

Governing Body Meeting Minutes

School: Oswald Road Primary School

Quorum: 6 (Met at this meeting)

Chair: Richard Price (Acting Chair)

Clerk: Rob Merino

Date of meeting: 15 July 2015 @ 6.30pm

Venue: Oswald Road Primary School

Attendance

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

Others present

Name	Role
Karen Jarmany**	Lead for School Quality Assurance, Manchester City Council
Kathryn Fyfe**	Internal Audit, Manchester City Council
Isobel Booler**	Senior School Quality Assurance Officer, Manchester City Council
Joanna Dennis***	Visitor
Tom Grimshaw***	Visitor
Sue Lamb****	School Business Manager (SBM)
Ruth Agnew*****	Visitor
Rob Merino	Clerk (One Education)

* attended for part of the meeting - items 1-8

** attended for part of the meeting – additional agenda item

***attended for part of the meeting - items 1-6

****attended for part of the meeting - item 5

***** attended for part of the meeting – item 8

Agenda Items

1	Apologies
Apologies were accepted from Kathryn Whalley and Elaine Stokes.	

The Chair welcomed Joanna Dennis and Tom Grimshaw who are prospective governors to the meeting.

	Actions or decisions	Owner	Timescale

2 Declaration of Interests

There were no pecuniary interests expressed by the governors in regard to any of the items raised on the agenda.

	Actions or decisions	Owner	Timescale

3 Minutes of Last Meeting 20.05.15 and Matters Arising

The minutes of the previous meeting were approved as an accurate record subject to the following changes:

Page 4: Richard Price has agreed to be the Acting Chair during summer until a new chair is elected.

Page 4: Complaints – The panel is to review the complaint not the procedure.

Matters arising

Page 5: Achievement – Pupil Premium information was included in the newsletter.

Page 6: School Improvement Plan – to be agenda item at next meeting

Page 6: Behaviour and Safety – the safeguarding audit has been completed

Governors agreed to change the order of the agenda to ensure that priority and time was available for key items.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Minutes of the meeting 20.5.15 were approved. 	Governing Body	
	<ul style="list-style-type: none"> School Improvement Plan report to be an agenda item for the next meeting 	HT/Clerk	TBC

4 Life without levels presentation

The T&L Chair has met in school to discuss plans for 'Life without Levels' and this agenda item has been moved to September.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Life without levels presentation to be agenda item for next meeting 	HT/Clerk	Next meeting

5 Finance Report

The School Business Manager joined the meeting for this item to give an overview of the changes to systems and procedures that she has put in place.

The office layout, equipment and telephone system was inadequate. A new, improved telephone system is in place and glass was taken down in the old build to create a more

welcoming environment. A new reprographics service has been introduced with a positive impact on teaching and learning.

Office staff roles have been modelled on a secondary school model. Following an audit of staff competencies, a training plan has been developed and staff undertake regular training. Staff have trained each other on parts of their roles to transfer skills and improve competencies and ensure continuity of service.

Previously, there were no clear ordering procedures or segregation of duties with cash provided up front for payments. Finance reports to governors were not clear and the budget was heading towards a possible deficit. A clear ordering system is now in place, an on-line payment system and clarity of roles and separation of duties. There have been successful year end close downs for the last two years with healthy surplus carry forward balances.

Projects completed include the move to the new £5.2m extension, completion and implementation of an ICT tender and a new PPM provider. There are some projects still to be completed and/or considered such as window replacement, contract cleaning and a lottery bid for development of the playground.

Governors thanked the SBM for transforming the school as it is now run like a business and wished her good luck in her new endeavours as she is leaving at the end of term. The Resources Committee agreed the impact of her work has really supported the running of the school.

Q. What advice would you give for recruiting your replacement?

It needs to be someone who will continue the development of the staff, support the HT, has experience and high expectations so that standards do not slip.

