



OAKWOOD PRIMARY SCHOOL MINUTES of the GOVERNING BODY MEETING

HELD AT Oakwood Primary School

1st July 2024, 6-8pm

Name	Post	Attending	Apologies accepted	Apologies not received / not accepted
Governors				
Matt Maiden (MM)	LA Governor/Chair	✓		
Maria Whitmarsh (HT)	Headteacher	✓		
Rachel Gander (RG)	Trust/ViceChair	✓		
Gemma Fawcitt (GF)	Staff Governor		✓	
Joe Crook (JC)	Co-opted Governor		✓	
Ben Hammond (BH)	Co-opted Governor			NR
Peta Holt	Trust Governor	✓		
Abbie Foss	Parent Governor	✓		
Amy Ryan	Parent Governor	✓		
Other attendees				
James Blyth (JB)	Associate Member		✓	
Aaron Rattan (AR)	SBM	✓		
Becky Vanes (BV)	Deputy Head	✓		
Raylene Poppleton (RP)	Clerk	✓		
Quoracy - 50% of Governors (5)				

Overview of actions arising from this meeting and added to the [Action Log](#).

Item		Action
2	Governors to complete Declaration of Interest forms.	GF, JC, BH, AF, AR
6	Communicate to the local community about the lock vandalism and the reasons for stopping access to the field.	MW
6	Arrange mentoring with the new Governors.	MM, RG
7	Minutes from the Finance Committee to be filed with the documents for this meeting	MM
9	Standing Orders wording to be redrafted and presented at next meeting for approval	Clerk
9	Review and finish the Scheme of Delegation at the Governors in School Day on 9th October 2024.	MM/All Gov
11	Attendance comparison with other Trust schools.	MW
11	Raise staff repeatedly entering absence management process with Trust HR	MW
11	Reporting costs and working days/teaching hours lost to absence	MW

11	Governors to read the SIO report and identify points for the governor visit in October	All Gov
13	Amend Confidentiality Policy to include reference to DPO	MW
16	Provide new governors with information for induction training	Clerk
19	Draft response governors can use to point complainants to the Complaints Policy if they are contacted directly.	Clerk

Minutes

Item		Action
1.	Welcome, apologies and absences.	
	The Chair welcomed everyone to the meeting and introduced Amy Ryan and Abbie Foss as new Parent Governors. Gemma Fawcett, Joe Crook and James Blyth had sent apologies ahead of the meeting.	
2.	Declaration of Pecuniary/Business Interests	
	Action: Governors were reminded of the need to complete Declaration of Interest forms. No governors had pecuniary/business interests to declare in this agenda.	GF, JC, BH, AF,AR
3.	Items of Urgent Business	
	MM introduced Peta Holt as candidate for the vacant Trust Governor position. MM explained that PH had met with MM and MW and received approval at the Trust meeting on 19/06/24 (subject to checks and appointment at this meeting). DECISION: Peta Holt was appointed as a Trust Governor for a period of 4 years from 01/07/2024	
4.	Finance & School Business Manager's Report	
	The School Business Manager's Report was received and AR went through the information for the meeting. Roof Contract <ul style="list-style-type: none"> • A meeting had been held with the contractors on 26/6/24 and the work would start on 15/7/24. Governors were shown a map of the school and the timing and impact of the works on different parts of the site at different times was explained. The program was planned to last for 29 weeks. • Between 8:40-9:15 and 2:45-3:30 all site traffic and deliveries could be refused • MM confirmed that during the meeting the contractor had allayed concerns due to their experience on similar schools and other LA projects. • The school would look to see if education may be disrupted and the use of alternative schools as temporary locations had been considered. 	

- Governors discussed locations of compounds, skips and access. Sections were to be done isolating the impact on students.

Question: What will the impact be on SEN or students with sensory issues?

Response: MW confirmed this was being considered.

- Students would not be affected for PE as access to the field would continue during the work.
- The contractor confirmed all site staff would be Enhanced DBS checked.

Governors thanked staff for their work as this had taken a long time to resolve.

Heating

- Current temporary solution was inefficient and alternative solutions were being looked at. AR would pass on when a confirmed answer for this winter was received.
- Governors asked about the costs of upgrading the controls and were advised it was out to tender.
- Concern was expressed at the school experiencing heating issues while the roof was also being done.
- Governors asked about the heaters overheating and were advised that they were switched off and portable heaters used instead.

Capital Works

The focus was on ICT infrastructure.

- New Wifi access meant the network speed was not affected at peak times.
- Staff had new laptops at Easter and older laptops were re-purposed for TA/Cover Teacher laptops
- 30 new chromebooks and charging trolley had been purchased
- Sphero robots and 15 iPads had been purchased to improve KS1 ICT provision
- The projector in KS2 had been replaced with an interactive 86" panel with wheeled mount which would cost less than repairs going forward.
- The ICT suite was being discussed and quotes being obtained to compare the cost of closing off to make a dedicated ICT classroom or providing each class with chromebooks so the space could be repurposed.
- In addition, following the roof works, the replacement of the internal ceiling tiles may be part of a planned programme with LA support.

