

Minutes of Red Oaks Primary School  
Full Governing Board Meeting

Tuesday 22nd May 18:00 - 20:00



Present:	<p>Kath Abercrombie (Vice Chair) (KA) Khyati Bailey (KB) Ian Burgess (IB) Fred Child (Chair) (FC) Craig Clements (CC) Nicole Deacon Willis (NDW) James Lee (Deputy Head Teacher) (JL) Tracey Lynam (TL) Emma Maddison (Clerk to Governors) John Robinson (JR) Victoria Robinson (VR) Mangala Sekhar (MS) Rachel Surch (Head Teacher) (RS) <b>Presentations:</b> Claire Owens (CLAN Manager) (CO) Kathy Clarke (Inclusion Manager) (KC)</p>
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Presentations	<p><b>SEND</b></p> <p>Presentation by Claire Owens: <i>'Complex Learning and Additional Needs (CLAN) Special Resource Provision (SRP)'</i></p> <p><b>Following her presentation Claire invited questions from the Board.</b> FC: Will this go across a wider area? CO: We've developed common languages and tools and will share expertise at the De Vere 'Life After P Scales' conference where we will launch the 'Basketful' of recommended tools, strategies, case studies and advice from the RIG, as well as sharing our own approaches, alongside speakers such as Richard Aird from the Rochford Review and Assessment Lead from Diane Rochford's school. I have organised this with input from the LA. CO added that speaking at the National Conference and working with Uplands has also helped. KA as SEND Link Governor and FC added how impressed they had been by Claire's work. RS added that she wanted to extend a big thankyou to Claire for all of her hard work. <i>Following the conclusion of questions FC extended his thanks to Claire on behalf of the Board.</i></p> <p>Presentation by Kathy Clarke: <i>'Mainstream SEND - An Update for Governors May 2018'</i> <i>Following her presentation Kathy invited questions from the Board.</i></p>
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	<p>TL: Why do you think there is a decrease in parenting skills?  KC: It's down to several things, social mobility, technology, family breakdown and the demand of the curriculum. Also, sometimes parents struggle to manage their emotions which impacts children.  FC: Does attendance impact attainment?  KC: High attendance makes a big difference. Children with a Plan are currently at 88%. Some have medical needs which also impacts attendance.  CC: How could governors help? Can we support more?  KC: Understanding the SEND provision really helps but funding is the key issue.  NDW: Promoting reading at home would be helpful.  KC: Nationally, mental health and parental engagement is a big problem.  MS: I just attended governor SEND training and found it very interesting. I think having governors understand SEND helps.  CC: Is there any reason why the new September 2018 children can't join mainstream?  KC: It's the physical constraints, the school is too stimulating, there are no specialist or therapeutic resources and no breakout space.  MS: Are those children assigned here?  KC: If a place with an SRP is not available then families can choose their Primary School.  RS: A child can't be turned down.</p> <p><i>Following the conclusion of questions FC extended his thanks to Kathy on behalf of the Board.</i></p>
1.	<p><b>Apologies and Declaration of Interest in any Agenda Item:</b></p> <p>Apologies were received and accepted from Gary Donnelly and Jackie Peterson.  There were no declarations or conflicts of interest declared in any agenda items.</p>
2.	<p><b>Notification of Items for AOB:</b></p> <p>There were no additional items for AOB.</p>
3.	<p><b>Adoption of Minutes:</b></p> <p>FC invited adoption of the minutes from the FGB on the 13<sup>th</sup> March 2018. These were accepted as an accurate record of the meeting and signed.</p>
4.	<p><b>Outstanding Actions:</b></p> <ul style="list-style-type: none"> <li>• It was agreed to defer the committees for MS &amp; CC</li> <li>• It was also agreed to defer Link Governor for HST/SBI until the structure of the LAB is known if conversion takes place.</li> </ul>

