

RED OAK PRIMARY SCHOOL
Minutes of LGB Meeting 27th February 2020

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: 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	No changes to the register were declared.					
3	<u>Chair's Action update</u>					
3.1	Nothing to report.					
4	<u>Any other urgent business</u>					
4.1	None requested.					
5	<u>Minutes</u>					
5.1	The minutes of the meeting held on 14 th November 2019 were agreed as an accurate record and signed by the chair.					
5.2	Matters arising from the minutes not already on the agenda:					
	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">4</td> <td><i>HM to liaise with JP re training for governors (data, curriculum):</i> Not discussed.</td> </tr> <tr> <td style="text-align: center;">7.1</td> <td><i>HM to discuss with POH and GN how to distribute the tasks from HandSam more widely:</i> Following the H&S review it was agreed to advertise for someone to manage HandSam, successful recruitment has taken place. Role will include the management of tasks generated by HandSam.</td> </tr> </table>	4	<i>HM to liaise with JP re training for governors (data, curriculum):</i> Not discussed.	7.1	<i>HM to discuss with POH and GN how to distribute the tasks from HandSam more widely:</i> Following the H&S review it was agreed to advertise for someone to manage HandSam, successful recruitment has taken place. Role will include the management of tasks generated by HandSam.	
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	7.2	HM to upload the SDP to Governor Hub, governors to email any questions: It has proved difficult to upload the SDP to Governor Hub as it is made up of several documents. HM provided hard copies.	POH SH CM, JB, JV, SH JV
		POH to meet with HM in January to review progress against SDP and report to next LGB: Meeting has not yet taken place, c/f.	
	7.3	SH to meet with HM re PP and report to next LGB: HM met with staff and discussed all PP pupils in January. Date for meeting with SH to be set today.	
	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 governors have read the document, CM, JB, JV and SH to update own profile on Governor Hub to confirm.	
	9.3	JV to carry out Safeguarding visit and report to next LGB meeting: JV completed safeguarding audit with HM and Mrs Sewell. The audit did not highlight anything of concern, just a few 'even better if' comments. Report sent to HM. JV will upload to Governor Hub.	
	14.1	HM to send a list of updated ALT policies for review: See item 13.1	
6	<u>Local Governing Body Membership</u>		
6.1	There have been no changes to the membership since the last meeting.		
7	<u>Educational Performance</u>		
7.1	<u>Headteacher's Report</u>		
	HM presented her report to governors and drew attention to the following:		
	<p>Context: There are 460 pupils on roll, PAN is 472. This is the highest number on roll for some time. Pupil premium numbers have remained fairly static despite the increase in overall numbers.</p> <p>Eight children have left this term, five moved house, two moved due to personal reasons and one was not happy with the school.</p> <p>There have been no fixed term or permanent exclusions this year.</p>		
	Staffing: HM is advertising for two teachers for September, one to replace the contracted Nursery teacher and one to release the AHT to a non-teaching role.		
	<p>Attendance: Attendance is excellent, above 97% in all classes. Poor attendance is addressed robustly. There are two pupils whose attendance is of concern. The EWO is involved.</p> <p>Q: There were 71 AEAs. What are these? A: These are sessions where pupils are not in school but are Attending Educational Activities (AEA), for example trips.</p> <p>Q: Do you track attendance for PP and SEND pupils? How does it compare? A: Attendance for PP children is 96.7% against 97.6% for their non PP peers. Year 5 has a high number of PP children and this year group were impacted by an outbreak of norovirus. PP attendance is lower in EY. Attendance for SEND pupils is 96.2% against 97.4% for non SEND. There are several children who are SEND for severe medical needs and are on a part time timetable.</p>		

	Anti-bullying Ambassadors: The children have written and recorded a song to get their message across to the other children.	
	Mental Health: The Mental Health Ambassadors have written and filmed an episode of a soap called 'East Coasters'.	
	The CHIMP programme continues to be effective. A parent came into school for the day and visited every class. Their report is very positive.	
	Safeguarding: The numbers of concerns logged have nearly doubled since last year. This has further intensified since half term. POH: These numbers indicate the needy intake of the school. The school is on its way to outstanding so we receive less support from ALT, but it takes a huge amount of work to even stand still.	
	SEND: Numbers on the register have gone up from 82 to 117. There is no low level SEND on the register, only Wave 2 or above (additional interventions or external involvement). Q: What has been the impact of THRIVE on recorded behaviour incidents for the 39 children working one to one with a practitioner? A: Only seven of these children have named red incident forms. Most of the incidents have occurred at lunchtime, only three incidents in learning time. Numbers of incidents have dropped from 37 to 12 for these seven children. Wider behaviour incidents are recorded on a class by class basis. There have been 18 in total across the school. These include physical and verbal incidents and also unintentional aggressive play.	
	Quality of Teaching & Learning: 21% of teaching is outstanding, 79% is good or better, of the 79% some is moving close to outstanding. Q: What is preventing it being outstanding? A: Some teachers are outstanding but not in every subject. Q: How do you assess the quality of the learning? A: Pupil progress meetings, lesson observations and book scrutinies. POH: The high quality of teaching underlies the improvement in behaviour.	
	Outcomes: KS2 are above predicated, KS1 are on track. PIXL testing is used for all year groups. The system compares results to all other schools using the tests, Year 6 are coming out above average in all areas by 3 to 4 %. The system also produces reports for subject areas, individuals and groups which are used to inform planning.	
	Governors recognise that the excellent progress and the many activities take a great deal of work and asked HM to convey their thanks to her staff.	
	Governors asked HM to arrange a date for the Anti-bullying and Mental Health Ambassadors to present their song and film to governors.	HM
7.2	<u>School Development Plan</u>	
	POH and HM to meet to review.	

