

Governing Body Meeting Minutes

School: Oswald Road Primary School

Quorum: 6 (Met at this meeting)

Chair: Emma Dawkins (Acting Chair)

Clerk: Jane Poulton

Date of meeting: 1 April 2015 @ 6.30pm

Venue: Oswald Road Primary School

Attendance

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

Others present

Name	Role
Jane Poulton	Clerk
Alex Hodges	Communications & Marketing Manager
Sara Greenway	Staff
Satnam Singh	Staff
Jennifer Beech	Staff
Donna Wealleans	Assistant HT
Laura Flynn	Assistant HT

Agenda Items

1	Apologies
Apologies were accepted from Helen Dobson and Kathryn Whalley. In Helen's absence, Emma Dawkins chaired the meeting.	
Personal introductions were made.	
Actions or decisions	Owner
Timescale	

2	Declaration of Interests		
There were no declarations of interest.			
	Actions or decisions	Owner	Timescale

3	Presentation – Alex Hodges (Communications & Marketing Manager)		
<p>Mr Hodges was welcomed to the meeting; he introduced himself to governors, advising that he had been in post for 6 weeks.</p> <p>Governors were advised that Mr Hodges main role was:</p> <ul style="list-style-type: none"> • The development & implementation of the school’s marketing plan. • Promoting the school to a wide range of audiences and stake holders. • Community liaison. • Internal & external communication. • To deal with Communication – letters/email/text. • Encourage parental engagement. <p>It was noted that the school’s website had been upgraded and had gone live online today. A display of the new website was given. Governors commented favorably on the new fresh website, which had been developed outside school. It was hoped the new easily navigated website would encourage parents to use the school’s electronic pay system.</p> <p>Mr Hodges went on to explain to governors that the school had both Twitter and Facebook accounts, although Twitter was not being used to its full potential at the moment. Many parents were apprehensive about social media, and consent was needed from parents to use pictures online. Social media was a very useful tool if utilised in the correct way and the school wanted to encourage new forms of communication. Facebook was more widely used by school and parents at the moment.</p> <p>A new newsletter has been produced and feedback was being welcomed from parents. There was also an ongoing PowerPoint presentation in reception, sharing information with parents and visitors. A new school prospectus was also being created.</p> <p>Governors were advised that Mr Hodges used to teach in Thailand and the introduction of a Cultural Exchange Programme was an exciting possibility for the future.</p> <p>Q - Is the new school prospectus going to be a hand out or just on the website? It will be a handout, a glossy booklet with a pocket at the rear for frequently updated information.</p> <p>Parents are to be invited into school to encourage open and honest feedback and Mr Hodges is to lead on these feedback forums.</p> <p>Q – Could letters be streamlined, so parents do not receive huge amounts? The school was currently trying to over communicate. There was a great deal of positive information for circulation at the moment. The Local Authority had advised and was encouraging the school to keep communication flowing. A future parent forum would focus on communication, which would allow the school to talk to as many parents as possible.</p>			

**Q – Do all letters go out in the same format, as some documents cannot be opened?
All letters are sent as PDF documents so they cannot be altered.**

**Q – How are you going to persuade parents to consent to photos on Twitter?
The school will reassure parents that the photos will not be used in any way they would not expect. Detailed explanations would be given regarding the use of photos.**

A new E Safety policy is in the pipeline for parents and children for next academic year. This document will take a very structured format and will be fully supported by school.

The Governor section of the website will look at how to raise governor profiles. Emma, Richard and Alex will meet to discuss/look strategically at the longer term aims and issues with communication with and from the Governing Body.

Mr Hodges was thanked for his informative presentation.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Meeting to develop governor section of website Completion of E-Safety Policy 	Alex / Emma / Richard Mr Hodges	21 July 2015 21 July 2015

4 School Improvement Plan (for approval)

The Headteacher gave a brief explanation on how the School Development Plan (SDP) is monitored and updated. Each area within the plan has been developed, there are targets in each area of focus and most targets have been met.

