

**Minutes of Red Oaks Primary School Full Governing Board Meeting  
Tuesday, 20<sup>th</sup> June 2017 @ 18:30**

<b>Present:</b>	Kath Abercrombie (Chair) Fred Child (Vice Chair) Deb Rogers Vicky Robinson Jackie Peterson Rachel Surch John Robinson Khyati Bailey Tracey Lynam
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<b>1</b>	<b>Apologies and Declaration of Interest in any Agenda Item</b> Helen Thomas, Jude Scutt, Gary Donnelly, Alison Paul, Sarah Newman
<b>2</b>	<b>Staff Presentations</b> Nicole Deacon-Willis - P4C/Drama Stacey McGahey - PSHE
<b>3</b>	<b>Adoption of Minutes from last meeting.</b> The minutes from the last meeting were agreed.
<b>4</b>	<b>Notification of Items for AOB</b> <ul style="list-style-type: none"> <li>• RS has some flexible working applications to discuss</li> <li>• RS Progress starting points</li> <li>• KA has an item for discussion</li> </ul>
<b>5</b>	<b>Headteachers Reports</b> KS1 and KS2 had moderators in today. Both moderations went brilliantly, the teachers were highly praised for how well the teachers knew the children. It was felt that the moderation results exceed our expectations. Both year groups submitted a few children that could be on the cusp and they met the target. Our data in KS1 and KS2 will be good and higher than last year. The reading and maths is unknown at the moment for KS2; should find that out on 4 <sup>th</sup> July. In addition, the phonics in Year 1 is looking good. KA asked if school is anticipating a good set of results, Rachel answered Yes. KB asked if the results were due to Claire Risdale, RS replied not really, she felt it was due to hard work, staff development and constant moderation/book looks and the development of the assessments. We will continue to work with the LA and different schools with moderations through all year groups going forward. KA asked if teachers are now more familiar with the new curriculum. RS said yes. FC asked if anything would be organised to recognise the hard work of staff. RS is going to plan something. TL said that staff recognition is something that she would like to discuss at the Governor Strategy Day. RS said we will celebrate in September and Governors are welcome to come. KA asked if all the staffing was up to date. One person from HST is retiring and

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that position has been filled today. KA asked again if all vacancies were filled, RS replied that with the exception of Clerk to Governor (interviews Wednesday), all vacancies are now filled.

There was a parent spelling workshop on Monday -only 13 parents attended, including 2 Governors, KB & VR, thank you to them. It is a shame that it isn't more than 13.

The whole school review on 5<sup>th</sup> July, with Sarah Foulkes, is from 8.45-3.00pm. Please let FC know who can come at 1.00pm. At the moment FC, SN & KB can attend. TL cannot attend and JP to let KA/FC know if anyone else can. KA advised that she would have to leave at 2.15pm due to the KS2 concert.

RS asked if any Governors can meet with Bill Jerman at 2.45pm on 30<sup>th</sup> June to discuss Pupil Premium. KA said no, VR available.

The date to have a refresher on Pupil Premium is on 26<sup>th</sup> June. TL is attending, if anyone else is available, please let FC know. FC & VR available to attend.

Premises - last year was a complete disaster over the Summer with Carillion project management. This year Carillion have appointed a PM to oversee the jobs that need to be done over the summer so that we don't have a repeat of last year. This year they will be working to clear the damp which is throughout various areas of the whole school, decorating, replacing carpets, KA asked about the tarmac and why it was changed. RS explained that it was because it was all pitted. The year 6 area Tarmac was discussed and RS said that although we have not had written confirmation, this has been agreed.

VR brought up Oak class (G011), the classroom is hot, and there has been a problem with ants in the class. Can Oak move into the empty class next door. RS will look into the heat but this is an ongoing issue.

FC asked if the attendance figures were up to date. RS said they were up until May half term. KA asked if there were any concerns. RS replied that it is SEN children and a genuine reason why they are off. RS regularly reviews the attendance and sends letters if attendance is not meeting threshold (90%).

TL asked how we recognise 100% attendance - RS gives out certificates at the end of year assembly.

VR asked if the results are good, will that defer Ofsted? RS said it won't change anything.

### 6 Finance Report

JR has received and read the report from Jackie, notes are on the hub from meeting regarding what JP has done and the meetings that she has had. JP handed out a sheet showing final totals and said that compared to last year, year 3 is looking good. JP and RS have discussed Pupil Premium and made a few changes to make it more transparent. Pupil Premium and Sports Premium income has its own separate line now. Anne MacKay has been into school and is happy with budget and has signed JP off. KA said 'well done' to JP. JR said it looks improved and said that in all honesty you never get to year 3 before it changes again.

