



BROAD OAK PRIMARY SCHOOL

Full Governing Body Meeting

Date of meeting: Thursday 3rd October 2019

Quorum: 6 (met at this meeting)

Chair: John Janulewski

Clerk: Jenny Adie

Pages: 7

Signed: _____ **Date:** _____

Present Governor	category	end of term	present(P)/apologies(Ap)/absent(o) 12/9. 11/12. 6/2. 21/3. 14/5. 10/7
Kim Burrell	Parent Governor	11/12/20	P
Alessandro Patti	Parent Governor	27/6/21	P
Debbie Plowman	Parent Governor	14/5/22	P
Sama Younis	Parent Governor	2/10/23	P
Kevin Corteen	Headteacher	ex officio	P
Lisa Walker	Staff Governor	14/1/22	P
John Janulewski	LA Governor	8/3/20	P
Mike Dore	Co-opted Governor	14/5/22	P
Ann Johnson	Co-opted Governor	4/5/22	P
Richard Osler	Co-opted Governor (Staff)	4/5/23	P
Chris Pyle	Co-opted Governor	25/11/19	P
James Wilson	Co-opted Governor	25/11/19	P

Apologies
none

In Attendance	
Clare Whiting	School Business Manager
Jenny Adie	Clerk

Governors welcomed the newly-elected Parent Governor, Sama Younis.

The Clerk will send SY information on membership, Committees and dates.

Action	Clerk	To send Governing Body information to Sama Younis.
---------------	--------------	---

AGM items

2. Pecuniary Interests

2.1 2019/20 Pecuniary Interests Register

The Pecuniary Interests Register for 2019/20 was passed round for signature. All Governors were present, so the Register is now complete.

2.2 Declaration of any Pecuniary Interests in the items on this agenda

No Pecuniary Interests declared.

3. Election of the Chair and Deputy for the 2019/20 school year

Advance nominations: Chair: John Janulewski

John Janulewski was unanimously re-elected as Chair.

There were no advance nominations for Deputy Chair, nor volunteers at the meeting.

Action	Clerk	To put election of the Deputy Chair on to the next agenda.
---------------	--------------	---

4. Full Governing Body documents for approval

4.1 FGB Terms of Reference

Sent out with papers.

Governors agreed to accept the Terms of Reference.

4.2 FGB Code of Conduct

Sent out with papers.

Governors agreed to accept the Code of Conduct.
--

4.3 Membership and eligibility

Information sent out with papers.

4.4 Formal appointment of the Clerk

Governors agreed to re-appoint Jenny Adie as Clerk.
--

5. Governors Committees - membership and Terms of Reference

These were agreed in July 2019 and have come to the AGM for formal re-approval.

Governors agreed the Terms of Reference and membership of the Resources Committee and the School Improvement Committee.
--

(John Janulewski left the meeting, Chris Pyle took over as Chair)

**Ordinary business
standing items**

5. Minutes of the previous FGB Meeting, on 10th July

Minutes agreed and signed as a correct record.
--

5.1 Matters arising from the minutes

None.

6. School Improvement Committee 19th September

Minutes and papers attached.

KC reported

JJ had done work on the programme for the year, and presented for discussion a paper about the programme, which was revised after the meeting and emailed to all Governors.

Governors looked in more detail at the end of KS1 and KS2 outcomes, attached in the Headteacher's Report. They looked at what the data is showing, 'green' marks areas above the national average, 'red' marks areas for focus, Writing for Pupil Premium children is a priority in the SDP for this year.

They looked at Pupil Premium allocation and how the School will spend it this year. There are some differences, particularly for Writing; there will be spending on Staff CPD, a particular focus is to increase the numbers achieving the higher standard. Broad Oak's Moderators have always said that internal moderation here is exemplary; the LA will be putting-in CPD for all schools as there is an issue with other schools with Writing assessments being much higher in years when the schools' assessments are not moderated.

The Attendance target has been taken down from 96.5% to 96%, they have had 96.5% for the last few years but do not achieve it, 96% is more realistic. LW and Lucy Diamond in the Office are working with vulnerable families. EduCater gives attendance information. Alongside work on individual attendance they are now using class rewards, live data allows taking out of the figures children whose attendance is affected by medical issues, so the class is not penalised. The class with highest attendance receives a scrabble tile - 2 if they have 100% attendance - and when they have the tiles to build the word 'attendance' they will have a class prize.

The new School Development Plan is aligned to the new Ofsted headings.

The Committee talked about work on the curriculum, a new Ofsted Framework focus. They will always look at Reading, also Maths; also 2 other areas in depth, one established area, one area being developed. The LA message is that this is a transition year, Ofsted will not expect work to be fully-developed earlier in the year, but will expect to see full development by next July.

This year's CPD meetings will be in blocks relating to an area, covering different areas through the year.

Q. Do they know which subjects Ofsted will focus on?

The SDP shows the areas of most focus. The Inspector will speak to the Headteacher on the phone at length, the day before the visit, then look at chosen subjects and speak in depth to the Subject Leader about curriculum development and content. MSA have re-instated Subject Leader Hubs, the History and Geography Leads have been out to meetings today.

