



Red Oak Primary School

Local Governing Body
4.00 pm Tuesday 20th March 2018

Chair of the Committee:	Garry Newsome	Clerk to the Committee:	Elaine Szpytma
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Name	Governor Type Trust/Parent/Staff/Associate	Present/Apologies/Absent
Joanna Clayton	Trust	Ap
Bryan Hall	Staff	Ap
Stuart Halsey	Trust	P
Susan Lyon	Trust (Vice-Chair)	P
Heather Madsen	Headteacher	P
Jane Craven	Staff	P
Garry Newsome	Trust (Chair)	P
Tanya McAneany	Parent	Ap
Vacancy	Parent	

Attendees

Lisa Leeming, Mental Health Support Worker (shadowing Clerk to Governors in preparation for taking over the role)

Red Oak Primary School Local Governing Body
Agenda Items / Minutes / Actions

Tuesday 20th March 2018 @ 4.00 pm

	Agenda Item & Associated Challenging Questions	Items Discussed	Action
1.	Welcome from the Chair/Apologies	The meeting commenced at 4.25 pm. Apologies for absence received from Bryan Hall and Tanya McAneany; governors consented to the absences.	
2.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda.	
3.	Membership	Governors received an update on membership and noted the appointment of Joanna Clayton as Trust governor. Governors welcomed Joanna to the governing body in her absence. Governors discussed succession planning going forward.	
4.	Agree Minutes from Previous Meeting / Matters Arising	<p>Minutes of previous meeting: The minutes of the previous meeting were confirmed as an accurate record.</p> <p>Matters arising:</p> <p>Item 5 – Matters arising from previous meeting</p> <ul style="list-style-type: none"> • <i>Item 7 – Governors visits:</i> SH visited to review attendance, SH gave a verbal update on the visit. Governors noted the school has a zero-tolerance approach to time off, attendance has been above national for a number of years now, but the school is receiving more requests than normal for termly holidays. The school follows the attendance policy and fines are implemented if necessary. SH will write up a report and arrange a second visit later in the year. 	
5.	Headteacher's Report / Data Review	<p>Governors received a report from the headteacher, previously circulated; a copy has been included in the minute book. Key points arising from the discussion:</p> <p>The number on roll has increased, there have been losses and gains and several applications are pending since the report was completed. The school is full in most year groups, numbers are lower in the nursery, but more children will be</p>	

	<p>SL: Support for parents of these children?</p>	<p>joining after Easter which should take the nursery up to full capacity.</p> <p>Attendance continues to be above national with an average of 98% in KS1 and KS2 in February. Governors noted attendance drops off in early years because children are not of compulsory school age, but the level of unauthorised absence is still very low. The school has very robust systems in place to manage and monitor attendance. Support is in place for parents, the school tries to identify if there are any other issues which contribute to attendance issues. Several penalty notices have been sent out this year for children either not attending, coming in late or unauthorised holidays. Governors noted the number of unauthorised holidays is slightly higher this year than this time last year.</p> <p>Anti-bullying ambassadors continue to be successful and have been working on 'kind hands' and have held an 'odd socks day'. GFS girls' group continues to run well, the school has been asked to provide information for a national conference. The mental health working group has met and agreed initiatives, collecting coins has raised £370 and is being used to buy equipment. A group of parents have made improvements to the wildlife area, governors thanked parents for their support.</p> <p>Two online safety incidents have been recorded.</p> <p>Health and safety contracts have finally been agreed, it has taken several months to get these finalised, governors thanked SH for his support.</p> <p>There a number of children with high level SEN needs which the school has some concerns about. Where necessary referrals have been made for EHC plans or placement at Ashley or Warren.</p> <p>Governors received an update on staffing appointments and resignations, a copy has been included in the minute book. Governors wished Mr Watson well in his new role at PRU.</p> <p>Governors reviewed monitoring activities which have taken place over the last term and noted key strengths of the school and areas requiring further improvement. Governors noted a reduction in outstanding teaching this term compared to last term, the drop relates to an outstanding teacher being on maternity leave.</p> <p>The school needs to achieve 70% or above in reading, writing and maths and targeted activities will continue. The school is continuing with leadership development, governors noted training</p>	
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	<p>SH: What is being offered over Easter?</p> <p>GN: Floor figure is the same again this year?</p>	<p>undertaken by staff members and training delivered across school and across other ALT schools. The headteacher is leading on a number of CPD activities and working alongside Marilyn Toft (ALT). Three members of staff are completing lead practitioner training, Claire Gadsby has been working with the school and has delivered training attended by all ALT schools. Safeguarding training is taking place tomorrow. A member of staff has delivered training on PE provision across ALT schools for NQTs.</p> <p>Governors received an update on data, detailed review of data had been provided at the last meeting. Key points discussed:</p> <p>Year 6 is likely to achieve around 70% SATs this year, the Easter school is running again and letters have been sent out. Easter school will include English, maths and grammar along with reading. Currently the floor figure is unknown, the school is optimistic, but writing is still an issue. Children write the way they talk, for some children the level of vocabulary they have access to outside of school is limited.</p> <p>Year 5 is the biggest concern, only 37% of this year group achieved GLD at the end of Reception. This year group has been tracked through school and there is some improvement. Currently 57% are on target in all three subjects with some children as high as 83% in reading, 70% in maths and 57% in writing, one child has achieved 100% on all tests, which is positive.</p> <p>In year 4 around 74% of children are on track between two classes, this also applies to year 3. Year 2 are slightly below national this year, the group has suffered from high mobility, has lost some high achievers and gained some low achievers which has had a significant impact on data, SATs are being completed this week which will present a clearer picture.</p> <p>Year 1 is on track in phonics and it is expected over 90% will achieve the test. GLD in early years may be below national this year based on the needs of some of the children in the group, there are a significant number of external issues which could have an impact.</p> <p>Governors thanked the headteacher for an informative report.</p>	
6.	Pupil Premium Update	Governors received an update on pupil premium, contained in the headteacher's report. Key points arising from the discussion:	

