

Oswald Road School

Governing Body Meeting Minutes

Quorum: 5 (met at this meeting)	Approved as a true and accurate record.
Chair: Richard Price	Name.....
Date of meeting: 26 March 2018	Date.....
Venue: Oswald Road Primary School	Chair of Committee / Governing Body

Attendees

Name	Governor Designation	Term of Office End Date	Present – P Apologies – Ap Absent - A
Richard Price (RP)	Co-Opted (Chair)	31/03/18	P
Lisa Cameron (LC)	Staff	20/09/20	P
Tom Grimshaw (TG)	Co-Opted	14/07/19	P
Deborah Howard	Staff (HT)	N/A	P
Richard Fletcher (RF)	Co-Opted	13/12/19	P
Ann Kerrigan (AK)	Co-Opted	08/11/19	P
Ellie Russell (ER)	Co-Opted	31/03/18	P
Yogita Patel	Parent		P
Liam Trippier (LT)	Associate Member	23/11/20	P
Ali Ayub (AA)	Parent	05/01/20	Ap
Joanna Dennis (JD)	Co-Opted	14/07/19	Ap
Thomas Lassey (TL)	Co-Opted	20/06/21	Ap

Also Present	Role
██████████	Potential Governor / Observer
██████████	Potential Governor / Observer
Gerard McCoy	Clerk - AGM Clerking and Administration Service

Agenda Items

Item	Apologies, Introductions and Welcome
1	
Apologies were submitted by Ali Ayub (AA), Joanna Dennis (JD) and Thomas Lassey (TL).	

There were no issues raised and the Governing Body agreed to accept the submitted apologies.

Governors noted and welcomed [REDACTED] and [REDACTED] who had both expressed an interest in supporting the Governing Body and were present as observers.

The attendees introduced themselves and provided a brief description of their roles within the governance structure.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Agreed – accept submitted apologies.	Governing Body	

Item 2	Declaration of Pecuniary Interests
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There were no declarations of pecuniary interests in relation to any of the items on the current agenda.

Resolutions / Agreed Actions	Owner	Date

Item 3	Minutes of the Previous Meeting and Matters Arising (27.11.17).
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The Chair presented the minutes in relation to the previous meeting which had been circulated in advance. In the process of reviewing the document there were no amendments or corrections identified. The minutes were approved as a true record of the meeting and a signed copy of the document was retained on record.

Matters Arising.

Confirmation of Approved Policies.

The Chair confirmed the matter relating to this matter would be addressed under Item 7 below.

There were no additional matters arising in relation to the previous minutes.

Sheila Newman Commemoration.

The Chair opened a discussion relating to the death of Sheila Newman and the Governing Body's desire to ensure there was a fitting memorial in recognition of her commitment and support to the Governing Body, the school and the pupils. It was recognised that Sheila had been a governor supporting the school for 30 years. It was considered that any such memorial should be linked with Sheila's love of reading and tireless support in developing reading opportunities for children.

In the process of the discussion it was appreciated the memorial should be a long-term / lasting means of future pupils recognising the work and commitment of Sheila; the memorial could be an award. It was considered whether to link the memorial with the annual 'world-book day' event and / or a dedicated reading related event at the end of each Summer Term. In addition, Governors discussed whether the focus of the 'award' should be based on progress rather than attainment.

Governors determined that, as the annual 'world-book day' had recently been completed, it was more appropriate the school schedule a dedication assembly which would incorporate prizes for reading progress / achievement and then move onto an annual event which would align with 'world-book day'. It was also determined that

the process could include works associated with Robert Burns – Sheila was a great fan of Robert Burns’ poetry.

The Governing Body especially noted the tremendous commitment of Sheila and selfless approach – it was appreciated she was a ‘champion’ of the school. It was also noted that the school and Governing Body would consult with Sheila’s family to ensure they were fully informed and involved in the establishment of the memorial. The Governing Body agreed Richard Fletcher and Tom Grimshaw would provide the main points of liaison with the family due to their long-term relationships with Sheila.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Agreed – minutes of previous meeting (27.11.17) as true record. 	Governing Body	
<ul style="list-style-type: none"> • Action – schedule celebration assembly in memory of SN. 	HT	
<ul style="list-style-type: none"> • Action – establish long-term memorial related to reading / Robert Burns poetry. 	HT	
<ul style="list-style-type: none"> • Action provide liaison between school / Governing Body and SN family. 	RF / TG	

