

**NEW OSCOTT PRIMARY SCHOOL**

**MINUTES OF GOVERNING BOARD MEETING HELD ON THURSDAY 28<sup>th</sup> SEPTEMBER 2017**

*The meeting commenced at 7.03 pm*

<b>1.0</b>	<b>PRESENT - GOVERNORS</b>		<b>ACTION</b>
	1.01	XX Parent – Premises Governor and CHAIR XX Vice Chair VV Head Teacher XX – Deputy Head Teacher XX – Parent, SEN Governor XX Parent, Safeguarding Governor XX – Associate Governor XX – Co-Opted Finance Governor XX – Associate Governor XX – Associate Governor	
<b>2.0</b>	<b>ABSENT WITH APOLOGIES</b>		
	2.01	XX – Local Authority Governor XX – Parent, SEN Governor XX – Co-opted Governor – Early Years Consultant XX – Staff Governor XX – Associate Member, Data Governor	
<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 – School Business Manager XX – Clerk	
<b>5.0</b>	<b>INTRODUCTION</b>		
	5.01	CHAIR – Welcomed everyone to the meeting and thanked them for attending.	
	5.02	XX also welcomed XX – Associate Member to the GB. XX is Headteacher at a secondary school. An invitation was given to XX to join the Finance Committee. XX seconded.	
<b>6.0</b>	<b>MATTER ARISING FROM PREVIOUS MINUTES</b>		
	6.01	XX: Spotlight letter went out. Target 5/6 families for highlighting.	<b>XX</b>
	6.02	Head Teacher Meeting: XX will update when she has attended the meeting.	<b>XX</b>
	6.03	6.04: The test was fantastic. Alarm has been addressed to those places alarm not heard very well with a few glitches to iron out. Test again at a lunchtime.	<b>XX</b>
	6.04	6.07: BCC waiting to get back to XX	<b>XX</b>
	6.05	8.02: Scores will be sent out for Y6 pupils this year; last year parents received copies if requested but not a requirement for NOPs to do so.	
	6.06	Canopy: this has been removed from the Sutton Nursery during the summer. Unfortunately planner’s stumbling block. Try and get installed October half term.	<b>XX</b>
	6.07	XX unfortunately did not contact a garden centre.	<b>XX</b>
	6.08	XX: sent out letters for staff leaving.	
	6.09	XX School Website; pupil photographs can only be displayed for 5 years and then should be removed. XX will send out information to be updated.	<b>XX</b>
	6.10	10.12: Fence dispute with neighbour. XXreceived call from appointed surveyor and within 24 hours the said surveyor was sacked and a new surveyor appointed. Await meeting. XX will keep XX updated.	<b>XX</b>
	6.11	Heads of School met last week. Two schools would like to commence from	<b>XX</b>

		next September. One school is in the middle and one school is good to go when all ready. Meeting arranged for Tuesday 3 <sup>rd</sup> October 2017 which a CEO from a MAT will attend with NOPs. XX to report back at next meeting.	
	6.12	Instrument lessons have increased in price from last meeting. XX to look at PP students; some funding towards their music lessons. XX: Private tutors not looked into yet.	<b>XX</b>
<b>7.0</b>	<b>MINUTES OF THE LAST MEETING AGREED</b>		
	7.01	Minutes agreed.	
<b>8.0</b>	<b>PECUNIARY INTERESTS</b>		
	8.01	None.	
<b>9.0</b>	<b>HEAD TEACHER'S UPDATE</b>		
	9.01	Great start to new year. Shared September values, behaviour expectations. 91 in reception (1 on appeal). Long waiting list. Nursery huge concern. See Head's Report.	
	9.02	Training day first day back. XX gave safeguarding update.	
	9.03	New members of staff: XX and XX (NQTs) – mentors in place. NQT release each week. Attended first NQT training at Boldmere. Also XX(school administrator) and XX (assistant BSS) started this week. Savings made where possible – e.g., replacing more experienced staff with NQTs, slight reduction in BSS and administrator hours. XXhas been appointed Larks and Owls manager for Thursday and Fridays.	
	9.04	Signed up to reading project and competition for best book corner; awarding prizes to classes.	
	9.05	Working a series of Twilights in lieu of summer break. First one is Monday. Focus on pupil engagement and this will tie in with PMM. Observe best practice.	
	9.06	XX assessment: few actions for reading -0.2 writing 0.2 0.5 maths. End KS2 all subjects above average. End of KS1 above standard in reading and maths but not writing.	
	9.07	Actions: SEN targeted for additional support. Additional teacher targeting specific group of children in Y1,2,3 for intervention 3 times per week. XX: want to see more evidence; more guidance for staff.	
	9.08	KS 1/2 ASP staff training. Ongoing review end of year reports.	
	9.09	Moderation and staff meeting planned.	
	9.10	XX interviewed students in KS2 will feed back at next GB meeting.	<b>XX</b>
	9.11	Safeguarding update: 1 child on protection plan; 4 on plans.	
	9.12	CPOM online recording system. 165 incidents. XX: good to have a trail of evidence.	
	9.13	Safeguarding policy gone out to GB.	
	9.14	XX: lighting survey issues in school. Presentation by external company. XX to attend meeting.	
	9.15	Dolce have now managed to get the GAD. Now received pensions information from BCC. Some contention from Citiserve. DP asking for a new quote. Makes sure prices agreed at time are still the same. Can move over in January 2018.	<b>XX</b>
	9.16	Continue to update Behaviour Policy.	
	9.17	XX met with Learning Review Team. This year working with Boldmere and Penns. Look at quality of provision for SEN.	
	9.18	Learning walks have gone really well this week.	
	9.19	Collecting food for the local food bank for Harvest festival.	
<b>10.0</b>	<b>VOTE FOR CHAIR AND VICE CHAIR</b>		
	10.01	XX proposed as Chair by EN, MH seconded. XX proposed for vice chair by XX XX seconded.	

<b>11.0</b>	<b>FINANCE AND FINANCE COMMITTEE</b>		
	11.01	The Committee met prior to today's GB meeting. Members of the Committee are: XX XX XX XX XX. XX will be Chair of that Committee, XX also co-opted onto committee. Finance Committee to meet in another room proposed by XX.	
	11.02	Apprenticeship levy backdated from April.	
<b>12.0</b>	<b>MAT UPDATE</b>		
	12.01	More to report after meeting on Tuesday.	<b>XX</b>
	12.02	XX proposed that at next meeting GB to state whether NOPs is in or out. AP in the process of this at his school. XX stated that there are barriers financially but once the focus is on pupils then it will work. XX: listening to XX she feels this makes things clearer as a MAT will bring good ideas from the partnered schools we work well with ultimately helping the children.	
	12.03	All Heads to write a piece on strengths collectively. XX to write a short paragraph and email out. Strengths of NOPs also to send out. XX clear structure to follow with parents and staff. XX has some information on this. XX will put in newsletter that we are part of the North Schools Company; and that we use this for benefit of children. Look at behind the scenes i.e., finance and administration.	<b>XX</b>
<b>13.0</b>	<b>AOB</b>		
	13.01	XX proposed Safeguarding Policy and XX seconded.	

Meeting ended at: 20.26 p.m.

Date of next meeting: 12<sup>th</sup> October 2017 at 4pm.

Future dates:   16/11/17       7pm  
                       07/12/17       4pm  
                       18/01/18       7pm  
                       01/03/18       4pm  
                       22/03/18       7pm  
                       03/05/18       4pm  
                       14/06/18       7pm  
                       12/07/18       4pm