

# 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 November 2018**

**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>
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>	<p>Apologies were submitted by Joanna Dennis (JD), Sam Hughes (SH) and Ann Kerrigan (AK).</p> <p>There were no issues raised and the Governing Body agreed to accept the submitted apologies.</p>

The Chair confirmed that due to illness JD required a sabbatical from her Governing Body duties – this was considered and approved by Governors.

In the course of the discussions it was also appreciated that the responsibilities for Vice Chair and link Governor for safeguarding would need to be taken on by another Governor / Governors. In addition, the wider membership of the Governing Body was reviewed in relation to changes that took place at the end of the previous academic year and the commencement of the current academic year.

Governors considered that Liam Trippier (LT) held the appropriate skills necessary in the role of Vice Chair – it was proposed, seconded and agreed that LT was appointed as a Co-Opted member of the Governing Body with a standard four-year term of office. In addition, it was proposed and seconded that LT should be elected as Vice Chair. There were no further nominations and in the subsequent vote LT was elected as Vice Chair for the remainder of the current academic year.

In relation to the safeguarding link Governor role it was agreed that the position would be filled by Yogita Patel (YP).

Governors noted there was still a vacancy in relation to the Local Authority (LA) Governor role. It was appreciated the intention had been to complete a skills audit and then approach the LA to source an appropriate candidate. However, it was recognised that the school and Governing Body would prefer a candidate who was an elected member of Manchester City Council (MCC). The discussions highlighted two potential candidates – Eve Holt and the elected member for the Whalley Range ward. It was agreed that the Headteacher would make initial approaches to these individuals and then if unsuccessful the Clerk would approach MCC Governors Services to source a candidate.

Governors appreciated that Richard Fletcher had indicated his intention to resign and had recently moved out of the area. It was accepted that despite attempts to contact him there had been no response and therefore a further vacancy existed – a Co-Opted Governor.

It was determined that the remaining vacancy of Co-Opted Governor would be retained and considered going forward.

The Chair and Governors welcomed the newly appointed School Business Manager, Craig Taylor, to his first meeting. Each of the attendees introduced themselves.

<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>Approved – sabbatical for JD.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Agreed – appoint LT as Co-Opted Governor with four-year term of office.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Agreed – elect LT as Vice Chair with term of office to end of current academic year.</li> </ul>	Governing Body	

<ul style="list-style-type: none"> <li>Agreed – YP appointed as safeguarding link Governor.</li> <li>Action – approach potential LA Governor candidates as above.</li> </ul>	Governing body HT	December 2018
--	----------------------	---------------

<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 (24.09.18).</b>	
<p>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.</p> <p>Matters Arising.</p> <p>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.</p> <p>Read KCSIE Part 1 – all Governors.</p> <p>Governors noted that all Governors and Associate Members had read and understood Part 1 and Annex A of the statutory guidance Keeping Children Safe in Education (KCSIE). It was agreed that each Governor would forward an e-mail to the Clerk in confirmation – ensuring there was a ‘written’ record.</p> <p>Additional safer recruitment training – ER</p> <p>Governors noted that Ellie Russel (ER) was not available to attend the meeting and therefore this matter would be deferred to the next scheduled meeting.</p> <p>Collated NGA skills audit – Clerk.</p> <p>Governors noted and reviewed the collated data from the skills audit completed at the previous meeting. In the course of the discussions it was appreciated that the document demonstrated a range of skills across the Governing Body. However, a number of areas were highlighted as scoring quite ‘low’ especially in relation to ‘estates management’ and human resources (HR).</p> <p>Q. How did the Governing Body propose to address these areas for improvement? A. The school / Governing Body has access to HR support through a contract with One Education; the contract had been ‘tried and tested’ on a number of occasions and proven effective. In addition, the school has a contract for permanent preventative maintenance and health and safety.</p> <p>There were no additional matters arising to address that were not on the current agenda.</p>		
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – minutes of previous meeting (24.09.18) as true record.</li> </ul>	Governing Body	

