



Red Oak Primary School

Local Governing Body
4.00 pm Wednesday 14th December 2016

Chair of the Committee:	Philip O'Hear	Clerk to the Committee:	Elaine Szpytma
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Name	Governor Type Trust/Parent/Staff/Associate	<u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent
Phillip O'Hear	Trust (Chair)	Ap
Bryan Hall	Staff	P
Stuart Halsey	Trust	P
Susan Lyon	Trust	P
Heather Madsen	Headteacher	P
Jane Craven	Staff	P from 4.23 pm
Derek Warne	Parent	P
Garry Newsome	Trust (Vice-Chair)	P Chair for this meeting
Nicky Coman	Trust	Ap
Vacancy	Parent	

Attendees

Mr A Rough – Science Coordinator, Year 5/6
Mrs R Earle – Year 5/6

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

Wednesday 14th December 2016 @ 4.00 pm

Agenda Item & Associated Challenging Questions	Items Discussed	Action
<p>Governor training item</p> <p>SL: Did you have enough time to do the monitoring?</p>	<p>The meeting commenced at 4.00 pm with a presentation from Rachel Earle and Andrew Rough about Science across the school. The presentation included a review of what has been happening in Science over the last year and future plans. Key points arising from the presentation:</p> <p>Last year a decision was made to raise the profile of Science across the school, in line with the new curriculum guidance and to ensure everything which should be included is being covered and there are no gaps in the Science curriculum. Money was invested in Science last year and all year groups got to experience some sort of enrichment event eg lower KS2 things to do with sport; in year 1 and year 2 COSMOS visited the school and delivered practical science activities with the children; early years completed a mini-beasts project. Rachel joined the science team this term and has been shadowing Andrew to share this area of responsibility.</p> <p>Additional funding was available last year through a Science grant which was used to purchase programmable Lego and other science equipment. This year the school is running a Lego club; the children are learning maths and programming through this and it is also promoting team work. The school would like to purchase more Lego to increase opportunities for children to engage in this type of work.</p> <p>Across school nothing is bad but some classes are better than others. A monitoring activity has been completed to identify where good practice is taking place and cascade this across the school to ensure this happens everywhere. The monitoring activities included looking at the learning environment, books and other resources, identifying where good differentiation was taking place and children's needs were being met ie more practical lessons facilitating investigation by the children. Staff members have been given individual feedback and know what they need to act on. Completing the monitoring and getting in to see teachers has been a challenge as classes happen at different times; monitoring activities were generally completed after school. Governors noted a HLTA is usually available two afternoons per week to cover and enable staff members to engage in activities like this; some visits have taken place but, due to sickness, it hasn't been possible to have as many staff members released to do this this term.</p> <p>This year children in years 4, 5, and 6 had access to other</p>	

