

**Minutes of Red Oaks Primary School Full Governing Board Meeting
25th April 2017**

Present:	<p>Kath Abercrombie (Chair) Fred Child (Vice Chair) Gary Donnelly Tracey Lynam Laura Moradi (Clerk) Alison Paul Jackie Peterson (School Business Manager) John Robinson Victoria Robinson Jude Scutt (Deputy Head Teacher) Rachel Surch (Head Teacher)</p>
1	<p>Apologies and Declaration of Interest in any Agenda Item</p> <p>Apologies were received and accepted from Khyati Bailey, Helen Thomas and Sarah Newman.</p> <p>The apologies were accepted by the Board, there were no declarations of interest in any agenda items.</p>
	<p>Staff Presentations</p> <p>The staff presentations for the meeting were: French/Geography presented to the Finance Committee English as a Foreign Language presented to the RS Committee</p> <p>Both presentations can be found on the Governor Hub.</p>
3	<p>Notification of Items for AOB</p> <p>Link Governors KA mentioned she would like to discuss the topic of Link Governors.</p>
4	<p>Adoption of Minutes from: 7th February 2017 and 21st March 2017</p> <p>There were no actions outstanding and the Minutes of the previous meetings were agreed and signed.</p>
5	<p>Head Teachers Report</p> <p>The Head Teacher's report was loaded to the Hub prior to the meeting to enable Governors to view and comment.</p>

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No comments were recorded on the Hub.

RS informed Governors that the Data report had been removed from the SIP as it was not yet completed. It was agreed that the data report should be moved to the next FGB on 16th May 2017.

SIP

RS asked the Governors if there were any questions regarding the SIP. No questions were raised.

RS informed Governors that a Learning Walk had been completed in the school to ascertain how spellings were being utilised in lessons and throughout the school. RS commented that a specific request had been made to staff to prioritise spellings, specifically in Year 4.

KA questioned RS as to whether she felt confident that the actions taken would make an improvement. RS commented that she had flagged it up with all staff, had arranged workshops for parents and would continue to monitor.

JP asked whether there were any Spelling Apps which could be made aware to parents to assist with children's spelling.

RS said she wasn't sure as most spelling apps tend not to be geared around the new curriculum but would investigate.

Crisis Management Plan

RS spoke to Governors regarding the Crisis Management Plan and discussed with Governors whether they felt if it was right for the school to perform a practise plan with student participation. RS commented that other local schools do involve students, but this was not a statutory obligation.

Governors discussed the matter and it was agreed that RS would go through the plan with Teachers, Support Staff and CLAN, but did not think it was in the students' best interest to be involved.

Parents Evening

RS highlighted that the recent Parents Evening had seen the highest turnout ever with 99.6% of parents making bookings.

Governors questioned what had been done to achieve this. JP commented that she felt having the new online booking system and utilising 2 evenings made a positive difference.

Action:

LM to add data report to FGB May Agenda

RS to research spelling Apps

RS to deliver Crisis Management Plan

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6	<p>Finance Report</p> <p>The Finance Update was posted to the Hub prior to the meeting to enable Governors to view and comment. No comments were recorded on the Hub.</p> <p>JP discussed the main points and outcome of the Finance Committee which was held earlier in the day. Minutes of Finance Committee meeting will be listed on the Hub for Governors to view in the next 10 days.</p> <p>Action LM to list Finance Minutes.</p>
7	<p>Monthly Review of School Improvement Plan</p> <p>The SIP was uploaded to the Hub prior to the meeting to enable Governors to view and comment. KA asked the Board if any questions regarding the SIP, no questions were raised.</p>
8	<p>Raising Standards Chair</p> <p>KA commented that due to Eileen Parker's resignation there was now a vacancy for a RS Chair. TL put herself forward for the role and this was agreed by all Governors.</p> <p>The Governors discussed how best to combine other vacant link subjects. It was eventually agreed that Data and Pupil Premium would be linked to the RS Committee as a Group and discussed at future FGB meetings. KA would take on SBI and CLAN.</p> <p>Action: LM to amended Governing Board Information Sheet with appropriate Link Subjects.</p>
9.	<p>Update on FFT</p> <p>FC asked RS to give an update on the FFT data. RS commented that she had made attempts to access online training, however had experienced issues logging in and was awaiting assistance to rectify this problem.</p> <p>RS commented that Raiseonline was closing on 31/7/17 and was being replaced an alternative system provided by the Department of Education.</p>

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	<p>KA asked RS to feedback on any further updates regarding FFT at the next FGB Meeting.</p> <p>Action RS to provide FFT feedback at next FGB</p>
10.	<p>Strategy Away Day and Planning</p> <p>FC asked Governors to clarify if they would be attending the Strategy Away Day on 12th May 2017. An apology was received from John who is unable to attend.</p> <p>FC commented that he would require data analysis from the RS Committee to help set a high-level SIP objective.</p> <p>Action: FC to obtain required data from RS Committee</p>
11.	<p>New Parent Governor</p> <p style="text-align: center;">- See Confidential Minutes</p>
12.	<p>Vision/Mission Statement</p> <p>FC discussed reviewing the School's Vision/Mission statement and provided the Governing Body with results from SWAT analysis.</p> <p>The Governing Body discussed how best to approach this change and whether it was necessary.</p> <p>An agreement was reached to utilise the strategy away day on 12th May, in order to solely focus on agreeing a new Vision/Mission statement for the school.</p> <p>Any other business which was prior scheduled for the 12th May would now be moved to another Strategy Away Day arranged for 3rd July at 9.30am.</p> <p>Action: LM to email Governors to inform of new Away Day.</p>
13.	<p>Parent Survey</p> <p>RS spoke to Governors regarding the results from the recent parent survey.</p>

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14.	<p>Term 4 Progress Data</p> <p>Due to the data report not yet being completed, this agenda item has been moved to the next FBG meeting on 16th May 2017.</p>
15.	<p>Governor Training</p> <p>No training was requested by the Governors.</p>
16.	<p>Date of next meeting and agenda suggestions</p> <p>Next FGB meeting on 16th May 2017. RS asked KA if next year's meeting dates could be decided and added to agenda.</p> <p>Action KA to decide upon dates LM to add meeting dates item to agenda</p>

Accepted:

Date:

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
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