

**Minutes of Red Oaks Primary School
Full Governing Board Meeting**

**Tuesday 25th September 2018
18:00 – 20:00**



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| Present: | <p>Kath Abercrombie (Vice Chair) (KA) Ian Burgess (IB) Craig Clements (CC) Fred Child (Chair) (FC) Nicole Deacon Willis (NDW) James Lee (Deputy Head Teacher) (JL) Emma Maddison (Clerk to Governors) Victoria Robinson (VR) Mangala Sekhar (MS) 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 Khyati Bailey, Tracey Lynam, John Robinson and Jackie Peterson.</p> <p>Following his resignation at the end of July FC extended his thanks to Gary Donnelly for his contribution to the Governing Board adding that he had a lot of support from Gary during the process of working towards academisation.</p> <p>Addendum: FC also confirmed that the meeting would be Kath's final attendance. FC extended his thanks and gratitude to her for all of her hard work and dedication on behalf of the Board.</p> |
| 2. | <p>Notification of Items for AOB:</p> <p>RS requested that a date be set for Pay Panel for after 13th November.</p> |
| 3. | <p>Adoption of Minutes:</p> <p>FC invited adoption of the Minutes from the FGB on the 26th June 2018. These were accepted as an accurate record of the meeting and signed.</p> |
| 4. | <p>Outstanding Actions:</p> <p>FC confirmed that the outstanding action on pensions and length of service is now closed adding that this is a Trust/SBC issue.</p> <p>FC updated that following the FGB meeting in June an email had be sent to</p> |

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| | <p>all parents/carers in a bid to recruit two new Parent Governors but unfortunately there had not been any uptake. However, an attachment with Parent Governor information was sent out with the newsletter in early September, and three interested parties have now come forward, two have met with RS and IB with the third coming in this week. In the event of there being three candidates an election will take place.</p> <p>Action: FC/Clerk to update Board on Parent Governor recruitment.</p> |
| 5. | <p>Head Teacher's Report:</p> <p>Governors were invited to submit questions to Rachel in advance of the meeting, these were posted to Governor Hub and are attached below:</p> <p>From KA: I have a couple of questions regarding the 'Whole School Data Summary' document.</p> <p>P1. Is the 57% figure for 2018? What is the NA (national average) for 2018? What are the specific reasons that this cohort did not reach expected levels?</p> <p>P3. GLD (Good Level of Development). What happened in Maths? What in school measures have been put in place?</p> <p>Finally, are we reviewing the SIP (School Improvement Plan) on Tues and if so, is the documentation going to be added to the Hub in the 25th Sept folder?</p> <p>Reply from RS:</p> <p>Yes, you are unfortunately reading this correctly. Our entry point this year (end of reception data) was very low and reflects this cohort. We won't know the NA yet until around January when the ASP (Analyse School Performance) data is published but it is likely to be around the same as last year. On the data summary sheet there are some reasons around the make up of this cohort. There really is a very high level of need but as you will see this isn't part of a trend so we can only think is cohort specific.</p> <p>P3. Do you mean KS2 Maths, not GLD? There is a further explanation around the maths on page 4.</p> <p>Maths will form priority on the SDP (School Development Plan) for next year which will be shared very soon. KS2 outcomes in maths are not a school wide trend and the current Y6 are actually very strong. KS1 results in maths were also good.</p> |

I hope that answers your questions.

From CC:

A few questions from me arising from your Headteacher's Report and the attendance Summary.

- 1) You highlighted the high level of need being identified in the new reception intake, is this more than normal, part of a growing trend or just a blip in this year's cohort.
- 2) On the Attendance Summary the figures showing 'below 90% attendance' highlight a reducing occurrence term by term during the year. Is this the normal pattern and if it is, are there any factors which could be addressed to reach the Term 5 or 6 level in Term 1?

Reply from RS:

- 1) The level of need entering the lower end of the school appears to be a growing trend. This was a year group of high need last year and has continued this year. When speaking to other schools, they are experiencing much the same.
- 2) There is usually a greater % of below 90% in term 1 as many children often do not return from holiday in time for the beginning of September. We also have to remember that if a child is ill, this as a % is out of a fewer number of days. As the year progresses and more days pass, an absence will not show as such a large %.

