

**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF  
THE OAKLANDS PRIMARY SCHOOL  
HELD AT THE SCHOOL AT 6.00 PM ON THURSDAY 27 SEPTEMBER 2018**

PRESENT: Mr B Coley  
Mr M Court - Principal  
Miss E Kiernan  
Mrs A Sturridge-Packer CBE - Chair  
Ms A Turnbull  
Ms J Wilkie

IN ATTENDANCE: Mrs D De-Bear – Clerk  
Ms U Devi – School Improvement Director for Primary

CONSENT TO ABSENCE: Mrs K Roberts

NO APOLOGIES: Ms Y Basheer

0001 **APOLOGIES AND WELCOME**

The Chair opened the meeting with a time of reflection and Governors were welcomed to the first meeting of the new Local Governing Body.

**APPOINTMENT OF CLERK TO THE LOCAL GOVERNING BODY**

It was clarified that the substantive clerk would be Mrs L Evans.

0002 **RESOLVED:** That Services4Schools be appointed as Clerk to the Local Governing Body for the 2018/19 academic year.

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

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

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.

Register of Business Interest forms (Appendix 1) had been circulated in advance of the meeting and Governors were requested to complete the form for the 2018/19 academic year and return it to the Clerk.

The Clerk stressed that accurate email addresses for Governors were essential to ensure that they received meeting papers and other communication and requested that any changes to details were notified to the Clerk or S4S Governor Services Department. Governors were also reminded that they were able to check and update their own details on GovernorHub. Governors considered whether contact details should be shared amongst the Board.

Governors had received Birmingham City Council Code of Conduct (Appendix 2) with their agenda packs.

- 0003     **RESOLVED:**
- i. That Governor email addresses and phone numbers be shared amongst the Local Governing Body, solely for the purposes of communication in relation to the role of Governor;
  - ii. That the Code of Conduct be approved for the 2018/19 academic year.

#### **ELECTION OF CHAIR AND VICE CHAIR 2018/19**

0004(a)    Appointment of Chair

Governors were informed that the Trust had appointed Mrs A Sturridge-Packer as Chair for the 2018/19 academic year.

Election of Vice Chair

The role of Vice Chair was discussed along with the potential time commitment of the role. It was clarified that the role was to deputise in the Chair's absence.

[MRS J WILKIE LEFT THE MEETING AT THIS POINT]

- 0004(b)    **RESOLVED:**       That Mrs J Wilkie be elected Vice Chair until the first meeting of the autumn term 2019.

[MRS J WILKIE WAS INVITED BACK INTO THE MEETING AT THIS POINT AND ASSUMED THE ROLE OF VICE CHAIR]

0005 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

**MINUTES OF THE PREVIOUS MEETING**

- 0006 **RESOLVED:** That the notes of the previous inquorate meeting, held on Thursday 12 July 2018, be approved as a correct record and all decisions made at the meeting be ratified.

0007 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

0008 **MEMBERSHIP OF THE LOCAL GOVERNING BODY**

Governors were informed that there was one vacancy on the Local Governing Body for a Parent Governor. The Principal confirmed that nominations for Parent Governors would be sought although Governors were aware of the time commitment that may deter some applicants. Governors endorsed the involvement of parents on the LGB.

The Clerk reported that there were no terms of office due to come to an end and no attendance issues at this stage.

**APPOINTMENT OF LINK GOVERNORS**

The School Improvement Director explained the expectations of Link Governors and there was discussion regarding who should fulfil each role. The Principal confirmed that Link Governor visit forms had been prepared and were ready for use.

It was suggested that the Clerk contact Mrs Roberts to confirm whether she would be willing to fulfil a Link Governor role.

- 0009 **RESOLVED:** That the following Link Governors be appointed for the 2018/19 academic year:

SEND – Mrs A Turnbull  
 Pupil Premium and LAC - Mrs J Wilkie  
 Most Able – Mrs A Sturridge-Packer  
 Safeguarding – Mrs K Roberts  
 Compliance – Mr B Coley

**SCHEME OF DELEGATION**

- 0010 **RESOLVED:** That the Scheme of Delegation as detailed in Appendix 3 be adopted for use until the first meeting of the 2019/20 academic year.

