

RED OAK PRIMARY SCHOOL
Minutes of LGB Meeting 14th November 2019

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

In attendance: Joy Parke (JP) - Director for Standards, ALT
Ali Mansfield - Schools Choice Clerk

1	<u>Absence</u>	
1.1	No apologies, all governors present.	
2	<u>Pecuniary and Other Interests</u>	
2.1	No declarations of any pecuniary or other interests with regard to items on the agenda were made.	
2.2	All governors completed a new declaration form for this academic year.	
2.3	Sandra Kydd (Senior admin officer) is responsible for ensuring that the register of interests is updated for the 2019/20 academic year and published on the website.	
3	<u>Appointment of Chair and Election of Vice Chair for 2019/20</u>	
3.1	Philip O’Hear has been appointed as chair for a further year by ALT.	
3.2	Garry Newsome was elected as vice chair for the 2019/20 academic year	
4	<u>ALT Update</u> - taken as first item	
	JP thanked governors on behalf of ALT for their work in supporting and challenging the HT.	
	<p><i>Trust Update:</i></p> <ul style="list-style-type: none"> • There are now twenty one schools in the trust, a mix of primary, secondary and special schools. • Cromwell Community College will be developed as an all through school with a new Reception class opening in September 2020. • Highfield School (Ely) is being funded by the LA to expand and will be using its expertise in SEND to support other primaries in the trust. They have already started a group for SENCOs. 	

	<ul style="list-style-type: none"> • ALT are bidding to open new free schools. • The central team continues to grow with the appointment of a data manager. • NGA membership for governors has been renewed. • Bob Pool has been appointed as the new chair of the Board of Trustees. • Stephen Chamberlain has been appointed as the new CEO of the trust. As well his other qualifications, he is a keen musician and conductor. He has worked as a HT and an EHT and understands the pressures that school leaders are facing. Both HM and JV have met him and were impressed. At a recent meeting with HTs he emphasised that his agenda is for trust improvement to be led by HT's. His priorities for training and development will be focussed on practical support which will have impact in the classroom. <p>PO'H: Our move to ALT coincided with a radical transformation at Red Oak. The hub in Lowestoft is working well and we would not want to see too much changed too quickly.</p> <p>JV: The strength of the hub is recognised at board level. The early indication is that he is listening to HTs.</p>	
	<p>New Ofsted Framework:</p> <ul style="list-style-type: none"> • Quality of Education: This combines two previous sections - Quality of Teaching and Outcomes. There is a much stronger emphasis on the quality of the curriculum. <ul style="list-style-type: none"> ➤ Intent: The vision for the curriculum, does it meet the needs of the children in your school at this time? ➤ Implementation: This includes planning, delivery, pedagogy, and formative & summative assessment. ➤ Impact: This covers attainment & progress. There is still an emphasis on Reading and Phonics. RE and Science seem to be coming up in early inspections. • Behaviour & Attitudes • Personal Development • Leadership & Management • Early Years <p>There is an increased emphasis on subject leadership and an expectation that all teachers have good knowledge of all subjects, which is very challenging. The trust is supporting the development of subject leaders and providing specialist subject support across the curriculum. It was noted that subject leaders at Red Oak have the opportunity to present to governors and are involved in hub subject leadership development. The school has carried out a review of the curriculum, which was very positive, and recently received the Gold History Quality Mark.</p>	
	<p>Professional Development:</p> <ul style="list-style-type: none"> • Support for schools is provided through hub meetings. • There is a focus on mental health and wellbeing. • It is difficult to recruit good teachers in some areas so the trust is growing its own staff through a comprehensive professional development scheme, structured around work based projects connected to the teacher's own SDP. 	
	<p>Anspear online training:</p> <p>HM presented the new online training programme, Anspear, and asked governors for their comments. If governors think it will be useful, ALT will try to get a corporate deal. There is training available on Anspear for governors, support staff and teachers under the different modules.</p>	