From IB:

A few questions from me please:

1. Where does Bill (Jerman) think you can improve with the TA's...key area or areas
2. What is Critical Friends?

Reply from RS:

- 1) The piece of work we did with Bill will be detailed as a priority on the SDP (the only one we didn't get to the other day) and shared with Governors in full.
- 2) Critical friends work began last year and is a form of peer evaluation for teachers to use as professional development. I have tried to thread updates through my head's reports since we began this last year.

Questions were also submitted to the Head on a confidential matter,

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| | <p>this was also discussed in further detail at the meeting.</p> <p>RS explained that 3 children with SBI (Sign Bilingual Inclusion) will be starting with Band 1 funding once staff can be recruited. RS continued that in spite of advertising, recruitment is difficult and the vacancies are currently not filled.</p> <p>MS asked if attendance will be affected by this but RS explained these children are not on the roll.</p> <p>FC asked if the high need in reception is due to SEN (Special Educational Needs) intake. RS replied that it was partly, but also that some children had not previously attended nurse or had contact with any external agencies prior to school.</p> <p>FC thanked RS also for the excellent presentation on Primary Data given to governors on 11th Sept. FC added that it means governors are better able to challenge when they understand the data.</p> <p>There were no further questions on the Head's Report.</p> |
| 6. | <p>Finance:</p> <p>There were no updates. RS assured the board that with support from Alistair Dixon- Patterson from TPAT (The Park Academies Trust) and the Red Oaks admin staff that all matters were in hand.</p> |
| 7. | <p>Raising Standards:</p> <p>Looking at: Whole School Data Summary 2017-18</p> <p>FC asked if the headlines could be given on Foundation, KS1 & KS2</p> <p>Looking at Foundation, JL explained that with GLD there are 10 areas of learning and children have to reach an expected standard on all. JL continued that 36/60 came from the school's own nursery and 24 from other settings. JL added that only 57% were meeting the expected standard.</p> <p>RS added that there is an element of it being a national picture but that it can be evidenced that it's a 'blip' in a four year trend. NDW added that she is optimistic and is seeing good progress with this cohort. JL explained that Foundation has been restructured and that more of a unit has been created to meet the need with the two classes being blended.</p> <p>RS added that the cohort is top heavy with boys, there were as many Pupil Premium children as SEN and local demographics have all had an effect. RS added that results would be seen more in progress rather than attainment.</p> |

IB asked how it would be dealt with if the same situation occurs with a different cohort.

RS added that the SLT (Senior Leadership Team) had observed the children carefully before deciding classes which had helped.

CC asked if 'Greater Depth' was still in practice with this cohort. NDW replied that it's a challenge which gets harder throughout the year but the TA's can support with this post Xmas with evaluations.

FC asked if this cohort needed additional support, RS replied the only extra help is through individual funding.

CC wondered if voluntary support could be used but NDW explained that this can be difficult to manage.

JL explained the difficulty of getting extra funding to the Board and the level of work and time involved. RS added that there is also difficulty when the children are from outside settings and have not had interventions/ contact with outside agencies previously so there is no funding.

MS & CC asked if more support might be available once we academise. RS replied that there still won't be spare teachers. CC wondered if Yr 6 could visit Abbey Park or if older students could assist. RS added that the SDP details plans for peer coaching & peer support both with Red Oaks & Abbey Park and Yr 6 with the younger children.

RS then continued with KS1 and KS2 data highlighting that with & without CLAN that KS1 are able mathematicians and that she was very pleased with Greater Depth. Phonics was very good.

MS asked what happens to the children who don't pass. NDW replied that interventions would then be used in KS2.

RS continued with KS2 saying that writing and SPaG (Spelling, Punctuation & Grammar) was strong, there was a push on Science but KS2 fell down on maths. RS added that she felt there's a large percentage of boys and the cohort had struggled but were doing ok at the end of KS1. RS continued that in KS2 the result is all in the test and the floor target was met.

RS added that looking at LA data other Yr 6 cohorts with SEN had comparable results.