0011 **ANY URGENT ACTION TAKEN BY THE CHAIR**

There were no actions to be reported.

**REPORT OF THE PRINCIPAL**

Governors had received the Principal's Report (Appendix 4) in advance of the meeting. Governors' attention was drawn to the following matters:

Two highly skilled practitioners had been recruited over the summer with responsibility for reading and writing. CPD had taken place at the start of term with one providing training across the Trust. All areas of development had focused on reading and writing as the data reflected the need for development in these areas.

The greatest gains had been in KS2 outcomes with positive results. The cohort attained 23% greater depth for reading which was in line with national. An action plan for Y5/6 had been put in place with the year groups split into three classes with most effective teachers working to close the gap for those pupils.

A new behaviour system had been launched (Good to be Green) and this focused on teachers taking ownership of behaviour in class rather than sending pupils out of the room. This was particularly important as the SLT now had teaching commitments. Work was underway to embed the behaviour system at lunchtimes.

In terms of the leadership and management of middle leadership, Phase Leaders were now in place and the Principal and School Improvement Director were working with them on items such as compliance checks, learning walks and book checks.

In EYFS, there had been a marginal improvement in GLD and the School was aiming to meet the national average for attainment. Support was being provided through the trust and visits were being made to Outstanding settings.

Outcomes were a focus with the performance of disadvantaged pupils and the most able being scrutinised in pupil progress meetings. Tiger challenge used to encourage those who had potential. There was also a particular focus on the more able in Y6 with the aim of these pupils achieving greater depth.

Progress information indicated that outcomes at Y4, Y5 and Y6 were not where they should be. This was as a result of unreliable KS1 data and inconsistent teaching. There had been some improvements in the previous year progress last year and work would continue in these areas.

Y1 progress in writing needed to be developed and support was being provided to NQTs.

**The Chair commented that Y5 attendance was poor and this was not helpful in terms of addressing their progress.** The Principal outlined that splitting the classes and arranging the seating differently was having an impact on behaviour and attendance. Attendance initiatives

were being introduced and follow up action was in place when there was an absence. Attendance of SEND pupils was above national averages. Persistent Absence was above national average but work was underway to address this.

Behaviour in class was generally positive and inclusion work was underway to coach and mentor vulnerable children. **The Chair asked about the fixed term exclusion figures for last year** (Appendix 5) and the Principal reported that some had taken place before he joined the School. Exclusions remained a focus and had influenced the introduction of the new behaviour system. Break time and lunch time behaviour was an area to improve and new equipment was being considered. A reading club would be introduced when the library was completed and **the Chair asked if consideration had been given to other activities.**

**The Chair reported that she had visited the School and the climate for learning had been positive.** She added that a positive learning climate was essential to ensure there were good opportunities for learning.

The Principal drew attention to the quality review which had been carried out in June 2018. A further report had been carried out in September and the outcome of this was much more positive. There was a good impetus from staff and this had been fed back to them. Systems needed to be embedded although there was good practice and impressive work throughout the School. There were still tweaks required but the situation was much more positive. **A Parent Governor also reported that enthusiasm from the staff was apparent, including that from TAs.** The Principal also acknowledged the commitment and positivity of TAs. The written report would be received at the next meeting of the LGB. Governors reiterated their support and congratulations to staff who were going the extra mile.

The School Improvement Director reported that an OfSTED inspection was due and there was the potential for the School to drop a grade although this would not reflect the current situation of the School. It would not be a reflection of the work underway with staff as the School had had a dip since the last inspection but was now making a number of improvements.