	Actions or decisions	Owner	Timescale

**** Sue Lamb left the meeting

6	Headteachers report		
The HT presented her report that had been circulated to governors before the meeting and the following points were raised / highlighted in discussion.			
<u>Attendance</u>			
	School Year 12-13	School Year 13-14	School Year 14-15
Autumn 1	96.34	94.6	96.11
Autumn 2	95.4	95.74	93.95
Overall Autumn	96.38	95.11	95.02
Spring 1	95.54	96.45	96.41
Spring 2	95.89	97.86	96.36
Overall Spring	95.70	97.09	96.39
There has been a dip in attendance as flexi school children are being recorded as authorised absence.			
Timeouts have increased from 5 in the spring term to 8 in the summer term and so the school will review behaviour systems. There have been no red cards - the Senior Leadership Team (SLT) and the Lunchtime Organisers engage with the children well at lunchtimes and the Unicef work will support this going forward.			

Attainment and achievement

The evaluation is that the school is good.

EYFS

The EYFS results are above the national average, with improvements in a Good Level of Development (GLD) results due to the impact of the staff.

	This Year	National	Last Year
GLD	67%	66.1%	57.8%
APS	35.1	34.3	30.3

Phonics

Phonics results have improved:

	This Year	National	Last Year
Year 1	77.9%	77.2%	76.5%
Year 2 Re-takes	78.3%	67.1%	70.6%

Year 2

Y2 results are below the national average apart from Level 3 attainment.

Reading	This Year	National	Last Year
2c+	85%	91%	94%
2b+	80%	81%	81%
3	37%	31%	26%

Writing	This Year	National	Last Year
2c+	85%	88%	92%
2b+	65%	70%	74%
3	18%	16%	11%

Maths	This Year	National	Last Year
2c+	88%	93%	96%
2b+	77%	80%	76%
3	24%	24%	17%

This cohort had low attainment at reception and the school needs to close the gap. Predictions were higher but have not been achieved despite the high aspirations and hard work of the staff.

Year 6

The results have been very good particularly in Maths.

Reading	This Year	National	Last Year
4+	98%	93%	94%
5+	76%	49%	60%
6	0%	0%	0%

SPaG	This Year	National	Last Year
4+	90%	76%	89%
5+	69%	52%	61%
6	10%	4%	3%

Writing (TA)	This Year	National	Last Year
4+	97%	81%	94%
5+	57%	33%	53%
6	5%	2%	6%

Maths	This Year	National	Last Year
4+	95%	88%	86%
5+	53%	42%	42%
6	12%	9%	18%

Combined	This Year	National	Last Year
4+	95%	80%	85%

Q. Are Y6 results based on SATs?

Writing is the teacher's assessment and the other results are from SATs.

Q. What is the school policy for sharing results with pupils?

They are given to the children and sent home. The results will also be on the website.

The Chair expressed her gratitude to all the teachers and Teaching Assistant (TA) staff for their effort to help children get such good results.

A governor will send a letter of thanks on behalf of the Governing Body.

The HT advised that Y2 results have been moderated and it showed that all procedures are in place and judgements are sound. The school have also requested moderation for Y6 writing which shows that the judgements are correct. There was also an inspection in SATs week, which again showed all procedures are in place correctly.

Q. Can the reports be shared with governors?

Yes they will be sent out.

Teaching and Learning review

The evaluation is that the school is good.

The report by Debbie Hunton had been circulated to governors before the meeting and the following points were raised / highlighted in discussion.

The report acknowledges that the HT has transformed the school. Governors also acknowledge the impact of the HT and staff.

The report identifies that the vast majority of teaching across both key stages is at least good with some outstanding which is evidenced in the school's progress data. Behaviour for learning is a strength and writing is a strength across the school.

The Chair noted that pupil behaviour is exemplary as this was a discussion at the last Ofsted inspection. OFSTED said the behaviour was 'good' and to become outstanding the children needed to show they could manage their own behaviour (rather than show compliance).

