



MINUTES – LOCAL ADVISORY BOARD

Date: 19th November 2019

Venue: Red Oaks Primary School

Time: 18:00

Attendance:			
Governors		Governors	
Dan Blagg (DB)	Parent	Jackie Peterson (JP)	Community
Geoff Bryan (GB)	Community	Victoria Robinson (VR)	Community
Ian Burgess (IB)	Chair	John Robinson (JR)	Community
Gillian Cullen (GC)	Parent	Mangala Sekhar (MS)	Community
Nicole Deacon Willis (NDW)	Staff		
Kathryn Hopes (KH)	Community	Rachel Surch (RS)	Executive Primary Principal
James Lee (JL)	Deputy Head		
Others			
Clive Zimmerman (CZ)	Executive Principal	Emma Maddison (EM)	Clerk
Louise Boutellier (LB)	Chair of Trustees		

1	Presentation & Updates
1.1	<p>Welcome:</p> <p>The Chair welcomed guests Louise Boutellier, Chair of the Trustees, and Clive Zimmerman, Executive Principal at the Park Academies Trust to the meeting.</p> <p>Curriculum Update – Rachel Surch:</p> <p>RS introduced her presentation by explaining that curriculum, rather than data, and the ‘Three I’s’ (Intent, Implementation & Impact) are now the focus of an Ofsted inspection. RS added that the school also needs to show what they are teaching & why they are teaching it.</p> <p>Following the presentation, RS invited questions and observations from Governors.</p> <p>IB: with regard to the progression maps, will governors be able to see this in practice?</p> <p>RS: Governors would be able to see evidence of this visiting different year groups on a Learning Walk</p> <p>RS continued that another focus of the new inspection are the ‘Deep Dives’ whereby inspectors would look at reading, maths and 2-3 other subjects, they would talk to subject leaders as well as looking in children’s books and the school website. RS added that it’s important that the school shows that ‘we’re doing what we say we’re doing’.</p>

		<p>IB: With the curriculum maps, statements and information on the website, it's clear that a lot of work has gone into this.</p> <p>RS: It's been a considerable amount of work, there's a lot of detail, a lot of the information has been collated into one place so it is easier for staff to find. It's also easier for leaders as they know what to expect, especially in foundation subjects.</p> <p>There were no further questions or comments, the LAB extended their thanks to Rachel for her presentation.</p>
	1.2	<p>Trust Update – Clive Zimmerman (Confidential):</p> <p>Clive updated governors with the latest news from the Trust. The Chair extended his thanks on behalf of the Board to Clive.</p>
	1.3	<p>CPOMS – Child Protection & Safeguarding Software:</p> <p>James proposed that due to time constraints that his presentation be postponed until the next meeting on January 28th, the Chair and governors agreed that this was a sensible suggestion.</p> <p>Action: JL to deliver CPOMS presentation at Jan 28th meeting</p>
2	Opening	
	2.1	<p>Apologies and Declarations of Interest:</p> <p>There were no apologies. The Chair explained to the Board that Craig Clements had informed him of his resignation with immediate effect by email on the 18th November. The Chair expressed his thanks on behalf of the Board for Craig's valued contribution over the last two years. This now leaves a vacancy for a Parent Governor.</p> <p>The Chair also welcomed new Community Governor Kathryn Hopes to the Board. Kathryn had been voted on by the Board by email following on from her meeting with the Chair & Head on 22nd October</p> <p>There were no declarations or conflicts of interest in any agenda items.</p> <p>Action: Chair & Clerk to plan Parent Governor recruitment</p>
	2.2	<p>Notification of Items of AOB:</p> <p>The Chair had one additional item for AOB: Pay Panel There were no further items for AOB.</p>
	2.3	<p>Adoption of Previous Minutes:</p> <p>The Chair invited adoption of the Minutes and the Meeting Summary from the previous LAB meeting on 24th September 2019.</p>