Q. How does the new Framework change what Governors need to know?

Ofsted will be checking that Governors know about what the Headteacher is saying, how the curriculum is being implemented, how Governors monitor it.

Q. One or two members of Staff have asked if there are still Link Governors who will speak to the Subject Lead then report back to Governors, or is this now a function of the School Improvement Committee?

In part, though there may also be some Link Governors.

7. Headteacher's Report

Sent out with papers.

Pupil numbers

5 children have been admitted since last week. Nursery numbers are lower. If working parents claim, they can get 30 paid hours, not only the universal 15 hours. There are 28 children, 14 or 15 are looking at full time, the LA is assuming 40 children in the Nursery.

Q. Are there fewer children?

Numbers are partly due to this, but also for working parents Day Care offers wraparound hours. Some parents prefer to have their children in a School Nursery, because they are taught by Teachers, and when the progress of children in the School from Nursery is tracked, they do better than children joining later from other settings. School needs to inform parents of this.

Q. Do parents know that they can use the Before-School and After-School Clubs?

Yes, but this is more adults and settings for the child to get used to.

Data will be updated through the year, so Governors will be able to see up-to-date information at any date.

The Leadership's assessment for Governors' purposes is Good/RI because the curriculum is under development, some elements are not yet where they need to be.

Q. Cornerstones does not cater for where the School is now?

When it was bought in, much curriculum development was needed, particularly the Core curriculum; Cornerstones was very effective, it engaged the children, they will still talk about particular projects and the impact is evident, but it can be disjointed in some areas, they want continuous development in all subjects, relevant to the children here.

They started with mapping subjects, and found work was needed on knowledge development; they will have it all mapped-out clearly by half term, as they do areas they will have evidence of impact, then review the information. Subject Leads have written outlines of where their work is up to, and the development planned.

For Reading they are considering whether they should look at whole-class Reading. They have kept with Guided Reading and a carousel of activities, they know that when a group is working with the Teacher they are having high-quality teaching. They have brought in Reading Plus, an online tool, which has been very effective so has now been rolled-out across the School; it has an effect on the carousel.

There has been one **exclusion**, a Year 3 pupil, support packages have been put in.

There have been 9 reported **Child Protection** incidents since the start of term, they are monitoring 70 children.

One big focus for this year is implementation of the **RSE curriculum**. They have decided that they will bring in parents and involve them in the process, there has been much misinformation and confusion nationally, and some locally. They know where they want to get to, they will ask parents to look at the work and ask questions and will then produce an FAQs document for parents. They will also have a Working Party informing parents.

They are working on **Rights Respecting** this year. They will involve the parent body in development, it is about language used with children, and links with work they are already doing on life skills and British values. Rights Respecting pulls the work together, extends it to the whole curriculum and directs some of the content of the RSE Policy.

Q. Is Rights Respecting externally accredited? How does it work?

Staff have been on training, they have done a survey with Staff and children, to have baselines for attitudes and views. The Lead will draw up an Action Plan, they will achieve the Bronze Award when they have a Plan and the Assessor has checked that it is robust. They will then work on getting to Silver after another year, then Gold the year after.

Q. How long does the Award last? Is there a cost?

KC thinks 3 years, training was free but there will be resources needed.

Staff Appraisal objectives are based on priorities, narrowing the gap for vulnerable children is a whole-school priority. In every year group the boy/girl gap has narrowed, there is a focus on the SEN support group now. All Staff have a target of accelerated progress for an identified vulnerable group including at least 1 SEN pupil.

All Staff have a Subject Leadership objective.

The third Appraisal objective will be individualised from Staff lesson observations.

At the end of last term the School appointed an NQT, who is doing very well, mentored by a Year 6 Teacher.

There is one current long-term absence, a member of Staff who had planned to have a year out is coming in for 2 days per week to cover.

They are talking about Staff going off-site for PPA. They have previously resisted this because in a 3-form entry school they saw Staff contact and discussion as vital, but contact can be electronic, Staff will discuss the idea, SLT will get opinions and make a decision.

A new Reception parent is keen to relaunch **Friends of Broad Oak**, they did a good welcome back event which was well attended and there will be a coffee morning next Thursday following up.

Aspire work: they want to get the children together, the School Councils are to meet as a first event.

Someone from the LA is coming out for meetings about the building, much of this building needs much work; they will be discussing responsibility for priority works.

Q. About the new kitchen?

It was to go on the site of the pond, which they wanted to relocate. After a survey found toads, it is a condition now that the new pond must be built and all contents transferred before work on the kitchen can start. The Architect has been involved with planning what the School wants from the wildlife area. They have applied for a small grant of £500 for bug hotels and a wildlife camera, to extend what can be done in the area. The situation is delaying the kitchen work.

School has been awarded a £4,000 Tesco Grant, they have lists of books they want for Class Libraries.

Q. About the Outside Library?

They are working on this, there will be a Reading Pagoda structure with books.