	<p>Governors thought that Anspear provided good opportunities for further training. JV queried whether the Safeguarding training was sufficient. HM confirmed that face to face Safeguarding training would still be required.</p> <p>Other training will also be available through the trust, including Ofsted briefings for governors.</p> <p>POH suggested that it would be useful to have a data session to pick out key strengths and weaknesses, plus further discussion of the new curriculum. JV confirmed that data training from someone other than the HT was important.</p> <p>JP/HM to arrange a date for training.</p>	HM										
	<p>POH thanked JP for attending the meeting.</p> <p>JP left the meeting at this point.</p>											
5	<u>Local Governing Body Membership and Organisation</u>											
5.1	There have been no changes in membership since the last meeting.											
5.2	There are currently no vacancies on the Local Governing Body.											
5.3	DBS checks have been completed for all current governors.											
5.4	Governor details on GIAS were checked during the recent trust audit.											
5.5	The ALT Terms of Reference for LGB and Working Groups were noted.											
5.6	<p>There are currently two Working Groups: Finance & Staffing and Health & Safety and Premises. It was agreed that CM would join the Finance & Staffing Working Group and JB would join the Health & Safety and Premises Working Group.</p> <table border="1" data-bbox="323 1238 1257 1424"> <thead> <tr> <th>Finance & Staffing</th> <th>Health & Safety and Premises</th> </tr> </thead> <tbody> <tr> <td>Philip O’Hear</td> <td>Garry Newsome</td> </tr> <tr> <td>Heather Madsen</td> <td>Heather Madsen</td> </tr> <tr> <td>Claire Munnings</td> <td>Justin Brown</td> </tr> <tr> <td>Sandra Kydd (senior admin assistant)</td> <td>Steve Hampshire (site manager)</td> </tr> </tbody> </table>	Finance & Staffing	Health & Safety and Premises	Philip O’Hear	Garry Newsome	Heather Madsen	Heather Madsen	Claire Munnings	Justin Brown	Sandra Kydd (senior admin assistant)	Steve Hampshire (site manager)	
Finance & Staffing	Health & Safety and Premises											
Philip O’Hear	Garry Newsome											
Heather Madsen	Heather Madsen											
Claire Munnings	Justin Brown											
Sandra Kydd (senior admin assistant)	Steve Hampshire (site manager)											
5.7	<p>Lead Governor Roles:</p> <p>Safeguarding and LAC: Jo Viner</p> <p>Health & Safety: Garry Newsome</p> <p>SEN & PP: Stuart Halsey</p> <p>PSHE, Personal Development & mental Health: Claire Munnings</p>											
5.8	The ALT Code of Conduct was noted.											
6	<u>Minutes</u>											
6.1	The minutes of the meeting held on 11 th July 2019 were agreed as an accurate record and signed by the chair.											
6.2	Matters arising from the minutes not already on the agenda:											

	<table border="1"> <tr> <td>5.2</td> <td>JB and GN to read relevant section of KCSiE: Completed.</td> </tr> <tr> <td></td> <td>JB to complete Prevent training and send certificate to school: Completed.</td> </tr> <tr> <td></td> <td>HM and JV to produce instruction sheet for Governor Hub: Governor Hub now in use.</td> </tr> <tr> <td>13</td> <td>Clerk to circulate NGA skills audit, all governors to complete over the summer: Completed. The skills audit shows a healthy picture with no areas of concern. Governors agreed that training around data and the new curriculum requirements would be helpful.</td> </tr> </table>	5.2	JB and GN to read relevant section of KCSiE: Completed.		JB to complete Prevent training and send certificate to school: Completed.		HM and JV to produce instruction sheet for Governor Hub: Governor Hub now in use.	13	Clerk to circulate NGA skills audit, all governors to complete over the summer: Completed. The skills audit shows a healthy picture with no areas of concern. Governors agreed that training around data and the new curriculum requirements would be helpful.	
5.2	JB and GN to read relevant section of KCSiE: Completed.									
	JB to complete Prevent training and send certificate to school: Completed.									
	HM and JV to produce instruction sheet for Governor Hub: Governor Hub now in use.									
13	Clerk to circulate NGA skills audit, all governors to complete over the summer: Completed. The skills audit shows a healthy picture with no areas of concern. Governors agreed that training around data and the new curriculum requirements would be helpful.									
7	<u>Educational Performance</u>									
7.1	<u>Headteacher's Report</u>									
	HM presented her report to governors and drew attention to the following:									
	Context: In addition to the new Reception intake, 14 new pupils have started this term. 8 pupils have left due to house moves or being taken into care. PP and FSM numbers remain high. Numbers of EAL pupils are steadily increasing, mostly with no english when they arrive, and often the parents have no english either. HM is interviewing new support staff, one of whom speaks Romanian, one of whom speaks Polish. If either is good enough to be appointed this will aid communication with the EAL parents.									
	Staffing: Two members of staff are leaving for personal reasons.									
	Attendance: Attendance last year was 98%, well above national. Attendance to date for this academic year is 98.2%. There has been a rise in requests for term time holidays. These are not authorised.									
	Behaviour, anti-bullying and mental health: External support for pupils is being provided by the YMCA and a local church, who are mentoring pupils one day a week at lunchtime to significant effect. The Mental Health Working Group held an afternoon tea at the end of half term which raised almost £500 for further resources. One grandparent gave a significant donation and told HM that should be proud of her achievements as Red Oak School is now respected across the community.									
	Health & Safety and Premises: There have been changes to the HandSam system, HTs have received training. Q: Who are the tasks being delegated to? A: HM manages HandSam and passes on actions to the site manager and admin staff. However the majority of tasks are strategic so stay with the HT. Q: Would it be possible to distribute the tasks among the SLT as they take HM away from Teaching & Learning? HM to discuss with POH and GN how to distribute the tasks more widely. A grant has been received to paint the sports Hall.	HM, POH, GN								
	SEND: There are 71 children in the main school on the SEN register but only 4 have EHCPs. There are a further 7 pupils is EYFS. Applications for EHCPs for 4 more pupils are underway. The school is buying in support from an Educational Psychologist to support 5 children. Cost is £700 per child but there is nothing in the SEND budget to support the cost so it will come from the normal budget.									

