

# 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: 25 March 2019**

**Date.....**

**Venue: Oswald Road Primary School**

**Chair of Committee / Governing Body**

### Attendees

<b>Name</b>	<b>Governor Designation</b>	<b>Term of Office End Date</b>	<b>Present – P Apologies – Ap Absent – A</b>
Richard Price (RP)	Co-Opted (Chair)	30/03/22	P
Ali Ayub (AA)	Parent	05/01/20	P
Lisa Cameron (LC)	Staff	20/09/20	P
Scott Davenport (SD)	Associate Member	17/06/22	P
Tom Grimshaw (TG)	Co-Opted	14/07/19	P
Deborah Howard	Staff (HT)	N/A	P
Yogita Patel (YP)	Parent	30/10/21	P
Liam Trippier (LT)	Co-Opted	25/11/22	P
Joanna Dennis (JD)	Co-Opted	14/07/19	Ap
Ellie Russell (ER)	Co-Opted	30/03/22	Ap
Sam Hughes (SH)	Associate Member	17/06/22	Ap
Ann Kerrigan (AK)	Co-Opted	08/11/19	Ap

<b>Also Present</b>	<b>Role</b>
Eve Holt	Prospective Local Authority Governor
Craig Taylor	School Business Manager (SBM)
Gerard McCoy	Clerk - AGM Clerking and Administration Service

### Agenda Items

<b>Item</b>	<b>Apologies, Introductions and Welcome</b>
<b>1</b>	
Apologies were submitted by Joanna Dennis (JD), Ann Kerrigan (AK) and Lisa Cameron (LC).	

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

The Chair welcomed Eve Holt (EH) to her first meeting as the prospective Local Authority Governor (LA); EH was proposed for the role and this was considered by Governors.

EH provided a summary of her experience, skills and role as a locally elected councillor. It was noted EH had experience as a governor and chair of governors with a local primary school. It was appreciated EH was stepping down from this role in order to take the available LA Governor with the Governing Body.

Governors recognised that EH would meet the current skills gap within the Governing Body and re-establish the link with MCC as an LA Governor.

There were no issues raised in relation to the above proposal and it was agreed in principle that EH would be accepted as the LA Governor. It was confirmed that the Clerk would liaise with Manchester City Council (MCC) governor services to ensure the process was completed.

Governors noted that Sam Hughes had not attended any of the recent meetings and that the Clerk had attempted to contact him. The Clerk confirmed he had made a number of attempts to contact SH to confirm his future commitment to the Governing body

In the course of discussions, it was agreed the Clerk would attempt to contact SH by telephone and if this was unsuccessful Governors would consider this as confirmation that SH no longer wished to continue as a Governor.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – accept submitted apologies.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Agreed – in principle to accept EH as LA Governor.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Action – liaise with LA to secure appointment of prospective LA Governor.</li> </ul>	Clerk	March 2019
<ul style="list-style-type: none"> <li>Action – attempt contact with SH.</li> </ul>	Clerk	March 2019

<b>Item 2</b>	<b>Declaration of Pecuniary Interests</b>	
There were no declarations of pecuniary interests in relation to any of the items on the current agenda.		
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>

<b>Item 3</b>	<b>Minutes of the Previous Meeting and Matters Arising (26.11.18).</b>	
The Chair presented the minutes in relation to the previous meeting which had been circulated in advance. In the process of reviewing the document the following amendments / corrections were identified.		

Page 5: Item 4 – Headteacher’s Report.

It was noted that the sentence should read ‘maintain and improve staff skills’ not ‘maintain staff skills’.

Page 11: Item 7 – Committee Reports.

It was noted the sentence should read ‘process was aligned with the key priorities’ and not ‘process was aligned with he key priorities’.

Considering the above amendments / corrections the minutes were approved as a true record of the meeting and a signed copy of the document was retained on record.

Matters Arising.

Governors reviewed and considered the actions carried forward from the previous meeting and noted these had been addressed prior to the meeting or represented items for the current agenda.

Page 3: Item 3 - additional safer recruitment training.

Ellie Russell confirmed that she had forwarded an e-mail with a link to online safer recruitment. As a result, the training had been completed by Yogita Patel (YP) and ER confirmed she would also complete the training. Tom Grimshaw (TG) confirmed he would complete the required training and EH confirmed she had completed the training.

Governors noted this allowed a range of Governors to provide support for recruitment.

