



Red Oak Primary School

Local Governing Body
4.00 pm Wednesday 19th October 2016

Chair of the Committee:	Philip O'Hear	Clerk to the Committee:	Elaine Szpytma
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Attendees

Name	Governor Type Trust/Parent/Staff/Associate	<u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent
Philip O'Hear	Trust (Chair)	P
Bryan Hall	Staff	Ap
Stuart Halsey	Trust	P
Susan Lyon	Trust	P
Heather Madsen	Headteacher	P
Jane Craven	Staff	P from 4.50
Derek Warne	Parent	P
Garry Newsome	Trust (Vice-Chair)	P
Nicky Coman	Trust	P
Vacancy	Trust	
Vacancy	Parent	

Attendees

Mr J Lee, PE Coordinator – Governor training item

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

Wednesday 19th October 2016 @ 4.00 pm

	Agenda Item & Associated Challenging Questions	Items Discussed	Action
1.	<p>Governor training item</p> <p>SH: Has this been promoted?</p> <p>PO: In that period years 5/6 dropped back?</p>	<p>Mr J Lee, PE Coordinator gave a presentation on PE Premium. Key points arising from the presentation:</p> <p>Governors received a copy of the PE premium report, a copy has been included in the minute book. Governors reviewed spending and noted a total of £13,998 (some of which is from the school budget) has been spent on extra curricula clubs; PE coaches coming into school to run clubs; lunchtime activities; school trips, sometimes on Saturdays, to football matches and tournaments; amongst other things.</p> <p>Governors received a report on the impact of the spending, with successes highlighted in yellow; a copy is available in the minute book. Previously the school had not won any trophies for a significant period. Since introducing training in after school clubs there has been a more competitive focus and also a focus on sportsmanship. By the end of the first year the school started to see positive results and has achieved one cup in the first year and gone on to win numerous cups over the last two years.</p> <p>By the end of last year, the school had 69% of children participating in extra curricula clubs; organised ten tournaments involving other schools; introduced a football competition and athletics for key stage 1. The school achieved a Silver Sports Mark Award rating at the end of last year; two weeks ago this was upgraded to a gold award. Governors noted Red Oak is one of only four schools in North Suffolk to achieve this rating, this is an outstanding achievement for a school of Red Oak's capacity; gold award is also based on effective management of PE premium spending.</p> <p>The school started focus groups to target girls to engage with after school support and also started a girls' football academy, which entered into a Lowestoft competition and won the Lowestoft cup; the school is continuing with the girls' football academy. The school has been liaising with ALT communications link and an item should be included in the Lowestoft Journal and EDP shortly; the date is still to be confirmed.</p> <p>The school has also introduced fitness tests to monitor the fitness of children. The tests take place every six month and are based on year groups; children must run for four minutes without stopping and this is monitored. Governors reviewed statistics for March 2015 and September 2015, noting improvements and impact the strategy is having. During this period years 5 and 6</p>	

	<p>PO: Monitoring children who do not do anything, try to engage them?</p> <p>SH: Where do ideas for clubs come from? How is the school planning to sustain and improve? Same amount of money coming in for this?</p> <p>PO: If PP starts declining or PE premium is removed can we find the resources to sustain all of this?</p> <p>SH: After participating in school, it might be useful to see whether children join a club outside of school?</p> <p>SH: Is there anything going on during school holidays?</p>	<p>couldn't participate in lunch time activities because they had to do extra preparation for SATs; they are a focus group now and are involved in boot camp and a boxing club. Other fitness tests are also completed once per term eg bleep tests to measure cardio vascular fitness levels and monitor improvement; there has been some improvement in years 5 and 6. The last fitness tests were completed recently; the data is still being processed.</p> <p>The focus of PE Premium spending is on raising fitness levels. Every child is offered an opportunity to attend a club, most children do something. Seven out of ten children are doing something after school which does not include other external clubs they may also attend. Finding ways to engage those who do not attend anything is an area the school could consider.</p> <p>A key focus of last year's SDP was improving behaviour and sports provision, the school needed to make some radical changes and came up with a plan for PE. Children are asked each term what clubs they would like run. Governors noted the introduction of the clubs and focus groups has had a positive impact on behaviour and reviewed a chart demonstrating the significant drop in lunch time incidents. The school intends to continue with training and clubs and intend to maintain the gold mark status.</p> <p>Although there is a reduced amount of money this year, this is still being received. Governors agreed the work was critical in supporting school improvement and noted the school has a link with most of its children through sports, with a large majority of staff members involved and giving their time freely to support this. Governors acknowledged the school is embedding an ethos of fitness and sportsmanship; it is essential to ensure this can be maintained. Governors agreed a questionnaire to see whether participation in school clubs leads to an increased take up in out of school clubs would be useful; the headteacher agreed to send out a questionnaire.</p> <p>Governors noted the school also has a contract with Premier Sports who use the facilities during the holidays; the school usually receive four to six free places. SH confirmed there was some funding available for holiday activities which the school could apply for. Schools can bid for up to £800, this does not have to be a sport and does not have to be run by a qualified teacher; SH will provide further details.</p> <p>Governors thanked Mr Lee for his presentation and for the excellent work he is doing in the school. Governors recorded their thanks to all staff members involved.</p>	<p>Headteacher</p> <p>SH</p>
2.	Welcome from the Chair/Apologies	<p>The formal meeting commenced at 4.40 pm.</p> <p>Apologies for absence received from Bryan Hall, governors consented to the absence. Governors noted the late arrival of Jane Craven due to teaching commitments.</p>	

