

**Minutes of Red Oaks Primary School Full Governing Board Meeting**  
**VIRTUAL MEETING VIA THE HUB**  
**21<sup>st</sup> March 2017**

<b>Present:</b>	Kath Abercrombie (Chair) Khyati Bailey Fred Child (Vice Chair) Gary Donnelly Tracey Lynam Sarah Newman Eileen Parker Alison Paul Jackie Peterson (School Business Manager) John Robinson Victoria Robinson Deb Rogers (Clerk to Governors) Jude Scutt (Deputy Head Teacher) Rachel Surch (Head Teacher) Helen Thomas
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<b>1</b>	<p><b>Apologies and Declaration of Interest in any Agenda Item</b></p> <p>As all governors had access to the Hub there are no apologies recorded, there were no declarations of interest made in any agenda item.</p>																		
<b>2</b>	<p><b>Staff Presentations</b></p> <p>The staff presentation for the meeting was a summary of Outdoor Learning within the school, the presentation was loaded to the Hub prior to the meeting to enable governors to view and comment.</p> <p>No comments were recorded on the Hub.</p>																		
<b>3</b>	<p><b>Actions Arising and Minutes from Full Governing Board - 7<sup>th</sup> February 2017</b></p> <p><b>Actions Arising</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="3"><b>ACTIONS ARISING FROM THE MEETING : 7<sup>th</sup> February 2017</b></th> </tr> <tr> <th style="width: 15%;"><b>Agenda Item</b></th> <th style="width: 60%;"><b>Action Required</b></th> <th style="width: 25%;"><b>By Whom Timescale</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4</td> <td>SBI/CLAN Link governor requirement to be discussed at April FGB</td> <td>Governors - April FGB</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Governors to sign up to assist at Parent Evenings 22 or 23 March 2017</td> <td>Governors 22 or 23/3/17</td> </tr> <tr> <td style="text-align: center;">5</td> <td>RS to advise Admin/Teaching staff, new standard format for Policies to be agreed.</td> <td>RS</td> </tr> <tr> <td style="text-align: center;">6</td> <td>H&amp;S lock down procedure update</td> <td>RS - April FGB</td> </tr> </tbody> </table>	<b>ACTIONS ARISING FROM THE MEETING : 7<sup>th</sup> February 2017</b>			<b>Agenda Item</b>	<b>Action Required</b>	<b>By Whom Timescale</b>	4	SBI/CLAN Link governor requirement to be discussed at April FGB	Governors - April FGB	5	Governors to sign up to assist at Parent Evenings 22 or 23 March 2017	Governors 22 or 23/3/17	5	RS to advise Admin/Teaching staff, new standard format for Policies to be agreed.	RS	6	H&S lock down procedure update	RS - April FGB
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7	Governor attendance required 15 <sup>th</sup> March 15:10 to support RS and team  NB: This meeting will now take place on 17 <sup>th</sup> March @ 15:20	Governors 15/3/17
7	RS to liaise with SBC HR and ask what form of training they could provide and if they could attend a FGB for a short slot	Feedback to FGB via virtual March meeting
11	Book scrutiny to be an agenda item at a future RS meeting	DR added to future RS agenda

### Minutes

The Minutes of the Full Governing Board meeting on 7<sup>th</sup> February 2017 will be formally agreed and signed at the meeting on 25<sup>th</sup> April 2017.

4	<p><b>Notification and Discussion of AOB Items</b></p> <p>Staff Request: - see Confidential Items</p> <p><b>Resignation of Eileen Parker, LA Governor:</b> EP has tendered her resignation from the Board of Governors effective from 7<sup>th</sup> March 2017. DR has approached Anna at SBC Governor Support who has contacted the local councillors on behalf of the School requesting that they suggest a suitable replacement, Anna has also advised that the School should seek to find a replacement they could recommend to the councillors.</p> <p><b>Resignation of Deb Rogers, Clerk to the Governors:</b> DR has tendered her resignation from the post effective from 4<sup>th</sup> April 2017. The vacancy has been notified to Anna who has advertised it via the Council website.</p> <p><u><a href="#">Kathryn Abercrombie</a></u> I would like to thank Eileen and Deb for their commitment to Red Oaks and wish them both every success in the future.</p> <p><u><a href="#">Vicki Robinson</a></u> I wish both Eileen and Debra all the best for the future and would like to thank them both for all they have done and the help they have given me</p> <p><u><a href="#">Fred Child</a></u> I would like to add my thanks to both and especially Deb for help and guidance.</p> <p><u><a href="#">Kathryn Abercrombie</a></u> We have had two applicants for the clerk vacancy. Interviews will be held on Thurs 6th April.</p>
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5	<p><b>Head Teachers Report</b></p> <p>The Head Teacher's report was loaded to the Hub prior to the meeting to enable governors to view and comment.</p> <p>No comments were recorded on the Hub</p>
6	<p><b>Finance Report</b></p> <p>The Minutes of the Finance Committee meeting on 7<sup>th</sup> March 2017 were posted to the Hub prior to the meeting to enable governors to view and comment.</p> <p>No comments were recorded on the Hub.</p> <p><b>Staff Absence Insurance Renewal:</b> On 17<sup>th</sup> March 3 quotations for the renewal of this insurance were posted to the Hub for governors who were asked to review and provided comments by 24<sup>th</sup> March 2017 so that JP could process the renewal.</p> <p><b><u>Fred Child</u></b> I feel the Web Site should stand with Relaxed as with the IT provider. The 'absence insurance' I feel is too late to change for this year. However, with budgets the way they are going and belts need to be tightened I would recommend that we undertake a proper exercise in these areas for cost v benefits analysis very early in the new financial year. I also feel that we should look to other schools, on a local level, to see what savings can be made through joint negotiations for these services and sharing the cost but still remaining independent?</p> <p><b><u>Vicki Robinson</u></b> I am happy to go with the same 3 providers but I do agree with Fred we need to review it earlier next time to make sure we are doing the best with our budget.</p> <p><b><u>Kathryn Abercrombie</u></b> I would be more comfortable if we researched other options for the IT and web support.</p> <p><b><u>Tracey Lynam</u></b> I agree with Kath, it may be best to look at options to ensure we are getting the best value. I had need to contact Relaxed recently with an access request and although the service was good it was slightly slow, then again I don't know what SLA we have agreed.</p>
7	<p><b>Monthly Review of School Improvement Plan</b></p> <p>The Ofsted Preparation documents continue to be uploaded to the Hub for</p>

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	<p>governors as they are updated by RS, these now included case studies for Pupil Premium, Sports Premium and SEN children.</p> <p><u><a href="#">Kathryn Abercrombie</a></u> Do we have any further performance data to track progress?</p> <p><u><a href="#">Kathryn Abercrombie</a></u> Do we have the SEN and PP case studies to add to the Ofsted prep document?</p> <p><u><a href="#">Fred Child</a></u> Impact boxes on PP &amp; SEN case studies missing?</p>
8	<p><b>Governor Training</b></p> <p>The Local Authority Briefing was emailed to all governors on 22<sup>nd</sup> February, training should be booked with Governor Support</p>

Accepted:

Date:

<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