



BROAD OAK PRIMARY SCHOOL

Full Governing Body Meeting

Date of meeting: Tuesday 20th September 2022

Quorum: 5 (met at this meeting)

Chair: Chris Pyle

Clerk: Jenny Adie

Pages: 5

Signed: _____ **Date:** _____

1. Welcome, Present and Apologies

| Present Governor | category | end of term | present(P)/apols(Ap)/absent(o) 20/9 |
|----------------------------|-------------------|-------------|--|
| Shabnam Mughal-Mohammed | Parent Governor | 20/10/24 | P |
| Karen Page | Parent Governor | 20/10/24 | P |
| Sheila Patel Webster | Parent Governor | 20/10/24 | P |
| Kevin Corteen | Headteacher | ex officio | Ap |
| Lisa Walker | Staff Governor | 14/1/26 | P |
| James Wilson | LA Governor | 7/9/24 | P |
| Frank Atkinson | Co-opted Governor | 25/2/24 | P |
| Ann Johnson | Co-opted Governor | 4/5/26 | P |
| Richard Osler | Co-opted Governor | 4/5/23 | P |
| Chris Pyle | Co-opted Governor | 25/11/23 | P |

| Apologies |
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| Kevin Corteen |
| Apologies formally accepted. |

| In Attendance |
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| Jenny Adie Clerk |

Link Governor roles

Link Governor roles were not updated last year. Governors have resigned and Lead Staff have changed, roles need to be agreed again and a new contact list drawn up.

CP read out the list; there are more roles than the number of Governors and Behaviour was to be added to the list. Roles could be put together; there will be a new Parent Governor and Co-opted Governors.

Karen Page volunteered to move to Co-opted as she no longer has a child in the School and this will give two Parent Governor vacancies, which usually encourages parents to stand for election.

If Jan Sorohan is joining the Governing Body the other Co-opted Governor vacancy is filled. If she is not, the Clerk will advertise the vacancy on Governors For Schools.

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| Action | Kevin Corteen | To confirm that Jan Sorohan still wishes to join the Governing Body. |
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Ordinary business**7. Minutes of the previous FGB Meeting, on 7th July 2022**

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| Minutes agreed as a correct record. |
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7.1 Matters arising from the minutes

Item 8.1, Co-opted Governor vacancy: In KC's absence there is no update on Jan Sorohan's membership.

8. Headteacher's Verbal Report

Richard Osler

Q. Has there been any fallout from the changes to classes?

A few children have left, but some have come. There have been Parent Meetings as an opportunity to raise issues. One parent wanted to know more about the curriculum. There has been some concern expressed on parent WhatsApp groups, parents want to keep their children at Broad Oak and are waiting to see what happens.

Q. What is Staff reaction?

You would not know there were vertical groupings on walking into a classroom. Maths is the challenge, it is set out year-by-year; delivery to each Year Group separately is one answer, but there is not the staffing to do this in all Year Groups.

LW, Staff Governor, told Governors that working on new subjects, to the prescriptive scheme of work, can be stressful but Staff will adjust and are learning fast. Parents need to give it time. The children have settled, most have no concerns. A Parent Governor reported that her Year 6 child had complaints about the immature behaviour of younger children, and about Maths learning.

Class sizes over 30 in some classes is a challenge, fitting the children into the space.

9. QA Visit

School has a change of QA Professional, no longer Debi Bailey; the new one is a serving HMI.

The LA has sent information on the format of the Visit and what QAPs have been briefed to look at.

The Visit will be after the IDSR is received, probably in mid-October.

10. Ofsted Response Action Plan

Richard Osler

They have pulled-out 2 AIs with actions against them; some have been completed, some are at an early stage.

AI1

p1. Much of this is historic, it has been done in the summer term; decisions were made around purchase of Schemes and fitting them into the 2-year spiral curriculum. The aim is to have all Foundation Subjects being delivered in accordance with the Schemes.

Q. Is this working as they hoped it would be?

Yes. Staff prefer Kerpow to Rising Stars. The biggest problem is that the Schemes assume prior knowledge but in the current situation there may be a deficit. Monitoring this is part of the Phase Leaders' remit and they will review content if necessary.

