

**Minutes of Red Oaks Primary School Full Governing Board Meeting
Tuesday, 11th October 2016 @ 18:30**

Present:	<p>Kath Abercrombie (Chair) Khyati Bailey (arrived 18:45) Fred Child Alison Paul (arrived 18:50) Jackie Peterson (School Business Manager) Victoria Robinson Deb Rogers (Clerk to Governors) Jude Scutt (Deputy Head Teacher) Rachel Surch (Head Teacher) Helen Thomas</p>
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1	<p>Apologies and Declaration of Interest in any Agenda Item</p> <p>Apologies were received and accepted from John Robinson, Eileen Parker, Sarah Newman and Gary Donnelly</p> <p>There were no declarations or conflicts of interest in any agenda item</p>
2	<p>Early Years - Heddwyn Granger</p> <p>Heddwyn presented to the Board data which was primarily based on information gathered in the previous rather than current year, based on this information the priorities identified were:-</p> <ol style="list-style-type: none"> 1. Narrowing the gender gap for attainment between boys and girls 2. Improve writing skills and levels - £500 has been devoted to the purchase of writing rucksacks to be filled with 'fun' writing implements to encourage the children, the children will take it in turns to have the sack for a day and to use the contents in their daily work. Initially it was suggested that these be on themes such as 'my little pony' or 'Starwars', however KB, HT, KA felt that this was gender stereotyping and that it should not be assumed that girls would want 'my little pony' or that boys would want 'Starwars'. FC suggested black Velcro stickers to go onto plain rucksacks. It was agreed that the sacks should be in a variety of colours giving the children free choice and asking their opinion if themes were to be used. KA asked when the baseline assessment was carried out of the new intake children, it was confirmed that this was taking place and that the school system would be updated with pupil information in the second term to be reviewed at Christmas and the new year. The key measuring dates being Term 2, 4 and 6. <p>Khyati arrived at 18:45</p>

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	<p>Alison arrived at 18:50</p> <p>3. Physical development</p> <p>4. Raise Maths Attainment - RS explained that the slide mentioned levels when this actually meant the next month's banding in the Early Learning goals. HT advised that resources were being devoted to this priority with both the purchase of equipment and staff time.</p> <p>5. Increase reading levels - developing oral story telling skills with story sacks and puppets, concentrate on phonics, Bug Club where children can carry on the reading experience online at home, daily story time in class, making class books, personal reinterpretation of stories</p> <p>Overall aims - narrow the achievement gap (based on last year's data results), raise writing achievement in boys, improve PD scores, achieve a good level of development in line with local authority and national averages, increase the number of children achieving the exceeding score in numbers.</p> <p>FC asked how this effected SEN children - RS advised these children have their own plans in place alongside the learning plans, they benefit from additional targeted TA time and additional speech and language help.</p> <p>KA asked what strengths had been identified in Early Years at present - Heddwyn advised she had observed good communication, language and social skills in the new intake. However it was too early to positively identify those who needed greater assistance.</p>
3	<p>Minutes of Full Governing Board - 13th September 2016</p> <p>The Minutes of the Full Governing Board meeting on 13th September 2016 were accepted as accurate records and signed at the meeting.</p>
4	<p>Any Matters Arising from Meeting : 13th September 2016</p> <p>There were no actions arising from the previous meeting.</p>
5	<p>Head Teacher's Report</p> <p>The Head Teacher's report was previously posted to the Hub for Governors to read prior to the meeting.</p> <p>Learning Walks - During the recent Raising Standards committee meeting it was agreed that governors would undertake focused learning walks/classroom visits, RS provided a sheet for governors to sign up to carry out a visit. These are not intended to be lesson observations, they will concentrate on a year group and</p>