There were no additional matters arising to address that were not on the current agenda.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"><li>• Agreed – minutes of previous meeting (26.11.18) as true record.</li></ul>	Governing Body	
<ul style="list-style-type: none"><li>• Action – complete safer recruitment training.</li></ul>	ER / TG	March 2019

<b>Item 4</b>	<b>Headteacher’s Report</b>
	<p>The Headteacher presented a written report that had been circulated prior to the meeting and advised that points which had changed since the previous meeting had been highlighted in ‘green’. In the course of reviewing the document the following matters were noted in discussion by Governors.</p> <p>Pupil Numbers and Staffing.</p> <p>Governors noted and considered the context of the school especially in relation to the changes in pupil numbers and the allocated teaching and teaching assistant (TA) staffing across the school related to each class / year group. In the course of considering this aspect of the report Governors noted the additional support staff up to the end of the Autumn Term.</p> <p>Governors recognised that the Year 6 cohort was still quite small.</p> <p>Q. There had been no further in-year admissions for Year 6?</p>

A. No – the school was monitoring this situation carefully and although there was some mobility across the school this was generally families moving away from the area.

Governors appreciated that in-year admissions at this stage of the academic year would potentially impact negatively on the Year 6 data outcomes. Although there was a limited impact on the school's budget position due to the minimum funding agreement.

The Headteacher confirmed that in order to address any decrease in pupil numbers the school was developing the role of the current Communications Manager to include more 'marketing'.

Q. What was the position related to the number of pupils for the in-coming Reception class for September 2019?

A. The initial information indicated that the school had 83% of the total pupil numbers secured as 'first-choice' and this would traditionally indicate a full cohort by September 2019. The school was not expecting a 'dip' in Reception numbers.

Q. Where were the current in-year admission to the school?

A. Year 1 and Year 3.

Q. Was there any negative impact from the recent opening of new primary schools in the area?

A. There was no impact as yet; growth was still projected for the Chorlton area and the school also attracted pupils from outside of Chorlton.

Q. What was the catchment area for the school?

A. 36 of the Nursery pupils secured places as they had siblings already in the school. In general, the catchment area represented a one mile radius around the school – although there was no specific trend, only five of the in-coming year group lived more than one mile from the school.

Continuing Professional Development (CPD)

Governors noted the aspect of the report associated with CPD.

Q. The current year had seen a more restricted approach to CPD; was this due to change with the greater budget flexibility?

A. The school intended to focus on in-house training as much as possible.

The Headteacher also highlighted the range of training provided by the school including the Adrian Guy approach.

Concerns.

Governors noted the concerns highlighted in the report: these were mostly regarding specific issues linked to individual children; communication / finances around Robinwood residential; and morning interventions. In addition, the Headteacher highlighted the issues related to the 'rainbow flag' which had generated some negative response.

Governors considered the issue and recognised the flag was intended to highlight diversity and was not a 'promotion'. YP confirmed that the issue had formed part of the discussions of the Diversity Working Party and feedback was being monitored; parents were involved in supporting the school's feedback. In addition, the

Communications Manager had ensured the issue was addressed in the school newsletter. MCC has offered support to schools. At present school do not feel they need this, but did invite a representative to an upcoming coffee morning.

The Headteacher confirmed that from her understanding the negative feedback related to a minority and the vast majority of parents were very supportive of the school's approach.

Q. There were issues with the communication of the Robinwood residential visit?

A. Yes – concerns were raised by parents and to some extent there were aspects of the process the school could and would improve upon.

Governors noted that a significant aspect of the issue reflected an increased interest in the visit which could not be accommodated due to the number of places available. It was also noted that additional places had been offered and a deadline for applications established – some families did not respond prior to the new deadline.

Q. Was it possible to consider an alternative venue next year?

A. That would be one option – otherwise it would be a matter of choosing a different time of year when there was more capacity at Robinwood.

The Headteacher confirmed that the school had reviewed and amended processes related to the morning interventions following parental feedback.

Q. Did the school specifically target children especially in need?

A. The targeted children were the main aim, but the school could not guarantee they would attend.

In the course of the discussions Governors especially noted the range and extent of the positive comments forthcoming from parents.

Monitoring Activities.

The Headteacher highlighted the range of monitoring activities since the start of the Spring term.

Q. What was the 'quick checker'?

A. This was an opportunity to look at books without a specific focus – looking mainly at basics and if expectations were in place.

