

NEW OSCOTT PRIMARY SCHOOL

MINUTES OF GOVERNING BOARD MEETING HELD ON THURSDAY 11th MAY 2017

The meeting commenced at 4.05 pm

1.0	PRESENT – GOVERNORS		ACTION
	1.01	XX, Parent – Premises Governor and CHAIR XX, Head Teacher XX - Deputy Head Teacher XX – Staff Governor XX – Staff Governor XX - Associate Member XX – Co-Opted Governor - Early Years Consultant XX – Staff Governor	
2.0	ABSENT WITH APOLOGIES		
	2.01	XX XX XX XX XX	
3.0	ABSENT WITHOUT APOLOGIES		
	3.01	None	
4.0	IN ATTENDANCE – NON GOVERNORS		
	4.01	None	
5.0	INTRODUCTION		
	5.01	CHAIR – Welcomed everyone to the meeting and thanked them for attending.	
6.0	MATTERS ARISING FROM MEETING HELD ON 6th APRIL 2017		
	6.01	PREVENT: XX had undergone training.	
7.0	MINUTES OF LAST MEETING HELD ON THE 6th APRIL 2017		
	7.01	XX: The minutes required a change; 13.02 should actually be under 6.02. XX to make the necessary amendments and send out to the GB.	XX
8.0	HT REPORT		
	8.01	Pupils on roll: 683 : School: 631 : Nursery: 26 a.m. / 26 p.m. Attendance: 96.5%	
	8.02	Hopefully XX will begin a phased return later in June.	
	8.03	Football team very successful and through to the Sutton Schools’ Cup Final	
	8.04	London trip; full risk assessment and numbers to be confirmed.	
	8.05	50 th birthday celebrations on 5 th June 2017. Dress in different decades. Some 50p stalls e.g. school council. Revealing Oscar the Bear (Big Sleuth), whole school picnic and 50 challenge sponsored event. Thanks to XX for raising the money £250. Discussions on ex pupil photos and could these ex pupils come to NOPS to talk to a class? XX thought this would be a really good idea. XX to make a list.	XX
	8.06	XX currently visiting nurseries and other settings for transition meetings for pupils due to start in September. XX attending training on EHCPs and CRISP	
	8.07	School Improvement: Useful to have practical ideas around children with additional needs. Behaviour audit and staff questionnaire. Behaviour management training. Improvement reading project NOPS been accepted on. Reading flagged up on data analysis. Need to concentrate on this 2017/18. XX: Attend meeting next week.	XX

8.08	<p>New Inspection Dashboard. RAISE online; found there were weaknesses. GB should be aware of this. Just below 90% attendance FSM/SEN support. Below national average. Not where we want to be. XX has been tracking this over the last year and pleased to report it has improved. XX has met with 6 families and attendance has improved since that meeting. Showing that this year 6% improvement.</p> <p>SEN: high number of children with ASC have related digestion difficulties. High levels of anxiety disrupt sleep patterns. ADHD on medication children. Difficult to get going for these children and we should be mindful of this. At least we can show evidence of why the percentage is low. XX taken inspection dashboard weakness/current picture. XX: Forearmed is good. XX will email out to GB. If you can think of anything else please feedback. XX will send out inspection dashboard and his notes as PDF.</p>	XX
8.09	XX attended training regarding holidays in term time. NOPs has not been giving out fines to date. LA is tightening up on this. Money goes to the LA not the school. £60 pay within 21 days increases to 120. XX will do a presentation on this. Currently 2 days are given as authorised holiday.	XX
8.10	Assessment update: XX shared this with SLT. Thorough analysis and good progress noted. Spring term data; PP high focus on dashboard. XX found evidence that they working below but closing the gap. Y2 SATs doing for 2 weeks. Y6 SATs week. Really proud. XX: Our staff do not put the pressure on the children. Gone very well. XX thanked all. Huge thanks to XX who stepped up in place of the teacher who was unwell.	
8.11	Assistant head teachers hosting at NOPs; LA moderation on 2nd/5th.	
8.12	Child protection: NSCC letter will go out Friday 12 th . XX would like a Governor to attend the assembly. XX can do these once XX has sent out dates and times. ChildLine video was not shown as the person did not attend. XX happy for assemblies to take place. Most of staff did PREVENT online.	XX
8.13	Election: unavoidable closure for NOPs.	
8.14	Y3/4 canopies have been removed. Reception canopy completed by tomorrow. XX said they will finish tomorrow and there will be a meeting Monday. XX wants to get this done. XX put in bid to develop nursery environment (indoor) would help with the progress of children. Also for outdoor area and classroom area. XX advising on that. XX happy to propose that. XX seconded this. Having Sutton nursery canopy. 2 quotes received and this will come out of out of hour's pot.	
8.15	Jobs still to be completed around school. Paint cladding by kitchen. Dawn til Dusk: a lot of rubbish there and XX thought that should be good to be tidied.	
8.16	Current concerns. Concrete and roots under tree. To be cordoned off. Cannot have children playing in that vicinity. LA coming to clean drain. XX sorting this out. Slope by Y5 canopy and matting still needs attention.	XX
8.17	Dolce moved back to 1 st September issues around pensions.	XX
9.0	LEA GOVERNOR UPDATE	
9.01	Good news XX had email from SGS. XX has applied as LA Governor. She is from the Finance sector and not HR as NOPs had wanted. XX felt we would	

