



**MINUTES – LOCAL ADVISORY BOARD**

**Date: 10th March 2020**

**Venue: Red Oaks Primary School**

**Time: 18:00**

<b>Attendance:</b>			
<b>Governors</b>		<b>Governors</b>	
Dan Blagg (DB)	Parent	Jackie Peterson (JP)	Community
Geoff Bryan (GB)	Community	John Robinson (JR)	Community
Ian Burgess (IB)	Chair	Mangala Sekhar (MS)	Community
Gillian Cullen (GC)	Parent		
Kathryn Hopes (KH)	Community	Rachel Surch (RS)	Executive Primary Principal
James Lee (JL)	Deputy Head		
<b>Others</b>			
Kathy Clarke (KC)	Presentation	Emma Maddison (EM)	Clerk
Sally Love (SL)	Prospective Governor		
Fred Child (FC)	Trustee		

<b>1</b>	<b>Presentation</b>
	<p><b>Staff Presentation – Mental Health – Kathy Clarke (SENCo).</b></p> <p>Kathy showed governors the new <b>Mental Health and Wellbeing</b> area on the school website. Kathy explained that this is information for parents and that the page has been revised to reduce the amount of text and that there are now lots of useful links.</p> <p>Kathy went over each section on the website including: ‘<i>What Is Mental Health</i>’, ‘<i>Wellbeing and Resilience</i>’ and the ‘<i>Well Being Team</i>’, most of whom governors are already familiar with.</p> <p>Kathy also explained to governors about Mental Health within the Red Oaks curriculum adding that the school follows the Jigsaw scheme. Kathy continued that Years 4 and 5 also use a Wellbeing programme developed by the Anna Freud National Centre for Children and Families. Kathy explained to governors that Red Oaks had been part of a research pilot for which the school had received some funding and that whilst the results won’t be fed directly back to the school the overall findings will be published at some point.</p> <p>Kathy continued that Mindfulness is timetabled into the school day and that there is also a Mindfulness club.</p> <p>Kathy also told governors that Dr Pooky Knightsmith, the internationally respected expert in child and adolescent Mental Health had spent a day with Trust staff and parents in November, there is a section on the school website about her.</p>

		<p>Kathy then gave an overview of the useful links at the bottom of the webpage.</p> <p><b>PowerPoint Presentation: Pupil Perception Survey:</b></p> <p>Kathy gave governors an overview of the Pupil Perception Survey, which is an online questionnaire. Kathy explained how the five key areas in the survey make up pupils' 'Readiness for Learning' which indicates how well pupils are able to access and benefit from the school's provision. Kathy also shared the data from the survey comparing it against the national average. Kathy continued that this helps to target the right children for interventions adding that last year's survey can be compared with this year's which will provide a lot of useful data.</p> <p>The Chair agreed that comparison of the survey data will be really valuable. The Chair thanked Kathy for her presentation adding that it was very interesting to see the link between mental wellbeing and learning. The Chair and governors complimented Kathy on the webpage and thanked her for the excellent overview.</p> <p>There were no further questions or comments, the LAB extended their thanks to Kathy for her presentation.</p>
2	<b>Opening</b>	
	2.1	<p><b>Apologies and Declarations of Interest:</b></p> <p>Apologies were given and accepted from Nicole Deacon Willis and Victoria Robinson. There were no declarations or conflicts of interest in any agenda items.</p> <p>The Chair welcomed Fred Child from the TPAT Board of Trustees and Sally Love, a prospective governor, who were both attending the meeting as observers.</p>
	2.2	<p><b>Notification of Items of AOB:</b></p> <p>There were three items for AOB:</p> <ul style="list-style-type: none"> <li>• Parents' Eve Rota</li> <li>• Parents' Eve Questionnaire</li> <li>• ID Badges</li> </ul>
	2.3	<p><b>Adoption of Previous Minutes:</b></p> <p>The Chair invited adoption of the Minutes from the previous LAB meeting on <b>28<sup>th</sup> January 2020</b>.</p> <p>JR proposed the Minutes as an accurate record of the meeting, this was seconded by MS. The Minutes were signed by the Chair.</p>
	2.4	<p><b>Review Outstanding Actions:</b></p> <p>There were no outstanding actions from the LAB meeting on <b>28<sup>th</sup> January</b></p>

