

**Minutes of Red Oaks Primary School Full Governing Board Meeting  
Tuesday, 15<sup>th</sup> November 2016 @ 18:30**

<b>Present:</b>	Kath Abercrombie (Chair) Fred Child Eileen Parker Alison Paul Jackie Peterson (School Business Manager) John Robinson Victoria Robinson Deb Rogers (Clerk to Governors) Jude Scutt (Deputy Head Teacher) Rachel Surch (Head Teacher) Helen Thomas
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<b>1</b>	<p><b>Apologies and Declaration of Interest in any Agenda Item</b></p> <p>Apologies were received and accepted from Khyati Bailey, Gary Donnelly and Sarah Newman.</p> <p>There were no declarations or conflicts of interest in any agenda items.</p>								
<b>2</b>	<p><b>Staff Presentations</b></p> <p>Two presentations were delivered to the Board</p> <p>ICT/Computing Science</p> <p>The presentation slides can be found on the Hub</p>								
<b>3</b>	<p><b>Notification of Items for AOB</b></p> <p>Agreed items for the meeting:</p> <p>The recent letter from Ofsted Regional Director, Bradley Simmons to Swindon Borough Council and others Isambard Ofsted Report School Exclusions</p>								
<b>4</b>	<p><b>Adoption of the Minutes - 11<sup>th</sup> October 2016</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Action Required</th> <th style="width: 30%;">By Whom Timescale</th> </tr> </thead> <tbody> <tr> <td>Governors to sign up to undertake a focused learning walk</td> <td>asap</td> </tr> <tr> <td>To advise SN, GD and JR asking for their availability and return completed form to RS- learning walks</td> <td>DS ASAP - GD/SN emailed 11/10 EP/JR emailed 12/10</td> </tr> <tr> <td>To arrange via Ellen for an amendable copy of the document</td> <td>RS completed</td> </tr> </tbody> </table>	Action Required	By Whom Timescale	Governors to sign up to undertake a focused learning walk	asap	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	To arrange via Ellen for an amendable copy of the document	RS completed
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## Minutes of Red Oaks Primary School Full Governing Board Meeting

New Code of Conduct to be amended	JS/HT/FC prior to November FGB completed
Questionnaires to be added to the annual plan	Completed, already on plan
Questionnaire format to be sent to KA/DS	RS completed
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
Questions to be reposted to Hub	DS completed 11/10
Post the Abbreviations document previously posted to the Hub into the same area as the SIP	DS completed 11/10
Ofsted prep document required minor amendments	RS prior to November Raising Standards
Scheme to be amended but taken as adopted at this meeting	DS completed 11/10

The actions were all completed prior to 15<sup>th</sup> November 2016.

The Minutes of the Full Governing Board meeting on 11<sup>th</sup> October 2016 were accepted as accurate records and signed at the meeting.

### 5 **Head Teacher's Report**

The Head Teacher's report was posted to the Hub prior to the meeting.

**Parent Questionnaires:** RS thanked DS and KA for collating the questionnaires. Overall a very positive response from the 270 questionnaires received on the night. There was some slightly negative feedback from parents of Year 5s however this referred to a problem which had already been identified by staff and steps have been taken to resolve matters. The Year 5 group are 'boy heavy' 65% of the pupils are male and there have been some behaviour incidents, to assist with the Year's movement through the school their year teacher has remained with them from year 4 to 5 and Jude and Helen will now be going into the classes to give further support to the year group.

RS has attempted 3 times to contact a parent who left a telephone number on a questionnaire requesting a call, the parent has failed to return the messages left by RS

### **Safeguarding**

The Safeguarding report for the month was posted to the Hub prior to the meeting for governors to review. FC asked that the boxes next to allegations about staff be completed with either yes/no and 0/the number of incidents rather than leaving the boxes empty. This information will now be posted monthly prior to the FGB, governors to bring questions to the meetings

