

Outwoods Primary School

Minutes of the Meeting of the Full Governing Body held in the School on Monday 23rd March 2015 at 4.30 p.m.

Present: Mrs D Shaw (Chair), Mrs L Wells (Headteacher), Mrs M Collier, Mrs J Hunt, Mrs D Waddington, Mrs A Parakath, Mrs R Oliver, Ms J Smart, Mrs J Yates, Mr J Vardy, Mr G Frost and Mrs J Lowe

In attendance: Mrs J Deaville, Clerk to the Governors

1 Apologies

Resolved - that apologies for absence be received and accepted from Mr R Fraser, Mr G Jones, Mrs R Winter and Mrs A Grant.

2 Governing Body Matters

a) Membership

Governing body membership changes since the last full meeting of the governing body and known to be taking place before the next full meeting were reported by the Chair. Mrs Shaw reported that Mrs Dormer, Parent Governor had resigned. A letter informing parents of the vacancy will be sent out after Easter by Mrs Deaville. Governor Services have been informed of the resignation.

Resolved - that steps are in place to fill the parent governor vacancy.

b) Confidentiality

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

c) Declaration of Interest

No declarations of interest were made by Governors in respect of any items appearing on the agenda.

d) Code of Conduct

Governors were advised that they should have a Code of Conduct in place that all serving Governors agree to and understand and that arrangements are in place to ensure that all new governors are made aware of the code when joining the governing body.

Resolved - that the Code of Conduct is in place and was agreed November 2014.

and

That all governors agree to follow the Code of Conduct.

That new governors will in future receive a copy of the code at the time of their appointment.

e) **Instrument of Government**

Governors were asked to check their Instrument of Government to see if it was dated prior to September 2012. If it was dated prior to September 2012 governors were asked to update it before September 2015.

Resolved – the new Instrument of Government is in place and took effect from 1st January 2015.

3 Minutes of the Previous Meeting

Resolved - that the Minutes of the full governing body meeting held on Monday 17th November 2014 at 4.30 pm be approved.

That the Minutes Agenda and all reports and other papers considered at the meeting be made available for inspection.

4 Matters Arising from the Previous Meeting

- a) Item 13 c) Headteacher's Performance Management – Mrs Wells reported that her performance management had taken place and that she had passed. Three new objectives have been set and are contained in the Headteacher's Report.
- b) Item 18 Dates and Times of Future Meetings - it was reported that the Disability Committee had been postponed until June 2015.

5 Reports

a) **Chair's and Vice-Chair's Actions**

The Chair and Vice-Chair reported that they had not undertaken any actions on behalf of the governing body since the last full governing body meeting.

b) **Committees**

Staffing Committee

The minutes of the meeting which took place on Monday 9th March 2015 at 4.30 pm had been circulated with the agenda papers.

Matters arising from the report:

- i) Mrs Atkinson and Miss Nattrass had updated governors on the proposed new behaviour policy which would be used as a whole trust policy. Governors had agreed that the policy be ratified at full governors with implementation starting in September, the new academic year.
- ii) Item 8 (2) The decision to exclude a pupil due to persistent disruptive behaviour plus assaults on staff and other children had been upheld by the Governors committee. Parents of the pupil had a right of appeal up until 19th March. Parents had not appealed and therefore the pupil had been removed from role as from 19th March 2015.
- iii) Item 8 (4) Mrs Bacon's performance management had been completed.
- iv) Item 6 English Policy - Miss Smart explained the new English Policy stating that ' the overarching aim for English in the national curriculum is to promote high standards of literacy by equipping pupils with a strong command of the written and spoken words, and to develop their love of literature through widespread reading for enjoyment'.

- v) Item 6 Maths Policy - Mrs Winter explained the new Maths Policy stating 'mathematics is a creative and highly inter-connected discipline that has been developed over centuries. It is essential to everyday life, critical to science, technology and engineering. A high-quality mathematical education therefore provides a foundation for understanding the world, the ability to reason mathematically, an appreciation of the beauty and power of mathematics, and a sense of enjoyment and curiosity about the subject'.
- vi) Item 7 Review of Pupil Premium Data – Mrs Lowe provided governors with up to date data: (Governors need to remember that along with all schools we are playing 'catch-up' as the expectations of the 2014 Curriculum are higher than previously)

Reception Analysis On entry 56.7% of the Reception children were working at or above their age expectation. 62.5% of pupil premium children entered school at this attainment level.

