

# Governing Body Meeting Minutes

**School: Oswald Road Primary School**

**Quorum: 6 (Met at this meeting)**

**Chair: Helen Dobson (Chair)**

**Clerk: Rob Merino**

**Date of meeting: 20 May 2015 @ 6.30pm**

**Venue: Oswald Road Primary School**

## Attendance

| Name            | Governor type    | 'End of Term of Office' date | Present (P)/apologies (Ap)/absent (A) |
|-----------------|------------------|------------------------------|---------------------------------------|
| 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                     | 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         | 31/03/18                     | P                                     |
|                 |                  |                              |                                       |
| Sheila Newman   | LA               | 31/08/18                     | Ap                                    |

\*attended for part of the meeting – see item 7

## Others present

| Name       | Role                                |
|------------|-------------------------------------|
| Rob Merino | Clerk                               |
| Jon Beisly | Deputy Headteacher (from September) |

## Agenda Items

| 1   | Apologies            |       |           |
|---|----------------------|-------|-----------|
| Apologies were accepted from Sheila Newman.                               |                      |       |           |
| The Chair welcomed the new Deputy Headteacher, Jon Beisly to the meeting. |                      |       |           |
|   | Actions or decisions | Owner | Timescale |
|   |                      |       |           |

| 2  | Declaration of Interests |       |           |
|--|--------------------------|-------|-----------|
| Emma Dawkins declared an interest with regards to item 7 as her partner is a TA at school. |                          |       |           |
|  | Actions or decisions     | Owner | Timescale |
|  |                          |       |           |

| 3  | Minutes of Last Meeting 1.04.15 and Matters Arising |
|--|---|
| The minutes of the previous meeting were approved as an accurate record. |   |

## Matters arising

P3: Website – this is still to be completed.

Communications plan – the Communications Manager is gathering data to review trends.

There has been feedback on the Governors letter to parents. The Communications Manager will look at the layout to identify improvements. The next Governors letter will be on the theme of resources.

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

|  | <b>Actions or decisions</b>  | <b>Owner</b>   | <b>Timescale</b> |
|--|--|----------------|------------------|
|  | <ul style="list-style-type: none"><li>Minutes of the meeting 1.4.15 were approved.</li></ul> | Governing Body |                  |

## **4 Committee Reports / Minutes**

### **Curriculum committee**

The minutes were approved as an accurate record of the meeting. Items that were covered included:

The committee has reviewed the previous terms teaching and learning data looking at EAL, SEND, High achievers, and Pupil Premium. The summary of Pupil Premium is that the gap is being closed and SEND is going well. The issues are with Y4 and the committee will look at what is being done to improve results at the next meeting in July. SEND, Y2 and Y6 data is all very positive and this snap shot needs to be maintained over time. Next year there will be changes to how data is used due to the move to 'Life without Levels'.

### **Finance, Premises and Personnel committee 28.4.15**

#### Budget closedown

The budget close down which was approved by the committee was:

Revenue Carry Forward - £238006.91

Capital Carry Forward - £36206.39

Total Carry Forward - £274213.30

£100,000 of the carry forward is committed to work on the windows. The school is in discussion with the LA for £200,000 to support completion of this work.

#### 2015/16 budget

The draft budget is:

|                     |                  |
|---------------------|------------------|
| Revenue Income      | £2,820,277       |
| Revenue Expenditure | £2,770,520       |
| Revenue in-year     | £147,300 deficit |
| B/F from 2014/15    | £238,007 surplus |
| Revenue balance     | £ 90,707 surplus |
| Capital Income      | £10, 408         |
| Capital Expenditure | £46,614          |
| Capital in-year     | £36,296 deficit  |
| B/F from 2014/15    | £36,206 surplus  |
| Capital balance     | £ Nil            |

Key items in the new budget are expenditure on windows and £10,000 for alternative provision

through EQE. The EQE provision is for the Forest School type activities, where year groups will access the provision. It will also be used for therapy groups. The service will also support staff to build confidence in leading outside learning. In future there could be a whole school target for outside learning which will be in staff appraisals. The EQE service will build staff confidence which will be supported as staff will learn to do this together.

