

**NEW OSCOTT PRIMARY SCHOOL**

**MINUTES OF GOVERNING BOARD MEETING HELD ON THURSDAY 19th JANUARY 2017**

The meeting commenced at 7.04 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 – Staff Governor XX – Parent, SEN Governor XX, Parent, Safeguarding Governor XX - Associate Member XX – Associate Member	
<b>2.0</b>		<b>ABSENT WITH APOLOGIES</b>	
	2.01	XX – Co-Opted Governor - Early Years XX –Co-Opted Finance 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 –Temporary Cover Clerk	
<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>MATTERS ARISING FROM MEETING HELD ON 8th DECEMBER 2016</b>	
	6.01	Amendment of name to read Nicki Bell not Nikke Bell.	
<b>7.0</b>		<b>MINUTES OF LAST MEETING HELD ON THE 8<sup>th</sup> DECEMBER 2016</b>	
	7.01	The minutes were accepted as a true record and proposed by and seconded by. The Chair signed the minutes on each page and handed to the Clerk.	
<b>8.0</b>		<b>PECUNIARY INTERESTS</b>	
	8.01	XX XX XX	
<b>9.0</b>		<b>IMPACT REPORT AND ACTION PLAN</b>	
	9.01	XX – Has developed a plan based on headings with links to the School Improvement Plan (SIP) 2016-17. Going on to say that strategic planning was an important part of the Governing Board.	
<b>10.0</b>		<b>MAT WORKING PARTY FEEDBACK</b>	
	10.01	XX- Attended a meeting with the North School Company and listened to a presentation facilitated by Christine Quinn. Commenting further, that NOPS has two choices. Firstly, would be to join a MAT with a group of schools or secondly, to stand alone and join a MAT at a later date. XXsuggested that it would be beneficial to join a MAT at the beginning, as NOPS would have more of an input to what was beneficial for school. Rather than joining at a later date because at the initial meetings any items have already be established. It is important that the Governing Board needs to decide the direction it sees NOPS is to go in. XX – Are we thinking about this tonight? XX – Commented that NOPS’s best option would be to joining a set of schools. So that NOPS is not left behind. <b>Challenge</b> <b>XX– Felt concerned that any funding for Special Educational Needs (SEN) may be reduced, if NOPS joined a MAT.</b> XX – Joining a MAT would put us in a better position as we could communicate	

		with each other's and share expertise. XX – There needs to be 3,000 pupils or more in a MAT to secure additional capital funding. Continued by saying, that during a recent Head Teacher briefing, it was discussed that extra funding would go to Teaching Schools (to go with Mastery or greater depth). XX school has already established itself as a Teaching School	
	10.02	XX– A concern in joining a MAT, would be if one school was more dominant than the others in the group. XX – Would that mean that NOPS would be told what to do what to do? XX – Every school have has something to offer but XX is the oldest school. It may need more funding to maintain the building. XX – There is a benefit with each school sharing its expertise. XX – Some schools are unable to work together. By working together means that everyone works more effectively. XX – There may be the possibility of laying off staff, due to a reduced budget.	
	10.03	XX – The terms and conditions would need to be changed.	
	10.04	XX – Joining a MAT, would offer an advantage of sharing teachers. We are also on a good footing, as we already know the other schools. XX – Becoming a MAT with the North Schools Company could be seen as a natural progression. XX– Do we need to decide tonight? XX – Just to show an expression of interest. He then asked the Governors if they would agree for this to be a move for the future. All agreed that it was. Therefore the vote was unanimous. Further discussions would be held at the next meeting. XX - Thanked XX reporting back to this meeting.	
<b>11.0</b>	<b>HEAD TEACHERS REPORT</b>		
	11.01	xx – xx bought up an interesting point when she asked the Governing Board "What is your vision for New Oscott Primary School"(NOPS). Going on to say, that included in the Head Teachers report was an extract from the school website depicting the 'Vision for NOPS'. xxalso mentioned that she talks to prospective parents of the importance of opportunity and challenge, giving children the chance to try something new. This concept also fits in with NOPS's wide range of extra-curricular opportunities. xx – Pointed out that our vision statement doesn't currently include the words 'Challenge' or 'opportunity'. xx – To review the statement and include this for Governor approval.	
	11.02	xx talked about pupils work showing progress, the pupils names we covered to give them anonymity. The Governors were invited to look at the books (Topic, Science and English books) and pass them around the table. It was apparent that viewing the pages at the beginning of the year and now showed good pupil progress.	
	11.03	Newly Qualified Teacher's (NQT's) xx and xx has had a successful first term and both passed. The NQT reports and targets are set by the Local authority (LA) at the end of the term.	
	11.04	Staff training on January Training day (First day back after Christmas). Teachers took part in Maths, Years 2-6, Abacus scheme resources. Whilst EYFS and Year 1 undertook Numicon Maths Resource Training. This CPD links closely with School Improvement Plan (SIP) and Performance Management priorities.	
	11.05	xx-NOPS has a number of fixed exclusions. The school supports the needs of the child. Unfortunately, even with the best efforts of the SENDCo and Behaviour support there are significant issues. The school is currently working with another school on a managed move programme.	

