

**Minutes of Red Oaks Primary School Full Governing Board Meeting
Tuesday, 19th September 2017 @ 18:30**

Present:	<p>Kath Abercrombie (KA) Ian Burgess (IB) Fred Child (Chair) (FC) Gary Donnelly (GD) James Lee (Deputy Head Teacher) (JL) Tracey Lynam (TL) Emma Maddison (Clerk to Governors) Sarah Newman (SN) Jackie Peterson (School Business Manager) (JP) Rachel Surch (Head Teacher) (RS)</p>
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1	<p>Apologies and Declaration of Interest in any Agenda Item</p> <p>Apologies were received and accepted from John Robinson, Victoria Robinson and Khyati Bailey.</p> <p>FC confirmed that Alison Paul has resigned from the governing board and extended his gratitude on behalf of the board for her contribution and hard work over the years.</p> <p>FC welcomed new governor Ian Burgess.</p> <p>There were no declarations or conflicts of interest declared in any agenda items.</p>
2	<p>Adoption of Minutes From:</p> <p>FC invited adoption of the minutes from the previous 2 meetings the EGM in June and June 20th's FGB.</p> <p>These were accepted as an accurate record of the meetings and signed.</p>
3	<p>To agree format and topics for Presentations</p> <p>The value of having staff presentations was discussed and it was agreed that it does provide an opportunity for governors to meet and interact with the teachers. FC suggested the topics should be SIP or core subjects.</p> <p>It was agreed that there should be 2 presentations lasting approx. 15 minutes with 5 minutes for questions including a maximum of 10 slides. RS suggested the presentations should link into SIP e.g. Dyslexia Friendly Award, Artsmark, Maths, Science and Sports Premium.</p>

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4	<p>Notification of Items for AOB:</p> <p>Attendance Policy: RS advised that Education Welfare were checking the attendance policy which needs to be ratified along with the safeguarding and health and safety policy.</p>
5	<p>Board Ethos:</p> <p>FC proposed the following new board ethos below which was agreed by the governors:</p> <p>Board Ethos</p> <p>Three things I would like to share with you. These are:</p> <ul style="list-style-type: none">· Respect· Question· Trust <p>RESPECT:</p> <p>When I have chaired committees and boards in the past I have worked on 3 key understandings of 'respect' which I hope you will all share and adopt?</p> <ul style="list-style-type: none">· Respect others opinions, irrespective of whether they are opposite to your own.· Respect fellow board member when they are speaking, avoid interruptions and side conversations.· As Chair, I respect that everyone has a voice and will give everyone a chance to express their views and opinion. <p>If we follow these basic understandings of respect, I believe that it will enhance our debates and add clarity to our outcomes.</p> <p>QUESTION:</p> <p>One of the key areas of our responsibility as governors is to challenge; to challenge what is happening and more importantly what may not be happening.</p> <p>To ask challenging questions is to test actions or decisions and their robustness to be successful. Challenging is not being disrespectful to any individual. It is our duty as governors to challenge in order to gain clarity of understanding and to</p>

