

Minutes of Red Oaks Primary School  
Full Governing Board Meeting

Tuesday 18th December 2018  
18:00 - 20:00



Present:	<p>Dan Blagg (DB) Ian Burgess (IB) Acting Chair for the meeting Craig Clements (CC) Fred Child (Chair) (FC) Emma Maddison (Clerk to Governors) John Robinson (JR) Vice Chair Victoria Robinson (VR) Mangala Sekhar (MS) Rachel Surch (Head Teacher) (RS)</p> <p>Kathy Clarke (Inclusion Manager) (KC)</p> <p><i>In order to build on the changeover from LGB to LAB, FC nominated IB to chair the meeting as it is anticipated that the next meeting will be as the full LAB following academisation on 1<sup>st</sup> February 2019.</i></p>
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1.	<p><b>Presentation: Mental Health &amp; Wellbeing- Kathy Clarke (Inclusion Manager):</b></p> <p>Kathy had posted her documentation to Governor Hub prior to the meeting:</p> <ul style="list-style-type: none"><li>• Copy of SEND Development 2018-2019</li><li>• Wellbeing Action Plan</li><li>• TPAT Mental &amp; Emotional Wellbeing Policy</li></ul> <p>Kathy invited questions and observations from governors and explained that the Wellbeing Policy is the first policy to be produced in conjunction with TPAT continuing that both herself &amp; David Williams from TPAT are also working on a SEND report format. KC added that the Primary Version of the policy is different to the Secondary version but added that this enables continuity. KC continued that the school is also buying in a new mental health screening tool and that the Trust is also hoping to produce a staff wellbeing policy as well.</p> <p>RS advised that there is also staff wellbeing information in the staff handbook.</p> <p>The Chair added that he felt that following on from the SDP meeting that real progress was being made with mental health.</p> <p>KC continued that she is looking into running some workshops with Pooky Knight Smith the keynote speaker at the SENDCo conference.</p>
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	<p>A show of hands was requested by the Chair to ratify the Mental &amp; Emotional Wellbeing Policy and all were in favour.</p>
2.	<p><b>Apologies and Declaration of Interest in any Agenda Item:</b></p> <p>Apologies were received and accepted from James Lee, Nicole Deacon Willis and Jackie Peterson.</p> <p>There were no declarations of interest in any agenda item.</p>
3.	<p><b>Co-Opted Governor:</b></p> <p>Dan Blagg was introduced to the Board by the Chair. Dan was asked to leave the room and the Chair gave the Board further information about Dan having already posted some details on Governor Hub in November. Dan has children at the school and has a background in accountancy.</p> <p>The Chair then proposed that Dan be appointed to the Board as a Co-opted governor, all voted in favour. The Acting Chair abstained from the vote as he is a relative. Dan was invited back in for the remainder of the meeting.</p> <p><b>Update on Parent Governor Election:</b></p> <p>Gillian Cullen was confirmed as one of two Parent Governors elected on the 12<sup>th</sup> Dec. There were two vacancies and two nominations, the Chair is currently trying to contact the second candidate to go progress through the next steps.</p> <p><b>Action:</b> Chair to update on Parent Governor Election at the next meeting</p> <p><i>Post Meeting changes:</i></p> <p><i>Due to the second parent governors withdrawing her application it was agreed that Dan Blagg be approached to see if he would like to nominate himself to the parent governor position. Dan meets all the criteria for this post. Following Dan's agreement, a vote via the HUB was taken which was unanimously in favour. This now leaves vacancies for co-opted governors to be filled.</i></p>
4.	<p><b>Notification of Items for AOB:</b></p> <p>MS asked the Head about the position in the league tables following on from the Whole School Data summary which governors looked at during the meeting on Sept 25<sup>th</sup>. The Head responded that, as was previously discussed, it was KS2 maths which brought the result down but that it was cohort specific rather than a trend. The Head added that maths was now coming through as strong.</p>
5.	<p><b>Adoption of Minutes:</b></p> <p>The Chair invited adoption of the Minutes from the FGB on the 25<sup>th</sup> September 2018 and the Finance meeting on June 14<sup>th</sup>. These were</p>

