



BROAD OAK PRIMARY SCHOOL

Full Governing Body Meeting

Date of meeting: 12th September 2018

Quorum: 6 (met at this meeting)

Chair: John Janulewski

Clerk: Jenny Adie

Pages:

Signed: **Date:**

Present Governor	category	end of term	present(P)/apologies(Ap)/absent(o) 12/9
Kim Burrell	Parent Governor	11/12/20	P
Alessandro Patti	Parent Governor	27/6/21	P
Debbie Plowman	Parent Governor	14/5/22	P
Jake Stoyle	Parent Governor	21/5/19	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	Ap
Ann Johnson	Co-opted Governor	4/5/22	P
Richard Osler	Co-opted Governor (Staff)	4/5/19	P
Chris Pyle	Co-opted Governor	25/11/19	P
James Wilson	Co-opted Governor	25/11/19	P

Apologies
Mike Dore
Apologies formally accepted.

In attendance	
Clare Whiting	School Business Manager
Jenny Adie	Clerk

AGM items**2. Pecuniary Interests****2.1 2018/19 Pecuniary Interests Register**

The 2018/19 Pecuniary Interests Register was passed round for signature by Governors present.

Action	Clerk	To obtain a signature from Mike Dore to complete the Register.

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 2018/19 school year

Chair: Advance nomination received for John Janulewski

Deputy: no advance nominations received. Debbie Plowman was nominated at the meeting. JJ and DP left the meeting while votes were taken.

John Janulewski was unanimously re-elected as Chair. Debbie Plowman was unanimously elected as Deputy Chair.

4. Full Governing Body documents and Committees for approval**4.1 FGB Terms of Reference**

Sent out with papers.

Governors agreed to adopt the Terms of Reference.
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4.2 FGB Code of Conduct

Sent out with papers.

Governors agreed to adopt the Code of Conduct.

4.3 Membership and eligibility

Information sent out with papers.

Governors present signed eligibility forms.
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4.4 Formal appointment of the Clerk

Governors agreed to re-appoint Jenny Adie as Clerk.
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4.5 Headteacher's Performance Management Committee

John Janulewski, Alessandro Patti, Kim Burrell.

KC has asked Paul Ford for possible dates to meet.

Governors agreed the membership of the Headteacher's Performance Management Committee.

4.6 Statutory Committees

Any 3 eligible Governors as available.

Ordinary business**5. Minutes of the previous FGB Meeting, on 17th July**

Correction p2, Item 3: Keeping Children Safe in Education 2018 (not 2008)

Minutes then agreed and signed as a correct record.

5.1 Matters arising from the minutes**Item 6.1, Budget Deficit Plan:****Q. Is the budget deficit plan on track?**

CW will be doing Period 6 monitoring over the next couple of weeks and will bring a report to the next GB meeting. They are making savings and there is more income, so they expect to be on track.

Q. About the new Cleaning Contractor?

It appears to be going well, communication is much better and School is cleaner. They expected some initial problems but there have been very few.

Q. How much do Staff know about the budget situation?

They talk about the situation with Staff in broad terms. There will be a Staff meeting after half term to present the budget. Staff understand the situation and are being careful.

Q. About Clubs take-up?

They are not charging groups coming in at present, but receive different benefits from each user. For example Primary Sports will give sessions during Sports Week. They have put in a 50p per child per session charge, to cover costs, which makes a difference to the School. The charge is on ParentPay. Sign-up is always problematic. Using ParentPay can take sign-ups online and allows launch on a particular day, it does not depend on parents being able to get into School, which is fairer to working parents. There are some reports that take-up may be a little down but only one Club is not full, most have waiting lists. There is only one Year 1/2 Club, which is oversubscribed but will be able to take more children after half term.

Q. About external Clubs?

They are still discussing logistical issues such as arrangements for locking the building, a certain amount of take-up would be needed to make it worthwhile to pay the Caretaker to lock up after late Clubs. The Policy came to the last meeting.

Q. What is the School's policy in genuine cases of hardship?

They allocate some Pupil Premium and Sports Premium money for support.

Item 5, Pupil numbers: Another five Reception children were allocated over the summer. They were not children who wanted to come, two have refused, they are still chasing the other 3. Numbers are now at 50. A few children have come into other Year Groups.

One difficulty, to be an agenda item in future, is the high proportion of children coming into School with SEN. They have 22 with EHC Plans, 2 more in progress, and in the last week were allocated 2 children who are entitled to full-time support. This is more than other local schools and Broad Oak does not have the Staff or the funding to support these numbers. Thaley will do a presentation on this at the next meeting.

Action	Clerk	To put presentation on problems of SEN numbers and costs on to the next agenda.
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There are also a few children who have come into School but are not likely to stay, they have siblings at other schools and may be at some distance.

JW has asked for a meeting with the Director of Education, with KC and JJ, to discuss pupil numbers and intake. This affects the budget recovery plan.

Formally reducing the PAN would require going through a consultation process, but the LA seem happy to keep to 60 children per Year Group and not send others unless an extra class is needed. Other local schools also have spaces.