3.	Declarations of Pecuniary Interest	<p>Governors confirmed there were no updates required to the declarations of pecuniary interest previously completed.</p> <p>There were no declarations of pecuniary interest relevant to items on this agenda.</p>	
4.	Membership	<p>Arrangements for Vice-Chair: Governors agreed GN will continue serving as Vice-Chair.</p> <p>Terms of reference and membership of committees: Red Oak committee structure is Finance/Personnel; Premises/Health & Safety. The clerk has amended the terms of reference to reflect the committee structure; governors approved the adapted terms of reference.</p> <p>Governors noted responsibility areas: SL safeguarding; NC SEN; GN Health and Safety, and considered the appointment of an additional link governor for pupil premium and attendance. Governors nominated SH, who already holds responsibility for PE premium and pupil premium; SH agreed to the additional responsibility.</p> <p>Review terms of office: Governors reviewed terms of office, previously circulated and noted end dates; NC is recorded on database as parent governor, the clerk will amend the information. The governing body has a vacancy for a Trust governor to replace DM; the headteacher is in contact with somebody with good community links who may be interested in filling this vacancy. There are difficulties recruiting parent governors; the school will continue to send out information to parents.</p>	<p>Clerk update membership</p> <p>Clerk update membership</p> <p>Clerk update membership</p>
5.	Agree Minutes from Previous Meeting / Matters Arising	<p>Minutes of last meeting: The minutes of the previous meeting were approved as an accurate record.</p> <p><i>JC arrived at this point in the meeting (4.50 pm)</i></p> <p>Matters Arising:</p> <p>Item 8 – Budget and three year plan: The finance committee has met and approved the budget and three year plan. The membership of the finance/personnel committee has been updated to include DW.</p> <p>Item 10 – Governor visits: Governor visit forms are being completed.</p> <p>Item 15 – Any other business:</p> <ul style="list-style-type: none"> • SATs results: Results have been circulated to governors • School Fete: This had gone well. <p>Governors noted there were no outstanding actions points arising from the last meeting.</p>	

6.	Agreement of any additional items to be covered	No additional items were identified for discussion.	
7.	Budget and three year plan	Budget papers were circulated and were discussed in detail at the finance committee. The finance committee recommendation is for governors to approve the budget and three year plan; governors confirmed their approval.	
8.	School Development Plan	<p>The headteacher provided an update on the school development plan via the Clevertouch screen; governors reviewed the ongoing content and format of the plan. The headteacher will email the plan to governors to enable them to review impacts and identified areas for further development. Key points arising from the discussion:</p> <p>Only ten of the thirty five children in the last year 6 were with the school from reception through to year 6, which has an impact on data; of those ten many did well as a result of consistency and opportunities provided in the school. The current year 5 group are a stronger cohort, currently 54% of this year group would pass their year 6 SATs now, which is a huge improvement; some further work will be required with year 3.</p> <p>SATs results were lower than the school would like children to achieve; the new SDP is based on the outcomes of SATs results and what is known about the children in school. Governors reviewed the school context and noted attendance at 97.5% is well above national, FSM, PP, SEN and mobility are all above national. The number of children registered as EAL is below national but there has been an increase.</p> <p>Strengths: Progress and outcomes for pupils are on an upward trajectory; leadership development is ensuring rapid school improvement and providing CPD opportunities for all staff members, CPD provided for staff is a key strength. Behaviour for learning has contributed to progress for learning; vulnerable groups are supported and achieve well; effective intervention support is provided. Attendance is consistently above national and safeguarding at the school is exceptional. Parental engagement is positive, with Red Oak being one of only two accredited schools in the region for Families First. Sports provision is outstanding and rated Gold by DfE. EYFS good level of development results remain above national despite the lower entry levels of intake; KS1 results have continued to rise and remain above national for phonics and inline for the end of the key stage but there are some significant needs in year 1. Governors noted the school has around forty positive reviews from parents on Parent View.</p> <p>Areas for improvement: Ensure accurate assessment of attainment and progress outcomes to provide accurate pitch and challenge. Ensure staff improve own vocabulary skills and grammar subject knowledge and share this with pupils to ensure consistency with expectations. Governors reviewed key areas for improvement identified on the SDP and noted that some of</p>	Headteacher