	accepted as an accurate record of the meetings and were signed by IB and JR respectively.
6.	<p><b>Outstanding Actions:</b></p> <p>The actions were reviewed and none were outstanding. Governors asked about the Parents' Evening survey which was based around maths but the Head explained that it wasn't really quantifiable in its approach. Governors discussed availability for the Link Governor presentations</p> <p><b>Action:</b> Clerk to re arrange the Link Governor presentations</p>
7.	<p><b>Head Teacher's Report:</b></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><b>From VR:</b></p> <p>Here are my questions from your heads report.</p> <p>It is with regards to your notes on Mrs Maxfield and the NPQH programme.</p> <p>What is this programme?</p> <p>Is there a cost to the school?</p> <p>What will Emily and the school gain from this?</p> <p>Will it affect her ability to be a class teacher, i.e. will she need more time away from classroom?</p> <p>When does it start and how long is the programme?</p> <p>Thanks for your questions. I will answer them in the order in which they are written.</p> <p>NPQH is National Professional Qualification of Headship  There is no cost to the school  As the Trust grows, we will need leaders potentially for other schools or to backfill in Red Oaks School  Emily will be out of class for only a few days spread across the 18 months of the course  This has already started (November) and will run for 18 months.</p> <p>I hope that answers all your questions sufficiently.</p>

**From MS:**

Thank you as always for a detailed report. I have a few queries as below-

1) partnership with AP - are we seeing the right level of engagement from AP side for these meetings? Are our teachers satisfied with the outcomes from the two meetings held so far? Is there anything we could do better (approach / resources?)

2) Staff meetings- I appreciate that these meetings are planned well in advance, including any training/ talks from professionals. In the event of a teacher/s missing one of these due to other responsibilities within the school, are they provided another opportunity to attend such sessions or receive the required updates as required?

3) Attendance - for those 33 found to have attendance < 90%, could we know these cases/ numbers per year please? It would also be useful to obtain your view on any noticeable patterns? have the same children shown poor attendance in the previous year as well? This is just to understand if there are any underlying trends and concerns which might manifest in other ways towards the end of the school year (like impacting results etc)?

Thanks for your questions.

1) We are really pleased with the level of engagement from both RO and AP teachers and relationships are developing well. I don't think we can ask for any more at this stage. We have planned in further meetings across the year to review and monitor plans that we have made.

2) Staff meetings alternate between Tuesdays and Thursdays to take account of part time teachers. Minutes are always taken and shared along with any slides so that these teachers and anyone else who may miss a meeting can pick this up. They know it is then their responsibility to ask if they have any questions, don't understand etc. If there is something really vital, part time teachers who do not work on that day may be invited in but it cannot be insisted upon that they attend. TD days and twilight sessions are generally attended by all teachers and overtime is paid to those who do not work on that day. On occasion, the person running the meeting may catch up with any absent staff in an assembly time if it is something that needs further explanation or discussion.

3) The spread of these 33 children is across all year groups. When attendance is analysed, we look for patterns and compare any problems to previous years on a group basis and individual. Any children who have attendance patterns will have a letter sent home warning that if improvement isn't made, then Education Welfare may become involved.

These are very few cases and most attendance below 90% is due to illness, operations or unauthorised holiday. These figures include foundation stage children under the age of 5 which is the compulsory school age. Many parents take advantage of this and take children on holiday during term time which we can do nothing about. Attendance data is presented to governors by group and any major issues will be shared but to break this down further anonymously would cause the office an issue I'm afraid.

I hope that answers your questions.

**From IB (Acting Chair):**

I have a couple of questions from your report if I may.

1. With regard to the Learning Walk feedback and given that Maths is a priority on the SDP is it worth sharing the general feedback that you gave.
2. With regard to the workload surveys and given that it is a focus area for OFSTED is there any part that the Governors can play here to support the work of you and the SLT

Thanks for your questions. The general feedback is attached as I obviously can't share specific names and details. With regards to the workload situation, I think just keeping Governors in the loop is key at the moment, I'm not sure there is anything else you can do.

**From FC:**

**Safeguarding & Child Protection:**

Ob: Are pages 43 & 44 legible in document form as opposed to the electronic form so staff can read and understand? T

The copy provided for us is the copy that SBC have used. I appreciate that it isn't the best quality. The quality is better if it is read on screen. I am hopeful that future copies from SBC the quality will improve (from JL).

**Safeguarding:**

Q: Is there any concerns with the number of 29 cases passed to DSL (Designated Safeguarding Lead) to date?

I have checked the previous two safeguarding reports to governors. From June to September 18 there were 16 reported incidents -however this period of time covers the summer holidays.

The previous report from the 5<sup>th</sup> May to 19<sup>th</sup> June there were 27 reported incidents.

The time period of the last report covers the end of September, October, November and some of December. Over this time period and after an October half term this number is not a concern to me. It is something that I will continue to monitor (from JL).

**Heads Report:**

Q: With the DSL returning on a 4 day week, what effect will this have on cover?

James will continue to be the safeguarding lead on the days when Becky isn't in. I will remain as deputy and between the three of us, we always ensure there is cover in school.

