

Red Oak Primary School

**Local Governing Body**

**4.00 pm Wednesday 4th July 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Chair of the Committee:** | Garry Newsome | **Clerk to the Committee:**  **Lisa Leeming** |  |

|  |  |  |
| --- | --- | --- |
| **Name** | **Governor Type**  **Trust/Parent/Staff/Associate** | **Present/Apologies/Absent** |
| Garry Newsome | Trust (Chair) | P |
| Joanna Clayton | Trust | P |
| Stuart Halsey | Trust | P |
| Susan Lyon | Trust (Vice-Chair) | P |
| Heather Madsen | Headteacher | P |
| Jane Craven | Staff | P |
| Bryan Hall | Staff | A |
| Tanya McAneany | Parent | A |
| Vacancy | Parent |  |

**In Attendance**

**Red Oak Primary School Local Governing Body**

**Agenda Items / Minutes / Actions**

**Wednesday 4th July 2018 @ 4.00 pm**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Agenda Item & Associated Challenging Questions** | **Items Discussed** | **Action** |
| Governor Training Item | |  |  |
|  | Welcome from the Chair/Apologies |  | GN welcomed Jo to the meeting. BH gave apologies. TM gave apologies. |
|  | Declarations of Pecuniary Interest | To receive declarations of pecuniary interests relevant to this agenda | JC completed her form and handed it in. |
|  | Agree Minutes from Previous Meeting / Matters Arising | To approve the minutes of the previous meeting / matters arising from the minutes | Minutes were approved and signed by GN  Action Plan – All actions had been fulfilled and approved – GN signed the report |
|  | Headteacher’s Report | To receive a report from the Headteacher | HM reported comparisons from last year to see that numbers are still increasing. 3 pupils from Year 4 relocating and will be leaving us. HM has 7 requests for new places. Penalty notices have increased this year. Attendance remains good at 97% but in the half term families took holidays and this dropped to 95%. More affluent families can now afford to go on holidays. Reception places are full 74 applications for 60 places. Morning nursery only in September – 30 places all for morning only.  Staffing – Several moving on and joining the school. Staff changes are having a good impact on school and we are making large savings. Some strong members of staff who left to go and do teacher training have asked to come back.  Attendance data given as at Monday 2nd July. The figures have been brought down by a family that has not been in school but had to remain on role until now. 174 children still have 100% attendance for the whole year.  Behaviour still remains excellent  2 fixed term exclusions – both with children have high level needs and both have been offered places at alternative provisions  Anti-bullying – nothing to report  Girls Friendly – has carried on as normal  Healthy Schools – Red Oak is now leading the way – HM won the project Active Movement and the whole school is going to be more active. Red Oak is also signed up for the Steps programme 4 children currently enrolled onto this pilot programme. HM has been working with One Life on matters such as Healthy Eating, Diet, Educating our Parents,  Golden mile is being done every day by every pupil.  5 classes have all achieved 100% for the whole academic year. GN said that governors were so impressed by this active healthy achievement  Health and Safety – Work is all planned for Summer holidays.  First aid training has already been done by staff.  SEN – there is a very high need in our school – 74 pupils are currently receiving interventions  Early year’s pupils continue to remain challenging – They are demonstrating problems such as communication, S&L conditions and complicated needs, lots of undiagnosed autistic children and children with attachment and ADHD conditions. These are all managed exceptionally well by school staff. A managed move for a pupil into Year 5 has been exceptionally successful. We have been asked to take a Year 2 child from September 2018.  Monitoring – many checks have been undertaken in school  Teaching and Learning – This continues to be very strong throughout the school. The format for the PD days has already been arranged for September. HM talked through the data analysis sheet. Pupil Premium pupils are at 46%.  Leadership – It has been a busy term HM has been leading “Leading Active Learning Advanced” and this has proved very successful  HM then reported on the many events that have taken place for our pupils this year.  Safeguarding – SL safeguarding governor gave a brief report. (Confidential)..  It was confirmed that will we need a new safeguarding governor in office from September as sadly SL would be leaving us. GN thanked SL for all her hard work.  GN also thanked HM for her informative report. There were no questions or concerns raised. |
|  | Budget Monitoring | To receive an update on the current budget position | GN reported that the Finance Working Group had met and that everything was on track at the moment. Future years budgeting figures are still up in the air and we will do our best to maintain a healthy budget. |
|  | Premises / Health & Safety / HandSAM | To receive an update on the current budget position | Steve Hampshire has list of work for summer holidays to improve the fabric of school this includes new playgrounds, new windows, lots of painting. |
|  | Reports from Governor Visits / Working Parties | To receive an update on governor visits which have taken place since the last meeting  To receive an update from working parties | SH – Visited the attendance assembly – lots of people attended to watch – he has provided a written report. SH reported that he felt it was a fantastic achievement by pupils.  SL – Safeguarding Governor – SL had attended the “Big Sing” and had witnessed lovely singing causing lots of happy tears. Our children sang with such confidence. The event had been well attended and was very moving.  Jane Craven – JC went on a visit with Year 4 to witness Shakespeare Poetry “The Tempest” at the Marina Theatre – Red Oak pupils had performed with the Royal Philharmonic Orchestra – HM had received feedback that the children were a credit to the school and it was an amazing day – Several parents had also attended  Other companies have also written to HM congratulating her on the behaviour of children, these include CEFAS, the fire station, Porters Farm and 100 River Farm. Each place reported they were impressed by the Red Oak Children and their behaviour and attitude to learning. |
|  | Additional LGB Papers including review of policies: | To approve/adopt relevant policies:   * Best Value * Breakfast Club * Code of Conduct for Staff * Confidentiality * Corporate Business Continuity Plan * Education Visits * Emergency Procedures * Intruder Procedures * Payment Card * School Uniform Policy * Young Carers | All standard Active Learning Trust policies have been adopted and are on our website |
|  | ALT Business |  | HM went to the Headteacher Conference last week. Active Learning has now placed a whole trust priority around Mental Health. Also under discussion was how staff works across different schools. The values and visions of the trust were also revisited. There will be a school review next term. This is similar to a mini Ofsted and HM reported that Red Oak was ready for this. There had also been a meeting regarding the school development plans which Jane and HM attended. |
|  | Any Other Business | To receive an update on any ALT business |  |
|  | Confidential Staffing Items (*Trust governors to remain for this item)* | * Staffing issues / changes * Priorities for next year * Performance Management Update * Public Sector Equality Duty (review objectives, publication of information) |  |
|  | Date of Next Meeting | Schedule future meetings | To be agreed by outside Clerking Service |