

Oswald Road Primary School Governing Body Meeting Minutes

Quorum: 5 - met at this meeting

Approved as a true and accurate record.

Chair: Richard Price

Name.....

Date of meeting: 24 September 2015

Date.....

Venue: Oswald Road Primary School Chair of Committee / Governing Body

Attendees

Name	Governor Designation	Term of Office End Date	Present – P Apologies – Ap Absent - A
Simon Bentall (SB)	Parent	23/09/18	P
Deborah Howard	Staff (HT)	N/A	P
Richard Price (RP)	Co-Opted (Chair)	31/03/18	P
Sheila Newman (SN)*	LA	31/08/18	P
James Britton (JB)	Co-Opted	23/09/19	P
Tom Grimshaw (TG)	Co-Opted	31/03/18	P
Joanna Dennis (JD)	Co-Opted	31/03/18	P
Kathryn Whalley	Staff	25/09/16	Ap
Ellie Russell	Co-Opted	31/03/18	Ap

**arrived after start of meeting*

Also Present	Role
Sue Lamb	Previous School Business Manager (Present for Item 8)
Sarah Nicholls	School Business Manager (Present for Item 8)
Jon Beisley	Deputy Headteacher (DHT)
Gerard McCoy	Clerk - AGM Clerking and Administration Service

Agenda Items

Item	Apologies
1	<p>The Governors noted the apologies for non-attendance submitted by Ellie Russell and Kathryn Whalley.</p> <p>In addition it was noted that the prospective new Co-Opted Governor Ann Kerrigan has also offered her apologies.</p> <p>There were no issues raised and Governors agreed to accept the apologies listed above.</p>

Governors noted that Cllr. Sheila Newman had advised she would arrive late for the meeting due to prior commitments.

As this was the first meeting of the new academic year, and a number of Governors were relatively new to their roles, each person in attendance introduced themselves.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept apologies submitted. 	Governing Body	
<ul style="list-style-type: none"> Noted – Cllr. Newman’s delayed arrival 	Governing Body	

Item 2	Declaration of Pecuniary Interests	
There were no declarations of pecuniary interest.		
Resolutions / Agreed Actions	Owner	Date

Item 3	Election of Chair / Vice Chair
<p>The Clerk advised the Governing Body that there was no prescribed process for the election of a chair / vice chair and that the process could be completed in an informal manner - verbal nominations and voting by a 'show-of-hands'. Alternatively, Governors could adopt a formal approach with written nominations and a secret ballot.</p> <p>It was also confirmed that the term of office for each role was one year.</p> <p>The Governors agreed to adopt the informal election process of nominations and voting and also agreed to a one year term of office for both roles.</p> <p>Election of Chair The Governors present nominated and seconded Richard Price for the role of Chair – there were no other nominations and RP was unanimously elected as Chair for a term of one year.</p> <p>Election of Vice Chair Governors discussed the role of Vice Chair and determined that the role would be deferred until the next Governing Body meeting; new Governors would have had the opportunity to settle in following the recent changes. In addition, the Governing Body had completed a review process, carried out by an external contractor, and it was considered appropriate to wait for the final report / feedback.</p> <p>Governors discussed the delegation of powers for the Chair’s role and the best means of ensuring that all Governors were widely involved in the work of the Governing Body. It was proposed that for the current term there would be no committees, with the exception of a Pay Committee and the Headteacher’s Performance Management Review Panel, and that three Governing Body meetings would be scheduled per term to perform all of the required statutory duties.</p> <p>Following a short discussion Governors approved the proposed meeting format.</p> <p>Agenda Order Change</p>	

The Chair proposed that Item 8 should be addressed following Item 4 to allow Sue Lamb and Sarah Nicholls to present the finance related matters and not be delayed longer than necessary.

There were no issues raised with the above proposal and it was agreed by Governors.

Co-Opted Governor Role

The Chair advised that following a recent governor recruitment process James Britton had been sourced as a prospective candidate. The Chair provided an overview and explained that he had previously met with JB.

It was therefore proposed that JB should be appointed as a Co-Opted Governor for a four year term of office in line with the Instrument of Governance.