The HT advised that outstanding pupil behaviour is when children are managing their own behaviour rather than being compliant and there is movement as a school towards this.

Areas for development are ensuring all teaching is at least good and ensuring that all marking has a clear purpose.

The HT advised that the school is looking at marking being more effective. This has been discussed with staff how to take learning forward, to celebrate learning and help children move forward. The school is using a marking menu and looking at children redrafting parts of their work.

Q. Is there peer review in older classes?

There is peer assessment, but the school needs to check the impact. The school is looking at genuine peer assessment where pupils talk about their work, redraft work together and identify success criteria.

Children with low self esteem can tend to look at the negatives rather than positives, so it is important to look at the perception of the child.

Leadership and management

The evaluation is that the school is good.

Work has been completed on life without levels and there has been external verification. SEND provision has been transformed. The school systems have been transformed and admin systems are now working well. An SLT away day has focussed on roles across the team and a yearly calendar has been planned.

Q. Does the calendar include governors meetings?

Yes, it will do.

The new Deputy HT, who starts in September, has already been involved in a number of activities.

The school is developing leadership capacity with a solid SLT and finances are under control with excellent results. The HT indicated that she was proud of what had been achieved in a small amount of time.

Whole school targets

The HT has provided professional development with the maths team including working on data, book scrutiny, learning environment and pupil voice. Further work will be undertaken with SLT and an SLE has been commissioned to work with the school on maths – specifically to look at the potential for Singapore Maths.

Behaviour and Safety

The evaluation is that the school is good.

The recent teaching and learning review suggests that in many lessons the behaviour for learning is moving towards outstanding. The new Deputy HT will lead on safeguarding from September. Interventions to support behaviour at lunchtimes have been put in place and the school has worked with staff to improve behaviour. Children are now asking how they can keep the dining hall tidy. The lunchtime Golden Table is particularly popular with KS1 and lower KS2 children.

The HT gave an overview of the Commando Joe service. It is approved by the DfE and would work with children across the school on physical activities to develop resilience and self esteem, complementing the work that the school already does. The cost of the service is

£11,000 for one day per week for 39 weeks. The HT requested that governors approve spending on the service

There were no issues raised in relation to this proposal and it was approved by the Governing Body.

Q. Is the service linked to outdoor education?

Not specifically. The majority of sessions will be outdoors, however doesn't link to the outdoor provision we've been working on.

Q. What do staff wear?

They do not wear military clothing as such, however they do wear black t-shirts and trousers. They do have a branded uniform. They focus on team building and team working.

Q. Has the service been recommended?

Yes, they are recognised positively in Ofsted reports and work with the DfE on interventions to support behaviour and attendance.

There were no further questions and governors approved the spending on Commando Joe service.

Transition project

The HT presented a report that had been circulated to governors before the meeting and the following points were raised / highlighted in discussion.

A new approach has been trialled to support transition based around the need to support an individual child with specific difficulties who found transition difficult. The project looked at how to support early transition by pupils being taught by their future teacher for two afternoons in summer term. Pupil voice was used to elicit feedback from pupils (and progress data) and this was positive.

Overall outcomes were very positive and the transition was seamless and there were a number of positives identified including consistency, no loss of pace and a thorough handover. Elements of the project will be used to enhance the transition of all pupils. The impact on pupil progress was also positive. This year elements were considered and transition was developed across the whole school which included 3 afternoon sessions with the new teacher (including one where parents/carers were invited), proformas for all class teachers to support clear transition notes and 3 staff meeting times to allow for detailed discussions between staff about individual children.

The Governing Body thanked the HT for the reports and the hard work completed by staff.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • Write letter of thanks to staff • Commando Joe service agreement approved as above. • Send moderation reports to governors • Spending on Commando Joe service approved 	<p>Governing Body</p> <p>Governing Body</p> <p>Headteacher</p> <p>Governing Body</p>	

***Joanna Dennis and Tom Grimshaw left the meeting

7	Committee reports
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Resources committee 23.6.15

The minutes of the meeting had been circulated to governors before the meeting.