The SDP is a proud piece of work for the school. The Local Authority QA has always flagged it up as being a strength.

It has been decided to bring the plan in line with the financial year; this made sense financially and audit wise, and puts the school in a much stronger place.

Fit for Learning

Lead – Satnam Singh

Drugs and Alcohol Education – The aim was to raise parent and staff awareness. A training day has been arranged for parents on 22 April 2015.

Emotional Wellbeing – To develop the well being of staff and people who work in school – a swap station has been introduced, as well as yoga Fridays at lunchtime and regular in-house union meetings with the Headteacher.

Playground Development – Development of the playground was ongoing and a parents consultation meeting to gain feedback would be arranged in the near future. The plan was that the playground would be zoned, with a focus on the ‘Owl Garden’ area being the next phase of development. Governors were pleased to note that Manchester Authority has awarded Oswald Road the “Healthy Schools Most Outstanding Emotional Wellbeing Improvement Award”. Governors recorded their congratulations.

Bubble Time and Bubble Box - Governors commented favorably on the concept, which encouraged another way for children to speak out

Healthy Eating – Raising awareness was a key issue. Tasty tuck had been introduced at playtimes for KS2, and this was to be extended to KS1.

Physical Activity – Children had been looking at challenging stereotypes in sport. Sports personalities have been into school to talk to the children and Year 5 children were being trained up to be sport ambassadors. The school has also bought into Manchester competitions, and a number of children have been successfully chosen to represent the school at a higher level. One of the targets was to get more girls involved in sport, to this aim football, netball and Asian Zumba have been introduced in an attempt to achieve this.

Governors watched a very enjoyable video made by pupils, entitled “Exercise”.

Parental Links

Lead - Sarah Greenway

There was a SIP meeting held in the Autumn term and school had an excellent team of staff, which helped with communication. All staff have been very pro-active about taking responsibility.

Governors were referred to the Mind Map, split into 5 areas:

- Information and Guidance to Support Learning
- Joint Parent & Child Learning Opportunities
- Effective Leadership and Management
- Policies
- Induction and Transition

Governors were also advised and pleased to note that more volunteers were coming into school to listen to children read.

Other strategies included:

- Stay and play in foundation stage
- Phase lead meetings
- Parents Evenings
- Parents Forum

Positive feedback had been received regarding how often parents were invited into school and for a variety of reasons. It was noted that parents were encouraged to leave feedback in the Parental Feedback Books.

PEN – Parental Engagement Network. The school was a member and Sara recently attended the PEN conference, which focused on different ways to contact parents.

Attendance Agreement – This was given out at the beginning of the year.

Home School Agreement – Samples were being sought.

Parental Voice Picture - This had been created as a positive visual tool, showing pictures and comments. It was very positive. Governors were shown the picture.

Mosaic Project – Jennifer Beech explained the concept, which was aimed at girls and aspiring them to go to university. It would run over 10 weeks, during which time pupils and parents would visit Manchester University and have lunch. The first session would involve girls in year 5/6 and it was noted that other schools participated in the project at the same time. Each child and parent had their own workbook to complete.

Induction Welcome Meetings – To include a tour of school/meet teacher/welcome information

booklet.

Nice feedback has been received from parents:

- Play bag workshop was really enjoyed.
- Maths workshop was found to be very useful.

All feedback was taken on board by school.

Chair commented that the hardest challenge is and would be to extend engagement to that hard to reach group of parents that did not get involved with school.

Q – Do we have any communication with the local Mosques?

It is a good idea, did try last year but could not get anyone to come.

It is important to build a relationship with all parents.

Achieving Success

Lead - Laura Flynn

PowerPoint Presentation - Governors were advised that targets were based on data and information from Ofsted. There were 2 main areas of focus:

- Application of Maths
- Challenge for all Learners (including SEND)

Maths through Topic was explained, and it was noted that the pupil voice was very positive.

