

**RED OAK PRIMARY SCHOOL**  
**Minutes of LGB Meeting 11<sup>th</sup> July 2019**

Governors Present: Heather Madsen (HM) - Headteacher  
 Philip O'Hear (POH) - Chair of Governors  
 Garry Newsome (GN)

Claire Munnings (CM)  
 Justin Brown (JB)  
 Stuart Halsey (SH)

In attendance: Ali Mansfield - Schools Choice Clerk  
 Helen Long and James Baldwin - Joint subject leaders of PSHE (item 8)

<b>1</b>	<b><u>Absence</u></b>									
1.1	Apologies were received from Jo Viner.									
1.2	Governors consented to this absence.									
<b>2</b>	<b><u>Pecuniary and other interests</u></b>									
	JB completed the ALT declaration. No interests were declared with regard to items on the agenda.									
<b>3</b>	<b><u>Chair's Action/Update</u></b>									
	No chair's action has been required.									
<b>4</b>	<b><u>Local Governing Body Membership</u></b>									
4.1	JB was welcomed to his first LGB meeting as Parent Governor.									
4.2	There are currently no vacancies on the LGB.									
<b>5</b>	<b><u>Minutes</u></b>									
5.1	The minutes of the meeting held on 13 <sup>th</sup> February 2019 were <b>confirmed</b> and signed by the Chair.									
5.2	<table border="1" style="width: 100%;"> <tr> <td style="width: 10%;">6</td> <td><b><i>HM to resend link for KCSiE:</i></b> Completed</td> </tr> <tr> <td></td> <td><b><i>All governors to read relevant sections of KCSiE:</i></b> JB and GN to read relevant sections. [NB. An updated KCSiE will be in place in September 2019]</td> </tr> <tr> <td></td> <td><b><i>All governors to complete online Prevent training and print off certificate:</i></b> JB to complete Prevent training.</td> </tr> <tr> <td>17</td> <td><b><i>JV and HM to produce an instruction sheet for Governor Hub:</i></b> c/f</td> </tr> </table>	6	<b><i>HM to resend link for KCSiE:</i></b> Completed		<b><i>All governors to read relevant sections of KCSiE:</i></b> JB and GN to read relevant sections. [NB. An updated KCSiE will be in place in September 2019]		<b><i>All governors to complete online Prevent training and print off certificate:</i></b> JB to complete Prevent training.	17	<b><i>JV and HM to produce an instruction sheet for Governor Hub:</i></b> c/f	JB, GN JB HM, JV
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17	<b><i>JV and HM to produce an instruction sheet for Governor Hub:</i></b> c/f									

<b>6</b>	<b><u>Programme of Meeting Dates for 2019/20</u></b>	
	<p>The following dates were <b>agreed</b> for LBG meetings for 2019/20:</p> <p>14<sup>th</sup> November 2019      27<sup>th</sup> February 2020      16<sup>th</sup> July 2020</p> <p>All meetings start at 4pm and take place at the school.</p>	
<b>7</b>	<b><u>Reports from the Trust Board</u></b>	
	<p>Stephen Chamberlain has been appointed as the new CEO. He was formerly CEO of Challenger MAT, and before that was Director of Education for the East England of a large trust. He has experience as a Head Teacher and an Executive Head Teacher.</p>	
<b>8</b>	<b><u>Academy Improvement</u></b>	
	<b><u>Subject Leader Presentation - PSHE</u></b>	
	<p>HM introduced Helen Long and James Baldwin. Both Helen and James are in their second year of teaching and their first year of subject leadership.</p>	
	<p>James has reviewed the SRE Curriculum which needed some refreshing, particularly with regard to the resources used. The new resources have received positive feedback from parents who commented that they are now more in line with current issues. James has also worked with the Year 5 and 6 teachers who are now more confident in teaching the SRE curriculum and report that the children are more engaged. James has been particularly encouraged to have senior teachers coming to him for advice. Next year the school will buy into the PSHE Association which is much better value than purchasing schemes of work. At the moment Red Oak use SEAL materials, but it is difficult to demonstrate progress in some areas using these.</p>	
	<p>Helen has been working on pupil voice. Pupils are given a question, for example 'what makes you happy' and are encouraged to talk to others in their class. Answers are written on post it notes and then displayed. Helen is looking into ways that these displays can be recorded via class 'scrap books'. (The school is looking for a different name for these as they are intended to be good quality record keeping books.) A bank of age appropriate questions has been provided for staff.</p>	
	<p>The SMSC grid for the year has been completed.</p>	
	<p><b>Q: Are there any issues of faith in the school?</b>      A: No, all the children are supportive of one another.      JB: When I walked round the school I observed the support and collaboration.</p> <p><b>Q: Any issues around homophobia?</b>      A: There have been no incidents. HM has received one phone call from parents about the SRE curriculum who initially did not want their child to take part, but after HM explained the school's approach (the school does not promote any type of relationship but uses stories which depict all types of relationships/faiths/races) the parent was reassured.</p> <p><b>Q: Does PSHE provide opportunities for oracy and writing development?</b>      A: Open questions are used across the school and there is opportunity for more formal debate in Years 5 and 6. The RE curriculum is being developed alongside PSHE to include more art and drama.</p>	