<p>SL: Funding is sustainable, this is not an issue?</p> <p>GN: Same sort of basic electrical equipment as previously; how far does the school go with the teaching eg wiring?</p> <p>DW: Are all elements of science subjects covered eg physics?</p> <p>SH: Is there a consistent approach to assessment?</p> <p>GN: Has the school managed to build any links with other schools?</p> <p>SH: Any science themed trips taking place outside of Lowestoft?</p>	<p>events eg attending an EPA (Environmental Protection Agency) event. To increase the impact of these visits the school would like to provide the children with some scientific background to what they will be doing on the day and pre-teach prior to the event where possible.</p> <p>An audit of science equipment has been completed to review what is no longer usable or needs replacing. A key priority is to purchase new and more engaging resources and spend time with staff members to show them what is available and what they can do with the equipment. Science is on a rolling programme, the school has the resources needed but have extra money in the budget this year and are looking ahead to review what can be changed up front (eg topics), buy resources and train staff (Headteacher). The funding is sustainable; the school would like to develop a child led investigative approach to science ie enquiry based learning which will provide opportunities to learn from mistakes and give children more control of their learning.</p> <p>Basic electrical equipment is required; the school teaches basic wiring eg parallel circuits, TV circuits, resistors and try to link this to subjects like design and technology where children are building something ie a light switch. Governors noted this type of work is always completed using a battery, no mains electricity is used.</p> <p>The school is developing Science across the KS1/KS2 curriculum; this includes biology, chemistry, physics across the curriculum.</p> <p><i>JC arrived at this point in the meeting (4.23 pm).</i></p> <p>To link into the assessment system all national curriculum statements for subjects are listed within year groups ie 'I can' statements are used for reading, writing, maths and science where every child has a sheet with a statement indicating what they can do. This system was introduced last year for reading and maths; an area for development is to ensure staff members are familiar with this for Science and applying it consistently to make accurate judgements on children's progress.</p> <p>Links with other schools are good. A national science week is being held in March, the hub science leads meet every term and this year intend to run events over science week involving children visiting other schools; this may be higher ability children initially but all schools will be running activities in school.</p> <p>Children have visited the Natural History Museum which also involves science, governors noted cost is a massive issue. It was too expensive to take children to COSMOS but it was possible to pay the company to come to Lowestoft and deliver this to the schools. Children have visited Carlton Marshes for the mini-beasts project. Science week is held</p>	
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	<p>GN: Science week is the same dates each year?</p> <p>SL: What does science look like in early years?</p> <p>SL: Specific topics?</p>	<p>around about the same time each year, in March. Governors asked the headteacher to make them aware in advance of any events taking place or visitors to the school, to enable governors to visit and observe; governors noted the next careers promotion day relates to science based careers.</p> <p>In early years science is more practical and relates to enquiring about the world and investigating the world around us, it is more enquiry based and question led than higher up the school; some questions are raised by staff, some questions come from the children. The topics are more about understanding the world and build on this to include science, but are not labelled as science.</p> <p>Governors thanked Rachel and Andrew for an interesting and informative presentation and thanked them for the work they are doing across the school.</p>	Headteacher
1.	Welcome from the Chair/Apologies	The formal meeting commenced at 4.30 pm. Apologies for absence received from Philip O’Hear and Nicky Coman; governors consented to the absences.	
2.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda.	
3.	Agree Minutes from Previous Meeting / Matters Arising	<p>Minutes: The minutes of the previous meeting were approved as an accurate record.</p> <p>Matters arising:</p> <p>Item 1 – Governor Training Item: Not enough questionnaires were returned, this will be revisited at the end of the school year. SH has sent funding information to the headteacher.</p> <p>Item 4 – Membership: The membership details have been updated.</p> <p>Item 8 – School Development Plan. The SDP has been circulated, questions will be posed from governors on an ongoing basis. Access to a Google drive area for governors is in hand. DW will send email addresses to the clerk; the clerk will circulation address and populate the drive with relevant papers. The clerk will provide a screencast demonstrating how to access the drive and circulate to governors; governors agreed a tutorial on how to use Google drive should be included at the start of the next meeting.</p> <p>Item 11 – Reports form sub-committees: The cherry picker has been purchased.</p>	<p>DW Clerk Clerk</p> <p>DW Clerk agenda</p>

		<p>Item 13 – ALT Business: A DBS check is in place for all governors; the clerk has provided information regarding governors’ attendance and this has been included on the website.</p> <p>Item 14 – ALT Briefing: Updated contact details for NC have been sent to ALT.</p> <p>Item 17 – Any Other Business: SH is attending Christmas dinner tomorrow. A very successful performance of Midsummer Night’s Dream had been held at the Marina Theatre. Governors noted this had been recorded as Seagull Theatre on the minutes but should have been Marina Theatre. The clerk noted the amendment.</p>	
4.	Agreement of any additional items to be covered	<p>The following additional items were agreed for discussion at the end of the meeting:</p> <p>Ofsted update DW membership</p>	
5.	<p>Headteacher’s Report and review of progress</p> <p>SL: What are the home languages? Does this require a specialised role to do this and will the school be able to recruit?</p>	<p>Headteacher’s Report: Governors received a copy of the report, previously circulated; a copy has been included in the minute book. Governors confirmed they had read the report; key points arising from the discussion:</p> <p>Health and Safety: Achievement of HandSAM tasks has been reviewed by the Finance and Premises Committee and, at that time, the school were 100% compliant. Since then ALT have renewed the license and HandSAM have reset all tasks to zero; this will be sorted out by HandSAM by Christmas.</p> <p>Staffing: A long term member of staff is leaving after 24 years of service; this is a valued member of staff who has indicated their willingness to volunteer to help at the school. Governors noted the reasons for leaving are positive and received an update on the background and arrangements for the leaving presentation.</p> <p>Several children have joined the school who are completely non-English speaking; currently these children are not making enough progress and need to be supported. There are a range of languages involved; the school is using pupil premium money to appoint a TA to work with these children in small groups and run a very specific programme for these children. The school has advertised and is waiting to appoint, interviews are taking place on Monday. Responses have been received from high level applicants, including teachers.</p> <p>Numbers: There has been a massive increase in numbers in school with fifty two more children on roll compared to November last year and the roll is still growing.</p>	