There were no issues raised in relation to the proposal and JB was appointed as a Co-Opted Governor.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – format for election process. 	Governing Body	09.11.15
<ul style="list-style-type: none"> Agreed – one year term of office for Chair and Vice Chair. 	Governing Body	
<ul style="list-style-type: none"> Agreed – Richard Price elected unopposed as Chair 	Governing Body	
<ul style="list-style-type: none"> Agreed – defer election of Vice Chair. 	Governing Body	
<ul style="list-style-type: none"> Approved – not to appoint committees and schedule three Governing body meetings in current term. 	Governing Body	
<ul style="list-style-type: none"> Agreed – agenda order change as above. 	Governing Body	
<ul style="list-style-type: none"> Appointed – JB as Co-Opted Governor; with four year term of office. 	Governing Body	

Item 4	Minutes of the Previous Meetings (15.07.15) and Matters Arising
	<p>Minutes of the Meeting – 15.07.15</p> <p>Following a review of the previous minutes there were no issues raised in relation to the accuracy of the document; it was agreed that the minutes represented a true record of the meeting.</p> <p>A signed copy was retained on file at the school.</p> <p>Matters Arising.</p> <p>Page 6: Item 6 – Commando Joe Service</p> <p>Q. In the last meeting the HT had said that ‘Commando Joes’ staff were not going to wear military uniform?</p> <p>A. That is correct; they would wear black trousers and not military style uniform. Unfortunately on the first day they did turn up in combat pants – this was a communication error and resolved by the second time they came into school. The programme is intended to build resilience, determination, can do attitude, problem</p>

solving and more, including improving the health and fitness of pupils. The staff are popular with the children; with the children being actively involved in team building exercises and events throughout the day from breakfast club to lunchtime and after school.

The Headteacher confirmed that the school would be carrying out on-going monitoring of the impact in order to ensure it was providing value for money.

There were no additional matters arising for discussion.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Approved - minutes of previous meeting (15.07.15) as true record. 	Governing Body	

Item 8	Finance
<p>Sue Lamb and Sarah Nicholls presented a series of documents for consideration by Governors and the following matters were raised in discussion.</p> <p>Statement of Internal Control It was confirmed that the Statement of Internal Control was in the process of being updated in order to accurately reflect the recent staffing changes in the finance department and also changes in the school leadership.</p> <p>Governors approved the document with the proviso that the changes were staffing related and that the completed version was made available for ratification at the next Governing Body meeting.</p> <p>Scheme of Financial Delegation Governors noted that a similar situation to above related to the Scheme of Financial Delegation.</p> <p>It was therefore agreed to adopt a similar approach – with the Scheme of Financial Delegation being approved currently and the updated version being submitted at the next Governing Body meeting.</p> <p>Whistleblowing Policy Governors were advised that the document had been approved at the start of the 2015 financial year and was therefore not due for resubmission to Governors. However, the document was being reviewed to include the most recent updates and the revised version would be presented at a future Governing Body meeting for approval.</p> <p>Governors agreed to defer the Whistleblowing Policy to a future meeting when the revised version was available.</p> <p>Letting Statement Governors noted that the Lettings Statement was recently reviewed and was not out of date.</p> <p>Charging Policy Governors noted that the Charging Policy was recently reviewed and was not out of date. Although it was accepted that the Governing body did not have a specific Finance Committee Chair to sign-off the document; this aspect was completed by the Chair of the Governing Body</p> <p>Financial Skills Audit.</p>	

Governors agreed to defer the financial skills audit until the next scheduled meeting when Governors had had the opportunity to consider the feedback from the wider governance review.

Budget Changes

Sue Lamb, the outgoing School Business Manager (SBM), presented the budget changes document, the CFR Income and Expenditure document and the Cost Centre Summary for consideration and the following points were raised.

A0010 – Teachers

Q. There appears to be an under spend in the budget?

A. Yes – the school has appointed new staff and the budget sheet represents the new staffing but it does not include the September salaries.

E12 – Building Maintenance and Improvement.

Q. There has been an increase in this budget?

A. The difference largely reflects additional costs associated with repairing a damaged wall; the cost was expected to be offset by an insurance reimbursement. However, the overall costs for building maintenance were expected to remain low as the building was still relatively new.

Q. How was the wall damaged?

A. A car was driven into the wall during the summer break; the police and the insurance company have been contacted. There was no evidence from the CCTV coverage.

I07 – Other Government Grants

Q. The school has secured additional funding?

A. Yes the school was successful in bidding for National Lottery funding. Funds had been committed for the netball pitch and there was the opportunity for additional pitches paid for by the school which would allow the school to host inter-school competitions.

It was noted that the in-coming SBM (Sarah Nicholls) had recently completed a bid writing course and that the school was eligible to submit further bids for Lottery funding in 12 months' time.