<ul style="list-style-type: none"> <li>• Action – forward e-mail to Clerk confirming reading of part 1 KCSIE guidance.</li> </ul>	Each Governor	
<ul style="list-style-type: none"> <li>• Agreed – defer confirmation of safer recruitment training to next scheduled meeting.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Action – schedule safer recruitment training.</li> </ul>	ER	January 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 the following matters were noted in discussion by Governors.</p> <p>Governors noted and considered the context of the school especially in relation to the changes in pupil numbers and the targeted groups. It was recognised that the number of families designated as free school meals (FSM) was declining – so were the number of pupils designated as English as an additional language (EAL). In addition, the number of pupils in the special educational need and disability (SEND) cohort had increased.</p> <p>Q. How did this relate to the national average (NA) for the different targeted groups?  A. The number of FSM pupils was below the NA, so too for the SEND cohort. However, the number of EAL was above the NA, with the non-white British significantly above the NA.</p> <p>The Headteacher highlighted that in the previous academic year although there were fewer SEND children compared to the NA there was a high percentage of these children with higher-level / complex SEND needs. In addition, the Acorn Geodemographic Category demonstrates that more of the school's families were in the top 50% of least deprived, compared to locally.</p> <p>Q. Why were school meal numbers continuing to decline?  A. The issue was partially due to changes in the threshold for eligibility for FSM, but it was also the impact of the universal infant free school meals (UIFSM) programme – families did not have to register and were reluctant to register when they no longer qualified for the UIFSM.</p> <p>Staffing.  Governors reviewed and noted the staffing update including the allocation for staffing across the school.</p> <p>Q. What was the position of teacher on her return from maternity leave?  A. This individual would be allocated to boosting (additional teacher model) to maintain consistency by keeping the same teacher in the class and also provide cover for another member of staff expected to take maternity leave.</p> <p>Q. How were the new catering arrangements working?  A. The situation was progressing well, although there was one HR issue to address with a member of staff when they return to work from sickness absence.</p> <p>The Parent Governors also provided positive feedback from their children – although it was highlighted that children on the later lunch service often had a reduced choice.</p>

However, it was appreciated there would be some initial 'teething troubles' as the new staff and procedures were established.

The Headteacher confirmed that the school was aware of the issue and wanted to ensure that all children received a good quality meal and were provided with their choice of food. In addition, the initial indications were that from an income perspective the operation was proving successful. The office was also working on re-branding the school's overall catering operation with consideration of expanding the service to provide school prepared packed lunches.

The Headteacher confirmed the lead cook was a strong individual who seemed capable.

Continuous Professional Development (CPD).

Governors noted the range of training activities in support of staff CPD – it was recognised the school was working to maintain staff skills.

Stakeholders.

Governors noted the positive feedback from stakeholders following a series of events scheduled during the first half of the Autumn Term – this included the parents' evening; Key Stage 1 (KS1) stay and learn activities; and the recent Ofsted inspection.

Q. What was the situation in relation to complaints raised?

A. There are no definitive trends in any of the concerns raised; one formal complaint was dealt by the Governing Body during the previous term and was fully resolved.

The Headteacher confirmed there was one complaint outstanding – this related to a local resident concerning activities on the Field of Os. The school has sought advice from MCC due to the complex nature of the arrangements for the use of the area.

Monitoring Activities.

The Headteacher confirmed that the school had reduced the level of monitoring activity marginally following the recent Ofsted inspection, but the extent of the monitoring was still considerable - weekly senior leadership team (SLT) drop-ins for class teachers and formal moderation of Year 2 and Year 6 writing. This reduction was for autumn 2 only.

Finance.

The Headteacher confirmed the school was continuing to focus on saving money whenever / where ever possible. The main issues were all addressed in the Resources Committee minutes – see Item 7 below. The weekly meetings with the SBM will continue with Craig Taylor and the school recognised there was a shortfall in the high-needs budget which would have a significant negative impact on the budget.

