

# Governing Body Meeting Minutes

**School: Oswald Road Primary School**

**Quorum: 5 (Met at this meeting)**

**Chair: Helen Dobson**

**Clerk: Karen Lowe**

**Date of meeting: 12 January 2015**

**Venue: Oswald Road Primary School**

## Attendance

Name	Governor type	'End of Term of Office' date	Present (P)/apologies (Ap)/absent (A)
Ellie Russell	Co-Opted	31/03/18	P
Helen Dobson	Co-Opted (Chair)	31/03/18	P
Sheila Newman	LA	31/08/18	P
Emma Dawkins	Co-Opted	31/03/18	P
Deborah Howard	Staff (HT)	N/A	P
Elaine Stokes	Parent	23/09/18	P
Simon Bentall	Parent	23/09/18	P
Kathryn Whalley	Staff	25/09/16	P
Richard Price	Co-Opted	31/03/18	Ap

## Others present

Name	Role
Karen Lowe	Clerk
Isobel Booler	Senior Schools Quality Assurance Officer (SSQAO), Manchester LA. Present for items 1 – 5 only
John Vass-de-Zomba	Parent, Present for item 5 only
Chloe Metcalf	Parent, Present for item 5 only

*Prior to the meeting the Governing Body and members of the Senior Leadership Team undertook a joint training session on Roles and Responsibilities of the Governing Body, led by Mary Arnold, One Education.*

## Agenda Items

1	Apologies
	Apologies were accepted from Richard Price.
	The Chair welcomed Isobel to the meeting, who is attending to represent the LA on the Flexi-School Guidance.
	The Chair advised that Janet Doherty, Co-Opted Governor and Vice Chair, has resigned from the Governing Body.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>2</b>	<b>Declaration of Interests</b>		
	None		
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>3</b>	<b>AOUB</b>		
	1. 1 x Confidential items 2. Parental Complaints		
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>4</b>	<b>Election of Vice Chair</b>		
	Vice Chair; Emma Dawkins was nominated, seconded and elected unopposed for the duration of the academic year.		
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Emma Dawkins nominated seconded and elected unopposed as Vice Chair</li> </ul>	Governing Body	Autumn 2015

<b>5</b>	<b>Flexi-Schooling and Alternative Provision</b>		
	<p>The Chair welcomed John Vass-de-Zomba and Chloe Metcalf to the meeting. The parents of children currently receiving the flexi-schooling provision had requested that they should be allowed to attend the Governing Body meeting to put their case for the provision to continue in its current format. The Chair had agreed to the attendance of two parents to briefly put their concerns to the Governing Body and for the Governors to raise any questions; no documentation was to be issued to the Governors by the parents. The parents had been informed of this prior to the meeting.</p> <p>The Chair invited the parents to address the Governors regarding their concerns, and John addressed the Governors stating the following;            There are options available within the DfE Guidance now that B code can no longer be used for Flexi Schooling that perhaps were not considered by the Governing Body. The parents want to put forward options regarding Wood School which would allow the current arrangements to continue. The parents also stated that there were some factual errors in the Governors previous information and from the information provided by the LA. The parents issued to the Governors a single page listing examples of the said factual errors.</p> <p>The parents would like the Governing Body to consider the current arrangements under Code B; Off-site enrichment educational activity. The children are thriving under the current arrangements.</p>		

The Chair invited questions from the Governors;

Q. So are you saying that the school would have to regulate the quality of this provision which would only be available to a small number of children?

There are other Forest School providers available.

Q. How many schools in Manchester provide this provision?

Possibly four in Manchester. The concern is that some children here have accessed this for a number of years.

*NB: post meeting and following verification from the LA, Sheila Newman confirmed that no other schools in Manchester provide this provision.*

Q. What are the top three things your children get from the provision that the school cannot provide?

1. Make friends with large groups of children 2. Experience limited risk exposure to outdoor activities 3. Learning how to manage social activities and conflict resolution.

It was noted by the Governors that those entire things are available here at the school.

Q. Is the Wood School somewhere that can only be accessed Monday to Friday?

Wednesday, Thursday and Friday.

Q. Is it child only or parent/child accessed?

Child only. Parents can volunteer.

Q. Do only Oswald Road children attend on certain days?

A mix.

Isobel advised that she was here to represent the LA, which had taken advice from the DfE on this. To clarify, are the parents proposing a move away from attendance code C of the Flexi schooling guidance which is an agreement between school and home schooling? For the school, any approval needs to be looked at in terms of the outcomes for the children. If the activity was to become an approved off site educational activity, the school would be responsible for the funding as the school cannot insist that parents pay for educational aspects.

To the parents; How do St Margaret's record this?

