



# Red Oak Primary School

**Local Governing Body**  
**4.00 pm Wednesday 29<sup>th</sup> March 2017**

<b>Chair of the Committee:</b>	Philip O'Hear	<b>Clerk to the Committee:</b>	Elaine Szpytma
--------------------------------	---------------	--------------------------------	----------------

<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	P
Stuart Halsey	Trust	Ap
Susan Lyon	Trust	P
Heather Madsen	Headteacher	P
Jane Craven	Staff	P
Derek Warne	Parent Governor	P for item 2 only
Garry Newsome	Trust (Vice-Chair)	P
Nicky Coman	Trust	Ap
Vacancy	Parent	

## **Attendees**

Tania McAneany – observer and prospective parent governor  
Jacob Loveday - Geography lead

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

**Wednesday 29<sup>th</sup> March 2017 @ 4.00 pm**

	<b>Agenda Item &amp; Associated Challenging Questions</b>	<b>Items Discussed</b>	<b>Action</b>
1.	<p>Governor training item: Geography</p> <p><b>SL:</b> Did each classroom produce a display for a different country? How did teachers set up the classrooms?</p> <p><b>PO:</b> Ofsted indicate children need to develop skills as well as knowledge, what do you think this means?</p> <p><b>PO:</b> Can you provide an example of how you develop skills?</p> <p><b>PO:</b> Was the day successful and how do you know?</p> <p><b>PO:</b> This was a one-off day, in an ordinary week how much time are teachers spending dealing with geography?</p> <p><b>SL:</b> Once a week, afternoon, morning?</p>	<p>The meeting commenced at 4.10 pm with a presentation from Jacob Loveday, geography lead, Jacob brought examples of work displays and books for governors to review.</p> <p>Governors noted the target this year is to improve the popularity of the subject. A geography day had been arranged during last half term with displays related to different countries in classrooms; as children visited the different classrooms they had their passports signed. For each country visited children were asked to draw or stick a picture of a flag and write something they learned about each country in their passport. Governors reviewed copies of the passports compiled by the children. This had been a well received activity, feedback from children was positive and children were engaged throughout the day</p> <p>Each year group did a display for a different country, children visited each year group. Teachers set up the classrooms with related activities which also included fact files and quizzes, the children spent half an hour in each classroom. The children remembered a lot, activities were included relevant to different subjects not just specifically Geography.</p> <p>The curriculum is discussed in staff meetings, the curriculum is progressive and children learn more as they progress through school, skills become harder and more difficult as they progress through school. Children may start by drawing simple maps, as they move up the school they may be looking at ordinance survey maps, atlases etc depending on the skills the child has already developed. Jacob explained the school has training books from Chris Quigley which have helped him to become more knowledgeable. Governors noted skills in interpreting a map are disappearing due to the increased use of Sat Navs, the geography day had been a positive event, children provided key facts at the end of the day and were asked to share these with their parents when they went home.</p> <p>Delivery of geography varies across the school, it is delivered in blocks each half term eg some groups will do geography during the first half term, some will cover this during the second half term, each year group will complete a block of geography. Delivery varies in each year group and is usually related to a topic. In KS1 children do history or geography for half a term if they are involved in a big topic they will cover this over a full term, this provides opportunities to embed geography within history etc. Geography is being covered all the time even though it is not specifically timetabled all the time.</p>	

	<p><b>PO:</b> Staff members feel confident with more demanding work in geography?</p> <p><b>SL:</b> Do you have access to adequate resources? How much was the budget?</p> <p><b>PO:</b> You are in your second year of teaching and have conducted book scrutinies of more experienced staff, how has this gone? How is this working now?</p>	<p>Some work was completed at the beginning of the year on assessment, target tracker grids were used to compile 'I can' statements which teachers use to assess ability in geography; this helps teachers to understand what the school is trying to achieve in year 2. Book scrutinies are completed to ensure consistency in books.</p> <p>Initially there was limited evidence of geography being shown within the book scrutinies and information was mostly on display boards. A resource audit was completed and the £500 budget has been used to invest in resources eg globes, maps. Early years children have used globes, in years 1 and 2 children have used globes and floor puzzles to recreate the world map.</p> <p>Governors noted it is difficult to conduct a book scrutiny as a new teacher. The first book scrutiny was reviewed with the support of the headteacher, Jacob confirmed the responsibility has helped him to develop further. All subject leaders must review planning, there is a collaborative culture across the school which has been recognised by Ofsted.</p> <p>Governors reviewed a range of books and pictures from the geography displays and thanked Jacob for the work he is doing to promote geography across the school.</p>	
2.	Welcome from the Chair/Apologies	<p>Apologies for absence were received from Stuart Halsey and Nicola Coman; governors consented to the absences.</p> <p>The chair welcomed Tania McAneaney who has expressed an interest in becoming a parent governor; governors introduced themselves.</p> <p>Derek Warne attended the meeting to formally confirm he will be stepping down as parent governor. Derek now works for the school and is therefore no longer eligible to stand as parent governor. He confirmed his willingness to serve as a staff governor in the future should a vacancy arise. Governors thanked Derek for his contribution to the governing body.</p>	Clerk update membership
3.	Declarations of Pecuniary Interest	There were no items of pecuniary interest relevant to items on this agenda.	
4.	Agree Minutes from Previous Meeting / Matters Arising	<p><b>Minutes of last meeting:</b> The minutes of previous meeting were approved as an accurate record.</p> <p><b>Matters arising:</b></p> <p><b>Item 3 – Matters arising (school development plan):</b> All governors have received email</p>	