There were no issues raised and the following areas were ratified:

Pupil Premium Grant expenditure ratified.

Planned Preventative Maintenance spend and provider ratified.

Contract Cleaning proposal of interest agreed.

Assets for sale ratified.

Compliments document

The HT circulated a document compiling some of the written compliments that had been received during the year from parents. The document is extremely positive and demonstrates the hard work and commitment of the staff. The document will be shared with staff and copies will be available around the school.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • Pupil Premium Grant expenditure ratified. • Planned Preventative Maintenance spend and provider ratified. • Contract cleaning contract proposal of interest agreed • Assets for sale ratified. 	<p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p>	

8	Governing Body matters
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Governance review

Ruth Agnew attended for this item. She is a National Leader of Governance who was commissioned by the school to undertake a review of governance to support the Governing Body to identify strengths and areas for development.

Ruth presented her confidential draft report and paper copies were provided to governors at the meeting for them to read and reflect on during the summer break. As the report is still in draft form, it is not for sharing until comments on the confidential draft have been received. An action plan will then be developed in autumn term.

Ruth asked governors to provide comments on this confidential draft.

**Simon Bentall left the meeting.*

Ruth will meet with the Vice Chair and a full discussion of the actions to support development of the Governing Body is needed in autumn.

A governor noted that the Governing Body needs to understand what is working well. There was a view that there still needs to be twelve governors on the Governing Body.

The Chair suggested that the governors need an away day and time is needed with the SLT to further develop their working relationship.

There is still some development needed for governors to fully understand their roles and the Governing Body needs to be at full capacity to support this. The Governing Body will look to appoint a new Chair in Autumn.

***** *Ruth Agnew left the meeting*

Elaine Stokes has resigned from the Governing Body.

A complaints panel is being organised to meet before the end of term. No other complaints have been received.

Q. When should we use the Vexatious Complaints policy?
Governors need to review the policy next term. The NAHT policy is a good starting point and parts of the policy need to be highlighted. Possibly, legal advice should be sought to complete the policy.

Governors agreed unanimously to co-opt Joanna Dennis and Tom Grimshaw on to the Governing Body.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Review and feedback on governance review report 	Governing Body	September
	<ul style="list-style-type: none"> Joanna Dennis and Tom Grimshaw to become members of the Governing Body 	Governing Body	

9	Policy Reviews
<p>The HT presented policies that had been circulated to governors before the meeting.</p> <p><u>EYFS Policy</u> There were no comments about the policy and governors approved the policy. This policy will be reviewed in twelve months.</p> <p><u>Supporting pupils at school with medical conditions policy</u> There were no comments about the policy and governors approved the policy.</p> <p><u>Special Education Needs / Disability (SEND) Policy</u> There were no comments about the policy and governors approved the policy.</p> <p><u>Parental Conduct policy</u> This policy covers the expected conduct and behaviour of parents. It sets out the behaviours that are not acceptable and the strategies and sanctions that the school will employ if parental conduct is unacceptable.</p> <p>Q. Has this policy been agreed with parents?</p>	

No but it has been reviewed by legal. The Home to school agreement will be a joint agreement.

Governors approved the policy.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • EYFS policy approved. • Supporting pupils at school with medical conditions policy approved • Special Education Needs / Disability (SEND) Policy approved • Parental conduct policy approved 	<p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p>	

10 AOB

Governors thanked the HT and reiterated that all staff should be proud of the work they have completed and that the school has continued to improve.

Governors thanked the Chair and Emma Dawkins for their hard work, support and commitment to the school. They have been part of a journey that has supported the school to continue to improve.

Additional agenda item

Details of this item have been recorded in the confidential appendix. The confidential appendix is not for release in the public domain

	Actions or decisions	Owner	Timescale

Date and time of next meeting: