

NEW OSCOTT PRIMARY SCHOOL

MINUTES OF GOVERNING BOARD MEETING HELD ON THURSDAY 13th JULY 2017

The meeting commenced at 4.05 pm

1.0	PRESENT - GOVERNORS		ACTION
	1.01	XX, Parent – Premises Governor and CHAIR XX, Vice Chair XX, Head Teacher XX – Deputy Head Teacher XX – Parent, SEN Governor XX Parent, Safeguarding Governor XX– Associate Member XX – Co-Opted Governor – Early Years) XX – Local Authority Governor XX – Co-Opted Finance Governor	
2.0	ABSENT WITH APOLOGIES		
	2.01	XX – Associate Member	
3.0	ABSENT WITHOUT APOLOGIES		
	3.01	XX XX	
4.0	IN ATTENDANCE – NON GOVERNORS		
	4.01	XX XX	
5.0	INTRODUCTION		
	5.01	CHAIR – Welcomed everyone to the meeting and thanked them for attending.	
6.0	MATTER ARISING FROM PREVIOUS MINUTES		
	6.01	Correction to make on last minutes. 6.03 change. Should relate to the Reading Project. Minutes then agreed.	XX
	6.02	Introducing Spotlight attendance; XX attended in June. This will improve overall attendance at NOPs. Part of this to send letters out to parents identifying families’ attendance below 90%. For example, 20 sessions unauthorised last calendar year. Families written to and strict timeline to follow. XX will lead on this and Chair meeting. If there is no improvement in attendance, then we submit evidence to LA to take parents to court. First letter increases attendance in the first instance. Something we need to implement because of the recent Audit. Also to send out letters asking for evidence of medical appointments etc. XX said some doctors will not do this as she works in the Health Sector. XX said this will only apply for children under 90% attendance. 37 children under 90% at present. XX to implement this from September 2017. Make sure registers are correct.	XX
	6.03	Head Teachers met during Ofsted week. XX could not attend due to this. Follow up meeting XX to report back a date.	XX
	6.04	Test of system was held on the Thursday. Few glitches i.e., alarm not loud enough in certain areas so the company is coming back to carry out further works. In terms of staff and pupil response, this went well.	XX
	6.05	XX: Questionnaires: due to Ofsted we have 190 parent responses on parent view. We had fantastic parent support and a lot were high 90%. XX said the percentages were very high compared to other schools. The questionnaires will now be done in the Autumn term	
	6.06	Nursery: had a couple pull out as they have full time places elsewhere.	

		Down to 18 in the morning. Something we have to look at. XX said to look at paying before they take a place; how would we do this? Look at teacher charge and work out from there. Treat like a private nursery? Look at lunch option for full time. XX suggested a focus group for this how we can take this forward? Look at a proposal as a group. XX would help with publicity. XX included on financial side. XX coming to that meeting. XX will send out email to all involved.	XX
	6.07	Boiler and Gas supply. Waiting for YY tomorrow morning. Proper sight survey. XX chasing it weekly. Just waiting for serial number and location on map.	XX
	6.08	Governor question cards sent through prior to Ofsted. Well prepared. XX thanked XX.	
	6.09	Gift and Hospitality. XX sent out to staff to record on register.	
7.0	PECUNIARY INTERESTS		
	7.01	XX XX	
8.0	OFSTED VISIT AND SATS RESULTS		
	8.01	Ofsted visit and SATs results. XX sent out report and covering letter to parents with judgement. Summarised action points as school improvement targets. Report itself could challenge. One statement on original report said all learners do not achieve; awkwardly worded. 89% improvement does acknowledge that the spelling criteria holds them back. They accepted that and took out. Clarification asked for on outcomes. Felt that it wasn't fair and they accepted that. Ofsted very limited in the language they use. Outstanding is ultimate goal. Things they picked up on data dashboard that lets us down. It is data driven. Parent support has been tremendous and the report has many positives. XX pleased Safeguarding came out so strongly. XXX does a fantastic job. XX came through very well too. XX thanked everyone for their help.	
	8.02	SATs results: Have improved in KS1. Pleased with those results. Writing slight dip of 1%. Better than national figures. Pleasing set of results. XX looked at individual results; spelling let them down. Could have seen a bigger increase if spelling had been better. Phonics Y1 82%. 97% by end of Year 2. 66% seen very good progress at starting point. Look at SEN children compared to those nationally. What can we do differently this year as last year did not have impact. Some very good scores from individual children. XX gave teachers individual scores if parents want to see these. XX asked for these. XX has made a note in de-brief.	XX
9.0	FINANCE AND FINANCE COMMITTEE		
	9.01	X apologised for not sending information out. Allocated £106,320 dropped £17,000 from last year's figure. 13 will leave. £3,360 into PP adjustment. XX has £130.05 to put into gas/electricity.	XX
	9.02	School financial services 28 June after set budget in March. Confirmed that all savings with staff fixed term contract £84,000 surplus end of march 2018. Nursery could be a hit. Need to factor this. This could change moving forward. Still looking at a deficit. We had already made hits on budget. Still need to reduce deficit. Put back into teaching. Try and cut back where we can. Previous meeting mentioned anomaly in budget; there is nothing wrong. Also petty cash: school financial services reduced to £84. Pay out of school fund and this is now level. Need to balance on a monthly basis to offset against statements etc. Cash was not being recorded properly and this has been resolved.	
	9.03	Canopy still going ahead.	XX