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	<p>move between several classes during the hour, the focus of the walk (classroom visit) will be to see that there is evidence of the School's mission and vision in the teaching and behaviour in the classroom.</p> <p>Action: Governors to sign up to undertake a focused learning walk Action: DS to advise SN, GD and JR, EP asking for their availability and return completed form to RS</p> <p>Values Assemblies - RS reminded governors they have an open invitation to attend assemblies, please ring prior to attending to confirm</p> <p>Questionnaires - RS and JS have recently attended a training session which indicated that governors should take responsibility for the issue and collation of questionnaires to staff and parents. This has previously been undertaken by the School. It was agreed that this would happen and would be factored into the annual plan for governors, October and May for parents handed out by governors at Parents Evening, May for staff collected in a locked box in the staff room. RS will send the format for logging the information to KA/DR</p>
6	<p>Governor Code of Conduct for Classroom Visits</p> <p>The current code of conduct on the School website is dated 2013, FC has also produced a newer version which is more relevant to the Focused Learning Walks. It was agreed that the 2013 Conduct would remain as it is, although neither JP nor DR has a copy of this document in case it requires amendment, Ellen will be asked to retrieve one from the web company for us.</p> <p>Action: RS to arrange via Ellen for an amendable copy of the document</p> <p>HT and JS wished to review FC's new Code of Conduct, they will return this to FC so that amendments can be made after which FC will forward this to RS</p> <p>Action: new Code of Conduct to be amended</p>
7	<p>Pupil Interviews</p> <p>RS provided a sheet for Governors to sign up to undertake pupil interviews using the questions previously posted to the Governor Hub.</p> <p>Action: DS to advise SN, GD and JR asking for their availability and return completed form to RS Actions: DS to repost questions to Hub</p>
8	<p>Finance</p> <p>The Finance update was posted to the Hub prior to the meeting for Governors to</p>

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read, JP advised that the School was currently being audited by SBC and that a meeting had been arranged for Thursday afternoon for feedback to her and Rachel at the end of the audit.

JP has met with Anne McKay, SBC Finance and a revised budget has been prepared, this will be shared with Finance Committed in November and will come to full governors November meeting.

Charge Card Policy - the new system of using the School Charge Card introduced earlier this year has proved to be beneficial in saving time as data input is not being duplicated. A system of cross checking is still in place and all financial transactions are regularly examined by SBC. JP asked that the Board agreed to the continued use of this system.

Decision: Agreed to adopt Charge Card policy

9 Raising Standards

DRAFT SIP

The Draft SIP was shared with the Raising Standards committee and posted to the Hub prior to the meeting, Governors were asked to come to the meeting with one question.

FC:

Priorities 1, 2 : The percentages, how were they arrived at and are they stretched enough?

RS advised these percentages are based in national averages, the makeup of the current pupils and RAW scores that have been achieved, they are realistic percentages.

Milestones 1, 2, 3:

Why are there 'milestones' indicated within the Priority 1 for terms 2, 4 & 6 all the same? **(Other than WT, WW, WA?)**

What happens if you achieve all these targets by term 2?

Monitoring:

Who will be monitored to ensure the delivery and progress?

What will be monitored?

How will you know when you have achieved these targets?

When is it /will be monitored?

RS advised that it would be unlikely for all targets to be met in the first term

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however, should that occur the targets are monitored and would be reviewed and reset accordingly. The teachers and their performance is now monitored differently as described in the Performance Management Policy and the new method of data collection, and it can be demonstrated that performance is linked to the SIP and data collection.

DR comment not question

Need pages numbered in the footer

P13 has Milestones for Priority 4 at the top but this looks like it is still Priority 3

KA

Priority 3

Are we using a rigorous and robust performance management system that holds all staff to account with 100% of staff achieving their targets?

How do we know that the process is 'rigorous and robust'? How is this (robust and rigorous) SMART?

RS advised Team and Phase leaders review action plans to see how they compare to grades achieved by pupils and these are reassessed where necessary linked into professional standards.

Priority 4

Both boys and girls will achieve GLD in line or above NA and the gender gap will narrow. What is the NA? Is 'above' enough? Do we need to be more specific ie 20% above to be aspirational?

RS advised the information posted to the Hub shows the national and local averages and these are in line with those figures. KA suggested there should always be an aim to raise standards higher not just be in line with national averages. AP suggested a value added approach, RS agreed to review.

SN

How are we going to know that Desired Outcome/Evidence has been achieved when some of the desired outcomes/evidence are not easily measurable?

For example -

Bar Model training - Staff have a secure understanding of the bar model?

Or

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Deputy Head and KS managers to attend PPA - Staff to be confident with their subject knowledge

Or

Training on grammar and punctuation to be delivered by Claire Risedale - Staff to feel more confident in their understanding of punctuation and grammar

Is there a better way to measure they have been achieved?

RS agreed that not all subjects or priorities were measureable as such and in those cases evidence was seen in teaching

GD

Can we remove jargon and acronyms to make it easier to read?

Action: Agreed to post the Abbreviations document previously posted to the Hub into the same area as the SIP

Some of the desired outcomes/evidence are very subjective, I struggle to correlate how you measure the action into the outcome so my question is are we, FGB comfortable they are specific enough and what happens if we don't achieve any action are there remedies or plan Bs or do we at least understand the consequences if we don't achieve a deliverable?

RS advised that the SIP will be RAG rated so it will be identifiable where the School is falling short and they would then expect to be called to explain and review the SIP accordingly

VR

Are all priorities equal or have they been listed in order of priority?

RS advised all priorities are equal

Decision: SIP is to stay on FGB as a monthly agenda item, review dates are T2, 4 and 6, any changes to be debated through Raising Standards committee and fed back to FGB

GOVERNOR OFSTED PREPARATION DOCUMENT

The document was posted to the Hub and shared at Raising Standards. There were minor amendments required.

The document needs to be dated so Governors are sure they have the most up to

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date version, pages are to be numbered. Page 7 refers to the Raising Standards committee make up this has changed and therefore requires amendment.

Action: amendments required to document

DATA

Helen presented and explained the new data capture format that is being used for pupil attainment scores, this was previously shared and discussed at Raising Standards.

This was used for one year group last year but is now being used to capture data for all year groups.

Teachers have access to the spreadsheet and input the RAW scores of the pupils when tested in Terms 2, 4 and 6 into their class spreadsheet, the results are colour coded and therefore children needing targeted additional assistance are easily identified.

For staff this works with the Appraisal Policy as it gives them the opportunity to see where they need to concentrate their efforts, contributing to their development as results of teaching can be seen in pupil improvements over the year.

Once class spreadsheets have been completed Ellen will lift the data into a global school spreadsheet to give a school snapshot of progress and attainment. Again colour coding will identify areas needed targeted assistance.

SEN pupils also have their own measuring system but need to be included in the whole school data.

Sheet 1 - shows the class information per pupil, whether they fall into any specific category e.g. SEN, Pupil Premium and their test result at Terms 2, 4 and 6 with an overall colour coded progress mark. There will be separate class sheets for subjects.

KB asked if the tests were set nationally or by the School? HT confirmed that it was a mixture of national tests in years 1 and 6 and where there were no nationals available the School had produced their own equivalent tests

Sheet 2 - shows names and scores classified as:-

PWT Pre working towards

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	<p>WT Working towards WW Working within WA Working at GD Greater depth</p> <p>With a further set of tables showing the same data at term ends. The benchmarking figure used to produce the categories is set at 65% based on historical evidence of local and national results, when this figure was used for last year's predictions the results were accurate.</p> <p>KB asked why column WA was coded green? HT advised this is the expected level for pupils to fall into KB asked who previously collected this information? HT advised that SLT previously gather and input the data but that now individual teachers were able to complete the spreadsheets for their classes</p> <p>FC requested that it be minuted that Helen especially had put a lot of work into this project and this was appreciated by governors</p> <p>Decision: School data to be captured in this format with a summary only to be fed into FGB, full data to go to Raising Standards</p>
10	<p>Performance Management Policy</p> <p>The Policy was posted to the Hub prior to the meeting, there were no questions from Governors regarding the updated Policy.</p> <p>Decision: Policy adopted</p>
11	<p>Scheme of Delegation</p> <p>The updated Scheme of Delegation was posted to the Hub prior to the meeting. FC noted one amendment required to Page 6 para 4 2 weeks' notice should be 7 days - agreed.</p> <p>Decision: Scheme to be amended but taken as adopted at this meeting</p>
12	<p>Safeguarding Update</p> <p>The recent Safeguarding Audit report was posted to the Hub prior to the meeting for Governors to read, it was agreed that this was overall a very positive audit, there were a few minor actions and these were completed immediately they were brought to the attention of RS and the senior management team.</p>

