

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 November 2019 **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)	30/03/22	P
Ali Ayub (AA)	Parent	05/01/20	P
Scott Davenport (SD)	Co-Opted	17/06/22	P
Eve Holt (EH)	Local Authority	25/03/23	P
Deborah Howard	Staff (HT)	N/A	P
Yogita Patel (YP)	Parent	30/10/21	P
Ellie Russell (ER)	Co-Opted	30/03/22	P
Liam Trippier (LT)	Co-Opted	25/11/22	P
Georgia Dey	Co-Opted	22/09/23	Ap
Peter Martin	Associate Member	22/09/23	Ap
Tom Sumner	Co-Opted	22/09/23	Ap

Also Present	Role
Craig Taylor	School Business manager (SBM)
Gerard McCoy	Clerk - AGM Clerking and Administration Service

Agenda Items

Item	Apologies, Introductions and Welcome
1	Apologies were submitted by Georgia Dey, Peter Martin and Tom Sumner. There were no issues raised and the Governing Body agreed to accept the submitted apologies.

Governing Body Membership.

Governors noted that Lisa Cameron had resigned her role as Staff Governor and the school would now commence the process of sourcing and electing a new staff Governor.

In addition, it was noted that Ali Ayub (AA) would reach the end of his term of office prior to the next scheduled meeting. It was appreciated that AA was interested in continuing as a member of the Governing Body.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Agreed – accept submitted apologies.	Governing Body	
<ul style="list-style-type: none">Action – source and elect new Staff Governor.	SBM	

Item 2 Declaration of Pecuniary Interests

There were no declarations of pecuniary interests in relation to any of the items on the current agenda.

Although not a member of the Governing Body it was noted that the School Business Manager (SBM) had an interest in relation to a point of discussion under Item 7. It was also noted that the SBM would vacate the meeting room during the associated discussions.

Resolutions / Agreed Actions	Owner	Date

Item 3 Minutes of the Previous Meeting and Matters Arising (18.06.19).

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 amendment / correction was identified.

Page 12: Item 8 – After School Policy.

The Clerk confirmed that this document had been added to the discussions in error and should not be considered.

Noting the above amendment / correction Governors approved the document 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 10: Item 5 - Update PPG Statement with SATS Results.

The Headteacher confirmed the PPG statement had been updated with the outcomes / results from the end of the previous academic year and the document had been circulated to all Governors.

Governors noted that the document would be considered as part of Item 6 below.

Page 12: Item 8 – After School Policy.

The Clerk confirmed that the action was added in error as the document was not scheduled for review.

Page 12: Item 9 – Contact ██████████ (JD).

The Clerk confirmed that he had spoken to JD who was still on sickness absence leave and would not currently be available to attend meetings. JD confirmed she wished to resign from her role as a Governor, but would consider a role in the near future when her health had improved.

Governors expressed their appreciation to JD for her support and commitment to the school and Governing Body in recent years.

Page 13: Item 11 – Circulate 2019-2020 Governing Body Meeting Schedule.

The Clerk confirmed that the revised / updated draft of the meeting schedule had been circulated to all Governors.

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

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Agreed – minutes of previous meeting (18.06.19) as true record.	Governing Body	

Item	Headteacher's Report
4	<p>The Headteacher presented a written report and a copy of the Quality Assurance (QA) report for the Autumn Term, both of which had been circulated prior to the meeting and the following matters were noted in discussion by Governors.</p> <p>The Headteacher provided a summary of the context of the school with the number of pupils on roll at 668. In relation to the different groups in the school Governors noted the following:</p> <ul style="list-style-type: none">Disadvantaged pupils is in quintile 4 -13%SEND support is in quintile 5 - 7.3%SEND EHCP is in quintile 2 - 1.5%EAL is in quintile 2 - 24%Stability is in quintile 2 - 91%White British – 47%Pakistani – 24% <p>It was appreciated that although the percentage of pupils in the special educational needs and disability (SEND) cohort was low, due to the overall school population the actual number of SEND pupils was quite high – 70 pupils in the SEND cohort.</p> <p>Q. The school was nearly 'full' at 668 pupils? A. Yes – the Nursery provision was already full, which was quite an achievement in the current climate, and the school maintained a rigorous approach to securing places when they were available.</p> <p>Staffing. The Headteacher highlighted the current staffing structure and an outline of the allocation of teachers and teaching assistant (TA) staff across the school. In addition, the allocation of TA staff in relation to pupils requiring 1:1 support was noted.</p>

Governors reviewed and noted the absence data associated with the staff – it was appreciated that this data was also recorded in the IDSR document. It was also noted that the sickness absence data was higher than the national average – with 62.5% of teachers having at least one occurrence of sickness absence compared with a national average of 54%; and 9.5 days were lost to teacher sickness absence on average.

