



# Red Oak Primary School

**Local Governing Body**  
**4.00 pm Wednesday 18<sup>th</sup> October 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)	Ap
Garry Newsome	Trust (Vice-Chair)	P
Stuart Halsey	Trust	P
Susan Lyon	Trust	P
Heather Madsen	Headteacher	P
Jane Craven	Staff	Ap
Bryan Hall	Staff	Ap
Tanya McAneany	Parent	Ap
Vacancy	Parent	

**Attendees**

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

**Wednesday 18<sup>th</sup> October @ 4.00 pm**

<b>Agenda Item &amp; Associated Challenging Questions</b>	<b>Items Discussed</b>	<b>Action</b>	
1.	Welcome from the Chair/Apologies	The meeting commenced at 4.10 pm. In the absence of Phillip O’Hear, Garry Newsome led the meeting. Apologies for absence received from Phillip O’Hear, Bryan Hall, Jane Craven, Tanya McAneany; governors consented to the absences.	
2.	Declarations of Pecuniary Interest	<p>Governors present completed declarations of pecuniary interest forms, which were circulated with the agenda.</p> <p>The headteacher declared a connection with a member of staff, previously employed through Pakefield High School for the Saturday maths club, but now employed directly by Red Oak.</p> <p>There were no declarations of pecuniary interest relevant to items on this agenda.</p>	
3.	<p>Agree Minutes from Previous Meeting / Matters Arising</p> <p><b>SH:</b> Writing has not increased as much?</p> <p><b>GN:</b> Activities will start from early years?</p>	<p><b>Minutes of last meeting:</b> The minutes of the last meeting were approved as an accurate record and signed by the Vice-Chair.</p> <p><b>Matters arising:</b> Governors noted Mr Lee won the silver teacher of the year award and had also been nominated for Waveney and Lowestoft awards.</p> <p><b>Item 2 – Welcome and Apologies:</b> ALT has been informed of the resignation of Nicky Coman.</p> <p><b>Item 5 – Headteacher’s report and data review:</b> SATs results were sent to ALT and PO the day they were released. Governors received an update on the results which are at or above national. Children have made amazing progress and the school is in the top 20% nationally for progress. Writing has improved on last year, many of the children had significant pupil premium issues and still achieved good results. Governors noted the challenges faced by the school in achieving good quality writing, children need to be exposed to high end vocabulary and many don’t have opportunities to experience this at home. The school is focussing on this and have a range of activities in place to improve vocabulary. This will start from early years, but there are difficulties when children enter with limited vocabulary.</p> <p><b>Item 7 – Reports from sub-committees / governor visits:</b></p> <p><i>Premises and Health &amp; Safety Committee:</i> The school has not received a response back from Lowestoft College in</p>	

		<p>relation to the recruitment of a painting and decorating apprentice.</p> <p><i>Governor visits:</i> SL has completed the visit report; GN will write up his report from the premises visit.</p> <p><b>Item 11 – Any other business (end of term events):</b> The list of events was circulated.</p> <p><b>Item 12 – Date of next meeting:</b> The membership has been amended, the schedule of meetings has been circulated.</p>	GN
4.	Membership	<p><b>Approve arrangements for Vice-Chair:</b> GN confirmed his willingness to continue as Vice-Chair; governors confirmed their approval.</p> <p><b>Review terms of office:</b> Governors reviewed terms of office, a copy has been included in the minute book. Bryan Hall's term of office has ended, Bryan has confirmed his willingness to continue but there may be difficulties attending some meetings due to the timing. Governors confirmed their approval to the reappointment of Bryan Hall and agreed to give further consideration to holding an occasional meeting at 2.00 pm to facilitate attendance.</p> <p><b>Review attendance:</b> Governors reviewed attendance for 2016.2017, a copy has been included in the minute book. Governors noted attendance is generally good.</p> <p><b>Governor roles and responsibilities:</b> Governors discussed current roles and responsibilities and agreed to continue with these. Governors noted it would be helpful to have a link governor for Arts, the headteacher will discuss this with TM, governors confirmed their approval. The clerk will update the membership.</p> <p>Governors discussed membership of committees. Under the revised ALT scheme of delegation sub-committees are no longer required, decisions are made by ALT board and the governing body; budget decisions are made by ALT board and monitored by ALT. Governors agreed the discussions held at committee meetings are useful, particularly useful is the premises walk around. Going forward governors agreed to continue with working parties, which are more informal, do not need to be quorate and do not require formal minutes. Governors agreed to continue with the premises and health and safety working party and to introduce a curriculum and standards working party. Finance will be summarised at the full governing body meeting, confidential personnel items will be included at the end of the agenda, staff members will leave for this part of the agenda. Governors noted this is in line with procedures in other ALT schools.</p> <p><b>Agree arrangements for reviewing single central record:</b> The single central record is reviewed every half term by SL.</p>	<p>Headteacher Clerk</p> <p>Clerk agenda items</p> <p>SL</p>

