

SUMMIT LEARNING TRUST

MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF THE OAKLANDS PRIMARY SCHOOL HELD AT THE SCHOOL AT 2.00 PM ON WEDNESDAY 8 MAY 2019
--

- PRESENT: Mrs A Ahmed
Ms S Brown
Mr B Coley
Mr M Court – Principal
Mrs Ava Sturridge-Packer CBE - Chair
- IN ATTENDANCE: Mrs L Evans – Clerk
Ms N O’Brien – Vice Principal/SENDO (part)
Miss U Devi – School Improvement Director
- CONSENT TO ABSENCE: Ms J Wilkie
Miss E Kiernan
Mr T Richards
Mrs K Roberts
- NO APOLOGIES: Ms Y Basheer

Everyone was welcomed to the meeting and introductions were made around the table.

APPOINTMENT OF TRUST APPOINTED GOVERNOR

- 0041 **RESOLVED:** That Ms Sharon Brown is confirmed as a Co-opted Governor with immediate effect.

APPOINTMENT OF TRUST APPOINTED GOVERNOR

- 0042 **RESOLVED:** That Mrs Aafrine Ahmed and Mr Tim Richards are confirmed as Parent Governors with immediate effect.

0043 **DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS**

Attention was drawn to the Articles of Association relating to conflicts of interest, including but not limited to any Personal Financial Interest and Related Party Transactions.

Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.

There were no declarations of interest.

Governors were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as the draft minutes were considered public documents as soon as approved by the Chair of the meeting.

The Clerk requested that Governors consider if any items were of a confidential nature. Governors were advised that these items should be considered in private.

0044 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

MINUTES OF THE PREVIOUS MEETING

0045 **RESOLVED:** That the minutes of the previous meeting, held on Tuesday 29 January 2019, be approved as a correct record.

0046 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

MEMBERSHIP OF THE LOCAL GOVERNING BODY

The Clerk reported that there were no terms of office which were due to come to an end before the date of the next meeting.

Governors were informed that there were no vacancies on the Local Governing Body.

The Clerk added that there was a Governor whose attendance at meetings was poor and that Ms Y Bashir had not attended any meetings or submitted apologies in the current academic year. The Clerk who had attended the previous meeting had indicated that this would be followed up and the Clerk advised that she would look into this matter further.

Link Governor appointments were considered and the following was agreed:

0047 **RESOLVED:** That Mrs A Sturridge-Parker and Ms S Brown be appointed Curriculum Ambassadors.

0048 **ANY URGENT ACTION TAKEN BY THE CHAIR**

There were no actions to be reported.

0049 **REPORT OF THE PRINCIPAL**

Governors had received the O Track Summarative Report for Spring End of Term 2019-19, along with an Achievement Information Analysis in advance of the meeting (Appendices 1 and 2). Governors' attention was drawn to the following matters:

- The Principal opened by providing some context and advised Governors that he had been in post for one year. The school had previously had a sustained period of underachievement. The Principal's aim was to raise attainment across the school and there had been a particular focus on Year 6. It was hoped that the SATs tests which would take place during the following week would show an improvement on last year's results but it was not anticipated that these would reach national levels. The focus on Reading, Writing and Mathematics had changed and the benefits of this will be seen from Year 5 down. It was unfortunate that the current Year 6 had a legacy of underachievement through their time at the school;
- The current Year 6 data was above that of last year in all subjects and combined. This was a similar position across the year groups. SLT support had been put into Year 2 and the impact was being seen. The teaching methods now being used for Reading, Writing and Mathematics will continue as they were having a positive impact. There had been some improvement seen since the autumn term but these had not been as rapid as the Principal would like. It was felt that this was due to assessment rather than delivery and CPD was in place to address this. The School Improvement Director agreed and said that books were better than the data demonstrated. Staffing was stable and many wished to stay and develop within the school. Boys were reluctant to write and the school was looking at ways to engage boys. The SLT was proactive in this respect;
- Governors were advised that the Vice Principal had taken over the role of SENDCO and had been invited to provide the LGB with an update.