8. Governing Body

8.1 Parent Governor vacancy

Sama Younis was elected. There were four candidates, but a low turnout. They are reviewing at other parental involvement, including FOBO, and want to look at how to attract parents in.

8.2 Co-opted Governor vacancy

Chris Pyle's and James Wilson's terms end in November, before in the next FGB meeting. Both confirmed that they were willing to serve again, then left the meeting.

Chris Pyle and James Wilson were re-appointed as Co-opted Governors.

It is appropriate to survey skills before appointing to the remaining vacancy.

Action	Clerk	To send out a Skills Audit to Governors; To put the Co-opted Governor vacancy on to the next agenda.
---------------	--------------	---

in-depth section

9. EduCater demonstration

RO demonstrated EduCater to Governors. They will be running it alongside Pupil Tracker until Tracker closes at the end of December. It does not have Governor log-ins, but will be set up to produce regular reports to be sent out to Governors.

They decided on this programme because a number of members of Staff were already working with it,

they have made it more similar to Tracker, as Staff are familiar with this way of working.

Q. About costs?

It is not the cheapest, but the package includes all the add-ons, they will not have to pay for extras. It includes a report-writing tool which will be useful for reducing staff workload.

EduCater integrates with SIMS so has all pupil data information live.

It has a SEF online package, Staff can populate boxes but it also draws data from SIMS. It has statements from the new Ofsted Framework, Staff can add their own text and evidence.

Q. When Ofsted comes, will Governors get the evidence?

Yes, it has different levels of access, including Governor access.

It has an assessment module, there is little information at this stage of the term.

For transition, the system is flexible and versatile, Tracker had pre-populated statements, this can be amended to be what the School wants to see. They have started with the same statements as Pupil Tracker, as continuity for Staff; they have kept the same language around the different stages. They have lost the subsets available on Pupil Tracker, EduCater just has emerging/developing/secure. It has steps which relate to the Pupil Tracker steps, also to the old national curriculum levels, they have deliberately built these in so they can continue tracking without any break in data. Staff can input individual judgements on areas achieved in a subject, the system will sum them to show for a group. Children are not assessed as 'secure' in an area until they have all the key knowledge in a subject.

The new system can track groups, and children working below standard, better than Pupil Tracker.

There is also a facility to populate this system with objectives drawn from different LAs or institutions, so Staff can customise it with the objectives they want, and amend it as required. They can also track knowledge in Foundation Subjects, and get the same analyses.

Q. About support and training from the Company?

They initially met with the SLT, then gave a basic introduction for Staff; they have live help and a phone line, RO has found it effective.

Q. Have Staff taken to it?

Yes, they are quite positive at present, and like how it can work in the same way as Pupil Tracker while they transition to the new system. They are looking at integrating other systems, for example Reading Plus and NFER, into this as they go forward. There is also an Early Years version.

They think the new system will give good, easy to understand reports, including graphics.

10. Policy Review

10.1 Attendance Policy

Sent out with papers. (no changes from 2018)

10.2 Behaviour Policy

Sent out with papers. (no changes from 2018)

10.3 Child Friendly Child Protection/Safeguarding Policy

Sent out with papers.

Q. How was the Policy devised?

LW looked at existing policies and chose the one that was the best fit, then amended it slightly.

KB suggested taking the Policy to the School Council to review and amend.

Action	Kevin Corteen	To take the Child-Friendly Policy to the School Council for discussion.
---------------	----------------------	--

10.4 Medical Conditions Policy

Sent out with papers.

The Insurer's details need to be updated. AJ's name is in section 12 at present.

Action	Clare Whiting	To amend the Insurer's and Governor's details.
---------------	----------------------	---

10.5 LAC/PLAC Policy

Sent out with papers.

A responsible Governor is needed, this would involve meeting with Thaley to discuss children, and look at progress; there are seven children in School.

DP will do this, with Safeguarding.

10.6 Bereavement Policy

Sent out with papers.

Governors agreed to ratify the Policies.

The Admissions Policy on the website is for 2018.

There are minutes from 2016, and the old logo on some documents.

The Attendance Policy has references to Chiltern.

KC and Paul Vost have log-ins to load content.

Action	Kevin Corteen	To check the Admissions Policy on the website; To check the Attendance Policy on the website.
---------------	----------------------	--

11. SEND Information Report

Sent out with papers.

The Report has to be on the website, with the local offer and current position; it has been updated for this year.

Governors agreed to accept the SEND Information Report.
--

outcomes**12. Next meeting****12.1 Items for the next meeting**

Committee minutes

12.2 Commissioning of work to be carried out before the next meeting**13. Any other business**

Vision to Outcomes document: second version, Governors are happy with the second version, after amendments, it will go on to the Governors page on the website.

Curriculum INSET Day: 4th November, the first day after half term, Governors are invited.

Action	Kevin Corteen	To email information on the Curriculum INSET Day to Governors.
---------------	----------------------	---

Meeting dates for the year

Wednesday 11th December

Wednesday 26th February

Wednesday 22nd April

Wednesday 8th July