

**New Oscott Primary School
Minutes of the Full Governing Board meeting
Held on Thursday 12th July 2018 at 4.00pm**

Present: [REDACTED], [REDACTED], [REDACTED] (DHT), [REDACTED], [REDACTED], [REDACTED] (HT), [REDACTED] (Chair)

Apologies: [REDACTED], [REDACTED], [REDACTED]

In Attendance: [REDACTED] (Associate Member)

Non-Attendance: [REDACTED], [REDACTED]

1. Apologies

The Chair welcomed everyone to the meeting. Apologies were received and accepted from [REDACTED], [REDACTED] and [REDACTED]

2. Minutes of the last meeting

Having previously circulated the minutes of the Full Governing Board meeting held on 14th June 2018, it was

Resolved that the minutes be taken as read, confirmed and signed as a true record subject to an amendment as follows:

9.08: [REDACTED] mon 16th July staff meeting

A copy of the signed minutes to be retained by the School for record.

Matters Arising

6.01: [REDACTED] informed members that the Data Protection and Retention Policy had been sent to the LA (Local Authority) to review but that no response had been received to date. Members were informed that a disclaimer had been added to the forms issued to new parents to confirm that all listed emergency contacts had given permission for their details to be held. [REDACTED] confirmed that forms would be issued to parents of pupils in years 1 to 6 with the same disclaimer.

8.03: [REDACTED] reported that [REDACTED] had provided information relating to tax relief for childcare costs and that the information had been made available to parents at both out of hours clubs.

9.10: In response to a governor question, [REDACTED] confirmed that interventions would continue and that pupils had been identified.

11.01: [REDACTED] informed members that a business plan had been approved by the Restructuring and Redundancy panel and that [REDACTED] had been appointed as the chair of the panel. [REDACTED] expressed her gratitude to [REDACTED] for attending the formal trade union meeting and staff consultation meeting held on 12/07/2018.

AOB: [REDACTED] reported that a questionnaire had not been given to parents but that verbal feedback had been sought and had been positive.

3. Pecuniary interests

█████ enquired whether any member had any direct, indirect or pecuniary interests in the business to be discussed. █████ highlighted her ongoing pecuniary interest.

4. Policies – GDPR and Policy Statement

█████ requested that approval of the GDPR Policy be deferred to the next meeting of the full governing board as feedback on the proposed policy from the LA was outstanding.

5. SEND governor position

█████ informed members that █████ and █████ had met to discuss the SEND (Special Educational Needs and Disabilities) governor position and it had been agreed that the role would be tailored to better meet the needs of the School and that an election process for a parent governor would be conducted in September.

6. Heads update

█████ provided a verbal update to the governing board. Highlights, comments and questions were as follows:

Pupils

█████ reported that there were 683 pupils on roll and that one available place in Reception had been offered and accepted to start in September. Members were informed that two spaces were available for the September intake and that there was currently no waiting list.

Members were informed that attendance was 96.1%, which was in line with National.

█████ reported that Nursery was full for September with one additional pupil offered a place due to an administration error.

Members were informed that the 'Move on Up' and 'Let's Get Messy' days had gone well and that 'New to Reception' visits had taken place. █████ reported that one pupil due to start in █████ had significant needs that could not be met by the School and that meetings were taking place with the child's parents to consider options. █████ added that an EHCP (Education Health Care Plan) was not in place and no additional funding would be available.

█████ informed members that the Rotary award presentation had taken place on 09/07/2018 and that 46 pupils had achieved the award.

Staffing

Members were informed that a newsletter had been sent to all parents on 05/07/2018 to inform them of staff leaving at the end of the academic year. █████ requested that letters of thanks to be written by the Chair be available by 18/07/2018 to present to staff.

ACTION – █████

█████ informed members that the three new NQT's due to join the School in September had visited School and met their classes and that two existing NQT's had passed their assessments.

█████ reported that all pupil progress meetings had been held and that Performance Management meetings were ongoing.

Community

██████████ reported that 301 parents attended the recent lunch. Members were informed that Dolce had not charged for the meals but that voluntary donations had been requested for the School Fund. ██████████ informed members that the format of the lunch would be reviewed for future years, highlighting the significant input required from SMT but noting that parents were appreciative of the opportunity.

Members were informed that a number of entries had been submitted from pupils for the Roald Dahl art competition and one pupil in Year 1 had won their age category.

Assessment

██████████ presented copies of the School Results 2017/18. Members were informed that 57% of pupils in EYFS (Early Years Foundation Stage) had achieved GLD (good level of development). ██████████ commented that this was below the LA average but highlighted that pupils had made accelerated progress from low starting points. ██████████ informed members that the Phase 1 Co-ordinator ██████████ would be attending the next meeting of the governing board to discuss the matter further.

Members were informed that 30% of disadvantaged pupils in EYFS had achieved GLD and that overall 69% had achieved in Reading, 58% in maths and 70% in English.

██████████ reported that 83% of pupils had achieved the Phonics Screening Check which was in line with the previous years' results. Members were informed that, following year 2 re-sits, 97% of pupils had passed. Referring to disadvantaged pupils, the DHT reported that 92% had passed after re-sits. Members were informed that, of those who had not passed, a number were SEN and that there had been measurable progress from Year 1 to Year 2.

Referring to the KS1 data, members were informed that writing at GD (greater depth) had dipped slightly but that the overall GD results were pleasing.

Referring to the KS2 SATs data, ██████████ commented that the overall results were pleasing and in line with the previous years' results. ██████████ highlighted that 50% of pupils had achieved GD in English, grammar, punctuation and spelling. Members were informed that two pupils who were absent for the tests would have achieved ARE (age related expectation).