RS added that she wants to grow Maths and Greater Depth.

VR sked about 'Maths Mastery'

JL added that it has improved across the school. FC asked about the 2014/15 and 2015/16 results and if that was a red flag. JL explained that it was looked at, plans were put in place, workshops and extra tuition were offered but nothing really worked. JL continued that some children were quite complacent and the reasoning style of questions was a problem too. The governors discussed how it might be addressed. RS said maths is a focus and it's on the SDP. RS continued that they have looked at the reasons and it's important to think about what to do moving forward.

SIP 2017-2018 Term 6:

Governors confirmed that they had read the SIP. FC advised the board that he and IB had been working on the SDP with RS, and that this helps

governors to understand priorities and how to review. RS explained that the format has now changed to Excel which was easier to manage. RS continued that a one page summary used by TPAT would be now used by Red Oaks for the school website adding that the Priorities all now have individual action plans.

MS asked about expenditure on online maths resources such as 'My Maths' and whether all were necessary. RS explained that they all do practise different skills.

NDW said she would like dyscalculia diagnosis training for teachers.

CC asked about the Policies once we academise. RS responded that there is no specific format for the SDP but it will stay. RS added that some policies will be uniform within TPAT just needing minor alterations.

Pupil Premium:

It was agreed by governors that JL could post the Pupil Premium strategy statements to the Hub and invite questions from Governors.

Action: Clerk to post Pupil Premium strategy statements to the Hub and invite questions from Governors and add to Minutes.

Addendum: Questions on Pupil Premium Strategy Statements from IB:

1. If the goal of PP (Pupil Premium) is to close the attainment gap compared to non PP I'm assuming that the results at the bottom of the impact statement are what I need to refer to. If so, do I assume that the terms widened/narrowed are based upon our progress scores?

Yes, that is correct. This is measured by recording the % of children WA the required standard (for the relevant time of year) from term 1 to term 6. This is then compared to the % of PP reaching the required standard. The gap is considered narrowed if the overall gap in this period of time has narrowed.

2. From an external perspective, is it both KS1 and KS2 that would draw attention when compared to the national average. If so, the KS2 progress in Reading seems very good, any thoughts on what drove that increase?

- The ability to have a 3rd class in the morning for Year 6.
- Consistent Reading intervention across the Key Stage.
- The impact of early intervention in KS1 allowing children to make better than expected progress in KS2.

3. Did we spend the entire PP budget last year? If so are you able to clarify the 3 biggest areas of spend.... was it extra staffing, outside resource etc?

Yes, the allocation was spent. The two biggest areas of spending allocation were on intervention time and the staffing for Year 6. Outside of this money was spent on giving children opportunities outside of school either via access to Residential Trips organised by school or by external clubs in the holidays e.g. Draycot Sports.

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| | <p>RS and JL presented the key points to the Board. RS advised that she had focussed on progress rather than attainment continuing that Pupil Premium progress at KS2 was significantly above the national average with some real successes in progress and attainment.</p> <p>JL continued that in KS2 the school is looking at the quality of interventions and closing the gap earlier. There are termly meetings, interventions are being monitored more closely and there is a move to get greater parental engagement and awareness. JL added that the school is continuing its work on mental health.</p> <p>JL advised that budgets are down, numbers are down but will go up in the October census. JL advised that reception need to re-apply for Pupil Premium . JL added that there is a change to funding for LAC.</p> <p>FC asked that each child is accounted for as recent Ofsted inspections have asked for this.</p> |
| 8. | <p>Policies:</p> <p>FC proposed that the policies listed be agreed as a block. This was agreed unanimously. Four policies which has been moved to the Dec 18th meeting were also included:</p> <ul style="list-style-type: none"> • Health and Safety handbook • Supporting children with medical conditions in schools • Safeguarding: Keeping Children safe in Education Parts 2&3 • Pay Policy • Performance Management • SEND Policy 2017-2018 • 3 Policy for the Education of Looked After Children • Accessibility Plan 2017-2020 • Behaviour & Learning Charter June 2018 • Safeguarding <hr/> <ul style="list-style-type: none"> • Annual Governance Statement 2018-2019 • Board Vacancies & Processes 2018- 2019 • Governors Statement - Code of Conduct & Behaviour 2018 -2019 • Scheme of Delegation 2018 2019 • Terms of Reference Board Committees 2018- 2019 <hr/> <p>MS asked if all staff were aware of allergic illnesses. RS explained that a nurse comes in to school to provide training to staff and that there is an identification sheet with details of relevant children in every register and also in the staff room. .Epi pens are also taken into the playground.</p> <p>Action: KA to check with Kathy Clarke to see if the 'SEND report to parents on Implementation 2015-16' on the school website is the</p> |

