

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

Tuesday 13th March 18:00 – 20:00



Present:	Kath Abercrombie (Vice Chair) (KA) Ian Burgess (IB) Fred Child (Chair) (FC) Craig Clements (CC) Nicole Deacon Willis (NDW) James Lee (Deputy Head Teacher) (JL) Tracey Lynam (TL) Emma Maddison (Clerk to Governors) Jackie Peterson (School Business Manager) (JP) John Robinson (JR) Victoria Robinson (VR) Mangala Sekhar (MS) Rachel Surch (Head Teacher) (RS)
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1.	<p>Apologies and Declaration of Interest in any Agenda Item:</p> <p>Apologies were received and accepted from Khyati Bailey and Gary Donnelly. There were no declarations or conflicts of interest declared in any agenda items.</p>
2.	<p>Notification of Items for AOB:</p> <p>VR asked the Chair about plans for her term of office ending on 1st April 2018. FC responded that he would be addressing this later in the meeting.</p>
3.	<p>Adoption of Minutes:</p> <p>FC invited adoption of the minutes from the FGB on the 6th February 2018. These were accepted as an accurate record of the meeting and signed.</p>
4.	<p>Outstanding Actions:</p> <p>No action outstanding with main board minutes</p>
5.	<p>Finance Report:</p> <p>The Minutes from the Finance Meetings on 25th Jan and March 8th were posted to the hub prior to the meeting and were taken as read. There were no questions.</p>
6.	<p>Raising Standards:</p> <p>The Minutes from 18th January meeting were posted to the hub prior to the meeting and were taken as read. There were no questions.</p>

7.	<p>Head Teacher's Report: The Head teacher's report was uploaded to the hub prior to the meeting with questions for Rachel requested in advance. No questions were submitted by the governors in advance. There were no further questions or comments for RS or additions from RS.</p>
8.	<p>Policies: RS confirmed that she had reviewed and made some minor updates to the 'Equality Plan 2016 - 2020'. This had been sent out by the Clerk to all governors on 28th Feb. RS explained that it's reviewed each year and that attendance has now been added. The policy has been checked. RS explained that she has a monthly schedule for reviewing the school policies. RS continued that the policies can be found on the school website under the 'Parents' tab.</p>
9.	<p>Link Governors: MS asked FC about the committees. FC briefly explained how the two committees work. MS expressed an interest in Raising Standards having taken the meeting dates into account. FC proposed that both MS and CC look at the meeting dates for Finance and Raising Standards to see if they can decide between themselves which committee would suit them. Both committees currently have 7 governors so are evenly balanced.</p> <p>The Clerk then updated the Board about the two Link Governor Vacancies: HST/SBI and Literacy. NDW expressed an interest in Literacy but RS suggested that the knowledge needs to be spread across the Board. IB said that he would be very happy to take on Literacy Link Governor as well as his current Health & Safety role. RS advised that NDW could not be SBI link governor as it would be a conflict of interest. KA explained to MS and CC that Link Governorship involves 3-4 visits to the school each year then completing a short report, she added that it helps the Board to understand what's going on in the school.</p>
10.	<p>AOB:</p> <p>a) Confidential (Update) b) Parents Eve Rota 27th & 28th March: The Clerk updated that there was just 1 x one hour slot not covered (6-7pm on March 27th). FC confirmed he would be happy to cover this. FC explained that Governors are just showing a presence and confirmed that there won't be a parents' questionnaire.</p>

11.	Governor Training: Nothing to report.
11.	<i>Date of next meeting:</i> <i>May 22nd 2018. Start time 6pm</i>

The meeting closed at: 19:15

Accepted:

Date:

Full Governor Board Meeting Dates 2017/18 On Site
19 th September 2017 @ 18:30
5 th December 2017 @ 18:30
9 th January 2018 @ 18:00
6 th February 2018 @ 18:30
13 th March 2018 @ 18:00
22nd May 2018 @ 18:00
26 th June 2018
Off Site
10 th October 2017 @ 09:00- 14:30
12 th July 2018 @ 09:00 - 14:30

Action:	By whom	Completed
Decide Committee for MS and CC		deferred
Decide Literacy & HST/SBI Link Governors		deferred