

# Governing Body Meeting Minutes

**School: Oswald Road Primary School**

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

**Chair: Helen Dobson**

**Clerk: Karen Lowe**

**Date of meeting: 2 October 2014**

**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
Richard Price	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	Ap
Janet Doherty	Co-Opted (Vice Chair)	31/03/18	Ap

## Others present

Name	Role
Karen Lowe	Clerk
Laura Flynn	Acting Deputy HT
Donna Wealleans	Acting Deputy HT
Helen Woolf	Assistant HT & SENCO
Sue Lamb	School Business Manager (SBM)

## Agenda Items

<b>1</b>	<b>Apologies</b>		
Apologies were accepted from Janet Doherty and Kathryn Whalley.			
	<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. 2 x Confidential items		
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>4</b>	<b>Election of Chair and Vice Chair</b>		
	<p>The terms of office for both positions will be 12 months i.e. until the first Governing Body meeting in Autumn 2015.</p> <p>Chair of Governors - Helen Dobson was nominated seconded and elected unopposed.</p> <p>Vice Chair; Both Emma Dawkins and Janet Doherty had expressed interest. As Janet was not present it was agreed that the election for Vice Chair be deferred to the next meeting.</p>		
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Helen Dobson nominated seconded and elected unopposed as Chair of Governors</li> <li>Election of Vice Chair deferred to the next meeting</li> </ul>	<p>Governing Body</p> <p>Clerk</p>	<p>Autumn 2015</p> <p>18 Dec 2014</p>

<b>5</b>	<b>Re-Appointment of LA Governor</b>		
	The governors formally approved Sheila's re-appointment as LA Governor. The re-appointment had been previously approved via email.		
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Sheila Newman re-appointed as LA Governor</li> </ul>	Governing Body	August 2018

<b>6</b>	<b>Confirm Clerking Arrangements</b>		
	The governors approved the continuation of the current One Education Clerking Service.		
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Clerking arrangements approved</li> </ul>	Governing Body	Sept 2015

<b>7</b>	<b>Minutes of the last meetings 14.7.14 and 24.9.14 and matters arising</b>		
	<p><u>Minutes of 14.7.14</u></p> <p>The minutes were approved as an accurate record of the meeting, subject to the following amendments;</p> <p>Page 1 – amend Attendees to show all governors were present</p> <p>Correct identified typos</p> <p>Page 6; change to ‘... <i>the HT was told so.</i>’</p>		

## Matters Arising

Page 3 Governors' Newsletter development; A bigger piece of work is required; Emma will work with the Chair on this.

Complaints Handling Training; The Chair advised that One Education can deliver the training session directly prior to a Governing Body meeting. The Chair will look at a date for this to take place when the governor vacancies have been filled.

### Minutes of Extra-Ordinary Meeting 24.9.14

A number of required changes were identified, including to the text replicated from the report from the HT's meeting with the LA.

The Governors approved the minutes subject to a full review by the HT and feedback to the Clerk.

## Matters Arising

Proposal to create Community Development Worker post; The creation of this post was suggested by a governor following the meeting and agreed in principal via email. The post will further develop and maintain strong links with the community. The example Job Description was reviewed.

Q. Can changes be made to the job description?

Yes; however it would need to go out to re-evaluation.

The salary will be approx. £22k to £26k per annum. The post can be term time only.

Details of how the post will be used by the school e.g working patterns, together with the finalised Job Description, will be reviewed for approval at the next Resources Committee meeting.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>Minutes of 14.7.14 approved</li></ul>	Governing Body	
	<ul style="list-style-type: none"><li>Minutes of 24.9.14 approved subject to HT's review</li></ul>	Governing Body	
	<ul style="list-style-type: none"><li>Community Development Worker post to be agenda item for next Resources Committee meeting</li></ul>	Clerk	2 Dec 2014

## **8** **Headteacher Update**

The HT presented her update and the following points were raised/highlighted in discussion;

### School Building

The build is on track for the final phase, which will include a cookery room. The school is liaising with the LA regarding digging up the tarmac when they remove the SIBCAS unit. The development of the playground will commence when the build is finished. One of the new teachers is very interested in outdoor education, and will be working with the PTA on the outdoor provision.

A Governor commented that the school is a very calm learning environment

### September Governors' Newsletter to Parents

A copy was issued to each governor. The Newsletter introduced the new staff. The HT advised that the delay in opening the school due to the extra time required to fully prepare the classrooms etc helped the staff to bond.