		IB proposed the Minutes as an accurate record of the meeting, this was seconded by JR. The Minutes and Meeting Summary were signed by the Chair.																								
	2.4	<p>Review Outstanding Actions:</p> <p>The actions from the LAB meeting on September 24th are as follows</p> <table border="1"> <thead> <tr> <th>Action:</th> <th>By whom</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>Chair/Head to invite Kathy Clarke to discuss Board's role in progressing lower ability children. <i>(This will be added on to Kathy's SEN report update at the meeting 28/01/20)</i></td> <td>Chair/Head</td> <td>19/11/19</td> </tr> <tr> <td>Chair to arrange 1:1's with governors post-academisation.</td> <td>IB</td> <td>19/11/19</td> </tr> <tr> <td>Link Governor roles to be agreed once the new Ofsted Inspection Framework has had time to establish <i>(Please see the table below)</i></td> <td>IB</td> <td>19/11/19</td> </tr> <tr> <td>Presentation themes to be confirmed at November meeting <i>(Please see 4.4)</i></td> <td>Head</td> <td>19/11/19</td> </tr> <tr> <td>Action: LAB to decide what financial reports & breakdowns they would like to see</td> <td>All</td> <td>Ongoing</td> </tr> <tr> <td>All governors to login to Nimbl</td> <td>All</td> <td>19/11/19</td> </tr> <tr> <td>Clerk to ask Head/Trustees about ID badges</td> <td>Clerk</td> <td>04/10</td> </tr> </tbody> </table> <p>Action: Clerk to follow up on ID badges with Michele</p>	Action:	By whom	Completed	Chair/Head to invite Kathy Clarke to discuss Board's role in progressing lower ability children. <i>(This will be added on to Kathy's SEN report update at the meeting 28/01/20)</i>	Chair/Head	19/11/19	Chair to arrange 1:1's with governors post-academisation.	IB	19/11/19	Link Governor roles to be agreed once the new Ofsted Inspection Framework has had time to establish <i>(Please see the table below)</i>	IB	19/11/19	Presentation themes to be confirmed at November meeting <i>(Please see 4.4)</i>	Head	19/11/19	Action: LAB to decide what financial reports & breakdowns they would like to see	All	Ongoing	All governors to login to Nimbl	All	19/11/19	Clerk to ask Head/Trustees about ID badges	Clerk	04/10
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3	Performance, Standards & Behaviour																									
	3.1	<p>Head Teacher's Report:</p> <p>Governors were invited to submit questions to Rachel in advance of the meeting. The responses were posted to Governor Hub ahead of the meeting and are posted below:</p>																								

		<p>Thank you for your questions.</p> <p>From Victoria Robinson:</p> <p>1. My first question is regarding the first item on the SDP (intent, implementation and impact). Could governors who are available and able to, come in to interview pupils, or is that just for staff only? We are more than happy for governors to conduct pupil interviews and as you know we have done this many times in the past. I will construct a timetable for after Christmas.</p> <p>2. I only have one other query regarding NQT policy and that's the references to SBC in it. Now that we are an academy should they be taken out of the policy or should we still be reporting to them? The reference to SBC still applies as this is a traded service that we still buy into.</p> <p>From Ian Burgess:</p> <p>What do you have in mind with regard to Social Media? I wondered if any of the other Trust schools have any experience in this area that we can tap into. Primary and secondary schools tend to use social media in different ways and most secondary schools opt for Twitter. Research of the age demographic of our parents shows that 85% of parents use Facebook whereas only 27% use Twitter, so Facebook is probably the way to go. This isn't without pitfalls and as well as a full risk assessment we would also need a code of conduct for users. I have consulted a company who advise on this specifically. There will be more info to follow...</p> <p>With regard to NQT policy. Can you confirm the number of NQTs we presently have on role please</p> <p>We currently have only 1 NQT and this member of staff will complete their NQT year at Christmas.</p> <p>From Nicole Deacon Willis:</p> <p>Here is a question for Rachel regarding medical policy –</p> <p>Sun cream: What is the policy for the reapplication of sun cream? I have always erred on the side of caution and have not helped children apply this – is this correct? Does this need to be included? The administration of sun cream isn't really a medical issue and is therefore mentioned on page 44 of the school brochure. Cream should be applied before school but children who need to may reapply themselves if necessary.</p> <p>The school brochure is in the website and given to every parent when their child enters the school.</p> <p>From Dan Blagg:</p> <p>Has the reception baseline dropped compared to the previous year given the reduction in nursery sessions last year?</p>
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3.2		<p>Finance:</p> <p>Finance Report:</p> <p>JP had posted her Finance Report to Governor Hub in advance of the meeting and invited questions.</p> <p>JP updated the board that the budget is now on the new Orovia Budget Planning System. Both JP and Niki Porter (Trust Finance Manager) from the Trust have looked at the budgets and staffing and this is now also on the PS system.</p> <p>JP explained that due to this transition she is still familiarising herself with Orovia and the new PS System and is working on which financial reports will be the best ones to use so there is currently no data or figures to present. JP will also seek advice from Alastair Dixon-Patterson (Director of Finance &</p>