Q – Does it take away some of the competitive side?

Yes it takes away from focus on the right and wrong answer.

Q - Does it relate more to real life situations?

Yes, children are very engaged.

Maths Through the Curriculum – Maths is threaded through all areas of school and clubs support the application of maths.

Raising the profile of maths – Start of day activities focused on maths at least twice a week.

A maths team had been set up to develop maths across school and to promote maths.

Mathlete day activities were explained for the benefit of governors.

Mr Price withdrew from the meeting.

Other areas of focus included:

- Adult Education
- Development of a Maths Team – Raising awareness and promoting the subject.
- Still to Come – Spring data analysis/stay and play/maths on the website
- Challenge for all Learners – Staff meetings / SEND training / Focus on Differentiation / ownership of own learning
- RAG Activities – Pupils were very positive
- Pupil Progress – Meetings and tracking of data

Gifted & Talented Register – The school had recently appointed a teacher to lead in this area and was looking at how to develop the role. It was noted that there was no longer a statutory requirement to keep a record of gifted and talented students in school.

**In response to a question governors were advised that:
Gifted generally referred to English and Maths
Talented referred to the other subjects.**

Students and staff were encouraged to take risks and told that it was ok to make mistakes. This has formed part of work done over the year.

Stay Safe

Lead - Donna Wealleans/Jennifer Beech

Behaviour & Safeguarding – There were a wide variety of workshops to support behaviour, safeguarding and pastoral care. There was also a review of recording processes and documenting procedures.

A new safeguarding leaflet has been introduced and a log for staff, visitors and volunteers. Governors agreed that all cases involving children should be chased and followed up to ensure that every child received the support required.

E-Safety – All staff have had Safeguarding Level 1 training. An E-Safety and Fair Usage Policy for children and parents was currently being drafted and would be presented to the Governing Body in the near future.

Attendance – The Attendance team have received LA training recently. It was noted that support was given to families where it was identified that they were going through difficult times. A welcome meeting was held for children and families.

Health & Safety - Immediate action is taken following any issues raised, e.g. school nurse

- First aid training
- First aid room set up
- H&S Committee of children
- Developing awareness of children to manage risk.

Mr Bentall withdrew from the meeting

**Q - does school have an allocated school nurse
No, but she is on the phone almost every day.**

In response to a question, the Assistant Headteacher advised that much clearer information was now available and there had been an increase in the number of welfare concerns/cases based on this time last year.

A safeguarding and pastoral report has been produced, which will give a much clearer picture going forward.

The Headteacher gave a brief outline of the fifth section of the SDP:

Rights and Responsibilities

Oswald Road Opening Event

Community Links and Charities

School Action Team

RRSA – Rights Respecting Schools Award – threads through all aspects of school life.

Governors recorded a huge thank you to all the SIP Leaders for their interesting and informative presentations.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> The School Improvement Plan was approved 	Governing Body	

5	AOUB		
None			
	Actions or decisions	Owner	Timescale

6	Minutes of the last meetings 24.09.14 / 12.01.15 / 12.2.15 and matters arising		
<p>The minutes of the meetings held on 24.09.14 / 12.01.15 and 12.02.15 were approved as an accurate record.</p> <p><u>Matters Arising</u></p> <p>Flexi Schooling</p> <p>Q – How is the flexi schooling policy implementation going?</p> <p>It is going ok; we have had meetings and talked through the policy.</p> <p>There have been no difficult meetings recently and advice would be sought if necessary.</p> <p>Governors were glad to hear that there had been no further difficult meetings to date.</p>			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Minutes of 24.09.14 meeting were approved Minutes of 12.01.15 meeting were approved Minutes of 12.02.15 meeting were approved 	Governing Body Governing Body Governing Body	

7	Headteacher's Report		
<p>The HT presented her report and the following points were raised/highlighted in discussion;</p> <p>Red Cards</p> <p>Page 1</p> <p>Q – The Yr 1 Class average seems high?</p> <p>Do tend to find that Year 1 have more time out as they are getting used to the different way the classroom works compared to Foundation Stage. Also there are some challenges within the year group and firm boundaries have been implemented.</p>			

Teaching and Learning

Page 3

In response to a question the Headteacher advised the meeting that strategies were in place to manage and continually support staff in maintaining and improving their teaching methods.

