

REDLANDS PRIMARY SCHOOL
Redlands Lane
Fareham

**Minutes of the Full Governors Meeting held on Wednesday 13 July 2016
at 4.30pm at Redlands Primary School**

Present: Chairman: Mr W Phillips (Chair)
Mrs N Bryce
Miss C Dawkins
Dr Mrs S Deacon
Miss E Ellis
Mr I Ferguson
Mr K Harcombe
Mr S Higgins
Mrs R Holmes
Mr M Prior

In attendance: Minutes taken by Tryphaena Parker (Clerk)

ACTION

01/JUL/16 Welcome and to receive apologies

Apologies were received and accepted from Mrs Goadsby whose child is ill.

No apologies were received from Mrs Pape.

02/JUL/16 Pecuniary Interests

Mr Harcombe declared his interest for the Hampshire Inspection and Advisory Service (HIAS) and Quality Through Leadership (QTL).

03/JUL/16 Minutes of the meeting held on Wednesday 11 May 2016

The minutes of the meeting held on 11 May 2016 were agreed as a true and correct record.

04/JUL/16 Matters arising (not on the agenda)

11/MAY/16 – Governors agreed that they are very pleased with the new logo. It was suggested that it can be used to get publicity for the school ie inviting the Mayor or our MP to attend an event during September.

FGBA11 – CLOSED
FGBA36 – CLOSED
FGBA47 – ONGOING
FGBA51 – CLOSED
FGBA52 - CLOSED
FGBA53 - CLOSED
FGBA54 - CLOSED
FGBA56 – ONGOING

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05/JUL/16

Correspondence

Mr Phillips reminded governors that the usual HCC school communications are kept in the box file on top of the governors filing cabinet.

No other correspondence has been received.

06/JUL/16 Headteacher's Report (written)

The Headteacher's report had been circulated prior to the meeting.

Mr Harcombe summarised the following points;

- the results in Year 1 Phonics and Early Years assessment are up on last year
- Attainment levels in both Key Stage 1 and 2 are not comparable with last year due to the new method of measuring against Age Related Expectations (ARE) rather than levels. However, compared to the National and Hampshire levels we have done very well. KS2 results in Hampshire range from 10% - 90% so we compare very favourably with 74%+.
- Teachers had to submit their own assessments to the DfE before the children sat the tests and the results were very close to the teachers assessments proving that teachers are accurate in their assessment of pupils work.
- The results of the Spelling and Grammar test was not as good as we had hoped so this will be a SIP priority next year.

“Year 1 Phonics girls – there is no figure for the actual number of girls that passed but there is for the boys.” Mr Harcombe will correct this.

“We also appear to have a large gap between results for SEN and non-SEN children” 26% of this cohort has SEN so our SEN children are doing quite well, especially in light of the expectations now being higher than in previous years. Unfortunately the current system does not show what progress has been made, it only shows whether specific targets have been met. For some of these SEN children their barriers to learning are in Maths and English and therefore we would not necessarily be expecting them to reach the required levels at all.

“One of the SIP priorities is improving writing? According to these figures, no boys achieved Greater Depth (GD) whereas half the girls did.” – There was one boy who could have got GD but unfortunately his handwriting isn't neat enough, and more marks are now being awarded for handwriting. Most of the girls in the cohort were more able than the boys and more boys were SEN. When there are only 45 children in the cohort, each child equates to more than 2%.

- New to Redlands (NTR) gap figure is incorrect – it should read -76.

“Under ‘Teaching, Learning and Assessment’, you state that 70% of lessons observed were outstanding. As this was a target in the SIP, are you happy with this figure and how does it compare to this time last year?” Last year we were looking at about 60% of lessons being outstanding so it is an improvement although it can always be better.

“One comment from the recent parent satisfaction survey says that is it a shame that gifted and talented has stopped as it encouraged able children’. Has it stopped or is it just known as More Able now? Is it something parents should be made more aware of?” There used to be a requirement that the school had a gifted and talented register and parents would be notified if their child was on the register. This is no longer compulsory. We still cater for the more able child in lessons and through offering other enrichment opportunities such as music or sports. During class, because each child’s work is constantly being assessed, all children are always being challenged on a daily basis.

- The results of the parents survey and any outcomes will be published to the parents in due course.