6. School Improvement Plan

Sent out in advance of the meeting.

JJ asked what is the best way for the GB to discharge its responsibility for accountability for the Plan. What the Governing Body does is good and shows progress, but does not fit with what the Government wants to see. The next Inspection will be within 2.5 years, and will be two Inspectors for 2 days, an opportunity to talk properly about the School. Governors need to be clearer about what the criteria are, and how the Governing Body can oversee the School Improvement Plan.

KC told Governors that they need to have several sets of data at their fingertips, to prove what they know about the School. Last year's 'Combined' measure is below the Manchester average, and below the School's 'Combined' score for previous years, but this cohort has made the expected progress. The challenges the School has in cohort and intake are huge. They have been looking at children who can be removed from the data - including four who were new to the country in Year 5, and five with EHCPs. One of these children sat the Test, the others were working below the Test level. School cannot take these children out of the figures, but the figures without these children are slightly better than the figures for the year before. Raw data will go up and down year by year, depending on the cohort. This year's Year 6 look promising, Year 5 have a long way to go.

The format of the School Improvement Plan is the same this year as last year, the same format as the Ofsted Action Plan. KC talked with Paul Ward from the LA, who recommended using a slimmer document than in the past, making it easier to use, then adding appendices which can show impact. It is a working document. Broad Oak will be working closely with St Paul's, The Early Years Lead will be coming in particularly to look at working with boys. It is complicated by SEN, far more of the SEN children are boys, all five children with EHC Plans in Year 6 last year were boys. The 20% difference between girls and boys performance is largely due to this. Broad Oak have good relations with St Paul's, they have a similar intake, and had a big gap between boys and girls performance which they have reduced over recent years. The LA have identified them as a school that could work with Broad Oak.

The figures show the 'Combined' result, then breakdowns for boys/girls and disadvantaged children. This is the data as used in School, it will be good if the Governors can receive and understand the same data as is used by the School. The targets are ambitious. They have given all KS1 groups national targets, and the same for KS2. They want to be working-towards, and narrowing the gap, in each Year Group, to maintain standards.

RO said that targets are ambitious, but keep realism. The FFT figs are the probabilities of children achieving a particular level, based on prior attainment and contextual information. This is put together with national data as available; it is not yet available for this year.

Appendix 1 shows all pupils, with the upper level of probability that pupils will attain the expected standard. Looking at boys/girls, it is not clear if they are looking to get the children to the level of all, or of their particular group. In Maths nationally boys outperform girls by a few points. Girls outperform boys at English. School wants to get achievement of disadvantaged children to the same level as the national level for disadvantaged children.

They will set targets for all pupils that reflect these aspirations for the cohort. These will go to Pupil Progress meetings, and into Staff appraisal targets. The data will be updated termly.

They have milestones by term: in the Autumn term, due to the nature of the spiral curriculum, and what they know about how pupils learn, they have set starting point and expect a dip; then in the last

few years the data has shown accelerated progress in the spring term.

Q. How do they include the effect of interventions?

The data allows more rigorous focus on groups of pupils. They will draw on the work of the Achievement Teams on focussing on individual children or small groups for time-limited pieces of work, and will use Aspire accelerated learning materials.

Q. About the Year 2 'Combined' measure: there is a big jump from 47% to 70%? This is more than for the other groups, is more work being put in here?

The change in expectations is due to the cohorts. They expect different results this year, and accelerated progress from identified children.

Reading has always been a strength of the School, but is now holding back results in KS2. They will be working hard on this. They are thinking of moving the Library to a more-central position so it can be used before and after School, and run by the children.

The criteria for the end of Foundation Stage are below those expected at Year 1. They are looking carefully at the data, they found a discrepancy in what children are reading, and using in Guided Reading, and what is needed. They will be working on this with St Paul's.

The Ofsted HMI did not like the continuous provision in Year 1. The Team has been changed and School is not now offering continuous provision; the children have settled well and are doing well, Staff can see that they can rise to expectations.

The new Year 1 provision is working well, but it is a change. There are two jarring philosophies across Early Years and KS1. Continuous provision can be powerful in Year 1, but to be really successful it needs a Teacher and a Teaching Assistant in every classroom, but School cannot afford this; there was a reduction in effectiveness last year due to lower staffing, so they have to change, and the more formal arrangement is working,

There will be large numbers of volunteers coming in to read with the children; School is doing 20 DBS applications at present.

Q. Where do the volunteers come from?

Several places; some people are continuing from last year, some parents and grandparents, MMU students.

Priority 4 is not yet populated, and will need a Lead in School.

They are working on Absence. Closing the gates at the start of School is making a difference already.

Middle Leaders appendix will be populated over the year for different subjects. They have made changes to the curriculum to address key issues, for example a couple of Year 3 History curriculum changes to meet all the History essential skills.

The last appendix shows what they are planning to work on in future years, so forward plans are clear.

JJ said that it is more difficult for the Governors to work with new and changing systems. Will this new system stay? Will it generate trends?