The SBM confirmed that the recent budget review had identified additional funds within the current budget which equated to £70,000; these funds would be allocated to areas of greatest need such as IT, Early Years (EY) and books. In the course of the discussions the SBM provided an overview of the preparations for the January 2019 Resources Committee meeting. It was appreciated the school was also carrying 25 pupil vacancies which represented an extra impact on the overall budget.

School Improvement Plan (SIP).

The Headteacher presented the SIP in the traditional format used by the school – represented by the areas: Stay Safe, Fit for Learning, Achieving Success, Parental Links and Rights Respecting.

Governors noted the supporting documents had been circulated prior to the current meeting and had reviewed these documents. There were no issues raised in relation to the SIP and it was approved by the Governing Body.

Assessment information.

Governors noted the assessment information contained in the Headteacher's report – it was appreciated that the data reflected the contents of the Teaching and Learning (T&L) Committee minutes and report – see Item 7 below.

In relation to the predictions / targets for the current academic year, Governors considered the following:

Early Years Foundation Stage (EYFS)

Good level of development (GLD) - 71%

Phonics - 89%

KS1 – expected standard

Reading - 79%

Writing - 78%

Maths - 83%

Combined reading, writing and maths (RWM) – 72%

KS1 – greater depth

Reading - 17%

Writing - 14%

Maths - 12%

KS2 – expected standard

Reading - 85%

Writing - 82%

Maths - 84%

Combined RWM – 79%

KS2 – greater depth

Reading - 30%

Writing - 28%

Maths - 26%

Attendance.

Governors noted that the current attendance was 97.23% with good attendance in the targeted groups too. It was appreciated that the persistent absence (PA) was also reducing – down 2.1% compared to the previous academic year.

Q. What actions taken by the school have impacted and can the school ensure the improvements will be maintained / continue?

A. The school has improved monitoring procedures especially in relation to families causing concern and PA. In addition, the follow-up procedures have been more robust – the combination of both means that developing issue are addressed more promptly and effectively. DH had also been running attendance management meetings with some older children and their parents.

Governors noted and commented positively on the level of attendance associated with the disadvantaged pupils' cohort.

#### Behaviour.

Governors considered the behaviour data and noted the reduced number of 'reflections' – down by 14 from the previous term. There was also a reduction in the number of parents' meetings required to address issues.

In addition, the Headteacher confirmed the school was also focused on addressing low-level behavioural issues. The school had established two behavioural leads for the school, each allocated to a different stage (KS1 and KS2) – across the school the workload was too great for one individual and the process allowed each of the individuals to focus on their strengths. The approach was part of the positive impact on behavioural issues / incidents.

Q. Had there been any fixed-term exclusions?

A. Two – both related to the same child.

Q. Had there been an improvement in the behaviour of the child concerned?

A. This particular pupil was now on a part-time timetable with a high level of support from the school. In addition, the school has approached MCC to emphasise that a mainstream setting was not appropriate for a child with such complex / high-level needs. The school was seeking a placement for this pupil at Bridgelea pupil referral unit (PRU).

#### Appraisal Procedures Linked to School Improvement.

Governors noted the link with appraisal and school improvement applied across the school – SLT, teachers, teaching assistant (TA) staff, office staff and catering staff.

The Headteacher provided a summary of the process and it was appreciated that it linked directly to subsequent pay awards. It was also appreciated that the outcomes of the process were contained in the Pay Committee minutes / report – see Item 7 below.

#### Extra- Curricular Activities.

The Headteacher presented an outline of the activities provided by the school beyond the core subjects and standard curriculum. It was highlighted that there had been increased teacher involvement in these activities.

Governors noted and commented positively on the range and extent of the activities. It was appreciated that some of the activities were supported by Sports Premium Grant (SPG) funding.

Governors reviewed the expenditure and impact from the SPG funding for the 2017-2018 academic year. It was recognised that the grant equated to £16,609 and had led to: an increase in the number of pupils involved; an increase in vulnerable pupils involve; and positive pupil / staff / parent feedback.