	<p><b>Q: Do you also teach life skills such as personal hygiene?</b>  A: Hygiene has been attached to the PSHE curriculum for Years 5 &amp; 6. Year 6 pupils were asked to consider how they would spend £5 on hygiene products, what would they prioritise. Year 4 pupils have been thinking about budgeting and distinguishing between needs and wants.  POH: The development of whole people is a strength of the school.</p> <p>Governors thanked Helen and James for their informative presentation.  Helen and James left the meeting.</p>	
8.1	<b><u>Headteacher's report</u></b>	
	HM presented her report to governors and drew attention to the following:	
	<p><b>Pupil profile, attendance:</b> Proportion of pupils with SEND has increased to 27%, proportion of Pupil Premium pupils is approaching 50% (58% in Year 6). There are 54 open cases with Safeguarding. Despite this challenging profile attendance is well above national at 98%.</p>	
	<p><b>Staffing:</b> All the teaching staff are staying on. They are happy at Red Oak, despite the hard work and challenges. Two 'Home Grown' teachers have been very successful and are now Outstanding. Three members of support staff are leaving this term.</p>	
	<p><b>Pupil outcomes:</b></p> <ul style="list-style-type: none"> <li>EYFS: Proportion reaching GLD has increased from 59% to 78% this year.  <b>Q: Is this a better cohort? What has made the difference?</b>  A: Staffing has been more stable this year. The pupils had different challenges this year, speech &amp; language and communication rather than behavioural.</li> <li>Phonics: 87% passed the screening, many with high scores of 36-38 out of a possible 40. Of those who did not pass, some are non-verbal or have profound learning difficulties.</li> <li>KS1: Reading 77% (LA 72%), Writing 68% (LA 66%), Maths 74% (LA 73%). Teacher assessment has been moderated and found to be accurate. It was noted that the average proportion of PP pupils across the LA is 17%.</li> <li>KS2: Reading 74% (National 73%), Writing 81% (National 78%), Maths 88% (National 79%), RWM 72% (National 65%)  Reading outcomes were below the predicted 81%. HM told governors that the number of words on the one hour Reading paper increased from 1700 to 2194 this year, which was challenging in terms of pace of reading. Two pupils experienced safeguarding issues on the day of the test and achieved one or two marks lower than expected. The combined RWM score of 72% against national of 65% is particularly pleasing as only 37% of this cohort achieved GLD at the end of EY. The small classes and additional support have proved effective.  <b>Governors wished to record their congratulations and thanks to everyone who has contributed to this success. They applauded the school for taking children from a challenging locality and giving them the best possible chance to succeed.</b></li> <li>GSP: 82% expected, 32% Greater Depth (national 78%)</li> <li>Progress scores are looking very positive.</li> </ul>	
	<p><b>Parental engagement:</b> Parental engagement and support are outstanding with 98% attendance at parents meetings. The 'Seeing is Believing' visits provide an open door on the school. Parents attend a lesson and are then asked to complete an anonymous form. Responses were 100% positive from both days in March.</p>	