		<p>addresses to access Google drive. The clerk has populated the governors' area of Google drive with all relevant documents and circulated a screencast and instructions on how to access and use Google drive.</p> <p><b>Item 7 – Governors visits:</b> The visit had been arranged.</p> <p><b>Item 11 – Membership:</b> The clerk had confirmed DW's eligibility to continue as Associate Governor; DW has formally announced his resignation to this meeting.</p> <p><b>Item 12 – Recruitment:</b> ALT have confirmed a foster parent of a child at the school can be considered for appointment as parent governor for as long as they hold parental responsibility for a child attending the school.</p>	
5.	Agreement of any additional items to be covered	<p><b>Attendance Policy:</b> The attendance policy has been changed this week based on discussions with other Trust schools and continued difficulties with families taking holidays; discussed as Item 12 on this agenda.</p>	
6.	<p>Headteacher's Report and data review</p> <p><b>PO:</b> Are most receiving external interventions?</p>	<p>Governors received the headteacher's report, previously circulated, a copy has been included in the minute book. Key points arising from the discussion:</p> <p>The school has recruited two further NQT teachers today for a September start with year 3 and year 4. Governors noted these are good quality applicants, who are both familiar with the school.</p> <p>No teaching requires improvement, all teaching is good or better, this has been confirmed by Ofsted.</p> <p>There are thirty-nine active safeguarding cases, which is quite a large number and equates to 10% of the school roll at compulsory school age. Governors noted this is a high proportion, the school tries to do as much as possible in school to reduce issues but most are receiving external interventions.</p> <p>Ofsted identified two areas for improvement, a knowledge based curriculum and teaching of subject related skills in foundation subjects, this element had already been identified in the SDP prior to the Ofsted visit. Other improvements lead into the success of these two main points raised by Ofsted and all are related to achievement.</p>	

	<p><b>PO:</b> Tracking data is looking encouraging?</p> <p><b>PO:</b> Progress is good 4.7 steps?</p> <p><b>PO:</b> If progress remains high it will still be possible to show added value but there may be a dip in attainment data?</p> <p><b>PO:</b> Data looks very familiar and very encouraging?</p>	<p>Governors agreed it would be useful to identify development points under these two headings.</p> <p>Data for all year groups has been summarised to show where the school is doing well. Currently year 4 is a pressure point in the school, this year group has a higher number of pupil premium and SEN children. The school has managed to reduce the number of SEN through support and intervention provision but there are still a considerable number of children working below expected standards in several areas, which is a concern for the school; literacy is the biggest challenge. This year group also has a high number of boys as well as pupil premium, governors noted boys learn at a different rate to girls. Progress is in line with where it should be, for SEN children progress is slightly better, but only 37% of this year group had a good level of development in reception and 100% came in at below readiness levels which has an impact on attainment.</p> <p>The school can show the progress these children have made, they have made significant progress and many will reach expected progress levels before year 5 but will still be behind where they need to be in terms of attainment levels. Governors noted Ofsted had completely accepted the school's data, the books bore this out and Ofsted saw the same quality in lessons, which was pleasing.</p> <p>Year 5 is next year's SATs results, this is a strong year group overall and if everything stays on track the school is predicting around 80% of the entire year group achieving a combined score, which is impressive.</p> <p>Year 6 are anticipated to achieve 70% based on a review of Pixl test results completed this week. There have been several tragedies in this year group due to illness, hospitalisation etc and three children did not sit the tests. This equates to 9% of the year group and can have an impact on data. Governors noted these children achieve expected or higher results in all tests taken in year 6. Governors noted the impact high levels of SEN can have on data in small year groups.</p> <p>Governors noted interventions are successful in Red Oak, these are monitored every six weeks and discussions take place with every teacher about every child every six weeks. Where children are not on track a plan is made to resolve this, monitoring is rigorous and enables the school to identify children needing support early on in their development.</p>	
--	--	---	--