	11.06	xx – Enquired about the school Newsletter that is now being emailed to parents. xx – Replied that all newsletters are now emailed out to parents. Xx is to find out how many emails are emailed out.	<b>xx</b>
	11.07	Special Educational Needs (SEN) The table included in the report shows that the children in the year groups have made good progress in Autumn Term. In Year 6 100% of the SEN pupils made expected or above progress in writing. Year 5 100% SEN pupils made progress in reading, maths and 89% in writing. Year 4 100% of SEN pupils made expected progress in writing, maths and 93% in reading, In year 3 almost half if the SEN pupils made above expected progress in writing. xx– Mentioned to Governors, that if anyone had any questions after the meeting, then to email her.	
<b>12.0</b>	<b>GOVERNING BODY TASKS – FRIDAY ASSEMBLIES, LEARNING WALK &amp; GOVERNOR NEWSLETTER</b>		
	12.01	XX attended an assembly on Friday 13 <sup>th</sup> January and presented certificates in KS1, this helped raise that profile of the Governing Board. XX mentioned that he may be available on another occasion. XX also commented that Governor could attend school Learning Walks. Another way of raising the Governor profile would be to send out a Governor Newsletter using the same emailing system that the school Newsletter uses. XX – Commented that the XX could do the first one and then this could be critiqued. XX – to work on draft newsletter.	<b>xx</b>
<b>13.0</b>	<b>TEACHER/ TEACHING ASSISTANT PERFORMANCE MANAGEMENT</b>		
	13.01	XX - Performance Management meetings for both teachers and support staff have all taken place, to set performance targets for this year. The review of the Head Teachers targets for (2015-16) and target setting for 2016-17 have also taken place.	
<b>14.0</b>	<b>FINANCE UPDATE</b>		
	14.01	XX- Looking at where finances are going to be at the end of the year and estimate a carry forward of £190,000 into next year.	
	14.02	Can also confirm that all appraisal incremental points for all support staff December 2016 salary went through.	
	14.03	XX – End of this year have spent £50,000 on cover (ten weeks to end of March). There were issues with an NQT leaving in September and cover was needed for one and a half terms.	
	14.04	Pupil Premium – Out of these monies, transport for children, dinner money and trips for children who are unable to pay, will leave £19,964.71 to carry forward to next year.	
	14.05	Course fees - Commitments not showing correctly therefore, estimated remaining for end of year of £931.90	
	14.06	Capitation – Estimated remainder of £4,000 until end of year. There should be no further spending from the Cost Centres other than administration or stock.	
	14.07	Professional – Until end of year estimation of £685.00.	
	14.08	New Oscott School Parent Association (NOSPA) donations to school: Picnic benches £1,898.00 School PA system £ 835.75 School Signs £1,615.00 NOSPA cheque £ 935.94 Christmas Books £ 742.74	
	14.09	SBS Reserves – remainder stands at £120,752.11.	
	14.10	OUT of HOURS clubs =£6,296.83 profit, carried forward to next year.	
	14.11	Virements	