[MRS N O'BRIEN WAS INVITED INTO THE MEETING AT THIS POINT]

- Governors were advised that the SEND data was concerning and this was frustrating as many SEN pupils were making progress in a number of ways. The key weaknesses were in three year groups where support would be put in place. The curriculum had been considered in terms of how SEND pupils were being catered for. Provision for SEND needed to be tightened and more joined up as pupils would not meet targets if they were not given the opportunity to do so. Continuum needed to be referred to and maintained. **Mrs Ahmed asked for an explanation of continuum** and was advised that the audit continuum was an A3 sized document separated into sections for subjects. This helps staff to drill down to individual targets and how to link in work. The School Development Director said that staff in schools were not always making connections and this did not allow pupils to demonstrate ability. The Chair agreed. SEND non-negotiables had been advised to staff by the SENDCO and there was now a list which staff could check. The SENDCO then monitors this bi-weekly in depth. Moderation was also planned. The Speech and Language therapist would be coming in to look at targets and cross reference them to provide strategies. A review of

interventions was also taking place. TAs in Years 3, 4 and 5 used PAT which was not of benefit so staff will use precision teaching instead. A number of programmes were being looked at across the school. The SENDCO will focus on Year 5 as a priority as it has the highest percentage of SEND pupils and those with the most complex needs. Two EHCPs had been reviewed and the outcome was positive as both had met targets. Two SEND pupils with support plans had also met all targets and progress was strong. However, it was acknowledged that the school needed to get more SEND provision right. BC asked if parents were involved and it was confirmed that they were invited to meetings to discuss the plans for their child. Generally the school tries to involve parents as much as possible and are given activities to do at home with their child. **BC agreed that coaching parents was a useful tool and the Chair suggested holding a termly session for parents.** The SENDCO advised that parental engagement improved each time and feedback had been positive. **The SENDCO was asked what her teaching commitment was** and advised that, alongside being the SENCO, she was also studying for the SENCO award and teaching Year 6. Three mornings per week were blocked out to support Reading and Writing and work was being done to support Year 5 in punctuation and grammar. The SENDCO added that the amount of administration connected to the role was high and time also had to be allocated to attend meetings. However, the role was proving to be a very rewarding one.

The School Improvement Director thanked the SENDCO for stepping in and offering advice to inclusion leads.

[MRS N O'BRIEN LEFT THE MEETING AT THIS POINT]

Referring to the Achievement Information Analysis, the School Improvement Director gave an overview of the full document and **Mr Coley was pleased to see that the data provided was more positive than that for the autumn term. Governors agreed that the school was beginning to move in the right direction and that higher standards were being seen.**

The Principal advised that staff had attended a whole Trust training day since the last LGB meeting. This had been a productive day on effective teaching. Staff had been engaged and had shown how far staff have come in terms of new ways of thinking. The Principal was pleased to be giving staff the most up to date methods of teaching practice. The school had held its own training day and had been joined by Mr Coley and the Chair. This had taken the form of a review of what had taken place over the year and had looked at the vision and values. The Chair had spoken at the training. A motto had been developed – “Mighty oaks from little acorns grow”. Values had also been developed and these were Aspire, Create, Opportunities, Respect, Never give up. These spelt the word ACORN. It was felt that any values needed to be meaningful to pupils and a passport had been developed to use in school where these values could be demonstrated (Appendix 3). How this was used was explained by the Principal. Completed passports would be entered into a draw and outstanding work will be acknowledged. Pupils will be challenged as to the level of work. An assembly will then celebrate this. The passport was being rolled out to Year 5 at the moment with the whole school participating from September. Mr Coley was then asked to talk about the Magpie book which he had developed for the school. This had been suggested by the English lead and Mr Coley demonstrated how it was used. Governors thanked Mr Coley for the work he had done. The Principal advised that his wish was for the school to be focused on the love of reading and the Chair was pleased to see the transformation which had taken place in the Library. The Principal advised Governors that Reading areas would be built around school where pupils could sit at playtime.