Q. Who was involved in these monitoring activities?

A. The HT, deputy Headteacher (DHT), phase leaders, curriculum lead, some subject leaders and some Governors had also attended.

Finance Matters.

Governors noted the finance matters would be addressed as part of Item 5 and item 6 below.

School Improvement Plan (SIP).

The Headteacher highlighted the aspects of the SIP which had been circulated to Governors prior to the meeting and it was appreciated the documents were being continuously updated – the progress was colour coded with red, amber and green (RAG).

Q. Why were some aspects designated as 'black'?

A. These were actions not yet scheduled to take place; it would be unfair to designate these as 'red' therefore they were 'black'.

There were no additional points raised in relation to the updated SIP and this was approved by Governors.

Assessment Information.

Q. The current predictions were more accurate in terms of the expected outcomes?

A. Yes – the data was based on the most recent assessments. However, there was still a margin of error / dependence on pupils' actual performance on the day of the national tests (SATS).

Governors noted the Year 2 data and recognised the cohort continued to represent an area of concern. The Headteacher confirmed the school provided ongoing additional support for this year group. In addition, although the Year 6 cohort had represented a concern they were performing well as the attainment was above the national average and indications were that the percentage of pupils at 'greater depth' was also above the national average. There was however still the children who were predicted as 'question mark' and therefore this could impact on the results. Both sets of results (best case and worst case were presented to the governors).

Governors considered the specific context for the Year 2 cohort and the rationale for the concern.

Q. What was the main issue for the cohort?

A. The proportion of pupils in the special educational needs and disability cohort (SEND) and at the same time the higher level / complexity of the need.

Governors considered the data related to pupils projected to attain a 'good level of development' (GLD) – it was appreciated some improvement was still possible (on track at present was below national), although currently predictions were in line with national.

Governors noted the attendance data was 'good' and represented an improvement on the previous year. This was especially noted in relation to those pupils in the persistence absence (PA) category. Governors recognised the school had reduced the PA category for Pupil Premium children significantly from the previous year.

Q. What actions had positively impacted on the PA / attendance data?

A. The school had encouraged a wide and open discussion of attendance data. There had been weekly updates, which were now monthly, and especially focused on the school's target groups of pupils / specific families.

The Headteacher provided a summary of the current incentive program which centred on developing resilience and addressing the barriers that impacted on families.

Governors expressed their appreciation to the Headteacher and the attendance team for the attendance / PA improvements.

Behaviour

The Headteacher confirmed that the behaviour data had only recently been collated and analysed. However, it was appreciated there had been significant improvements with the 115 'reflections' applied in Autumn Term 2 reduced to 70 in Spring Term 1.

The Spring Term 2 data was incomplete and although there had been an increase in the number of 'reflections' applied the overall number was still down on the Autumn Term 2 data.

In the course of the discussions, Governors considered the target groups' impact on the behaviour data. Governors focused on: the girls' cohort; the Pupil Premium Grant (PPG) eligible / disadvantaged pupils; SEND pupils; English as an additional language (EAL) cohort; and the white British boys' (WBB) cohort. In respect to the White British group, Governors noted there had been two consecutive increases in reflections.

Q. Was the girls' behaviour related to small or large groups of girls?

A. The anecdotal information was that the issue reflected the actions of a small group of girls who had received more reflections than others, but on the whole it was various low level one off issues.

Q. The WBB related behaviour issues; were these low-level incidents?

A. Virtually all of the incidents were low-level and reflected pupils learning to manage themselves during unstructured times.

**Leadership and Management.**

Governors noted and reviewed the distribution of the school's leadership and the allocated roles per each individual. This included the extended leadership team and the links with the different aspects of the SIP.

**Extra-Curricular Activities.**

Governors considered the range and scope of the extra-curricular activities offered across the school. It was appreciated that these activities extended beyond simply additional sporting options and included French, musical theatre, singing and creative writing.

**PPG Impact Review.**

Governors noted and considered the PPG impact review from the end of the Autumn Term (December 2018). The document was circulated prior to the meeting and represented an addendum to the main Headteacher's report. In the course of the discussions it was recognised there were no issues to especially note.