At the end of the autumn term 71.7% (15% increase) of Reception children were working at or above their age expectation. 87.5% (25% increase) of pupil premium children are now working at or above their age expectation.

There is now only one pupil premium child who is attaining below their chronological age.

Early intervention and on-going assessments have resulted in accelerated progress of pupil premium children in Reception.

Year 1 Analysis Assessment based upon the new curriculum implemented in September 2014

Attainment of pupil premium children is below the steps assessments of the year group. Maths is a stronger area at only 11.3% difference.

However pupil premium children are making better progress than the cohort as a whole with progress data exceeding the year group in all areas.

Year 2 Analysis Good progress equates to 1.33 points per term - all groups exceed this progress marker

Reading

All pupils in Year 2 have made 2.3 points progress on average

The PP children have made 1.7 points progress

Writing

All pupils in Year 2 have made 2 points progress on average

The PP children have made 1.5 points progress

Maths

All pupils in Year 2 have made 1.6 points progress on average

The PP children have made 1.6 points progress

Years 3, 4 & 5 Analysis Due to high expectations of the new curriculum the percentage of children achieving age expected attainment has dropped due to the increase in difficulty.

This in turn reflects in the achievement of the pupil premium children

Baseline data has been started afresh from September 2014 due to the lack of correlation between the old assessment system and the new. For this reason Key Stage 2 progress is being measured through achievement of steps.

Expected progress is based upon 2 steps per term

Year 3

Maths is the strongest area in Year 3 reflecting their attainment in Key Stage 1 SATs.

In Reading and Writing pupil premium children exceed the progress of their cohort.

In Maths the attainment of the pupil premium children is only slightly below that of the cohort. Progress will need to be monitored to ensure this standard is maintained.

Year 4

Following this data set pupil premium children were targeted for the tuition intervention to help boost their attainment and progress in all areas.

Reading is the stronger subject within Year 4

Writing is being targeted through a Year 4 Trust project led by Jenny Hart.

Year 5

In Year 5 the gap between the previous curriculum and the new is at its greatest.

Consequently in this year group we have lower percentages of attainment but higher progress as the 'gaps' are being filled through the new curriculum lesson content.

Year 6 Analysis

Expected progress equates to 1 point per term

At this point Year 6 children are expected to have made 10 points to make good progress. If achieved this will result in above average progress data

Reading

All pupils in Year 6 have made 11.1 points progress on average from Key Stage 1

The PP children have made 10.2 points progress

Writing

All pupils in Year 6 have made 8.8 points progress on average from Key Stage 1

The PP children have made 7.9 points progress

This is a key area that is being target through intervention groups and support from the tuition program in school

Maths

All pupils in Year 6 have made 10.3 points progress on average from Key Stage 1

The PP children have made 9.5 points progress

Early morning boosters are now running. All children needing support are invited to attend

The progress of the pupil premium children is slightly lower than that of the cohort.

Increased intervention will be targeting these children

Governors thanked Mrs Lowe for her update.

Resolved – Governors agreed to ratify the following policies:

Design & Technology

Drug Education

Flexible working requests in school

Geography

Homework

Indoor Environment & Display

Looked after Children

Promoting Good Behaviour

PSHCE

RE

Redundancy and Re-organisation (Staffs CC)

Attendance (to be updated with new fines etc.)

Committee terms of reference – slight change to staffing

English

Maths

Health & Safety Committee

The minutes of the meeting which took place on Monday 16th March at 3.30 pm had been circulated with the agenda papers.

Matters arising from the report:

- i) Item 6 a) Mrs Oliver asked Mrs Wells why the court hearing was taking place. Mrs Wells explained the circumstances of a previous member of staff's claim. Mrs Wells added that no member of staff should be lifting or climbing without using steps or kick stools. This is part of the schools induction process and staff are reminded through various processes periodically.

