

# Red Gates School

## Minutes of Full Governing Board

### 11<sup>th</sup> February 2019



Miss S Powell (SP)	Co-opted Governor, Chair	Present
Miss J Adjei (JA)	Co-opted Governor	Present
Mrs B Alcaraz (BA)	Co-opted Governor	Present
Mrs M Beckles (MB)	Co-opted Governor	Present
Mr J Cook (JC)	Co-opted Governor	Present
Miss G Francey (GF)	Co-opted Governor	Present
Mrs M Hendry (MH)	Associate Member	Present
Mrs P Holmes (PH)	LA Governor, Vice Chair	Present
Mrs N S Maduekwe (NSM)	Parent Governor	Present
Ms C O'Brien (CO)	Staff Governor	Apologies
Miss L Slee (LS)	Headteacher	Present
Mr J Stremes (JS)	Co-opted Governor	Present

#### In attendance:

Mrs G Jones	-	Clerk
Mrs E Lawlor	-	School Business Manager
Mrs M Davies	-	Assistant Headteacher
Mr B Rodin	-	Observer (prospective governor)
Mrs J McGarry	-	Observer (prospective governor)

AGENDA ITEM	MINUTES	ACTION NO:
1	<p><b>Welcome, Introduction and Apologies for absence</b></p> <p>The Chair opened the meeting at 6.30 and welcome Gillian Francey back. She also welcomed Ben Rodin and Jemma McGarry who had come to observe the meeting with a view to possibly becoming governors. She reminded all governors to respect confidentiality as there were visitors in attendance.</p> <ul style="list-style-type: none"> <li>i. There were apologies for absence from Colette O'Brien for personal reasons which were accepted.</li> <li>ii. The Chair informed the governors that the meeting was quorate.</li> <li>iii. The draft Open Meeting protocol was ratified and signed by Ben and Jemma.</li> </ul>	
2	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest in any of the agenda items.</p>	
3	<p><b>Instrument of Government October 2018</b></p> <p>The Chair reported that there are still vacancies for one additional parent governor and one additional co-opted governor.</p>	

4	<p><b>Minutes of the meeting held on 3<sup>rd</sup> December 2018</b></p> <p>i. The minutes of the meeting held on 3<sup>rd</sup> December 2018 were approved as an accurate record and signed by the Chair.</p> <p>ii. <u>Matters Arising</u></p> <ul style="list-style-type: none"> <li>• Governors now have access to The Key for School Governors.</li> <li>• The Chair authorised the Procurement Card Limit to be raised from £3,000 to £6,000 from 21<sup>st</sup> January 2019.</li> <li>• The headteacher reported that the fire brigade had been asked to visit the site but this is not something that they do.</li> <li>• Encrypted USB sticks are available to any governor who wishes to use one. However, following the Code of Conduct is sufficient. Anyone using a shared computer should ensure they have a personal secure log-in and that they log-out.</li> </ul>	
5	<p><b>Head Teacher's Report</b></p> <p>There were presentations on four aspects of the School Development Plan.</p> <p>i. Maria Davies, the Assistant Headteacher presented assessment on SOLAR which is a Secure On-line Assessment Tool used to record and share progress in core academic subjects, non-academic areas (social and independence skills), EYFS and swimming. It is used for target setting and to track pupils' progress. It is also possible to run reports to identify where intervention needs to be put in place.</p> <p><u>Progress to date</u></p> <ul style="list-style-type: none"> <li>• All teachers, TAs and therapists have access.</li> <li>• All pupils baselined to establish starting points in core subject – English, Maths, Science and Computing.</li> <li>• Key Stage, annual and termly targets set and moderated by Heads of Pathways.</li> <li>• Letters sent to parents inviting them to access the system at home plus a series of workshops.</li> </ul> <p><u>Further Actions</u></p> <ul style="list-style-type: none"> <li>• Personalised Plans to be devised on SOLAR for Summer term and then shared and evaluated.</li> <li>• Subject leaders/teachers to collate 'gaps' in assessment frameworks so that they can be adapted to meet needs of pupils and pathways.</li> <li>• Internal and external moderation with SEN schools</li> <li>• Pupil self-assessment.</li> </ul> <p>The Chair asked if parents will be able to contribute through SOLAR and was advised that they could.</p> <p>JS asked where the framework and targets come from and whether it would be recognised by Ofsted. LS advised that it is used by other special schools but will ultimately be specific to Red Gates as we modify it to</p>	