3	<b>Performance, Standards &amp; Behaviour</b>	
3.1		<p><b>Head Teacher’s Report:</b></p> <p>Governors were invited to submit questions to Rachel in advance of the meeting. The responses were posted to Governor Hub ahead of the meeting and are posted below:</p> <p><b>From Mangala Sekhar:</b></p> <p>Values survey – it looks like some improvements could be made for values education/ communication for Years 5 &amp;6. Their responses to question 3 could be better. I thought the response had been a lot more positive previously? Has this been picked up on any action plan please?  I have asked Y5/6 teachers to delve deeper into this and feedback to me so I will let you know as soon as I can. It may simply be that the ‘sometimes’ option is the easiest measure.</p> <p>Swimming for Yr5- are we not able to make arrangements to have their lessons in another pool please, instead of cancelling?  It is always extremely difficult to get into pools as schools tend to book year on year and any that were within a realistic distance did not have convenient times available. The curriculum only says that children need to do this in KS2 so we are still able to fit this in.</p> <p>Shepherd hut issue - did the assessment of the hut cover how and where this would be placed please, and the height of the steps? If the structure didn't raise any concerns before ordering, should we be paying an additional amount now to fix the steps? I feel this repair cost should be covered by Pinnacle as it’s a build/design issue and has resulted in safety concerns.  It is not the height of the steps but more the angle which was difficult to judge on paper. The hut has been made to the correct specifications. The Shepherd’s hut company have made a new set of steps free of charge but we will have to pay for the concrete base to be slightly extended. This is our choice so we will have to pay for it but overall we are still slightly under budget for the whole project including furnishings.</p> <p><b>From Ian Burgess – Chair:</b></p> <p>1. Thank you for sharing the values summary results. All look very positive and looking at the broader picture I just wondered if there are any specific areas of development that you may want to focus on going forward.  I am a little concerned about the responses from year 5/6 and the % of 'sometimes' responses on Q3. I have asked class teachers to explore a little further and get back to me. Generally, the confidence level of knowing the value seems to improve as we move up the school but maybe that is to be expected as the very youngest children may not always remember without prompting.</p> <p>2. The attendance number below 90% is increasing from 46 to 59 to 60. Any specific areas of concern here?</p>

		<p>This does concern me slightly and looking at the numbers this is largely children who are under 5 and therefore not of statutory school age. I checked with our Education Welfare Officer who has advised letters to those parents even if not of statutory age to remind them of the benefits of being in school every day and the expectation when they are 5. We have also had quite a few cases of chickenpox recently that have taken children out of school for some time. As always, we continue to monitor closely and contact parents where necessary. The overall attendance is above national average which is positive.</p> <p>The Head thanked governors for their questions and added that Term 4 data and an updated SDP would be ready for the 19<sup>th</sup> May meeting. The Chair added that governors will look at data in pairs during the next meeting and then ask the Head questions. The Head reminded governors of the Understanding Primary Data training session on Weds 18<sup>th</sup> March at 8:45. The Chair stressed the importance of being able to analyse data effectively.</p> <p>Further to the question on the Values Survey which Mangala had submitted in advance of the meeting The Head updated that the question was explained to the children in a bit more detail and the survey came back with a higher result the second time around. Both the Head and governors agreed that they would notice if staff were not demonstrating Values in school. The Head added that the 'sometimes' option can give a misleading result in the survey. Mangala added it is reassuring to know that Yrs. 5 &amp; 6 would be able to express their understanding of Values in the event of an Ofsted inspection.</p> <p>There were no further questions on the Head's report including Attendance and Safeguarding. The Chair thanked the Head for her reports.</p>
3.2		<p><b>Finance:</b></p> <p><b>Finance Report:</b></p> <p>JP had posted her Finance Report to Governor Hub in advance of the meeting and invited questions.</p> <p>JP advised the Board that she is still meeting with Niki Porter (Trust Finance Manager) once a month and this has been very helpful. JP continued that they had looked at the adjustments in February and went over this quite thoroughly and JP is confident that they are now realistic.</p> <p>JP continued that the overall figure is more than the last LAB report and that there might be some money left at year end. JP added that Niki now has a better understanding of how a Primary budget works. They are still going through the Cost Centres to make sure everything is correctly allocated and moving any money that has been put in the incorrect cost centre.</p> <p>JP continued that Sue Else from FS4S is coming in to do an audit on the payroll and finance processes on Thursday 12<sup>th</sup>, she is auditing APS &amp; LPA also and will submit a report following this.</p> <p>JP continued that she and Jill Ponting have attended a PS Finance System consulting day which has consolidated their understanding and they both will be attending another session on this in June.</p>