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

	<p><b>RAISEonline</b></p> <p>Unvalidated data is now available on line, RS suggested that governors present this data at the January SLT meeting. KA, FC and EP will meet up to review data and produce the presentation for SLT. There is governor training specifically for the interpretation of RAISEonline data provided by Governor Support on 30<sup>th</sup> November, FC will book onto this training</p> <p><b>Action: FC to attend RAISEonline training via Governor Support</b>  <b>Action: KA FC and EP to present data to SLT January meeting</b></p>
6	<p><b>Finance Report</b></p> <p>The Minutes of the Finance Committee meeting on 1<sup>st</sup> November have been reposted to the Hub as JP requested some minor amendments, which can be seen in red on screen. These amendments did not change the decisions which had been made at the meeting but clarified some of the financial terms and the date of a meeting.</p> <p>The audit report is still awaited from SBC following the audit of the school in October, JP has been advised that the report is with the line manager of the auditor for scrutiny and once signed off this will be sent to the school. JP has received further requests for information from the audit department whilst the report is being finalised. JP highlighted that there may be critic regarding the lack of financial challenge by governors as the Finance Committee only started to meet formally towards the end of the last academic year, this was seen to be a valid criticism.</p> <p>As agreed by the Finance Committee and SBC and new budget structure will be input into finance management system although a 4 budget split will still be shown to account for expenditure to cost centres within the school.</p> <p>JP advised that she had been working from home on a more regular basis and this was beneficial as there were less distractions to her work. AP highlighted the need to adhere to the Working from Home policy and also the Data Protection and Information Security policies, JP advised that she would ensure she was compliant.</p> <p>JP presented the budget in as a smaller version with overall balances for the 4 budget areas, agreed that this was a better format for the board.</p>
7	<p><b>Budget Proposal for Next Academic Year</b></p> <p>SEE CONFIDENTIAL MINUTES</p>

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

8	<p><b>Monthly Review of SIP</b></p> <p>RS advised that the final version of the SIP is now on the Hub for Governors to review, all suggested amendments had been made.</p> <p>A new feature of the SIP is a timetable map at the beginning of the document and headlines graphics of the subject co-ordinators actions plans - credit to Emily Maxfield for her work on these graphics</p> <p>FC asked RS to check the document to ensure that the word DRAFT had been taken off of each page in this final version.</p> <p>EP asked how will it be proven that staff are teaching grammar correctly to their pupils? RS advised that there are systems in place to observe this e.g. learning walks, lesson observations, class/pupil scores following assessments. Claire Ridsdale had also completed a lot of work with staff in the area previously on her visits to the school to ensure there were no knowledge gaps for staff and this had been well received and appreciated by staff. Staff also have access to a system 'SPAG.com' which can help them with this subject area.</p>
9	<p><b>Pupil Premium</b></p> <p>The Pupil Premium Strategy Statement has now been posted on the school website and on the governor hub, this details how the income has been spent and predicted spend for 2016/2017. This income is received by the school based on financial year dates rather than academic year dates which can make it difficult to be able to use effectively for the pupils in their academic year. Income for 2016/2017 £107,280</p> <p>The school currently has 91 eligible children with differing needs, the funds are for targeted pupils from lower income households to help them to aspire and achieve, the pupils are not necessarily SEN pupils. Identified pupils will have their own Pupil Premium Plan with the provision identified as being aspirational/intervention/keeping up, success and evidence will be identified as well as predicted impact on future development.</p> <p>Governors are reminded to read this document and have it handy for reference in the event of an Ofsted or 'mocksted' interview.</p>
10	<p><b>Governor Profiles</b></p> <p>Carried over from the last FGB, RS suggested posting governors photos and profiles to the school web. There was reluctance to post photos to the web but generally governors were happy to have a photo taken for a photo board for reception.</p>

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

A brief profile will be posted to the web e.g. who you are, governor responsibility. KA will do her profile which can then be sent to others as an example. RS will arrange for the office to purchase and board and ask Michelle to take governor photos

Action: KA to send profile to DR as a guide for others

Action: RS to advise office re board and photos

### 11 **Term Time Holiday Penalty Points/Attendance Policy**

RS reviewed the new Attendance Policy which was posted to the Hub prior to the meeting. The main change to the Policy this year is to the Section : Penalty Notice Proceedings for Unauthorised Holiday Absence.

RS explained that when an application is received the School will review the child's attendance record for 12 weeks prior to and including the week of the requested absence, if this takes the child's attendance to less than 95% this will be referred to Education Welfare for the issue of a penalty notice.

If the absence is less than 5 days and does not take the child below 95% the School can use their discretion as to whether to involve EW.

Persistent lateness can may also be referred to the local authority for investigation e.g. on more than 10 occasions in a term.