In addition, Governors reviewed the 2018-2019 SPG funding allocation of £21,310 and the projected expenditure. It was appreciated the school planned to continue with the success associated with the 2017-2018 allocation, but with refinements – the appointment of a sports coach; developing greater depth following the

establishment of strong physical education (PE) teaching; and establishing a 'daily-mile' routine to improve general fitness.

There were no additional points raised or noted and the Governing Body approved the 2017-2018 SPG funding summary and impact.

There were no additional points raised or noted in discussion and the Governing Body approved the projected summary and expenditure associated with the 2018-2019 SPG funding.

There were no additional points raised or noted in discussion and Governors agreed to accept the Headteacher's report into the record of the meeting.

**Ofsted Inspection Feedback Summary.**

The Headteacher provided an outline of the Ofsted inspection process and the feedback from the inspection team. It was appreciated that Governors, parents and staff had received a copy of the formal report previously.

Governors commented positively on the feedback from the Ofsted inspection team – it was considered that the feedback reflected the hard work and dedication of the Headteacher and all school staff in supporting the pupils.

The Headteacher confirmed that positive quotes from the Ofsted report were used as part of the promotional tours and communications with prospective families when viewing the school.

Tom Grimshaw (TG) highlighted that the outcomes from the 2017-2018 academic year had been significant in the inspection process; the standards of teaching and learning across the school too.

There were no additional points noted and Governors agreed to accept the Ofsted feedback report into the record of the meeting.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>• Approved – 2018-2019 SIP.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved – 2017-2018 SPG funding summary and impact report.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved – 2018-2019 SPG funding summary of expenditure.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – accept Headteacher's report into record of meeting.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – accept Ofsted feedback report into record of meeting.</li> </ul>	Governing Body	

<b>Item 5</b>	<b>Behaviour and Safety of Pupils / Safeguarding</b>
<p>Lisa Cameron (LC) presented a report in relation to the behaviour and safety of pupils / safeguarding based on a series of briefing documents circulated prior to the meeting.</p>	



Governors noted the overview of the work provided by the pastoral team and the impact on pupils. It was recognised there had been no direct safeguarding incidents reported, but there was a wide range of issues being addressed. The school had four children receiving counselling; five pupils supported through play-therapy; five families (which equated to eight children) were on child protection plans; and two families (which equated to three children) were at 'child in need'. In addition, the school had completed one education health care plan (EHCP).

Q. What was the main issue for the majority of the children being supported?

A. Low self-esteem and friendship issues.

Governors noted the anonymised case studies provided to demonstrate the extent of the provision / support required. In addition, Governors recognised the positive outcomes and the good feedback from the Ofsted inspection team in relation to the standard of pastoral support / care across the school.

LC confirmed the school had been supported by the National Society for the prevention of Cruelty to Children (NSPCC) – the NSPCC had provided support to the year 5 and Year 6 cohorts with a focus on staying safe. It was appreciated that the formal feedback from the NSPCC was yet to be received, but the initial feedback was very good.

Q. The pupils have completed a safeguarding questionnaire?

A. Yes – the full analysis has yet to be completed but the outcomes were positive.

Q. Were there any areas of concern from the staff questionnaires?

A. The entrance / reception area of the school was the main concern; this was linked to parents accessing classrooms and the co-ordination with after-school clubs when children had finished.

Q. The issue of after-school clubs was addressed previously?

A. Yes, but it represented an ongoing piece of work to ensure the after-school clubs maintained the high standards required by the school.

Governors considered and discussed how procedures and access could be adjusted to improve the safeguarding of pupils. It was appreciated the issue represented a challenge to manage the expectations of parents while improving the safeguarding of children. Governors noted the issue would have to be communicated effectively to parents.

The Headteacher confirmed the school would explore options that would improve safeguarding for pupils and staff. Options will be brought to the Governing Body and communicated effectively with parents.