[MRS A AHMED STEPPED OUT OF THE MEETING AT THIS POINT]

The Chair was pleased to see that momentum was growing. The School Improvement Director agreed and Mr Coley commented that the ethos and aims were good for staff also

[MRS A AHMED RETURNED TO THE MEETING AT THIS POINT]

0050

REPORT OF THE SCHOOL IMPROVEMENT DIRECTOR

The School Improvement Director advised that this item had been deferred from the last meeting. Governors received a copy of the Primary Inspection Data Summary for the school (Appendix 4) and were advised that this data was produced for all schools across the country. The data was based on pupils from Years 2 and 6 in the previous academic year. However this data could provide Governors with a clear view of what the school was doing well and what could be done better. This data was always used by inspectors ahead of a visit. The Principal had only been in post for two terms when the SATs test had been taken and this had not been enough time for the Principal to make a great difference.

Governors were guided through the data and the following points were highlighted:

- There had been improvements made since the summary provided at the beginning of the Report;
- General information about the school was provided with detail about key groups and comparisons given;
- The Relative Progress data was mainly coloured red and Governors were informed that this had been the situation since 2016. There had been some issues due to changes in leadership and general staffing. Also teaching had not been as strong as it should have been. The national comparisons for the school since 2016 had placed it at the lower end;
- Reading progress in 2018 showed that pupils had not been making enough progress. In Year 2, there had been a small group of more able pupils. The progress for disadvantaged pupils had not been good. Governors were asked to look at data for Reading, Writing and Mathematics. Standards on entry were low but it was felt that pupils were capable of attaining with high expectations and the right teaching. **Mr Coley noted that there had been a high turnover of teachers.** There had been a change of culture as well as leadership within the school. The school stressed self-belief in children. It was stressed that this was historical data and the Principal had not been in post long but it was possible to show that pupils were doing much better than previously where they had been let down. There was an issue in that it was not known of the accuracy of Year 2 data previously collected for Year 6 pupils. Progress figures may not be good due to assessment inaccuracies. Year 2 teachers were now more aware of the accuracy needed. It was important for each year group to have accurate information and to prepare them for secondary school and beyond;
- The school was now aware that more pupils were capable of Greater Depth. Staff have identified these pupils and **Ms Brown was pleased to hear that pupils were being stretched and challenged;**
- KS1 standards information was shown within the Report and Governors were advised that levels including Greater Depth were below national. Work was needed to ensure

that all pupils had caught up by Year 6. It was important to build strong foundations in Early Years and to ensure that pupils were hitting national targets at that point;

- Governors were informed that 79% of Year 1 pupils achieved the expected phonics standard. These pupils were the current Year 2.

The School Improvement Director reported that this was a brief overview and another Report will be issued in November. Governors were asked to use the report as part of their Link Governor visits. This Report should also be used in conjunction with the data analysis given by the Principal earlier in the meeting. Governors were asked to keep the information they had seen confidential and were asked to bring any questions to next meeting.

0051 **SCHOOL IMPROVEMENT PLAN**

It was agreed to defer this item to the next meeting.

0052 **SKILLS AUDIT**

The Clerk reported that only two Skills Audit forms had been completed to date. Governors were advised that the pro forma was available on GovernorHub and urged Governors to ensure that they completed the form and returned it to the Clerk as soon as possible in order that the analysis could be produced at the next meeting of the LGB. It was agreed that all forms should be returned to the Clerk by Friday 24 May.

ADOPTION OF POLICIES

Governors were asked to consider the revised Safeguarding Policy.

0053 **RESOLVED:** That the Safeguarding Policy be adopted.

0054 **LINK GOVERNOR REPORTS / GOVERNOR VISITS INTO SCHOOL / STRATEGIC GOVERNOR INVOLVEMENT**

There were no Link Governor Reports to be presented.

0055 **FEEDBACK TO/FROM TRUST**

None was reported.

0056 **CHAIR'S CORRESPONDENCE**

The Chair reported that no correspondence had been received since the previous meeting which they considered necessary to draw to the attention of Governors.

0057 **DATE OF NEXT MEETING**

Governors confirmed that the next meeting of the Local Governing Body would be held at the School at 5.00 pm on Tuesday 2 July 2019.

The meeting closed at 3.42 pm.

Signed:
(Chair of Local Governing Body)

Date: