

NEW OSCOTT PRIMARY SCHOOL

MINUTES OF GOVERNING BOARD MEETING HELD ON THURSDAY 17th NOVEMBER 2016

The meeting commenced at 7.06 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 – Associate Member XX – Co-Opted Governor - Early Years XX – Staff Governor XX –Co-Opted Finance Governor	
2.0		ABSENT WITH APOLOGIES	
	2.01	XX – Parent, SEN Governor , XX, Parent, Safeguarding Governor and XX - Associate Member	
3.0		ABSENT WITHOUT APOLOGIES	
	3.01	NONE	
4.0		IN ATTENDANCE – NON GOVERNORS	
	4.01	XX – School Business Manager XX – Governing Board Clerk	
5.0		INTRODUCTION	
	5.01	XX – Welcomed everyone to the meeting and thanked them for attending.	
6.0		MATTERS ARISING FROM MEETING HELD ON 13th OCTOBER 2016	
	6.01	Item 13.07 XX printed a comment in the Newsletter, informing parents that children are not to be dropped off until 8:40am.	
7.0		PECUNIARY INTERESTS	
	7.01	XX XX	
8.0		LOCAL EDUCATIONIONAL AUTHORITY (L/A) Governor Update	
	8.01	XX – Is to approach XX from XX to ascertain if he would be willing to fulfil the role. If not the LEA will need to be contacted. XX – Could he come on as an Associate Governor? Clerk to contact Governor Support	XX XX
9.0		HEAD TEACHER REPORT – XX	
	9.01	Birmingham City Council (BBC) has contacted Employees of a possible change to contracts. Due to Unions involvement two of the previous recommendations from the BCC have now been withdrawn.	
	9.02	Changes regarding the freezing of Increments in line with a Successful Performance Management outcome. The three year freeze may potentially make a small saving for school because many of the Support Staff are at the top of their Scale.	
	9.03	Senior Leaders used last year’s Skills Audit together with monitoring feedback from Lesson observations and book scrutinies to identify appropriate Continuing Professional Development (CPD) targets to address the individual needs of the pupils. XX to look at Raiseonline data and attendance. Senior Team Leaders (SLTs) attended a training presented by Tim Brighouse, all found this very useful.	
	9.04	XX asked if there were any questions. XX– Cover costs and budget needs to be looked at regards finance and money left. Need to have contingencies. XX and XXX replied that this will be addressed later in the meeting.	
		XX to email information from Dashboard – Raiseonline to a smaller document	XX

