



Broad Oak Primary School Full Governing Body Meeting

Date of meeting: 7th July 2016

Quorum: 7 (met at this meeting)

Chair: John Janulewski

Clerk: Jenny Adie

Venue: Broad Oak Primary School

Pages: 5

Signed: _____ **Date:** _____

Present

Name	Governor category	End of Term of Office	Present (P) Apologies (Ap) Absent (o) 22/9. 26/11. 2/2. 23/3. 19/5. 7/7					
John Janulewski	LA Governor	08/03/16	P	P	P	P	P	P
Kevin Corteen	Headteacher	ex-officio	P	P	P	P	P	P
Masih Alam	Parent Governor	14/04/17	P	P	P	P	Ap	P
Jon Haves	Parent Governor	14/01/18	Ap	P	P	P	P	Ap
Jay Henry	Co-opted Governor	25/11/19		P	P	P	P	Ap
Ann Johnson	Co-opted Governor	04/05/18	P	P	P	P	P	P
Richard Osler	Co-opted Governor	12/11/19	P	P	P	Ap	P	P
Richard Pearce	Co-opted Governor	04/05/18	P	o	P	P	P	Ap
Chris Pyle	Co-opted Governor	25/11/19		P	P	P	P	P
Jake Stoye	Parent Governor	21/5/19	P	P	P	P	P	Ap
Lydia Tennant	Parent Governor	26/10/16	Ap	P	P	P	P	Ap
Lisa Walker	Staff Governor	14/01/18	P	P	P	P	P	P
James Wilson	Co-opted Governor	25/11/19		P	P	P	P	Ap

In Attendance

Name	Role
Jenny Adie	Clerk

1	Apologies		
Jon Haves, Jay Henry, Richard Pearce, Jake Stoye, Lydia Tennant, James Wilson			
	Actions or decisions	Owner	Timescale
D	Apologies formally accepted.	FGB	

2	Pecuniary Interests
No Pecuniary Interests declared.	

3	Questions on FGB and Committee Reports and the Headteacher's Report		
3.1	Minutes of the previous FGB Meeting, on 19th May		
Minutes sent out with papers.			
	Actions or decisions	Owner	Timescale
D	Minutes agreed and signed as a correct record.	FGB	
3.2	Minutes of the Resources Committee meeting on 10th May		
Minutes sent out with papers, for information.			
3.3	Minutes of the School Improvement Committee meeting on 5th May		
Minutes sent out with papers, for information.			
3.4	Headteacher's Report		
Sent out with papers.			
Results			
<p>Early Years: School started the year with 3 small classes, then the children were put into 2 classes. 8 new children have come into School. Without these 8, results are in-line with last year's; with them, they are below, APS has dropped. Cathy Child and the Team are looking into this for next year's planning.</p> <p>KS1 Phonics: School is above Manchester and national for the KS2 re-test. There is not yet a national comparison for KS1 outcomes. Broad Oak's results are exactly in-line with St Pauls', who have historically done a little better than national.</p> <p>KS2: School is above national in all areas.</p> <p>Governors asked to minute thanks to the Staff, as they know it is the work of the whole School, and particularly to the Year 6 Team.</p>			
Attendance			
96.3%. Persistent Absence is higher than School wants, at 6%; they are already looking at strategies for next year. The HLTAs will have a role, working with the School Nurse; many of these children are PA due to illness.			
<p>Aspire have had their first set of network days. SLT have attended several, because it was the first time, to see what was done. It was the same message at different meetings and attendance will be reviewed to be efficient.</p> <p>The Aspire Implementation Plan will replace the current School Improvement Plan. It will be ready by the end of tomorrow's Development Day. The key things the School wants to improve sit within the Aspire 5 areas; additional targets will be put into each area.</p> <p>Maths is still a priority.</p> <p>Writing - spelling and grammar are often taught discretely, SLT think they should be included, to develop confident writers. KC attended an inspirational training day with James Clements, and would like to get him for a School INSET day.</p>			
Q. On the rubric sheet it says 'use Edison materials'?			
KC said that SLT and MLT found them very good when they used them, which they did separately and also with Edison, who acknowledged when a school already had its own resources. References to Edison materials are where the School wants to use them.			
Q. Looking at other schools' results, 70s for separate subjects, 60s for combined, this leads			

to particular actions which Broad Oak may not want to do?

They have had preliminary discussions about next year already. There will be 3 classes for the first time but think they will not use setting, but a more fluid approach, with a Teacher working filling gaps and a Teacher working with the more-able. With setting children do not see good writing from other children, but it is good for the confidence of less-able children.

Staffing List sent out with papers.

The SEMH Lead has been appointed, an internal candidate was successful; they know the ethos in the provision will be the same as in the main School. An NQT had been appointed for one term with a view to extending the contract if needed; this has now been done, to cover the vacancy caused by the SEMH appointment. They are now looking for a one-term temporary appointment to cover a maternity leave.

The first costing for the **Bungalow conversion** was well over budget; new figures have come today. The timescale for the work now puts opening the provision back to the end of November, which gives time for staffing and training. KC has not yet spoken to the LA about children coming in but thinks there could be transition work in December and a January start.

Uniform: They have decided on one free sweatshirt per child.