Owl Club – the committee agreed to extend the contract for a year. The future service specification will be developed this year of and used for the tender process. A discussion has taken place and it has been agreed to increase rent. The HT added that the committee agreed that monthly rent will be £850 until the end of term and then £1,000 next year. The provider has been given a good rating by Ofsted. There is an option in the future for the school to provide this service.

There has been a Health and Safety issue due to an accident with ladders. Remedial action has been taken.

Governors ratified the budget closedown and 2015/16 budget.

### **Staffing update**

The HT advised that an NQT was appointed today.

### **Policies**

The Grievance, Bullying and Harassment Policy and Flexible Working Policy were approved and will be circulated to all governors.

|  | <b>Actions or decisions</b>   | <b>Owner</b>                              | <b>Timescale</b> |
|--|---|---|------------------|
|  | <ul style="list-style-type: none"> <li>• 2014/15 Budget closedown ratified</li> <li>• 2015/16 Budget ratified</li> <li>• Circulate policies to all governors</li> </ul> | Governing Body<br>Governing Body<br>Clerk |                  |

## **5 Governing Body Matters**

The Chair announced that there are two governor resignations the Chair and Vice Chair which are both due to work related circumstances. Both have new jobs with additional responsibilities which mean that it will not be possible to continue the time commitment to the Governing Body. The Chair has started her new job but will stay until the end of the year. In addition the Governing Body is currently holding three vacancies.

This is a big transition and so the Chair and Vice Chair have been working with the LA to develop a way forward. The LA has allocated £2,000 to support an external review of governance. The LA Governance Unit have suggested that the resources are used for a National Leader of Governance to undertake the review. Having looked at potential candidates the decision has been made to commission Ruth Agnew to support the review.

The Chair requested Governors to approve use of the LA monies to commission Ruth Agnew to deliver the review. The methodology is that Ruth will speak to each governor, undertake a feedback / self-reflection meeting, review documentation and develop a report for the July meeting with an action plan. The review will cost £1,500.

Governors approved the review and use of monies.

The Chair asked governors if any would consider becoming the Chair. The Chair of Resources suggested that the Chair should not be a parent governor. Current governors do not have time and the Governing Body should consider bringing in a strong chair who can support development of strong vision for the school following the review.

A governor proposed Richard Price to be Vice Chair. Governors approved this proposal. Richard agreed to be acting Chair of governors over the Summer holiday period due to the resignation of the current Chair from the end of term.

The Chair reported that the LA Governance Unit are using SGOSS to try to find a Chair.

Q: Are we pausing the recruitment of governors until the review of governance is completed? The Chair suggested that Ruth will look at applications and a sub-group of Governors should then review. There is the potential to then invite prospective new governors to the last Governing Body meeting of the year. It was agreed that Elaine and Ellie would be the sub-group for the process.

Potentially the Governing Body can recruit 3 governors over the summer period.

The date for feedback meeting will be in June – to be confirmed.

All governors to use their new email addresses.

### Complaints

There are currently 2 active complaints that relate to standard dress. A subset of governors - a governing body panel needs to review the complaint. The panel will comprise of 2 independent members and a member of the Oswald Road Governing Body who has not been involved to date. The panel will follow the DfE structure and will aim to complete the review this academic year.

The Chair reported that she had met with a parent on Monday to find a way forward with the parent's complaint. The notes of the meeting are being completed.

There have been no new complaints.

|  | <b>Actions or decisions</b>  | <b>Owner</b>                     | <b>Timescale</b> |
|--|--|----------------------------------|------------------|
|  | <ul style="list-style-type: none"> <li>Review of governance approved</li> <li>Richard Price appointed as Vice Chair</li> </ul> | Governing Body<br>Governing Body |                  |

| <b>6</b> | <b>QA Report</b>  |
|----------|---|
|          | <p>The HT presented the termly QA report and the following points were raised / highlighted in discussion.</p> <p><u>Behaviour and Safety</u><br/>The evaluation is that the school is good.</p> <p>Q: What is the reason for the persistent absence data?<br/>The school made the decision to allow flexi schooling and the impact on persistent absence. The impact is also due to extended holidays and although this incurs penalty notices and fines for parents it is still cheaper for parents to pay the fine and go on holiday outside of the school</p> |

holidays. The fines are not discouraging some parents.

Q: How many days absence is there before a penalty notice?

The Attendance Officer in school advises when trigger hit.

There have been positive developments in Behaviour and Safety – the school needs to continue to monitor progress and ensure it continues to improve.

### Achievement

The evaluation is that the school is good.

The Y2 and Y6 data shows excellent prospects for pupils to achieve their age related expectations in July 2015:

|    | Reading |      | Writing |      | Mathematics |      | R W M combined |      |
|----|---------|------|---------|------|-------------|------|----------------|------|
|    | L2C+    | L2B+ | L2C+    | L2B+ | L2C+        | L2B+ | L2C+           | L2B+ |
| Y2 | 90%     | 74%  | 91%     | 75%  | 95%         | 80%  | 86%            | 67%  |
|    | L4C+    | L4B+ | L4C+    | L4B+ | L4C+        | L4B+ | L4C+           | L4B+ |
| Y6 | 98%     | 98%  | 97%     | 93%  | 97%         | 95%  | 97%            | 93%  |

The data is positive. Y4 is an issue and this has been addressed and support is in place.

Q: What does the acronym EOLY mean?

End of last year.

It was agreed that an update on Pupil Premium be included in the next newsletter.

### Leadership and management

The evaluation is that the school is good.

Q: The Leadership and Management evaluation is Good. How far is it from outstanding and what needs to be done?

The HT needs to spend more time on strategic aspects and spend time visiting other schools , seeing what models are out there, making further links and increase leadership learning. This will include allowing more autonomy for the SLT and devolving further responsibility across the leadership team.

Governors agreed that it is positive that the HT still spends time teaching and in the classroom.

Q: What can we do as a GB?

A Governor asked whether they needed to be involved in induction. The Vice Chair noted that the Governing Body devolve the operational duty to the HT to do this. The HT explained that the induction process is now strong and will be developed further. Staff can develop their current strengths with mentors and work together with the HT and SLT.

The Vice Chair noted that this is a very positive discussion about progress made, the school have cemented good and is on route to outstanding. The school is in a good place, the building work completed has made a big difference, pupils are happy, the data is very positive and staff mentoring is making a big difference.

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

|  | <b>Actions or decisions</b>   | <b>Owner</b>           | <b>Timescale</b> |
|--|---|------------------------|------------------|
|  | <ul style="list-style-type: none"> <li>• Include Pupil Premium information in newsletter</li> </ul> | Communications Manager |                  |
|  | <ul style="list-style-type: none"> <li>• Termly Quality Assurance report noted.</li> </ul>          | Governing Body         |                  |

## **7 School Improvement Plan**

The staff governor presented an update on the plan and the following points were raised / highlighted in discussion:

Action plans linked to the financial year have been completed. There have been School Improvement Plan (SIP) teams of staff who have reviewed progress against the plans and celebrated what has been achieved and planned what needs to be done next year. There has been an important addition to link actions to finance to get a strong audit trail.

The HT added that whole school priorities are set in April. Staff are in teams for particular actions and have fed back on delivery against actions in the plan and there was an opportunity to talk with other team leaders to create links between teams.

