

**Minutes of Red Oaks Primary School Full Governing Board Meeting
Tuesday, 10th October 2017 @ 09:00**

Present:	<p>Kath Abercrombie (KA) Ian Burgess (IB) Fred Child (Chair) (FC) James Lee (Deputy Head Teacher) (JL) Tracey Lynam (TL) Jackie Peterson (School Business Manager) (JP) Rachel Surch (Head Teacher) (RS) John Robinson (JR) Vicki Robinson (VR)</p>
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1	<p>Apologies and Declaration of Interest in any Agenda Item Apologies were received and accepted from Emma Maddison (Clerk to Governors) Sarah Newman (SN) Khyati Bailey (KB) Gary Donnelly (GD) There were no declarations or conflicts of interest declared in any agenda items.</p>
2	<p>Staff Presentation. Pupil Premium - James Lee and Rachel Surch. JL. Brought the board up to speed on outcomes from last year on attainments within all sub groups of PP children. FC asked whether the national figures included SEND, SRP and Clan children. JL. Yes but the figures are not a true reflection as an overall average as some schools do not have these categories of children which makes the figures higher and not quite a straight comparison.</p> <p>The presentation was well received with clear objectives written into the SIP / PP planning. A review will take place following Term 2 judging impact and progress.</p> <p>It was agreed that a three year view (trending) would be presented following term 2 analysis against 2015/2016 & 2016/2017, with start point to attainment indicated. Action JL / RS Presentation to be posted to the HUB for further reference under this meeting date heading. Action JL</p>
3	<p>Adoption of Minutes From FC invited adoption of the minutes from the previous meeting of the 19th Sept These were accepted as an accurate record of the meeting and signed.</p>

Minutes of Red Oaks Primary School Full Governing Board Meeting

4	<p>AOB: Identified items for discussion later in the meeting.</p> <ul style="list-style-type: none"> • H&S & Safeguarding • Election of next Parent Governor • Meeting dates & Learning days - Kath • Ofsted • Staff Survey • Confidential item
5	<p>Actions outstanding</p> <p>FC. Actioned to produce a rota for parents evening. Completed</p>
6	<p>Finance:</p> <p>JP. She is keeping up to date with paperwork, money transfers and budget balancing. All work in progress for review at Finance meeting 25th Jan 2018. Monitoring expenditure and PP budget allocations. Census taken for FSM, which initially looks like a good take up.</p> <p>JR. When will the Accounts to the end of Sep be ready? JP still work in progress still moving and proportioning funds / budgets. Circa after half term for initial viewing for Chair of Finance. Action JP</p>
7.	<p>RAISING STANDARDS</p> <p>TL. Will be spending time with Rachel for data analysis understanding and future interpretation for feedback to FGB. Action TL / RS</p> <p>TL. Asked for a 'dashboard' of data showing progress and outcomes.</p> <p>RS. Responded; data from ASP will help with Governors and shows a dashboard based on the school and national analysis.</p> <p>There will be more data from Rachel under Ofsted in OAB.</p> <p>Nothing more to report as not all national data unavailable for comparison to 2016/2017, but key areas already identified for 2017/2018 SIP.</p>
8.	<p>Heads report - VERBAL report only.</p> <p>Hearing support team resignation - retirement. Enquiries coming in but very difficult to recruit!</p> <p>Test fire drill had been carried out with a further impromptu one on 9th Oct. Issues with car parking when fire engine arrived. Action RS to pursue.</p> <p>Carillion meeting 2 x 3 hour sessions with Chairs and heads to examine contract and what can and cannot be done. Action RS / FC</p>

Minutes of Red Oaks Primary School Full Governing Board Meeting

Further work happening in the building at half term. RS stated that all work needs to be 'Ofsted ready' on the first day back!

Sports Premium, impact statement from 2016/2017. It was agreed and adopted by all.

Governor's pictures need to be posted on the reception wall. **Action RS.**

One TA leaving and one long term sick. One on maternity not returning.

9. Policies

SEF.

It was agreed that just the one, more comprehensive version, of the SEF would be created in order to tell the story of Red Oaks in more detail.

It was agreed and adopted by all. **Action Clerk:** FC to request the Clerk to move this document into the Ofsted folder as well.

Attendance Policy.

RS had sent it to Education welfare at the LA and the feedback was "it was fine". It was agreed and adopted by all.

H&S Policy.

FC indicated that this was not in a standard format and 126 pages long. RS responded with the amount of time and effort to standardise would be too time consuming for staff but all the elements have been adopted from the LA recommend, who are responsible for the changes in font and style.

It was agreed and adopted by all.

Safeguarding Policy:

Same issue with presentation. However it was agreed and adopted by all.

