

RED OAK PRIMARY SCHOOL
Minutes of LGB Meeting 13th February 2019, 4pm

Present: Heather Madsen (HM) - Headteacher
Philip O’Hear (POH) - Chair of Governors
Garry Newsome (GN)
Jo Viner (JV)
Claire Munnings (CM)

In attendance: Ali Mansfield (Schools Choice Clerk)

1	<u>Absence</u>	
1.1	Apologies were received from Stuart Halsey and Justin Brown.	
1.2	Governors consented to these absences.	
2	<u>Pecuniary and other interests</u>	
2.1	No interests were declared with regard to items on the agenda.	
2.2	ALT declarations were completed by all governors present and will be completed at all future LGB meetings. JV declared that she is HT at Reydon Primary School.	
3	<u>Chair’s Action/Update</u>	
	No chair’s action has been required.	
4	<u>Local Governing Body Membership</u>	
4.1	Claire Munnings was welcomed as one of the two new parent governors. Nine parents had shown an interest in the role, four had submitted profiles, so an election was held. Claire Munnings and Justin Brown were the successful candidates.	
4.2	There are currently no vacancies on the LGB.	
5	<u>Subject Leader Presentation</u> <u>Esme Richardson, History</u>	
	<ul style="list-style-type: none"> • The school is applying for the History Mark and hopes to achieve gold. ER has completed and returned the audit criteria. The adjudicators will request evidence and will then visit the school in order to make the judgement. 	

	<ul style="list-style-type: none"> History Week took place early in the term. This was led by an external company, History off the Page. All classes from Reception to Year 6 had their own special day. Preparation at the end of last term ensured high level engagement. The cost was around £4k and covered artefacts, dressing up clothes and food. Every child made a bag of artefacts to take home. The school intends to repeat the activity as it was a great success. Q: Could we provide this cheaper in house? A: We would not have the expertise or resources to provide a similar standard. Q: Did the activities link to the school's syllabus? A: Yes. All except Year 2 had activities linked to their current topics. The company did not offer a unit on the current Year 2 topic, so they studied Castle Life. Progress in History is assessed on Target Tracker. Gender differences and vulnerable groups are tracked, as well as outcomes for each pupil. Staff meetings next term will focus on narrowing the gap and equal opportunities in History. Following the SLT meeting this week, staff will be asked to think about the key knowledge from each topic which pupils need to retain, and will create a questionnaire to track this. In addition, parent perception of what their children know will be sought. The History curriculum is now established and will not be changed in the foreseeable future. The focus is on less coverage but greater depth. Q: Is the subject leader action plan for History linked to the SDP? A: Yes. Q: How big is the gap in History for PPG pupils? A: Not extensive. In some year groups PPG children are performing better than non PPG pupils. Q: Is there an overlap of PPG and SEN? A: Yes. Q: Have you undertaken an attitude survey for History? A: We have not yet done a subject specific parent survey, but Pupil Voice last term showed that special days stood out. Year 4 and up could remember what they had learnt, lower down they had positive memories. Q: Do you use historical language with KS1? A: Yes. We are encouraging staff to think about the key language for their next topics. HM: Last night there was whole staff training around vocab and how appropriate spoken words feed into written words. It is apparent that further work, particularly with support staff, is needed. We need to address the cultural capital of the whole staff. There is also a focus on subject knowledge for foundation subjects. 							
6	Minutes							
6.1	The minutes of the meeting held on 17 th October 2018 having previously been circulated, were confirmed and signed by the Chair.							
6.2	Updated action log: <table border="1" data-bbox="264 1809 1350 1989"> <tr> <td data-bbox="264 1809 671 1883">Letter to TA re future intentions as Parent Governor</td> <td data-bbox="671 1809 786 1883">HM</td> <td data-bbox="786 1809 1350 1883">Completed, see item 4</td> </tr> <tr> <td data-bbox="264 1883 671 1989">Circulate ALT Declaration of Pecuniary Interest forms to governors</td> <td data-bbox="671 1883 786 1989">School</td> <td data-bbox="786 1883 1350 1989">At this and all future LGB meetings</td> </tr> </table>	Letter to TA re future intentions as Parent Governor	HM	Completed, see item 4	Circulate ALT Declaration of Pecuniary Interest forms to governors	School	At this and all future LGB meetings	
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	Parent Governor election, school to advertise, HM to approach potential parents	School, HM	Completed, see item 4	HM All All
	Check governor details on GIAS	HM	Updated for new governors	
	Send list of ALT policies to governors	HM	Completed	
	Follow link to read KCSiE	All	HM to resend the link to all governors All governors to read as a matter of urgency	
	Complete Prevent training	All	All governors to complete online training and print off certificate for school records	
	Investigate safeguarding training for ALT governors	JV	Training is taking place tomorrow, 4.30 to 6.30pm	
	Draw up plan/dates for Working Group meetings	HM	Completed	
	Provide copy of Safeguarding Report for folder	JV	Completed	
7	<u>Reports from the Trust Board</u>			
	None.			
8	<u>Academy Improvement</u>			
8.1	<u>Headteacher's report</u>			
	The report having been circulated in advance of the meeting, HM highlighted a number of items and invited questions from governors.			
	Attendance: Attendance for last term was 98.2% excluding children under compulsory school age, 97.9% including them. This is above national and is exceptional given the high deprivation in the school. The number of pupils with more than 10% absence, excluding leavers and under-fives, is 6. There are special circumstances for these 6 pupils.			
	Mental Health: The school has been granted Mental Health Gold Status, the first in Waveney to achieve this. Q: Are other schools beginning to do more around mental health? A: We are much further ahead and are leading in this area. HM is on the steering group for ALT. The local hub is developing CHIMP (Child Health is Mental & Physical) and has designed a plate showing the perfect diet for good mental health. Children were invited to give their views at the Hub School Council meeting and came up with some excellent suggestions.			
	SEN: There are 82 children in the main school on the SEN register, 4 of whom have EHC plans and 2 of whom attend a dual placement. Lots of these pupils have autism, and the staff have become highly skilled at providing visual materials. 8 children will be submitted for HTN funding. Evidence has been agreed, but there are discrepancies in the moderation process so funding is not guaranteed. Q: What is the impact of only receiving 70% of funding for High Tariff Needs in the first term?			