	<p>PO: Setting a wide agenda but probably necessary?</p> <p>NC: Team focus of different areas then feeding back, this is a good approach!</p>	<p>the guidance given across the Trust on marking and feedback is not consistent with guidance given by Sir Robin Boscher. Governors reviewed further improvements required to attainment and progress, proposed actions for reading, writing and maths and developing other elements of the curriculum and how progress is tracked. The SDP is a working document which will be continually updated to demonstrate progress made against actions identified for the whole school and individual year groups.</p> <p>Governors discussed the SDP, noting the plan is a thorough document. All staff have individual targets which feed into the SDP, staff are aware of what they have to do (JC). Governors confirmed their approval of the school development plan. The headteacher will circulate the plan, governors were asked to review the plan and bring questions to meetings for further discussion. Governors agreed to a governors' area being set up on Google drive; the headteacher will arrange for this to happen, the clerk will populate with documentation.</p>	<p>Headteacher</p> <p>Governors</p> <p>Headteacher Clerk</p>
9.	Pupil Premium (outcomes and new plan)	<p>Governors received an update on pupil premium from the headteacher. Governors reviewed last year's report on the school website at:</p> <p>https://www.redoakprimaryschool.co.uk/suffolk/primary/redoak/site/pages/schoolinfo/pupilpremium</p> <p>Governors noted interventions are based on the identified needs of individual children rather than by qualifying for Pupil Premium. Any child significantly not on track receives additional support. Governors reviewed progress made and attainment per year group, noting there were some gaps in some year groups but these weren't significant gaps.</p> <p>Governors reviewed the new plan which continues with the good practice from last year; governors noted that PE premium and pupil premium are both fundamental to the way in which the schools works; they are not being seen as add-ons and this is a key to why the school is so effective (PO).</p>	
10.	PE Premium	Governors received an update on PE premium and PE initiatives in place, during the training item at the start of the meeting.	
11.	Reports from Sub Committees/Governor Visits	<p>Governors received an update on committee meetings held since the last meeting, unapproved copies of the minutes were available at the meeting.</p> <p>Premises / Health & Safety: GN had completed a walk round visit and the committee had received a copy of the premises report prior to the meeting.</p> <p>Premises: There were some issues with playground work conducted during the summer which have since been rectified. There are some issues with the automatic gates; a third party</p>	

has been involved to check the quality of the work and action is in place to resolve issues. The general standard of cleanliness at the school remains high.

HandSAM: Governors reviewed HandSAM tasks. An external health and safety report has been completed by a consultant from HandSAM and the school achieved a score of 87.3%; the site manager has already compiled an action plan and is working on actions. Governors noted that Red Oak have high priority on ALT bidding for capital spending, for the rest of the roof to be repaired next year

Reserves: The committee discussed reserves and the possibility of providing an Eco classroom on the field to help with the increasing school roll and space. Running costs are low due to the Eco construction and the classrooms will provide the school with flexibility as the roll increases. The committee agreed the school should obtain quotes for a pair of classrooms, perhaps with toilets

The committee agreed the site manager should investigate the cost of purchasing a cherry picker; this will enable him to deal with issues in a safer way. The headteacher reported that a cost of £2,500 to purchase a second hand cherry picker had been reported earlier that day; GN will review this with the site manager, governors agreed it was important to buy something robust and fit for purpose, noting a new item will cost between £10k and £15k.

GN

Governors noted the boiler is too expensive to replace but could be included in a capital plan in the future.