Q. Do the Schemes purchased cover all the subjects where there were curriculum issues?

Yes, they do. It is a big change, much for Teachers to come to terms with. They have put in monitoring, they want Subject Leads to become confident with their subjects.

Q. About the additional Staff Meeting? Is this to feed back on schemes? Particularly on Geography?

This was arranged while RO was off, he thinks it is an opportunity to share practice and review Schemes. They are only 3 weeks in so far. Subjects will be reviewed half-terminally in the monitoring cycle.

p2 is about delivery, and proper timetabling. RO made class timetables at the end of last term, and has made a few modifications this term. Strategic Intent is clear; Phase Leads and Foundation Subject Leads had the opportunity to become familiar with this last term.

RO handed out copies of the monitoring cycle. It identifies focus subjects through the year, 1 or 2 per half term; Middle Leaders will present to Found Subject Leads what to look for and to expect, in preparation for monitoring. SLT will do Learning Walks and Drop-Ins to lessons. There will be support for Leads. There is a common format for gathering evidence, to make this as simple as possible, also opportunities for Drop-In, talking to the children, to review what is working well.

Q. DT is on the schedule in the summer, will it be taught before then?

Yes, it will be taught through the year, and reviewed in summer, they cannot do all subjects at once. Staff will have a Subject Development Meeting to look at subjects not under scrutiny that half term, as a quick review before the subject comes up on the formal schedule.

Q. Is the 'temperature check' on this schedule?

Yes, it is on the schedule, it is not as formal.

Q. Will it be possible to change things before review?

Yes; if anything is going wrong it will be picked-up by the Phase Lead. They will give more support to Foundation Subject Leads than in the previous system.

Q. How will the Teacher know it is going well?

There is a Scheme of Work with key elements, then monitoring. Monitoring will be a standard item at SLT meetings. RO will be working on the assessment system; it is built on exceptions, with the assumption that most children understand most of what taught. It will give information to Subject Teachers and will show if learning is broadly meeting expectations.

AI2

Debi Bailey was to support Subject Leads, they hope the new QA may do this. There should also be support through Aspire.

Q. Governors have previously been invited to Subject Days, will this happen again?

RO did not know.

Q. How is the new Phonics Scheme going?

There will be training on Thursday, the Scheme is not yet implemented.

11. Deficit Plan update

The LA want more changes. There is potential to bring school dinners in-house. KC is hoping to hear about the Building Capacity Grant.

Q. Does Louise Staunton still come in to help Katie?

She did at the end of last term, and there were meetings with Louise and Ian over the summer, though not yet this term. Louise had responses to suggestions in the Plan which went back to the LA.

12. Academisation Update

KC not present to report

13. Attendance Policy

Policy sent out with papers.

Governors agreed to ratify the Attendance Policy.

14. Any other business**14.1 Complaint**

There was a Complaint at the end of last term. A Governors Panel heard it and had recommendations.

The parent had many communications with School; the Governors thought that there should be a Communications Policy in place, with guidance on managing parental expectations, and time scales. The LA is making a Policy, Governors can wait for that.

Governors agreed that there should be a policy, to give clear pathways and timescales for Staff, and to communicate to parents what they can expect.

Some schools have complaints dealt-with in school, by one person who has experience of complaints and takes the load from individual Teachers.

This parent had gone through the School process.

RO advised that the School does have procedures around communication, but they do need to communicate them to parents.

Q. Do parents have access to Staff's school email addresses?

They can probably guess them, and also use SeeSaw.

An out-of-office reply to emails setting-out expectations for reply - in working time, within 24/48 hours - could be useful. Also time settings could be used for email replies.

Wording of protocols for replying to parents' emails are to be worked-out in School, also responses to be sent to late-night emails and offensive emails. Action for Kevin/RO

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| Action | Kevin Corteen Richard Osler | To draw-up procedures and protocols for Staff replying to parent emails; to draft an out-of-office response for use with late night and weekend emails. |
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The Panel also had recommendations on having a fact-finding process in School, leading to a clear report of events to be presented to the Panel.

14. Next meeting

Wednesday 7th December

Thursday 2nd February

Tuesday 28th March

Thursday 11th May

Thursday 13th July