7.3	<u>Pupil premium</u>	
	SH and HM to meet to review.	
7.4	<u>Curriculum update</u>	
	Following an Ofsted Inspection Framework training day it is clear that there are areas which need to improve more rapidly. The AHT will be coming out of class to develop subject leadership (HM is leading this at the moment). Long term and midterm plans are in place but further work is needed on progression and why certain things are taught at certain points. The hard work on vocabulary is showing good impact but further work is now needed on key concepts. HM has coached Esme who will now support others one afternoon per week for the rest of this year, then more intensively from September.	
7.5	<u>Equality Objectives</u>	
	These have been updated and posted on the website. Q: How will governors be confident of impact? A: To be focus of governor visit by POH.	
8	<u>Financial & Staffing</u>	
8.1	The current budget is on track to balance in year. £400k will be spent on the new classrooms which will reduce the reserves from £1m to £600k. Q: Are the reserves too high? A: The reserves have arisen from the rising numbers and prudent staffing costs (around 75 to 80% of budget). We have had a reasonable turnover of staff so not all are at the top of the scale. This may be an issue going forward. The high pupil premium numbers also attract additional funding. The reserves are available for future development. Q: Is there rolling programme for IT replacement? A: Yes, and we are also buying an additional class set of Chrome Books. JV: A review of resources can take place alongside the curriculum review. HM: The children really respect the resources and look after them.	
9	<u>Health & Safety and Premises</u>	
	The Site Manager is getting quotes for the work agreed at the last working group meeting, to be carried out over Easter and Summer holidays. Nothing further to report.	
	Q: What is the school's response to the coronavirus situation? A: We are receiving guidance from gov.uk and are sending updates to our families. We are following the guidance received.	
10	<u>Safeguarding</u>	
10.1	Covered in HT Report. Q: Has the SCC Safeguarding Audit been submitted? A: Not yet, but it is in hand.	

11	<u>Risk Management</u>	
11.1	This is updated in September, to be included in autumn agenda. HM to upload most recent version to Governor Hub.	Clerk
12	<u>Reports from the Trust Board</u>	
	No report for governors. Head Teachers have received a letter from the CEO setting out five strategic areas for sustainability. The new CEO has carried out a comprehensive audit of the whole trust and the excellent work of Head Teachers in the North Suffolk Hub has been noted. Q: Is there enough capacity at Red Oak to support HM's role in other schools? A: The AHT coming out of class and the HandSam appointment are a good start. POH will be discussing HT wellbeing at his meeting with Stephen Chamberlain. HM said that the coaching she receives in London is life changing.	
13	<u>Policies/Compliance</u>	
13.1	The following ALT Policies were noted by governors: <ul style="list-style-type: none"> • Employee Wellbeing • Sickness and Absence Management • Stress Management • Whistleblowing • Health & Safety 	
	The following school procedures were approved by governors: <ul style="list-style-type: none"> • Lockdown Procedures • Marking & Feedback Procedures • Staff Wellbeing Procedures 	
	Q: Is planning for the new RSE requirements in place? A: Yes, Red Oak are part of the county early adopters group. JV to speak to James Baldwin, PSHE subject leader.	JV
13.2	GDPR: Mr Warne leads on this. Nothing to report.	
13.3	Governor email addresses: Although the vast majority of governor documents are shared via Governor Hub there are still occasions when it is necessary to email information. HM to ask Mr Warne to set up governor email addresses for those governors who do not yet have one.	HM
13.4	Type two Educational Visits: A residential trip to Kingswood is planned. GN will go through the risk assessment with staff.	
14	<u>Governor training</u>	
14.1	JV attended whole school SEND Governance training. This included presentations on exclusions, partnership working and what governors should know about SEND in school. JV to email audit document to the SENCo. SEND review report from ALT to come to next FGB.	JV

14.2	The joint Safeguarding training at Pakefield was cancelled. Governors considered whether to try to rebook. It was noted that the vast majority of governors receive safeguarding training in their professional lives and that the Lead Governor for Safeguarding, JV, is a HT and DSL. Instead of trying to rebook whole governing body training, HM will give a Safeguarding update to governors with a particular focus on the pressures at Red Oak, to take place alongside presentations from anti-bullying and mental health ambassadors. Q: Have County Lines issues been addressed in school? A: Yes, this is covered by staff in an age appropriate way.	
15	<u>Dates of future meetings</u>	
	Thursday 16 th July 2020, 4pm	

Action Log

Agenda Item	Action	By Whom
5.2	POH to meet with HM to review progress of SDP	POH
	SH to meet with HM re Pupil Premium	SH
	CM, JB, JV and SH to update own profile on Governor Hub to confirm that they have read KCSiE	CM, JB, JV, SH
	JV to upload Safeguarding visit report to Governor Hub	JV
7.1	HM to arrange a date for the Anti-bullying and Mental Health Ambassadors to present their song and film to governors.	HM
7.5	POH to review impact of Equality Objectives at next visit	POH
11	Risk management to autumn agenda	Clerk
13.1	JV to speak to James Baldwin about new RSE policy	JV
13.3	HM to ask Mr Warne to set up governor email addresses for those governors who do not yet have one.	HM
14.1	JV to email SEND audit document from training to the SENCo	JV