



# Red Oak Primary School

Local Governing Body  
4.00 pm Wednesday 13<sup>th</sup> December 2017

<b>Chair of the Committee:</b>	Garry Newsome Acting Chair	<b>Clerk to the Committee:</b>	Elaine Szpytma
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<b>Name</b>	<b>Governor Type Trust/Parent/Staff/Associate</b>	<b><u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent</b>
Vacancy	Trust (Chair)	
Bryan Hall	Staff	Ap
Stuart Halsey	Trust	Ap
Susan Lyon	Trust	P
Heather Madsen	Headteacher	P
Jane Craven	Staff	Ap
Garry Newsome	Trust (Vice-Chair)	P
Tanya McAneany	Parent	P
Vacancy	Parent	

## Attendees

Natasha Mann – SMSC and PHSE

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

**Wednesday 13<sup>th</sup> December 2017 @ 4.00 pm**

	<b>Agenda Item &amp; Associated Challenging Questions</b>	<b>Items Discussed</b>	<b>Actions</b>
1.	Governor training item	<p>The meeting commenced at 4.00 pm with a curriculum presentation from Natasha Mann, whose role is to monitor SMSC and PHSE across the school. Governors reviewed the scrap book which has been developed to demonstrate how SMSC is developing within different areas of school and record everything which takes place from Reception through to year six. SMSC is being embedded through a variety of after school clubs, assemblies, celebration days which are all linked to PHSE and RE. A broad range of activities are taking place and SMSC is embedded across the school.</p> <p>SMSC information must be uploaded to a website, the school must explain how activities relate to each area of SMSC, there are a number of whole school initiatives which are taking place. Homework projects are practical and link to SMSC, the ambition is to encourage collaborative activities with families, which will in turn encourage engagement in conversation. Governors noted activities as part of a recent event linked to developing an understanding of democracy and British values in school. The school held its own Parliament week, children worked in groups on a campaign, developed a slogan, delivered a presentation. Year six were campaigning, other children voted, the winning group had the opportunity to buy something for the school; children voted for which item would benefit the school the most, mini-ovens was the item which won the vote of the children. This has helped children to understand democracy and the role of MPs. Governors examined pupil voice questionnaires completed which were very positive.</p> <p>Governors noted a visit to the Houses of Parliament is being planned for a group of children in May, if this does not fall during SATs week year six will take part, if this falls during SATs week then year four will be involved.</p> <p>The school continues to monitor SMSC; book looks take place across the school to check SMSC and RE are being covered. A learning walk has been conducted, every class has evidence of SMSC in the classroom and some sort of display to reflect this, SMSC has a high profile across school. Governors examined photographs of displays in classrooms. Governors received an update on activities which have taken place to develop spirituality and reflective skills and future plans in relation to alcohol and drug education and developing an awareness of mental health and well-being across the school. A new mental health worker has been appointed to support this. Plans are in place to develop sex and relationships education</p>	

		<p>across the ALT hub which will involve working with other schools. A meeting was held at the start of the term, the school will share information about Parliament week at the next event.</p> <p>Governors confirmed their approval of the very positive work being done, governors were pleased to see this being encouraged across the school and thanked staff members for their support.</p>	
2.	Welcome from the Chair/Apologies	<p>The formal meeting commenced at 4.32 pm.</p> <p>Apologies for absence received from Stuart Halsey and Jane Craven; governors consented to the absences.</p>	
3.	Declarations of Pecuniary Interest	<p>There were no declarations of pecuniary interest relevant to items on this agenda</p>	
4.	Membership	<p>Governors noted the resignation of Philip O’Hear as chair of governors and Trust governor. Governors confirmed thanks to Philip for the excellent support he provided to the school and the governing body during his term of office. ALT is looking to appoint a new Chair of Governors, GN will take on the role of Acting Chair pending a new appointment. Governors received an update from the headteacher on the current position.</p>	
5.	Agree Minutes from Previous Meeting / Matters Arising	<p><b>Minutes of previous meeting:</b> The minutes of the previous meeting were approved as an accurate record</p> <p><b>Matters arising:</b></p> <p><b>Item 3 – Matters arising from previous meeting:</b> GN has written up the report from the premises meeting.</p> <p><b>Item 4 – Membership</b></p> <ul style="list-style-type: none"> <li>• <i>Governor roles and responsibilities:</i> TM has agreed to be link governor for Arts and work is in hand; the clerk has updated the membership details. The clerk has updated the agendas for future meetings to include finance and personnel items.</li> <li>• <i>Reviewing single central record:</i> SL has reviewed the single central record, there are no areas for concern.</li> <li>• <i>Review of school website:</i> SL has conducted a review of the school website with Derek Warnes. The school has a very good checklist of what is required and everything is in place, the website is compliant.</li> </ul> <p><b>Item 5 – School development plan:</b> The summary has been circulated and the SDP will be discussed as part of this agenda.</p>	

