

**Minutes of Red Oaks Primary School Full Governing Board Meeting
Tuesday, 7th February 2017 @ 18:30**

Present:	<p>Khyati Bailey Fred Child (Vice Chair) Gary Donnelly Sarah Newman Alison Paul Jackie Peterson (School Business Manager) John 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 Apologies were received and accepted from Kath Abercrombie, Eileen Parker and Vicky Robinson.</p> <p>There were no declarations of interest or conflicts declared in any agenda item.</p> <p>In the absence of Kath Abercrombie (Chair of Governors) the meeting was chaired by Fred Child (Vice Chair of Governors).</p>
2	<p>Welcome New Governor FC welcomed Tracey Lynam to the Board as our new Co-opted Governor, serving a 4 year term. Tracey is employed locally by Nationwide with experience in finance, governance and policy compliance, she has already expressed an interest in joining the Finance Committee. Tracey has children at the school.</p>
3	<p>Staff Presentations Community, Friends of Red Oaks was presented by Natalie Harvey and Rachel Hogan Music was presented by Jess Prophet Both presentations can be found on the Governor Hub, any questions regarding the presentations can be forwarded to DR who will pass them to the staff concerned</p>
4	<p>SEND Presentation : Kathy Clarke, Assistant Head Teacher</p> <p>The SEND Policy and information report were posted to the Hub prior to the meeting for governors to read, the Policy being the formal notification of arrangements within the School and the information report the informal report to be posted on the school website for parents to view.</p> <p>There were no questions to Kathy regarding these documents.</p>

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Kathy further explained that it was a statutory requirement for the School to have a report from governors in place on the implementation of the special education needs and disability (SEND) Policy and Accessibility Plan. Kathy had researched the provisions in other schools locally and had prepared a report for the School which had been completed today. For comparison purposes the schools (Swindon and Wiltshire locations) used were rated as outstanding (2) and good (1). This report, if agreed by Governors will go to the School Web tomorrow and will also be shared with staff.

Kathy had approached Governor Support at SBC for their advice on the preparation of the report and confirmation of the information that was required within the report. It is appreciated that governors will not have had time to read this report as it was only completed this afternoon just prior to the FGB.

The report will be posted to the Hub for governors to read in greater detail.

The format of the report is as follows:-

Introduction

School Contacts

Arrangements for Consulting and Involving Parents

Arrangements for Consulting and Involving Children

Arrangements for Assessing and Reviewing Children's Progress towards Outcomes

Arrangements for Supporting Children in Moving Between Phases of Education - *It has been noted that there is an increase in the number of children coming into the school who have not been assessed and provided for by other agencies in their early years, this is a common experience shared by other schools in the area and is not unique to Red Oaks, therefore this assessment work is required to be carried out by the School once a child is on roll.*

Approaches to Teaching Children with SEND

Adaptions to the Curriculum and the Learning Environment

Arrangements for Supporting Children who are Looked After by the Local Authority

Expertise and Training of Staff to Support Children with SEND

Evaluating the Effectiveness of the Provisions Made for Children with SEND - *Kathy has included results data for the children within the report and confirmed that the outcomes for our children compared more than favourably with the results data published by a neighbouring school.*

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Overall there are also no concerns about the attendance levels of the SEND children.

Budget Allocation - a breakdown of income and expenditure is also shown within the report, Kathy asked if governors were happy for this information to be published and it was agreed that this should be done as it shows how funds are used. The School has spent slightly more than it received however the expenditure can be accounted for and justified. Kathy also advised that budget breakdowns were shown in the other policies she had researched online.

How Children with SEND are Enabled to Engage in Activities Available with Children who do not have SEND - this section currently contains very basic information about this provision, the 2016/2017 report will contain data about the number of SEND children who participate in school trips and clubs.

Support for Improving Emotional and Social Development - engagement with the Targeted Mental Health in School Service by SEND children will be recorded in future.

How the School Involves Other Bodies - FC asked if this was an additional spend to that already identified in the report, Kathy advised that this spend was already included in the figures published.

Arrangements for Handling Complaints
School Contribution to the Local Offer
Support Services Information

Arrangements for the Admission of Disabled Persons to the School - see Accessibility Policy for further information.

Steps taken to Prevent Discrimination
Facilities Provided by the School to Assist Disabled Pupils

Kathy advised that now the initial work had been done to originate this report it could be populated with information during the coming year following the collection of evidence, Kathy will schedule regular meetings with KA (link governor for SEND) to update her for governors on the progress of the report during the year.