Q. Could we have a list of all the staff?

The Chair advised that she will issue the list to the Governors.

### Temporary TLR3 posts

The posts have been filled including Satnam Singh who will have responsibility for Fit for Learning. A Governor who was involved in the selection process advised that the quality of all the candidates was good.

### Letter of thanks from a current teacher

The Governors noted the content of a letter sent to the SLT in July from a teacher who had completed her first full year at the school. The teacher was very complimentary regarding the work of the SLT regarding their development of the school both in terms of the outcomes for the children and the development of the building. The teacher also thanked the SLT for the support provided to aide their development as a teacher.

### School Improvement Plan

The HT advised that the staff will be looking at the Plan in the first week after the Autumn half term. The Governors are welcome to attend this review of the Plan. The Plan runs through to the end of March after which the school will then plan for the 2015/16 financial year.

The Plan will come to the next Governing Body meeting for review.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>• Issue staff list to all governors</li><li>• School Improvement Plan to be agenda item for next meeting</li></ul>	Chair HT/Clerk	18 Dec 2014

## **9 Policy Reviews**

The governors reviewed a number of policies, which had been issued ahead of the meeting. The HT advised that she and the Chair had reviewed the policies over the summer break so that the policies would be ready for use as part of the new staff induction process.;

### Behaviour Management Policy

The policy will also reflect the outside behaviour management process at lunchtime.

No issues were raised and the Governors approved the Behaviour Management Policy.

### Teaching and Learning Policy

Q. Deep marking once a week for English and Maths; are children getting feedback every day?  
Yes every day via Pink and Green comments. It works well in English; more extended questions are required for Maths. The children recognise and understand the Pink and Green system. The marking in the books is for the children to help move them on.

Q. Does the school use the 'Good and how to improve' approach?

Yes; two stars and a wish. In the Early Years, the same marking is used for children who are

able and ready to use a book.

No further issues were raised and the Governors approved the Teaching and Learning Policy.

### Staff Dress Code

Some slight tweaks have been made to the existing dress code e.g shorts no longer acceptable, t-shirts provided for PE, men to wear ties, SLT to wear jackets.

Q. Are new staff advised of the dress code prior to appointment?

No; perhaps this will be looked at

Q. There has been some feedback from the parents that the school is starting to look very corporate. Is this making staff less approachable?

The SLT should look smart. The children do not have an issue with the staff dressing smartly. Visitors have commented on how tactile and friendly the school is, and the positive relationships between staff and children.

Q. Is it prescriptive?

Many people are impressed/.

Q. If wearing ties etc detracts from teaching and learning then there is an issue. The Governing Body has to focus on the quality of teaching and learning?

No member of staff has raised an issue. It is smart dress not business suits. It is not an issue for parental input unless it impacts on teaching and learning and the impact on children in this school. The recent T&L Review indicates that teaching and learning is 'Good'.

No further issues were raised and the Governors approved the Staff Dress Code.

### E-Safety Acceptable Use and Social Media Policy

All the IT usage policies have been brought together into this one policy, which has been developed with input from One Education.

Q. Can you and do you monitor staff usage?

Yes.

Q. With developments in IT, will the policy quickly become out of date?

The policy has been future proofed.

Q. 2.1 Acceptable Use; should the wording be made stronger?

That aspect is covered by the Disciplinary Policy. Per a Governor's previous suggestion, the school does undertake mid reviews to see how new policies are working.

No further issues were raised and the Governors approved the E-Safety Acceptable Use and Social Media Policy

### Code of Conduct for Staff

This has been taken from the school policy of the NLE who is currently supporting the school. All staff have signed up to it and there have been no issues raised by the staff.

Q. All staff, including the support staff?

Yes, and this has been recorded in the central system.

Q. Across the staff is there a strong understanding of what confidentiality is?

Getting stronger. The difficult conversations of the last year have helped.

Q. Is there a confidentiality clause in their contracts?

No. This is usually only included in compromise agreements.

No further issues were raised and the Governors approved the Code of Conduct for Staff.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>• Behaviour Management Policy approved</li> <li>• Teaching and Learning Policy approved</li> <li>• Staff Dress Code approved</li> <li>• E-Safety Acceptable Use and Social Media Policy</li> <li>• Code of Conduct for Staff</li> </ul>	<p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p>	

## **10 Committee Reports**

### Teaching & Learning Committee 2.10.14

Ellie provided verbal feedback from the meeting that took place directly before the Governing Body meeting;

The 2013/14 outcomes by year group were unpicked with the focus on gender.

