



# Red Oak Primary School

**Local Governing Body**  
**4.00 pm Wednesday 21<sup>st</sup> June 2017**

<b>Chair of the Committee:</b>	Philip O'Hear	<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>
Phillip O'Hear	Trust (Chair)	P
Bryan Hall	Staff	Ap
Stuart Halsey	Trust	P
Susan Lyon	Trust	Ap
Heather Madsen	Headteacher	P
Jane Craven	Staff	P
Garry Newsome	Trust (Vice-Chair)	P
Nicky Coman	Trust	Resignation
Tanya McAneany	Parent	P
Vacancy	Parent	

## **Attendees**

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

**Wednesday 21<sup>st</sup> June 2017 @ 4.00 pm**

	<b>Agenda Item &amp; Associated Challenging Questions</b>	<b>Items Discussed</b>	<b>Action</b>
1.	<p>Governor training item: RE</p> <p><b>PO:</b> Will atheism or humanism be included?</p> <p><b>SH:</b> Is everything in the news currently discussed with children?</p>	<p>The meeting commenced at 4.10 pm with a presentation from Jackie Mitchell, RE Coordinator. Key points from the presentation:</p> <p>Last year the school set a target to develop RE days. Each class set up activities linked to one of the main six religions in the UK. Children moved around classrooms to develop a greater understanding of each of the key religions in the country. This provides opportunities for children to share, understand and express their view points about religions they may not have encountered and helps to develop tolerance and understanding. Governors received photographs from the last RE day, which had been well received by children, questionnaires had been sent out after the event and very positive responses received. Parents were also invited to attend. This year two days have been held, the intention going forward is to hold one a term. Governors noted this model has worked well for Geography, reviewed at the last meeting. The school has already agreed that DT will be taught a full day and the same will apply to RE. The school is working on a new long-term plan for RE, checking all areas are covered and that children have opportunities to develop skills and knowledge of religion. The full day will enable children to reflect more, engage in debate, hold open discussions and questions each other. This will enable children to build on their skills and develop a greater in depth understanding.</p> <p>It is important that children understand that all viewpoints are valid and important, but it is also OK not to believe in anything (PO). Humanism can be incorporated into the curriculum as children get older but the school follows the Suffolk agreed syllabus and atheism is not agreed as part of this. Governors noted children are aware of current issues but the school do not go into detail with young children. The school has observed the minute silence, they understand why they are doing this and that this is a rare occasion. It is important to create tolerance and respect for others within school and it is important the children understand there are different beliefs. The children in school show a great deal of respect for each other, it is very rare the school has any racist incidents and the children have a good understanding that all are equal.</p> <p>Governors noted there are cross-curricular opportunities to develop RE through music, the school is looking at music from different cultures also. The curriculum has been rewritten to ensure there are opportunities to develop skills and knowledge.</p>	

		Governors thanked Jackie for her presentation.	
2.	Welcome from the Chair/Apologies	<p>The formal meeting commenced with apologies for absence, received from Bryan Hall and Susan Lyon; governors consented to the absences.</p> <p>Governors noted the formal resignation of Nicky Coman who is no longer able to continue as a governor of the school due to work commitments. Governors thanked Nicky for her contribution to the governing body. The clerk will update the membership and inform ALT.</p>	Clerk
3.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda.	
4.	Agree Minutes from Previous Meeting / Matters Arising	<p><b>Minutes of previous meeting:</b> The minutes were approved as an accurate record.</p> <p><b>Matters arising:</b></p> <p><b>Item 1 – Welcome and apologies:</b> The clerk has updated the membership and informed ALT of Derek Warne’s resignation.</p> <p><b>Item 7 – Ofsted:</b> BH and JC have passed on governors’ thanks to staff members.</p> <p><b>Item 13 – ALT business:</b> The clerk has circulated the link to the DfE documents, copies of the documents are available on Google drive.</p>	
5.	Headteacher’s Report and data review	<p>Governors received a report from the headteacher, previously circulated; a copy has been included in the minute book and is available on Google drive. Governors confirmed this had been a helpful report. Key points arising from the discussion:</p> <p>Governors reviewed staffing, summarised in the report. Governors noted the school bought in services from Premier Sports to help with sports cover but will be advertising for a replacement. An employee of Premier Sports has expressed an interest in working at the school but Premier Sports charge a ‘finder’s’ fee of £5,000 if any organisation they provide services to employs a member of their group. It may be possible to negotiate further on this element, but the school has confirmed to Premier Sports that the post will be advertised before any decision is made to sign up to a further contract for services.</p> <p>The school has increased the number of cleaning staff it employs.</p> <p>Attendance continues to remain good, some children have higher than expected absence due to eg long term illness but</p>	