Via code B. The parents are trying to protect the interests of their children and the impact it may have on the children who have accessed this provision and the value added.

Isobel advised that this was a different proposal than expected; the Governors were expecting a flexi schooling proposal and further guidance may be required for a decision to be made.

The parent advised that this was a value added proposal.

The Governors raised the following points;

- If an enrichment activity, wouldn't the school be offering this to a wider range of children; the Governing Body's concern is that as a limited resource it is only offered to a small group of children.
- Also, shouldn't the school identify a need in order to offer this to individual children.
- The Governing Body understands the benefits but has to consider the opportunities for all children.

The Chair advised the parents that the Governing Body will discuss this after they have left the meeting and will determine what happens next. In due course, the parents will be informed of the Governing Body's decision.

The two parents left the meeting.

The parents now need to consider for the school to take responsibility for the off-site provision and the monitoring of the provision i.e not flexi-schooling.

Isobel advised that it is about equality of access, and the context of the school is changing.

Per the parents this is a value added activity and not a core need for their children. What the parents are looking for now would involve the school funding the provision. If the parents elect to home educate, it would be up to them as to whether Wood School was the option.

The fact that Wood School is Ofsted inspected does not preclude the school from the responsibility of the quality of provision. If the school decided to fund this off-site provision, it would have to go out to tender.

The HT issued the 'Vision for future of Flexi Schooling' document and the following points were highlighted in discussion;

The LA Attendance Dept had advised that in the past the school had been incorrectly using code B for this activity. The correct code of 'authorised absence' or 'unauthorised absence' will significantly impact on the school's attendance and persistent absence data, and will most likely take the school below the National averages.

Members of the parental group have accused the HT of providing the incorrect information to the Governing Body. The HT has only provided the advice as per the LA. Sheila confirmed this.

Isobel advised that the school cannot use code B for flexi schooling; plus the advice on the code C is confusing as the guidance suggests it can only be used for short periods.

The information provided by the parents is selective in terms of the regulations and does not provide the full picture.

Per Staff Voice January 2015, there is little support for Flexi Schooling; teachers are finding it difficult, the staff do support the proposal for the school to cater for outside learning and targeted support for identified children.

It was noted that none of the teachers have identified that there is a need for a child; therefore not a need but as per the parents an added value.

The conclusion from the Staff Voice is that there needs to be wider access to alternative provision.

#### Moving Forward

In the 'Vision for the future of Flexi Schooling', the HT proposed two ways that the school will move forward and develop; briefly ;

1. Wider access to Forest School type activities. The school to develop capacity to deliver this.
2. Via the teachers and pastoral team liaising with the family, children who would benefit from alternative provision will be identified. The focus will be to match provision to need.

Flexi Schooling will be considered on a case by case basis via the educational outcomes and impact. There will need to be in place a clear and robust Flexi Schooling and Alternative Provision Policy.

Isobel advised that the school via the HT has the discretion to agree Flexi Schooling on a case by case basis. Per the legal advice there has to be reasonable grounds to refuse it. e.g impact on educational outcomes..

The preference would be to move away from the current arrangements regarding Flexi Schooling; however per the legal advice this could prompt legal challenge. It was noted that the parents are now not asking for Flexi Schooling.

Per the DfE regulations the school can refuse Flexi Schooling.

The Governors confirmed that they liked the HT's proposals 1 and 2.

Q. In terms of the two proposals; can they be weaved into the SEND Policy?  
SEND is not the correct vehicle for this; needs to be considered on a case by case basis.

Q. Are we waiting for any other advice?  
Isobel; The code B, code C and Flexi Schooling advice will not change (subject to outcome of General Election).

Q. Would any of the current 17 children be identified for alternative provision?  
Yes; at least one.

Q. What exactly was the parents' proposal?  
Wood School would become an approved educational off-site activity for pupils at Oswald Road. In addition, the current 17 children would transition to this model, which would then be opened up to other children.

Isobel advised that the agenda item was regarding Flexi Schooling. The Governors have heard from all parties, therefore the Governing Body can make a decision regarding Flexi Schooling.

The Governing Body's priority has to be the outcomes for all children.

It was agreed that the Governing Body will consider the options i.e from both the HT and the parents. No final decision will be formally approved until a robust Flexi Schooling and Alternative Provision Policy has been reviewed and approved by the Governing Body at the next meeting. The staff will be updated accordingly. For the current children, the agreed phased reduction to one day will go ahead.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Flexi Schooling and Alternative Provision Policy to be agenda item for next meeting</li> </ul>	HT/Clerk	12 Feb 2015

**6 SEND Code September 2014**

The presentation regarding the SEND Code changes was not undertaken; however a copy of the presentation was issued to the Governors.

### SEND Policy

The Policy is still under development by the SENCOs across the cluster.