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	<p>JP explained that Pupil Premium comes into school as a lump sum, therefore JP has separated out into its own line. When children go on trips that are paid for by their PP, Michele emails JP and she moves the money across so that there isn't money left. Jill also keeps an up to date spreadsheet. FC said 'well done' to JP. JP asked if there were any questions, FC asked if all changes had been made, JP said yes. JP then asked JR &amp; KA to sign off the final budget. Well done from RS. VR asked if KA and JR had seen the budget before meeting - Yes and then asked if all Governors would receive a copy of the budget - KA said no, it was based on trust.</p>
7	<p><b>Raising Standards</b></p> <p>There was a small meeting on 6<sup>th</sup> with SN, RS &amp; TL to review target settings and raising standards in maths. RS went through Steve Lomax and how to take this forward. They looked at some Science books and TL said it was clear to see progression.</p> <p>There will be clear planned cycle of book looks next year.</p> <p>KB - Why is reading in red? RS has identified this and this is part of the subject we want to take forward in put in the SIP.</p> <p>RS added that one of our targets from Ofsted was that children need to know their targets. We have done a lot of work with this and if you asked children now, they will be able to tell you.</p> <p>In KS1, children have 3 or 4 key targets stuck up on the wall and a picture of the child is then velcro'd to the target.</p> <p>In KS2, children have individual targets; where the children have a gap that becomes their target. The children have a card in the front of their books so that they can see their targets</p> <p>KA-meeting will they ask about last Ofsted? Yes similar questions.</p> <p>All meetings on Governor Hub for next year? Why is there one on a Thursday? There shouldn't be? Later in the year? 7<sup>th</sup> - strategy day - rename it as a strategy day. KA</p>
8	<p><b>Election of Chair and Vice Chair</b></p> <p>KA said that as there were no nominations at the last meeting for Vice Chair, she would be happy to stand. VR said that her and JR had discussed this and were also happy to run together as Joint Vice Chair.</p> <p><b>Chair Nomination : FC</b> (left room at this point) KB nominated FC and TL seconded - all Governors in favour.</p> <p><b>Vice Captain Nominations - KA, JR and VR</b> (all 3 left room at this point) KA voted in - nominated by FC, seconded JP - all voted in favour FC explained that the reasoning behind this decision was for continuity and consistency with Ofsted looming. However, the idea of a Joint Vice Chair in the future would not be dismissed. KA said that she would be happy to work as a</p>

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	<p>pair. VR &amp; JR were happy to leave the room for a vote between the two of them. Governors decided that JR and KA be Joint Vice Chair. Nominated by FC, seconded by RS - 7 votes in favour, 1 abstain.</p> <p>RS - Can we ask governor support when you can swap VC?</p>
9	<p><b>Staff/Governor Conference</b></p> <p>RS explained that she had not put a date in the diary for the Staff/Governor Conference. She felt that it was hard to plan things that would benefit all the staff. It was agreed that we would not do the Staff Governor Conference. RS then asked the Governors if they wanted to come in on 4<sup>th</sup> September for lunch.</p>
10	<p><b>Meeting Structure</b></p> <p>Following on from the last meeting and JR's proposal to have a Chair's Group, it was generally felt that the meetings had changed from the past.</p> <p>KA asked what the purpose of the Chair's Group was. JR said it was most of the planning or strategy. FC felt that this was the same as the strategy days. JR said that whatever was discussed at the Chair's Group would be minuted but not discussed at Governors. RS felt that the way meetings are currently created, to do this would be more meetings and we would be reverting to previous years where things were discussed 3 times over the course of the meetings. RS suggested that there could be a Chair's Chair one month and then a FGM the following. KA said that the committee would need to be effective. JP asked if it was something that could be trialled and discussed at Strategy Day on 7<sup>th</sup> December. FC will take the idea away and think about it.</p> <p>RS asked who would be in the Chair's Group - JR said Chair, VC's, Chair of Committees, Deputy Head, School Business Manager and Head. KB said it was almost the same as before. KA reiterated that there had to be the trust.</p>
11	<p><b>Child Protection Update</b></p> <p>We have had 4 one off incidences of 'bullying'. As parents have said that their child is being bullied, it has been recorded on the behaviour log. However, once the incident has been looked into by staff members, it has been agreed that these are not 'bullying' incidences.</p> <p>DR asked if recent events in the media have caused any problems. RS replied no.</p>

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12	<p><b>Heads Performance Management</b></p> <p>For RS's performance management, it was decided to have a panel of 4; KA, SN, FC &amp; JR - FC to ask SN if she was happy to carry on.</p> <p>Pay Panel - DR, GD, and FC - FC to check with GD that he was happy to continue and check with SN that she was happy to leave the Pay Panel.</p>
13	<p><b>SLT Restructure</b></p> <p>This was a confidential item.</p>
14	<p><b>Date of Next Meeting and Any Other Business</b></p> <p>KA - An observation about the site and security. There have been no members of staff on the gate or playground. KA felt that members of LMT should be visible in the playground. It will give a powerful message. RS to timetable a rota from September and to check who should be on the gate/playground.</p> <p><b>Starting points</b></p> <p>There is no DFE definition of good progress. Red Oaks have taken low, middle &amp; high starting points and measured from there. Writing is not as easy, we will have this by end of term 6.</p> <p>Main area of concern continues to be Year 5 - staffing next year will be strong and split 3 ways in the morning.</p>

**The meeting closed at:**

8.50pm

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<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>
5	Whole school review - let FC know if you can attend	All Gov -ASAP
5	Oak Class - Heating & Ants problem	RS/JP
7	Rename 2 Thursday meetings as Strategy Day	KA
8	Ask Governor Support when we can change Vice Chair	JP
12	Check Governors are happy with Pay Panel and RS's Performance Management changes	FC
14	Timetable for LMT to be on playground	RS

**Accepted:**

**Date:**

<b>Full Governor Board Meeting Dates 2016/17</b>
19 <sup>th</sup> September 2017 6.30pm
10 <sup>th</sup> October 2017 6.30pm
21 <sup>st</sup> November 2017 6.30pm
23 <sup>rd</sup> January 2018 6.30pm
20 <sup>th</sup> February 2018 6.30pm
20 <sup>th</sup> March 2018 6.30pm
24 <sup>th</sup> April 2018 6.30pm
22 <sup>nd</sup> May 2018 6.30pm
19 <sup>th</sup> June 2018 6.30pm
<b>Strategy Away Day</b>
7 <sup>th</sup> December 2017 9.00-3.00pm
7 <sup>th</sup> June 2018 9.00-3.00pm