

**RED OAK PRIMARY SCHOOL**  
**Minutes of LGB Meeting 12<sup>th</sup> November 2020, 4pm**  
**Meeting held remotely**

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

In attendance:                      Ali Mansfield - Schools Choice Clerk

<b>1</b>	<b><u>Absence</u></b>	
1.1	Apologies were received from Justin Brown. He is able to attend the Safeguarding training next Thursday and the Trust training later in the term.	
1.2	Governors consented to this absence.	
<b>2</b>	<b><u>Pecuniary and Other Interests</u></b>	
2.1	No declarations of any pecuniary or other interests with regard to items on the agenda were made.	
2.2	The new declaration form for 2020/21 has been completed by the majority of governors, remaining governors to complete and return to school before the end of term.	<b>All</b>
2.3	The SBM will ensure that the register of interests is updated for 2020/21 and published on the website once all the forms have been returned.	
<b>3</b>	<b><u>Appointment of Chair and Election of Vice Chair for 2020/21</u></b>	
3.1	It is assumed that ALT wish POH to continue as Chair of Governors.	
3.2	GN indicated his willingness to continue as Vice Chair and was elected to the role unanimously for a further year.	
<b>12</b>	<b><u>Finance</u></b>	
	Chloe Lawrence attended the meeting to report on finance. Item 12 was therefore moved up the agenda.	
	ALT set and finalise the budget in discussion with the school. It is the role of governors to monitor the budget once set.	

	<p>The budget overall is looking very healthy and no concerns were noted. There is a small in year deficit of £25k, but this includes the revenue contribution to capital of £20k. Staff changes/appointments have contributed to the healthy budget. The budget allows for some additional members of staff to be recruited if required.</p> <p>POH emphasised that the in year budget should balance and that reserves should only be used for specific projects.</p>	
	<p>Staff overtime has been higher than usual due to Covid reopening plans. This will reduce in the following weeks.</p>	
	<p>There is new finance system across the trust, training is taking place next week. Full budget breakdown will be available at the next meeting.</p>	
	<p>Staff increments are due to be awarded following the Performance Management process. The HT made the following recommendations:</p> <ul style="list-style-type: none"> <li>• All teachers on the MPS who are eligible to move one point up the scale.</li> <li>• Two teachers applied successfully to move to the UPS.</li> <li>• One teacher applied successfully to move to the Lead Practitioner Scale.</li> <li>• The DHT also has the SENCO role and this is not included in her contract. She is at the top of the DHT scale but an additional one point increment has been proposed.</li> </ul> <p>Q: Were the criteria for moving to the UPS and the LPS applied robustly?  A: Yes. The LP is working across the trust and is already qualified for the role. One UPS is already a KS leader and the other is the coordinator of a core subject.</p> <p>Governors <b>APPROVED</b> the increments.</p>	
	<p>It has been decided not to recruit an additional AHT at this point. It is better for teachers to be in class and not swapping bubbles.</p>	
	<p>A member of staff has been given the opportunity to take on the KS2 leader role, mentored by the AHT.</p>	
	<p>The first tranche of catch up funding has been received. HM has advertised internally for TA roles for interventions.</p> <p>Following a briefing HM has applied for KS1 and KS2 English and Maths support from Unity Trust, 4 lots of 3 for KS1 and 6 lots of 3 for KS2. The school pays 25% of the costs.</p> <p>Q: Will there be any external monitoring of this funding?  A: The school will keep detailed records of spend and impact. HM will report to next LGB meeting.</p>	<b>Clerk</b>
	<p>CL left the meeting.</p>	
<b>4</b>	<b><u>Local Governing Body Membership and Organisation</u></b>	
4.1	<p>There have been no changes in membership since the last meeting.</p>	
4.2	<p>Clerk to check whether the current structure reflects the ALT recommended model for a LGB and report any potential vacancies to the HT and Chair.</p>	<b>Clerk</b>
4.3	<p>The SBM ensures governor details are kept updated on GIAS.</p>	