Question: Is there a longer term maintenance cost for all the chromebooks?

Response: This was not expected as would fall under the Harrap agreement. More would be known after the first set of chromebooks in place.

	<p>Governors asked for an update on the school field and were advised that the £7.5K investment had been made to create a 9-aside and 7-aside grass pitch with a grant from the Football Foundation. No floodlighting was allowed due to proximity to houses.</p> <p>The sports centre redevelopment meant that their pitches were unavailable so there was now a lack of playing fields in the area. A deal had been agreed with a local football league to hire it every Sunday.</p> <p>No solution had yet been found to the locks being vandalised. Governors discussed the issue of local community feeling.</p> <p>Budget</p> <ul style="list-style-type: none"> • AR advised there was an in year surplus of £50K. A new teacher had been recruited and there was an increase to Forest School provision. • Forecast of small deficit but return to surplus next year. • Moving from the LA energy contract saves approx. £20K • SBM to be loaned to Fairisle Junior School (FJS) 2 days per week. AR felt this was something they could do and would provide cost saving to both schools. <p>Question: Was there capacity for the SBM to do both roles?</p> <p>Response: Oakwood would remain the host school and the arrangement would be reviewed in December in the event of it not working due to the workload. The budget assumed a surplus which included sharing AR.</p> <p>Governors discussed whether this would allow for funding to cover some parts of the SBM role or cover. AR offered reassurances that they felt the share was feasible.</p> <p>Governors expressed concern that this would create a single point of failure for 2 schools.</p> <p>Governors were advised that FJS had 2 office staff, Oakwood 2.5. AR needed to assess the workload and then see how it was possible to share the operational work to allow them to concentrate on the strategic part.</p> <p>Governors felt there was a need to ensure that nothing slipped and were advised that a written agreement, with caveats to ensure the big projects like the roof were covered, was in place.</p> <p>Governors checked that office staff felt happy with the arrangements and were assured that this was the case and had expressed interest in taking on additional roles.</p> <p>AR left the meeting.</p>	
5.	<p>Minutes of previous meetings</p>	
	<p>The draft minutes of the FGB on 22/05/2024 were reviewed.</p> <p>DECISION: The minutes were agreed as a true and accurate record by those present.</p>	

	<p>DECISION: The Code of Conduct was ADOPTED by the Governing Body.</p> <p>Standing Orders The previous Standing Orders were discussed. Changes to wording on several sections were requested prior to approval at the next meeting. Action: Wording to be redrafted and presented at next meeting for approval</p> <p>Scheme of Delegation Action: Governors agreed to review and finish the Scheme of Delegation at the Governors in School Day on 30th September 2024.</p> <p>Governor Roles 2024-5 Governors discussed the suggested structure for next year. Concern was expressed that some of the roles, particularly Curriculum, were substantial but they could be done by multiple Governors now the GB was at full strength. Roles could be aligned with SIP. Appointments to be made at the FGB next meeting.</p>	<p>Clerk</p> <p>MM</p>
10.	Bridge Education Trust	
	<p>Meeting took place on 19/06/2024. The main discussion was the joint working partnership on attendance, particularly looking at strategies to improve attendance and impact of SEN. Also noted was the rise in parental complaints generally.</p>	
11.	Headteacher's Report	
	<p>The Leadership Report to Governors was provided ahead of the meeting. and some of the contents discussed at the meeting. The following was noted:</p> <p><u>Admissions</u> PAN 420, currently 418. Question: Has the change in numbers been similar to recent years? Response: Noticed more mobility and taking more moving from another country and with EAL. Question: Can governors do anything to support the pressures of supporting pupils with no English? Response: The school has bought in additional support but availability depends on language. Have seen that immersion in the language is the best way to learn.</p> <p><u>Attendance</u> A typing error was noted and would be corrected. EHCP should not read 9%. Action: Governors requested that they see a comparison with other Trust schools. Governors discussed the difference in reporting of authorised and unauthorised absences and were advised that the school only very</p>	<p>MW</p>