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	<p>ensure the best is being done for the pupils and our school.</p> <p>Challenging helps explore possible alternatives but also it helps to endorse the actions and paths that are being proposed. We are a 'critical friend' to Rachel and her team, and it is within this context we need to be seen asking searching questions that challenges proposals, actions, from whatever direction, which I believe will enhance our understanding, clarity and support the decisions being taken. Ofsted scrutinise the board's capability to ask challenging questions against actions and decisions.</p> <p>TRUST:</p> <p>Trust is also about respect. Trust must be an accepted attribute of us all if a committee or small working group are mandated to make decisions as part of their remit to do so. Challenging and questioning is accepted as part of our role however, when decisions have been made with the information and discussion convened at these meetings, trust and support for those decisions must be respected by all.</p>																
6.	<p>Committee Structures and Members:</p> <p>It was agreed that Ian would join the Raising Standards Committee meaning there would be 7 governors on both the Finance and Raising Standards Committees.</p> <p>FC advised a Vice Chair is still required for Raising Standards but would wait till all present. FC advised that Gary Donnelly had been accepted as Vice Chair for Finance at the Committee meeting on 7th Sept.</p>																
7.	<p>Link Governors:</p> <p>The individual link governors were reconfirmed as below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Safeguarding</td> <td style="width: 50%;">Fred Child</td> </tr> <tr> <td>SEND / More Able</td> <td>Kath Abercrombie</td> </tr> <tr> <td>Maths & Science</td> <td>Khyati Bailey</td> </tr> <tr> <td>English</td> <td>Sarah Newman</td> </tr> <tr> <td>Data & Pupil Premium</td> <td>Tracey Lynam</td> </tr> <tr> <td>Artsmark</td> <td>Gary Donnelly</td> </tr> <tr> <td>Early years</td> <td>Victoria Robinson</td> </tr> <tr> <td>Health & Safety</td> <td>Ian Burgess</td> </tr> </table>	Safeguarding	Fred Child	SEND / More Able	Kath Abercrombie	Maths & Science	Khyati Bailey	English	Sarah Newman	Data & Pupil Premium	Tracey Lynam	Artsmark	Gary Donnelly	Early years	Victoria Robinson	Health & Safety	Ian Burgess
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8.	<p>Declaration of Interest Form:</p> <p>Governors returned this form along with their staff disqualification form which had been emailed prior to the meeting.</p>																

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9.	<p>New Code of Conduct & Behaviour Statement and Keeping Children Safe In Education:</p> <p>These two documents are governance requirement and were posted on the hub prior to the meeting. All present governors agreed and signed.</p>
10.	<p>Agenda:</p> <p>FC presented the new draft template for the FGB meetings proposing that for continuity and transparency the format is kept the same for each meeting with 'nothing to report' being filled in if there are no points for discussion.</p> <p>RS added she felt that policy updates could be added to the new template.</p>
11.	<p>Head Teacher's Report</p> <p>The Head Teacher's report was posted to the Hub for Governors to read prior to the meeting.</p> <p>Parents' Evening:</p> <p>With regard to having a governor presence at Parents' evening it was agreed that as Parents' Evening runs over two days that each governor could do a one hour shift (TBA by FC)</p> <p>RS also proposed that paper questionnaires are used again as one issued through 'survey monkey' at the last parents' evening had not been a success with only a small number of surveys filled in.</p> <p>SIP and SEF:</p> <p>RS confirmed that the SIP is not quite finished and that there is still work to be done on outcomes and deliveries</p> <p>RS also confirmed that a long SEF is to be kept but some small modifications are being worked on. RS will send to governors and put it on the website once it's complete.</p>
12.	<p>Ofsted</p> <p>Using the June 2017 update as a reference point RS went through the data summary figures from Raise Online which is shortly to be replaced by ASP.</p> <p>RS advised that the Pupil Premium strategy has gone out to everyone and is on the website and that Deputy Head James Lee is working on a new one.</p> <p>KA asked if there were any updates with regard to Pupil Premium?</p> <p>RS advised the school hopes to work with 'Beanstalk' a charity which targets Pupil Premium and also a 'Read to Dogs' program.</p>

