

**NEW OSCOTT PRIMARY SCHOOL**

**MINUTES OF GOVERNING BOARD MEETING HELD ON THURSDAY 8<sup>th</sup> DECEMBER 2016**

The meeting commenced at 4.04 pm

<b>1.0</b>		<b>PRESENT – GOVERNORS</b>	<b>ACTION</b>
	1.01	XX, Parent – Premises Governor and CHAIR XX,- Vice Chair XX, Head Teacher XX - Deputy Head Teacher XX – Associate Member XX –Co-Opted Finance Governor XX – Parent, SEN Governor XX, Parent, Safeguarding Governor XX - Associate Member	
<b>2.0</b>		<b>ABSENT WITH APOLOGIES</b>	
	2.01	XX – Co-Opted Governor - Early Years XX – Staff Governor and XX – School Business Manager	
<b>3.0</b>		<b>ABSENT WITHOUT APOLOGIES</b>	
	3.01	NONE	
<b>4.0</b>		<b>IN ATTENDANCE – NON GOVERNORS</b>	
	4.01	XX Guest speaker XX – XX	
<b>5.0</b>		<b>INTRODUCTION</b>	
	5.01	CHAIR – Welcomed everyone to the meeting and thanked them for attending.	
<b>6.0</b>		<b>PRESENTATION – Facilitator: Guest Speaker XX – XX</b>	
	6.01	Opened the meeting asking the question ‘What constitutes effective governance’ and the changes since September 2015. Going on to say, Governors need to look at the impact that they have at school, ‘seeing with their own eyes’ and ‘hearing with their own ears’ in order to demonstrate their knowledge of the school. Quote: ‘To consider the new expectations of Governor and how committed are Governors to their own development... to further Governor involvement at the school.’	
	6.02	Going on to say that, Sir David Carter (National Schools Commissioner, June 2016, NCTL) stated that Governors need to know and discuss the experience of pupils, staff and parents. XX informed the Governors that initially OFSTED inspectors visit school for one day. However, this may change to a two day inspection. It is important that Governors have an understanding of Performance Data, Quality teaching and the Quality of teaching linked to Performance Management, pay progression and the use of Pupil premium and evidence of ‘closing the gap’.	
	6.03	<u>The Common Inspection Framework – implications for ‘good’ schools.</u> Section 8 offers guidance (1 day -short inspections) This is a basis for professional dialogue for the Head teacher, to confirm that the school is good. After which school received a letter to confirm 2 judgements only. School Self Evaluation at core, should be clear and precise, showing assessment processes and pupil outcomes (data).	
	6.04	<u>Governing Board (GB) Core Functions.</u> 1. Ensuring clarity of vision, ethos, strategic direction and challenge. 2. Holding the Head Teacher to account for the education performance of the school and its pupils and the Performance Management of staff.	

		<p>3. Overseeing the financial performance of the school and making sure its money is well spent.</p> <p>Along with, how the Governors effectively demonstrate their impact on the school and share this with parents and the wider community.</p>	
6.05		<p><u>Holding the Head Teacher to account.</u> Governor should ask challenging questions:-</p> <p>Which groups of children are the highest/lowest performing why?</p> <p>How are you going to raise standards for all children?</p> <p>Is this a happy school with a positive learning culture?</p> <p>The Governing Board should ask itself:-</p> <p>Do we know what the school vision is?</p> <p>Do we know what strategic priorities are?</p> <p>Do we know what the School Actions plans are?</p>	
6.06		XX entered the meeting at 4:16pm.	
6.07		XX also mentioned that the last OFSTED Report (inspection findings) in October 2012 was very positive.	
6.08		<p><u>Presenting Evidence of Governors' impact to OFSTED</u></p> <p>Inspectors will request documented evidence of the work of governors and their priorities. (School Inspected Handbook paragraph 38 sections 5 )</p> <p><u>What does this mean?</u></p> <p>Minutes of GB meetings are looked at to check governors are challenging the schools judgements, particularly around pupils' progress and the quality of teaching. Also an awareness of Data Dashboard and how Pupil Premium children compare nationally. Furthermore, the School Improvement Plan should identify that the GB have involvement and engagement by discussing targets and objectives.</p> <p>XX suggested highlighting the governor challenges in red, to enable them to stand out in the text more effectively.</p>	
6.09		<p>What OFSTED reported last time?</p> <p>How have NOPS improved the function of the Governing Board?</p> <p>Have a few pupils' books from each year group for the Inspectors to browse through before the meeting.</p> <p>Early Years Foundation Stage – Has there been an improvement in assessment groups and compare where the pupils are now (KS2), to where they were in KS(1).</p>	
6.10	Challenge	<p>Some valuable suggestions offered by the Governors during this meeting were:-</p> <p>XX- Governors should be able to read the data on Dashboard.</p> <p>XX –Use the Head Teachers Report to find more data</p> <p>XX – Acknowledge any SEN support in school and the Impact of Interventions.</p> <p>XX – To have a folder in the front of school Reception area for any Governor visiting school to sign, clarify their reason for visiting the school and written feedback after such a visit.</p> <p>It was agreed that a written Head Teacher Report *should be Holding the Head Teacher to account, Governor should ask challenging questions:-</p> <p>Which groups of children are the highest/lowest performing why?</p> <p>How are you going to raise standards for all children?</p> <p>Is this a happy school with a positive learning culture?</p> <p>The Governing Board should ask itself:-</p> <p>Do we know what the school vision is?</p> <p>Do we know what strategic priorities are?</p> <p>Do we know what the School Actions plans are?</p> <p><i>*It had been agreed during a previous meeting that any Governing Board</i></p>	