Q: What progress is being made towards reducing the known gap between Yr6 and Yr7 through collaborative working?

We are starting with an understanding of each other's curriculum. This has been through meetings and we also have some visits arranged. The gap isn't something that will reduce or that we will be able to measure until this is firmly embedded and we begin to have Y6/7 results that can be analysed. One thing for sure at this point is that the children are enjoying having a variety of specialist teachers and making visits next door.

Ob: Policies and documents within the Governors/ Staff area need to be reviewed for accuracy as previous governors are mentioned.

I will look at this. Policies are up to date but the updated version may not always be posted on the website and virtual, maybe sometimes one or the other. I will ask our webmaster to make sure these are in line. The main website in the public eye is definitely all up to date.

Q: Are the new targets relevant and in line to achieve the priorities within the SDP?

Yes. The SDP is currently having a term 2 review and will be shared ASAP with governors.

Ob: Agree with the training but what other elements of governance should be reviewed and governors receive training on so challenging questions can be put to the management team? I think this is an area we need to 'brainstorm' together as a group. I have some suggestions but can't speak on behalf of all governors and what training they would like. I have asked for this to be an agenda item.

Q: What is the comparison between last year's figures and the national average on attendance for term 1?

2017/18 term 1 was 95.7% with 57 pupils having less than 90% attendance

2018/19 term 1 is 97.19% with 33 pupils having less than 90% attendance

#### **Staff Workload:**

Q: Is there a problem looming here with any union intervention and possible strike actions if this is seen as a possible reduction in teacher workload?

I don't think so. I haven't heard any recent talk of teacher strikes from unions. This is a national problem, not solely a Red Oaks problem and I think staff can see that SLT are trying to do as much as we can to help whilst maintaining our high standards.

#### **Monitoring Feedback - Book Looks:**

Q: Will the 'areas for development' be sufficient to achieve a better outlook for the school in terms of achieving progress and attainment?

Everyone has different areas for development but no one has books that are of significant concern. The areas for development are recorded individually and returned to upon the next book look. If there are any whole school issues, these will be addressed in staff meetings but this is not currently the case.

There were no further questions in the meeting on the Head's report.

#### **Incident in School:**

The Head updated the Board on an incident which occurred following the KS1 performance at school today and detailed the letter which had been sent out to parents.

The Head confirmed that support was in place for anyone affected.

The governors expressed their full support to the Head.

#### **Ofsted Update:**

The Head handed all governors a copy of:

*'Governor Staff Preparation for Ofsted 2018/19'*

The Head went over the document with the Board which includes the structure of the SLT and LMT and a teacher list. The Head added that governors need to be able to articulate the 3 core functions of governance and that governors also need to explain 'impact and how governors know'.

The Head added governors would be welcome to bring questions on this at

	<p>the next meeting.</p> <p><b>Staffing:</b></p> <p>The Head continued that she would be interviewing for a PT TA tomorrow as some funding had become available.</p> <p><b>Workload Surveys:</b></p> <p>The Head advised that Workload is an Ofsted criteria, so surveys, constructive conversations and 1:1's had been undertaken. The Head and Mrs Maxfield are also going out to visit another school who have won an award for staff wellbeing.</p>
8.	<p><b>Finance:</b></p> <p><i>Documents: Budget Totals at June 2018 &amp; Finance Update 18<sup>th</sup> December</i></p> <p>The Business Manager had prepared an update for the meeting. The Head confirmed that Jackie is currently working on HR changes. The Head explained that the June deficit in year 3 is normal but the HR changes will improve this.</p> <p>The Head also confirmed that having considered several different finance options the Schools Forum had chosen Option 2 giving the school an extra £78k funding</p> <p>The Head continued that the December figures also include the teacher pay rises of 3.5% which was higher than originally expected but schools have been given money to compensate for this until 2020.</p> <p>The Head also confirmed that once we academise finance will move from a financial year to an academic year which will make things easier.</p> <p><b>Pay Panel:</b></p> <p>Pay Panel took place on 14<sup>th</sup> Nov. Of 3 Upper Scale Pay Requests 1 was agreed. Both the Head and Chair have given feedback.</p> <p><b>Head's Performance:</b></p> <p>All staff and the Head were asked to leave the room. FC advised the board that he and the Chair had undertaken the review, with the Head exceeding her 3 key objectives, with John Robinson also aware of the recommendation.</p> <p>FC proposed that in recognition of this a one off payment is made to the Head. FC confirmed that this is reviewable every year.</p> <p>All voted in favour.</p>