“A couple of comments on the survey relate to bullying – are you aware of particular incidents they are referring to or is it an issue within the school?”

These comments come from 2 year groups and relate to two particular children, rather than a ‘whole school’ issue. The matter is being dealt with and whilst it has been labelled as ‘bullying’ by the parents involved, it is more ‘unacceptable behaviour’.

“Another issue raised is the cost of school trips eg. children may be in different year groups which could result in paying for a residential trip each year. Can Pupil Premium be used to help out such families?” We can only use Pupil Premium if the family is entitled. Letters sent home about residential trips, all state that if there are any financial concerns parents are able to speak to Mr Harcombe in confidence. Discounts are always offered if the trips will cause financial difficulties.

- There was only a 17% response rate to the survey – one suggestion to increase this uptake is to use Survey Monkey which can then be done online. Another suggestion is for governors to hand them out at parents evenings and wait while a parent fills it in and hands it back.

Mr Harcombe was thanked for a thorough report.

Governors also wished for their thanks and appreciation be passed on to all staff involved in the SATs for their hard work and dedication.

07/JUL/16 Governors Actions

a) Governor visits

Mr Phillips drew the governors attention to the Governor Visits Policy which was recently reviewed and agreed, where it states that there must be a clear objective for the governor visit or trip.

He stressed the importance of finding out beforehand which element of the SIP and what part of the curriculum the visit or trip relates to.

As governors we have a responsibility to look after the school finances so we also need to be aware of, and question, whether the trip is value for money

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Mr Phillips and Mr Ferguson recently met to discuss raising Redlands profile in the media. They agreed that communication is a key aspect, in particular how we communicate with

1. past pupils and
 2. parents/carers in getting messages to and from school.
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1. In response to past pupils Mr Ferguson has now set up a Facebook 'Redlands Primary School Alumni' page which now has 198 followers. It is a way of sharing memories and photos as well as encouraging past pupils to get involved now by supporting events. Mr Ferguson has control of the site and is able to delete posts he deems unacceptable. He will not allow pictures of current pupils to be posted.
 2. Mr Ferguson showed all governors a mock up of a school app which is designed to take over from 90% of communications sent out from the school. It allows users to receive daily event reminders specific to their child/ren and each event can have information attached to it negating the need to keep letters. It has a push messaging service to enable messages to be sent out and is instant so notifications can be sent ie about returning late back from a trip. There is the option of a news section where photos and videos can be uploaded but all have to go through the administrator. Permissions can be set allowing staff to be able to have access to limited areas of the app ie calendar or information, which would mean that not everything would have to go through the administrator.

The cost of this app is £495 + VAT per year. This includes the initial design and set up and telephone training for the administrators (however many you wish to have). There is no fixed term so, if after a few months it is agreed that it is not working then it can be cancelled and the cost of the unused months will be refunded. It is free for users to download the app and a PIN can be provided for the whole school to use to have access to it. Benefits for parents will be no lost letters or information, and for the school will be the cost of printing, paper and time. Letters would still be needed if a permission slip had to be returned but the app could then be used to message parents informing them that a letter will be coming home and they should look out for it.

“Would we give families the option of still having paper copies?” This could prove difficult as staff would have to remember to print off a certain number of paper copies of each piece of correspondence.

“Is it worth the school trialling the use of this app for 12 months?” Governors were unanimously in favour of a trial. Mr Harcombe will need to work out who will administer the app.

b) Governor monitoring of the SIP –

During the recent Ofsted training session it was mentioned that governors need to be seen to be monitoring the SIP regularly. Although the timetable is reviewed at each Standards meeting, there is more that can be done. It was agreed that when we return in September, Mr Phillips will be asking for volunteers to monitor specific areas within the SIP and report back to the governing body.

c) Governor vacancies

Mr Phillips informed governors that Mrs Harling has now resigned from the governing body due to her being unable to attend meetings regularly because of her work commitments. It was agreed that he will write a letter thanking her for the time she has spent as a member of the team.

WP
(FGBA057)

This resignation now means that we have 3 co-opted vacancies. To ensure that we maintain a balanced view, the constitution stipulates that we have no more than 5 parent governors and no more than 1/3 (5) staff members including the headteacher on the governing body. Therefore if governors know of anyone who would like to volunteer, please encourage them to meet with Mr Phillips and Mr Harcombe to discuss the role in more detail.

d) Nominations for Chair/Vice-Chair for 2016/17

Can all nomination be sent to Tryphaena Parker by Friday 9th September 2016.