There were no additional points raised or noted in discussion and Governors approved the updated PPG impact review.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Approved – updated 2018-2019 SIP.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Approved – updated PPG impact review.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Agreed – accept Headteacher's report into record of meeting.</li> </ul>	Governing Body	

<b>Item</b>	<b>Committee Reports</b>
<b>7</b>	
Teaching and Learning Committee (T&L) – 28.01.19	

Liam Trippier (LT) Chair of the Committee presented the minutes and an oral report associated with the recent meeting. Governors noted the minutes had been circulated prior to the meeting and the following points were noted in discussion.

Governors considered the level of challenge presented to the Headteacher and whether it was appropriate – it was determined that although extensive it remained within the bounds of a 'critical friend' and had been commented on positively at the most recent Ofsted inspection.

Governors noted the Committee had considered a presentation from the curriculum lead and staff mentor who was also a Year 6 teacher – the presentation provided an update and summary of the school's work associated with 'greater depth'. In addition, the Committee discussed and reviewed the current data / outcomes in terms of the key priorities. There were further discussions associated with pupil progress and the findings from leaders' monitoring and the school's improved approach towards promoting healthy eating.

Governors recognised that members of the Committee continued to complete and schedule additional visits to the school with a specific focus for each visit.

LT highlighted the discussions associated with attendance and the improved data associated with this area.

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

#### Pay Committee – 21.01.19

Richard Price (RP) Chair of the Pay Committee presented the report and minutes associated with the recent meeting – 21.01.19. It was noted the minutes had been circulated to Governors prior to the meeting and the following points were noted in discussion.

Governors noted the Committee had reviewed the arrangements for the pay award and the reorganisation of the Headteacher's pay range. In addition, it was appreciated the process had involved consultation with the school's human resources (HR) provider – One Education.

Governors considered the Committee's approval of the changes and these were ratified by the Governing Body.

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

#### Resources Committee – 21.01.19 & 07.03.19

Ali Ayub (AA), Chair of the Resources Committee presented the report and minutes associated with the recent meetings of the Committee. It was noted the minutes had been circulated prior to the meeting and the following points were noted in discussion.

Craig Taylor, the School Business Manager (SBM) presented a summary of the Period 6 and Period 9 budget monitoring reports which had been considered previously by the Committee. It was highlighted that the period 12 was on track as per the discussions during the Committee meeting 7 March 2019.



Governors noted in the course of the discussions and review of the minutes that the end of year surplus was in excess of the threshold for primary schools (8%).

Q. Was the school subject to a 'clawback' because of the surplus?

A. No – although it was above the threshold there were significant plans for the school to which the surplus would be applied.

The SBM also provided a summary of the budget setting process which had been completed with the SLT prior to the 7 March 2019 Committee meeting. It was appreciated the SLT had been actively involved in establishing the initial draft of the 2019-2020 budget. In the course of the discussions Governors noted the process had been focused on increased investment in the curriculum – especially enrichment activities for pupils.

Governors noted and reviewed the changes to the SLT – the introduction of an extra Deputy Headteacher (DHT) role. In support of the change the Headteacher provided a summary of the rationale with increased responsibility and prominence for the individuals concerned. In the course of the discussions Governors appreciated the process created improved succession planning as part of the future development of the SLT. In addition, the process ensured a greater degree of retention associated with individuals who were developing their career and future progression.

Governors recognised that the changed leadership model was affordable in the long-term and this issue had been considered by the Committee. The SBM highlighted that there was little difference in the projected cost in comparison with the previous structure. In addition, the Headteacher highlighted the benefits to the school and the fact that the revised structure meant the school 'runs more smoothly'.

Q. Was retention a significant aspect?

A. Yes – the school was conscious that some of the individuals concerned would move on to other schools and promotions as part of their natural career progression.

Q. Was there a projected impact on pupil outcomes?

A. The workbooks were more consistent and of a higher standard as a result of greater monitoring.

Q. Was the change noticeable across all of the phases?

A. The consistency across the phases was becoming much clearer in most areas of school.

The Headteacher provided an overview of the Year 5 / Year 6 workbooks and the associated challenge. LT confirmed he would complete a focused visit related to the standard of workbooks in the Summer Term.

Q. How would the role of the current Communications Manager change as a result of the reorganisation?

A. The current post holder carries out some additional duties and the extended role would incorporate some HR responsibilities and managing complaints initially. The latter issue was already partially incorporated into the role.

Governors considered the situation and the option to advertise the wider role externally. However, it was appreciated that the situation did not represent a 'new' role, but the logical development of an existing role and progression.