C0150 – IT / Technology

Q. The school has an overspend in this budget area?

A. This relates to iPads for the early Years (EY) pupils and two touch screens.

B0050 – Electricity and B0055 - Gas

Q. Does the school expect the utility costs are leveling out?

A. Having been open 12 months this would be expected, but the changes in the windows has had an impact. It is difficult to judge, but costs are currently coming in under the projected budget and a trend was being developed.

Q. Can Governors be confident that that the budget for staff absence was sufficient?

A. Yes – the school was over-paying for sickness insurance cover previously and now there was a budget allocation for this issue.

Q. What was the basis for the allocation?

A. The school reviewed the historic data in relation to sickness absence in addition to the experience of the finance staff. Using this approach the 2014-2015 financial year had a carry forward of £18,000 in this budget area.

Governors discussed the 'pros and cons' of insurance cover compared to establishing a specific budget and accepted there were cost risks associated with both options. However, it was considered better to maintain the current budget allocation for sickness absence.

C10021 – Photocopier Lease

Q. There appears to be an overspend in this budget area?

A. It represents a full year commitment for the lease and it has not been profiled.

C1052 – Governor Support and C1053 – Clerk to Governors

Q. Clerk to governors and governors' support relates to training?

A. Most of the training was included in the staff training budget, in relation to the governors support budget the overspend equates to the NGA Gold Membership. Training was expected to be a future focus for Governors following the governance review.

The outgoing SBM confirmed that the budget changes in relation to staffing reflected the changes in teaching assistant (TA) staff.

Q. The school has not changed the total number of TA staff?

A. Only one. Also the new TA staff are on lower pay spinal points. One of the EMA team left before summer and we have not reappointed as it isn't necessarily seen as good practice to have TAs taking children out. We are looking at impacting in different ways, for example through the Quality First Teaching TLR and therefore further skilling up teachers and TAs in provision throughout sessions for these children. The Headteacher confirmed that the school has reallocated TA staff to provide additional support in class rather than small group interventions outside of classes. It will be monitored in terms of impact.

Q. What was the issue with E12?

A. The figures had been incorrectly allocated and the changes represented a correction.

Q. What was the rationale behind the changes in E18?

A. To take into account the cost of additional furniture.

Governors also noted that the changes in E19 reflected the assessment costs in professional services which had now been moved to resources.

Q. What were the new assessments?

A. The school was adopting the 'assertive mentoring' programme in order to improve standards. The staff have completed their training and it has been very well received.

Q. The school was investigating a new cleaning contract service?

A. Yes, but the process involved was complex. It was still being pursued as the contract was expected to produce savings for the school with better cleaning staff coverage.

Governors noted the budget changes and there were no issues raised in relation to the proposed changes. The budget changes were approved by the Governing Body and the budget changes report was accepted into the record of the meeting. In addition the Governors noted that the projected in year deficit was £128,894 and the projected end of year surplus was £109,113.

Governors reviewed the three year projected budget and noted that over the period the carried forward surplus was decreasing for the following year, but increasing in 2016-2017.

There were no additional issues raised and the Governing Body accepted the CFR and three year projections report into the record of the meeting and the document was signed by the Chair and Headteacher.

There were no additional points raised and the Governing Body accepted the Cost Centre Summary into the record of the meeting and the document was signed by the Chair and Headteacher.

Sarah Nicholls and Sue Lamb left the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Approved – Statement of Internal Control with above proviso. 	Governing Body	
<ul style="list-style-type: none"> Action – Statement of Internal Control to be agenda item next meeting. 	HT / Chair / Clerk	09.11.15
<ul style="list-style-type: none"> Approved – Scheme of Financial Delegation with above proviso. 	Governing Body	
<ul style="list-style-type: none"> Action – Scheme of Financial Delegation to be agenda item next meeting. 	HT / Chair / Clerk	09.11.15
<ul style="list-style-type: none"> Agreed – defer Whistleblowing Policy. 	Governing Body	
<ul style="list-style-type: none"> Action – Whistleblowing Policy to be future agenda item when revised. 	HT / Chair / Clerk	09.11.15
<ul style="list-style-type: none"> Noted - Letting Statement not out of date 	Governing Body	
<ul style="list-style-type: none"> Noted – Charging Policy not out of date. 	Governing Body	
<ul style="list-style-type: none"> Approved – proposed budget changes. 	Governing Body	
<ul style="list-style-type: none"> Accepted – budget changes report into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> Accepted – CFR report and three year projections into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> Accepted – Cost Centre Summary into record of meeting. 	Governing Body	

Item 5	Headteacher's Report
	<p>The Headteacher presented her report and the following points were raised in discussion.</p> <p>An overview of the School Improvement Plan (SIP) was provided with a designated lead for each aspect of the plan; the designated lead would be invited to present updates and impact statements in relation to their areas at future meetings.</p>

As part of the plan the school was focusing on the potential introduction of Singapore maths and the raised expectations for attainment nationally. Although these will be challenging times with the new curriculum and assessment methods the staff were very committed.