		be very well supported by the LA so XX is not concerned we haven't got that representation. She does a lot around financial auditing. XX has her application and works for Z. XX is happy to go forward with this. XX would like her to come in and meet XX and XX. Invite her on to GB after that.	
10.0	FINANCE & AUDIT UPDATE		
	10.01	XX: action points from the audit. Check these have been done. SGS said that we need 3 members on there not 2. XX cannot deputise in place of AW. All amendments needed. XX to send round. Agree at next meeting.	XX
	10.02	XX: Lettings policy more work to do. All forms received except from XX. Financial planning robust business plan; meet with ER. In year savings: business plan in place by autumn term. Draft by summer. Attendance spotlight training booked. New attendance policy for September 2017.	
	10.03 Challenge	Carry forward surplus through from city. 160,054. Predicted in-year deficit 140,907 taken from teacher salaries. 75,757 difference 91,297 had to put on budget today. Further 56,010 in teachers' deficit in budget unless we make savings in other areas. XX would like to compare every year and show a reduction would be good to show GB. Challenge we are still looking at this.	XX
	10.04	AW: All staff aware that we need to make cut backs. Look at music lessons; from September onwards. Suggestion to pay online. SWR: Brings back to pay online. XX: 5 schools in proposed MAT have gone with yy. Cost £550, £1.082 annually. Initial set up cost. £1632 total. Cost to school 1.29% of any payments that go through the system. Add to cost of trips to cover the costs. XX to see if there is any negotiation on costs. Will speak with other schools. YY system with gates and security. XX looked at 3 systems. YY is easier to use. If over £5k do we need to take this to GB? Can have wallets rather than sticker. Connects to fire drill. GB unanimous and go with YY. XX happily propose that. Seconded by XX. <i>XX left at 5.25pm</i>	
	10.05	YY pack: XX gone through figures and predicted profit 16,339k has shown in carry forward surplus. Still a considerable profit. £3.80 per session. From September 2017 do we increase costs? Rise by 5p? GB voted yes and keep registration fee the same. XX proposed that. XX seconded this. Make sure we are not over staffed. Offer places on newsletter. XX agreed good idea. <i>XX left at 5.30 pm</i>	XX
	10.06	XX: met with Employee Relations restructuring. Agreed redundancy policy already and shared with staff with financial situation we are in. Step 1 current staffing structure. Step 2 proposed structures. Then business plan XX has example of one from current position to where we want to be. Draft Business Plan by end of summer term. XX next meeting share current structure and proposals around what it could look like. Felt very well supported by LA.	XX

		Redundancies could be January or end of financial year. XX say that LA pay payments but school has to pay Pension strain. Means that staff age 54 NOPs would pay pension for next 10 years of service until 65.	
	10.07	Meeting with XX 23rd May 2017 regarding school financial situation.	
11.0	MAT UPDATE		
	11.01	<p>XX has met with head teachers since last GB. Further discussion on next steps. Talked about a possible name i.e.; Sutton Coldfield Community Trust. Structure as being the trustees 5 at top should be all external and not to do with existing schools. Skills based i.e., finance, accountant, law etc. Next tier can be called members of 7-9, could have someone from school. GB should understand they would not represent their school. You would be a member of the MAT. You cease to look at just your current school. Under that local GB. Would not have all of the legal responsibilities.</p> <p>Contacted 2 civil servants who came to last presentation and they will talk us through the next steps then go back to our GB. Ahead of that meeting would be helpful to our school to agree strengths document. Our SLT worked on this before meeting. Take this activity back to GB. XX handed out MAT formulation. Example SLA and contracts: each of example schools gave pupil support time and then put those consultants together and gave key messages around SEN support and valuing support staff as well.</p> <p>Keep our own newsletter but also have a shared newsletter. XX: people take this sheet away and email out rest and blank. Before next meeting.</p>	XX
	11.02	<p>SCR single record: XX has done report but GB not received as yet. XX requires GB home addresses on record.</p> <p>Finance Committee spoken about terms of reference and arranging a meeting for Finance Committee. XX XX XX XX and maybe new governor.</p> <p>GB question cards: XX not done.</p>	XX
12.0	AOB		
	12.01	<p>AOB: XX getting lockers delivered and installed during the holidays. These will not have any locks on them. Finger guards on doors fitted.</p>	XX
		New competency framework for clerks. XX to look at training	XX
13.0	DATE NEXT MEETING		
	13.01	<p>Dates for your Diary:-</p> <p>15/06/17 - 7pm } Topics to be arranged</p> <p>13/07/17 - 4pm }</p>	

Meeting ended 5.50pm