Governors noted and recognised the committee had approved the Period 6 and Period 9 budget monitoring reports. There were no further matters raised by the Governing Body and therefore Period 6 and Period 9 budget monitoring reports were ratified.

The SBM presented the SFVS self-assessment document which had been reviewed by a number of Governors prior to a further review and approval by the Resources Committee. Governors noted the document and took into consideration the review and approval process already completed. Governors reviewed the document further, but raised no new matters in relation to the document. The Governing Body ratified the SFVS self-assessment document.

Governors noted the Committee had considered and approved the new photocopier contract off-meeting and then re-affirmed the approval at the 7 March 2019 meeting. There were no further points raised in respect of this contract and it was ratified by the Governing Body.

Governors reviewed the discussions associated with the updated Nursery Admissions Policy which had been a matter of consideration for both Committee meetings. It was appreciated that there would be no change to the charges levied by the school. However, it was accepted that the school had established a benchmarking exercise to allow for a direct comparison with other schools in the area. As a result, it was determined that Governors may schedule an increase in charges at some point in the future.

There were no additional matters noted in relation to the Policy and it was ratified by the Governing Body.

Governors noted the Committee had reviewed and considered the 2018-02019 budget closedown. It was recognised that the Committee had approved the budget closedown and there were no additional points raised or noted in relation to the issue. Governors ratified the 2018-2019 budget closedown.

Governors noted the discussions associated with the consideration to increase the charges applicable to the Owl Club.

Q. Has the school consulted with the Owl Club representatives?

A. Yes – there have been initial discussions, but this did not extend to the finer details of any future arrangement.

Governors considered the updated briefing document provided by the SBM which outlined the school's previous approach, the current arrangements and the charges and the potential increase in charges. Governors appreciated that the Owl Club did provide donations / funding to the school for resources, but the school also provided a preferential rate when compared with other providers using the school's facilities.

The SBM highlighted the additional areas of the school accessed by the Owl Club for which there was no charge and especially the extra work carried out by the school to maintain the rooms used by Owl Club. This included extra costs associated with cleaning and refuse collection.

Governors noted the change in rent for the Owl Club would mean it was on a par with the charges levied by the school for other users.

Q. Would the increase in costs to the Owl Club mean an end to the donations?

A. Yes – but the school would still receive the same amount of money. It would be a matter of the school having greater control over how the money was to be spent.

Q. The potential increase in costs for the Owl Club equate to 73%?

A. Yes, but this does would not reflect on a 73% increase in costs to parents. The probable increase for parents would equate to approximately 20 pence per session; approximately. 40p per day (two sessions) if the Owl Club chose to pass on the full cost.

Q. Would the additional increase in costs still impact negatively on targeted pupils?

A. The school would continue to support the PPG eligible / disadvantaged pupils through PPG funding if this was needed for a period of time.

Governors recognised that there were families who were not designated as disadvantaged, who may not be eligible to PPG funding support, but may be adversely impacted by even a small increase in costs. These families would still experience financial hardship.

The SBM highlighted that the school had a contingency fund equivalent to £10,000 that could be applied to support families in hardship and therefore offset any negative impact associated with the small increase in costs to parents / families.

Q. Was the fund spent in full each year?

A. It was a contingency fund that would be applied to areas if / when needed and then 'topped-up'. If not spent in full by the end of a given year the funds could be re-allocated to another budget area to ensure it was used effectively to impact on the target group of children.

Q. When would the increase come into force?

A. September 2019.

Q. Did the school complete a benchmarking exercise with other schools to determine their costs?

A. Yes – the benchmarking process has commenced.

Governors noted the additional question and answer (Q&A) section of the briefing document which outlined the potential questions / queries that could be raised by parents. It was recognised that the corresponding answers fairly reflected the school's position.

Governors requested additional time to consider the updated briefing document supporting the proposal to increase the Owl Club's charges. It was determined that Governors would have until 5 April 2019 to consider and provide any further feedback / raise additional comments. It was agreed in principle that the charges should be increased as per the briefing document unless Governors determined otherwise by 5 April 2019.

The SBM highlighted that the school would need to align the Charging and Lettings Policy and the After-School Policy if / when the increased charges were finalised.