		<p>JP added that, along with a number of the LAB governors, she had attended the Trust Finance Training in February led by Alastair Dixon Patterson (Trust Finance Director) this had been very thorough and had provided a better understanding of how Trust Finance operates. The presentation slides have been added to Governor Hub.</p> <p>The Chair asked how frequently JP and the Head meet. JP replied that they have a structured full day meeting once every other term but they have discussions daily on matters such as income, budget, staffing etc.</p> <p>The Chair thanked JP for her update and reports adding that he felt the format and key worked well. JP added that following academisation that it has been a bit of a learning curve but feels that things will be a little easier from September. JP concluded that she is confident that the budget should balance.</p>
	3.3	<p><b>Educational Standards:</b></p> <p><b>Pupil Premium Review:</b> JL had posted his Pupil Premium update to Governor Hub in advance of the meeting. MS asked about how the funding for Pupil Premium is received. JL explained that it is in arrears and received quarterly, so as the new year of funding does not start until April, we will get our first payment probably in September. JL continued that the school is trying to make Reception families aware that they have to reapply for Pupil Premium once they enter mainstream so he has been doing some work following up with families on this. The school are also thinking of having a laptop at induction days to enable them to carry out checks to see if children have a Free School Meal &amp; Pupil Premium entitlement. IB thanked JL for the update adding that Pupil Premium is a focus of Ofsted so it's important that governors have an awareness of the current picture.</p>
	3.4	<p><b>Policy Changes:</b></p> <p>There was one policy to ratify: SEND Policy (Jan 2020). Governors had no comments or questions on this so the Chair proposed that the policy is accepted, this was seconded by JR. All governors were in favour.</p>
4	<b>Support</b>	
	4.1	<p><b>Governor Update &amp; Training:</b></p> <p><b>Ofsted Red Folder – Update:</b> The Head advised that there will be an updated SDP at the next meeting.</p> <p><b>Link Governor Updates:</b> The Chair reminded governors to try and complete their first feedback of the year as soon as they are able to reiterating the importance of evidencing visits to the school and the value of informing the LAB on their Link area.</p>