		<p><b>Item 6 – Budget:</b> A budget update is being provided as part of this is agenda.</p> <p><b>Item 7 – Reports from governor visits:</b> SL has completed a safeguarding visit. SH will visit to monitor attendance after the Christmas break.</p>	SH
6.	<p>Headteachers report and data review</p> <p><b>SL:</b> 17 new children in reception, children in nursery didn't get a place?</p> <p><b>GN:</b> Schools or a school?</p>	<p>Governors received a report from the headteacher, previously circulated; a copy has been included in the minute book. Key points arising from the discussion:</p> <p>Number on roll and mobility: A large number of new children have arrived at the school; several children will be leaving after Christmas. Governors noted children who have left the school have moved out of the area or have moved to another part of town. Children in nursery are not guaranteed a place in reception, parents must apply to the LEA, places are allocated by the LEA and offered to those parents who applied. The school has some very challenging children in reception, at least two children have significant needs which had not been identified or assessed by the pre-school. Governors noted insufficient support is available to pre-schools to help them to identify children's needs at an early enough stage. Pre-schools don't have a teacher and don't have access to the resources the nursery has. A formal complaint has been made to the LEA regarding the needs of these children and the lack of provision and assessment from pre-schools; the LEA has been asked to do some work with one pre-school, but the issue is not confined to one. Where children attend the nursery, they are better prepared to attend school, but the LEA allocate the places, if parents don't apply the school has no control over this.</p> <p>Behaviour: Governors received an update on anti-bullying and behaviour initiatives in place and reviewed some of the activities which have been taking place as identified in the headteacher's report.</p> <p>HandSAM: There are a large number of HandSAM tasks to be completed during the autumn term. The school has worked through as many tasks as possible, a few remain outstanding but are not a cause for concern. Policies have been updated and are listed in the headteacher's report. Premises work took place over the summer, a new boiler has been fitted, work in the car park has started this week to replace underground piping which is not currently wide enough to provide the gas flow the school requires. The hall floor was replaced in the summer and quotes are coming in for the outside area.</p> <p>SEN: The school is working hard with children, several require specialist provision, but it is unlikely places will be awarded, there are on average four times more applications than places available.</p> <p>Monitoring: Monitoring continues to take place. An ALT learning review has been conducted this half term which confirms the school continues as good, post-Ofsted. Areas for improvement relate to reading for pleasure,</p>	

mental health awareness, early years, subject coordinators and attainment which needs to continue to improve and reduce gaps. 21% of teaching is outstanding, 79% of teaching is good or better.

Leadership: Staff members are involved in a range of courses to develop leadership, the headteacher is leading a Leading Active Learning advanced group, supporting those at leadership level to go on and consider further leadership roles. Staff members are involved in a range of CPD events, development is taking place, staff are well supported and feel valued.

Events and achievement: Governors received an update on events and achievements which have taken place across the term and identified in the headteacher's report.

Safeguarding: New members of staff have been trained, all staff members have had updated safeguarding training and completed online safety and Prevent training. The single central record has been reviewed, the safeguarding policy has been updated and the headteacher has provided safeguarding training to two cohorts and training to Grove Primary School. Governors received an update on CAFs and referrals to child protection, contained within the headteacher's report.

Data analysis: The headteacher provided an update on data from the first half term, the next data analysis will be received on 4<sup>th</sup> January. Key points arising from the discussion:

Early years: This is an extremely challenging year group but currently 65% of children are on track to achieve outcomes at the end of early years.

Year 1: The school has been involved in a transformation project to make year one more like early years with more free flow and guided activity from the teacher. This has had a very positive impact, children have only just been introduced to the national curriculum, but many have flourished in the transition from early years to year one.

Year 2: Initial results for year two are quite weak with 36% expected attainment in all three subjects. This has improved over the last half term and the school is already looking at around 70% of the year group to be on track by the end of the year. The expectation of the workload when children enter year two is often a shock for children, particularly boys. There are a number of children in this cohort who are SEN and 24% of these are boys who are working at a lower level, particularly in writing. Several new children have come into year two considerably lower than expected levels. Governors noted parents are supporting children with homework in years two, three and four. Formal Pixl assessment has taken place recently and the prediction by the end of the year is accurate.

Year 3: Year three is already at 59% expected levels in all subjects and pupil premium children are exceeding non-