reflect our cohorts.  
PH stated that she liked the multimedia aspect and the fact that pupils can use self-assessment.  
The headteacher advised that teachers can track day by day and keep an eye on their classes. Maria added that all TAs can upload observations and teachers can look at these at the end of the day.  
The Chair asked if the information can be transferred for an annual review. MH replied that it will have to be transferred into another document (the formal AR document) but the information will be easy to obtain.  
Maria confirmed that the system meets all Ofsted requirements.

ii MH, Deputy Head, reported on the analysis of the data. She explained that this had not been fully implemented to provide a full term's worth of data at the end of the autumn term. The first true analysis will be at the end of the spring term. It has shown where pupils are in terms of their baselines and then appropriate targets have been set.

NSM emphasised the important of inputting the data.

There will be evidence from parents received through the class emails.

iii Maria, Assistant Head presented an update on our monitoring and developing SMSC (Social Moral Spiritual and Cultural learning as it is a priority in the SDP is to increase the coherence of SMSC.

#### Progress to date

- Purchased SMSC grid
- Appointed Lead Teacher for SMSC
- Review of SMSC policy
- LMT familiar with SMSC grid.

The grid is a simple and effective on-line tool. It can also be used to track FBV (Fundamental British Values) and PSHE.

The grid is split into different areas and school activities. As things are completed a description (or photo) will show what children have done within that area. Over time this will enable who is doing what across the school to be monitored, gaps to be identified and interventions / training / support put in place as required.

PH asked how it is evidenced and Maria answered that there is a description of what happened (supported by lesson planning) and photos.

#### Benefits to School

- SMSC evidence over time which can be analysed.
- Further categories can be added
- Analysis can identify strengths and areas for development.
- Gaps in provision can be identified.
- Reports can be created for self-evaluation, future planning and training

- Clear evidence for Ofsted, IQM, etc.

#### Benefits to Teachers

- Quick and easy to use
- SMSC development is better co-ordinated across the curriculum
- Sharing of ideas and resources across the school
- Increased confidence and understanding of SMSC development.

#### Benefits to Parents and Pupils

- Demonstrates range of SMSC activities and opportunities available to pupils.

#### Future

- Implement grid across the school – March 2019
- Develop teaching and learning of SMSC
- Monitoring and analysis of SMSC – Summer 2019
- Raise profile of FBV across school – Summer 2019

PH suggested that SOLAR and the SMSC could be added to the SEN report.

- ii. iv Maria, Assistant Head reported on our progress in relation to our Gifted and Talented provision which is a priority in the SDP.

#### Definition of Gifted and Talented

Pupils at Red Gates who demonstrate particular talent or interest in one of more areas. Achievement in specific academic areas may be significantly higher than that of their peers. The Gifted and Talented map is continually adapted.

#### Gifted and Talented Provision

- Provision goes hand in hand with identification.
- Talents and interests are valued and pupils provided with a variety of opportunities to develop their skills and talents both within and outside of the school.
- Gifted and Talented information passed on at transition points.

#### Progress to date

- Gifted and Talented pupils identified.
- Aspirations for Gifted and Talented provision sought from staff.
- Gaps in provision identified.
- Partnerships with other schools.
- Exploring opportunities for different peer groups within the school to learn together
- Pupil voice a vital component to maximising curriculum entitlement and choice for Gifted and Talented pupils through the development of the School Council.