	<p>GN: Improvement in behaviour due to sports and lunch time clubs?</p> <p>GN: Staff members doing what they should be?</p>	<p>Attendance and behaviour: Attendance is still above national; behaviour is monitored daily and there are no incidents of bullying to report. General expectations of behaviour are higher and the children know how to behave; sports and lunch time clubs have all helped with this. Children know how to behave and this is kept in line consistently across the school (BH). SEN numbers look as though they are reducing but this relates to the school being able to take children off the SEN register because interventions in place have worked; 25% of the school are SEN which is above the national figure.</p> <p>Teaching and learning: Teaching and learning monitoring has taken place this term. An advisor from Read, Write Inc has been into school, outcomes are positive and children have made rapid progress. A similar internal review has taken place for Maths Makes Sense; sports staff effectiveness has been monitored and all subject leaders have been looked at this term. Learning environment drop-ins have taken place to ensure classrooms are tidy, organised etc; book scrutinies have taken place and marking and feedback checked.</p> <p>A behaviour booklet has been introduced. Pupil progress meetings continue to take place and reading, phonics and maths checks are completed; an EYFS baseline assessment has been completed. A DfE visit has taken place; the reviewer looked at books and was impressed with marking and feedback, the quality of work and presentation and progress children have made. A school review is booked to take place on 11th January 2017.</p> <p>Performance management: Performance management monitoring has taken place, governors noted percentage teaching grades for the autumn term, a high percentage of teaching at the school is good or better. Teaching grades are based on combined outcomes which include observations, data, book scrutinies, learning environment etc.</p> <p>Leadership: Actions to improve leadership in school on top of day to teaching have been reviewed this term.</p> <p>Safeguarding: The single central record has been updated, logged and checked; Karen Jarvis (ALT) has also looked at this. Changes have been made to the way safeguarding is logged now. Governors noted most of the work in school takes place with families before high level child protection is required; only the most needy cases are referred now.</p> <p>Update on progress: Governors received an update on attainment and progress, noting the data is based on assessments, trackers from teachers and any in school assessments. Key points arising from the discussion:</p>	
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	<p>SL: Several pupil premium children expected to be working below expected standard but aren't?</p> <p>SL: Year 2 results, where these similar in year 1 or as expected?</p> <p>SH: How does this compare to previous attendance?</p>	<p>Year 2: Progress measures are not as strong as in other year groups. One of the teachers has been off on long term sick leave following an operation and teachers have aired on the side of caution when completing the assessments, to avoid over-inflating the results. The data will be reviewed again in January when the member of staff returns from sick leave. This is a worst case scenario, this group is not as strong as other year groups but the school is expecting progress over the year to be 5 points.</p> <p>Year 4: Year 4 data is really good; this is a high level need year group and children are making very good progress and doing well in every subject; in some cases SEN children are exceeding other children, the school is filling the gap in this year group. Governors noted the RAISE online document relates to national data and disadvantaged children don't do as well on RAISE online. This year group had a high level of pupil premium which has an impact on the data. Within school the tracking system shows the progress made; pupil premium children are making good progress and in some cases better than non-pupil premium children. Governors were pleased to see this and noted this is encouraging for the school.</p> <p>69% of year 2 achieved GLD at the end of EYFS, at the end of year 1, 85% achieved in phonics; within this year group there is a small cohort who are high end SEN and unlikely to reach expectations. Expectations at the end of year 2 have been raised but the school is confident they will achieve; the majority of these children are on track and will be by the end of the year. After Christmas there will be a focus on grammar, punctuation and spelling.</p> <p>Year 6: Data is based on if the children sat the tests now ie 63% in reading, 61% in maths and writing; floor standards are 65% and children are very close to these. The school is anticipating they will be between 70-75% by the end of the year; lots of activities are taking place to support the children to prepare for the tests.</p> <p>Parents' evening feedback: More than 75% of parents attending parents' evening; feedback from parents is very positive. Four years ago only two parents attended; this November almost every child in school had a parent or parents attend. Governors noted the very positive feedback received from parents; the 1% who disagreed on the questionnaire relates to one person and is the same parent.</p> <p>Governors agreed the school is firmly on track for continued improvement; the external moderation of tracking data, across the ALT hub and with other external people gives confidence in this picture. The Raise data for EYFS and KS1 is extremely good and as expected for KS2 but still demonstrates some good features; the school can show that those who spent most of KS2 in the school made good progress.</p>	
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6.	Performance Management	<p>Governors received an update on performance management. The Personnel and Finance Committee had met and received recommendations for awards, reviewed anonymised information relating to performance management targets and agreed performance review awards. All staff recommended for an award were approved; an application to go up two points was also discussed and approved.</p>	
7.	<p>Reports from Sub Committees/Governor Visits</p> <p>BH: The cherry picker requires a working at heights certificate?</p>	<p>Governors received copies of the unapproved minutes from the Finance & Personnel Committee and the Premises and Health & Safety Committee meetings, previously circulated.</p> <p>Finance & Personnel Committee: Key points to feedback to full governing body:</p> <p>The committee reviewed the management accounts and received an update from the school bursar on the budget position.</p> <p>The committee approved pay awards for teachers (reported earlier in the meeting).</p> <p>Premises / Health & Safety Committee: The cherry picker has arrived, this is an exceptional piece of machinery and the school is pleased with the purchase. The site manager holds a certificate and is undertaking training for use with the cherry picker; governors noted this is referred to as a mobile work platform.</p> <p>The committee reviewed the cost of repairing lighting for the all-weather area; governors noted the school has received a significantly cheaper quote which is enabling the school to improve the lighting in the sports hall and other parts of the school; the quote was cheaper due to the firm already having access to the school's platform.</p> <p>A practice has taken place for the lock down procedure. The context for the children had been related to disasters in other countries requiring them to re-enact what it might be like to be in those situations eg earthquakes, floods, volcanoes etc. JC shared her experience of the lock down procedure; governors noted children followed instructions. The committee are investigating extending the speaker system around the school for all to be able to hear, including</p>	