██████████ that the disadvantaged pupils who had not achieved ARE were on the SEN (Special Educational Needs) register.

██████████ highlighted that results would be above floor targets overall.

██████████ commented that the reason for teacher assessments being higher than SATs results had been due to the impact of stress felt by pupils when taking the test.

In response to a governor question, ██████████ confirmed that data had last been reviewed by ██████████ in the Autumn term. ██████████ agreed to email ██████████ to agree a meeting to review the results.

ACTION: ██████████

Safeguarding

██████ reported that ██████ had attended a safeguarding conference on 05/07/2018 and that water safety had been an area of focus. Members were informed that a PowerPoint presentation on water safety produced by RNLI would be delivered to all pupils to raise awareness.

██████ informed members that the health care van had been into school, noting that the frequency of visits had been reduced to bi-annual on account of budget constraints.

██████ reported that he had completed a check of the SCR (Single Central Register) and had found the register to be satisfactory.

SEND

Members were informed that the SENCO had produced a strengths and achievements documents to be shared with all staff. ██████ highlighted that significant work had been undertaken in respect of Primary to Secondary and year group transitions.

██████ highlighted that a significant number of mediation meetings for EHCP's were taking place which was proving time consuming.

School Improvement

Members were informed that the main areas of focus for the next academic year would be reading, maths and wellbeing/mental health. ██████ highlighted that there had been a significant investment in staff training in respect of reading and that the model of how reading was taught would be reviewed as a result. Members were informed that the Calculation Policy would be reviewed and issues demonstrating progress within year groups in maths would be addressed.

Premises

██████ reported that gas supply works would be carried out in August.

Members were informed that issues with fencing and walls were still to be addressed. A governor suggested that parents be approached to help with the fencing and wall work. ██████ acknowledged that this was a possibility.

Members were informed that lockers were being fitted for years 3 and 4 which had been funded by NOSP (New Oscott School Parents' Association).

Finance

██████ informed members that the School was due to be re-audited by the LA following the recent full audit. Members were informed that issues had arisen due to a lack of evidence of discussions and challenge in the minutes of governing board meetings and proposed that the action plan be reviewed in full at the next meeting for the purposes of the minutes.

Members were informed that the School had been selected for an SFVS (Schools Finance Value Standard) audit.

Restructure

Members were informed that the relevant procedures had been followed with the support of [REDACTED] from the LA, that the business plan had been approved by the Restructuring and Redundancy Committee and that formal meetings had been held with unions and staff. Members were informed that some changes had been made to the timeline and that an amended version would be sent out to committee members and that some errors identified on the plan would be highlighted to the committee.

ACTION: [REDACTED]

Members were informed that [REDACTED] would participate in procedures in respect of compulsory redundancy if necessary, due to [REDACTED]'s pecuniary interest.

[REDACTED] highlighted that the thirty day consultation period had commenced on 12/07/2018.

Multi Academy Trust (MAT)

Members were informed that a meeting had taken place with [REDACTED]s on 10/07/2018 and that governing board votes and staff consultations had taken place at all six schools involved. [REDACTED] confirmed that the name of the MAT had been agreed as 'Sutton Coldfield Learning Partnership (SCLP)' and that an application would now be made. Members were informed that a letter would be sent to parents on 10/09/2018 and a parents meeting would be held at St Johns Church Hall on 20/09/2018 at 6.00pm. Members were informed that the Chairs of Governors of all six schools had been asked to attend the meeting.

[REDACTED] informed members that expressions of interest were being sought from governors interested in becoming Directors of the MAT and that details of the role and responsibility would be circulated to all governors by email for consideration.

ACTION: [REDACTED]

[REDACTED] informed members that consideration was being given to the MAT utilising a portal such as Trust Governor.

[REDACTED] referred to emails received from the HT of one of the six schools, highlighting that the DfE [REDACTED] had stated that the six individual applications would need to be submitted by November in order for the MAT to commence in April as planned.

In closing, [REDACTED] expressed her gratitude to governors for their support and committee to the School during the academic year and expressed excitement about the year ahead.

Resolved to receive and accept the HT's verbal report.

7. Clerks position

The Chair confirmed that [REDACTED] had been appointed as the Clerk to the Governing Board from September and that she had attended training in preparation.

8. Any other businessTransfer of pupils in care

[REDACTED] highlighted that two pupils in care would be transferring to another school and that the School had been asked to accept two pupils in care in return. Members were informed that one of the two pupils would go into the same year groups as one leaving but that the other would result in Year 2 exceeding PAN by 3

overall – resulting in 31 pupils per class in the year group. Governors discussed the proposal and were unanimously in agreement.

Resolved to approve the transfer of two pupils in care as presented.

Attendance

A member requested PA (persistent absence) data. ██████████ agreed to share this at the next governing board meeting. Members discussed the issue of managing persistent absence and issuing of statutory fines.

End of year reports

A member commented that the font size used on pupil reports was too small. ██████████ highlighted that the font size used had resulted in a significant saving on paper. A member queried whether the report could be sent by email. ██████████ agreed to look in to this for the next academic year.

2018/19 meeting schedule

██████████ referred to the 2018/19 meeting schedule, having been circulated in advance of the meeting.

Resolved to receive and note.

In closing, the Chair re-iterated the HT's thanks to governors and expressed gratitude to the HT and DHT for their ongoing work and commitment.

With there being no further items of business, the Chair thanked everyone for their attendance and contributions and closed the meeting at 5.15pm.

Chair.....**Date**.....