		<p>Operations) and Niki Porter on this. JP continued that following on from this she hopes to be able to produce reports for the meeting on January 28th.</p> <p>JP added that the surplus will be transferred over to the Trust which is money in the bank account as at the beginning September and after the close down figures had been completed.</p> <p>JP continued that the budget now runs from September to August, having previously been April to March, so this has been a significant adjustment.</p> <p>JP concluded that spending is within budget and that she has no concerns. The bank balance is fine and the school is being careful on spend.</p> <p>There were no further questions from governors. The Chair extended his thanks to JP for her update.</p> <p>JP is meeting with Niki Porter on 4th December to look at the reports.</p> <p>Action: JP to seek advice from Alistair Dixon Patterson & Niki Porter with regard to financial reports for the LAB meetings.</p>
3.3		<p>Raising Standards/SDP:</p> <p>Pupil Premium Review & Statement:</p> <p>The report from JL was posted to the Hub prior to the meeting. There were no questions in advance or during the meeting.</p> <p><i>It was explained to LB that governors are invited to ask questions on reports prior to the meeting. RS responds to these and the Q&A's are then collated by the Clerk and posted to Governor Hub prior to the meeting. There is then the opportunity for governors to also ask further questions on these responses in the meeting</i></p> <p><i>The Chair also added that in terms 2,4 and 6, the meetings that are around performance, that he would like to set aside time in meetings for governors to discuss reports in small groups .</i></p>
3.4		<p>Policy Changes:</p> <p>There were 3 policies to ratify. RS explained that there were no significant changes:</p> <ul style="list-style-type: none"> • Charging & Remission • Medical • NQT <p>There were no further questions on these so the Chair proposed that these are accepted, this was seconded by JR. All governors were in favour.</p>