		<i>Meeting commencing at 4pm, a verbal Head Teacher Report is acceptable. Meetings commencing at 7pm will required a written Head Teacher Report.</i>	
		XX - Summarised the focus of the meeting:- Governor should understand their strategic role and that they have the necessary Skills and commitment.	
	6.11	XX – Thanked XX for the detailed and informative presentation. XX – Also thanked XX for the presentation and mentioned that it was really a helpful. XX left the meeting at 5.25	
<b>7.0</b>	This evenings meeting (8.12.16) commenced at 5:31pm		
	7.01	Chair asked everyone to introduce themselves to XX, Deputy Head of XX. The Governing Board members introduced themselves. XX – Mentioned that a place had become vacant on the school Governing Board and that she has approached XX, whose skill set will be an asset to New Oscott Primary School and that he had agreed to join NOPS Governing Board. After which she asked if the Governors would vote for Tom joining the board as an Associate Member. All those present agreed. Proposed by XX and seconded by XX.	
<b>8.0</b>	<b>MATTERS ARISING FROM MEETING HELD ON 17<sup>th</sup> NOVEMBER 2016</b>		
	8.01	Item 5.01 should read XX not XX	
	X	Item 15.01 – Parking Issues around NOPS. XX and XX attended a meeting at XX School regarding parking issues around schools. They both found this useful, as one solution was to large place signs on the outer fencing asking parents to park further away from school. The signs were to bring to the forefront the importance of Road Safety, keeping children safe. XX suggested that this issue could be mentioned on the school website. As well as, having a raffle for good parking. XX – Also mentioned that it could be a focus on Parents Week. XX– Asked if a Walking Bus would easy the parking problem. XX – Replied that this had been tried previously but that there was not a good response.	
<b>9.0</b>	<b>MINUTES OF LAST MEETING HELD ON 8<sup>th</sup> DECEMBER 2016</b>		
	9.01	The minutes were accepted as a true record and proposed by XX and seconded by XX. The Chair signed the minutes on each page and handed to the Clerk.	
<b>10.0</b>	<b>PECUNIARY INTERESTS</b>		
	10.01	XX and XX	
<b>11.0</b>	<b>ANY OTHER BUSINESS</b>		
	11.01	XX met with XX on 5 <sup>th</sup> December 2016. The meeting's focus was ' <u>Areas of security of the site gates.</u> '	
	11.02	XX – Mentioned that logging on to POMS was easy to achieve. Going on to say that everything is kept within a single central record.	
	11.03	XX – Conveyed that Part 2 of the Child Safety document needs to be read by everyone and that the school staff have signed that they had read this document.	
	11.04	XX – Spoke of how she had raised £220 by selling Drinking Chocolate bags decorated with Reindeer features and Reindeer Sparkle Food within school and at the Christmas fair. These funds were kindly donated to the SEN department to purchase new equipment.	
	11.05	XX and XX organised a Parent Voice meeting on the topic of SENDCo. XX – Voiced that a previous meeting on ASC was also successful. XX– Replied that perhaps either XX or XX could attend in the future.	
	11.06	Clerk resigned from role	

		Chair – mentioned that XX was resigning as Clerk to the Governing Board at NOPS and had held the position for four years. He also thanked her on behalf of the School Governors for all of her hard work, commitment and support during this time.	
<b>12.0</b>	<b>NEXT MEETING</b>		
	12.01	Thursday 19 <sup>th</sup> JANUARY 2017 at 7pm in the meeting room.	
	12.02	<p>DATES for your diary:</p> <p>09/03/17 starting at 4pm</p> <p>06/04/17 starting at 7pm</p> <p>11/05/17 - 4pm</p> <p>15/06/17 - 7pm</p> <p>13/07/17 - 4pm</p>	<p>} Topics to be arranged</p>

**Meeting ended at 5:52pm**