Resolved – Governors agreed to ratify the following policies:

Administration of Ritalin
Asthma
Terms of Reference – no amendments to H & S

Finance Committee

The minutes of the meeting which took place on Monday 16th March at 5.00 pm had been circulated with the agenda papers.

Matters arising from the report:

- i) Item 6 e) Mrs Wells reported that The Energy for Education Co-operative documents had been signed and the consultancy had completed a survey of the building.
- ii) Mrs Wells reported that due to pressure from Severn Trent Water and support from Entrust, it has been agreed that we will have grease traps fitted on the drains outside the kitchen. They will be predominantly underground and we have to contribute £3,000 which is one third of the cost as we are a 'pilot' school.
- iii) Mrs Wells informed governors that the building project is well under way, which will provide additional accommodation for Mrs Hunt's nurture work, a PPA room and a sensory room for all children to experience 'virtual reality'. Staff will discuss the use of the room. Edwards have been very efficient and the school has been able to function normally in the building area. Osbourne's have quoted for the equipment for the sensory room but unknown to us, this was done through Entrust and we have not been kept in the loop. Mrs Wells has addressed this with all parties involved. Mrs Wells added that air conditioning had not been included in the original quote.

Governors agreed the following:

Quotation for air conditioning for the Sensory Room.
84" touch Screen for the sensory room.
Furniture for nurture room and PPA room.
Tango Teach Site licences and laptops required for staff to prepare lessons. It was agreed that Mrs Wells would obtain the best solution. Mrs Shaw added that to change all laptops would be too expensive.

- iv) Mrs Wells told governors that concerns had been raised by the local authority about the security of our suspended ceilings following the collapse of a suspended ceiling at the Flash Leys Centre. Investigations are under way and any remedial strengthening work will be carried out.
- v) See below for further finance details.

Resolved – Governors agreed to ratify the following:

- Energy and Water Management
- Flexible Working
- Lettings – Governors agreed there should be no increase in letting charges
- Terms of reference – no amendments to Finance
- School Fund Constitution
- Budget 2015-16
- Schools Financial Value Standards

c) Nominated / Link Governors

Mrs Hunt provided Governors with an insight into her role as Learning Mentor. She explained that she provides support and guidance to children to help them overcome social, emotional and behavioural problems which act as barriers to learning.

Resolved – Governors thanked Mrs Hunt for her report.

Mrs Oliver and Mrs Shaw had spent a very informative afternoon in school with Mrs Lowe who explained Target Tracker which should prove to be an invaluable tool.

Resolved – Governors thanked Mrs Oliver and Mrs Shaw for their report.

Miss Natrass provided governors with a report on Physical Education.

Resolved – Governors thanked Miss Natrass for her report.

Mrs Shaw reminded governors that if they visited school to complete a short report.

6 Headteacher's Report

The Headteacher's report had been circulated with the agenda papers and covered:

- Organisation and Staffing
- Resignations, retirements, absences and appointments
- Burton Co-Operative Learning Trust
- Curriculum matters
- Headteacher Items
- General Items
- Buildings
- Staff training
- PTFA
- Safeguarding and Child Protection
- Behaviour
- Headteachers' Performance Management
- Health and Safety
- SEN

- a) There were discussions about the Burton Co-Operative Learning Trust – see confidential minutes.

Resolved -

- a) That the report be received with thanks.
- b) That Mrs Grant be thanked for her contribution

- c) that governors are fully informed about Mrs Wells' Performance Management and her three new objectives.

7 Finance Aspects:

a) Budgets 2015/2016

Governors were asked to approve the balanced budget and to review the budget carefully in preparation for the deadline on 31 May 2015. Mrs Wells explained the proposed new budget 2015/16 line by line, answering any questions put to her. Governors agreed the 2015/2016 budget.

b) Benchmarking

Governors were asked to complete a benchmarking exercise and to ensure it meets best value. This had been completed by Mrs Deaville who had benchmarked the school against Trust, local & national schools. Mrs Wells and Mrs Deaville answered questions. Mrs Yates thanked Mrs Deaville for her report and said the benchmarking information had been useful.

c) Charging and Remissions Policy

Governors were reminded that the Charging and Remissions policy should be approved on an annual basis and that, if they have not reviewed the policy, then it should be done this term. Governors agreed to ratify the charging and remissions policy.