	Red Oak continue to facilitate SENCo network meetings and have increased their support across the trust.	
	<p>Quality of Teaching & Learning:</p> <p>Q: The monitoring schedule is rigorous. Is there too much monitoring? How is staff wellbeing supported?</p> <p>A: A staff survey will take place later this term and the January CPD day will focus on staff wellbeing and mental health. The school buys into Saxon wellbeing and counselling services and have achieved a Gold Award for Mental Health. Staff meetings finish promptly and staff are not expected to answer emails in the evenings or at weekends. A wellbeing staff meeting takes place every half term.</p> <p>POH said that he met a member of staff this week who said that they loved working at Red Oak.</p>	
	<p>Achievements:</p> <p>Red Oak has been awarded the Gold History Mark Award.</p> <p>Red Oak is in the final 3 of the Suffolk Sports School of the Year.</p>	
7.2	<u>School Development Plan</u>	
	HM will upload the SDP to Governor Hub, governors to email any questions. POH to meet with HM in January to review progress and report to next LGB.	HM, all, POH
7.3	<u>Pupil premium</u>	
	Report is on the website, SH to meet with HM and report to next LGB.	SH
7.4	<u>Primary sports premium</u>	
	Report is on the website.	
7.5	<u>To agree schedule of governor monitoring</u>	
	<p>CM has carried out a number of visits focussed on mental health:</p> <p>Snuggles & Snooze day for mental health: One of the issues raised by the CHIMP programme was sleep. The day included age related discussions and activities around bedtime routines. 110 toothbrushes were given out to pupils.</p> <p>Afternoon Tea fundraiser: Both events were sold out. The PTA provided cakes and Year 6 pupils welcomed guests and spoke with them, providing opportunities to develop social skills.</p>	
8	<u>Performance management</u>	
	<p>POH met with HM to review staff Performance Management. POH was satisfied that the PM system was robust and that all staff had met their targets:</p> <p>Teachers:</p> <ul style="list-style-type: none"> • One teacher progressed from UQT2 to UQT3 • 1 teacher progressed from M1 to M2 • 3 teachers progressed from, M2 to M3 • 3 teachers progressed from M4 to M5 • 1 teacher progressed from M5 to M6 • 1 teacher progressed from M6a to UPS1 • 1 teacher progressed from L6 to L7 	

