

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

Tuesday 26th June 18:00 – 20:00



Present:	<p>Kath Abercrombie (Vice Chair) (KA) Khyati Bailey (KB) Ian Burgess (IB) Fred Child (Chair) (FC) Nicole Deacon Willis (NDW) James Lee (Deputy Head Teacher) (JL) Tracey Lynam (TL) Emma Maddison (Clerk to Governors) Victoria Robinson (VR) Mangala Sekhar (MS) Rachel Surch (Head Teacher) (RS)</p> <p>Presentation: Martyn Cowell (MC)</p>
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Presentation	<p>Sport Presentation by Martyn Cowell: <i>'What Is Sports Premium Funding at Red Oaks Primary School?'</i></p> <p>Following his presentation Martyn invited questions from the Board.</p> <p>KA: How do you monitor quality from Premier Sport? MC: By actually observing the sessions they provide as well as looking at their session outlines etc. When Sports Premium money is used the teachers can observe. When we buy them in for PPA this does not come out of the Sports Premium budget. VR: Does Sports Premium cover Yr 5 swimming costs? MC: No, it would only cover additional help for children who can't complete 25m. RS added that the Parent contribution of £10 towards the coach may have to increase as the cost of the coach is so expensive. VR: Is the school football team funded by Sports Premium? MC: The coach from WIMS11 comes in to work with the team, which is great as it offers a level of expertise that we otherwise couldn't offer. In the future we are also looking at offering more athletics and a 'Fitness for Life' programme' FC: Stated: That he thought it was a very comprehensive report and what Martyn is delivering is outstanding.</p>
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	<p>RS: We complete a monthly spreadsheet now which works much better. KA: I'm pleased that there is more of a focus on competitive sport. MC: I feel a good balance has been achieved on that.</p> <p><i>Following the conclusion of questions FC extended his thanks to Martyn on behalf of the Board.</i></p>
1.	<p>Apologies and Declaration of Interest in any Agenda Item:</p> <p>Apologies were received and accepted from Gary Donnelly, John Robinson, Craig Clements (CC) and Jackie Peterson. There were no declarations or conflicts of interest declared in any agenda items.</p>
2.	<p>Notification of Items for AOB:</p> <p>There were no items for AOB</p>
3.	<p>Adoption of Minutes:</p> <p>FC invited adoption of the minutes from the FGB on the 22nd May 2018. These were accepted as an accurate record of the meeting and signed.</p>
4.	<p>Outstanding Actions:</p> <p>RS proposed Tuesday 11th September at 8:45 to run the SIP & Data training session for approximately one hour.</p> <p>Action: Clerk to email date and time out to Governors</p>
5.	<p>Finance Report:</p> <p>RS presented the board with copies of the financial plans which had been presented at the Finance Committee on Thursday 14th June, this included the Mainstream Budget, CLAN, HST and SBI. RS added that this included the adjusted figures. RS invited questions from the Board adding that the Finance Committee have looked at and approved the Budget. VR asked if the Board will still see the figures once the school's an academy? RS replied that the Finance team at the Trust will be dealing with it in the future.</p>
6.	<p>Raising Standards:</p> <p>FC asked TL if there were any updates. TL asked if everyone had seen the Attainment & Progress Report and the Progress Priorities List, there weren't any questions.</p>

	<p>RS advised that she had submitted the figures for KS1 & KS2 adding that in Phonics the data looks strong at local level, KS1 are strong across the board, KS2 figures have to be sent away. RS continued that Foundation is the only stage to fall short of the National Average.</p> <p>RS added that she and Tracey will meet in September to look at Term 6 data.</p>
7.	<p>Head Teacher's Report:</p> <p>FC invited any questions</p> <p>KA asked if all of the staffing was organised? RS replied that yes it was. An FT redundancy had been made in Nursery from September and a PT Nursery Nurse Assistant post will be advertised. RS added that there will only be one session in Nursery this year. RS continued that the SBI is leaving and that post is being advertised and that there are potentially new children for SBI.</p> <p>RS confirmed VR's question that the SBM will move from SBI to HST. RS continued that one Yr 6 teacher was only on a one year contract. KA commented along with other Board members that the staff team seems settled and stable.</p> <p>RS advised that teacher notification would take place on 16th July and KA extended her thanks on this.</p> <p>There were no further questions or comments.</p>
8.	<p>Policies:</p> <p>RS advised that she has a monthly schedule for checking policies and has recently been updating the Staff Handbook, the Health & Safety Policy and Safeguarding Policy ready for September. RS continued that there will also be a new 'Keeping Children Safe in Education' policy.</p>
9.	<p>Proposed LAB Structure & Link Governors:</p> <p>Review Red Oaks Governance Structure:</p> <p>Prior to the meeting CC had submitted questions by email:</p> <p><i>The only feedback/queries I had from the documents for tonight's meeting are regarding the proposed LAB structure.</i></p> <p><i>The Review and Formation document in terms of the number and type of roles seems to be at odds with the PAT's Terms of Reference for LABs e.g.</i></p> <ul style="list-style-type: none"> · <i>Not sure if Ian is going to be a Trustee but Section 3.1 of the ToR says the Chair will be a Trustee appointed from the Trustees.</i> · <i>a max of 3 Parent Governors but the proposal shows 4</i>

· a max of 3 Community Local Governors but the proposal has 3 - 5 depending on how you treat Co-opted members, which don't seem to be covered in the PAT's ToR. (I have taken out the retiring members and JP who will be working at a different level for the Finances).