		as the original is 61 pages long.	
9.05		<p>XX and XX reported that they knew the strengths and weakness last year. (2 strengths and 7 weaknesses) and spoke of a common thread going through. AW commented that strengths were not significantly below average. Phonic in Year 1 is above National Average. Further commenting that the weakness had not been expected when comparing Key Stage 1 (KS1) and Early Years Foundation Stage (EYFS) data. Going on to say, if a child at the end of EYFS shows 'exceeding' then by the end of Year 2 should show Greater Depth.</p> <p>XX – Has this ever been done before to compare in this way.</p> <p>XX – Taken 2 Strands out of 17.</p> <p>XX– Commented that there was a fall in level, with no reason why.</p> <p>XX – Is able to look at Raiseonline and identify the child/ren. This information was given to the Year 3 staff whereupon they were able to place the children in an Intervention Group.</p> <p>49 children have not made Expected Progress</p> <p>13 at the end of EYFS are working towards.</p> <p>8 at the end of EYFS working towards should show Greater Depth at the end of Year 2.</p> <p>49 in Reading 23 in Maths 28 in Writing</p> <p>} Not made Expected Progress. This information was shared with staff to 'Close the Gap'</p> <p>XX- Could SENCo compare EYFS and Year 2 children.</p> <p>XX – Commented that EYFS is progressing. Staff are now aware and Year 2 and 3 children are in Intervention Groups. Moderation in KS2 for 'Greater Depth' in reading and writing needs to be done.</p> <p>XX – Asked the Governors to browse through the handout titled 'New Oscott Primary School Headline Data. average EYFS – 68% achieved GLD, broadly in line with national data and gap closed from 2015, an increase of 9% achieving GLD from 59% to 68%. Phonics in Year 1 attained 5% higher than national figures and 7% higher than Birmingham.</p> <p>Age Related Expectations (ARE) achieved 67% in Reading, Writing and Science and 67% was the national.</p> <p>KS 2 progress 2016 data shows progress measures higher than Birmingham in all three subjects and above national in Maths and Reading.</p> <p>The handout containing the above information is enclosed with these minutes.</p>	
9.06	Challenge	<p>XX- Next year there are a number of items to review:- Pupil Progress targets, Performance Management, Teaching Assistant Targets and ensure that pupils are working towards Greater Depth in their learning are some of them.</p> <p>XX – Also how we are challenging and how we show strategic challenge.</p> <p>XX – One way is to give a Years Raiseonline Data to another Head Teacher.</p> <p>Going on to say that NOPS already has an alliance with XXschool.</p>	
9.07		Head Teacher Performance Management meeting today.	
9.08		GOVERNOR TRAINING – Thursday 8 th December 2016 at 4pm. The training will be facilitated by XX, former Head Teacher at XX who has also led extensive training at the National College for Leadership and Teaching, as well as, staff and governor training at other schools. The training will also enable the Governing Board to create a strategic action plan for the year ahead.	
10.0	SCHOOL IMPROVEMENT PLAN – KH		
10.01		XX – To email the Governors an overview of priorities, giving examples to the OFSTED framework and looking for Outstanding outcomes. The main targets are organised under Ofsted headings and each target has an action plan	XX

		behind which identifies actions, who will action and when, cost and intended impact.	
11.0	POLICY UPDATE		
	11.01	FIRST AID POLICY - This policy has reviewed in light of amendments suggested by the Governors during a previous meeting. XX has now met with the Nurse who visits school to discuss the amendments. The outcome was that All pupils diagnosed with Asthma should have an inhaler in school and to be kept in the Yellow Inhaler bag in each Classroom. <u>The only exception to this rule is that Years 5 and 6 pupils may carry their inhaler with them at all times.</u> The policy was proposed by XX and seconded by XX	
12.0	PUPIL PREMIUM SURVEY - XX		
	12.01	XX invited all Pupil Premium (PP) children (53) in KS2 to complete a questionnaire. One of the questions was: Are you happy at New Oscott? (Explain why?) Overall, the feedback was very positive from all children included in the survey. 51/53 children said that they were happy at New Oscott. There were only two children who said that they were not. However, both said it was because there are people who are mean to them in school. XXmonitored both in the classroom and outside, the children both appeared happy in school each with a small group of friends. Another question was 'Do you feel safe in school?' There was only one child who was worried that someone could climb over the fence. This pupil is already being monitored by XX and any observations are being shared with the class teacher. The handout containing further information about the above questionnaire is enclosed with these minutes. XX- Some of the Pupil Premium money is spent on pupils who have no school uniform, shoes, breakfast club and taxis to come to school. XX – What about the more-able or disadvantaged pupils? XX– Some have to opportunity to attend music lessons. XX – OFSTED will look at the provision for the more able and the disadvantaged pupils. XX- Sometimes children attend afterschool clubs and Science Explorers, to help build their confidence.	
13.0	FINANCE UPDATE – XX School Business Manager		
	13.01	<u>TEACHING STAFF</u> – budget setting XX confirmed from School Financial Services (SFS) that both teaching and support staff had with the figure all increments and pay awards. Teaching staff and Out of Hours staff pay award 1% is missing. Therefore the cost for the teachers will approximately be £14,264 at budget setting and for Out of Hours staff £1,086. The figure can be met from reserves = £15,248.	
	13.02	<u>COVER FOR TEACHING STAFF</u> Cover staff up to and including 7 th November 2016 actuals (£35,934.14) based on £195 per day. Therefore, only have 20 days to last until the end of march 2017. This is due to vacancy in Year 1; appointments have now been made. AW – The over spend was in Year 1 because the Newly Qualified Teacher (NQT) was only in school for four days and then off sick. After which she resigned before half term. A very good Supply Teacher was employed, who was also kind enough to conduct a Parents Evening, which Supply Staff do not usually do and there was good feedback from parents. XX– Commented that the budget was high. XX – Responded by saying we need to be mindXful that this is a large school and we have a teacher on long term sickness.	