Emergency procedures: There are still issues getting a message around the school if an intruder is on site. The site manager has been asked to look into providing cabling in the sports hall for a speaker system; it may also be possible to use the cabling for fire alarms (GN). All options are being considered and it is anticipated a solution will be found before the next meeting.

Business car insurance: Staff members must pay an additional fee for car insurance to be able to transport children, but there are some occasions where parents are unable to take children to certain events. The committee agreed it was sensible for some staff members to have business insurance and agreed to these staff members putting in a travel claim for the extra cost where this is deemed necessary.

Finance & Personnel Committee: The committee reviewed the budget accounts and confirmed their approval. The school has been charged with backdated energy bills which must be paid; this is due to a mistake by the broker when the supply transferred.

The committee discussed the purchase of whiteboards to ensure these are available in all classrooms. Governors agreed to purchase whiteboards, and laptops to control them, for three

		<p>classrooms and the sports hall, if this can be provided safely in the sports hall. The headteacher confirmed the equipment has been purchased and installed today.</p> <p>The committee reviewed staffing changes; the apprentice site manager has started in post and is making excellent progress. DW has checked the website for compliance with Ofsted requirements. The committee reviewed policies which have been included on this agenda for adoption by full governing body.</p> <p>Governor visits: There were no visits to report since the last meeting.</p>	
12.	Additional LGB Papers including review of policies:	<p>Governors received policies:</p> <ul style="list-style-type: none"> • ALT Model Pay Policy 2016 / Briefing Notes • Safeguarding Policy • SEN Policy • Attendance Policy • Health & Safety Policy • Marking & Feedback Policy <p>Governors confirmed their approval and adoption of all policies.</p>	
13.	ALT Business	<p>Governors received an update on ALT business.</p> <p>Updated HR Policies from ALT: Updated policies will be forwarded by ALT; the policies have been approved at ALT Board level and cannot be changed. Governors confirmed all ALT policies will be adopted.</p> <p>Safeguarding regulations: New Safeguarding regulations have been introduced, all Safeguarding Policies need reviewing. The safeguarding policy has been updated in line with statutory and ALT guidance and had been received and adopted in the previous item, a copy is available on the school web site. Governors were reminded it was important to familiarise with the content of the new safeguarding policy, there are some significant changes particularly in the appendices.</p> <p>DBS Checks: All governors must complete an enhanced DBS check; governors noted these are now transferable across organisations for a fee of £10.00. Governors noted NC has an enhanced DBS due to being based at the school for work but not as a governor. The headteacher will confirm the position with the school bursar and check DBS checks are in place for all governors.</p> <p>Review of school website: Governors noted the website must contain information relating to governors' business interests and governors' attendance; the clerk will forward a copy of the attendance register to DW for inclusion. DW has reviewed other information on the website which is Ofsted compliant.</p>	<p>Headteacher</p> <p>Clerk / DW</p>

14.	ALT Briefing 28/09/16	Governors noted the ALT briefing held on 28 th September had been a positive and helpful meeting. NC did not receive email invitation; the clerk will send updated email information to ALT.	Clerk
15.	Items to be deemed as confidential	There were no additional confidential items	
16.	Other issues previously identified above	There were no additional items identified	
17.	Any Other Business	<p>Dates for Christmas Fairs (SH): The headteacher provided an update on key dates:</p> <ul style="list-style-type: none"> • Parents' evening – Tuesday 1st November, from 3.15 pm onwards; it would be helpful if some governors could attend. Some very positive comments were received about the school previously (SH). • School Fete - Friday 25th November, after school • Christmas dinner – Thursday 15th December any time after 12.00 noon. Previously governors have attended Christmas dinner, governors were asked to confirm attendance with HM and noted the requirement to wear a Christmas jumper. • Christmas carol service at the church – Friday 16th December at 9.30 am. <p>Governors noted the year 5 group are performing in the Shakespeare Schools Festival being held at the Seagull Theatre on Tuesday and Wednesday 22nd/23rd November. This is an evening event and tickets must be purchased in advance. The headteacher will let governors know when tickets are available.</p> <p>The meeting closed at 5.50 pm.</p>	<p>Governors note dates</p> <p>Governors</p> <p>Headteacher</p>
18.	Date of Next Meeting	<p>Full Governing Body: Wednesday 14th December 2016 at 4.00 pm.</p> <p>Finance / Personnel Committee: Wednesday 30th November 2016 at 3.00 pm</p> <p>Premises / Health & Safety Committee: Wednesday 30th November 2016 at 4.00 pm</p>	

