



# Redwood Park Academy

## Minutes of the Board of Governors Meeting

Date: Wednesday 29 November 2017 Time: 5.00pm  
Location: Redwood Park Academy

Present:	Roisin Gwyer (RG)	Co-opted Governor
	Nicola Payne (NP)	Parent Governor
	Amelia Southgate (AS)	Co-opted Governor
	Alison Beane (AB)	Executive Headteacher
	Sharon Farmer (SF)	Staff Governor

Apologies:	SJ Davis (SD)	Co-opted Governor
	Jane Moss (JM)	Parent Governor
	Gavin Randall (GR)	Staff Governor

In Attendance:	Jo Tondeur (JT)	Head of School
	Karen Frost (KF)	Clerk to Governors

### 1 WELCOME AND APOLOGIES

1.1 RG took the Chair and welcomed everyone to the meeting. Apologies for absence were received and accepted from GR, SD and JM.

### 2 DECLARATIONS OF PECUNIARY INTEREST

2.1 There were no declarations of pecuniary interest relating to the agenda.

### 3 MINUTES OF THE PREVIOUS MEETING

3.1 Minutes from the meeting held on 11 October 2017 had been distributed in advance. They were agreed to be a true record and signed by the Chair.

### 4 MATTERS ARISING

4.1 Governors went through the status of actions agreed at the last meeting. It was noted that they were all on-going.

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## 5 HEAD OF SCHOOL REPORT

5.1 A Head of School report dated 22 November 2017 was received in advance of the meeting.

5.2 The school recently had a Challenge Partners review. The review had been overwhelmingly positive and recognised the outstanding progress that had been made. The review found the school to be a strong 'good' in all areas with 'outstanding' in sight. The draft report would be circulated to governors once finalised.

**Action:** JT/AB

5.3 The Challenge Partners team had been particularly impressed by the learning environment and the organisation and structure of classrooms. The school had the right feel. Governors said they had noticed the school appeared to have moved on and had a lovely learning environment during a recent parents' evening.

5.4 The Head of School reported that a CPD programme was in place which had made a significant difference to the challenge and progress being made. This was alongside a rigorous monitoring schedule which had also contributed to the outcomes.

5.5 The review had highlighted an 'even better if' which was that there needed to be an evidencing system in place for values. Both Mary Rose Academy and Clifdale Primary Academy had trialled looking at how ready pupils were when they left the schools and had a list of qualities and characteristics they would like pupils to have when they left.

5.6 The Head of School said pupils were encouraged to develop skills such as managing themselves and resilience. Progress in these areas should be measured and celebrated as much as academic progress which would help reaffirm what the school's values were.

5.7 Governors asked how the school would be able to track and evidence that a pupil was becoming more resilient. The Head of School explained that the school built up an evidence base of examples when pupils demonstrated particular skills. It tended to be spontaneous learning rather than learning objectives. It was agreed to include an agenda item on values statements at a future meeting.

5.8 The review found that the majority of teaching and learning was securely good or better than good.

5.9 Governors asked if there were any surprises with the quality of teaching or whether it was as the school had expected. The Head of School said the results of the review had reflected the views of the leadership team following the most recent learning walks.

5.10 Governors noted other areas highlighted in the review including: the high levels of structure which promoted independent learning, differentiation, marking, horticulture, use of other adults in the classrooms, support plans, sensory integration, use of awards and communication strategies.

5.11 Governors asked for thanks to be recorded for the entire staff team for all their hard work in achieving the outcome

### 5.12 Pupil Premium Update

5.13 A pupil premium report 2016/17 and the plan for proposed spend in 2017/18 was received in advance of the meeting. It was noted that the school had a large number of pupils in receipt of pupil premium, currently 87. The school didn't particularly have a gap between pupil premium pupils and non pupil premium pupils.

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5.14 Governors noted some of the interventions put in place with the spend that included: 2 days a week of time from the speech and language team, pastoral support with a focus on attendance, sensory integration, specialist Educational Psychologist and the 'talk about' programme.

5.15 Governors noted the case studies included as part of the report and said how useful they found them.

5.16 **Performance Management**

5.17 Governors noted that performance management for teachers had been completed. The SAT Pay Committee had recently met and approved the recommendations for pay progression.

5.18 **Safeguarding**

5.19 NP reported having carried out a check on the Single Central register which was up-to-date. There was evidence of good cross-referencing with the other academies in the Trust. NP would be organising another monitoring visit for a more general safeguarding update.

**Action:** NP

5.20 It was noted that there had been an increase in the number of Looked after Children. Governors asked what the implications of the increase were on the school. The Head of School said there had been an increase in the number of PEPs and associated meetings.

5.21 Two more Assistant Headteachers were being given safeguarding training which would help spread the workload.

6 **SELF-EVALUATION FORM (SEF)**

6.1 An updated SEF had been received in advance of the meeting. Governors asked whether the SEF would be changed as a result of the Challenge Partners review. The Head of School said it was refreshed on an on-going basis. As the result of the review, there were a couple of areas that would be made even more explicit.

7 **GOVERNING BODY MATTERS**

7.1 **Governing Body Membership**

7.2 It was noted that there were vacancies for a Parent Governor and a Co-opted Governor. It was agreed that the school would advertise the Parent Governor vacancy.

**Action:** JT

7.3 **Governor Monitoring**

7.4 A number of governors had attended the recent Future Pathways evening which they found really interesting. Positive feedback had been received from the event. Governors had noted the range of different things available for students and had spoken with the Careers, Advice and Guidance lead.

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- 7.5 Governors discussed developing relationships with parents and suggested governor representation at parent coffee mornings. Governors said that it would help governors to have a focus when attending school events.
- 7.6 Governors were invited to attend the Christmas Fair being held on Friday 8 December from 9am to 11am.
- 7.7 Governors agreed that monitoring activities for the next term would include learning walks and attendance at parent coffee mornings.

**Action: JT**

7.8 **Governor Training**

- 7.9 SF and RG had recently attended the governor induction training which they found useful and SF had attended the staff as governors training course which had been informative.

8 **ITEMS FOR THE NEXT AGENDA**

- Values statements
- Work files
- Update from SAT Board
- Communication with parents and staff

9 **DATE OF THE NEXT MEETING**

- 9.1 The date of the next meeting will be Wednesday 21 February 2018 at 5.00pm.

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## Summary of Actions

<b>Minute</b>	<b>Action</b>	<b>By whom</b>	<b>Target Date</b>
1.	Carry out DBS checks for governors.	LS	March 17
2.	Send governors dates of learning walks.	JT	Jan 18
3.	Look into building a relationship with EBP South and Shaping Portsmouth.	JT/SD	Jan 18
4.	Send governors a copy of the full strategic plan.	AB	Nov 17
5.	Discuss the Co-opted Governor vacancy with the SAT board.	SD	Nov 17
6.	Circulate the Challenge Partners report to governors.	AB/JT	Dec 17
7.	Organise another safeguarding visit.	NP	Feb 18
8.	Advertise the Parent Governor vacancy.	JT	Feb 18
9.	Send a list of the parent coffee morning dates.	JT	Jan 18

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