

**Minutes of Red Oaks Primary School Full Governing Board Meeting  
Tuesday, 17<sup>th</sup> January 2017**

<b>Present:</b>	<p>Kath Abercrombie (Chair)  Fred Child  Sarah Newman  Eileen Parker  Alison Paul  Jackie Peterson (School Business Manager)  Victoria Robinson  Deb Rogers (Clerk to Governors)  Jude Scutt (Deputy Head Teacher)  Rachel Surch (Head Teacher)</p>
-----------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>1</b>	<p><b>Apologies and Declaration of Interest in any Agenda Item</b></p> <p>Apology received from Khyati 5.12.16 work commitment  Apology received from Helen 17.1.17 sickness  Apology received from Gary 17.1.17 sickness  Apology received from John 17.1.17 sickness</p> <p>The apologies were accepted by the Board, there were no declarations of interest in any agenda items.</p>
<b>2</b>	<p><b>Staff Presentations</b></p> <p>Artmark was presented by Martin Cowell  RE was presented by Rachel Lawrence</p> <p>Both presentations can be found on the Governor Hub</p>
<b>3</b>	<p><b>Notification of Items for AOB</b></p> <p><b>New Attendance Policy:</b> See Confidential Minutes</p> <p><b>Governor's Information Board:</b> RS has obtained quotes for a board to go in Reception to hold governor photos and information, the best price is £165.50, this does not include a charge from Carillion for installation.</p> <p>RS asked if Governors wished to proceed.</p> <p><b>Agreed: A cheaper alternative Board to be sourced</b></p> <p><b>Staff Holidays:</b> See Confidential Minutes</p>

## Minutes of Red Oaks Primary School Full Governing Board Meeting

**Provision for Deaf and CLAN Pupils:** RS advised Governors that there was a change in the admin paperwork for these pupils and that it had to be recorded that Governors were aware of the provision and had delegated responsibility for signing off applications to the Head Teacher.

**Agreed: Responsibility delegated to RS to administer this paperwork and ensure compliance with Borough guidelines**

**New Co-opted Governor:** See Confidential Minutes

**Good Practice and Teaching Excellence Awards:** FC asked RS is the School were putting forward any applications for the awards mentioned in a recent letter from Peter Nathan. RS advised that the School did not participate as it was felt that it could show favouritism to teachers from the Head or SLT.

VR and KA asked if staff could nominate a colleague based on their observed conduct? RS advised that this would not be appropriate as staff would not necessarily know that their colleague met all the criteria, it was suggested that staff could nominate but that the nomination would need to be endorsed by the Head or SLT.

SN asked if parents could nominate? RS advised that this would be a similar case of parents not necessarily being fully aware whether staff met all the criteria

### 4 **Adoption of Minutes from 15<sup>th</sup> November 2016 and Actions Arising**

There were no actions outstanding and the Minutes of the previous meeting were agreed.

### 5 **Head Teacher's Report**

The Report was posted to the Hub prior to the meeting for Governors to read.

#### **Questions from FC:**

#### **CPD**

**The courses in red that were cancelled was the money recovered or lost? The spreadsheet shows those that attended BUT should it list ALL staff showing what they have attended? Cannot see who is not doing CPD?**

RS confirmed that monies were recovered when training was cancelled. The spreadsheet does only show those attending training however, everyone has CPD even if they do not attend courses outside of the School as online or training delivered onsite also count towards CPD.

## Minutes of Red Oaks Primary School Full Governing Board Meeting

**Action: From September 2017 whole school training will be shown on the spreadsheet**

### **H&S**

The evacuation and lockdown / lock in. Do we have different bells / other audible warnings? Will the 'hard of hearing' have support?

RS confirmed that she had discussed this with Carillion the owners of the School building and that there was not a different sounding alarm for this purposed, they had suggested that a coded tannoy message be used.

Other Primary and Secondary schools in the area do carry out mock lock down and evacuation practices but it was felt that this would cause unnecessary upset to the children. However, RS will liaise with her colleagues in other schools and ask to attend one of their sessions as an observer to see how this could be used in the School. RS will also liaise with the local Police for this assistance with risk assessment and advice on evacuation procedures.