	<p>A: We are financially secure as a school. However, the SENCO and her network team have invited SCC to attend a meeting to answer questions about the difference and how schools will cope. There was an error in calculating the funding, but schools have based staffing on this figure. Red Oak will be ok as we receive funding from other avenues as well.</p>	
	<p>Quality of Teaching & Learning: Teaching is mostly strong. Q: A lot of monitoring is taking place. This is a big commitment of SLT time. Is it seen as an ‘invasion’ by staff? A: Not all monitoring is done in the classroom. Book looks and pupil progress meetings are also part of the process. Q: Do staff welcome the monitoring? A: Yes, there are plenty of opportunities for feedback and one to one discussions. Also opportunities for training and support. Q: The achievement of the school is in large part due to the enthusiasm of the staff. Have we carried out a staff survey to get their views? A: The ALT have conducted a staff survey, results are not yet in.</p>	
	<p>Safeguarding: 43 parents have made official appointments for see Lisa (Mental Health Support Worker). This demonstrates their confidence in the school and its commitment to providing support to proactively avoid issues. Marie Sewell has been appointed to support Lisa in this work.</p>	
	<p>Data: This is looking very positive. Pupils in EY and KS1 are on track to meet targets based on FFT 50. Pupils in KS2 are on track to exceed their targets. However, a large proportion of the children in Year 6 are dealing with issues at home which may affect their performance. Boys writing in Year 3 is a concern, 67% are working below expected standard. It was noted that the majority of SEN and PPG pupils in this year are boys. Q: Are we encouraging boys to write lower down the school? A: There are lots of opportunities in Reception, but they don’t always take them up. Interventions and support systems are in place. Year 4 are doing well in all areas and are working hard on boys’ writing. Year 5 are strong academically, but immature emotionally.</p>	
8.2	<u>School Development Plan</u>	
	Not discussed at this meeting.	
8.3	<u>Public Sector Equality Duty</u>	
	This has been published on the website.	
8.4	<u>Governor Headlines and The Knowledge</u>	
	Not discussed.	
9	<u>Risk Register</u>	
	Not discussed.	
10	<u>Safeguarding and Health & Safety</u>	

	Covered in HT Report.	
11	<u>Policies</u>	
	List of Trust Policies has been circulated.	
12	<u>GDPR</u>	
	There are no issues. Caroline Driver (ALT GDPR lead) is looking at displays, policies and documents for parents joining the school and will produce an action plan.	
13	<u>Working parties/monitoring</u>	
	The Finance working party met on the 4 th February 2019. The carry forward is increasing and it seems sensible to invest in additional classrooms. The school has consulted with SCC about trees which will need to be removed to make space. The school is liaising with ALT re possible builders to carry out the work. ALT have approved the plan to spend the money in this way. Additional classrooms will relieve the stress on the main building to enable space for meetings to be created. Also a nurture/music room.	
	A compliance review of the SCR and HR files has been carried out.	
	GN has carried out a H&S/Premises walk. A few minor issues were noted and these will be addressed. The school is generally clean and well looked after.	
14	<u>Governor monitoring, training and development</u>	
	JV will visit to look at Mental Health as part of her Safeguarding Governor role. POH will carry out a Learning Walk.	
	Safeguarding training for governors is taking place tomorrow (14.02.19).	
15	<u>Admission Arrangements for the 2020/2021 School year</u>	
	The Trust is proposing a change to the Appeals Panel which will now include one person not connected to the trust.	
16	<u>Educational Visits</u>	
	Year 5 will go to Kingswood for the first ever residential visit. Risk Assessments will be carried out on Evolve. Further consideration at Premises and Health & Safety.	
17	<u>Any Other Business</u>	
	Governors agreed to investigate using Governor Hub. JV will meet with HM to produce an instruction sheet for governors.	JV, HM
20	<u>Dates of future meetings</u>	

	11 th July 2019	

Signed

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Date

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Action Log

Agenda Item	Action	By Whom
6	HM to resend link for KCSiE	HM
	All governors to read relevant sections of KCSiE	All
	All governors to complete online Prevent training and print off certificate	All
17	JV and HM to produce an instruction sheet for Governor Hub	JV, HM