There were no additional points raised or noted in discussion and the Governing Body agreed to accept the Resources Committee reports and minutes into the record of the meeting.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>• Agreed – accept T&amp;L Committee minutes (28.01.19) and report into record of meeting.</li> </ul>	Governing Body	Summer Term
<ul style="list-style-type: none"> <li>• Ratified – changes to Headteacher’s pay range.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – accept Pay Committee minutes and report into record of meeting.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Action – complete workbook focussed visit.</li> </ul>	LT	
<ul style="list-style-type: none"> <li>• Ratified – Period 6 budget monitoring report.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified – Period 9 budget monitoring report.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified – SFVS self-assessment document.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified – award of photocopier contract.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified – Nursery Admissions Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified – 2018-2019 budget closedown.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – in principle to increased Owl Club charges with above proviso / deadline.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Action – revised Charging and Lettings Policy to be agenda item next scheduled meeting.</li> </ul>	HT / Chair / Clerk	
<ul style="list-style-type: none"> <li>• Action – revised After-School Policy to be agenda item next scheduled meeting.</li> </ul>	HT / Chair / Clerk	
<ul style="list-style-type: none"> <li>• Agreed – accept Resources Committee minutes 21.01.19 and report into record of meeting.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – accept Resources Committee minutes 07.03.19 and report into record of meeting.</li> </ul>	Governing Body	

<b>Item 6</b>	<b>2019-2020 Budget Preparation</b>
The Chair confirmed that the matters for discussion under this item had been raised as part of Item 5 above.	

There were no additional points raised in relation to the initial 2019-2020 draft budget and it was approved by the Governing Body.		
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Approved – 2019-2020 draft budget.</li> </ul>	Governing Body	

<b>Item 7</b>	<b>Behaviour and Safety of Pupils / Safeguarding</b>	
<p>The Chair confirmed that the main aspects of the report associated with this item had been addressed as part of the Headteacher’s report – see Item 4 above.</p> <p>Governors especially noted the safeguarding focus adopted at the recent parents’ evening event. It was considered as effective and informative. In addition, the Headteacher confirmed there was very positive feedback from the teaching staff.</p> <p>The Headteacher provided an overview of the school’s plans to redesign the ‘flow’ of people around the school and in particular the entrance. It was appreciated the entrance continued to represent a significant area of risk in relation to safeguarding.</p> <p>Q. Were there any serious accidents to report?  A. No- the school had made one referral to the Local Authority Designated Officer (LADO) and the situation was ongoing. The school had followed the appropriate processes and procedures.</p> <p>There were no additional points raised or noted in discussion and Governors agreed to accept the safeguarding report into the record of the meeting.</p>		
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – accept behaviour and safety of pupils / safeguarding report into record of meeting.</li> </ul>	Governing Body	

<b>Item 8</b>	<b>Policies and Documents for Review and Approval / Ratification</b>	
<p>Nursery Admissions Policy  Governors noted the discussions associated with the Policy had been completed as part of Item 5 above and the document ratified.</p>		
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>

<b>Item 9</b>	<b>GDPR Report</b>	
<p>The Headteacher highlighted the discussions associated with GDPR which had been included under Item 5 above. The Resources Committee had reviewed the GDPR audit and it was appreciated that the associated action plan was already in place.</p> <p>Q. Had the school received any freedom of information (FOI) requests?  A. No.</p> <p>There were no additional issues raised in relation to the GDPR report and it was agreed to accept the report into the record of the meeting.</p>		
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – accept GDPR report into record of meeting.</li> </ul>	Governing Body	

<b>Item 10</b>	<b>Governor Visits</b>	
Governors noted that: Yogita Patel was scheduled to complete a school visit in May 2019 Liam Trippier was scheduled to complete a visit in the Summer term		
<b>Resolutions / Agreed Actions</b>		<b>Owner</b>
<ul style="list-style-type: none"> <li>Action – completed agreed school visits.</li> </ul>		LT / YP
<b>Date</b>		

<b>Item 11</b>	<b>AOB</b>	
The Chair confirmed there was no additional business for discussion and the meeting was closed.		
<b>Resolutions / Agreed Actions</b>		<b>Owner</b>
<b>Date</b>		

<b>Item 12</b>	<b>Date of Next Meeting</b>	
Governors noted the next scheduled meeting was due to take place: Monday 17 June 2019		
<b>Resolutions / Agreed Actions</b>		<b>Owner</b>
<ul style="list-style-type: none"> <li>Noted – time and dates of next scheduled meeting.</li> </ul>		Governing Body
<b>Date</b>		