	<p>IB said he would be happy to be Link Governor for Literacy  FC advised that staff pensions and length of service had been resolved  <b>Action:</b></p> <ul style="list-style-type: none"> <li>• Defer Committees for CC &amp; MS till next meeting</li> <li>• Defer Link Governor posts on HST/SBI until next meeting</li> </ul>
5.	<p><b>Proposal to convert:</b></p> <p>FC advised that the responses from the Parents' Consultation on May 1<sup>st</sup> and the pre-meeting questions from the survey and individual emails showed no opposition from any parent or staff to convert.  KA added that she felt that parents had voted with their feet.  RS added that she felt that the comments made by parents at the consultation meeting were very positive, adding that it was nice for Clive Zimmerman (CZ) and Alistair Dixon Patterson (ADP) (from TPAT) to hear the parents' feelings about the school.  CC: What happens if we don't get there as the First Primary?  FC: We will be the first Primary.  CC: Would I be right to think that Abbey Park is still not a MAT because of the PFI?  RS: It's actually more to do with the covenant on the land.  FC: This has been resolved and confirmed by SBC. It's with the solicitors currently. FC continued that the conversion would happen on 1<sup>st</sup> September or 1<sup>st</sup> October. The only outstanding matter is TUPE and the school now has the Academy Order. We will then receive the £25k transitional funding for the legal and other fees. The council will receive £8k of that for pension calculations work before staff transfer. Anything leftover goes in the pot. If the conversion does not go ahead the money goes back to the DfE.  CC: Can we buy Trust Level services in from the MAT?  RS: Yes, some of them, basically that is what the 'top slice' covers.  CC: Will the MAT take a percentage of the funding?  FC: Yes, starting a 'top slice' of 3% 2018/2019, then 4%, then 5% annually from 2010/2021, the details of this are on Governor Hub.  RS advised that on the 7<sup>th</sup> June, CZ, ADP and herself will be attending a meeting with Free Schools with bids on this needing to be in by the end of June. FC added that Free Schools are a great opportunity.  TL: I thought that there would not be rapid expansion?  RS: There won't be and it still has to be a two-way agreement  JL: Ours would be the first new local MAT  KA: We can pick &amp; choose our Primaries.  FC then invited any further comments, observations or questions, there were none.</p> <p>FC then put forward the proposal that the Board formally accepts that Red Oaks will convert to an Academy with The Park Academies Trust.</p>

	<p>The vote was then taken with:  12 votes in favour (including 1 proxy vote in favour - JP)  1 abstention  With the majority in favour, the motion was therefore carried.</p> <p>FC advised the next thing to be considered was the structure of the LAB.  KA: When will we know if the conversion would be the 1<sup>st</sup> Sept or 1<sup>st</sup> Oct?  FC advised that this is dependent on the solicitors and the TUPE process and that there has to be a 6 week consultation on that. FC added that the funding agreement will be next.  MS: Apart from TUPE are there other things which need to be done?  RS: There is a clear timeline and things need to be undertaken in a certain order. The due diligence is done.  FC: There is a check list which we follow which will be shared following its update.  As there were no further questions FC moved onto the next item.</p>
6.	<p><b>Raising Standards:</b></p> <p>The Minutes from 26<sup>th</sup> April meeting were posted to the hub prior to the meeting and were taken as read. SIP and Data had been posted to the Hub prior to the meeting. Questions on this had been submitted in advance of the meeting with Rachel's responses being posted to the Hub.  MS expressed that she felt that she needed more information to be able to interpret the SIP and data. RS had previously mentioned on the Hub that extra training could be arranged with new governors to explain SIP and data and that she would propose some dates.  <b>Action: RS to arrange session with new governors to explain SIP and data</b></p>
7.	<p><b>GDPR:</b></p> <p>Presentation on GDPR  Rachel asked if the Board were happy to adopt:  GDPR Data Protection Policy  GDPR Privacy Notice for Pupils  GDPR Privacy Notice for Workforce  Privacy Notice for Governors  FC commented that TPAT are restricting USB sticks to input only.  RS added that Q has done an IT audit and that remote storage is being considered which would also mean a saving.  MS offered help on operational side of GDPR if appropriate.  MS asked if on the Pupil Privacy Notice if Parent details should be added.  RS advised that this will be an appendix.</p>