**A Governor queried what the data from the last three years showed** and it was confirmed that this indicated a steady decline but the Trust was confident that the actions that had been taken since would have a positive impact. A number of children had passed through the School without achieving their targets. It was discussed that some of the data from KS1 had been too generous in terms of teacher assessment and the change of National Curriculum would have also had an impact. **A Governor asked whether there was the same amount of data available to Governors** and the School Improvement Director reported that the inspection would consider published data and training for Governors on how to interpret this data could be provided. This year's data was showing improvements, but as the Principal and the School Improvement Director had been in post for a short period, these had not all had time to have an impact. Inspectors were generally indicating that grades were not just about data but considered what books looked like, what children were learning and what they were talking about. It was noted that there was not currently new data but conversations with children and their books showed a difference. **A Governor enquired whether the data was accurate** and the Principal reported that internal moderation and cross Trust moderation was underway. External moderation had also taken place for EYFS and Y2. An external advisor had been invited into School to moderate KS2 results.

**A Governor outlined that 42 from 59 pupils in the current Y6 were Pupil Premium and asked how Pupil Premium funding had been used to address this.** The Principal reported that the

biggest impact on progress and attainment was quality first teaching and interventions. It was noted that there was an element of enrichment required for Pupil Premium pupils and attendance and behaviour issues would indicate that the wider world would need to be addressed. The Principal reported that the School was working with Birmingham Hippodrome and providing an animation club for selected children. The School Improvement Director agreed that enrichment was in place and that a Pupil Premium review had taken place, the report from which was included in the Principal's report. The Principals across all schools would be meeting to ensure that funding was used as effectively as possible and good practice would be shared. It was highlighted that there were a number of factors that affected the outcomes of Y6 including fluctuations in the class group and that this was the first year group who were part of a two form entry for the School.

#### THE PRINCIPAL LEFT THE MEETING AT THIS POINT

The School Improvement Director reported that, across the Trust, whole class reading, the Cornerstones curriculum and Talk for Writing was being put in place so that staff across the Trust could support each other and ensure that the workload. This increased consistency and ensured that the ethos of the Trust was being developed. **A Governor commented that stability in terms of teachers was required as there had been a level of movement both within the Trust and with staff leaving the Trust.**

#### THE PRINCIPAL REJOINED THE MEETING AT THIS POINT

It was noted that there were some very dedicated staff and the level of responsibility that newly appointed staff were taking on was commended. The Principal added that NQTs who had joined the School last year were embedding practice and developing their own skills. The 'can do' culture and sense of urgency within the School were noted.

0011 **RESOLVED:** That the report of the Principal (Appendix 4) be adopted.

#### 0012 **SID REPORT**

The School Improvement Director reported that this was included as part of the Principal's report. Another visit had taken place since June and further reports would be presented at future meetings. The work that had been undertaken since the last meeting was summarised and included:

- Talk for writing;
- Training for OfSTED;
- Meetings between the School Improvement Director and middle leaders;
- More training for Maths;
- Data analysis training had been planned;
- Cornerstones was due be introduced and training for staff would be held to help develop the use of this;
- Lead practitioners were in place for Early Years and Reading across the Trust and these were based at the School.

0013 **REVIEW OF SCHOOL IMPROVEMENT PLAN**

The Principal reported that the School Improvement Plan had been reviewed and five priorities been identified. The plan would be uploaded to GovernorHub so that comments or feedback could be passed onto the Principal. The priorities were:

1. Developing the skills of leaders at all levels;
2. Improving teaching across all year groups;
3. Improving School attendance and behaviour at all times;
4. Raising achievement for all pupils but particularly the disadvantaged and the more able;
5. Improving provision in Early Years with more pupils meeting a Good Level of Development.

These had been shared with staff and posters would be displayed around School to ensure that the priorities were high profile throughout the School. All teachers had completed a skills matrix and coaching would be provided by the SLT. **A Governor asked how more able pupils were identified** and the Principal explained that this was partially based on data but also a wider view was taken to establish potential amongst pupils.