#### Future Actions

- More parental input

	<ul style="list-style-type: none"> <li>• Opportunities for funding</li> <li>• Partnerships with clubs and activity centres</li> <li>• Extra curriculum activities</li> <li>• AET statements to inform assessment procedures and ensure that parents are well informed</li> </ul> <p>JC asked how many children were classified as Gifted and Talents and was advised that there are currently 23.</p> <p><u>Develop Gifted and Talented Provision</u></p> <ul style="list-style-type: none"> <li>• Use Gifted and Talented provision map to inform family learning sessions and parent workshops.</li> <li>• Explore CPD options for staff in order to develop and disseminate effective classroom practice for Gifted and Talented pupils.</li> <li>• Contribute to development of personalising the learning of Gifted and Talented pupils and ensuring progression within and across subjects.</li> <li>• Working with teachers to develop effective provision in relation to the teaching of Gifted and Talented pupils.</li> </ul>	
6	<p><b>Financial Report</b></p> <p>At the end of Q3 the school is in a very strong financial position with a c/fwd surplus of £354,000. There is £87,657 additional non-budgeted income and £64,000 less expenditure than budgeted. The surplus is 8.6% of the overall budget and so there is a potential danger of clawback.</p> <p><u>Income</u></p> <p>There is additional income as a result of an announcement by the Chancellor in the autumn budget. Also, extra money from the healthy schools initiative. The school are still in the process of claiming back money from Croydon for expenditure on the new classroom. There is still £29,000 remaining, most of which will go on the chill out rooms. Work will start on one in the Easter holiday with the remainder in the summer holiday.</p> <p><u>Delegated funding</u></p> <p>This is on track with additional funding still to come in.</p> <ul style="list-style-type: none"> <li>• £1,000 down on pupil premium.</li> <li>• £2,283 play scheme income</li> <li>• Income from school meals is down, mainly as a result of more packed lunches.</li> <li>• Income/donations from FORGS and Rotary Club.</li> </ul> <p>There is £25,000 more income than budgeted.</p> <p><u>Expenditure</u></p> <ul style="list-style-type: none"> <li>• £65,000 less on staffing than budgeted.</li> <li>• Big saving on agency fees, thanks to hard work on the part of the SBM and Leaders working on staffing each morning , and work to reduce agency fees.</li> <li>• Increase in expenditure on cleaning as a result of increased accommodation.</li> <li>• Catering – school paid for an independent audit.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Net position is £64,610 less than budget.</li> </ul> <p>Eileen summarised that the school is in a healthy position but needs to be cautious about the c/fwd.</p> <p>JS congratulated Eileen.</p> <p><u>Termly Staff Analysis</u> For the autumn term the overall attendance was 91.85% with 820.77 days of sickness.</p> <p>Early in the year there were informal meetings with staff who have hit trigger. 45 formal procedures have now been instigated. This is a huge amount of work but the level of sickness is unsustainable. A new admin assistant will be employed mornings only who will assist with the administration involved.</p> <p>The Chair asked about the discretionary leave policy and it was confirmed that this was a Croydon plus Red Gates policy. The headteacher confirmed that all leave is unpaid unless it is for a medical appointment for a member of staff themselves. The school are focussing on sickness absence at the moment and will then move on to discretionary leave.</p> <p><u>SFVS</u> Governors had received a copy of the first draft and the next version will be available for the meeting. Governors were requested to add any comments and forward these to the Chair.</p> <p>Action</p>	1
7	<p><b>GDPR</b></p> <p>There has been whole staff training. The policy is currently being compared to the LA policy and should be able to be shared at the next meeting.</p> <p>Action</p> <p>The school can show they are making good progress and know what they are doing.</p> <p>Red Gates have purchased School IP software package for all staff documents so that in future there will be no paper files, this is also used by other Croydon schools.</p>	2
8	<p><b>Safeguarding Update</b></p> <p>BA confirmed that as safeguarding governor she had seen the LA Safeguarding Audit prior to it being submitted and this was approved by the FGB.</p> <p>PH asked about mobile phones in school and LS confirmed that phone are not allowed anywhere on the premises except the staff room. Staff have lockers to</p>	