4.4	The ToR for LGBs and Working Groups are set by the trust. The focus for LGBs/Working Groups are standards of education and effective use of money.													
4.5	No changes are required to the membership of Working Groups:  <table border="0"> <tr> <td><u>Premises and Health &amp; Safety</u></td> <td><u>Finance and Personnel</u></td> </tr> <tr> <td>Garry Newsome</td> <td>Stuart Halsey</td> </tr> <tr> <td>Steve Hampshire (Site Manager)</td> <td>Chloe Lawrence (SBM)</td> </tr> <tr> <td>Philip O’Hear</td> <td>Philip O’Hear</td> </tr> <tr> <td>Justin Brown</td> <td>Claire Munnings</td> </tr> <tr> <td>Heather Madsen</td> <td>Heather Madsen</td> </tr> </table>	<u>Premises and Health &amp; Safety</u>	<u>Finance and Personnel</u>	Garry Newsome	Stuart Halsey	Steve Hampshire (Site Manager)	Chloe Lawrence (SBM)	Philip O’Hear	Philip O’Hear	Justin Brown	Claire Munnings	Heather Madsen	Heather Madsen	
<u>Premises and Health &amp; Safety</u>	<u>Finance and Personnel</u>													
Garry Newsome	Stuart Halsey													
Steve Hampshire (Site Manager)	Chloe Lawrence (SBM)													
Philip O’Hear	Philip O’Hear													
Justin Brown	Claire Munnings													
Heather Madsen	Heather Madsen													
4.6	Lead Governor roles: Safeguarding - Jo Viner SEND - Jo Viner Health & Safety - Garry Newsome PP - Stuart Halsey Cultural Capital Lead - Claire Munnings Curriculum - HM will ask Justin Brown if he will take on this role Q: Do we need a governor to take the lead on pandemic outcomes? A: Stuart will include this under his PP role. Q: Do we need someone to take a lead on mental health? A: This will be covered by Jo Viner under Safeguarding as it is the same staff involved.	HM												
4.7	All governors to familiarise themselves with the new ALT Code of Conduct for Governors.													
5	<b>Minutes</b>													
5.1	The minutes of the meeting held on 16 <sup>th</sup> July 2020 were agreed as an accurate record and will be signed by the chair at the earliest opportunity.													
5.2	Matters arising from the minutes not already on the agenda:  <table border="1"> <tr> <td>2.2</td> <td><b>HM to upload the Business Interest form to Governor Hub, all governors to complete:</b> Uploaded by HM, any governor who has not already completed to do so.</td> </tr> <tr> <td>2.2</td> <td><b>HM to upload the Skills Audit to Governor Hub, all governors to complete:</b> Uploaded by HM, all governors to complete and send to clerk.</td> </tr> <tr> <td>4.2</td> <td><b>SH and HM to meet to discuss PP:</b> A phone call is booked for this week.</td> </tr> <tr> <td>4.2</td> <td><b>POH and HM to meet to discuss Equality Objectives:</b> HM has done some work on the Equality Objectives for the ALT audit. One objective is to recruit from a range of backgrounds, HM will be looking at the wording of adverts.</td> </tr> <tr> <td>5</td> <td><b>POH to liaise with HM re letter to Judith Mobbs about SEND places in specialist provision:</b> HM has spoken about this to the trust who have taken on the discussion.</td> </tr> <tr> <td>6</td> <td><b>HM and POH to consider asking the trust to end the summer term a day early:</b> This has been agreed.</td> </tr> </table>	2.2	<b>HM to upload the Business Interest form to Governor Hub, all governors to complete:</b> Uploaded by HM, any governor who has not already completed to do so.	2.2	<b>HM to upload the Skills Audit to Governor Hub, all governors to complete:</b> Uploaded by HM, all governors to complete and send to clerk.	4.2	<b>SH and HM to meet to discuss PP:</b> A phone call is booked for this week.	4.2	<b>POH and HM to meet to discuss Equality Objectives:</b> HM has done some work on the Equality Objectives for the ALT audit. One objective is to recruit from a range of backgrounds, HM will be looking at the wording of adverts.	5	<b>POH to liaise with HM re letter to Judith Mobbs about SEND places in specialist provision:</b> HM has spoken about this to the trust who have taken on the discussion.	6	<b>HM and POH to consider asking the trust to end the summer term a day early:</b> This has been agreed.	All
2.2	<b>HM to upload the Business Interest form to Governor Hub, all governors to complete:</b> Uploaded by HM, any governor who has not already completed to do so.													
2.2	<b>HM to upload the Skills Audit to Governor Hub, all governors to complete:</b> Uploaded by HM, all governors to complete and send to clerk.													
4.2	<b>SH and HM to meet to discuss PP:</b> A phone call is booked for this week.													
4.2	<b>POH and HM to meet to discuss Equality Objectives:</b> HM has done some work on the Equality Objectives for the ALT audit. One objective is to recruit from a range of backgrounds, HM will be looking at the wording of adverts.													
5	<b>POH to liaise with HM re letter to Judith Mobbs about SEND places in specialist provision:</b> HM has spoken about this to the trust who have taken on the discussion.													
6	<b>HM and POH to consider asking the trust to end the summer term a day early:</b> This has been agreed.													