ALL GOVS
(FGBA28)

08/JUL/16

Behaviour Policy – is our behaviour policy working?

The report had been previously circulated.

“A lot of the report focuses on the issues with one particular child. It states that the school has sought help from the behaviour team so is this child’s behaviour improving?” There are signs of a slow improvement however it is a continuing issue. An inclusion partnership has been put in place and an application is going to be made for an education health assessment (previously known as a statement). The child is at risk of permanent exclusion but this would only happen as a last resort and we have to have evidence that we have tried everything to keep the child in school. A lot of support is being given from various organisations and therefore a lot of time is given by school staff.

“Is it disrupting the other children?” There is minimal disruption as the child has been put back onto a part time timetable. There are a two TA’s in the class anyway. There are financial implications to the level of support given for example, the school has 5 days of EP (Educational Psychologist) time and a lot of these hours have been used on this one child.

“Is there any funding the school can ask for?” At the moment, funding will only be given when a child has an educational health assessment, although the guidelines will be changing in September so we can apply then even without this assessment being in place.

“When do you say enough is enough?” There is no set mark. It has to be viewed by looking at the particular incidents that are occurring and what is right for the child themselves, other children in the class and the school staff.

“Will this child benefit from a move to another setting?” Probably not – it can sometimes make issues worse.

“Are the parents proactive and supportive of the school and all that is being done?” Yes.

“Did the contact with the behavioural support team help?” Not really, they confirmed that what they would have suggested had already been done.

“The report states there are many good points about behaviour at Redlands, so would you conclude that the behaviour policy is working?” Yes, the behaviour policy works for the majority of children within school. Many education

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professionals that visit the school often comment on the excellent behaviour displayed by pupils in school. On a recent visit to Fareham Academy, the Year 6's showed exemplary behaviour which was highlighted against the 'not so good' example displayed by other visiting schools.

Governors thanked all staff for setting high expectations and ensuring the behaviour policy is followed resulting in exemplary behaviour from pupils.

09/JUL/16 Summer Projects

- a) Project LED lights – update**
- b) Boys toilets refurbishment**
- c) installation of new boiler**
- d) internal decorations**

Mr Higgins informed the governing body of the four projects that will be taking place over the summer holidays. Due to there being so many involving different contractors and workmen being on site, there is one principle contractor who will be organising the work schedule. There will also be limited access to staff over the whole holiday period.

The boys toilet refurbishment and internal classroom decorations are fairly straightforward.

The new boiler will be going in and Mr Higgins will be requesting that part of the commissioning and testing of the system is to ensure that it integrates with the existing system by ensuring that all classrooms heat up rather than waiting until the winter months before finding out there is a problem.

BAE have yet to finalise their agreement to the LED lighting project but will be giving their answer on 14th July 2016. It is hoped that there will be no cost to the school BAE would normally put this type of work out to tender but after many discussions with HCC are happy that they have sought the best product for the project, and the school will get value for money.

Both the boiler and lighting projects will mean the school will be running more efficiently and will reduce costs so as to allow more money to be spent elsewhere.

10/JUL/16 More Able Child report – are we meeting their needs?

The report had been previously circulated.

“Are the children in Years 4 and 5 that were selected to go to Fareham Academy for extra curricular activities, More Able?” Yes, they were selected by class teachers and year group leaders. This has been taking place for a few years now and other schools in the cluster also take part.

“Can some children miss out on music lessons because they cannot afford it?” No. The schools funds peripatetic lessons for all children that want it. This year both KS1 and KS2 have taken part in Listen2Me lessons where they have the opportunity to learn different instruments.

11/JUL/16 Groundwork Proposals – update

There is no further update.

“Who will be taking the lead on this when Claire Hewitt leaves?” Mr Harcombe will be.

12/JUL/16 Approve Policies

- a) Child Protection – HCC Model**
- f) Safeguarding – HCC Model**

Mr Phillips informed governors that a school communication (SC014321) issued this week states that the Child Protection and Safeguarding policies will be reviewed by HCC in light of the new version of Keeping Children Safe which will be published in September 2016. These policies will therefore be reviewed over the Summer break and brought back to the FGB in September.