**Action: Further investigation to be undertaken regarding lock down and evacuation procedures**

**Head Teacher's Breakfast Meeting February:** RS will attend the Head's Breakfast meeting in February and report back to the Board at either the February or March FGB

**Action: RS to attend and report back to Board**

**Feedback to Governors from Bill Jerman:** Bill is coming into school on 31st January at 13:45 to meet with available Governors currently those who have confirmed attendance are:-

John, Fred, Helen, Jude, Jackie, Kath, Vicky  
Sarah and Eileen are possible  
Deb, Khyati and Alison are unable to attend

**Action: attendance information to be passed to RS**

**Year 5:** It was previously identified that there had been some disruption in Year 5 and that parents had raised concerns about their children. Support has been put in place to help the teachers with responsibility for this year group and the year group has been mixed to create a more balance learning environment. No further changes will be made as currently there is a calmer, focussed atmosphere within the group.

## Minutes of Red Oaks Primary School Full Governing Board Meeting

	<p>VR asked what contributing factors there were to this situation? RS advised that this was a year group with a high percentage of boys, who due to their age were experiencing hormonal or mood swings and that there was also a high percentage of pupils with additional needs. This was not so apparent in earlier years with this group in main due to the hormonal changes they are experiencing which were not a factor earlier on. It can be demonstrated to Ofsted that the problem had been identified and plans had been put in place to rectify the situation.</p>
6	<p><b>Finance</b></p> <p>The Report was posted to the Hub prior to the meeting for Governors to read.</p> <p>JP confirmed that she had met with John (Finance Chair) today ahead of the Finance Committee meeting on Friday, 20<sup>th</sup> February.</p> <p>There were no further question from Governors regarding the recent report on the Hub.</p>
7	<p><b>School Audit Report</b></p> <p>The audit report will be discussed at the committee meeting on 20<sup>th</sup> February, AP offered her help with any action points identified in the audit as her school had also recently had an audit.</p>
8	<p><b>Safeguarding Report</b></p> <p>The Report was posted to the Hub prior to the meeting for Governors to read, there were no questions from Governors regarding the content of the report.</p>
9	<p><b>RAISEOnline</b></p> <p>Using the SIP, SEF, Attainment Summary and Ofsted Prep doc governors assessed the information for strengths and weaknesses within the school.</p> <p><b>Strengths</b></p> <p>Science KS1 - tested on a 4 yr teaching programme which had only been taught for 2 yrs          KS2 reading, spag, maths          KS2 progress in reading and maths          Work undertaken to improve writing skills and outcomes          Progress overall positive</p> <p><b>Weaknesses</b></p>

## Minutes of Red Oaks Primary School Full Governing Board Meeting

Writing this was identified and measure were put in place to improve standards  
Girls VA for maths  
Reading attainment  
Attainment overall is less positive

A large amount of historic data has been generated however due to the change in the curriculum last year trends cannot now be identified using the data for the current year.

### Attainment Summary Sheet Headlines

The current data was handed out this will be updated at the end of Term 4.

**Reading:** in Nursery and Reception is scoring low - for many children English is not their first language; Yr1 still contains a large of number of non-readers giving an overall low score; Yr6 is further broken down to show specific group splits and scores however the Yr 6 children are working hard to achieve their goals some doing extra work during the lunch hour

**Maths:** this subject is coming in with stronger scores and a higher % of pupils working towards, data has been split into pupil premium and non pp with the difference in scores shown. Although pupil premium children may not be achieving the same academic goals of their classmates they are still given targets to achieve that are more specific and realistic to them.

**Writing:** better results are being achieved by pupils with weaknesses identified in Yr 5 where support is being given at the end of Yr 4 only 15% were in the working within category this has now increased to 35%.

Action: If governors have any specific questions regarding the data please email this to RS

### 10 Pupil Assessment Spreadsheet

Item to be carried over to February meeting

### 11 School Improvement Plan

The up to date SIP, SEF and Ofsted Prep document were posted to the Hub prior to the meeting for Governors to read.

**Question from KB: How can governors check for themselves that actions in the SIP are raising pupil achievement as opposed to SLT telling us?** RS advised that there is governor book scrutiny, pupil interviews, lesson observations and classroom visits in place all of which can give governors evidence of pupil progress and staff effectiveness.