Have the PAT Trustees agreed to the deviation from the ToR?

Also it is noted that the ongoing Link Governor roles are the ones that are seen as important to maintain contact with. What is the rationale behind no longer requiring a Link Governor for Artsmark?

Other than the above I am happy with the proposal including my proposed Link Governor role for SEND/SBI & More Able.

FC responded by email:

Thanks for putting questions forward to the meeting tonight, if I can throw more light on the issues you have raised:

The Terms of Reference are being reviewed by a trustees working party on 5th July, of which I am a participant, however, I have it on good authority that the structure we currently have for this proposal is good to go but always subject to review.

The current ToR's are very new and I believe 'borrowed' from another Trust which does not necessarily make it work for us, more a matter of having something rather than nothing! So with the revised ToR's coming we will also need to review the Scheme of Delegations which will also have an impact on the LAB's operational role which I hope will be increased!?

Ian will not become a Trustee, the change from the ToR is that the LAB will elect and vote in the chair from within their numbers. Again this was 'borrowed' from another Trust!

Once we have discussed and agreed the proposal tonight, we will be in governor recruitment mode for the vacancies as indicated.

Artsmark was only a temporary role, this finishes next month when we apply for the award.

Also thanks for your confirmation on the link governor role.

Craig's questions and Fred's responses were posted to Governor Hub prior to the meeting for Governors to see. The board confirmed that

they had seen the questions & responses.

Link Governor Roles:

RS explained that now Artsmark has been submitted the school starts the process over again so a Link Governor may still be required.

KA put forward the idea that with her and KB stepping back in October perhaps CC & MS could attend Link Governor meetings with them rather than wait until October. MS said that was a good idea and she would do some reading up in advance of this.

Action: RS to compile staff list with relevant Link Governors and forward on to the clerk for distribution.

KA asked how staff roles are decided.

RS replied that the SLT factor in responsibilities, pay scales and also want to tap into people's particular skills.

FC concluded that there will be three Parent Governor vacancies on the LAB. FC continued that IB had indicated that he would be happy to stand as Chair from November 1st.

As there were no other contenders following FC's invitation.

FC put forward the proposal that IB take the position of Chair from November 1st when the school becomes an academy.

A vote was taken and was carried unanimously.

TL asked if she could swap from being a co-opted to governor to a community governor?

FC advised that the Trustees are looking at the ToR's next week and as an elected body they can invite someone on to the Local Board.

RS asked about staff governors. FC advised that there is the Head, one elected and one other staff governor. JP will attend.

Action: FC & Clerk to look at the Board vacancies.

FC advised the board that governors can stand for re-election.

With regard to new governors FC advised that skills sets should be considered.

TL added that she would forward Parent Governor recruitment information which she had seen from another school which she had been impressed by.

	<p>FC continued that with KA leaving there would be one vice Chair and all were in agreement on this as well as their positions and the new structure. FC added that he felt it would fall into place as the school converts to academy status.</p> <p>Draft Agenda:</p> <p>FC added that this was up for negotiation but that in terms of Raising Standards RS, IB, TL and himself could look at the content for LAB agenda and review the meeting dates if required.</p> <p>RS suggested a flyer for Governor recruitment for the picnic on the 9th July which was considered a good idea by the Board.</p> <p>FC continued that the Scheme of Delegation & The Terms of Reference will be reviewed by the working party from the board of Trustees. All documents are new and not yet fully tested for their robustness and fit.</p> <p>Review Meeting Schedule:</p> <p>FC explained that the proposed LAB meeting dates have been set to tie in with the educational standard committee meetings, data will be fed in then the Board will meet, the LAB will feed up. FC added these dates are key but there is more flexibility with the Focus Days. The governors were in agreement with this.</p>
10.	<p>AOB:</p> <p>Mentors:</p> <p>KA and KB offered to be mentors for CC and MS respectively.</p> <p>TPAT Update:</p> <p>FC advised that there was no real TPAT update. RS had been going out presenting to other schools who, in the main, are making decisions at the end of July/early September.</p> <p>For the Focus Day on the 12th July FC asked if governors could write a paragraph or two on observations to feedback with any questions.</p>

	<p>Action: Clerk to ask if Governors would like lunch on the Focus Day</p> <p>Further to her previous email invitation, RS added that Governors would be most welcome to attend the Year End Party, details as per the email.</p> <p>RS concluded by extending her thanks to the Governors for their hard work, time and commitment to the school in the last year.</p>
11.	<p>Governor Training: No training attended</p>
11.	<p>Date of next meeting: Tues 25th September 2018. Start time: 6pm</p>

The meeting closed at: 19:30

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
22 nd 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
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Clerk to email date and time out to Governors SIP & data session 11 th Sept	Clerk	27/06/18
To compile staff list with relevant Link Governors and forward on to the clerk for distribution.	RS & Clerk	04/07/18
FC & Clerk to look at the 3 Parent Governor vacancies.	FC & Clerk	18/07/18 (ongoing)
Clerk to ask if Governors would like lunch on the Focus Day	Clerk	02/07/18