<b>6</b>	<b><u>Risk Management</u></b>	
6.1	<b><i>Covid-19 Risk Assessment</i></b> This is updated weekly and can be found on the website. HM also completes regular risk assessments for the trust.	
	All staff and parents wear masks around the school. Following a spike in cases locally, from Monday staff are wearing a visor at all times, except when eating. One metre social distancing is being observed.	
	During her recent visit JV went through the RA with HM to see how it is working in practice. They carried out a safe socially distanced walk round school to see what was happening in the classrooms. It was very evident that the children are happy to be back and have adapted quickly to the new expectations. Parents were observed wearing masks and following the specified route. JV was very impressed by what she saw. Q: Are any visitors allowed into school? A: Only pre-arranged visits, for example social worker visits. Where possible the social worker will talk to the child whilst walking around the field.	
6.2	<b><i>Academy level risk register</i></b> No work has taken place on this recently, c/f.	<b>Clerk</b>
<b>7</b>	<b><u>Educational Performance</u></b>	
7.1	HT Report HM presented her report to governors and drew attention to the following:	
	<b><i>Context:</i></b> Nursery numbers are lower than usual. Since nursery is not compulsory and many parents are working from home they are not taking up the places. This is the situation in all local schools. Q: Presumably this will have a financial impact? A: Eleven more children are due to start in January which will bring numbers up to 40 which is closer to expected numbers in the spring term of around 44. Staff are staying in touch with parents and are encouraging regular attendance for the children who have already started. Numbers of PP/FSM children have increased since lockdown and are going up weekly. Staff are reminding parents to apply if they are eligible.	
	<b><i>Attendance:</i></b> Attendance stands at 98.2% for this academic year. There are some instances of isolation, but no confirmed cases in school. Food parcels have been offered to families who are isolating and work has been sent home. The children have been able to join in via Google Classrooms.	
	<b><i>Behaviour:</i></b> There has been 1 fixed term exclusion for 3 children. These were Year 6 boys involved in a physical fight. All has now been resolved and there are strategies in place to keep the children apart.	

	Otherwise there have only been two incidents since September, despite the playground restrictions. In previous years there have been as many as thirty. The children appear to be enjoying the separate areas.	
	<b>Wellbeing:</b> It has not been possible to restart the Mindfulness Club because of Covid restrictions, but mindfulness activities have been shared with class teachers so the children have still been able to engage.	
	<b>Health &amp; Safety:</b> The H&S audit was carried out in September, the report was very positive. All previous actions have been completed. The only major issue raised was a piece of land where neighbouring residents have encroached. The school needs to push to get this land back.	
	<b>SEN:</b> The trust are carrying out an SEN audit at the end of November, report to next LGB.	<b>Clerk</b>
	<b>Quality of teaching:</b> No formal classroom observations have been possible as this would break bubbles. Instead monitoring has been taking place in different ways, including extensive book scrutinies. No formal assessments took place in the first half of term. More recently pixl assessments, Salford reading tests and prior SATs papers have been used to assess where the children are following lockdown. Target Tracker will be updated next week. HM will send the results to governors once they have been collated.	<b>HM</b>
	<b>Leadership:</b> HM was successful in a bid to the Ogden Trust to develop a hub within the North Suffolk ALT to promote science, with an emphasis on physics. Red Oak will be the host school and will lead on the project. Each school will receive CPD and resources in the spring term.	
	<b>Events:</b> Staff, children and parents are missing the opportunities to invite families in to school as this is normally a strength and events are well attended. A cloud system was used for Parents' Evenings. Normally 90% of parents attend the face to face meetings, but there was only 70% take up. Some parents had phone calls instead. Feedback from those parents who did attend was positive as there was no delay and no childcare issues. Staff were also positive. CM confirmed that the system had worked well, but she missed being able to see her child's work. Parent were asked for contributions to food parcels and the response was overwhelming, reflecting the ethos of the school.	
	<b>Safeguarding:</b> High numbers of meetings with children have taken place including mental wellbeing, bereavement, sadness at home and general anxiety. Domestic violence reports are higher than normal. The school has produced self-help parenting guides, based on research from schools in Australia and New Zealand. They cover topics such as sleep problems and panic attacks. Staff are working on more topics. They are available on the school website.	

