amount than previously paid to the School for this provision.</p>

With the assistance of the SBC Finance team the balance survey will be completed using these budget figures for submission to SBC by 30th June 2016.

Jackie asked that Governors approve the Budget in order that the submission may be made to SBC.

Decision: Budget approved

Jackie advised Governors that if they had any specific questions regarding the Budget they could contact her direct.

John, Chair of Finance Committee advised that this is a difficult budgeting system to administer and thanked Jackie for the hard work she had put in completing this, it is acknowledged that this is as thorough as it can be but being so complex there is the possibility of things being overlooked. John suggested that in future years the School work on the basis of a balanced budget and income should not exceed expenditure wherever possible. Although supporting this Rachel advised that unknown staffing costs always need to be taken into consideration and can impact on a balanced budget.

7 Monthly Review of School Improvement Plan

Claire Ridsdale (literacy consultant) revisited the School early this month, to meet staff and discuss progress since her previous visit. Claire could see that teachers are working on their marking skills and comparing the School's books with other schools we do compare well. Areas for further improvement identified by Claire have been fed into the SIP.

The recent grammar workshop was well attended by governors but disappointingly only 17/33 parents who indicated they would attend actually attended. FC comment that he found very useful and that it certainly showed the difference in teaching methods over recent years. It is a surprise to governors when they complete learning walks to see the depth of knowledge the pupils are expected to have.

The School was not moderated this year by SBC although fully expected this to happen, sharing of Y2 and Y6 pupil workbooks with Heads from cluster schools however shows the School to be in a similar position to its neighbours.

Year on year Swindon school results have been in line with national averages if this year the results dip below the national average this could indicate that the system of assessing is wrong.

	<p>Phonic screening has been carried out within the School with 78% of pupils passing, this is a higher percentage than last year and national data is awaited for comparison.</p> <p>KA: How is this going to be reported to parents in regarding to their children, it would be useful to know? Rachel advised the gradings will be working to/at or above, some SATs scores will be used either as raw or standardised data but at present she was unclear on this.</p> <p>Jude advised that for maths and writing there is a scoring system whilst reading has no score.</p> <p>Rachel is collaborating with the heads from Abbey Meads and Catherine Wayte to produce a joint letter to parents explaining the scoring system and how it is used to report on their children.</p> <p>KA: Parents need as much information as possible, suggest that Jude be available in the mornings for Year 2 and 6 parents to answer their queries.</p> <p>FC: Can the School publish the results? Rachel explained that once all schools results are collated they are available on line from official sources nationally.</p> <p>Ofsted are not taking data into consideration but are concentrating on the book progress they can see in the classroom setting.</p> <p>Amanda Ballard and Rachel have monitors special books and focused on writing where there have been opportunities in recent months, most of the children will achieve the 40-60 month score in writing which is above average.</p>
8	<p>Inspection Dashboard</p> <p>The Inspection Dashboard information was previously uploaded to the Governor Hub for governors to view, Rachel asked if there were any questions regarding this or the information contained in it. There were no questions from governors on this subject.</p>
9	<p>Staff Questionnaire</p> <p>The results of the recent staff questionnaire were shared with Governors.</p> <p>All staff were given access to the questionnaire and there 17 responses in total. There was an open box for staff suggestions or comments on areas for development but no comments or suggestions were made.</p>

	<p>SN: Is CPD explained to staff? Rachel advised that perhaps more could be done in this e.g. explaining to staff that CPD does not just include attending external courses and that there are numerous other ways in which CPD is gained.</p>
10	<p>Data Update (carried over from May meeting)</p> <p>As previously explained to FGB Jude and Helen have worked on a spreadsheet system of recording pupils scores following testing and this is working well as teachers now have more knowledge about their pupils and their strengths and weaknesses.</p> <p>Data provided from the School Pupil Tracker is difficult to understand and interpret as it does not clearly show how individuals are performing and whether they are improving or not.</p> <p>Jude provided the information for Year 6 which had been compiled using the School's own system, it could be seen that pupils had been identified earlier in the year and the percentages of pupils improving and also what intervention had been put in place to assist them e.g. tutoring being offered.</p> <p>Official advice is that schools should move away from labelling and categorising pupils however the Tracker system still does this to some extent as will most systems.</p> <p>Jude advised that she and Helen continue to work on their system and that governors are invited to contribute or become involved in this if they wish. Jude and Helen have also attend a recent course about methods of assessing pupil progress and highlighted to governors that the system of reporting would need to be changed to better show pupil results.</p> <p>It was generally agreed that going forward this would be a better system to use to demonstrate to governors how pupils were performing and their achievements.</p> <p>It would also be more beneficial to governors to look at pupils books whilst in class so that they could see how individuals were improving or if samples of anonymous work were made available for governors to see.</p> <p>National statistics are awaited from the government along with any advice about the interpretation of data against the curriculum.</p> <p>Decision: Although there is time to be spent by Jude and Helen manipulating their system so that all years information can be recorded, this would be a worthwhile exercise and the resultant paper showing pupil information would be more informative for governors.</p>

	<p>The use of one system only would also be a better way of recording information.</p> <p>KA Is the results information fed into the SIP/SEF? Rachel confirmed this is the case.</p>
11	<p>International Primary Curriculum (IPC) Update</p> <p>The timetable for learning was shared with governors. Using the IPC system of learning subjects are taught to pupils with history, geography, art and DT being linked together so that as a headline subject is taught the other subject align with it e.g. geography/history - volcanoes and Pompeii - aligning with DT what makes buildings strong and art creating volcano paintings in a particular art style.</p> <p>Science, music, PE and ICT are taught discretely in these subject where possible.</p> <p>History is now taught chronologically rather than as years and events out of context with each other.</p> <p>The units have specific goals which are to be achieved and pupils are assessed at working towards, at, or achieved the goal, with testing 3 times a year in Terms 2, 4 and 6.</p>
12	<p>Election of Chair and Vice Chair to take place in July nomination please</p> <p>In preparation for the new school year we will hold the Chair and Vice Chair elections in July rather than September, could any interested parties please notify Deb.</p>
13	<p>Correspondence</p> <p>See Confidential Items</p>
14	<p>AOB</p> <p>The Pay Panel Committee have met and Gary fed back to the Board; using the SBC Appraisal Policy criteria have been drawn which staff can use to enable them to demonstrate any claims for salary increments.</p> <p>The role of part time staff has been considered and it is recognised that there is a need for flexibility in these roles. Staff on job share contract can swap to give themselves more time off but only one swap is allowed per year and additional time gained by the swappers is taken as time in lieu not paid.</p> <p>All policies will be up to date and issued to staff in September.</p>

ACTIONS ARISING FROM THE MEETING : 21st June 2016		
Agenda Item	Action Required	By Whom Timescale
2	Link Governor Guidance Notes and Feedback Form to be amended	Rachel
2	Prepare floor book of SMCS evidence	Rachel to ask Annette to co-ordinate by end of term
2	Rachel to email Fred questions for Annette along with potential meeting dates	Rachel asap
3	Minutes 17 th May 2016 to be amended for signature at July meeting	Deb for July meeting - Completed 22/6/16

The Meeting closed at: 20:35

Accepted:

Date:

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