### SEND Information Report

The Governors reviewed the Report, which is already on the school website.

No issues were raised and the Governors approved the SEND Information Report.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>SEND Information Report approved</li></ul>	Governing Body	
	<ul style="list-style-type: none"><li>SEND Policy to be agenda item for Spring meeting</li></ul>	HT/Clerk	1 April 2015

### **7 Minutes of the last meeting 2.10.14 and matters arising**

The minutes were approved as an accurate record of the meeting, subject to the following amendments;

Page 5, 3<sup>rd</sup> question; change answer to '*Many people are impressed.* Correct identified typos  
Page 6; item 10, last sentence; delete from '*with the focus...*'.

#### Matters Arising

Complaints Handling Training; The Chair advised that One Education is to deliver this to the Governing Body. The Chair will agree a suitable date.

Staff List; The Chair will issue to the Governors.

School Improvement Plan; to be an agenda item at the end of term Governing Body meeting

#### Linked Governors;

Need to replace Janet's roles and the following were agreed;

SEN – Sheila

Stay Safe - Emma and Elaine

#### Plus;

KS1 – Helen

EYFS – Ellie

Q. Can 'extended learning' be changed to 'Rights and Responsibilities'?

This was agreed.

### Confidential Appendix 2.10.14

The Confidential Appendix was approved as an accurate record.

Acceptable Use Policy; All Governors present completed the declaration. The HT will pass the completed forms to the School Business Manager.

Q. Has the IT issue been resolved?

Yes.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Minutes of last meeting and Confidential Appendix approved</li> <li>Chair to arrange date for Complaints Handling training</li> <li>Issue staff list to Governors</li> <li>School Improvement Plan to be agenda item for Spring meeting</li> <li>Additional Linked Governor roles agreed</li> </ul>	Governing Body  Chair  Chair  HT/ Clerk  Governing Body	1 April 2015

<b>8</b>	<b>Headteacher Update</b>
	<p>The HT presented the Autumn Term QA report, which had been issued to the Governors ahead of the meeting. As the 2014 data had previously been reviewed by the Governors, the focus was on the QA Professional's commentary and judgements of the school.</p> <p>Achievement 'Good'            Behaviour &amp; Safety 'Good'            Quality of teaching 'Good'            Leadership &amp; Management 'Good'            Overall 'Good'</p> <p>Issues of note for the Governing Body;</p> <ul style="list-style-type: none"> <li>EYFS provision is judged to be good now; it will need to be consistent and outcomes will need to be at least in line with national for this judgment to be maintained.</li> <li>Build on early initiatives to improve communications with all stakeholders within the local community</li> <li>Ensure all new staff are fully integrated into school life and contribute positively to improved outcomes for pupils.</li> </ul> <p>Q. Page 2, Asian Pakistani progress; is there also an issue with attendance?            The LA Lead on Attendance is to come in to work with the school on the reporting and analysis of attendance data.</p> <p>Q. Are the guidelines on attendance signed and returned by parents?            Yes; this is actively pursued by the school.</p> <p>Isobel commented that the level of progress is pleasing to see.</p> <p>Q. Behaviour &amp; Safety; comment regarding link between PA 4.6% and Flexi Schooling?            The information was correct at the time, so is therefore factual.</p> <p>Q. Last year EYFS was a key focus; is it now starting to feel robust?            Yes. The TLRs in place have had a positive impact.</p> <p>A very positive report.</p> <p><u>Visioning Work</u>            The HT presented the outcome from the Visioning Work.</p>

The work has been undertaken with staff via twilight sessions. The following 10 words have been voted for by the staff as being the most important in relation to the pupils at Oswald Road;

- Happy
- Respectful
- Love of Learning
- Independent
- Aspirational
- Creative
- Self-confident
- Resilient
- Compassionate
- Well rounded

In addition, there has been work with and input from the pupils.

The Vision also extends to specific Visions for the classroom, school and wider community.

The HT would like this to be launched at the 'We love Oswald Road' event on Friday 13 February.

For the Governors, the Vision needs to be the core for decision making.

The Governors will review the Visioning Work document off-meeting and will feedback to the HT by the end of January.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>• Review Visioning Work document and feedback to the HT</li> </ul>	All Governors	31 Jan 2015

## **9 Staffing**

### Substantive Deputy HT post

This is on hold pending the Resources Committee review of the two options for the Leadership Structure.

