

**Minutes of Red Oaks Primary School Full Governing Board Meeting
Tuesday, 13th September 2016 @ 18:30**

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| Present: | <p>Kath Abercrombie (Chair) Khyati Bailey Fred Child Gary Donnelly Sarah Newman Eileen Parker Deb Rogers (Clerk to Governors) Jude Scutt (Deputy Head Teacher) Rachel Surch (Head Teacher) Helen Thomas</p> |
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| 1 | <p>Apologies and Declaration of Interest in any Agenda Item</p> <p>Apologies received and accepted from John Robinson, Jackie Peterson, Victoria Robinson and Alison Paul.</p> <p>There were no declarations or conflicts of interest declared in any agenda items.</p> |
| 2 | <p>Staff Presentations</p> <p>The Board split into two groups to hear staff presentations:</p> <p>Sports Premium Funding - Martin Cowell Martin is moving into a different area of responsibility within the School and his role will be taken by Kate Longhurst who assisted Martin with the presentation this evening. A copy of the presentation can be found on the Governor Hub. Martin did mention that any Governor who feels they have sports skills they could share with the pupils is welcome to join the team.</p> <p>More Able - Raising Standards - Christine Dye A copy of the presentation can be found on the Governor Hub</p> <p>Splitting into two groups for presentations appeared to work well this evening but we will continue to monitor this and if it becomes too disruptive look at other ways of presenting information to the Board.</p> |
| 3 | <p>Notification of Items for AOB</p> <p>Pay Panel: There was some confusion over membership of the Pay Panel, Khyati is not a member of the Pay Panel but was/is a member of the Head Teacher's Pay Panel. A potential conflict of interest was highlighted at Finance committee regarding Pay Panel membership as Gary's wife is one of the School's support</p> |

Minutes of Red Oaks Primary School Full Governing Board Meeting

staff. Rachel confirmed there would be no conflict of interest in this case as salaries for these staff are not discussed by the Pay Panel who discuss teaching staff salaries only.

Birthday Celebrations Saturday 10th September 2016: Kath thanked the Head, Friends of Red Oaks, all staff and governors for their support on Saturday making the birthday celebration a successful event despite the extremely bad weather driving everyone indoors.

Parent's Evening: 13th October 2016 13:30-19:00, if possible can Governors be available to meet and greet on the door, highlight the role of Governors where possible and generally help out.

See also Confidential Items

4 **Minutes of Full Governing Board - 12th July 2016**

The Minutes of the Full Governing Board meeting on Tuesday, 12th July 2016 were accepted as an accurate record of the meeting, there were no matters arising from the meeting, the Minutes were signed by the Chair.

5. **Head Teacher's Report**

The Head Teacher's report was posted to the Hub for Governors to read prior to the meeting.

Values: Rachel advised that the value theme for this term was 'LOVE', there is an interactive section on the School website where staff and parents can post their thoughts on the theme e.g. LOVE is, governors were invited to post their thoughts, these are shared with the School through assemblies

See also Confidential Items

6 **Finance Report**

The Minutes of the Finance committee held on 6th September were posted to the Hub for Governors to read prior to the meeting.

Update since the Committee meeting:

Budget Apportionment: The School contact at FS4S, Neil Miles, has met with Jackie and suggested that the School apportion internal costs differently as a way of splitting the income more fairly, costs to be apportioned differently are PFI payback and administration, this would be in-line with the way these costs are split in other Borough schools.

Minutes of Red Oaks Primary School Full Governing Board Meeting

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| | <p>Audit: SBC have advised that they will be auditing the School in October, Jackie is preparing for audit with the assistance of Neil from FS4S.</p> <p>Meeting with SBC: Rachel confirmed she and Jackie are to meet with Peter Nathan, Head of Education SBC and Paul Davis, Finance SBC to discuss the School budget in October.</p> <p>Data: Rachel shared comparison data for Red Oaks compared to national and local authority pupil achievement data together with a hard copy of an article from the Department of Education. The electronic link for this article was shared during the summer holiday.</p> <ul style="list-style-type: none"> • Overall the School would meet the floor standard set by the Government • Writing continues to let the School down although it is recognised that Red Oaks staff perhaps mark more harshly than their colleagues in other Schools • The gender gap that has been recognised by the School previously is still apparent • The staff continue to work towards improving where the School has fallen short of national and local targets |
| 7 | <p>School Improvement Plan</p> <p>Rachel advised that this was not yet ready to be shared with Governors, priorities had been identified and at a staff meeting today these were shared with staff. Ideas captured during the staff meeting will now be fed into the Plan and the final draft will be available for Governors in October.</p> |
| 8 | <p>Health and Safety Policy 2016-2017</p> <p>The revised Policy was posted to the Hub for Governors to read prior to the meeting, there were no questions or comments raised by the Board.</p> <p>Decision: Policy adopted for the forthcoming year</p> |
| 9 | <p>Governor Skills Audit</p> <p>These were to be collected at the meeting, one has been received online and two were handed in at the meeting. Reminder to Governors to complete and return these before the next meeting. The form can be completed and emailed, but be aware that the form does not seem to handle the paragraphs on the last page very well, it may be best to put those answers into the body of your email when sending it over.</p> |

Minutes of Red Oaks Primary School Full Governing Board Meeting

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| 10 | <p>Scheme of Delegation</p> <p>The revised Scheme of Delegation for 2016-2017 was posted to the Hub for Governors to read prior to the meeting so that it could be adopted at the meeting. However, Rachel has submitted a revised page for Curriculum Teams and the Scheme will be brought back to Governors in October.</p> |
| 11 | <p>Safeguarding Policy</p> <p>The revised Safeguarding Policy for 2016-2017 was posted to the Hub for Governors to read prior to the meeting so that it could be adopted at the meeting.</p> <p>Rachel and Fred advised that Sarah Turner, (former Safeguarding Officer, SBC now Sarah Turner Consulting Safeguarding Solutions) who is currently carrying out a Safeguarding audit commissioned by the School has read through the Policy and congratulated the School on it being one of the most up-to-date ones she had seen as it include legislation which only came into force in the last couple of months.</p> <p>Sarah's report will be shared with Governors when it is available, there are no major concerns and the one minor one Sarah did have was resolved at the staff meeting early today.</p> <p>Decision: Policy adopted for the forthcoming year</p> |
| 12 | <p>Governor Training</p> <p>Kath is booked for Safer Recruitment training in November. The new SIP will feature governor training as a measurable therefore Governors are urged to book onto training events hosted by the Borough, although it is appreciated that Governors do have work pressures of their own to contend with.</p> <p>Two events coming up with the Borough are:</p> <p>Finance for Maintained Schools 27th September 18:00-21:00 Civic Offices Information Governance 4th October 18:30-20:30 Civic Offices</p> <p>Please booked direct with Anna Richardson at Governor Support</p> |
| 13 | <p>AOB/Correspondence</p> <p>AOBs discussed at the beginning of the Meeting.</p> <p>The recent Governor Briefing from Governor Support has been circulated by email.</p> |

Minutes of Red Oaks Primary School Full Governing Board Meeting

Deb advised Governors that John had suffered a minor stroke last week and he had been in GWH, home now, hence his absence from the meeting, Governors wished him well in his recovery.

The meeting closed at : 19:50

Accepted:

Date:

| Full Governor Board Meeting Dates 2016/17 |
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| 13 th September 2016 @ 18:30 |
| 11 th October 2016 @ 18:30 |
| 15 th November 2016 @ 18:30 |
| 17 th January 2017 @ 18:30 |
| 7 th 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 |