**WP/TP
(FGBA59)**

b) Fairtrade Policy

This policy was approved.

c) First Aid and Illness at School Policy

This policy was approved.

d) Homework Policy

This policy was approved subject to changing the name of the responsible person.

e) Managing Allegations Against Pupils Policy – HCC model

It was pointed out that there is a footnote which doesn't relate to anything in the body of the policy. Tryphaena Parker will investigate.

Subject to this the policy was approved.

VII) SMSC Policy

This policy was approved.

Tryphaena Parker will amend the policy review timetable and website accordingly.

**TP
(FGBA60)**

13/JUL/16 Committee Reports

- i) Standards Committee – 21st June 2016** - no questions were raised
 - ii) Resources Committee- 15th June 2016** – no questions were raised
 - iii) Health, Safety & Safeguarding – 13th July 2016** – The Critical Incident Management and Lockdown procedures were discussed and Mr Higgins will be reviewing them with Mrs Stokoe and amalgamating them into the existing Emergency Evacuation Procedures document.
- Mr Higgins will be requesting that County allow us to hold out on the annual health and safety review until after the summer holiday when all the new projects have been

completed.

iv) Development and Training Governor Report – Mrs Bryce tabled a document showing attendance of all governors on training sessions in 2015 and 2016. She encouraged all governors to take advantage of the wide range of courses available paying particular attention to those applicable to the committee they sit on. It was agreed that a list of useful courses be put together for new governors to ensure they are attending relevant training.

It was also agreed that Mrs Bryce would request an additional Whole Governing Body Training Session on ‘From Good to Outstanding’ This would cost approximately £220 as we have already had the one included in the Full Access Option.

NB
(FGBA61)

14/JUL/16 Future Agenda Items

- I) Summer Improvements Update
- II) Governor monitoring of SIP

Any other future agenda items to be emailed to Tryphaena Parker ahead of the next FGB.

15/JUL/16 What did we do today to help our children?

- Discussed summer projects which will help the school environment for the pupils and allow energy savings which can be used in other areas of the school.
- We looked a potential new school app which will provide better communication to parents and save the school money in resources and staff time
- A report was received which confirms that the current Behaviour Policy is working well.
- It was confirmed that the school is meeting needs of More Able pupils.
- The essential requirements of governor visits was discussed to ensure that in future governors set clear objectives taking into account the SIP, Curriculum and value for money.

16/JUL/16 Date of next meeting - Wednesday 14 September 2016 at 4.30pm

The meeting closed at 6.15pm.

Continuing Actions Arising from the Full Governing Body meeting 13th July 2016

No:	Date Action Set	Action	For whom	Progress
FGBA11	25.03.15	Formulate a plan to raise the profile of the school within the media	IF/WTP	CLOSED
FGBA36	16.09.15 23.03.16 11.05.16	Book WGBT session To be done after beginning of April for 2016/17 financial year Mrs Bryce to book 'Ofsted' training session and circulate potential dates	NB	CLOSED
FGBA47	23.03.16	Hold follow up meeting to progress policy and critical incident procedure	SH	ONGOING
FGBA51	11.05.16	Pass signed copy of 2016/17 budget and 3 year forecast to School's Business Manager	TP	CLOSED
FGBA52	11.05.16	Review First Aid policy again	SH	CLOSED
FGBA53	11.05.16	SMSC policy to be amended to include P4C	ST	CLOSED
FGBA54	11.05.16	Amend Policy review dates and review timetable accordingly	TP	CLOSED
FGBA55	11.05.16	Mr Higgins and Mr Harcombe to discuss the critical incident procedure	SH/KH	CLOSED
FGBA56	11.05.16	Miss Dawkins to meet with Mrs Holmes to discuss questions raised at a recent training session regarding meeting the needs of the children.	CD/RH	ONGOING
FGBA57	13.07.16	Send letter to Mrs Harling	WP/TP	
FGBA58	13.07.16	Nomination for Chair and Vice-Chair of the governing body for 2016/17 should be emailed to Tryphaena by 9 th September 2016	ALL GOVS	
FGBA59	13.07.16	Amend Child Protection and Safeguarding policies – add to FGB Agenda in September	WP/TP	
FGBA60	13.07.16	Amend policy review timetable and website with updated policies	TP	
FGBA61	13.07.16	Compile a list of suggested training for each committee	NB	

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Date: