

REDLANDS PRIMARY SCHOOL
Redlands Lane
Fareham

**Minutes of the Full Governors Meeting held on Wednesday 9 November 2016
at 4.30pm at Redlands Primary School**

Present: Chairman: Mr W Phillips (Chair)
Miss C Dawkins
Miss E Ellis
Dr S Deacon
Mr I Ferguson
Mrs E Goadsby 4.34pm
Mr K Harcombe
Mrs R Holmes
Mr M Prior

In attendance: Minutes taken by Tryphaena Parker (Clerk)

ACTION

01/SEPT/16 Welcome and to receive apologies

Apologies were received and accepted from Mrs Bryce who was on a revision course and Mrs Pape who was unwell.

02/SEPT/16 Pecuniary Interests Update register

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

It was noted that Miss Ellis and Mrs Pape are still to return their personal declaration of interests.

**EE/LP
(FGBA66)**

03/SEPT/16 Minutes of the meeting held on Wednesday 16 September 2016

The minutes of the meeting held on 16 September 2016 were agreed as a true and correct record.

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

4.34pm – Mrs Goadsby entered the meeting – she had no interests to declare.

Pg 4 – Mr Harcombe pointed out that he doesn't know someone, but knows of someone who seeks funding for schools on a full time basis.

Action log:

**FGBA47 - ONGOING
FGBA61 – ONGOING
FGBA62 – CLOSED
FGBA63 – ONGOING**

Signed:

Date:

FGBA64 – CLOSED – the money can only be used for what we bid for so needs to be spent solely on the compost toilets

FGBA65 – CLOSED – Mr Harcombe will speak to the schools LLP with regard to providing training on ‘Moving Good to Outstanding’

05/SEPT/16 Correspondence

No correspondence, other than HCC school communications have been received. Mr Phillips reminded governors that these are kept in the box file on top of the governors filing cabinet.

School app (not on the agenda)

Mr Ferguson informed governors that Tam Stokoe and Gill Wallis in the School Office have both had a good look at the proposed school app and have come up with suggestions on how it can be improved to meet needs specific to Redlands. The developers have agreed to these adaptations and subsequently built in a functionality whereby parents will be able to give permission for their child(ren) to attend school trips.

He reminded governors that the aim of the app is to replace 90% of the communications sent out via text or on paper. The current text service is more expensive than the app and only one parent is able to be included on the text service, whereas the app will allow any number of people with responsibility for the child to have access.

“What sort of operating system is it on?” It is available on Android and Apple but not accessible on Windows.

“Will parents have the option to sign up for it?” Yes, it will not be compulsory and as some families may not be able to access the app, it will run alongside the current methods until any issues are ironed out and those who cannot access it can be identified. The issue of parents signing up for it and then not being able to access it if they have used up their data allowance was also discussed and this is something that would also have to be resolved.

“Who will run the administration of it and upload information?” The idea will be that any staff will be able to upload the letters and dates to the app although the finer details of how this will work will have to be agreed between Mr Harcombe and his staff. Any necessary training will be provided.

On the issue of communication, governors are concerned about the effect comments posted on the Parents of Redlands Facebook page are having on the morale of staff. The page is being used to criticise and complain about issues with the school and events that have happened, which was not the purpose for which it was originally set up. It needs to be stressed that any issues should be taken up with school staff or Mr Harcombe in the first instance.

06/SEPT/16 Headteacher report (written)

The written report had been previously circulated.

“A suggestion for something to add in next time is support staff that have gone on to teaching positions” this has been included in some previous reports.

“The Ofsted inspection dashboard shows we have a weakness in the progress of middle attaining boys in writing – is there anything more we can be doing to help these boys?” The figures include 4 children who only achieved a level 1 at Key Stage 1 (KS1) in writing, which we would argue would not make them ‘middle attaining’ but rather below level. However, because they were middle performers in Maths and Reading they are classed as being middle in writing. Either way, according to the Ofsted definition, there were 12 middle attaining boys, some of whom would have been expected to achieve greater depth but didn’t. In fact, none of these boys achieved greater depth.

“So moving away from government data which is difficult to compare as this is the first year of the new curriculum, are we actually doing enough to help the children?” We are on the case in terms of the improvements planned in particular focusing on the handwriting and spelling. The handwriting is only looked at with regard to achieving greater depth, but it was what prevented one of the ‘middle attaining’ boys from achieving greater depth. We accept that by definition, it is a weakness and are working towards improving this. Governors are confident that the school are working towards raising their levels in line with the new expectation.

“What is greater depth?” The children’s attainment is based on a standardised score with 100 being average attainment, and greater depth is a score of 116 and shows that the child is getting a deeper understanding of the subject and is not moving on to the next stage or learning the next years work.