	<p>occasionally authorised absences for trips related to exceptional circumstances. The school had been receiving more requests for holiday absences.</p> <p>Question: Does the school incentivise attendance?</p> <p>Response: The school used to but felt the unfairness of losing 100% attendance reward due to illness, so now choose not to. FJS incentivise using an activity on an unknown date, called Be In It To Win It.</p> <p><u>Safeguarding</u> There had been no incidents since the last meeting.</p> <p><u>SEN</u> Started the year with 8 pupils with an EHCP, now 12, the highest the school has had.</p> <p><u>Behaviour</u> The use of the infographic was discussed and whether there were pockets which were seen to be worse and could be targeted. Governors were advised that there had been additional exclusions this week not shown in the report. This made 4 in total and all had previous suspensions.</p> <p>Question: Do exclusions have an impact on behaviour?</p> <p>Response: MW felt there was some impact for the pupils but other things were also put in place. They had been meeting to put more in place to mitigate triggers.</p> <p><u>Staffing & HR</u></p> <ul style="list-style-type: none"> • Vacancies have been advertised. • The school will be allocating classes this week. Each year group will have 2 FTE teachers. • The absence management process was discussed in relation to staff repeatedly entering and exiting stage 1 and whether that being repeated would trigger a move to the next stage. <p>Action: Raise repeatedly entering absence management process with Trust HR.</p> <p>Question: Do employees get signposted to Occupational Health?</p> <p>Response: Yes. The school found that the reports reflected what the staff member told them.</p> <ul style="list-style-type: none"> • The use of staff in alternative roles to cover long term illness was discussed. • The school committed to staff for provision of the Forest School. • It was felt the supply teachers had recently been of a high standard and regularly worked at the school so developed knowledge of the school/classes. <p>Action : Governors asked to see costs and working days/teaching hours lost to absence.</p> <p><u>SIP</u></p>	<p>MW</p> <p>MW</p>
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	<ul style="list-style-type: none"> Curriculum discussions have taken place in teacher's meetings looking at stripping back the curriculum. Results for multiplication and phonics were discussed. Phonics results were up but not quite what was expected. KS1 results were disappointing and a focus going into year 3 to delve deeper into why. Will receive support on provision and mapping next year, following on from help with Greater Depth provision last year. <p><u>SIO Report</u></p> <ul style="list-style-type: none"> The draft report was provided to governors shortly before the meeting, having been received at the weekend. The focus of the visit had been post Ofsted action. MW highlighted key points from the report and felt it showed the school was in a good place. SIO visits would be charged for in future at cost of £600 but money would be provided in the budget for them. Governors felt the input from the SIO was useful to get an independent view. The use of a Trust Advisor was being discussed and whether to use and internal or external SIO in future needed to be decided. <p>Action: Governors to read the SIO report and identify points for the governor visit in October</p> <p>Governors asked whether SENCo annual reviews were booked/planned and MW confirmed that they were. Some parents were in contact with other staff members.</p>	All Gov
12.	Written Reports	
	Standing item - No written reports were received at this meeting.	
13.	Policies	
13.1	Biometric Data Governors were advised that this policy was not required as the school did not use pupil's biometric data.	
13.2	Confidentiality Action: Amend policy to include reference to DPO DECISION: The Confidentiality Policy, with this amendment, was APPROVED by governors	MW
14.	Safeguarding	
	The Annual Safeguarding Report was provided in advance and discussed in other items.	
15.	Governor Visits	
	MM summarised the content of the day from the report .	

	<ul style="list-style-type: none"> An incident took place and governors saw how staff and emergency services responded well. Spoke to lots of children to hear their voice. Asked the same range of questions around do they feel safe, do they know who to go to. Children were now used to seeing and talking to governors and some requested to talk to them, just to chat. Visit dates planned for next year as part of item 8. 	
16.	Governor Training	
	<ul style="list-style-type: none"> Safeguarding and PREVENT annual training would be due for next year. <p>Action: Provide new governors with information for induction training</p>	Clerk
17.	Governor Correspondence	
	<ul style="list-style-type: none"> Letter of appointment to Trust Governor received for RG Email received from SIO over access arrangements during SAT's. Advised the school would be monitored next year. MW advised that training around access arrangements being provided for school next year. 	
18.	Clerking Matters	
	No items	
19.	AOB	
	<p>MM reiterated to Governors the importance of understanding the complaints procedure and the role of governors in it.</p> <p>Action: Draft response governors can use to point complainants to the Complaints Policy if they are contacted directly.</p> <p>There being no other business the meeting closed at 8:12pm.</p>	Clerk

Dates of Meetings 2024 - 2025			
	Full Governing Body 5-7pm	Finance Committee 2-3pm	Governors In School Days
	09/10/2024 (Wed)	30/09/2024 (Mon)	30/09/2024 (Mon)
	27/11/2024 (Wed)		22/11/2024 (Fri)
	05/02/2025 (Wed)	28/01/2025 (Tues)	28/01/2025 (Tues)
	17/03/2025 (Mon)		12/03/2025 (Wed)
	19/05/2025 (Mon)	16/05/2025 (Fri)	16/05/2025 (Fri)
	30/06/2025 (Mon)		23/06/2025 (Mon)