	<p>store them in in the staff room.</p> <p>The Chair asked about the link with the early help advisor and MH answered that this has improved and social workers have also improved.</p>	
9	<p><b>Policies for Ratification</b></p> <p>Prior to the meeting Governors had received copies of all policies to be ratified.</p> <p>i. <u>Complaints</u> The Chair was happy to recommend this. It was agreed that the headteacher would approach St Nicholas School about a possible formal agreement for membership of panels. The policy was approved by the FGB. <b>Action</b></p> <p>ii. <u>Staff Pay Policy</u> BA advised governors that this policy is fit for purpose but there will be some changes in April. The policy was approved by the FGB.</p> <p>iii. <u>Fire Safety Strategy</u> Policy approved by the FGB</p> <p>iv. <u>Fire Safety Policy</u> Policy approved by the FGB</p> <p>v. <u>Safeguarding Supervision Policy</u> Policy approved by the FGB.</p>	3
10	<p><b>Updates</b></p> <p>i. <u>Apprentice Caretaker</u> Governors were updated that one candidate had been interviewed but was not suitable. The school are now looking at agency staff and have advertised for an assistant premises person. It is hoped to employ someone initially as agency staff and then employ them directly.</p> <p>ii. <u>Feasibility Study</u> JS reported from the four architect firms, HMW had been chosen and there was a positive feel. There is an ambitious timeframe to operate to. The headteacher requested that governors return the questionnaire that had been emailed to them regarding aspects of the current building they would like to retain and those they would like to change. The same questionnaire has been sent to staff and parents.</p> <p>iii. <u>Willow Tree Nursery</u> Willow Tree Nursery will join Red Gates in September 2019. The intention is that it will be run as it currently is (age 3 to 4) and extended with a further class for 2 year-olds at a later date.</p>	

11	<p><b>Chair’s action and related governors’ business</b></p> <p>As previously stated, the Chair had approved the Procurement Card Limit to be raised from £3,000 to £6,000 from 21<sup>st</sup> January 2019.</p>	
12	<p><b>Governor Monitoring Visits and Training</b></p> <p>BA advised that governors had opted for an Octavo bespoke training session on ‘The Governors’ Role in Driving Improvement’. Governors at St Nicholas School will be approached about working with Red Gates. BA will investigate possible dates for the training.</p> <p>The headteacher offered governors a half day visit to the school when the pupils are present and will send out some possible dates.</p> <p>Action</p>	4
13	<p><b>Future meetings</b></p> <p>Spring Term 2018: March 18<sup>th</sup>.</p> <p>Summer Term 2019 : April 29<sup>th</sup>, June 3<sup>rd</sup>, July 8<sup>th</sup>.</p>	
14	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• The headteacher distributed a proposed reporting to governors schedule.</li> <li>• The headteacher offered to run a half day training session for Governors where they could find out more about the Pathway system and spend some time visiting different Pathways . There will be a morning session and an afternoon session to accommodate different governor commitments.</li> <li>• NSM mentioned governors being more visible and the headteacher stated that governors are welcome to attend all parent events and reminded governors that the list of events had been circulated.</li> <li>• All governors confirmed that they were happy for their photos to appear on the website.</li> <li>• GF agreed to write a piece for the next Governors’ Newsletter.</li> <li>• The headteacher showed governors the Local Link Magazine which features Red Gates.</li> </ul>	
15	<p><b>Part 2 Business</b></p> <p>None</p>	

The meeting closed at 8.50 pm.

Signed: _____	Print Name: _____
Chair of Governors / Trustees	Date: _____

*Chairs initial*

## Action Points

Action points arising from Full Governing Board meeting on 11<sup>th</sup> February 2019

<b>No:</b>	<b>Action</b>	<b>By</b>
1	Comments on draft SFVS to be sent to Chair	All Governors
2	GDPR policy to be shared at next FGB meeting	Headteacher
3	St Nicholas School to be approached regarding membership of panels	Headteacher
4	Possible dates for governors to spend half a day in school to be circulated.	Headteacher