In cases where parents take children out of school repeatedly whether in the same academic year or in subsequent academic years must be referred to the local authority who take the decision regarding any further action NOT the school. However, RS advised that Head Teachers had been informed that they should be prepared to go to Court if necessary if there are subsequent legal proceedings. The school does not benefit from the income raised through the issue of penalty notices by the local authority.

FC asked if there had been any changes since the reporting in the media of a legal challenge by a parent in another part of the country. RS advised that all applications are treated individually by a school and local authority, schools can ask for the retraction of a penalty notice.

FC asked if attendance was registered as per day or morning/afternoon sessions. RS confirmed a pupil should attend both morning and afternoon sessions to gain attendance marks.

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

	<p>FC asked if the £60 was dependent on the length of the absence. RS confirmed the penalty is £60 regardless of the length of absence.</p> <p><b>Decision: The Policy was accepted by the Board</b></p>
12	<p><b>Governor Training</b></p> <p>Governor briefings from Governor Support have been posted to the Board via email, additional training has recently been arranged for RAISEonline, FC will attend this and feedback.</p> <p>KA recently attended Safer Recruitment and recommended this to other governors, any governor on a recruitment panel should be aware of this.</p> <p>Governors are reminded that after they have attended training they should completed the feedback form (copy on the Hub) and send this DR for posting.</p>
13	<p><b>Code of Conduct Governor Class Visits</b></p> <p>This was introduced at the last FGB and has since been amended by FC, JS, HT, the amended version was adopted by the Board for use when governors undertake classroom visits.</p>
14	<p><b>AOB</b></p> <p><b>Exclusions:</b> A recent letter from Peter Nathan advised schools that they should not be excluding vulnerable children because there are no resources for them to be cared for within the school setting. RS advised that although this may be the case with some children the school do as much as they possibly can to keep a child in the school setting and recognise that it is not best for them to be away from school. However this is not always possible but the preferred option is internal exclusion wherever possible.</p> <p><b>Isambard Ofsted Report:</b> The recent Ofsted report for Isambard has been made public and the school have been found to be inadequate in all areas. The school now has an acting head from the Lydiard Park Academy and the school may eventually become part of a MAT. Red Oaks will continue to work with the school as a partner and utilise the existing shared learning opportunities for the pupils. It was acknowledged that the children who go into Isambard from the feeder schools (Red Oaks being one) were found to have been at or above standard for the education year.</p> <p><b>Ofsted Letter:</b> A recent letter to the local authority and other education professionals in the Swindon area from Bradley Simmons, Regional Lead for Ofsted in the South West has been reported on in the media both locally and nationally.</p>

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	<p>The letter appears to be a snap shot of bad results from the area rather than focusing the large amount of good work carried out by local schools and the good gradings Ofsted inspectors have awarded. The letter has unfortunately had a demoralising effect on staff in local schools although there has been a great deal of support from parents and in the local media. KA and FC suggested that a letter be sent from governors to parents and staff reassuring them of the good work that is carried out in the school and that the staff are valued by governors for that work.</p> <p><b>Action: KA and FC to draft letter to parents and staff</b></p>
15	<p><b>Next Meeting</b></p> <p>17<sup>th</sup> January 2017</p>

**The meeting closed at : 20:10**

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

<b>ACTIONS ARISING FROM THE MEETING : 15<sup>th</sup> November 2016</b>		
<b>Agenda Item</b>	<b>Action Required</b>	<b>By Whom Timescale</b>
5	FC to attend RAISEonline training via Governor Support	30/11/16
5	KA FC and EP to present data to SLT January meeting	January SLT
10	KA to send profile to DR as a guide for others	Completed 16/11/16
10	RS to advise office re board and photos	asap
14		asap

**Accepted:**

**Date:**

<b>Full Governor Board Meeting Dates 2016/17</b>
13 <sup>th</sup> September 2016 @ 18:30
11 <sup>th</sup> October 2016 @ 18:30
15 <sup>th</sup> November 2016 @ 18:30
17 <sup>th</sup> January 2017 @ 18:30
7 <sup>th</sup> February 2017 @ 18:30
21 <sup>st</sup> March 2017 @ 18:30
25 <sup>th</sup> April 2017 @ 18:30
16 <sup>th</sup> May 2017 @ 18:30
20 <sup>th</sup> June 2017 @ 18:30