	<p><b>SH:</b> If they don't fill the form in what happens?</p>	<p>overall attendance is still above national. The school continues to monitor attendance and support parents.</p> <p>Behaviour continues to be excellent. Anti-bullying ambassadors have had to do very little this term, the girl friendly society is very successful and children continue to learn how to deal with conflicts, disagreements etc in a fair way. Governors received an update on exclusions, summarised in the report.</p> <p>SEN numbers are reducing and children are being removed from the register because support is in place, interventions are effective and children are making progress. The headteacher confirmed the school will be receiving several SEN children into reception in September which will be a challenge for Early Years. Some parents of nursery children don't fill in the admissions form and are then unable to obtain a place for their child in reception. If parents don't complete the form they go to the back of the queue and are offered a place at schools with availability. Governors noted that nursery children moving up to Red Oak reception benefit from the work put in place in nursery; parents need to complete the admissions form to ensure this happens.</p> <p>The headteacher provided an update on progress, circulated at the meeting; the school is pleased with progress made in all year groups. Key points arising from the discussion:</p> <p>In year 1 most children are on track, this is a small cohort with some SEN children who won't reach expected levels because they are so significantly behind. If this group can maintain 81% all the way through the school they will be above average.</p> <p>In year 2, 71% are working as expected in all subjects but the SATs don't reflect this. The pass score on the writing paper has been increased by three marks this year. The test was very hard and children don't have an opportunity to become familiar with the book prior to the test. The results may be slightly skewed, the teaching assessment may be more accurate. Governors noted the school will continue to monitor this.</p> <p>Year 3 is exceptional. This is an exemplary year group, they are well behaved, focussed, do homework etc and parents are supportive.</p> <p>Year 4 is a concern but the school is proud that 63% are on track in all subjects when only 39% passed at the end of reception. This group has made amazing progress and Miss Daniels will continue providing support next year.</p> <p>Year 5 is a good year group, one or two children have joined who came into school at a good level, which is unusual for Red Oak. However, these children performed poorly on the reading paper in the Pixl tests this year. The Pixl tests are set at a very high level, all ALT schools do the tests at the same time and the results are sent to ALT. The children were too</p>	
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	<p><b>SH:</b> Is attendance good at additional sessions eg Easter school?</p>	<p>slow reading the paper and so didn't finish it. It has been suggested in future to draw a line at the point reached in the paper and allow the children to carry on with extra time to see how many marks they could have achieved. The starting point for this year group is better than the current year 6. The school will be offering interventions again eg Saturday clubs, lunch clubs etc, children will have tests at regular stages to provide them with the skills to manage the exam.</p> <p>Year 6 teacher assessment is that 74% are working within expected levels in all subjects, the school anticipates 70% combined SATs results which will be released on 4<sup>th</sup> July. Progress in this year group has been phenomenal due to intensive Pixl testing, after school clubs, Easter school, Saturday club etc. The school has additional staffing in year 6 again for next year. Attendance at additional maths sessions has been good and most children have been consistent in their attendance; more than 22 children attended each day during Easter school.</p> <p>Children achieving a good level of development for early years is 72%.</p> <p>Governors noted the school will always continue to be a school with issues because of the nature of the community it serves but children are achieving very positive outcomes. The headteacher will circulate outcome of SATs results when these are received on 4<sup>th</sup> July.</p> <p>The school has much to celebrate. Mr J Lee, PE Coordinator, has achieved the silver award for 'Teacher of the Year'. He has been invited for Cream Tea at the House of Commons on 13<sup>th</sup> July and will attend the televised live show in London on 22<sup>nd</sup> October. Mr Lee has also been nominated for 'Raising the Bar' and is one of only three finalists to go through to the Suffolk awards at Trinity Park, Ipswich next Monday. The school held a celebration for him on Friday which has been posted on Facebook and the school's Twitter feed. Red Oak School has also been nominated for 'Establishment of the Year' and are finalists against two other schools.</p>	<p>Headteacher</p>
<p>6.</p>	<p>SEF</p>	<p>Governors agreed progress in relation to SEF had been covered in the headteacher's report and the review of progress. Governors noted SEF grades remain at good across the board and the school is working towards outstanding.</p>	
<p>7.</p>	<p>Reports from Sub Committees /Governor Visits</p> <p><b>SH:</b> Decision to get rid of free school meals?</p>	<p><b>Finance / Personnel Committee:</b> The committee met on 14<sup>th</sup> June. The committee reviewed the budget and staffing. The budget for next year is in a healthy position. The school should be looking at an in-year surplus, there is very little staff turnover and the school is in a good position. ALT figures show the budget is comfortable for the next two years but there may be difficulties to consider going forward. The decision to scrap free school meals is no longer going ahead, the school knows how much money it has for next year and how it is being spent.</p>	