Governors appreciated that additional aspects of the behaviour and safeguarding report had been raised as part of the Headteacher's report above - see Item 4.

There were no additional points raised or noted in discussion and Governors agreed to accept the revised / updated KCSIE statutory guidance 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 behaviour and safety of pupils / safeguarding report into record of meeting.</li> </ul>	Governing Body	

<b>Item 6</b>	<b>Policies and Documents for Review and Approval / Ratification</b>	
	<p>The Headteacher presented a series of policies and documents that had been circulated prior to the meeting; these documents were considered by Governors for approval.</p> <p>SEND Policy. Governors reviewed and considered the document plus a possible addition to the standard policy which would provide the school with additional scope when managing admissions for pupils with higher needs.</p> <p>The discussion in relation to the rationale for the addition to the policy was recorded as a confidential and separate document – Confidential Appendix A.</p> <p>Governors approved the proposed SEND Policy – without any additional paragraph.</p> <p>Equality Policy. Governors reviewed and noted the proposed Equality Policy.</p> <p>There were no issues raised in relation to the document and it was approved by the Governing Body.</p> <p>Parental Conduct Policy. Governors reviewed and noted the proposed Parental Conduct Policy.</p> <p>There were no issues raised in relation to the document and it was approved by the Governing Body.</p> <p>Safeguarding (transfer of information) Policy Governors reviewed and noted the proposed Safeguarding (transfer of information) Policy.</p> <p>There were no issues raised in relation to the document and it was approved by the Governing Body.</p> <p>School Attendance Policy. Governors reviewed and noted the proposed School Attendance Policy.</p> <p>There were no issues raised in relation to the document and it was approved by the Governing Body.</p>	
	<p><b>Resolutions / Agreed Actions</b></p> <ul style="list-style-type: none"> <li>• Approved – SEND Policy, without additional paragraph.</li> <li>• Approved – Equality Policy.</li> <li>• Approved – Parental Conduct Policy.</li> <li>• Agreed – Safeguarding (transfer of information) Policy.</li> <li>• Approved - School Attendance Policy.</li> </ul>	<p><b>Owner</b></p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p><b>Date</b></p>

<b>Item 7</b>	<b>Committee Reports</b>
	<p>Pay Committee – 15.10.18 The Chair presented the minutes and report associated with the recent meeting of the Pay Committee (15.10.18). The document had been circulated prior to the meeting and the following points were noted in discussion.</p> <p>Governors reviewed the decisions related to the teachers’ pay awards and recognised that the process was consistent with the Pay Policy. It was also recognised that the pay awards reflected the feedback from the Ofsted inspection team.</p> <p>Governors were unanimous in determining the staff pay awards represented good value for money in consideration of pupils’ outcomes.</p> <p>There were no additional issues raised or noted and the Governing body ratified the pay awards approved by the Pay Committee.</p> <p>There were no additional points raised or noted in discussion and Governors agreed to accept the Pay Committee minutes into the record of the meeting.</p> <p>Resources Committee – 15.10.18 Ali Ayub (AA), Chair of the Resources Committee, presented the report and minutes associated with the recent meeting – 15.10.18. It was noted the minutes had been circulated to Governor prior to the meeting and the following points were noted in discussion.</p> <p>Governors noted the Committee had reviewed the current position of the school budget including proposed budget changes, the cash flow forecast and an outline of the budget. In addition, it was recognised that the Committee had continued to monitor major cost areas – this included the development of the teaching and learning responsibility (TLR) roles across the school.</p> <p>AA confirmed the Committee had reviewed and approved the updated Pupil Premium Grant (PPG) statement – which had also been presented at the previous Governing Body meeting prior to the Ofsted inspection.</p> <p>In addition, the Committee had considered the health and safety audits report for the school and the work by the school to raise awareness of health and safety through the phase leaders.</p> <p>There were no additional points raised or noted in discussion and the Governing Body agreed to accept the resources Committee minutes into the record of the meeting.</p> <p>Teaching and Learning (T&amp;L) Committee – 05.11.18 Liam Trippier (LT), Chair of the T&amp;L Committee presented the report and minutes associated with the recent meeting of the Committee. It was noted the minutes had been circulated prior to the meeting and the following points were noted in discussion.</p>