13.03	<u>PUPIL PREMIUM</u> There is now a Pupil Premium Strategy which outlines expenditure based on current and future requirements for children within ever6 and current pupils. A census was conducted in January 2015; we had 91 children which were awarded expenditure for the Financial Year 2016/2017. Our current figure for Pupil Premium pupils is 71 children. £53,444 Vired to Teachers Cost Centre as per strategy.	
13.04	Funds for the trip to the London Eye by Year 6, cost of £1,000 were transferred to the trip Cost Centre.	
13.05	Office stock – There is money owed from School Fund for the cost of wet play games that needs to be forwarded of £1.042. Also money needs to be Vired from reserves to last up to end of March 2017. – Suggested figure is £4,000	
13.06	<u>SCHOOL DEVELOPMENT</u> Cost of £24,335 for instillation of new Sounder and Gate security. Extra door fob to entrance door to Reception Outdoor Classroom by Infant Hall as this was highlighted as a Safeguarding issue £1,000.	
13.07	SBS Reserves £146,199.05 remaining. £18,287 from this total will leave £127,911.35	
13.08	Devolved Capital – (£4,848.65) Will be used towards to cost of the gates. Therefore £4,848.65 +£1,198.65 <u>£6,047.30</u>	
13.09	Out of Hours – has shown a profit of £8,273 as at 9 th November 2016.	
13.10	Three Pupil Premium children (from the same family) have had their funds withdrawn. £1,261 was paid for Out of Hours and Breakfast Club. XX to monitor the situation. XX thanked XX for all of her hard work.	
14.0	FEEDBACK from WORKING PARTIES	
14.01	Working Parties were set up to look into becoming a MAT. Some findings were that it may give an opportunity to generate cash into school. May be able to save in other areas.	
14.02	There is meeting at XX School for all schools in the North Schools company, to discuss forming a MAT on 29 th November 2016 at 5:30pm. Christine Quinn's new role is to be responsible for all Academies and MATS. XX to feed back at next meeting	XX
15.0	PARKING ISSUES	
15.01	XX – XXsent a letter to the Police. A meeting on 2 nd November talked about parking issues with XX,XX,XX,XX. XX – At the meeting XX suggested putting signs up. All were keen to have double yellow lines on the road but have a 5 minute drop off time. XX– Expressed her concern when she has seen some Year 6 pupils, walk between cars to go to school. XX – Another suggestion was to have a stand at Parents Evening informing Parents that any illegal parking around school will incur a fine. XX – Are there any complaints from residents living by school. XX– Parking across their drives so that they are unable to park their car on the drive. XX – Suggested that if the children are told they will inform their parents. XX – The issue could be linked with Road Safety. Children could design posters and leaflets about parking around school. XX- leaflets could be sent home.	
16.0	ANY OTHER BUSINESS	
16.01	Some of the Governor profiles are now out of date and need renewing. Also	

		need updated photographs of Governors. Any Profiles and photographs, to be forwarded to XX. Need photographs of XX, XX and XX	
	16.02	XX – Shared a handout from XX on part of the Framework linked to Governance. The handout contained four questions that Governors should be asking themselves:- How effectively do Governor hold leaders to account... How well do Governors engage with parents, carers... Are Governors able to comment on the quality of CPD for teachers... How effectively do Governors hold leaders to account for ensuring additional funding, including Pupil Premium...	
	16.02	XX – Mentioned that the Assessment focus is one strategy at the end of the year. XX – Using our Governance and OFSTED strengths by going to another Governing Board meeting. XX- This would show that we are being pro-active.	
17.0	DATE OF NEXT MEETING		
	17.01	Thursday 8 th DECEMBER 2016 at 4pm in the meeting room.	

Meeting ended at 9.01pm