4	Support	
4.1		<p>Ofsted – Update to Prep Document:</p> <p>RS distributed folders to governors. This includes:</p> <ul style="list-style-type: none"> • The latest Ofsted Preparation Document. • 4 year data trends • End of Phase data summary • SDP Summary • SEF • Full SDP <p>RS explained that in terms of the data it would be useful if governors know the ‘Headlines’.</p> <p>RS also plans to run a workshop for governors and another ‘Understanding Primary School Data’ session as there are a number of new governors.</p> <p>Action: RS to liaise with the Clerk to propose dates for the two governor training sessions</p>
4.2		<p>Revise Link Governor Structure:</p> <p>The Chair advised the Board that he had liaised with RS prior to the meeting to discuss the proposed Link Governor roles which they agreed upon. The Chair advised that the Link Governor roles which are in the Scheme of Delegation are also included.</p> <p>The Link Governor roles have also largely been discussed by the Chair and governors during the 1:1’s. There was a brief discussion also in the meeting. Governors were in agreement on their roles.</p> <p>Due to the resignation of Craig Clements there is now a Link Governor vacancy for SEND, SBI and More Able. RS explained that this quite a weighty role and also includes SRP & Complex provision. RS explained that there is constant change in this area and that it does need to be a single role rather than being shared. RS continued that it helps if the governor has a particular interest in it.</p> <p>The Chair asked for governors to email any expressions of interest to him this week.</p> <p>The Chair asked that governors produce 2 Link Governor updates in advance of the January and July LAB meetings.</p> <p>VR asked if Pupil Interviews could start again as she felt that this had dropped off recently. RS advised that governors are welcome to come in and do this and she will work on a timetable for this after Christmas. The Chair added that this was a useful thing for Link Governors to do.</p> <p>There was no feedback from governors on the Chair’s Pupil Premium & Safeguarding Link Governor visits.</p> <p>(Please see the table below for Link Governor roles.)</p>

	4.3	<p>Governor Training & Feedback:</p> <p>The Chair encouraged governors to undertake the recommended training Nimbl Training as per the TPAT training schedule. The Chair emphasised the need for governors to keep their knowledge at a reasonable level and also reminded governors to try to attend the Governor Support training sessions as detailed in the monthly Governing Board Briefing.</p>
	4.4	<p>Admin:</p> <p>School Email: The Clerk checked that governors were getting on with their new school email addresses. All governors are now using these.</p> <p>Nimbl Training: The Clerk reminded governors about the Prevent & Child Protection training Modules on Nimbl. Prevent should be undertaken if not done in the last 12 months.</p> <p>Presentation Themes: Presentations as follows: Jan – IT March – Mental Health May – Maths July – Artsmark Rachel will invite the relevant members of staff. The Chair asked that the presentations should be 30 minutes including questions</p> <p>NGA: The Clerk checked that Governors are receiving the Friday email from the NGA.</p>
5	AOB & Any Other Points	
	5.1	<p>AOB:</p> <p>Governor Profile In The Community: The Board had a discussion on how the profile of governors could be raised in the community. It was agreed that this would be a point for discussion at the next meeting.</p> <p>Confidential Item: A confidential matter was discussed by the Board.</p>
	5.2	<p>Date of Next Meeting: 28th January 2020 - 6pm</p>

The Meeting concluded at 20:15 pm

Link Governor Roles 2019-2020:	Governor:
Safeguarding & Child Protection & Pupil Premium	Ian Burgess (Chair)
SEND, SBI & More Able	Vacant
Finance	John Robinson
Health & Safety	Gillian Cullen
Artsmark	Gillian Cullen
Literacy	John Robinson/ Kathryn Hopes
Computing	Geoff Bryan
Wellbeing & Helping Hands	Dan Blagg
EYFS	Victoria Robinson
Maths & Science	Mangala Sekhar

Full Governor Board Meeting Dates 2019/20
24 th September 2019 @ 18:00
19 th November 2019 @ 18:00
28 th January 2020 @ 18:00
10th March 2020 @ 18:00
19 th May 2020 @ 18:00
14 th July 2020 @ 18:00
Focus Days (Times TBC)
21 st November 2019
26 th February 2020
2nd July 2020

Key Actions:	By whom	Completed
JL to deliver CPOMS presentation at Jan 28 th meeting	JL	defer
Chair & Clerk to plan Parent Governor recruitment	Chair & Clerk	27/11
JP to speak to Alistair Dixon Patterson & Nicky Porter regarding the kind of reports that the new software packages can produce	JP	21/01
Clerk to follow up on ID badges with Michele	Clerk	27/11
RS to liaise with the Clerk to propose dates for the 2 Governor training sessions	RS & Clerk	27/11

Signed:	Print:
	Signature:
Date:	