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| | <p>most up to date version.</p> |
| 9. | <p>Ofsted/DfE:</p> <p>As per the agenda, the update was deferred to the Full Governor's meeting on 18th December.</p> |
| 10. | <p>Other Significant Issues:</p> <p>Blue Building:</p> <p>RS advised that planning permission is in place for the blue building from 2012-2019. A survey on the building has recently been undertaken but not all areas could be accessed as it was during the school day. There is a pot of money for any work which needs to be undertaken but it is unclear as to whether this is organised by the PFI or the school. Alistair Dixon-Patterson is looking into this and TPAT will do another survey.</p> <p>MS asked if any works would cause disruption but RS responded that this would be done during the holidays.</p> |
| 11. | <p>Link Governor Update:</p> <p>Governors discussed the Link Governor presentation schedule agreeing that slots could be chosen once initial meeting had been set up with their Link teacher.</p> <p>Governors were happy with the feedback form</p> <p>Action: Clerk to organise Link Governor presentations</p> |
| 12. | <p>Governor Training:</p> <p>No recent training undertaken</p> |
| 13. | <p>Admin:</p> <p>Disqualification Forms and Declaration of Interest Forms were collected. Governors filled in Sign-up sheets to say they had read and agreed:</p> <p>Safeguarding Keeping Children Safe in Education Parts 2 & 3 Governors Code of Conduct & Behaviour 2018-2019</p> |
| 14. | <p>AOB:</p> <p>Pay Panel:</p> |

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| | <p>IB and MS offered to be on the Pay Panel joining FC. VR suggested that John (JR) would also like to do this.</p> <p>Action: Clerk to contact JR to see if he's available for the proposed date of 14th Nov at 1pm.</p> <p>Parent's Eve Rota:</p> <p>RS confirmed that Parents' Eve will be the 17th & 18th October.</p> <p>Action: Clerk to organise rota for both evenings in one hour slots 315-6.00</p> <p>The governors briefly discussed the format for the Parent's Eve survey. FC offered to put some ideas together for that.</p> <p>Action: FC to look at Parent's Eve survey.</p> <p>A confidential matter was also discussed by the Board.</p> |
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The meeting closed at: 20:05

Accepted:

Date:

| Full Governor Board Meeting Dates 2018/19 On Site |
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| 25 th September 2018 @ 18:00 |
| 18 th December 2018 @ 18:00 |
| 12 th February 2018 @ 18:00 |
| 21 st May 2018 @ 18:00 |
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| Focus Days |
| 29 th November 2018 @ 10:30 |
| 6 th March 2018 @ 08:45 |
| 3 rd July 2018 @ 08:45 |

| Action: | By whom | Completed |
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| FC/Clerk to update Board on Parent Governor recruitment. | FC/Clerk | 18/12 |
| JL/Clerk to post Pupil Premium strategy statements to the Hub and invite questions from Governors and add to Minutes. | JL & Clerk | 01/10/18 |
| KA to check with Kathy Clarke to see if the 'SEND report to parents on Implementation 2015-16' on the school website is the most up to date version. | KA (checked by Head) | 18/12 |
| Clerk to organise Link Governor presentations | Clerk | 01/10/18 in progress |
| Clerk to contact JR to see if he's available for the proposed date of 14 th Nov at 1pm. | Clerk | 27/09/18 |
| Clerk to organise rota for both evenings in one hour slots 3.15-6.00 | Clerk | 28/09/18 |
| FC to look at Parent's Eve survey. | FC | 17/10 |