	9.04	The football wall in the playground needs to come down. This will cost £1,500 to make good. Has slight cracks going through it.	
	9.05	XX new telephone system out since March; voicemail system for absence etc. XX very tight system. Cumulative spend 10k greater and this has been picked up. xx apologised for not sending information out.	
	9.06	Tree work has been done but need to put seed down. xx speak to a local garden centre; put wild flowers down?	XX
	9.07	Finance committee; meeting at 6.30pm before full meeting at 7pm.	XX
10.0	HEAD TEACHERS REPORT - VERBAL		
	10.01	684 on roll; reception long waiting list. Space in Year 1 offered. 2 children going to YY as this gets them into YY School. Transition day went well. Y6 move on up to meet new class. Look at every year group imbalance in Y2 with higher number of children with additional needs. Took decision to regroup. Teachers get students to write down names. Some Y2 parents were not happy about this. Mix with parents. Since then all seems to have settled have said they are fine. XX has never informed parents about this. Parents questioned why they weren't informed. Look at needs going forward. XX said parents have questioned him and asked him to bring to the meeting XX said we should not discuss this further. XX said we had positive emails from parents. Letter sent out on day XX and this was the right thing to do. <i>XX left at 5.12pm.</i>	
	10.02	Had new reception visits. 51 Y6 completed Rotary Award. XX: Very proud.	
	10.03	Staffing; XX to do letter. XX and XX have both passed their NQT year. Congratulations.	XX
	10.04	Successful parents week. Hard work at lunchtimes. Might look at doing this differently next year.	
	10.05	Parent voice tomorrow; XX thank you. Little bit more information in letter sending out next year regarding levels. Explain in more detail.	
	10.06	Bear cub now in Boldmere Road. 50 challenge raised over £5k some families were very generous. XX will acknowledge that by way of letter. XX thank you for choosing the creative winner. Everyone getting a bookmark.	XX
	10.07	The bid to charitable trust which was so detailed has passed the first round. XX: Fingers crossed.	
	10.08	Format of pupil report? Thought the format was better than last year. XX agreed.	
	10.09	Safeguarding; XX attended this meeting. Keeping safe week. Fire safety and road safety.	
	10.10	Celebration staff meeting on Monday in the meeting room. 3.45 pm.	
	10.11	Ceiling in infant hall. Repainting to tidy this up.	
	10.12	Neighbour fence boundary issues with a buddleia right in middle of this. The gentleman is distressed that his fence came down and blamed the plant. Claim was £1,500 now he wants a patio. Sending someone out to do a survey. XX will oversee this.	XX
	10.13	Losing XX, Deputy Site Manager. Huge loss.	
	10.14	AW: thank you to all of you as GB, you work really well together. £3,187.23 raised at the fair last week. Aspire gave the balloons and helped out.	
	10.15	Dolce XX: wanted us to transfer staff over to us. Not to go ahead with transfers. Staying with Citiserve for now.	

		<i>XX left at 5.32 pm</i>	
11.0	DATES OF 2017/18 MEETINGS		
	11.01	28/09/17 7pm 12/10/17 4pm 16/11/17 7pm 07/12/17 4pm 18/01/18 7pm 01/03/18 4pm 22/03/18 7pm 03/05/18 4pm 14/06/18 7pm 12/07/18 4pm	
12.0	MAT UPDATE		
	12.01	XX does not have an update. XX was going to attend meeting but with Ofsted could not. Start of September meeting which would be a longer meeting. Nothing to report. XX met with a friend in a local academy and will send out information on her findings.	XX XX
13.0	INSTRUMENT PRICE INCREASE		
	13.01	XX has not changed it for years and policy change would have to go ahead. Increase to £80 plus £5 insurance. Looked through plan and reduce times down. Hoping to get more numbers in. £10 per term: XX proposed and DR seconded. XX: can external services organise this for us? Private tutors in as maybe cheaper? XX: How do you quality assure that? Suggest termly notice. Letter has not gone out for autumn term. XX to look at that.	XX XX
14.0	AOB		
	14.01	Parent of one of NOPs pupils had offered to support GB meetings. He is a Head Teacher currently at a secondary school. XX said he would invite him in for initial meeting. XX email him.	XX
	14.02	XX: Y5 went to the park today and pupils could bring a drink, snack and £5. XX said parents had complained about this amount; could this be £3? XX will take that on board. XX: SIP has wrong date on website.	
	14.03	XX had to do visit to school and followed council camera car at 7.55 a.m. Complaints from parents that the car was parked in wrong place. XX said 2 mini buses blocking road the other day.	
	14.04	XX: we need to revisit trips. Only one trip has covered all costs totally. This will come under the Finance Committee. Checking every trip now. XX mentioned information evening in September and trips for the year. Ask for money straight away. Parentpay will be in place by then.	

Meeting ended at: 17.53pm