Item 4	Headteacher’s Report
	<p>The Headteacher presented her report which had been circulated in advance and the following matters were noted in discussions.</p> <p>Governors reviewed and considered the document.</p> <p>Teaching and Learning.</p> <p>Q. Are the disadvantaged pupils achieving well enough in Year 2? A. This was a challenging cohort in terms of attainment and the school’s approach with the teacher and teaching assistant (TA) support has not had the expected impact to fill the previous gaps in pupils’ learning up to Christmas. Although there had been progress, more progress would have been expected.</p> <p>The Headteacher confirmed that because of the above situation the school had already taken action– with the main focus being developing progress. A new set up was in place with the staff in terms of how the Year group model was set up. It was highlighted that the disadvantaged pupils in the cohort had many significant challenges. In addition, the school has scheduled pupil progress meetings to analyse the available data – the process and outcomes would be an agenda item for the next scheduled Teaching and Learning (T&L) Committee meeting. The Committee would have an opportunity to consider the actions taken by the school and assess the impact.</p> <p>Governors noted the school was continuing to track all pupils rigorously and was supported in the process with additional evidence from ‘pupil voice’ and workbook scrutiny exercises. These were used to develop a wider understanding of the cohorts / different year groups.</p> <p>Q. Was there a pattern to this issue with the teachers working currently with Year 2? A. No –there was no previous pattern associated with the specific teachers involved.</p> <p>Q. Was the data shared with the Year 2 cohort and what was the standard of morale?</p>

A. Yes – the information has been shared with the teachers concerned. The workbook scrutiny indicates good quality work, which was of a standard expected. In addition, the school had not identified any issues with teacher morale, but there were high level barriers to learning associated with this year group which impacted on attainment.

The Headteacher confirmed that the assessment team was analysing the data, focusing on both attainment and progress over time.

Q. Was there any impact on the Headteacher, the Deputy Headteacher (DHT) / senior leadership team (SLT) with the continued absence of a member of the SLT?

A. The impact has been an increased workload, but there has been a concerted effort from the SLT to meet the challenge.

School Context.

In reviewing the Headteacher's report Governors considered the school context and noted the impact on teaching and learning.

Governors noted the number of pupils on the school roll – 672; and appreciated the school was under pressure from Manchester City Council (MCC) to take additional pupils into Key Stage 1 (Year 1). There were now 91 pupils in the year group and the Headteacher confirmed MCC was insisting the school accepted another pupil into Year 1, meaning 92 across the cohort.

The Headteacher advised Governors that the school was refusing to take any additional pupils into KS1 without MCC completing a risk assessment and signing this document; the school was concerned the additional numbers would impact on the wider health and safety of other pupils.

Q. Has MCC completed this process?

A. No and as yet the school cannot accept the additional pupil.

Q. There were vacancies in the school?

A. Yes – mainly in Year 5 with seven spaces; this was an additional issue for consideration for the following year as there was a higher percentage 'weighting' on each pupil with the lower numbers in the cohort. It also means there are places for new starters, which could impact on results.

Q. There was a high percentage of summer births in the school too?

A. Yes – 40% of the school were summer birth children.

Staffing Issues.

Governors reviewed the staffing update contained within the Headteacher's report and appreciated the changes highlighted in 'yellow'.

The Headteacher confirmed the school's focus was on ensuring consistency for the children. It was accepted the school was working on the basis of not necessarily replacing staff as they left, in relation to staffing due to the ongoing budget limitations; and this represented a wider challenge as there was less in-house cover available in the event of staff sickness absences and staff had less time to spend with pupils.

Governors noted the above challenges would impact especially on those pupils with the greatest 'need' and on the TAs..

Q. What initial action was being taken by the school to address this issue?

A. The school was investigating the secondment of administration staff from the office where there was some spare capacity.

The Headteacher advised that a decline in teaching assistant (TA) staff morale had been identified by the school because of the situation where TAs weren't necessarily being replaced- the school continued to provide reassurances that despite the approach there was no consideration of redundancies at present and hoped there wouldn't be in the future.

Governors appreciated that many other schools had already followed the redundancy route to address their own budget limitations.

Q. How did the school intend to address the welfare needs of the staff?

A. The Headteacher led a large piece of work on welfare a year ago. The school has received initial support from Liam Trippier (LT) in his link Governor role, who suggested a welfare questionnaire a year on; a questionnaire had been circulated and a fairly small number of responses received; and the school would develop an action plan to address the issues highlighted by the responses.