		<p><b>Premises / Health &amp; Safety Committee:</b> The committee met on 14<sup>th</sup> June. The committee discussed the sink hole in the hall floor and cracks in the kitchen. GN has emailed Karen Jarvis (ALT) regarding the potentially hazardous condition the boiler room was left in by contractors; KJ has confirmed she will pass the information on to the procurements officer. The headteacher confirmed the hall floor was dug up on Tuesday evening and will be repaired and replaced. Before work is completed the headteacher will seek confirmation that there is no sewerage or drainage underneath which requires repair. ALT have agreed to pay for the new gas replacement boiler which will be installed over the summer. The wood store will be converted and will be used as an additional outdoor learning space. The site manager and his team will be carrying out decorating over the summer and the school intends to recruit an apprentice in painting and decorating; GN will contact Lowestoft College.</p> <p><b>Governor visits:</b> Governors received an update on visits which have taken place since the last meeting.</p> <p>Sue Lyons has visited, a written report is to be completed.</p> <p>GN has completed a premises walk around, a written report is to be completed.</p> <p>There were no other visits to report, SH confirmed he will attend end of year events. Governors agreed to continue with further monitoring visits in September.</p>	<p>GN</p> <p>SL</p> <p>GN</p>
8.	Additional LGB Papers including review of policies:	<p><b>Supporting children with medical conditions Policy:</b> Governors received a copy of the policy, previously circulated, a copy has been included in the minute book and uploaded to Google drive. Governors noted this is a standard policy which has been updated in line with new legislation. Governors confirmed their approval and adopted the policy.</p> <p><b>Minutes Full Governing Body 14.12.16 – Item 6 Performance Management:</b> The headteacher’s performance review has been carried out by ALT; governors noted the outcome.</p> <p><b>Minutes Finance and Personnel Committee 30.12.16 – Item 9 Policies:</b> Governors adopted the ALT Financial Controls Manual which includes Credit Card Policies and Procedures, Charging and Remissions Policy and Expenses Policy for School-Based Staff.</p>	
9.	ALT Business	<p><b>ALT hub briefing, 10<sup>th</sup> May 2017:</b> Governors who attended felt this had been a useful meeting; the activity had been a helpful task for everybody to engage with. Governors noted when this had been a meeting for heads/chairs there had been more opportunity to provide ALT with feedback; the current format provides less opportunity to do this but provides opportunities for governor training.</p>	

10.	Items to be deemed as confidential	There were no additional confidential items.	
11.	Any Other Business	<b>Dates of end of term events?</b> The headteacher will send an email to governors with a list of dates for events. Governors noted the headteacher has begun compiling a diary of dates for next year.	Headteacher
12.	Date of Next Meeting	<p>ALT Board will be taking responsibility for monitoring the budgets for all school, the scheme of delegation will be revised. Governors discussed options for the structure and schedule of meetings going forward. Governors reviewed the work committees have done and their roles and responsibilities and agreed to stay with the current structure. SH agreed to serve on the Finance and Personnel Committee.</p> <p>Governors reviewed the draft proposed schedule of meetings and confirmed their approval subject to the date for the first autumn term committee meetings being revised to 27<sup>th</sup> September 2017. The clerk will circulate the amended meeting schedule.</p> <p><b>Finance and Personnel Committee:</b> The next meeting of the Finance and Personnel Committee will be held on Wednesday 27<sup>th</sup> September 2017 at 3.00 pm</p> <p><b>Premises and Health &amp; Safety Committee:</b> The next meeting of the Premises and Health &amp; Safety Committee will be held on Wednesday 27<sup>th</sup> September at 4.00 pm.</p> <p><b>Full Governing Body:</b> The next meeting of the full governing body will be held on Wednesday 18<sup>th</sup> October 2017 at 4.00 pm</p> <p><b>The meeting closed at 5.13 pm.</b></p>	<p>Clerk update membership</p> <p>Clerk amend and circulate</p>