	The Head and staff re-entered.
9.	<p><b>Policies:</b></p> <p>Both policies were uploaded to Governor Hub for governors to review in advance of the meeting:</p> <p>Governors Allowance Policy - Approved Revised Safeguarding &amp; CP Policy - Approved</p>
10.	<p><b>Other Significant Issues:</b></p> <p><b>Hearing Support Team:</b></p> <p>The Head confirmed that HST will be leaving the school on Friday the 21<sup>st</sup> Dec and moving to Dorcan Academy.</p> <p><b>Blue Building:</b></p> <p>The Head advised the Board that a survey had been undertaken on the building and established that work needs to be done. The Head advised the Board of the costings on this.</p>
11.	<p><b>Link Governor Update:</b></p> <p>Vicky's Early Years Link Governor update was postponed due to James being absent.</p> <p>It was agreed that appointing a new Link Governor for Wellbeing would be deferred to the Feb 12<sup>th</sup> meeting when hopefully there will be some new governors on the Board.</p> <p>The Head confirmed that a Link Governor for Artsmark would not currently be required. Martyn Cowell will update on any developments with this.</p> <p><b>Action:</b> Appoint Link Governor for Wellbeing at Feb 12<sup>th</sup> meeting</p>
12.	<p><b>Governor Training:</b></p> <p>A new training evaluation form was uploaded to Governor Hub in advance of the meeting, the Chair explained the purpose for the form was for personal record keeping and also for feeding back training undertaken to the Board. The Chair reminded Governors that as in TPAT's Terms of Reference there is an expectation that training will be undertaken. Governors discussed the training sessions provided by Governor Support and it was agreed that whilst due to time constraint, they are unable to cover a lot of detail they</p>

	<p>are still definitely worth attending.</p> <p>The Head reminded <i>Governors</i> about the Online Safety Training on the 14<sup>th</sup> March. The Clerk has sent the link for governors to sign up.</p> <p>The Chair thanked the governors for undertaking the recent skills audit and advised that it is something that we will be looking to undertake more frequently so we can understand where any skills gaps are. The Chair advised that in the New Year he would like to arrange 1:1's with governors.</p> <p><b>Action:</b> Chair to arrange 1:1's with governors.</p> <p>FC advised the Board about a new online training resource which will be available through TPAT once academisation has taken place.</p>
13.	<p><b>Admin:</b></p> <p>The Clerk reminded <i>Governors</i> about submitting their Focus Day feedback forms from the 29<sup>th</sup> November.</p> <p>Two governors signed off to say that they had read the Safeguarding &amp; Code of Conduct &amp; Behaviour Policies &amp; Keeping Children Safe in Education 2018.</p>
14.	<p><b>AOB:</b></p> <p>The Head advised the Board that following on from the positive feedback on the data training that she had delivered to <i>Governors</i> she would like to run similar in house training sessions on:</p> <ul style="list-style-type: none"> <li>Pupil Premium</li> <li>Early Years</li> <li>Curriculum</li> <li>Data (for new governors)</li> <li>Safeguarding (Deputy Head)</li> </ul> <p>The Head suggested the sessions could potentially be delivered as part of the Focus Days.</p> <p><b>Action:</b> Head to propose dates for in house training sessions. Clerk to send.</p>
15.	<p><b>Date of next meeting:</b></p> <p>Raising Standards: Weds 23<sup>rd</sup> Jan 8:45 - 10:00  Full Governing Board: Tues 12<sup>th</sup> Feb 18:00 - 20:00</p>

**The meeting closed at: 20:15**

**Accepted:**

Date:

<b>Full Governor Board Meeting Dates 2018/19 On Site</b>
25 <sup>th</sup> September 2018 @ 18:00
18 <sup>th</sup> December 2018 @ 18:00
12 <sup>th</sup> February 2018 @ 18:00
21 <sup>st</sup> May 2018 @ 18:00
<b>Raising Standards</b>
23 <sup>rd</sup> January @ 8:45
<b>Focus Days</b>
29 <sup>th</sup> November 2018 @ 10:30
6 <sup>th</sup> March 2018 @ 08:45
3 <sup>rd</sup> July 2018 @ 08:45

<b>Action:</b>	<b>By whom</b>	<b>Completed</b>
Chair & Clerk to update Board on Parent Governor recruitment.	Chair & Clerk	12 <sup>th</sup> Feb
Clerk to re arrange the Link Governor presentations	Clerk	20/12 in progress
Appoint Link Governor for Wellbeing at Feb 12 <sup>th</sup> meeting	All	12 <sup>th</sup> Feb
Chair to arrange 1:1's with governors.	Chair	In progress
Head to propose dates for in house training sessions. Clerk to send	Head/Clerk	20 <sup>th</sup> Dec