The HT gave an overview of the part of the plan specific to listening events which are taking place. There has been a parent focus group which will be sharing new ideas with parents, to listen and talk to parents to develop ideas. There are now three styles of parent forums: Listening Events (to listen on specific areas), Parent Focus Groups (to involve parents at the beginning of a new initiative/policy) and Parent Forums (to share something that's being worked on with parents).

The new Deputy HT advised that at his previous school he had led the parent partnership (LPPA) which was a good parent forum to share ideas. This is a possible development for the future.

The HT advised that a report will be presented to the next meeting

*\*Richard Price left the meeting*

The SIP teams meet half termly to review their part of the plan and the school will invite governors to this.

A governor enquired whether the school was looking at the potential to use sport to increase self confidence and achievement. The HT to get the SIP lead to contact the governor.

|  | <b>Actions or decisions</b>  | <b>Owner</b> | <b>Timescale</b> |
|--|--|--------------|------------------|
|  | <ul style="list-style-type: none"> <li>• School Improvement Plan report to be presented</li> </ul> | Head Teacher | Next meeting     |

## **8 Behaviour and Safety of Pupils (Safeguarding) – update**

A governor has attended training to do the audit on all areas. This will need to be completed as a Governing Body and needs to be completed before the next meeting. Staff will support the completion. The school needs to demonstrate that the Governing Body has an overview and any action plans are included.

The HT noted that highlighted in the QA report was that there had been 174 pastoral interventions with pupils due to transition, the SATs and Ghyll Head. It also identified that there has been more disclosures which is positive, as it shows heightened awareness /training of staff.

|  | <b>Actions or decisions</b>   | <b>Owner</b>   | <b>Timescale</b> |
|--|---|----------------|------------------|
|  | <ul style="list-style-type: none"> <li>Complete safeguarding audit</li> </ul> | Governing Body | Next meeting     |

|          |                               |
|----------|-------------------------------|
| <b>9</b> | <b>Performance Management</b> |
|----------|-------------------------------|

A governor fed back that the Chair of Finance has joined the committee. The committee completed a half year review with the HT and an external adviser and everything is on track.

Sharon Bruton has been the external adviser for the review for last 2 years and will do it this year.

The HT noted it was a positive experience and helped to look at issues in a different way.

|  | <b>Actions or decisions</b> | <b>Owner</b> | <b>Timescale</b> |
|--|-----------------------------|--------------|------------------|
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|           |                       |
|-----------|-----------------------|
| <b>10</b> | <b>Policy Reviews</b> |
|-----------|-----------------------|

The Attendance Policy for Children has been received from the LA. School to send policy to clerk for distribution to governors.

|  | <b>Actions or decisions</b>   | <b>Owner</b> | <b>Timescale</b> |
|--|---|--------------|------------------|
|  | <ul style="list-style-type: none"> <li>Send Attendance policy to clerk</li> </ul> | Headteacher  |                  |

|           |            |
|-----------|------------|
| <b>11</b> | <b>AOB</b> |
|-----------|------------|

The HT fed back that Y5 children were in a production at the Blue Box at Chorlton High last night.

They were the most confident and natural group last night and a credit to the school

Q: Were governors invited?

Not as a group as tickets are very difficult to get due to the numbers attending.

The football team won a Y5 and Y6 interschool tournament.

The HT advised that this news will be part of the school assembly on Friday and in the newsletter.

A governor asked about the potential for Longford Road to be blocked to allow pupils safer access to the Oswald Road field to be explored. HT to ask about this.

|  | <b>Actions or decisions</b>   | <b>Owner</b> | <b>Timescale</b> |
|--|---|--------------|------------------|
|  | <ul style="list-style-type: none"> <li>HT to request information about improving access to playing field</li> </ul> |              |                  |

Governors were thanked for their continued support and the meeting closed at 8.10 pm.

|                                       |  |
|---------------------------------------|--|
| <b>Date and time of next meeting:</b> | <b>Wednesday 15<sup>th</sup> July 2015, 6.30pm</b> |
|---------------------------------------|--|

