

NEW OSCOTT PRIMARY SCHOOL

MINUTES OF GOVERNING BOARD MEETING HELD ON THURSDAY 15th JUNE 2017

The meeting commenced at 7.05 pm

1.0	PRESENT - GOVERNORS		ACTION
	1.01	XXX, Parent – Premises Governor and CHAIR XXX, Vice Chair XXX, Head Teacher XX Deputy Head Teacher XX – Staff Governor XX – Parent, SEN Governor XX, Parent, Safeguarding Governor XX – Associate Member XX – Associate Member XX – Co-Opted Governor – Early Years XX – Associate Member, Data Governor XX – Finance Governor	
2.0	ABSENT WITH APOLOGIES		
	2.01	XX	
3.0	ABSENT WITHOUT APOLOGIES		
	3.01	None	
4.0	IN ATTENDANCE – NON GOVERNORS		
	4.01	XX – School Business Manager XX – Clerk	
5.0	INTRODUCTION		
	5.01	CHAIR – Welcomed everyone to the meeting and thanked them for attending.	
6.0	MATTERS ARISING FROM MEETING HELD ON 11TH MAY 2017		
	6.01	LM amended minutes of 6th April 2017. XX to sign and file.	XX
	6.02	XX: 50 th birthday display looks wonderful.	
	6.03	Behaviour Management Training: XX attended initial meeting. NOPs had first staff meeting to fully engage staff; led by XX and XX Reading will be main focus next year and to look at a working party of interested teachers to push this forward. XX: Spotlight training next Thursday; how holidays escalate and persistent non absence.	XX
	6.04	Child Protection training went very well. XX and XX attended.	
	6.05	Dolce: meeting next week but too short a timescale to initiate for September 2017.	
	6.06	Amendment made for Terms of Reference.	XX
	6.07	Booklets going out Monday 19.6.17: Out of Hours.	XX
	6.08	10.03: XX is report on in year savings. With changes to staffing have made £32-33k.	
	6.09	XX: central record done thank you.	
	6.10	Lockers now fitted and children very happy. No finger guards fitted but looking to make good during the summer holidays.	XX
	6.11	XX still to do training. Scheduled for November 2017.	XX
	6.12	10.07: Head Teachers’ could not meet during election period. Next meeting scheduled for 30 th June 2017.	XX
	6.13	Minutes of last meeting agreed by XX. XX seconded.	

		<i>XX left meeting at 8.15pm</i>	
9.0	MAT update and MAT formulation forms		XX
	9.0	<p>XX met with the Heads of MAT schools. DFe reps came again and talked us through structures and explained the roles and numbers required. Agreed next steps 28th June Heads to meet to discuss what the MAT is to stand for and put together our Core delivery. XX feels they need to start getting things down on paper.</p> <p>Head teachers to come up with structures to present to GB for comment. Identify skillset for trustee members. XX tasked to get this from Dfe. Otherwise will not move forward.</p> <p>XX send document out from SLT team here to see what GB think.</p> <p>Suggestion for the GB to visit XX's school and meet with staff. XX suggested meeting before the end of term. XX will organise.</p>	XX XX
10.0	GOVERNING BOARD QUESTION CARDS		
	10.01	<p>XX: XX did training this week for effective challenge. Given key questions by Ofsted.</p> <p>XX went through questions and handed out paperwork.</p> <p>Challenge: good professional relationship with the head teacher.</p>	
	10.02	<p>Self-reviews: audit review - impact under key Ofsted areas.</p> <p>Absence and attendance figure: concerns. XX has sent out dashboard review with concerns and actions taken in school. XX: Good we have the evidence which shows the impact.</p> <p>XX: need to challenge the unauthorised absence during the year. Looking at gap with PP/SEN. Showing evidence. Ofsted want to see this.</p> <p>XX has looked at those under 90%. Reasons for all of them. Odd days are the ones we challenge. They will hit Spotlight programme next year.</p> <p>XX takes the nursery out and looks at those from reception throughout.</p> <p>XX mentioned in the safeguarding section how certain children had improved. XX suggested parents bring students in first thing for their mark then take them out for a medical appointment.</p> <p>SEN has higher attendance issues because of high anxiety, medical issues etc.</p> <p>XX do bullet point and send to XX.</p>	XX
11.0	AOB		
		<ul style="list-style-type: none"> • Staff and Finance – Dolce update. XX meeting next week. • Curriculum and Pastoral • Out of Hours and Premises 	
	11.01	<p>Gift and Hospitality</p> <p>XX asked if we needed to make parents aware of the new policy. Register already in place. XX discussed this and agreed we should carry on as we do but teachers need to report this and register in the book provided. As long as staff are aware, then we are fine to carry on as we do. XX to announce in briefing.</p>	XX
	11.02	<p>GB staff meeting 17 July where curriculum team leaders and new school improvement plan targets - 3.45 p.m. and lasts an hour.</p>	

Meeting ended at 20.48 p.m.