Leadership and Management

Page 5

Q – How are the welfare meetings with staff?

The meetings are proving beneficial for all staff.

WLB

Staff are supported as much as possible and personalised plans have been put into place for some staff. The Headteacher has found that many of the Teaching Assistants have a good WLB.

Behaviour and Safety

Page 6

Q – What does MSCB stand for?

Manchester Safeguarding Childrens Board.

Page 7

Q – Who is the Virtual Headteacher?

She is the Headteacher responsible for looked after children within the whole Authority.

	Actions or decisions	Owner	Timescale
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8	School Issues		
	<u>Staff List</u> The updated staff list was (previously) circulated for information		
	Actions or decisions	Owner	Timescale

9	Safeguarding Update		
	A detailed update was given earlier in the meeting under the SDP item and included in the Headteacher's written report. A Plan of action was in place.		
	Actions or decisions	Owner	Timescale

10	Committee Reports		
	<u>Teaching & Learning Committee</u> The meeting took place but was not quorate. No decisions required ratification.		

Resources Committee 27.01.15

The minutes were approved as an accurate record of the meeting held on 27.01.15.

Resources Committee 17.03.15

The minutes were approved as an accurate record of the meeting held on 17.03.15.

SRVS – The document was approved and signed by the Chairperson.

SFD – The document was approved and signed by the Chairperson.

Operational Financial Procedures – Approved

Q – The school is trying to move to paperless/cashless, how well is it working. Do you still need to go to the bank every day?

There is much less cash on site now so it is not necessary to go to the bank every day.

School pays a company a small fee for collection of cash and banking.

Q- Do they have any communication with children?

No

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">• Minutes of the 27.01.15 meeting were approved• Minutes of the 17.03.15 meeting were approved.• SRVS – Approved• SFD – Approved• Operational Financial Procedures – Approved	Governing Body Governing Body Governing Body Governing Body Governing Body	

11 2015/2016 Calendar

Governors approved the previously circulated calendar for 2015/2016

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">• 2015/2016 calendar approved	Governing Body	

12 Policy Reviews

SEND Policy – The policy would be presented to the next meeting for approval.

Anti-Bullying Policy – Governors considered the previously circulated policy. It was noted that the policy had been written in conjunction with pupils and their comments had been fed into the document. A parental workshop had also been held.

The Anti-Bullying Policy was approved and ratified.

There were no additional policies for review.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> SEND Policy – To be presented to the next GB meeting Anti-Bullying Policy – Ratified and approved 	Headteacher Governing Body	

13	Governing Body Matters
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Governor Skills Review – Training would need to be arranged when skill gaps were identified. Ruth Bradbury undertook to look at the results.

It was noted that the Governing Body was not representative of the community with regard to languages.

£2000 had been placed in the budget to support governors/training.

Governor Vacancies - Governors agreed that an attempt would be made to fill all future vacancies inline with the skills audit.

An email from a gentleman who was interested in becoming a governor had been received, his application would be considered.

	Actions or decisions	Owner	Timescale
	•		

14	AOB
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Complaints

There were two outstanding complaints, due to be heard by the Complaints Review Panel on 23rd April 2015. Potential Panel Members are:

Emma
Richard
Simon

There were no other items.

	Actions or decisions	Owner	Timescale
	•		

Governors were thanked for their continued support and the meeting closed at 9.05 pm.

Date and time of next meeting:	Wednesday 20th May and 15th July 2015, 6.30pm
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