		<p>provision of Wifi out into the sports hall.</p> <p>Governor visits:</p> <p>Governors received an update on visits which have taken place since the last meeting.</p> <p>SL has visited for safeguarding, reports have been written up.</p> <p>SH Will arrange a date to visit in January.</p>	SH
8.	Additional LGB Papers including review of policies:	All relevant policies had been approved/adopted by relevant committees; governors noted some documents require updating on the website.	
9.	ALT Business	Equality and Diversity reporting: Governors received a copy of the ALT Public Sector Reporting document and noted the information in the document and the requirement for the school to report this annually.	
10.	Items to be deemed as confidential	There were no items deemed as confidential.	
11.	Other issues previously identified above	<p>Ofsted update: The headteacher had received a call from Ofsted to come in on Wednesday and Thursday. Governors noted if more than 75% of a school are out for more than half of the inspection then the inspection is deferred. The visit has been deferred due to the children being out for the circus visit today.</p> <p>Membership: Governors noted DW is now employed by the school and is unable to continue as a governor. Governors requested the clerk confirm with ALT whether DW can continue to serve as an Associate governor.</p>	Clerk
12.	Any Other Business	<p>Recruitment: Governors discussed difficulties recruiting parent governors and noted the governor must be a parent of a child at the school. Governors requested the clerk query whether a foster carer can serve as parent governors.</p> <p>Government funding: SH had heard a radio announcement indicating government funding for schools was being reduced. Governors noted the amount of money per head per pupil is likely to be reduced over the next five to six years. The headteacher confirmed the school know how much they are going to lose and have planned for this.</p> <p>The meeting closed at 5.38 pm.</p>	Clerk
13.	Date of Next Meeting	Full Governing Body: Wednesday 29 th March 2017 at 4.00 pm	

		<p>Personnel & Finance Committee: Wednesday 22nd March 2017 at 3.00 pm</p> <p>Premises / Health & Safety: Wednesday 22nd March 2017 at 4.00 pm.</p>	
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