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13	<p>Finance and Raising Standards Minutes</p> <p>DR advised that Governor Support had advised the Board should decide whether to post the minutes from these committees to the School website for public viewing. It was agreed that the minutes of full governors were posted and that the committee minutes remain on the Hub for Governors.</p> <p>Decision: Finance and Raising Standards minutes will be posted to the Hub only</p>
14	<p>Term Time Holiday Penalty Points</p> <p>This item to be carried over to the next meeting</p>
15	<p>Governor Profiles for the School Website</p> <p>This item to be carried over to the next meeting as there were four absent governors this evening and it was felt that there should be more discussion of this agenda item.</p>
16	<p>Governor Training</p> <p>KA has undertaken performance management training this month, the slides and feedback are available on the Hub</p> <p>DR has emailed governors training opportunities from the Borough please book direct</p>
17	<p>Next meeting : 15th November 2016</p> <p>Apologies received from KB and GD</p>

The meeting closed at : 20:40

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ACTIONS ARISING FROM THE MEETING : 11th October 2016		
Agenda Item	Action Required	By Whom Timescale
5	Governors to sign up to undertake a focused learning walk	asap
5	To advise SN, GD and JR asking for their availability and return completed form to RS- learning walks	DS ASAP - GD/SN emailed 11/10 EP/JR emailed 12/10
6	To arrange via Ellen for an amendable copy of the document	RS completed
6	New Code of Conduct to be amended	JS/HT/FC prior to November FGB
6	Questionnaires to be added to the annual plan	Completed, already on plan
6	Questionnaire format to be sent to KA/DS	RS completed
7	To advise SN, GD and JR asking for their availability and return completed form to RS - pupil interviews	DS ASAP GD/SN emailed 11/10 EP/JR emailed 12/10
7	Questions to be reposted to Hub	DS completed 11/10
9	Post the Abbreviations document previously posted to the Hub into the same area as the SIP	DS completed 11/10
9	Ofsted prep document required minor amendments	RS prior to November Raising Standards
11	Scheme to be amended but taken as adopted at this meeting	DS completed 11/10

Accepted:

Date:

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STAFF PRESENTATIONS TO FGB 2016-2017			
13th September 2016			
Sports Premium - Finance		Gift/More Able - Raising Standards	
11th October 2016			
Early Years - Raising Standards			
15th November 2016			
ICT/Computing - Finance		Science- Raising Standards	
17th January 2017			
Artsmark - Finance		RE - Raising Standards	
7th February 2017			
Community, Friends of Red Oaks, Music to FGB			
21st March 2017			
Outdoor Learning - Finance		History/Geography - Raising Standards	
25th April 2017			
Modern Foreign Language - Finance		English as Another Language - Raising Standards	
16th May 2017			
DT - Finance		Art - Raising Standards	
20th June 2017			
P4C - Finance		PSHE - Raising Standards	
LINK GOVERNORS 2016-2017			
Alison Paul - HST/SBI		Kath Abercrombie - SEN, More Able	
Fred Child - CP, Safeguarding, LAC		Khyati Bailey - Numeracy	
Eileen Parker- H&S, Data		Sarah Newman - Literacy	
COMMITTEE MEMBERS 2016-2017			
Finance		Raising Standards	
John (Chair)		Eileen (Chair)	
Jackie		Victoria	
Jude		Jude	
Helen		Helen	
Fred		Fred	
Kath		Kath	
Sarah		Sarah	
Gary		Khyati	
MEETING DATES 2016-2017			
Month	FGB Dates	Finance Dates	Raising Standards Dates
September	13 th	6 th @ 9:00	29 th @ 8:40
October	11 th		
November	15 th	1 st @ 8:45	
January	17 th	20 th @ 8:45	5 th @ 8:40
February	7 th		
March	21 st	7 th @ 8:45	1 st @ 8:40 inc SBI
April	25 th	25 th @ 8:45	
May	16 th		4 th @ 8:40 inc HST
June	20 th	9 th @ 8:45	6 th @ 8:40 inc CLAN