In the interim, the HT proposed that the temporary Deputy HT posts be extended until the end of the summer term. The Governors approved the proposal

### Draft Vexatious Complaints against Staff Policy

The draft policy is to be reviewed at the next Resources Committee.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>• Review of Leadership Structures to be agenda item for next Resources Committee</li> </ul>	HT/ Clerk	27 Jan 2015
	<ul style="list-style-type: none"> <li>• Proposal to extend temporary Deputy HT posts approved</li> </ul>	Governing Body	End of Summer
	<ul style="list-style-type: none"> <li>• Draft Vexatious Complaints against Staff Policy</li> </ul>	HT / Clerk	27 Jan



	to be agenda item for next Resources Committee		2015
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<b>10</b>	<b>Policy Reviews</b>		
There were no policies for review.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>11</b>	<b>Committee Reports</b>		
<u>Teaching &amp; Learning Committee 7.1.15</u>			
Ellie provided verbal feedback from the meeting that took place last week;			
The 2013/14 RAISE Online data was reviewed, and it was noted that as the school grows the rate of mobility increases. As a result of the International New Arrivals, EAL across the school is increasing.			
Q. Does the school receive additional funding? The school does not receive additional funding specifically for EAL. The school has an EMA Team, and constantly reviews the provision.			
Persistent Absence; this tends to be as a result of unauthorised absence i.e. Pakistani children on extended holidays.			
Y1 Phonics – the school was above National. EYFS - The attainment has rapidly improved with the cohort now only 2% below National for Good Level of Development (GLD)			
Lots of 'greens' (significantly above National), which reflect the school's previous priorities. There are a small number of 'blues' (significantly below National); these relate to a small number of children in small groups.			
The Pupil Premium gaps are closing.			
<u>Resources Committee 21.10.14 &amp; 2.12.14</u>			
The minutes and associated reports had been issued to the Governors ahead of this meeting.			
Any questions?			
Q. Reading Recovery Teacher; to access all children? Yes.			
Period 6 Budget Monitoring; No issues were raised and the Governors ratified the Period 6 Budget Monitoring			
Budget Changes 21.10.14 & 2.12.14 No issues were raised and the Governors ratified the Budget Changes			
Cashflow Forecast No issues were raised and the Governors ratified the Cashflow Forecast			

2013/14 Pupil premium Impact Report

No issues were raised and the Governors ratified the 2013/14 Pupil Premium Impact Report

2014/15 Pupil Premium Allocation Report

No issues were raised and the Governors ratified the 2014/15 Pupil Premium Allocation Report.

Pay Policy September 2014

No issues were raised and the Governors ratified the 2014/15 Pay Policy.

Appendix to the Nursery Admissions Policy

No issues were raised and the Governors ratified the Appendix to the Nursery Admissions Policy

Teachers Appraisal Policy

No issues were raised and the Governors ratified the Teachers Appraisal Policy

Whistleblowing Policy

No issues were raised and the Governors ratified the Whistleblowing Policy.

Pay Committee 4.12.14

Richard advised the Governors that the Committee undertook a very thorough review of the HT's recommendations for the teachers' performance related pay progression.

There have been no appeals to date, although there is one potential appeal.

There has been one appeal from an ex-member of staff which the Chair is dealing with.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>• Period 6 Budget Monitoring ratified</li><li>• Budget Changes ratified</li><li>• Cashflow Forecast ratified</li><li>• 2013/14 Pupil Premium Impact Report</li><li>• 2014/15 Pupil premium Allocation Report ratified</li><li>• 2014/15 Pay Policy ratified</li><li>• Appendix to the Nursery Admissions Policy ratified</li><li>• Teachers Appraisal Policy ratified</li></ul>	Governing Body Governing Body Governing Body Governing Body Governing Body Governing Body Governing Body	

	<ul style="list-style-type: none"> <li>Whistleblowing Policy ratified</li> </ul>	Governing Body	
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<b>12</b>	<b>Governing Body Items</b>
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Governor Visits to School Policy  
The current policy will be maintained.

The SEF is to be reviewed by staff on 23 January. Governors are welcome to attend

Governing Body Skills Audit  
Each Governor has now completed a Skills Audit. The Clerk will collate the information for the next meeting.

Governor Training  
Complaints Handling – as discussed earlier, the Chair will identify a suitable date for this.

Roles & Responsibilities of the Governing Body; undertaken this evening.

Ellie is to attend the Safeguarding Conference.

The collated Skills Audit will help to inform future training requirements for the Governing Body.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Collate Skills Audit information for next meeting</li> </ul>	Clerk	1 April 2015

<b>13</b>	<b>AOB</b>
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February Governing Body meeting  
This will essentially be a one item agenda to look at the Flexi Schooling issue. The April Governing Body meeting will be as per usual.

*The details of the remainder of this item have been recorded in a Confidential Appendix to these minutes. The Confidential Appendix is not for release into the public domain.*

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>Date and time of next meeting:</b>	<b>12 February 2015, at 7.00pm</b>
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