LT confirmed the Committee had rigorously reviewed the data and outcomes for EYFS, KS1 and KS2. It was noted the process was aligned with the key priorities established as part of the Quality Assurance (QA) professional's visits. The data corresponded with that shared in the Headteacher's report – see Item 4 above.

Governors appreciated that the Committee had considered the predictions / targets for the end of the 2018-2019 academic year. It was noted these were aspirational targets especially considering the impact of the SEND cohort across the school and the Committee had appreciated the challenge for the school in supporting the complex SEND needs with the limitations of the budget.

Governors noted the ongoing learning walks / visits by link Governors.

There were no additional points raised or noted in discussion and the Governing Body agreed to accept the T&L report 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>• Ratified – pay awards approved by Pay Committee.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – accept Pay Committee minutes into record of meeting.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – accept Resources Committee minutes into record of meeting.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – accept T&amp;L Committee minutes and report into record of meeting.</li> </ul>	Governing Body	

<b>Item 8</b>	<b>Period 6 Budget Monitoring Report</b>	
Governors noted that the final documentation for the Period 6 budget monitoring report was not yet available and the matter would be deferred to the next scheduled meeting.		
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>• Agreed – defer Period 6 budget monitoring report to next scheduled meeting.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Action – Period 6 budget monitoring report to be agenda item next scheduled meeting.</li> </ul>	HT / Chair / Clerk	March 2019

<b>Item 9</b>	<b>Equality and Diversity</b>
Yogita Patel (YP) provided an oral update in relation to the ongoing work of the group monitoring equality issues across the school and Governing Body.	
YP confirmed there was no additional information to share with governors at present, but the group was maintaining monitoring of recruitment practices to ensure there was no unconscious / unintended bias.	
YP confirmed she had completed the safer recruitment training programme.	
TG confirmed he would also complete the safer recruitment training at the next available opportunity.	

There were no additional points raised or noted in discussion and Governors agreed to accept the equality report 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 equality report into record of meeting.</li> </ul>	Governing Body	

<b>Item 10</b>	<b>AOB</b>	
<p>Opportunities for Governor Visits. The Headteacher confirmed that a briefing note had been circulated to Governors outlining dates / opportunities for focused Governor visits. It was appreciated that Governors should contact the school to schedule visits to co-ordinate these activities effectively.</p> <p>Governing Body Action Plan. The Chair confirmed that the Governing Body action plan would be updated and presented for review and further consideration at the next scheduled meeting.</p> <p>QA Report – 01.11.18 The Headteacher presented the most recent QA report which was the result of a visit from the QA professional on 1 November 2018.</p> <p>Governors noted that the document had been circulated prior to the meeting and had reviewed the document in advance. In addition, it was appreciated the document aligned with the information provided in the Headteacher’s report, the T&amp;L Committee minutes and the feedback following the Ofsted inspection.</p> <p>There were no additional; points raised or noted in discussion and Governors agreed to accept the document 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>Action – note and schedule visits in relation to published dates.</li> </ul>	Each Governor	December 2018
<ul style="list-style-type: none"> <li>Action – Governing Body action plan to be agenda item next scheduled meeting.</li> </ul>	HT / Chair / Clerk	March 2019
<ul style="list-style-type: none"> <li>Agreed – accept QA report into record of meeting.</li> </ul>	Governing Body	

<b>Item 11</b>	<b>Date of Next Meeting</b>	
<p>Governors noted the next scheduled meeting was due to take place: Monday 25 March 2019 Monday 17 June 2019</p>		
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Noted – time and dates of next scheduled meetings.</li> </ul>	Governing Body	