7.2	<b>Contingency Plans for future full or partial lockdown:</b> All teachers have a personal development target to 'Ensure the curriculum is adapted to support the needs of all pupils' personal development in the case of a future lockdown or isolation'.	
7.3	<b>School Development Plan:</b> This is still with the trust for approval. Priorities for the year are: <ul style="list-style-type: none"> <li>• Further embed explicit oracy skills</li> <li>• Develop explicit methods for closing the reading gap</li> <li>• Expand mastery skills in maths</li> <li>• Expand science experiences across the hub</li> <li>• Expand the curriculum to embrace famous and historical figures from a range of ethnicities and cultures to promote diversity.</li> </ul> <p>HM will circulate after feedback from the trust, to be focus for Spring term meeting.</p>	HM
7.4	<b>Pupil Premium:</b> SH will cover in his call with HM and report back to governors.	
7.5	<b>Sports Premium:</b> SH will cover in his call with HM and report back to governors.	
7.6	<b>Approach to governor monitoring:</b> Governors to make arrangements with HM to carry out their monitoring duties within the Covid restrictions.	All
8	<b><u>Performance Management</u></b>	
	Covered under Finance above. Targets have been set for this year.	
9	<b><u>Safeguarding</u></b>	
9.1	All governors confirmed that they have read and understood the relevant sections of KCSiE 2020.	
9.2	Governors noted that the ALT Safeguarding Policy has been updated to meet new KCSiE requirements.	
9.3	<b>To receive a report from the Safeguarding Governor:</b> No visit has taken place yet this term. The Suffolk audit will be completed later last term.	
10	<b><u>Health &amp; Safety</u></b>	
10.1	GN carried out a H&S walk with the site manager last month. He was impressed by the arrangements for Covid.	
10.2	CL has taken on responsibility for Handsam which has released some time for HM. The report is on Governor Hub.	

<b>11</b>	<b><u>Reports from the Trust Board</u></b>	
	Work on updating policies and structure is underway and has been shared with HTs and Chairs. It will be shared more widely once completed.	
<b>12</b>	<b><u>Reports from Working Groups</u></b>	
	Working groups have not met this term. Finance covered above.	
<b>13</b>	<b><u>Governor Training and Development</u></b>	
13.1	The outcome of the skills audit will inform training needs for this year.	
13.2	19.11.20 - Safeguarding training 10.12.20 - Ofsted Readiness training	
<b>14</b>	<b><u>Policies/Compliance</u></b>	
14.1	<b><i>Policies:</i></b> The policies for review had not been uploaded to Governor Hub. CL will upload them, governors to send through any comments. Policies will be agreed by Chair's Action and noted at next FGB.	<b>All</b>
14.2	<b><i>GDPR:</i></b> Not discussed.	
14.3	<b><i>Website Compliance:</i></b> Not discussed.	
14.4	<b><i>Approve Educational Visits:</i></b> Not discussed.	
<b>15</b>	<b><u>Nursery Admissions</u></b>	
	No changes to the policy are required.	
<b>16</b>	<b><u>Any Other Urgent Business</u></b>	
	There is an issue around the Year 5 trip which was carried forward to this term but has had to be cancelled due to the continued lockdown. The company has refused to refund the money, around £150 per family. HM has passed this onto the trust's solicitors. She is concerned about the impact on the families involved who have been asking about a refund. Governors <b>AGREED</b> that families should be reimbursed immediately from the reserves whilst the school awaits the outcome from the solicitors.	
<b>17</b>	<b><u>Dates of future meetings</u></b>	
	25 <sup>th</sup> February 2021, 15 <sup>th</sup> July 2021	

## Action Log

Agenda Item	Action	By Whom
2.2	Remaining governors to complete the Declaration of Business Interest Form and return to school before the end of term.	All remaining
4.2	Clerk to check whether the current structure at Red Oak reflects the ALT recommended model for a LGB and report any potential vacancies to the HT and Chair.	Clerk
4.6	HM to ask JB if he will take on the role of governor lead for curriculum.	HM
5.2	All governors to complete the skills audit and send to clerk.	All
7.1	HM to send the TT results to governors once they have been collated.	HM
7.3	HM to circulate the SDP after feedback from the trust.	HM
7.6	Governors to make arrangements with HM to carry out their monitoring duties within the Covid restrictions.	All
14.1	Governors to read policies on Governor Hub and send through any comments to HM.	All

Next agenda:

Use and impact of Catch Up Funding

Academy Level Risk Register

SEN Audit

SDP

PP Report

SP Report

Suffolk Safeguarding Audit

Ratify policies approved by Chair's Action