Action: It is noted that although AP is link governor for HST there is no governor for SBI and CLAN and a link governor is required, to be discussed

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at a future FGB. Anyone wishing to volunteer for these posts please contact our clerk Deb

Decision: There was one small spelling mistake noted by RS, otherwise the Report is to be posted to the web and shared with staff.

FC thanked Kathy on behalf of governors for the work she and the admin staff had carried out in preparing this report.

5 Notification and Discussion of AOB Items

Parent's Evenings 22nd and 23rd March: Parent's Evening will take place over two days, could governors please spare an hour to stand in reception and hand out and collect questionnaires or generally assist parents.

Action: Governors to sign up to assist at Parent Evenings 22 or 23 March 2017

Accessibility Policy: The Accessibility Policy was posted to the Hub prior to the meeting for Governors to read, there were no questions regarding the policy.

TL commented that as a new Governor she had looked at the Policies on the Hub and the Web and noted that there was no standard policy format in use. RS advised that it would be a difficult task to go through each Policy and renew the format however it was agreed that going forward Policies could be revised into a standard format when renewed.

Action: RS to advise Admin/Teaching staff, new standard format to be agreed.

Decision: Accessibility Policy accepted

March FGB: The March FGB is scheduled for 21st March the evening before the two Parent's Evenings, this would mean that Rachel, Jude and Helen would be detained at School for 3 consecutive evenings. It was suggested that the meeting be moved to an alternative date or cancelled.

Decision: The March meeting will now be a virtual meeting and governors will not be required to attend the School on Tuesday, 21st March. The usual reports will be posted to the Hub following the normal timescale for meeting documents and any comments made by governors should be copied to all using the contact facility on the Hub.

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As a reminder all documents for meetings are to be to DR for posting on the Hub 7 days prior to the meeting with the exception of the Head Teacher's and Finance reports which should meet the Friday prior to the meeting deadline

The next FGB at the School will now be TUESDAY, 25th APRIL 2017 ' 18:30

6 Minutes of Full Governing Board - 17th January 2017

ACTIONS ARISING FROM THE MEETING : 17th January 2017

Agenda Item	Action Required	By Whom Timescale
3	Governors to attend and distribute questionnaire to parents on the door	All governors to assist if possible
5	Staff CPD Spreadsheet - from September 2017 whole school training will be shown on the spreadsheet	Completed RS
5	H&S Procedures - further investigation to be undertaken regarding lock down and evacuation procedures	RS to report back to Board February meeting
5	February Head Teacher's Breakfast Meeting - attend and report back to Board	RS to report back to Board February or March meeting
5	Bill Jerman Feedback Session - attendance information to be passed to RS	DS completed 18.1.17
9	If governors have any specific questions regarding the data please email this to RS	All governors as required
11	To add impact column to SIP	RS completed 18.1.17
12	Gel Online to be discussed at Finance meeting 20 th February	Completed 20.1.17
12	Governor to continue to undertake training and to complete online FGM and Prevent training asap if they have not already done so, DR will email those who have not completed the online training	All governors

H&S Procedures: Action: RS still to complete carried over to next FGB

Breakfast Meeting: Bradley Simmonds, Ofsted attended a Head's breakfast meeting to discuss his letter to the local authority criticising Swindon School standard at the end of 2016. RS advised that there was little to report from the meeting other than that the LA had defended itself by advising the assistance they had since put in place for schools, unfortunately at this stage of the academic year this assistance will have little impact.

The Minutes of the Full Governing Board meeting on 17th January 2017 were accepted as accurate records and signed at the meeting

7 Head Teacher's Report

The Report was posted to the Hub prior to the meeting for Governors to read, there were no questions regarding the contents of the Report.

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RS advised two additional items since the Report had been posted.

Finance Proposal: A meeting scheduled for 8th March regarding this proposal would now need to be postponed to 15th March at 15:10 to enable the attendance of HR personnel. RS asked that governors attend this meeting if possible to support her and the staff, if possible could KA or FC present some of the information at the meeting?

Action: Governor attendance required 15th March 15:10 to support RS and team.