“Can parents do more to support their children? Are they informed throughout all year groups of what the expectations are in handwriting?” We do follow a specific handwriting scheme and there will be opportunities for parents to come in for workshops as well as information going home through homework folders. Teachers are held to account for the progress of the children in their class to ensure no child is left behind.

It was noted that whilst it is difficult to do a fair comparison between this years results and previous years, it is possible to compare ourselves to Hampshire and National averages. Generally speaking we are as good as anyone in Hampshire and generally above average Nationally.

RAISEonline will be discussed in more detail at the Standards meeting on 7th February 2017 but if anyone wants hard copies of information prior to that, speak to Mr Harcombe. As usual all governors will be welcome to attend this meeting.

“You mentioned in the report that you had an author in school to work with children – have you begun to evaluate this?” She worked with Year 6 focusing on creating a starting point as some children, in particular boys, tend to have difficulty with imaginative writing. The evaluation will look at a book sample of the children she worked with.

Our links with Fareham Academy are being strengthened with some Year 11 pupils coming into school to run some French lessons with the Year 5/6 pupils, although the lessons they had planned only lasted a short time so they had to improvise the rest of the lesson and coped well.

The Year 5/6 teachers were invited to watch some Year 7 lessons at Fareham Academy and realised that the children are not being challenged as much there as

they are at Redlands. It was also noted the amount of low-level disruption going on in the classroom was quite high. All information was fed back to the school and was well received. Teachers are now being invited to come and observe some of our lessons.

Some good news is that a Year 6 pupil who has been on dialysis for over a year, now has a date of 25th November for a kidney transplant. Governors all wished him well.

Governors thanked Mr Harcombe for a thorough report.

07/SEPT/16 Delegated Powers

At the FGB meeting in September, the delegated powers were accepted however they were not specifically minuted.

It was agreed that the following delegated powers be allowed;

- The committee will delegate power to the headteacher to:
 - a) make alterations to the budget to reflect resources made available by the LEA for Educational Health Care Plans (EHCP's) and for cases of extended sickness.
 - b) virement between budget headings which do not exceed £5000 and neither increase or decrease previous approved budget plan.
- The committee will delegate authority to the headteacher to spend up to £2,000.00 on any item without prior reference to this committee.

08/SEPT/16 Governor Monitoring

The Chair of Governors regularly carries out spot checks of the central register to ensure it is being maintained and up to date.

Following on from recent governor training, it was agreed at the FGB meeting held in July that governors would be assigned a responsibility linked to items listed in the SIP with a view to monitoring progress and development over the year by meeting with or having discussions with relevant staff possibly twice a term.

The following governors agreed to monitor the following priorities;

Miss E Ellis – Spelling and Grammar

Dr S Deacon – Improving handwriting

Miss C Dawkins – Mind the Gap (looking at closing the gap between children with Special Educational Needs (SEN) and non-SEN, Free School Meals (FSM) and non-FSM, and Children Looked After (CLA and non-CLA)

Mrs E Goadsby – Multiplication Tables

09/SEPT/16 Governor Vacancies

Mr Phillips informed the governing body that Mr Higgins has resigned with immediate effect due to his new work role not allowing him the time to be able to continue in his role with the level of commitment he was used to being able to give previously. Governors asked the Chair to write to Mr Higgins thanking him for his excellent service to the school.

**WP
(FGBA67)**

Mr Phillips is happy that the Chairs of the Resources and Standards Committees (Mrs Bryce and Mrs Goadsby) will be able to act as Vice-Chairs in Mr Higgins absence, should the need arise, for the remainder of this academic year. All governors agreed this.

It was also agreed that the gaps left by Mr Higgins resignation be filled as followed;
SEN Governor – Miss C Dawkins
Pay Committee – Mrs E Goadsby

Mr Phillips and Mr Harcombe have interviewed a potential new governor, Pauline Bateman, who has previous experience in a governor role and was a former pupil of Redlands. She appears to be very hands on and is keen to get involved in the school as much as possible.

The governing body agreed the appointment of Mrs Pauline Bateman as a new co-opted governor, subject to the appropriate checks being carried out.

Tryphaena Parker will inform governor services.

TP
(FGBA68)

This means there are currently 3 co-opted vacancies.

There is also another potential governor still to interview. It was noted that both people have come forward through an advert posted on the Alumni Facebook page.

10/SEPT/16 Groundwork Proposals – update

During the annual meeting with Hampshire County Council (HCC) Property Management, the following issues/concerns were raised;

- **How will the compost be disposed of?** It was mentioned the toilets will be lightly used and shouldn't need emptying very often.
- **How will the liquid output be managed?** The current plans appear to show a pipe leading away from the structure but it is not clear where it leads to
- **Using rainwater for hand washing is not acceptable** – this can be replaced with providing antibacterial hand gel.
- **Security** – having a structure on the field may attract rough sleepers.