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13.	<p>Finance Report</p> <p>The Minutes of the Finance committee held on 7th September were posted to the Hub for Governors to read prior to the meeting.</p> <p>Update since the Committee meeting: JP advised that the budget had gone to the LA and was signed off so she is confident that everything is ok. Anne McKay was happy to sign it off.</p> <p>JP explained to Ian how the budget works and the recent changes to split it into four separate funds.</p> <p>Premises Update: SN asked if there was a premises update with regard to the works due at the school by Carillion or if compensation was a possibility. RS says she is to attend a meeting on the 27th Sept with all the Swindon PFI schools to see if the problems can be addressed. SN suggested that the possibility of compensation be raised with Jill Byrne who manages the contract.</p> <p>Census: KA asked about the census and was advised that there are spaces in nursery and yrs 4,5 and 6. The census will be filled in on October 5th.</p>
14.	<p>Raising Standards</p> <p>TL advised that there was nothing to report. Action requested that the calendar on the hub updated to show the correct meeting dates for this academic year.</p>
15.	<p>AOB:</p> <p>Term 6 SIP Update questions:</p> <p>KA had emailed 4 questions to RS in advance of the FGB which refer to the term 6 SIP update posted to the hub in advance of the meeting. RS added that she welcomed this approach to receiving questions in advance as she felt this enabled her to prepare her answers more thoroughly:</p> <p>(KA's questions in blue text)</p> <p>(P16) Attainment and progress data doc?</p> <p>Do we have any comparable data e.g. WW, WA against NA?</p> <p>We do but this in itself is a large document so I plan to go through this in</p>

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summary at full Governors and in detail at Raising Standards.

(P17) Inconsistencies found in marking and assessment. What has been put in place to combat this?

We have developed the book look process where we have picked up on some inconsistencies. There is ongoing staff training, training for new starters, paired marking and we are going to introduce partner marking (marking of each other's writing). We are also using external consultants to advise. We plan to conduct grammar tests on each teacher to see where the gaps are and then have tailored curriculum training for each year group. We have also scheduled frequent shared book looks and moderations throughout the year.

(P40) How will you ensure the timetable for outdoor learning is followed?

We have an outdoor learning co-ordinator who gathers evidence and looks at planning.

(P42) What lessons have been learned to push GLD for SEN, PP and to a lesser degree, boys?

The gender gaps in F Stage have narrowed significantly this year. This may be down to things we have put in place during the year, it may be down to cohort. We will continue to develop the writing and maths opportunities outside as well as inside which were implemented towards the end of last academic year.

PP gaps are easier to narrow if the children are not also SEN but we will continue to look at the specific needs of these children. SEND children often don't reach GLD as by definition they are delayed in their academic achievement. These children have support and interventions to meet need.

Class and Teacher Notification:

KA went on to ask in the meeting if how the school communicates children's new class and teacher at the end of the Summer term could be looked at as she felt it was causing a degree of anxiety with pupils and parents. RS replied that the matter had been added to the SLT and also explained that it's due in part to teacher and TA notice periods.

Size of Governing Board:

FC raised the issue about the size of the governing board and has been advised by Anna Richardson from governor support that the board could be reduced from 17 governors to 15 and specifically that co-opted governors could be dropped from 10 to 8. GD raised the issue of whether there are enough

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governors to cover all of the roles. It was agreed that co-opted governors could be reduced from 10 to 8.

Leave Requests:

A member of the admin team had requested 3 days leave to attend a family wedding and a CSW had asked for one day's leave in June. Both votes were carried.

Attendance Policy:

RS advised there were no objections from education welfare.

Health & Safety:

RS advised that the policy has not changed. If there are no exceptional circumstances and children are fit and healthy they should be in school. It is up to the school to define exceptional circumstances. Rachel has made minor changes and it is with education welfare.

Staff Governor Election:

FC advised that there are two staff nominations for the staff governor vacancy and that the vote would be organised ASAP.

Safeguarding and Health and Safety Policies:

RS advised that both are now ratified.

Scheme of Delegation:

FC and RS are still working on this.

The meeting closed at: 20:30

Accepted:

Date:

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Full Governor Board Meeting Dates 2017/18 On Site
19 th September 2017 @ 18:30
5 th December 2017 @ 18:30
6 th February 2017 @ 18:30
10 th May 2017 @ 18:30
26 th June 2017 @ 18:30
Off Site
10 th October 2017 @ 09:00- 14:30
11 th January 2017 @ 09:00 - 14:30
15 th March 2017 @ 09:00 - 14.30
12 th July @ 09:00 - 14:30