	<p><b>Staff CPD:</b> The continued drive to invest in staff means that many staff are overqualified for their role, but do not want to leave Red Oak. The intention is to build capacity and retain excellent staff. Four teachers will take part in a new subject leader course led by ALT with support from Ambition Leaders.</p> <p>The school is taking part in an ALT/Ambition pilot to develop a Masters qualification for staff leading in PSHE and mental health.</p>	
	<p><b>Success and achievements:</b></p> <ul style="list-style-type: none"> <li>• Sport is very strong with teams reaching county and national finals. Red Oak has held over 40 tournaments for other schools. The school has achieved the Gold Sports Mark for the 4<sup>th</sup> year in a row.</li> <li>• CHIMP (Children' Health is Mental and Physical) has been launched in the press with support from Sally Gunnell.</li> <li>• The school has achieved Silver in the RE quality mark.</li> </ul>	
8.2	<b><u>School Development Plan</u></b>	
	Not discussed at this meeting.	
8.3	<b><u>Report on Results</u></b>	
	Covered in HT Report.	
8.4	<b><u>Pupil Transfer Information</u></b>	
	The school is working with the trust on the GDPR implications for Pupil Transfer Information.	
	Pupils have enjoyed a week's transition at the High School.	
8.5	<b><u>SEN Information Report</u></b>	
	Not discussed at this meeting.	
8.6	<b><u>Governor Headlines and The Knowledge</u></b>	
	Not discussed.	
9	<b><u>Safeguarding and Health &amp; Safety</u></b>	
	HM has updated her training as DSL. Training has also been provided for both teaching staff and support staff. The trust review of safeguarding concluded that the school is outstanding in this area.	
10	<b><u>Policies</u></b>	
	HM has received a request that the Code of Conduct for staff should be reviewed with regard to piercings and tattoos. The Code of Conduct currently states that: <ul style="list-style-type: none"> <li>• staff should wear only 1 stud type earring</li> <li>• other piercings should be covered</li> <li>• tattoos should be covered</li> </ul> Staff have asked whether they can wear short sleeve shirts in hot weather. Three members of staff have full sleeve tattoos.	

	<p>Governors considered whether the current Code of Conduct was old fashioned and out of step with current attitudes. The following points were made:</p> <ul style="list-style-type: none"> <li>• Staff are presented to the children as 'professionals'. What effect might it have on the children's perceptions?</li> <li>• On the other hand, we don't want the pupils to have a prejudice against people with tattoos or piercings</li> <li>• The pupils are expected to wear a uniform and obey rules with regard to earrings and other piercings</li> <li>• Some tattoos may be unsuitable or even potentially offensive to some people</li> <li>• It is now more acceptable/fashionable to have tattoos</li> </ul> <p><b>Q: Is there any ALT guidance?</b></p> <p>A: The ALT policy provides overarching guidance, but this comes under the school policy.</p> <p>Governors <b>agreed</b> that short sleeve tops (to the elbow) could be worn in the second half of the summer term, provided that the tattoos were not offensive. No change to rules re earrings - one pair of studs only.</p>	
<b>11</b>	<b><u>GDPR</u></b>	
	Nothing to report.	
<b>12</b>	<b><u>Working parties/monitoring</u></b>	
	<p>GN carried out a H&amp;S visit.</p> <ul style="list-style-type: none"> <li>• He reviewed the risk assessment for the overnight stay.</li> <li>• He worked with HM and Steve Hampshire on a programme of works for the summer holiday, mostly general decoration.</li> <li>• There are severe problems with the drains. They have been temporarily unblocked but will require major repairs over the summer. Until the work begins it is uncertain of the extent of work needed and repairs may not be completed by September.</li> </ul>	
	JB carried out a 'getting to know the school' walk. He also met with Lisa Leeming (Mental Health Support Worker) as part of his introduction to the role of SMSC/PSHE governor.	
<b>13</b>	<b><u>Governor monitoring, training and development</u></b>	
	Clerk to circulate NGA skills audit for governors to complete over the summer. Results to next LGB meeting.	<b>Clerk, all</b>
	POH, SH and CM attended Safeguarding training. CM attended Mental Health training for her role as Mental Health governor.	
	There is a trust training day at Red Oak on 19 <sup>th</sup> September 2019, 5pm.	
<b>14</b>	<b><u>Appointment of Chair and Vice Chair</u></b>	
	POH is appointed by the trust. Appointment of Vice Chair at Autumn term meeting.	

<b>15</b>	<b><u>Admission Arrangements for the 2020/2021 School year</u></b>	
	No changes required.	
<b>16</b>	<b><u>Educational Visits</u></b>	
	The risk assessments for all offsite visits are very comprehensive.	
<b>17</b>	<b><u>Any Other Business</u></b>	
	See confidential minutes.	
<b>20</b>	<b><u>Dates of future meetings</u></b>	
	Covered at item 6	

Signed

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Date

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#### Action Log

Agenda Item	Action	By Whom
5.2	JB and GN to read relevant section of KCSiE	JB, GN
	JB to complete Prevent training and send certificate to school	JB
	HM and JV to produce instruction sheet for Governor Hub	HM, JV
13	Clerk to circulate NGA skills audit, all governors to complete over the summer	Clerk, all