	Challenge	<p>Year 6 First Aid Training with St. John's Ambulance £260.10  Income from Out of Hours (OOH) and Karate Club lettings £120.00  Donation from NOSPA of £90.00 - App for Ipads.  From Pupil Premium to pay OOH fees for two children £15.20.  Maternity Contingencies – Teaching – Cover costs £3,235.  Maternity Contingencies – Teaching Assistant - £832.21.  Annual service for air conditioning paid Acivico £600.00  <b>XX - Raised the question about that cost of Supply cover. How did NOPS compare with other schools? Do School Financial Service (SFS) give an indication of comparison with other schools?</b>  Going on to say that on some occasions, Teaching Assistants cover in the afternoon.  DP to report back.  DP to design a form to show all costs.</p>	XX  XX
	14.12	<p>XX asked why the 'Clerk to Governing Board Salary was shown as XX Going on to say that her annual salary was nowhere near this figure.  XX – Explained this was to cover any payment for extra meetings.  XX – Asked what happens to the money if it is not used. Does it go back into the main funds?  XX – Replied that it did.  XX was satisfied with this explanation and that any remaining money will be spent for the good of the children in school.</p>	
<b>15.0</b>	<b>APPOINTMENT OF CLERK UPDATE</b>		
	15.01	<p>The interview panel will be XX, XX, XX  There have been a number of applications.  Governor support Service to short list applicants.  The closing date is 20<sup>th</sup> January 2017.</p>	
<b>16.0</b>	<b>GOVERNING BOARD QUESTION CARDS</b>		
	16.01	<p>XX – Spending of SPORT Premium.  Q. How effective.... Pupil Premium has on a pupil?  We can use SPORT Premium examples of confidence and competence and the positive outcomes of pupils.  Holding to Account – XX's written reports on Pupil Premium Progress.  XX – Could XX and XX voice any questions and facilitate a presentation for staff, to show the impact.</p>	
	16.02	<p>Q. Are Governors... effective Performance Management for Teachers and Support Staff?  Governors attend Team leadER Meetings, where they can ask questions about impact on pupils learning, SIP and Learning Walks are a few examples.  Lunchtime Supervisors ASC training. XX mentioned that progress is apparent also in staff.  XX – Many of the staff had not received any training before. It gave them an insight, how to work with particular children.</p>	
	16.03	<p>XX – Safeguarding and Child Protection Policy – Do Codicil, to tell what changes are. Policy with changes XX and XX needs to ratify it and needs to signed and agreed. Mainly the wording changes and name.(changes to be in red)</p>	
<b>17.0</b>	<b>ANY OTHER BUSINESS</b>		
	17.01	<p>STAFF AND FINANCE – Dolce update  XX – Awaiting Legal Service and Birmingham City Council. Looking to move in April. XX School is looking to move also.</p>	
<b>18.0</b>	<b>CURRICULUM AND PASTORAL</b>		
	18.01	<p>No items to discuss at time of this meeting.</p>	
<b>19.0</b>	<b>OUT OF HOURS AND PREMISES –</b>		

19.01	<p>XX – Year 4 and 5’s canopy are being viewed as a potential cloakroom space and area of corridor from 4S up to Year 5. This is due to the congestion in the present cloakroom areas. Installing pupil lockers could also be an option. However, to also be aware of any Health and Safety issues, if the lockers are too high, children bumping their heads on locker doors. XX– Cost of Year 5 cloakroom. XX– This will be discussed at another meeting.</p>	
19.02	<p>Reception Canopy XX – Needed to be done, because it could not be repaired. Other Canopy areas XX– Mentioned the area under the Year 4 canopy was continually flooding, as the drain blocks when it rains. Also the slop is a potential hazard. XX– Replied that she would ask her husband to visit school and offer any suggestions, in his professional capacity as surveyor.</p>	
<b>20.0</b>	<p>XX thanked X on behalf of the Governors, for her hard work and holding the position of Clerk to the Governing Board for four years. Also thanking her for taking these minutes without payment, as a Clerk had not been appoint at this time. XX - Replied that she had enjoyed her time as Clerk, but it was time to relinquish the role to another.</p>	
<b>21.0</b>	<b>DATE NEXT MEETING</b>	
21.01	Thursday 9 <sup>th</sup> March 2017 at 4pm in the meeting room.	
21.02	<p>Dates for your Diary:- 06/04/17 starting at 7pm 11/05/17 - 4pm 15/06/17 - 7pm 13/07/17 - 4pm</p> <p>} Topics to be arranged</p>	

Meeting ended at 8:45pm