		The school has a poor year group in reception and nursery but a good level of development at 70% is predicted. Those not achieving are significantly below where they need to be but the school is picking this up early to enable the children to make progress.	
7.	Ofsted	<p>Governors formally thanked the headteacher and the staff of the school for all their hard work and contribution to the success of the school, which has been reflected through the Ofsted feedback. The school has received a thoroughly good report. Governors recognise the outstanding work of the headteacher and the staff which has been credited in the report. Governors also wished to acknowledge the work of Andy Redmond (ALT) and other ALT staff in helping the school; also the effectiveness of the hub particularly in things like moderation. Governors are proud to be associated with Red Oak School and confirmed their continued support.</p> <p>Governors asked BH and JC, as staff governors, to ensure staff members realise governors recognise their very hard work and exceptionally good level of teaching. SL has thanked TAs on behalf of governors.</p>	BH, JC
8.	SEF	The SEF had been reviewed for Ofsted and has not changed, grades were confirmed as accurate and Ofsted confirmed the school's judgements which was very positive for the school.	
9.	Support Staff Progression	Governors received an update on the new pay structure for support staff. This is a two tier arrangement, new staff are employed on the ALT pay scale, existing staff have the option to move across to the new pay scale or remain on the Suffolk pay scale. Governors noted that the rate of pay for HLTAs on the new pay scale is lower, the bar has been lowered and this may have implications.	
10.	Positive Behaviour Monitoring	<p>Governors received an update from the headteacher on DOJO points and how these are being applied.</p> <p>DOJO points have been introduced in KS2, characters are displayed on the wall, children earn points to move around the chart. Staff members have met and linked this to the whole school behaviour policy to reinforce values. Every class</p>	

	<p><b>PO:</b> Who monitors the consistency of how this is used by teachers?</p>	<p>has the same agreed areas, targets are set every half term to ensure a child who has not had a good half term can start again. The system has been streamlined to ensure consistency, the headteacher monitors this. The DOJO screen demonstrates the progress made and records positive and negative feedback to facilitate discussions with the child. TM confirmed her daughter brings laminated certificates home, the system gives children focus and something to aim for.</p> <p>Governors noted feedback from parents regarding behaviour recorded mostly positive comments, there were no recommendations for improvements. In the questionnaire sent out to parents in November most parents felt their children were doing well in school and were happy and safe. 8% indicated they weren't sure if the school deals effectively with bullying but this is attributed to the parents not having had to deal with an incident of bullying. Most other responses strongly agree the school dealt well with bullying and behaviour reflects the values of the school, 3% were unsure and 1% (which equates to one parent) disagreed.</p> <p>Governors received an anonymised analysis of data for the autumn term, noting incidents always increase in the autumn term due to bad weather and children having to stay indoors at playtimes. For spring terms one and two there is an improvement. The headteacher confirmed the school can identify specific incidents from the data which reflects what the school would expect to see. Incidents are low, the CCTV camera is helpful in ratifying versions of events.</p> <p>Governors confirmed their approval to the initiatives in place for monitoring and improving behaviour.</p>	
11.	<p>Reports from Sub Committees/Governor Visits</p> <p><b>BH:</b> Do the cracks in the kitchen affect that whole area of the building?</p>	<p>Governors received an update from committees:</p> <p><b>Premises and Health &amp; Safety:</b> The committee met on 22<sup>nd</sup> March, the meeting commenced with a walk round of the school. There are cracks in the kitchen wall which need investigating. The cracks are most likely due to settlement at the end of the wall but need to be investigated. This may result in an insurance claim and it may be necessary for a structural engineer's report to be completed, the headteacher is speaking with ALT tomorrow.</p> <p>The committee reviewed plans for installing toilets in the nurture room, and discussed partitioning the</p>	

		<p>music room. The headteacher confirmed the school has since decided not to partition the music room and intend to keep this as one room, but are looking at storage options instead.</p> <p>The committee reviewed other priorities and agreed to replace the windows at the side of the building, replace some of the wooden doors with UPVC and move some doors around to enable better access to classrooms.</p> <p><b>Finance and Personnel:</b> The committee met on 22<sup>nd</sup> March. The boiler needs replacing, this is a major investment and is on the ALT capital projects list to be replaced in two or three years' time. A gas boiler is more cost effective, the cost to install may be in the region of £50-£60k but a cheaper quote may be obtained when it goes out to tender. Governors acknowledge ALT have already contributed to some of the major building work to the school ie the roof, all problems identified with the building over the last few years have been resolved. Replacement of the boiler is urgent, knowing the school has some reserves the committee are of the view the school may be able to contribute to the cost of replacing the boiler if ALT is unable to support this now. Governors confirmed their approval; the headteacher will speak with ALT to identify how quickly work can start to replace the boiler and whether the school will need to contribute. Governors noted if the school has to cover the cost of replacing the boiler there is still enough money in reserves to provide the Eco classroom; work can be completed over the summer break. Governors confirmed their approval.</p> <p>The committee reviewed the 2016/2017 budget, there is a bigger in-year surplus than anticipated due to savings made in staffing costs which won't roll forward. The school has reserves in hand.</p> <p>The committee received an update on 2017/2018 budget proposals. Based on the information to date the position looks reasonable but further work must be done and the school is awaiting further information from ALT.</p> <p>There is still some mobility due to children moving out of the area but the school roll continues to rise and a number of year groups are full, which means the school is not able to take children who have been exited from other schools; this is positive for the school. Going forward the school will be funded on anticipated roll and the growth in numbers is of benefit to the school in terms of</p>	
--	--	---	--