The **Website** is being developed with a local Company, who will come into School and work with Staff. The switch will be on 1st September. KC is planning a 1st September community launch of the new 'brand', with an article in the papers about changes and successes. As part of INSET KC will ask all Staff to reflect on the year and each year Group to make a slide of 3 successes, as an evidence base and a challenge to be bigger and better next year.

4	Link Governor Reports
<p>Jake Stoyle was unable to attend the meeting but had sent his Link Governor Report for Marketing which had been sent out with papers. The additional Admin Staff will help with meeting and greeting.</p> <p>Stacey from Capita is slowly working her way through the systems. School has an Apprentice now, an ex-pupil, it is hoped she will apply for the post advertised.</p> <p>Ann Johnson handed out her Link Governor Report for Inclusion, SEN, Pupil Premium, and Safety of pupils. She has had 7 meetings with Staff, and wanted to pass on thanks to all the Staff involved. She is convinced that the best possible use is being made of the resources and the talents of Staff. There is central record-keeping, Staff have a DBS on appointment and there is safeguarding training for all Staff, activities are subject to risk assessments. Resources are shared with other schools; legal documents are on the website, which is fully compliant. AJ had discussed Pupil Premium with KC and Trevor McGarvey. It is a challenge for the School that parents of children receiving free meals in KS1 may not apply for entitlement. The Pupil Premium money is fully accounted-for.</p> <p>Q. Is there an impact measure for Pupil premium?</p> <p>Yes, at half-term 5, when this was discussed with AJ, School did not have a measure, but when all the data is in it will go on the website. Attainment of Pupil Premium children is in line with non-Pupil Premium and above national.</p> <p>After the safeguarding Audit, Staff application forms have been tweaked to include a request for a date of level 1 training, and this will be checked with the previous employer.</p> <p>Q. Should volunteers have Child protection training?</p> <p>A basic overview is done with the Reading volunteers, about knowing who to go to if there are any concerns.</p> <p>Chris Pyle handed out his Link Governor report on Attendance and Behaviour. The School is proactive and work has impact. Additional Staff training for the Unit should benefit the School.</p>	

Jon Haves is Link Governor for **Buildings**. There was brief discussion of toilet problems, even in the new build.

Parent Governors are Link Governors for **Parental Liaison**. Advice was requested on what they should be doing, and how. The Chair advised that the role is what Governors make it; they can talk to parents when they get the chance, there could be a newsletter. This will be part of the discussion of groupings.

KC told Governors that The Friends of Broad Oak is a very small group now; he would like to have key 'go to' parents for each Year Group, available in the playground. A Parent Governor could attend that group.

Masih Alam is Link Governor for **Partnership Working**; he will meet with KC to discuss this then send in feedback.

Policy Review is up to date. Amendments to the Safeguarding Policy, which will go up on the website, have been discussed but not yet made.

John Janulewski is Link Governor for **Teaching and Learning**. He reviews results, but is not entirely clear what he can do; this role will change for next year.

There should be a Governors Training log on the website.

Aspire will probably supersede previous reporting.

	Actions or decisions	Owner	Timescale

5	Discussion of the FGB planning document
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Planning document developed from the last FGB meeting discussion sent out with papers. It is proposed that there should be teams around the 5 Aspire headings, two Governors per group, reporting to the FGB. Not having Committees frees-up the time of one meeting per half term for Governors to use to come into School. The Headteacher's Report will be a half-termly 'newsletter', sometimes with issues to bring to Governors. The information need not be gone through at meetings.

Governors' responsibilities are the corporate responsibilities of the Governing Body; no Committees means a quicker process, and seeing the impact; centralising strengthens the Governing Body.

Aspire is research-based, they say all 5 areas are equally important. The School is working on Aspire, so the Governors should be using the same model.

Governors will only know if this model works when it has run for a year.

Q. What have other schools using Aspire done about governance?

KC did not know.

Q. How much input to the Governing Body does Aspire have?

This can be defined by the Governing Body. There is training Governors can attend.

Academisation will become an issue; if Aspire goes well, it may offer alternative ways to go.

A suggested structure for the School year was sent out with papers. SLT have a meeting tomorrow with Tracy from Aspire; KC will ask about planned Development Days. KC and JJ will then look at dates and email a calendar to Governors.

	Actions or decisions	Owner	Timescale
D	To align FGB organisation with the Aspire model	FGB	
A	To send final dates to Governors	Kevin Corteen John Janulewski	asap

6	Personnel for groups arising out of Item 5
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There are 13 Governors, only 7 present today. JJ suggested that Governors email him to say which group they would prefer to work on.

	Actions or decisions	Owner	Timescale
A	To email Governors to ask for preferences for Aspire area	John Janulewski	asap
A	To email John Janulewski to say which Aspire area they are interested in	All Governors	asap

7	Any other business (to be notified to the Chair in advance of the meeting)
7.1	Governors' Report on the year
The Link Governor Reports given tonight will be the Governors' Report for the year.	
7.2	Concern about radicalisation
Masih Alam spoke to Governors about his concerns about radicalisation following recent murders in Bangladesh. Radicalisation is addressed in the Safeguarding Policy. Schools in this country are aware of the issue and there are plans in place. Any child known to be looking at militant materials or giving other cause for concern will be referred. Staff have done Prevent training. The School tries to give children the skills to be aware of the dangers of abusers of any kind, and to report concerns.	

next meeting: **date to be confirmed**