		<p><b>Governor Profile in the Community:</b></p> <p>The Chair updated the Board that following on from January’s meeting he had met with Nicole to discuss posting something to ‘Class Dojo’, the information sharing website, in order to inform Parents about the Governing Board and their presence at the Parents’ Evening. Governor photos are currently being organised for this. The Head is also going to organise access for Reception parents &amp; carers.</p> <p><b>Action: Head to organise ‘Class Dojo’ access for Reception Parents.</b></p> <p>Governors discussed having badges so parents and carers are able to identify governors at Parent’s Evening. MS added this would help governors to be more visible.</p> <p><b>Training:</b></p> <p>The Chair reminded governors about the training on NIMBL and reminded them to contact the Clerk/Ellen if they are having difficulty getting access. There will be some ‘Key Documents’ Trust Training in the near future.</p> <p><b>Action: Governors to advise Clerk if they need logon information for NIMBL</b></p> <p>The Head mentioned that there would be some school specific training in July &amp; September looking at ‘Deep Dives’ and the Learning Walk regime. The Head continued that this is currently being trialled with the SLT and this would be reviewed in September with the hope that it will then be more insightful and then governors can be invited along.</p> <p>The Chair advised governors that he had met with the Head and there is now a plan to look at data in some depth at the next LAB meeting in May. At the July LAB meeting they would like to review governor effectiveness and carry out a self-evaluation.</p> <p>GC added that she had recently undertaken a Learning Walk with Emily Maxfield and how valuable she had found this. GC continued that it had been really useful seeing the same topic in different Year groups and being able to see the progression of vocabulary being used. GC had found it very beneficial to walk with a teacher and ask questions</p>
5	<b>AOB &amp; Any Other Points</b>	
	5.1	<p><b>AOB:</b></p> <p><b>Parents’ Eve Rota Wednesday 1<sup>st</sup> &amp; Thursday 2<sup>nd</sup> April:</b></p> <p>The Chair asked if governors can have a presence at Parents’ Evening</p> <p><b>Action: Clerk to organise Parents’ Evening rota</b></p>

		<p><b>Questionnaire:</b> The Head advised the Parents' Eve survey will be an Ofsted Parent &amp; Child questionnaire which has already been sent out but can also be completed on the iPads on the day.</p> <p><b>ID Badges:</b> Governors were reminded to send in a photo to Michele in the office or to call in to have one taken.</p> <p><b>Action: Governors to arrange photo for ID Badge</b></p> <p><b>Coronavirus:</b> MS asked the Head if the school had a plan for this. The Head advised the Board that the school is following government advice and that a letter was in the process of being sent to Parents/Carers with an update.</p> <p><b>Prospective Governor:</b> Sally was asked to leave the meeting. The Chair explained to the Board that Sally had met with both himself and the Head and they both felt she would be a suitable governor. Sally has children in the school and also works within education. Governors had a brief discussion. The Chair proposed that Sally be voted onto the LAB. All governors were in favour. Sally's governor category will be confirmed in due course.</p>
5.2		<p><b>Date of Next Meeting:</b> <b>19<sup>th</sup> May 2020 - 6pm</b></p>

**The Meeting concluded at 19:40 pm**

<b>Abbreviations:</b>	
TPAT	The Park Academies Trust
SDP	School Development Plan
APS	Abbey Park School
LPA	Lydiard Park Academy
SLT	Senior Leadership Team

<b>Full Governor Board Meeting Dates 2019/20</b>
24 <sup>th</sup> September 2019 @ 18:00
19 <sup>th</sup> November 2019 @ 18:00
28 <sup>th</sup> January 2020 @ 18:00
10 <sup>th</sup> March 2020 @ 18:00
19 <sup>th</sup> May 2020 @ 18:00
14 <sup>th</sup> July 2020 @ 18:00
<b>Focus Days (Times TBC)</b>
21 <sup>st</sup> November 2019
26 <sup>th</sup> February 2020
2 <sup>nd</sup> July 2020

<b>Key Actions:</b>	<b>By whom</b>	<b>Completed</b>
<b>Head to organise 'Class Dojo' access for Reception Parents</b>	Head	
<b>Governors to advise Clerk if they need logon information for NIMBL</b>	All	
<b>Clerk to organise Parents' Evening rota</b>	Clerk	
<b>Governors to arrange photo for ID Badge</b>	All	

<b>Signed:</b>	Print:
	Signature:
<b>Date:</b>	