It was also discussed whether these structures will prejudice the idea for a more permanent building in the future but were reassured that as these structures are only temporary, they can easily be moved.

11/SEPT/16 Property Management meeting – feedback

As mentioned in the previous item, the annual property management meeting took place with HCC property Management, Mrs Levy,(Caretaker), Mr Phillips, Mr Harcombe and Mrs Stokoe (Business Manager).

The following points were raised;

- The money spent on the boiler upgrade.
- Lighting project – a meeting will take place on 14th November with HCC regarding the proposed replacement of the internal lighting. HCC previously agreed to provide £11,000 towards the project.

Signed:

Date:

- Grounds Maintenance do not maintain the edges of the grassed areas throughout the summer meaning the school has to pay for it to be done when complaints are received from neighbouring properties.
- The smart meter can now show in detail how the school uses its energy and water, and any spikes in usage can be investigated to see if there is a problem.
- The telegraph pole is leaning but is safe so is a low priority.
- Mr Harcombe is three quarters of the way through the glazing survey
- The chimney has received repairs in places but will need to be replaced over the next two or three years
- A section of floor outside the medical room is creaking – it appears the screed under the carpet is breaking up. This will be reported to Emcor to investigate further.

The new SLA (Service Level Agreement) for Property Management has now been received and will be looked at by Mr Harcombe.

12/SEPT/16 Committee Reports

- i. **Standards - 4th October 2016 – (minutes previously circulated)** Following the review of the Collective Worship policy Mr Phillips raised the questions as to how many of the pupils are Christians. The figures were included in the minutes and show that less than half the pupils have registered as Christians.
- ii. **Resources – 12th October 2016 - (minutes previously circulated)** The committee approved the revised budget for 2016/17. *“Was the boiler fully commissioned?”* – No, Mr Harcombe has not yet received documents needed.
- iii. **Pay – 20th October 2016** - The minutes have not yet been circulated. Mr Phillips informed governors that the Pay Committee covered the following points;
 - Election of chair and vice-chair be postponed as not all members were present
 - no interests were declared
 - future meeting dates were confirmed
 - the committee terms of reference were agreed
 - an anonymised report was received from Mr Harcombe (Headteacher) showing recommendations for each staff member for salary increases from September and giving indications as to whether their performance management had been met or was partially met. A couple of questions were raised which were answered thoroughly by the Headteacher. **The recommendations of the Headteacher were approved and the award was backdated to 1st September 2016.** Mr Phillips signed all letters and they were sent out by the 31st October deadline. The next meeting will be to discuss the Headteacher Performance Management and will be sometime later this month.
- iv. **Health, Safety & Safeguarding Committee – 9th November 2016** - this meeting will be rescheduled due to office staff being absent. Mr Harcombe will arrange this as no meeting has been held so far this school year.
- v. **Development and Training Governor Report** – as Mrs Bryce was absent, no report was received

13/SEPT/16 Future Agenda Items

- i. Safeguarding Report
- ii. Report back on health and safety discussions with staff (EG/SD)

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

14/SEPT/16 What did we do today to help our children?

- We approved the appointment of a new school governor which will bring a new range of skills to our governing body meetings.
- We have arranged the active monitoring of areas of the School Improvement Plan (SIP).
- We discussed further the new school app looking to improve communications between home and school.
- We challenged the school about the performance of boys writing to ensure that strategies are in place to improve attainment.
- An arrangement was made to receive a presentation on RAISEonline data.
- A Safeguarding report has been requested to ensure our systems are vigorous.
- We noted that the single central register is being regularly scrutinised.

15/SEPT/16 Date of next meeting - 25th January 2017

The meeting closed at 6.05pm.

Continuing Actions Arising from the Full Governing Body meeting 9th November 2016

No:	Date Action Set	Action	For whom	Progress
FGBA47	23.03.16 (amended 09.11.16)	Finalise the Critical Incident Policy and Evacuation procedure	KH	ONGOING
FGBA61	13.07.16	Compile a list of suggested training for each committee	NB	ONGOING
FGBA62	14.09.16	Circulate email showing detached field plans to all governors	KH/TP	CLOSED
FGBA63	14.09.16	Obtain more information about the role of securing funding for development to the detached field	KH	ONGOING
FGBA64	14.09.16	Speak to Groundworks with a view to holding onto the Tesco grant until further discussions about the development of the field have been held.	KH	CLOSED
FGBA65	14.09.16	Look into possibility of providing 'Moving from Good to Outstanding' course in house, perhaps with the help of LLP	KH	CLOSED
FGBA66	09.11.16	Complete personal pecuniary interests forms and return to Tryphaena Parker	EE/LP	
FGBA67	09.11.16	Write to Mr Higgins thanking him for his service	WP	
FGBA68	09.11.16	Inform governor Services of appointment of Mrs Pauline Bateman as co-opted governor	TP	