The Headteacher confirmed that some of the issues were already being addressed, but the complete action plan would be circulated to Governors off-meeting after the Easter break. In addition, it was recognised that in education ongoing change was a traditional challenge.

Q. How does the school's staff absence data compare with other schools?

A. This was not data readily available, but a point that could be raised at the next local schools' cluster meeting.

Q. Did the school consider the increased TA workload demands as the reason for increased sickness absence?

A. There was only one instance of stress related sickness absence and this reflected home and not work issues. However, the school did consider that increased workloads were making it more difficult for staff generally.

Q. Would it be worthwhile for Governors to issue a statement that TA staff were valued and appreciated?

A. The school has worked to reassure the TA staff and the issue would be raised at the next TA forum. However, any additional supporting messages would be appreciated.

The Chair confirmed he would e-mail the TA group e-mail to confirm the Governing Body's appreciation of the commitment demonstrated by TA staff.

Staff Training.

The Headteacher confirmed that staff had completed 'attachment training' and this had been very useful.

The Headteacher advised Governors that the recent 'bomb hoax' had been an additional challenge for the school – although it was noted the issue had impacted on most schools in the area and on some schools nationally. It was recognised the situation represented a good test of the school's policies and procedures – the school was completing a debriefing and lessons learned from the hoax would be incorporated in a review.

Q. Were any concerns raised by parents?

A. No.

Pupil Premium Grant (PPG) Review.

The Headteacher confirmed the school had completed a review of PPG expenditure / impact carried out by an external provider. It was noted the school had found this a useful experience as a matter of challenge for the SLT. In addition, the school had scheduled Fischer Family Trust (FFT) Aspire training to further support the SLT in its thorough analysis of published data.

Governors noted the process included eliciting feedback from stakeholders - parents and pupils; the feedback was very positive and supportive of the school and the actions taken by the school in supporting disadvantaged pupils.

Governors considered the differences with other schools in terms of the extent of parental engagement – it was recognised that Oswald Road took every opportunity to seek out parental engagement and to source feedback. In the process of the discussion Governors and the Headteacher recognised the role of the Communications Manager – it was appreciated the current post holder had been effective in ensuring parents were better informed.

Safeguarding Quality Assurance (QA) Visit.

The Headteacher highlighted the recent safeguarding QA visit completed by Liz Rose – providing an external audit of the school's safeguarding practices and procedures.

Governors noted the positive outcomes / feedback following the safeguarding audit; it was recognised the external advisor had been impressed with the school's practices in this area.

The Headteacher also confirmed that [REDACTED] returned to provide additional maths training – the focus was non-routine problem solving; in addition, he noted the school was making good progress following the previous maths training.

Q. Governors appreciated there was a great deal of monitoring, but when did the school anticipate the required level of consistency was achieved across the school?

A. Next year with the return to a 'full-strength' SLT; this would allow time for the returning members of the school team to 'get-up-to-speed'.

Governors recognised the school's emphasis on continuing professional development (CPD) and the importance that the school's monitoring processes identified areas of improvement which were then targeted and addressed.

Finance Matters.

The Headteacher confirmed that the main finance issues would be addressed as part of Item 5, but the school was managing the situation well and the current projection was for an improved in-year surplus between £50,000 and £60,000.

Q. The decision to purchase sickness insurance cover was beneficial?

A. Yes.

Q. Did the school utilise the additional teaching staff to provide sickness cover?

A. No – the additional teachers were focused on support and intervention work for targeted pupils.

School Improvement Plan (SIP).

Governors noted the updates to the current SIP provided as part of the Headteacher's report – especially those related to 'achieving success'.

In addition, Governors discussed the importance of eliciting feedback from the new families and it was appreciated this would be secured and presented at the next Teaching and Learning (T&L) Committee meeting.

Q. Only seven families attended the reading workshop organised by the school?
A. Yes – the school was investigating how parents are targeted for such events.

The Headteacher confirmed that 'stay and play' or 'stay, play and learn' events were always very well attended, but workshop events had a varied level of attendance. In addition, Governors noted the school tried to ensure events were timed to attract the maximum number of participants access the widest range of parents.