Ofsted Prep: JS attended a course recently presented by Bill Jerman (who has carried out Ofsted preparation work with the governors). Bill advised that governors should be able to demonstrate to the Ofsted Inspector:-

- The 3 core functions of governance in schools
- The rationale behind the School's curriculum choices

RS advised that the following curriculum choices applied to Red Oaks

National curriculum followed for foundation subjects using an enquiry approach between children and teachers, questions are generated by the children working with the teachers

International Primary curriculum is followed but is used as a framework by curriculum leaders to set the learning pattern for the year.

Fundamental School's curriculum is used for PE.

Swindon Schools agreement is used in teaching RE, (refer to the RE presentation on the Hub for further information)

National curriculum is used in teaching Science (refer to the Science presentation on the Hub for further information).

HR Training for Governors: RS advised that SBC HR had offered to present some HR training to governors. FC asked what the proposed content of the training would be. DR advised this could be to clarify governors' position if they are required to form a disciplinary panel following the meetings that have previously taken place involving staff and governors.

Action: RS to liaise with SBC HR and ask what form of training they could provide and if they could attend an FGB for a short slot

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Finance

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	<p>JP had not provided a Finance report to the meeting as the Minutes of the Finance Committee meeting held on 20th January 2017 had recently been posted to the Hub and adequately covered all current updates.</p> <p>There were no questions regarding the Minutes of the Finance Committee meeting posted or the current finance arrangements.</p>
9	<p>SIP The most up to date version can be found on the Hub.</p> <p>Strategy Away Day: 12th May: It was confirmed that the venue in the town centre had been booked for the day (thanks to SN), FC will present to staff at the staff/governor conference following which their feedback will be captured online.</p>
10	<p>Safeguarding The Safeguarding report was posted to the Hub prior to the meeting for governors to read, there were no incidents or occurrences of note to be reported.</p>
11	<p>Book Scrutiny JS advised that during terms 1 and 2 staff participated in a book look session in which staff could comment on their own marking, staff found this useful if a little strange at first and could see positives from the exercise. Colleagues were sharing good practice and it is noted that Ofsted will be concentrating on book scrutiny rather than lesson observations if they inspect.</p> <p>The book scrutiny falls in line with performance management for staff and also identifies children who require additional support, measuring their learning improvements as the year progresses.</p> <p>FC asked is lesson observations were no longer carried out, RS advised that the emphasis was now on book scrutiny and learning walks to assess staff, governor visits should still be carried out and are welcomed in the School.</p> <p>Action: Book scrutiny to be an agenda item at a future RS meeting</p>
12	<p>Governor Training The latest SBC Governor Support briefing has been forwarded to governors, governors should book training directly with the Borough and complete the internal feedback found on the Hub as well as the Borough feedback form at the end of their training.</p> <p>TL is booked on the New Governor Training in March and FC has recently attended a Governor Safeguarding briefing</p>

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13	<p>Date of Next Meeting</p> <p>Staff Governor Conference 21st February all to attend 18:00-20:00</p> <p>The next FGB to take place at the School will be 25th April 2017 @ 18:30</p>
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The meeting closed at: 20:08

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ACTIONS ARISING FROM THE MEETING : 7th February 2017		
Agenda Item	Action Required	By Whom Timescale
4	SBI/CLAN Link governor requirement to be discussed at April FGB	Governors - April FGB
5	Governors to sign up to assist at Parent Evenings 22 or 23 March 2017	Governors 22 or 23/3/17
5	RS to advise Admin/Teaching staff, new standard format to be agreed.	RS
6	H&S lock down procedure update	RS - April FGB
7	Governor attendance required 15 th March 15:10 to support RS and team	Governors 15/3/17
7	RS to liaise with SBC HR and ask what form of training they could provide and if they could attend a FGB for a short slot	Feedback to FGB via virtual March meeting
11	Book scrutiny to be an agenda item at a future RS meeting	DR added to March RS agenda

Accepted:

Date:

Full Governor Board Meeting Dates 2016/17
13 th September 2016 @ 18:30
11 th October 2016 @ 18:30
15 th November 2016 @ 18:30
17 th January 2017 @ 18:30
7 th February 2017 @ 18:30
Staff Governor Conference 21 st February 2017 18:00-20:00
CANCELLED 21 st March 2017 @ 18:30
25 th April 2017 @ 18:30
Strategy Away Day 12 th May 2017 09:30-15:00
16 th May 2017 @ 18:30
20 th June 2017 @ 18:30