**A Governor asked if Mrs E Kiernan had engaged with outside agencies to support arts development.** Mrs Kiernan reported that the Hippodrome was working with the School and they were one of 16 schools in the City who were involved in similar work. The practitioner who came to the School as part of that initiative was running clubs with Y1 and Y2 and for Y3 and Y4 at lunchtimes with priority children. Mr Coley offered the use of the performance space at the college where he worked for performances. The Principal added that the express stage of the Cornerstones Curriculum included showcase activities which linked with increased performances which could be shared with parents. **A Governor illustrated that parents were often keen to come in at primary level and items such as parental reading provide popular if offered on a regular basis.** This meant that the School could build better relationships with families. A Parent Governor reported that WhatsApp groups or similar were being considered to build on the existing networks of parents and a PTA or Friends of groups may be considered so that there were positive opportunities to develop parental involvement. The Chair acknowledged that SATS outcomes were important but the School needed to recognise the whole child and there was a strong relationship between developing the child as a whole and their academic achievement.

0014 **POLICY REVIEW SCHEDULE**

There were no policies to be adopted.

0015 **LINK GOVERNOR REPORTS / GOVERNOR VISITS INTO SCHOOL / STRATEGIC GOVERNOR INVOLVEMENT**

The Chair reported that she had visited the School and would complete a visit pro forma to record this and the outcomes. The pro forma was available on GovernorHub. The warmth of care and between staff and children was praised along with the engagement that was visible from children.

0016 **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.

0017 **SUMMARY OF CHANGES TO KEEPING CHILDREN SAFE IN EDUCATION**

Governors received information relating to the changes to Keeping Children Safe In Education (KCSIE) which came into effect on 1 September 2018 (Appendix 6).

It was confirmed that the Trust was taking a lead on safeguarding. It was noted that there was a significant number of referrals at the School and there was a Wellbeing Lead who linked with children and families. She was a HLTA who had long standing relationships with the community.

A form was provided for Governors to sign and either return to School or upload to GovernorHub to indicate that they had read the relevant sections of the KCSIE guidance.

0018 **ONLINE INFORMATION ABOUT GOVERNORS**

Governors were reminded of the need to provide up-to-date information on the Get Information About Schools website. This could only be updated via the school administration team. Governors noted that their names, categories and term of office details would be recorded and could be viewed publically.

Governors were also reminded of the need to include information regarding governance arrangements on the School website. This should include names, Governor category, terms of office, committee membership, positions, pecuniary interests and attendance.

**A Governor asked who was responsible for updating the website** and the Principal reported that the administration team was responsible but consideration was being given to reviewing this. It was suggested that each class had a page to update and the School newsletter could also be added to the website to make it more live.

0019 **DATE OF NEXT MEETING**

Governors were requested to make a visit to the School before the next meeting so that feedback could be given at the meeting. **A Governor enquired how much notice was required** and the Principal stated that the door was always open. It was clarified that Governors should contact the Principal in the first instance and arrangements would then be made with relevant staff for key areas.

In terms of preparation for OfSTED, information about key areas needed to be shared and the Principal reported that there were OfSTED ready folders for key areas. **A Governor asked about what would be required when the call came** and the School Improvement Director reported that she would meet with Governors as soon as an inspection was confirmed. A training session would be run on school data and preparation for OfSTED which Governors would welcome. It was noted that time was required to ensure that new initiatives needed

to be embedded and, if an inspection took place slightly later in the academic year, there was a better chance of a positive outcome. **A Governor illustrated that case studies were often a good way of illustrating progress that had been made, particularly for SEN pupils.** It was highlighted that everyone needed to be aware of the data and the story behind the data. Although the data would determine the key areas for inspection, the work in books would be considered along with the pupils' approach to learning. The Principal reported that there were key exemplars of the standard of work required in each classroom.

Governors confirmed that the next meeting of the Local Governing Body would be held at the School at 5.00 pm on Tuesday 29 January 2019.

The meeting closed at 7.29 pm.

Signed: .....  
(Chair of Local Governing Body)

Date: .....