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

## **11 Governing Body Matters**

### 2014/15 Code of Practice

For the benefit of the new Governors, the Chair emphasised the following aspects of the Code;

- The importance of external and internal relationships and working practices.
- Governor involvement and participation with the school e.g input into the school Self Evaluation Form (SEF)
- Commitment to undertake training; the Skills Audit will be key in identifying needs/gaps
- Confidentiality

No issues were raised and the governors approved the adoption of the Code of Practice. A copy of the Code was signed by each governor present.

### 2014/15 Committee Structure and Terms of Reference

Resources Committee; As the bulk of the building work has been completed, it was agreed that the Buildings and H&S Committee will now be integrated into the Resources Committee.

The Teaching & Learning Committee will remain 'as is'.

No issues were raised and the governors approved the Committee Structure.

The Terms of Reference will be amended to reflect the revised Committee structure.

No issues were raised and the governors approved the Terms of Reference, subject to the amendments being made

#### Committee Memberships and Chairs of Committees

Resources Committee (incorporating the Pay Committee);

Janet, Emma, Richard, Ellie and Elaine

Teaching & Learning Committee;

Helen, Sheila, Kathryn, Richard, Ellie and Simon

HT Performance Management;

Helen and Janet.

Each Committee will appoint its own Committee Chair.

#### Linked Governors

The following Linked Governors were agreed;

Links to areas of the School Improvement Plan

- Achieving Success – Ellie Russell
- Extended Learning – Helen Dobson
- Fit for Learning – Simon Bentall
- Stay Safe – Sheila Newman & Elaine Stokes
- Parental Links – Richard Price
- Communication – Emma Dawkins
- SEN – Janet Doherty

Links to Key Stages of the school;

- EYFS – Helen Dobson
- KS1 – Janet Doherty
- KS2 – Elaine Stokes

The link governors will be expected to have some involvement with their area during the academic year. An example Governor Visits to School Policy will be sourced for the next meeting.

New governors will be allocated as and when appointed/elected.

#### Skills Audit

The completion by each governor will be pursued.

#### Governor Training

New Governor Training, One Education – The Clerk advised that the autumn session is already fully booked. The next session will be in the Spring term 2015.

Complaints Handling – as discussed earlier, the Chair is looking to arrange this for the Governing Body.

Finance – the Chair has undertaken some in-school training with the SBM.

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

Co-Opted Governor Vacancies

The collated Skills Audit will help to inform the skills requirements for potential Co-Opted Governors.

Meeting Schedule 2014/15

The governors approved the Meeting Schedule subject to the following change;  
Resources Committee 21 October 2014 at 6.30pm.

The Schedule will be amended for re-issue to the Governors.

Declaration of Pecuniary Interests

Governors present each completed a declaration form.

Confirmation of Eligibility

Governors present each completed a confirmation form.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>• Code of Practice approved</li> <li>• Committee Structure approved</li> <li>• Terms of Reference approved</li> <li>• Committee memberships agreed</li> <li>• Linked Governors confirmed</li> <li>• 2014/15 Meeting Schedule approved</li> <li>• Declaration of Pecuniary Interest completed</li> <li>• Confirmation of Eligibility completed</li> </ul>	<p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Each Governor</p> <p>Each Governor</p>	

**12 AOB**

Chorlton Book Festival

Sheila advised that the Festival will run from 14to 23 November and will include the Chorlton Children’s Book Award 2014 for Years 5 and 6. The votes need to be in by 12 November; the award will be presented on 21 November.

The school will contact Chorlton High School for details.



### School Dress Code Policy

The HT advised that the school has been advised to have a formal policy in place, and presented a draft for review and approval. The policy mirrors the information that has already been given to the parents.

The following amendment was identified;

- reference to uniform in the title to be changed to Dress Code.

No further issues were raised and the governors approved the School Dress Code Policy subject to the amendment being made.

### Confidential Items

*The details 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>
	<ul style="list-style-type: none"><li>• School Dress Code Policy approved</li></ul>	Governing Body	

**Date and time of next meeting:**

**18 December 2014, 6.30pm**