In addition through the 'fit for learning' aspect of the plan the school focus was to develop the standard of the current outside provision through: activities associated with competitive sports; eco work; lunchtime development; and the well-being of pupils and staff.

It was intended to establish a 'house' system across the school with inter-house competitions and involving the pupils and staff – the scheme was designed to align with the school's work in relation to the Rights Respecting School Award (RRSA).

As part of the RRSA programme the school has already been recognised for its commitment towards the project; class clusters have been established and also ambassadors. The next step was to investigate further where and how the RRSA programme could be aligned with the curriculum. All topics have been considered in line with the articles as a starting point.

In relation to the 'staying safe' aspect of the plan the school would be raising the awareness of safeguarding and safeguarding issues – this was supported with a safeguarding training package supplied by Hays. The training has been highly recommended.

Q. Does this include training for Governors?

A. Yes.

Q. Was there also school to school training?

A. Yes - through the 'Chorlton Cluster'.

The links with the cluster have benefitted the school in areas such as joint work, including addressing the focus on 'Prevent'. The school was working to improve the capacity of the Safeguarding Team and develop specialists. In addition the establishment of the Communications role with Alex was working towards improved parental links. The process would be supported through the Leading Parent Partnership award which was being led by Sarah Greenway and Alex Hodges, and also the schools continued support of adult education.

Parents will receive a shared calendar of school events for the whole academic year to allow for advanced planning.

Q. Does Sarah and Alex have plans to reach the more disengaged parents?

A. Yes; the school was currently investigating the reasons why some groups of parents were not more involved. Part of the means of addressing this issue was through doubling-up events to make them more accessible.

Q. What actions were being taken to reach the EAL parents?

A. The school provides support with translation where possible and also considers time of day of events.

RRSA – working towards; got recognition of commitment; got class clusters; ambassadors; looking at curriculum to link with RRSA.

Data

The Headteacher presented an overview of the data from the end of the previous academic year.

Good level of development (GLD) - 67%. It was appreciated that this was higher than the national average and represented the commitment of the team in EY.

Governors noted that the Quality Assurance (QA) professional (Deb Hunton) had designated the Key Stage 2 (KS2) outcomes as 'outstanding' – but the school still needed to develop a three year trend.

Three levels progress - 65% in reading, 65% writing, 55% maths.

The Headteacher provided an overview of the new assessment process with the removal of levels.

Governors recognised that the Key Stage 1 (KS1) data demonstrated the school was below the national average at level 2c+and 2b+, but not in relation to Level 3 attainment. Although it was also appreciated that only 27% of this cohort had attained a GLD on leaving Reception – it was understood that the pupils were not yet attaining in line with the national average, but their progress was accelerating; they were on a good trajectory and the gap between disadvantaged / non-disadvantaged pupils had narrowed. The specific subject data from end of Reception to end of Y2 shows accelerated progress.

Governors acknowledge that the data was very good and represented overall progress – it also created a challenge for this year academic year to beat.

Teaching and Learning Responsibility (TLR) Roles.

Headteacher confirmed that the issue of TLR roles was discussed at the previous Resources Committee meeting. However, it was appreciated that keeping role in Nursery and Reception as part of the school's commitment to developing leaders. The posts would be advertised in December. The posts would allow for future flexibility, for example they would allow for change in leadership area as per school's needs.

Q. Has the school allowed for the costs in the current budget?

A. Yes.

Q. There would be no subject leads?

A. Yes there are subject leads, however this isn't a TLR role.

Q. Has the staffing structure been updated?

A. Not yet – the update would be available at the next scheduled meeting.

There were no additional points raised and the establishment of the two TLR posts was approved.

Governors raised a query as to where the Governing Body stood in relation to academisation. It was understood that two neighbouring schools were going through the process and that central government was committed to increasing the number of academies.

During the discussion it was recognised that the Governing Body had a commitment to perform a strategic role and therefore was required to discuss the academy question. It was agreed that information would be gathered to enable an informed discussion at future meetings. It was recognised that this was not a commitment to the issue but rather a matter of being open.

There were no additional points raised and the Governing Body agreed to accept the Headteacher's report into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – updated staffing structure to be agenda item next meeting. 	HT / Chair / Clerk	09.11.15
<ul style="list-style-type: none"> Approved – establishment of two TLR posts. 	Governing Body	
<ul style="list-style-type: none"> Agreed – accept Headteacher's report into record of meeting. 	Governing Body	

Item 6	Behaviour and Safety of Pupils / Safeguarding
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The Clerk presented a briefing document in relation to the most recent changes in the statutory guidance – Keeping Children Safe in Education (KCSIE). The following points were raised in discussion.

Q. Does the school have links with local religious groups to develop a joint effort?
 A. Not enough currently – the main focus would be through staff training and raising awareness.

In addition Governors noted that they had a responsibility to read Section 1 of KCSIE as part of their role. The document would be circulated off meeting for Governors to read – confirmation of which would be provided at the next meeting.

There were no additional issues raised in relation to this item of business.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – circulate Section 1 of KCSIE to all Governors. 	Clerk	05.10.15
<ul style="list-style-type: none"> Action – individual Governors to read Section 1 of KCSIE. 	Each Governor	

Item 7	Policies for Review and Approval
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The Headteacher presented the following documents and policies for review and approval.

Teacher Capability Policy

Governors were advised that the document had not been updated and was currently fit for purpose, although the school was investigating the One Education model policy for future reference.

There were no issues raised and the Capability Policy was approved.

Staff Code of Conduct

The Headteacher presented the Staff Code of Conduct – there were no issues raised in relation to the document and it was approved.

Safer Recruitment Policy

Governors noted that the document was based on the Local Authority (LA) model policy – there were no issues raised and the safer recruitment Policy was approved.

Disciplinary and Dismissal Policy

Governors noted that the document was a model policy from One Education and that the document had been drawn-up in consultation with the unions. There were no issues raised and the policy was approved.

Attendance Management Policy

Governors noted that the document was a model policy from One Education and that the document had been drawn-up in consultation with the unions. There were no issues raised and the policy was approved.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Approved - Teacher Capability Policy 	Governing Body	
<ul style="list-style-type: none"> • Approved – Staff Code of Conduct 	Governing Body	
<ul style="list-style-type: none"> • Approved – Safer Recruitment Policy 	Governing Body	
<ul style="list-style-type: none"> • Approved - Disciplinary and Dismissal Policy 	Governing Body	
<ul style="list-style-type: none"> • Approved – Attendance Management Policy 	Governing Body	

Item 9	Governing Body Housekeeping
<p>Annual Governance Statement</p> <p>The Clerk presented a template document for an annual governance statement. It was noted that governing bodies were now required to publish information on the school's website.</p> <p>It was agreed that the template would be populated by the Clerk in association with the Headteacher and Chair and presented at the next scheduled meeting for approval before being uploaded to the school's website.</p> <p>Terms of Reference – Governing Body</p> <p>The Clerk presented the revised terms of reference – the document was in line with the Governors earlier agreement not to establish individual committees (see note above / Item 3), but instead to manage the committee roles within the Governing Body.</p> <p>There were no issues raise and the Governors approved the document.</p> <p>Terms of Reference – Committees</p> <p>This matter was addressed above.</p> <p>Pay Committee</p> <p>It was agreed that the following Governors would represent the Pay Committee in relation to the committee's terms of reference: Richard Price, Ellie Russell and Tom Grimshaw.</p> <p>Headteacher's Performance Management Review Panel (HTPMRP).</p> <p>It was agreed that the following Governors would represent the HTPMRP and the committee's terms of reference: Richard Price, Ellie Russell and Tom Grimshaw. They</p>	

would be supported by an external advisor - Sharon Bruton.

Committee Membership / Link Governor Roles

The matter of committee membership was addressed above.

The following Link Governor roles were agreed:

Parental Links – James Britton

Fit for Learning – Simon Bentall

Stay Safe – Sheila Newman and Richard Price

RRSA / Rights and Responsibilities – Joanna Dennis

Achieving Success – Ellie Russell and Tom Grimshaw

Governors noted that the linked roles were aligned to the SIP and the Headteacher would arrange for the school leads to contact relevant Governors.

Code of Conduct

The Clerk presented the National Governors Association (NGA) model code of conduct. The document was reviewed and adopted by the Governing Body without any issues being raised.

2015-2016 Meeting Schedule

Governors agreed the following meeting schedule for the Autumn Term:

Governing Body meeting – 24 September 2015 at 6.30pm

Governance Review – feedback meeting 1 October 2015 at 6.00pm

Pay Committee – 14 October 2015 at 6.30pm

Governing Body meeting – 9 November 2015 at 6.00pm

Governing Body meeting – 14 December 2015 at 6.00pm

Declaration of Pecuniary Interests

Governors present completed and signed the required declarations of pecuniary interests.

Confirmation of Eligibility

Governors present completed and signed the required confirmation of eligibility forms

Governor Skills Audit

The Governors considered the NGA governor skills audit and agreed to defer completion of the document until after the governance review meeting. At this point the Clerk would circulate copies for individual governors to complete and return.

Governor Training.

The Chair highlighted the range of training available through the service agreement with One Education – especially the new governor induction programme. Additional training was also available through the Manchester Governors Association (MGA) and the LA. Governors were asked to link with Sarah Nicholls if booking training.

There were already plans for safeguarding training and management of freedom of information (FOI) requests – there would be a future link governor role for this purpose.

Q. Could Governors link with the data meetings held with staff?

A. Yes – governors would be included in the e-mail circulation when these were being scheduled.

However, it was noted that training would be discussed as part of the governance review meeting – 1 October 2015.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – populate annual governance statement. 	Clerk	09.11.15
<ul style="list-style-type: none"> Approved – Governing Body terms of reference. 	Governing Body	
<ul style="list-style-type: none"> Agreed – Pay Committee membership and TOR 	Governing Body	
<ul style="list-style-type: none"> Agreed – HTPMRP membership and TOR 	Governing Body	
<ul style="list-style-type: none"> Agreed – Link Governor roles 	Governing Body	
<ul style="list-style-type: none"> Adopted – NGA code of conduct 	Governing Body	
<ul style="list-style-type: none"> Agreed – Autumn Term meeting schedule 	Governing Body	
<ul style="list-style-type: none"> Completed – declaration of pecuniary interest forms 	Individual Governors	
<ul style="list-style-type: none"> Completed – confirmation of eligibility forms 	Individual Governors	
<ul style="list-style-type: none"> Agreed – defer NGA skills audit until after governance review meeting. 	Governing Body	

Item	AOB
10	<p>Constitution of Complaints Appeal Panel The Chair advised that in order to address two requests for complaint reviews a number of independent governors would need to be sourced – there were not sufficient members of the Governing Body who had no previous links with the matters being disputed.</p> <p>It was confirmed that a number of independent governors had been sourced who would be willing to sit on an Appeals / Review Panel.</p> <p>Governors were asked to temporarily co-opt the following external governors from which a panel(s) could be constituted: Judith Summers Maria Boylan Eve Holt Brian Wilson</p> <p>Governors discussed the issue and it was confirmed that any two external governors would be sufficient alongside James Britton as he had no previous dealings with the complaints to be reviewed.</p>

There were no additional points raised and the Governing Body agreed to co-opt the above external governors on a temporary basis in order to constitute a complaints review / appeals panel.

Parental Access

The DHT proposed that the issue of parental access should be considered by Governors. Currently any / all parents were allowed access to the building in the morning, but this may constitute a serious safeguarding issue for the school. At such times it was impossible for the school to guarantee all adults were parents / carers and before the start of classes. Even if you walked around the site to ensure there were no unauthorised adults remaining in the building how could you be 100% sure due to small room areas, cupboards etc.

Q. The issue has been considered previously?

A. Yes and the decision was taken that the process lead to improved parental links. There is a good community feel in the morning, however the HT fully agrees with the DHT that she cannot 100% guarantee there are no adults in the building as he discussed.

Q. What was the alternative?

A. Allow parents access to the grounds, but not the building; pupils would be taken into the school by the teacher / TA. The process would develop greater resilience in pupils and less reliance on their parents. (Keeping current set up the same for Nursery, Reception and Year 1 as it is manageable due to set up of these buildings).

Following further discussion it was agreed that the DHT would establish a working group consisting of parents, staff Governors and children to discuss the issue and provide a report back to the Governing Body.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – establish working group to study parental access to school building 	DHT	
<ul style="list-style-type: none"> Action – report working group findings to Governing Body. 	DHT	14.12.15

Item 11	Date of Next Meeting	
Governors noted that the next scheduled meeting was 1 October 2015 – in relation to the governance review.		
The next scheduled Governing Body meeting was 9 November 2015 at 6.00pm		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – date and time for next meetings 	Governing Body	