	<p>Support staff:</p> <ul style="list-style-type: none"> • 2 members of staff progressed from point 3 to point 4 • 1 member of staff progressed from point 4 to point 4 • 2 members of staff progressed from point 6 to point 7 • 1 member of staff progressed from point 7 to point 8 • 12 members of staff progressed from point 9 to point 10 • 1 member of staff progressed from point 10 to point 11 • 1 member of staff progressed from point 18 to point 19 • 1 member of staff progressed from point 20 to point 21 <p>HTPM is carried out by ALT.</p>	
9	<u>Safeguarding</u>	
9.1	All governors to read the relevant sections of Keeping Children Safe in Education (KCSiE) 2019: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 Governors to indicate on their Governor Hub profile when they have read the document.	All
9.2	To note that the ALT Safeguarding Policy has been updated to meet new KCSiE requirements.	
9.3	JV to carry out Safeguarding visit and report to next LGB meeting.	JV
10	<u>Health & Safety</u>	
10.1	Report from the H&S Governor is available on Governor Hub.	
11	<u>Reports from the Trust Board</u>	
	Covered at item 4.	
12	<u>Reports from Working Groups</u>	
	<p>Finance Working Group:</p> <ul style="list-style-type: none"> • The current budget is on track. • This year will show an in year loss of £387k but this includes £420k to be spent on 2 new classrooms, currently waiting for ALT to agree a building contractor before work can go ahead. • Reports are on Governor Hub. 	
13	<u>Governor training and development</u>	
	Governors are encouraged to access any appropriate training, HM will get a notification to approve.	
13.1	<u>Outcome of skills audit</u>	
	Covered at 6.2 above.	

13.2	Governors' toolbox: https://view.pagetiger.com/GovernorsToolbox/1																					
	Noted, but similar resources available from Anspear (see item 4 above)																					
13.3	<u>NGA membership</u>																					
	Governors noted that this is provided by ALT.																					
13.4	<u>To consider any items from Governor Headlines and The Knowledge</u>																					
	Noted.																					
14	<u>Policies/Compliance</u>																					
14.1	HM will send a list of updated ALT policies for review.	HM																				
14.2	GDPR - no report for this meeting.																					
14.3	Governor email addresses - recommendation by ICO and ALT - not discussed.																					
14.4	Website - reviewed during ALT audit.																					
14.5	Educational Visits - none to approve at this meeting.																					
14.6	To review academy level Risk Register - not discussed.																					
15	<u>Nursery Admissions</u> – to review Nursery Admissions Policy for the 2020 intake.																					
	No changes required.																					
16	<u>Any other urgent business</u>																					
	<p><i>Suffolk Primary School Information on a page:</i> This report shows comparative data over the last 3 years.</p> <ul style="list-style-type: none"> • Progress scores in particular are very strong for Red Oak. • GLD for EYFS in 2019 was well above Suffolk and national (77.6%, 70.7%, 71.8%). • KS1 attainment scores at expected level in all subjects in 2019 were above Suffolk and at or above national: <table border="1"> <thead> <tr> <th></th> <th>Red Oak</th> <th>Suffolk</th> <th>National</th> </tr> </thead> <tbody> <tr> <td>Phonics</td> <td>87%</td> <td>81%</td> <td>82%</td> </tr> <tr> <td>Reading</td> <td>77%</td> <td>73%</td> <td>75%</td> </tr> <tr> <td>Writing</td> <td>68%</td> <td>66%</td> <td>69%</td> </tr> <tr> <td>Maths</td> <td>74%</td> <td>72%</td> <td>76%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • KS2 attainment scores at expected level in all subjects in 2019 were above both Suffolk and national. 		Red Oak	Suffolk	National	Phonics	87%	81%	82%	Reading	77%	73%	75%	Writing	68%	66%	69%	Maths	74%	72%	76%	
	Red Oak	Suffolk	National																			
Phonics	87%	81%	82%																			
Reading	77%	73%	75%																			
Writing	68%	66%	69%																			
Maths	74%	72%	76%																			

		Red Oak	Suffolk	National	
	RWM	72%	61%	65%	
	Reading	74%	71%	73%	
	Writing	81%	76%	78%	
	Maths	88%	76%	79%	
17	<u>Dates of future meetings</u>				
	Thursday 27 th March 2020, 4pm				
	The meeting ended at 17.45pm				

Action Log

Agenda Item	Action	By Whom
4	HM to liaise with JP re training for governors	HM
7.1	HM to discuss with POH and GN how to distribute the tasks from HandSam more widely.	HM, POH, GN
7.2	HM will upload the SDP to Governor Hub, governors to email any questions.	HM, all
	POH to meet with HM in January to review progress and report to next LGB.	POH
7.3	SH to meet with HM re PP and report to next LGB.	SH
9.1	All governors to read the relevant sections of Keeping Children Safe in Education (KCSiE) 2019 and indicate on Governor Hub once completed.	All
9.3	JV to carry out Safeguarding visit and report to next LGB meeting.	JV
14.1	HM to send a list of updated ALT policies for review.	HM