8.	<p><b>Finance Report:</b></p> <p>The Minutes from the Finance Meetings on the 19<sup>th</sup> April were posted to the hub prior to the meeting and were taken as read. In response to a question from CC who asked if the carryover stays in the school, FC replied that it does.</p>
9.	<p><b>Head Teacher's Report:</b></p> <p>The Head teacher's report was uploaded to the hub prior to the meeting with questions for Rachel requested in advance. Questions on this had been submitted in advance of the meeting with Rachel's responses being posted to the Hub.</p> <p>RS advised that subsequent to the Report being posted that there were a few more things to add:</p> <p>The school kitchens had been inspected by Environmental Health and had received a 5* rating.</p> <p>RS extended her thanks to KA for invigilating the reading paper.</p> <p>RS advised that Bill Jerman was coming into school to do some work with the TA's.</p> <p>RS added that she had reviewed the Risk Assessments, adding this is done each year.</p> <p>RS handed out a document on 'The Jubilee Network', explaining that a school has to be invited to join and that it's only one school from each area. The cost is £750. Meetings are 3-4 times a year. Only 'Good' or 'Outstanding' schools are chosen. RS continued that she felt that it would be a great opportunity to pick up good practise.</p> <p>FC asked all governors for approval and all were in favour of this.</p> <p>MS asked about the school being selected for moderation in reception?</p> <p>RS replied that 25% of schools will be moderated, explaining that one year it is KS1 &amp; KS2, this year it's Foundation Stage. The school has also been selected for a sample science paper. RS advised that the results then make up the National Average.</p> <p>JL added that moderation is about supporting teachers with their judgement and that it's meant to be a development point. RS added that random children are selected for this and then other children can be benchmarked against it.</p>
10.	<p><b>AOB:</b></p> <p>FC explained that the Ward Councillor Mary Friend had agreed that VR could be nominated as the LA governor.</p> <p>A vote was then taken on VR becoming the LA Governor, FC requested a show of hands and this was carried unanimously.</p> <p>FC asked RS if any more thought had been given to parents being notified earlier regarding classes for the following year.</p> <p>RS explained that the cut-off date for staff notice is not until May 31<sup>st</sup>,</p>

	<p>adding that there was also an SLT meeting date scheduled for June. KA commented that notification is left so late it does not allow for parental engagement. RS added that she would do what she could but emphasised the pressures on the admin team and difficulties with recruitment are factors which have to be taken into account. IB wondered if an update on this could be given at the next meeting.</p> <p>A confidential matter was discussed with the board.</p>
11.	<p><b><i>Date of next meeting:</i></b></p> <p><i>June 26th 2018. Start time 6pm</i></p>

**The meeting closed at: 19:55**

**Accepted:**

**Date:**

<b>Full Governor Board Meeting Dates 2017/18 On Site</b>
19 <sup>th</sup> September 2017 @ 18:30
5 <sup>th</sup> December 2017 @ 18:30
9 <sup>th</sup> January 2018 @ 18:00
6 <sup>th</sup> February 2018 @ 18:30
13 <sup>th</sup> March 2018 @ 18:00
22 <sup>nd</sup> May 2018 @ 18:00
26 <sup>th</sup> June 2018
<b>Off Site</b>
10 <sup>th</sup> October 2017 @ 09:00- 14:30
12 <sup>th</sup> July 2018 @ 09:00 - 14:30

Action:	By whom	Completed
Decide Committee for MS and CC		deferred
Decide Literacy & HST/SBI Link Governors		deferred
Rachel to arrange SIP & Data session with new governors	RS	23/05/18