Governors were also asked to ensure that they had a debt recovery policy in place. Mrs Deaville reported that a debt recovery policy is in place.

d) Schools Financial Value Standard

Governors were reminded that the Schools Financial Value Standard should be submitted to the Local Authority by 31 March 2015.

A copy of the SFVS had previously been distributed and governors approved the submission.

e) Early Years Pupil Premium Funding

Governors were asked to note that pupil premium funding is being introduced in April 2015. Mrs Wells reported that we will be trying to encourage parents throughout the school to complete forms disclosing any entitlement to benefits including free school meals. Any completed forms will be put into a raffle with a chance to win a free uniform.

8 HR Aspects:

Governors were advised that the RISE policy document was commended to schools in 2004 and since that time has been the framework by which schools consulted in regard to proposed redundancy situations.

Following discussions with the recognised trade unions/professional associations over the summer it was agreed to review the policy.

A number of consultation meetings commenced last September with all recognised trade unions/professional associations (teaching and support staff). Following very positive discussions, it is envisaged that a new revised policy will be commended to schools early in January 2015 for adoption by governing bodies.

Mrs Wells reported that we would be using Insight for our HR advisory service.

9 Policies and Procedures:

Governors were advised to approve any new policies or any other policies due for review.

Resolved – Governors agreed to ratify previously named policies and the new School's Redundancy & Reorganisation Policy (item 8).

10 Other Information Items

- i) Mrs Wells reported that the school will be purchasing a new machine that will allow us to print photo ID badges; as are current ones do not meet safeguarding standards.
- ii) Mrs Wells discussed the Quality Assurance Visit – Mrs Yates queried the carry-forward amount in the budget. It was explained that the building project would take up a major amount plus maintaining two nursery classes. Mrs Wells added that the new redundancy policy meant that the school would have to pay 80% of any costs incurred due to redundancy. She added that governors should be aware that the 3 classes are moving up the school and will mean that we will lose a class which may involve a teacher and a teaching assistant being issued with section 188 notices. If staffing is managed correctly and succession plans are in place this need not happen. Any new appointments should be given temporary contracts due to funding.
- iii) It was noted that information on the following items is included in the Governor Information Pack.
 - a) The Governors Strategic Role
 - b) Workload Challenge
 - c) Authorised Absence in School Term
 - d) School Websites
 - e) Health and Safety Audit and Evaluation Process
 - f) Ebola
 - g) Ofsted Update
 - h) Staffordshire Alcohol and Drug Project
 - i) British Values
 - j) Assessment without levels
 - k) PE/Sports Premium Update
 - l) Staffordshire SEND Family Partnership
 - m) Early Years Updates
 - n) Other Reminders

Resolved - That the additional information provided in the Governor Information Pack be received and noted.

11 What has been the impact of this meeting?

- i) The school will finally get a Sensory room.

- ii) Governors had more understanding of the impact of the 2014 curriculum assessment without levels and were better able to hold the school to account
- iii) Governors had been fully informed about pupil premium data.
- iv) Governors had been fully informed about the school budget 2015/16.

12 Confidential Items

Governors were asked to identify if there were any items / materials which need to be excluded from any agenda, minutes, reports or other papers discussed at the meeting which would normally be made available for inspection following the meeting.

Governors were also asked to identify any items included on the agenda which require recording in a confidential appendix to the minutes.

Resolved - that the following items be recorded in a confidential appendix to the minutes.

Item 6 a).

13 Dates and Times of Future Meetings

Resolved - that the full governing body meetings for 2015 will take place as follows:

Monday 13th July 2015 at 4.30 pm

That Committee meetings for 2015 will take place as follows:

Staffing	Monday 22 nd June 2015 at 4.30 pm
Health & Safety	Monday 29 th June 2015 at 3.30 pm
Finance	Monday 29 th June 2015 at 5.00 pm

Chair

Date