## Minutes of Red Oaks Primary School Full Governing Board Meeting

KA advised that during the governor meeting with Bill Jerman he expressed more than once that governors need to be aware themselves of the progress and results within the School and should not be content to take the word of the Head or SLT although it is appreciated that the governors do have a lot of trust in the staff.

JS commented that staff were more aware of governors as they were coming into school more and visiting the classrooms, this was a positive feedback from the staff.

SN asked if there was any further information or data that needed to be captured within the SIP whilst not wanting to make additional work for staff what would Ofsted be looking for? JS suggested that staff be asked to rate themselves prior to and after training so assess the impact training had on their working.

RS suggest that an impact column be added to the categories within the SIP to show the impact that remedial actions had, this would be helpful at the end of the year to show effectiveness and help plan for the future.

**Action: RS to add impact column to SIP**

### 12 **Governor Training**

Governor training is now a measurable item within the SIP, noting the amount of training undertaken by governors on a monthly basis. Most governor training is carried out via Governor Support at the Borough and it is felt that the same programme of training is presented year on year, due to the turnover of governors in the area generally and the need to impart the same information to all.

Despite the training taking place during the day or evening it is still difficult for some governors to attend especially if their place of work is not within the town or they have caring commitments. The Board will consider purchasing the Gel Online Training system which will allow governors to carry out training online at home.

DR reminded governors that they should complete their FMG and Prevent online training, the links were emailed out prior to Christmas.

Once governors have attended a training course there is a feedback form on the Hub which should be completed and emailed to DR so that it can be store on the Hub for other governors to view.

## Minutes of Red Oaks Primary School Full Governing Board Meeting

	<p>DR keeps a log of training completed by governors and a paper copy is held at school for inspection by Ofsted if required, this includes the feedback forms.</p> <p><b>Action: Gel Online to be discussed at Finance meeting 20<sup>th</sup> February</b> <b>Action: Governor to continue to undertake training and to complete online FGM and Prevent training asap if they have not already done so, DR will email those who have not completed the online training</b></p>
13	<p><b>Strategic Planning Away Day : 12<sup>th</sup> May 2017</b></p> <p>See Confidential Minutes</p>
14	<p><b>AOB</b></p> <p>Discussed at beginning of meeting</p>

**The meeting closed at : 20:45**

**Accepted:**

**Date:**

## Minutes of Red Oaks Primary School Full Governing Board Meeting

<b>ACTIONS ARISING FROM THE MEETING : 17<sup>th</sup> January 2017</b>		
<b>Agenda Item</b>	<b>Action Required</b>	<b>By Whom Timescale</b>
3	Governors to attend and distribute questionnaire to parents on the door	All governors to assist if possible
5	Staff CPD Spreadsheet - from September 2017 whole school training will be shown on the spreadsheet	RS
5	H&S Procedures - further investigation to be undertaken regarding lock down and evacuation procedures	RS to report back to Board February meeting
5	February Head Teacher's Breakfast Meeting - attend and report back to Board	RS to report back to Board February or March meeting
5	Bill Jerman Feedback Session - attendance information to be passed to RS	DS completed 18.1.17
9	If governors have any specific questions regarding the data please email this to RS	All governors as required
11	To add impact column to SIP	RS completed 18.1.17
12	Gel Online to be discussed at Finance meeting 20 <sup>th</sup> February	Completed 20.1.17
12	Governor to continue to undertake training and to complete online FGM and Prevent training asap if they have not already done so, DR will email those who have not completed the online training	All governors

<b>Full Governor Board Meeting Dates 2016/17</b>
13 <sup>th</sup> September 2016 @ 18:30
11 <sup>th</sup> October 2016 @ 18:30
15 <sup>th</sup> November 2016 @ 18:30
17 <sup>th</sup> January 2017 @ 18:30
7 <sup>th</sup> February 2017 @ 18:30
21 <sup>st</sup> March 2017 @ 18:30
25 <sup>th</sup> April 2017 @ 18:30
16 <sup>th</sup> May 2017 @ 18:30
20 <sup>th</sup> June 2017 @ 18:30