		<p>budget income. Governors noted the need to encourage parents of children in nursery and KS1 to fill in forms to ensure pupil premium is received for eligible children going into KS2.</p> <p>The committee discussed staffing, staffing is stable and there are no major issues. The school has appointed two teachers but will require some additional TAs and an MDS.</p> <p>The committee approved visits to take place in the summer term.</p>	
12.	<p>Additional LGB Papers including review of policies:</p> <p><b>PO:</b> Use discretion with this ie wouldn't implement where a family has suffered a tragedy etc?</p>	<p><b>Attendance Policy:</b> Governors reviewed the attendance policy, previously circulated. Changes have been made to the policy in relation to the number of days unauthorised absence which are considered acceptable (3 days); exact times when the school opens and closes; authorisation for doctor's appointments. A paragraph has been added related to meetings with parents where emerging patterns of absence have been identified and reference to the local agreement followed by ALT schools to make a penalty notice for three days unauthorised absence. Governors noted there are one or two families who take holidays without telling the school, the amendments relate to this type of absence. Governors approved the changes and adopted the amended policy.</p>	
13.	ALT Business	<p>Governors received an update from the clerk on ALT business:</p> <p><b>Governor vacancies:</b> Governor vacancies should be reported to ALT as soon as possible to enable ALT to update their records and amend NGA membership. Governors noted the clerk holds a database of governors which is copied to ALT, vacancies are reported as soon as the clerk is made aware.</p> <p><b>Terms of office and end dates:</b> These should be reviewed and, if required, an election process commenced for staff and parent governors and the process for renewal commenced for trust governors. Governors noted terms of office were reviewed in the October meeting.</p> <p><b>DfE Documents:</b> The DfE has published an updated version of the Governors' Handbook. <a href="https://www.gov.uk/government/publications/governance-handbook">https://www.gov.uk/government/publications/governance-handbook</a>.</p> <p>The DfE has also published a new Competency</p>	

		<p>Framework which outlines six “principles and personal attributes” for governance ie strategic leadership, accountability, people, structures, compliance and evaluation.  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf</a>.</p> <p>Governors noted that, in the case of ALT, the amendments relate mainly to Board of Trustees level, but school governors need to be aware of the updates and their role within the process. Articles and a summary of the main amendments for both the Governors Handbook and the Governance Competency Framework can be seen on both the NGA and The Key websites.</p> <p>The clerk will circulate the link to both documents with the minutes, copies have been uploaded to Google Drive</p> <p><b>External health and safety report action plan:</b>  An external audit has taken place and each school has been given an action plan. Governors are asked to monitor this as part of their health &amp; safety responsibilities and reassure themselves that progress is being made. Training, where identified by the Audit is being offered to schools.</p> <p><b>DBS checks for governors:</b> Governors were reminded it was now a mandatory requirement for governors to complete a DBS check as soon as possible; all governors who commenced in the autumn term should have completed this. Governors noted DBS checks have been completed for all governors.</p> <p><b>Date of next ALT governors’ session:</b> This will take place on 10<sup>th</sup> May and topics will include an update on the new Governors Handbook and Competency Framework, an update on changes to future schools funding and feedback from the recent ALT Governors Survey. Details regarding timing and venue will be made available in due course. Governors were asked to make a note of the date in their diaries.</p> <p><b>Heateacher’s Report:</b> The headteacher’s report contains various information that ALT is required to collate; going forward a copy of the report will be sent to ALT with the minutes.</p>	Clerk
14.	Items to be deemed as confidential	There were no additional confidential items for discussion.	

15.	Other issues previously identified above	The attendance policy has been discussed in item 12.	
16.	Any Other Business	There was no other business, the meeting closed at 5.25 pm.	
17.	Date of Next Meeting	<p><b>Full governing body:</b> Wednesday 21st June 2017 at 4.00 pm</p> <p><b>Personnel &amp; Finance Committee:</b> Wednesday 17<sup>th</sup> May 2016 at 3.00 pm Wednesday 14<sup>th</sup> June 2016 at 3.00 pm</p> <p><b>Premises / Health &amp; Safety:</b> Wednesday 14<sup>th</sup> June 2016 at 4.00 pm</p>	