		<p>pupil premium children, but attainment in reading is lower. Progress and attainment is very strong in this year group.</p> <p>Year 4: Year four is a well-supported group, children are bright and able and on track. The school needs to ensure these children show progress in relation to challenge.</p> <p>Year 5: 55% of year five are on track, this year group has done really well compared to where they were at reception stage. All progress data at the end of term is really strong, additional support for English and maths will continue.</p> <p>Year 6: Data for year six is very positive with 51% at expected levels, based on Pixl, with a predicted 76% by the end of the school year. A second Pixl test will be taking place this week, children have made amazing progress in the second half of the term. Governors noted data has recently been uploaded, Red Oak came out favourably alongside other schools nationally.</p> <p>Governors reviewed the school development plan summary and received a copy of the audit trail, previously circulated; a copy has been included in the minute book.</p>	
7.	Pupil premium outcomes and new plan	Governors received an update on pupil premium outcomes and the new plan which has been updated and available on the school website for governors to review. The pupil premium plan explains all expenditure, outcomes and impact.	
8.	PE premium outcomes and new plan	Governors received an update on PE premium outcomes and the new plan which has been updated and available on the school website for governors to review. The PE premium plan explains all expenditure, outcomes and impact.	
9.	Performance Management	<p>Governors received an overview of performance management procedures. Staff members meet with the headteacher and review targets for the previous year, evidence of achievement of targets and agree new targets. Each member of staff is assessed throughout the year and graded on Ofsted outcomes, monitoring includes: data, progress, attainment, pastoral support and behaviour management within class, conditions provided for learning, book scrutinies, quality of work presented, marking and feedback, quantity of work and progress in sessions, planning of work and differentiation. Formal lesson observations and drop in observations take place more than once in a term.</p> <p>Governors received an update on teachers and HLTAs graded outstanding, all staff are now graded good or better, no teaching is graded as satisfactory or requiring improvement.</p>	
10.	Budget Monitoring	Governors received an update on the budget position. The	

		<p>finance working party has met, notes have been circulated and variances noted. The budget is on track, additional money is being spent sensitively, the carry forward of £777,707 has been confirmed by ALT.</p> <p>Governors received an update on the RPA and risk register. ALT is arranging additional motor insurance cover for all ALT schools. The school has requested that staff members take out the insurance, the cost to the school is unknown. Governors noted ALT requires the school to take out the insurance for maternity cover.</p>	
11.	Premises / Health & Safety	Governors received an update on premises, health and safety and HandSAM tasks as part of the headteacher's report. An update on premises has been provided as part of item 12 on this agenda.	
12.	Reports from Governor Visits / Working Parties	<p>Governors received an update on premises from GN. Key points arising from the discussion:</p> <p>The credit card used in school for purchasing items is always up to balance and this is causing difficulties for the site manager who is unable to use this. Governors noted this is an ALT card, ALT have a limit on the card for all ALT schools. Some schools renew a day or two before Red Oak, when Red Oak come to use the card there is nothing left in the balance.</p> <p>Governors received an update on outstanding issues from the summer. The headteacher and the site manager have been chasing Harrods regarding flooring, a representative has visited today and is returning on Friday to complete work. New gas pipes are being installed to provide better pressure.</p> <p>Maintenance contracts were awarded to Cofely in September by ALT, the school has not received details of what work they are doing, ALT have sent a response indicating work is in hand.</p> <p>Quotes are being obtained for work to the playground at the rear of the school. The pellet shed will be dismantled and removed. The school is looking to change lighting for LED lights, this will be done on a rolling basis.</p> <p>Governors noted the school is finding it very difficult to appoint a new apprentice for painting and decorating work.</p> <p>Governors thanked GN for his work in relation to premises and health and safety and noted their appreciation for the time given to do this.</p> <p>There were no additional visits to report, other than those reported earlier in the meeting.</p>	
13.	Additional LGB Papers including	Governors agreed to review the Teaching & Learning Policy at the next meeting.	Clerk agenda

	review of policies:	The marking and feedback policy has been reviewed and adjusted, the headteacher will email a copy of this to governors. Amendments include how feedback is given; children indicate whether they feel they understood whether they need support or whether they didn't understand. The school has also reviewed how much marking staff members are doing and have adjusted the policy accordingly.	Headteacher
14.	ALT Business	Governors discussed the recent ALT hub briefing and agreed they found it beneficial to work with other governors and hear other viewpoints. The event had provided a review of some of the training which had taken place that afternoon which was useful. The meetings help to identify strengths and weaknesses, issues to be shared and provide opportunities to hear questions from other governing bodies.	
15.	Any Other Business	There was no other business for discussion at this meeting. There were no staff members present, all governors remained for the confidential personnel items.	
16.	Confidential Personnel Issues <i>(Trust governors to remain for this item)</i>	<p>Staffing Issues: Governors received an update on staffing appointments and arrangements in place to cover maternity leave. Information has been included in the headteacher's report, a copy is available in the minute book.</p> <p>Recommendations for pay awards: Governors reviewed the anonymised performance management data and the headteacher's recommendations for pay awards. Several staff members have progressed to the upper pay scale, the school has a good mixture of new and experienced staff, all are working towards their targets.</p> <p>Governors confirmed their approval to the headteacher's recommendations for pay awards, noting a positive and upward trend in teaching practice across the school which is very encouraging for the school.</p> <p>Governors noted the headteacher's performance management has taken place.</p>	
17.	Date of Next Meeting	<p>The meeting closed at 5.43 pm.</p> <p>The next meeting of the full governing body will take place on Wednesday 28<sup>th</sup> March 2018 at 4.00 pm</p>	