KC said that they need consistency. They have tended to change in response to comment but have now gone back to the older system and want to stay with this.

How do Governors want to respond? Do they want individual links with areas? There have been changes in the organisation of core subjects.

Last year's way of working, where each Governor took a priority, worked well and Governors could understand their area. There are fewer priorities this year, Governors could possibly pair up?

With fewer priorities, Staff could do reports for Governors, a pair of Governors could meet the Leads and report back, Leads could be invited to come to meetings and report so all Governors have some knowledge, and there are two Governors with deeper knowledge.

There will be an additional priority, only shared with SLT last night, around mental health.

There should be more concrete plans by the next meeting, set up to carry on through the year.

Governors expressed interest in linking with priority areas.

Priority 1, To raise outcomes for boys and disadvantaged children

James Wilson

Priority 2, Foundation Subject Leaders

School are working with Cavendish and with Parris Wood, who are looking at their Year 7 curriculum.

Mike Dore

Priority 3, Reading for Pleasure

Debbie Plowman

Priority 4, Website

Alessandro Patti

Priority 5, Absence

Chris Pyle, Ann Johnson

Priority 6, Mental Health and Wellbeing

Kim Burrell

Action	John Janulewski	To send out this Link Governor information and ask if others want to join a priority.
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7. Staff Wellbeing Survey

Kim Burrell

KB did a consultation with Staff when the Policy was drawn up, asking for Staff views on what impacted wellbeing positively and negatively, and ideas to improve wellbeing. It was done in June, near the end of the year, results could be different at other times. 45% of Staff completed the survey, the results are in line with the national picture but cannot be extrapolated to those who did not reply.

Responses were recorded regardless of the resources required. Lisa Williams has been appointed as WellBeing Co-ordinator for the School, as a focal point and link with the SLT. They are developing a PPA space for Staff, which was one of the responses. There are other small actions that could be implemented, for example celebration boards, Staff breakfast. It is important for actions to be instigated by Staff if they are wanted.

Two major issues are workload and communication. It is important to show the Staff how they are responding on these.

One issue was cleanliness, which is already being dealt with.

Q. What were the communication issues?

There is not always effective communication, or flow of information. School needs to review systems. Some problems are due to the geography of the building. Also everyone has a responsibility to pass on information, to avoid surprises. To try to eliminate this they have set up a google calendar to show everything, so Staff can see what is coming up. There is not a day when all Staff are in School, so it is not possible to get all Staff together, this is something they have to look at.

Being seen to hear and act on what Staff say is important, also to remind them what is done.

About workload, Staff use emails, they can work when suits the individual, there is no expectation that they should reply outside work hours or at weekends. If the Library is moved, this is a large room, which could be used as a meeting space and a PPA space, with a storeroom space so Teachers can plan and check resources. It would also be a host space for NQT training this year which will make it cost neutral to provide NQT support for Teachers here attending the training.

Q. What will be the timing of moving the Library?

October half term.

It is important to give a timely response to the Staff survey. Making it clear that SLT are listening to Staff is part of the answer. SLT want Staff to say what they would like to see, not just to report problems.

KB will write her report and send it to KC for review.

World Mental Health Day is in October; School could do a fundraiser, invite parents for tea and cake.

KB would be happy to organise this.

(Kim Burrell left, 18.35)

8. Attendance Policy

Sent out with papers.

The Leadership Group identified an issue with leave in termtime. School has been advised by the LA not to put examples into the Policy, but add them as an appendix on the website.

Q. point 3.7 'other authorised circumstances'; is flexischooling such a circumstance?

Item 8.1 cont.**BrO.12Sept18****p7 of 7**

Flexischooling would not go in there, as it would not be not 'exceptional', it would be an agreement between the School and the parent.

Is flexischooling absence authorised? Could it be recorded as other provision, the child being educated off-site.

Action	Kevin Corteen	To look into possible use of the 'educated off-site' mark.
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9. Governing Body**9.1 Co-opted Governor vacancy**

Governors agreed that JJ and KC will send a letter out to new parents asking for volunteers from a financial background, and choose the candidate best meeting the description.

9.2 Annual report to Parents (not statutory)

Do Governors want one? Do other schools have and use one? Could it be used as a prospectus? It is a report on the last year, presented in a readable way, and can be used to highlight strengths and achievements. This will come back to the next meeting.

Action	Clerk	To put the Annual Report on to the agenda for the next meeting.
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10. Any other business**10.1 Pay Committee**

A Leadership meeting is needed to act as a Pay Committee for KC to present the results of Staff appraisal. To act as a Pay Committee, Governors need to be named.

John Janulewski, Kim Burrell, Alessandro Patti to be the Pay Committee; Leadership Group to meet 26th September, 7pm.

Governors agreed the membership of the Pay Committee.
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Action	John Janulewski	To email the Leadership Group date to all Governors.
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Next meeting:**Tuesday 11th December**

Wednesday 6th February 2019

Thursday 21st March

Tuesday 14th May

Wednesday 10th July