		<p>SL will arrange an appointment to do this.</p> <p><b>Agree arrangements for reviewing the school website:</b> Governors noted the requirement to review the school website to ensure compliance. SL agreed to meet with Derek Warnes and review the information on the site.</p>	SL
5.	<p>School development plan</p> <p><b>SH:</b> Reasons for mobility?</p> <p><b>GN:</b> Leadership for all staff:</p>	<p>Governors received an update on the school development plan. The SDP was not circulated prior to the meeting due to it being a lengthy, live, interactive document. The headteacher presented the plan via the interactive whiteboard and governors reviewed content.</p> <p>Governors noted the updated plan has been written with the senior leadership team and takes account of feedback received from Ofsted and parents. Governors received an update on the SDP and reviewed key areas, objectives and how these will be met. Governors reviewed the context of the school noting mobility is high and above national, numbers for PP, FSM and SEN are also above national. The school has been successful in removing children from the SEN register through quality teaching and learning and additional nurture; children on SEN register at Red Oak are significant SEN. There are numerous reasons for mobility; some children move house or are rehoused in different areas or counties; some children go into care, in some cases there are family bereavements and they move to live with other family members.</p> <p>Attendance is an improving picture and is consistently above national, parental engagement is strong and Red Oak is one of the few schools in the country to be identified as a family first school. Sports provision is rated gold and is on course to achieve platinum, which is awarded when gold is achieved for three consecutive years. Disadvantaged children make progress in line with national figures, monitoring and evaluation across the school is robust.</p> <p>Governors reviewed actions required to further improve attainment and progress to ensure all children achieve GLD in reading, writing and maths and close the gap between advantaged and non-disadvantaged pupils. Key targets identified were for KS2 results to be in line with national, to reduce gaps in year 5 attainment for reading, writing and maths, to improve transition from EYFS to KS1 through more appropriate provision. Governors reviewed school aims in relation to Ofsted key criteria. Governors noted key questions for the leadership team and actions required.</p> <p>Leadership: Governors noted all staff in school are leading in some way, the school is developing everybody as a leader and staff members are developing leadership skills and improving. Governors reviewed the leadership monitoring plan.</p> <p>Teaching, learning and assessment: Governors noted outcomes and key questions for the impact team and reviewed a summary of how the school is doing this. The</p>	

	<p><b>GN:</b> Includes family rather than just pupils?</p> <p><b>GN:</b> The schools buy in to the library service?</p>	<p>curriculum has been reviewed to ensure skills are being developed as well as knowledge.</p> <p>Personal development behaviour and welfare: The school is developing a whole school mental health approach and is working with parents, cares, governors, staff and pupils to support mental health needs. The school is also working with the Carnegie Centre and already works closely with families, but further work is required to develop awareness of mental health issues, which are increasing.</p> <p>Governors noted each phase leader compiles their own plan with staff members which then feeds into the SDP, governors reviewed plans for EYFS, KS1 and KS2, noting actions for each area and staff members responsible. Governors noted the school no longer buys into the library service, books are purchased from an independent company, book lists are reviewed each year and are age appropriate. By not buying into the library service more money is available to purchase appropriate books.</p> <p>Governors thanked the headteacher for sharing the SDP and noted the considerable work which has gone into developing this; the headteacher will circulate a summary to governors.</p>	Headteacher
6.	Budget	Governors noted amendments have been made to the ALT approved 2017/2018 budget and a rebase budget has been completed. An update on changes will be received at the next FGB meeting.	Clerk agenda
7.	Reports from Sub Committees/Governor Visits	<p>Governors received an update on sub-committee meetings, the minutes were circulated prior to the meeting.</p> <p><b>Finance &amp; Personnel:</b> The committee met on 27<sup>th</sup> September, key points discussed:</p> <p>A very satisfactory external audit report has been completed.</p> <p>The scheme of delegation has been revised and adopted.</p> <p>Additional funding has been received and a rebase budget will be presented at the next FGB meeting.</p> <p>The committee reviewed staffing changes.</p> <p><b>Premises and Health &amp; Safety:</b> The committee met on 27<sup>th</sup> September, key points discussed:</p> <p>The site manager worked well over the summer holidays to complete work and improvements.</p> <p>A full day health and safety audit took place on 3<sup>rd</sup> October. The full report is still to be received but verbal feedback is very positive.</p> <p>HandSAM is going well; some additional documentary</p>	

		<p>evidence has been uploaded for ALT.</p> <p><b>Governors visits:</b> Governors received an update on visits which have taken place since the last meeting and noted SL has completed a safeguarding visit and will write up the report. SH will arrange a visit to review attendance.</p> <p><b>SL left at this point in the meeting (5.34 pm).</b></p>	<p>SL</p> <p>SH</p>
8.	Additional LGB Papers including review of policies:	<p>Governors noted and adopted the ALT revised terms of reference / scheme of delegation</p> <p>Governors approved admission arrangements, noting there have been no changes to the policy which follows the Suffolk scheme.</p> <p>The safeguarding policy was approved in the summer, there are no further changes to the policy.</p> <p>Governors received and approved the SEN policy, a copy of the SEN report is on the school website along with information relating to pupil premium.</p> <p>A requirement of HandSAM is to review the staff policy for smoking, substance misuse and alcohol. Governors noted the school must have its own procedures which are within the staff code of conduct.</p> <p>Governors confirmed their approval and adoption of policies and received a copy of the revised policy schedule.</p>	
9.	ALT Business	<p>New regulations have been introduced for school exclusions, fixed-term exclusions can no longer be extended. A copy of the revised DfE guidance has been uploaded to Google drive; ALT will be updating the Trust guidance.</p> <p>ALT will shortly be forwarding updated HR policies for this academic year. These are approved at ALT Board level and cannot be changed but governors need to be aware of the content.</p> <p>The headteacher confirmed all governors have completed a DBS.</p> <p>Governors noted their responsibility to revisit terms of reference, governor responsibilities and absence which were reviewed during the first part of the meeting. Arrangements are in place to review information on the school website, governors present completed declarations of pecuniary interest forms at the start of the meeting, all governors have been asked to complete and return a copy of the form to the school.</p> <p>Safeguarding training is mandatory for all governors. Safeguarding training will take place at Reydon Primary School on 7<sup>th</sup> November at 5.30 pm, governors have confirmed their attendance.</p>	