		New interventions are running successfully. Pupil progress meetings continue to be held to discuss progress of pupil premium children. The progress of every child is reviewed to identify which children need additional help and support, interventions were reviewed before half term and new interventions are in place and running.	
7.	PE Premium Update GN: Modern dance?	Governors received an update on PE premium contained in the headteacher's report. Key points arising from the discussion: PE premium is going to plan, additional money has been received this year and support for dance will be put in place after Easter, this will commence with year 2 teachers. Staff can teach this but will benefit from seeing a specialist in dance teaching. The focus will be on modern dance, a programme is being written according to what the headteacher has requested.	
8.	Budget Monitoring	Governors received an update on the current budget position, the budget report was previously circulated, a copy has been included in the minute book. Governors noted the budget is monitored by ALT, the school has a large carry forward and plans are in place to spend this.	
9.	Premises / Health & Safety	The health and safety and premises working group met prior to the meeting. Governors noted HandSAM tasks are being completed as requested. The working party discussed and set out plans for work over the summer and the next twelve months. Plans mainly relate to the playground at the rear of the school, a new activity trail at the front of the school and a new climbing frame for early years alongside a Wendy house.	
10.	Reports from Governor Visits / Working Parties GN: Any progress made in relation to Arts?	Governors received an update on visits which have taken place since the last meeting. SH visited to review attendance, governors received a verbal update on the visit at the start of this meeting. A written report will be provided. SH would also like to visit an attendance assembly, the headteacher will provide dates. SL visited to review safeguarding and single central records. A written report will be provided. TM has agreed to take responsibility for Arts and a visit is to be arranged.	SH Headteacher SL Headteacher

		Governors received an update from the premises and health and safety working party as part of item 9 on this agenda.	
11.	Additional LGB Papers including review of policies:	The meeting had been brought forward and not all policies were ready for approval. Governors agreed the headteacher will circulate updated policies, governors will confirm approval via email.	Headteacher Governors
12.	ALT Business	<p>Safeguarding: Following consultation by the DfE on their document Keeping Children Safe in Education, an update is expected which will require amendments to Safeguarding policies. Once approved by the Board of trustees this will be forwarded to schools for implementation.</p> <p>Admissions: Headteachers have been sent a reminder on procedures for admission arrangements across the Trust. All admission arrangement documents have been reviewed (as required annually) and no changes are considered necessary this year for Red Oak School.</p> <p>Data Protection: GDPR regulations will come into force in May this year which is likely to have an impact on the way in which schools conduct FOI and Data Protection. The Trust has appointed a Compliance Officer, Caroline Driver to lead on this. Caroline is available to attend a future governors' session to explain governors' responsibilities in this area. An information fact sheet for governors has been circulated. Governors suggested it might be useful for this to be included as part of the next hub briefing for Governors. The clerk will inform ALT.</p> <p>Governor Monitoring: Governors were reminded of their responsibility to regularly check the school website for compliance with mandatory requirements and noted this has been completed by Derek Warnes and checked by SL.</p> <p>Newsletter: ALT sent out a newsletter to all governors in December, governors confirmed receipt.</p>	Clerk
13.	Any Other Business	<p>SH asked if there had been any negative feedback from parents regarding recent closures due to inclement weather. Governors noted parents were very positive and supportive, procedures were put in place to ensure the safety of children walking to school.</p> <p>JC left the meeting at this point (5.30 pm)</p>	
14.	Confidential Staffing Items (<i>Trust governors</i>)	Separate report attached.	

	<i>to remain for this item)</i>		
15.	Date of Next Meeting	The next meeting will be held on Wednesday 27 th June 2018 at 4.00 pm. The meeting closed at 5.40 pm.	