Governors considered additional approaches that could be adopted – including a change in communications; special invites; offering refreshments; offering creche support for families; and scheduling workshops prior to class assemblies.

The Headteacher highlighted the success of the recent parents / pupils visit to Manchester Museum - as planned in the SIP as part of developing engagement through activities with children.

Q. The school planned to relaunch lunches as part of the 'fit for learning' aspect of the SIP?
A. Yes – there has been additional work to develop lunchtime activities and the use of the different areas around the playground to improve utilisation of resources.

The Headteacher confirmed the school has been effectively supported by the parent / teachers' association (PTA) and PTA funding. The school planned a re-launch assembly which would provide a walk-through of the different designated areas. Governors especially noted the involvement of parents and pupils in the development and roll-out of the project. In addition, it was recognised that the next PTA project was to significantly develop the 'willow area'.

Q. What was the situation with the 'Field of Os'?'
A. The PTA also had plans to develop this area too – the intention was for the area to be allocated for sole use by the school during the summer period, but available to the wider community during the winter.

Attendance and Behaviour.

Governors noted the data included in the Headteacher's report related to the Autumn Term – this presented a positive impression, but the Headteacher noted the most recent data was 95% attendance and specific group data had fallen.

Q. Which were the main groups with the lowest attendance?
A. PPG eligible / disadvantaged pupils; the English as an additional language (EAL) cohort; and the Pakistani cohort.

Q. Was the main issue for attendance families taking extended holidays?
A. Yes, although there was the significant impact of a chickenpox outbreak and several cases of norovirus.

The Headteacher confirmed the school was analysing the data and would reassess the attendance with / without chickenpox and norovirus to determine the extent to

which these issues skewed the overall data. In addition, there were plans to review those pupils / families designated as persistent absence (PA) – as a matter of pupils / families causing concern. Governors noted the school was in the process of trialing several different approaches to determine which worked best for individual targeted groups – this was instead of attempting to use a single approach to address all the groups.

Governors appreciated the revised analysis would be considered at the next scheduled T&L Committee meeting.

Q. Did the school apply fines?

A. Yes – the school instigated fixed penalty notices and fines.

The Headteacher confirmed the current trend demonstrated a reduction in PA and the school was moving closer to the national average.

The Headteacher confirmed the school had applied one fixed-term exclusion to a child in the current term; the exclusion was for one day.

Governors reviewed and considered the behaviour data as per the Headteacher's report, especially in relation to the different targeted groups.

Q. There has been a reduction in the number of behavioural issues recorded?

A. Yes.

Governors noted there was a significant difference in gender with the main behavioural incidents generated by the boys' cohort; 28% of high level incidents were associated with disadvantaged pupils; 42% of medium level incidents were associated with the Pakistani cohort; and 38% of medium term issues associated with the EAL cohort.

Q. Did the school notify parents of their child's involvement on high / medium level incidents?

A. All higher-level incidents were communicated to parents and some medium level incidents; there was a degree of teacher judgment. However, with the high-level incidents the school was developing greater consistency in reporting procedures through the new Behaviour Policy.

Q. When do most incidents take place?

A. Lunchtime.

Q. Did the school consider the nurture aspect of the school was receiving enough support?

A. Yes.

The Headteacher confirmed she worked with the behaviour lead to monitor and analyse the data for identifiable patterns and evidence that the Behaviour Policy was being applied consistently. In addition, there was careful monitoring of the notes entered on the child protection online monitoring system (CPOMS) database.

In addressing behavioural incidents, Governors noted the extent / range of extra-curricular activities, especially those at lunchtime and those which were free of charge.

There were no additional points raised or noted in relation to the Headteacher's report and the document was accepted into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – circulate to Governors school action plan addressing welfare issues. 	HT	April 2018
<ul style="list-style-type: none"> Action – compare staff absence data across the schools' cluster. 	HT	
<ul style="list-style-type: none"> Action – convey Governing Body's appreciation of TA staff. 	Chair	
<ul style="list-style-type: none"> Action – feedback from new families to be agenda item next T&L Committee meeting. 	HT / Chair / Clerk	
<ul style="list-style-type: none"> Action – revised attendance data to be considered at next T&L Committee meeting. 	HT / Chair / Clerk	
<ul style="list-style-type: none"> Agreed – accept Headteacher's report into record of meeting. 	Governing Body	

Item 5	Committee Reports
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Governors reviewed and considered the following committee reports and associated minutes from the meetings.

Teaching and Learning Committee – 29.01.18.

Ellie Russell presented an oral report in relation to the previous meeting of the T&L Committee and the following points were noted in discussion.

Governors noted the Committee had reviewed and considered the outcomes from the PPG review process and appreciated the school had found it beneficial. It was also appreciated that the school had adopted an approach which ensured the funding was applied to interventions which would have a positive impact on the outcomes for disadvantaged pupils.

The Headteacher confirmed the full PPG report was available on the school website.

Governors noted the Committee had reviewed and considered the school's data focusing on the different targeted groups and the impact of interventions on outcomes. It was also noted that the Committee had considered the decline in TA numbers and highlighted the increased number of teachers to ensure pupils had greater access to quality-first teaching. The Committee had considered the school's focus was having a positive impact on outcomes – except for Year 2, as discussed earlier in the meeting. It was noted Year 5 was also showing up in data – this was the cohort with the very low GLD.

There were no additional points raised or noted in discussion and the Governing Body agreed to accept the T&L report into the record of the meeting.

It was agreed the final T&L minutes from the January 2018 meeting would be presented at the next Governing Body meeting.

Pay Committee - 12.03.18

The Chair presented the minutes and report associated with the meeting of the pay Committee and the following points were noted in discussion.

Governors recognised the minutes had been circulated prior to the current meeting for their consideration. It was also recognised that the Committee had considered and approved the issue of an Assistant Headteacher in terms of the individual's pay scale effectively representing their role and responsibilities.

In addition, it was appreciated the Committee had considered and approved a change in contracted hours for a member of teaching staff.

There were no issues raised in relation to either of these matters and they were ratified by the Governing Body.

There were no additional points raised or noted in discussion and the Governing body agreed to accept the minutes and report into the record of the meeting.

Resources Committee – 18.01.18 & 12.03.18.

Governors noted the minutes relating to both meetings of the Resources Committee which had been circulated prior to the current meeting and the following matters were raised in discussion.

It was recognised the Committee had reviewed and approved the Period 9 Budget Monitoring report; the schools' financial value standards (SFVS) self-assessment document; and the Sports Premium Grant Funding. There were no points raised in relation to any of these matters and each was ratified by the Governing Body.

Governors also recognised from the minutes that the school was projecting an improved end of year surplus position and work was already underway for the closedown of the 2017-2018 budget and drafting the 2018-2019 budget.

Q. The school received a good response from the donations project?

A. Yes - £160 was generated in additional funds and there were no negative issues raised by parents.

There were no additional points raised or noted in discussion and Governors agreed to accept the minutes and reports associated with the Resources Committee meetings - 18.01.18 & 12.03.18.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Agreed – accept T&L Committee report into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> • Action – T&L minutes to be agenda item next scheduled meeting. 	HT / Chair / Clerk	18.06.18
<ul style="list-style-type: none"> • Ratified – amended pay scale in relation to AHT 	Governing Body	
<ul style="list-style-type: none"> • Ratified – change in contracted hours for member of teaching staff. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept Pay Committee minutes and report into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Period 9 Budget Monitoring report. 		

<ul style="list-style-type: none"> • Ratified - SFVS self-assessment document. • Ratified - Sports Premium Grant Funding. • Agreed – accept Resources Committee minutes 18.01.18 and report into record of meeting • Agreed – accept Resources Committee minutes 12.03.18 and report into record of meeting. 	Governing Body	
	Governing Body	
	Governing Body	
	Governing Body	

Item 6	Behaviour and Safeguarding of Pupils	
The Chair confirmed the matters for discussion in relation to this item had been raised under Item 4 above.		
Resolutions / Agreed Actions	Owner	Date

Item 7	Policies for Review and Approval	
<p>Governors noted and considered the following policies and documents for review.</p> <p>Anti-Fraud and Corruption Policy. Governors reviewed the document and there were no issues raised – the document was approved by the Governing Body.</p> <p>Appraisal Policy – for Office Staff. Governors reviewed the document and there were no issues raised – the document was approved by the Governing Body.</p> <p>Behaviour Management Policy. Governors reviewed the document and there were no issues raised – the document was approved by the Governing Body.</p> <p>Bid Handling Protocols 2018. Governors reviewed the document and there were no issues raised – the document was approved by the Governing Body.</p> <p>First Aid Policy. Governors reviewed the document and there were no issues raised – the document was approved by the Governing Body.</p> <p>FOI Publication Scheme. Governors reviewed the document and there were no issues raised – the document was approved by the Governing Body.</p> <p>Lone Worker Policy. Governors reviewed the document and there were no issues raised – the document was approved by the Governing Body.</p> <p>Policy for Dealing With Persistent and Vexatious Complaints.</p>		

Governors reviewed the document and there were no issues raised – the document was approved by the Governing Body.

Staff Capability Policy and Procedure 2018.

Governors reviewed the document and there were no issues raised – the document was approved by the Governing Body.

Stress Management Policy.

Governors reviewed the document and there were no issues raised – the document was approved by the Governing Body.

Whistleblowing Policy 2018.

Governors reviewed the document and there were no issues raised – the document was approved by the Governing Body.

Nursery Admissions Policy.

Governors reviewed the document and there were no issues raised – the document was approved by the Governing Body.

Lockdown Procedure.

Governors reviewed the document and there were no issues raised – the document was approved by the Governing Body.

Resolutions / Agreed Actions	Owner	Date
• Approved – Anti-Fraud and Corruption Policy.	Governing Body	
• Approved - Appraisal Policy – for Office Staff.	Governing Body	
• Approved - Behaviour Management Policy.	Governing Body	
• Approved - Bid Handling Protocols 2018.	Governing Body	
• Approved - First Aid Policy.	Governing Body	
• Approved - FOI Publication Scheme.	Governing Body	
• Approved - Lone Worker Policy.	Governing Body	
• Approved - Policy for dealing with persistent and Vexatious Complaints.	Governing Body	
• Approved - Staff Capability Policy and Procedure 2018.	Governing Body	
• Approved - Stress Management Policy.	Governing Body	
• Approved - Whistleblowing Policy 2018.	Governing Body	

<ul style="list-style-type: none"> • Approved - Nursery Admissions Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Lockdown Procedure 	Governing Body	

Item 8	Equality Working Party	
<p>Yogita Patel presented a report in relation to the meeting of the Equality Working Party (EWP) and the following points were noted in discussion.</p> <p>Governors noted the EWP had established terms of reference and recognised its role as a critical friend to the school. In addition, the initial meeting had reviewed the recruitment and selection documents / procedures. It was appreciated there were no major issues identified, but it had been proposed that the school amend the front cover of the application form.</p> <p>The Headteacher confirmed the school had agreed to the proposed change.</p> <p>The EWP had also confirmed the school's equality objectives were in place on the school website and the next meeting would focus on how the school promotes equality and diversity.</p> <p>There were no additional points raised or noted in discussion and Governors agreed to accept the EWP report into the record of the meeting.</p>		
Resolutions / Agreed Actions		Owner
<ul style="list-style-type: none"> • Agreed – accept EWP report into record of meeting. 		Governing Body
		Date

Item 9	Governor Visits	
<p>Governors noted the recent visit completed by Tom Grimshaw (TG) and the related briefing note circulated prior to the current meeting. It was recognised the issues raised had been addressed as part of Item 4 above.</p> <p>There were no issues raised in relation to the report provided by TG and it was agreed to accept the document into the record of the meeting.</p>		
Resolutions / Agreed Actions		Owner
<ul style="list-style-type: none"> • Agreed – accept TG briefing note into record of meeting. 		Governing Body
		Date

Item 10	AOB	
<p>Terms of Office.</p> <p>Governors noted two Co-Opted Governors would reach the end of their terms of office prior to the next scheduled meeting: Richard Price – 31.03.18; and Ellie Russell – 31.03.18.</p> <p>Governors discussed and considered the two individuals, their roles, skills and ongoing contribution to the school and the Governing Body. It was agreed to renew the terms of office for Richard Price and Ellie Russell for a further four years.</p>		

Current Observers.
 Governors noted the current observers, [REDACTED] and [REDACTED] were interested in roles as Associate members and this issue would be considered at the next scheduled meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – renew term of office for RP and ER for four years. Action – [REDACTED] and [REDACTED] to be considered as Associate members at next Governing Body meeting. 	Governing Body HT / Chair / Clerk	18.06.18

Item	Date of Next Meeting	
11		
Governors noted the next scheduled meeting was due to take place: Monday 18 June 2018 at 6.15pm.		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Noted – time and date of next scheduled meeting. 	Governing Body	