Scheme of Delegation.

FC explained the reason behind splitting out the various elements due to its size and the content was more around 'guidelines' than policy.

It was agreed and adopted by all. **Action FC,** to publish on web site ASAP.

Priority 5 element of the SIP. - "To develop leadership, management and governance". Focused on governor's element for milestones and objectives.

There was some debate over content and the best way to achieve our objectives. It was agreed to change some wording within the milestones and present to the head for full publication of the SIP.

Minutes of Red Oaks Primary School Full Governing Board Meeting

	<p>The changes reflect more on doing 'Focus Days' and to develop a format to include book looks, learning walk and pupil interviews all linked to SIP and key areas for improvement.</p> <p>It was agreed that as many governors as possible to attend on the same day to show our commitment to the staff and as a joint learning exercise throughout the school day. This can include Link Governor meetings with their school contacts. Governors are to set a time table for the day and shared with all attendees on the day and especially the head teacher beforehand.</p> <p>It was agreed that a two week notice is required to for diaries to be managed. All governors to complete visit notes for reference and feedback to all board members.</p> <p>RS suggested that we use the bank of questions on the HUB for planning Pupil Interviews. Action RS to request the Clerk to create a new folder on HUB - "FOCUS DAY"</p>
10.	<p>Link Governors - Feedback Reports</p> <p>KA - Learning walk done and posted on the HUB. No other report presented.</p> <p>VR indicated that her role as EYFS was omitted from the agenda. Action Clerk to add to next meeting.</p>
11.	<p>AOB</p> <p>Ofsted update:</p> <p>RS informed the board of the new process for inspections by Ofsted. New proposal is that if the school is seen to be better than good or good but 'requires improvement' the proposal was that they return within 12-18 months for a further assessment!</p> <p>It also went on to indicate that data is not to be a limiting judgement, outstanding schools are exempt "unless their data flags raise an issue"!!</p> <p>RS issued new October Ofsted document for Governors.</p> <p>RS explained the figures and the recognition of the need to develop Maths and the 'mastery' strategy. There are plans in hand for dissemination to staff in order to manage and maintain a constant standard of teaching.</p> <p>FC - How long will this take to be implemented? RS - Full staff meeting first week back from half term to disseminate. Aim to develop good practices and a foundation for evolving the teaching and fluency of maths mastery.</p>

Minutes of Red Oaks Primary School Full Governing Board Meeting

Swindon recognised as the most improved local authority in the country!
But it was recognised that greater depth is required across both KS1 & 2 in different subjects.

H&S & Safeguarding:

Action: Link governors to join force and do a walk for issues around the school.
Date for walk to be advised by RS.

Staff Survey:

Governors to conduct a staff survey, estimated term two for feedback.
Use Ofsted survey. **Action Chair / Board**

Parent Governor:

FC explained that Kath will be retiring as a 'Parent Governor' in December.
FC further proposed that Kath be Co-opted to the board following her term of office as parent governor. It was agreed and adopted by all.

Action: It was further agreed that FC, RS and the Clerk will start the ball rolling to advertise the vacancy for a new Parent Governor.

Meeting dates:

KA raised the issue about 'Away Days' and their purpose if only 'operational' issues were discussed. This observation had also been made by FC who explained that they were scheduled with knowledge about future strategy issues on our agenda which have now changed. However, it was agreed that only one Strategy Away Day will remain in July and the meeting calendar will be changed to evening meetings. **Action:** FC to re issue all dates and ensure current HUB to deleted and re-entered with revised dates. ****new revised dates listed at end of these minutes****

Action: FC to publish Values on Staff area ASAP.

Action: FC to re-send letter to Rachel welcome to all and staff.

Some debate took place around board questions and challenges and how best to capture them. Reports are to be issued as early as possible for email questions to be sent to originator for answers responses to be shared with all board members. These will then be captured in the minutes by the Clerk.

12

Governor Training:

FC reported two course, Safeguarding and Data Protection / new GDPR coming in in May 2018.

Issues need to be addressed for new GDPR. Meeting with RS to be confirmed.

Minutes of Red Oaks Primary School Full Governing Board Meeting

13. Meeting closed at 1330. Confirmed new meeting dates listed below.

Accepted:

Date:

Full Governor Board Meeting Dates 2017/18 On Site
19 th September 2017 @ 18:30
10 th October 2017 @ 0900 - 1400
5 th December 2017 @ 18:30
6 th February 2018 @ 18:30
13 th March 2018 @ 18:30
10 th May 2018 @ 18:30 (Thursday)
26 th June 2018 @ 18:30
Off Site
12 th July 2018 @ 09:00 - 14:30 (Thursday)