Q. How did the school deal with maternity leave?

A. Supply staff were secured to provide cover for staff on maternity leave.

Q. What was the parents' response to the absence of the Year 6 teacher?

A. The parents were very supportive / understanding of the issue.

Q. Was there any identifiable trend to the absence data?

A. There was only a trend in the timing of the sickness absences – the Autumn Term was higher which generally related to the re-exposure of staff after the summer break. In the Autumn Term the events related to viral / general sickness and there were no trends associated with stress.

QA Report.

The Headteacher confirmed the format for the QA visit and report had been amended to align better with the new Ofsted framework for inspection. The experience was very positive. In addition, Governors noted that the feedback in the report was also very positive and concurred with the feedback from the most recent Ofsted inspection report.

Q. Were there changes expected to the curriculum?

A. The current curriculum would need tweaking to better align with the expectations outlined by Ofsted. There would be a greater focus on the wider subject areas such as design and technology (D&T), science, geography and history with the school articulating why the curriculum was actually 'good'.

Governors discussed the importance of sharing this with parents and it was agreed that Ellie Russell (ER) would provide a summary of extracts which could be used in the school's newsletter. It was appreciated by Governors that it was important to share the external validation with parents / stakeholders. In addition, Governors noted the comments from parents / stakeholders which were also very positive.

Q. Were there any concerns or trends to concerns raised by families?

A. There were some concerns raised in relation to the behaviour of specific pupils, but there were no reoccurring issues; there was no general trend for the minor concerns raised and there were no formal complaints raised.

There were no issues raised in relation to the QA report and it was agreed to accept the document into the record of the meeting.

Monitoring Activities.

Governors noted the extensive and ongoing monitoring activities carried out by the school during the course of the current term; with further monitoring planned prior to the Christmas break - maths sampling, reading practice, topic scrutiny with work on what knowledge was retained from previous learning and spelling scrutiny with the English lead.

Q. Was the English lead happy with the quality of work produced?

A. Yes.

Q. Was the school continuing to apply a light-touch monitoring to the workbooks where standards were deemed high?

A. Yes.

Committee Reports

The Governing Body noted that the reports from the Teaching and Learning (T&L) Committee, the Pay Committee and the Resources Committee would be addressed as part of Item 7 below.

School Improvement Plan (SIP)

The Headteacher highlighted that the initial SIP updates had been presented at the previous meeting and the current situation for each area was noted and considered by Governors.

There were no issues raised in relation to the updated SIP report and it was agreed to accept the update into the record of the meeting.

Assessment Information.

Governors noted that the data had been reviewed and considered at the previous meeting of the T&L Committee. However, the main points were highlighted by the Headteacher.

Governors appreciated the progress scores at Key Stage 2 (KS2) made in relation to the core subject areas and the current 3-year trends – as per the IDSR. The trend was positive across each subject. In addition, Governors noted the progress analysis in terms of the targeted groups – the girls' cohort was progressing very well, the overall low prior attainment (PA) was very strong in reading and writing and the high overall PA was strong in all three subjects.

In relation to the attainment at Key Stage 1 (KS1) Governors noted the following:

Reading - 75%: compared to the national average - 75%

Writing - 72%: compared to the national average - 69%

Maths - 76%: compared to the national average - 76%

Governors also considered the attendance data – as per the IDSR report. It was appreciated that attendance overall was 97%. In addition, Governors considered the breakdown of the data based on the target groups:

Disadvantaged – 97%

English as an additional language (EAL) – 95%

White British boys – 98%

Pakistani – 95%

Looked after children (LAC) – 95%

SEND – 95%

Q. Why was the persistent absence data high?

A. The data reflected the time of year and the additional weighting for each day's absence due to the low number of overall school days currently.

The Headteacher did emphasise that the persistent absence for the disadvantaged pupils was much lower than the same period of the previous years.

Behaviour.

The Headteacher confirmed that the school was now in a better position to compare data across the previous year as it would be on a like-for-like basis. It was confirmed that there had been an increase in the number of incidents which resulted in pupil 'reflections'. However, this was considered as a result of a more rigorous approach to the process.

Q. What was the biggest group in the 'reflections'?

A. Boys.

The Headteacher also advised that the number of reports had risen and as a result there was additional monitoring by the school – the analysis indicated there were more higher-level issues generating the reports.

Q. Were these in classes where a member of supply staff was placed?

A. No.

Q. What were general examples of the type of behaviour?

A. Swearing at teachers / TA staff, generally challenging behaviour and actions related to race / religion. There was one instance of bullying, but this had been effectively addressed by the school.

Q. How did parents generally respond to discovering their child / children had been subject to reflections / reports?

A. The parents were very supportive of the approach taken by the school.

Appraisal Process.

The Headteacher confirmed that the appraisal process had been completed across the school for teaching staff, the SLT and TA staff. An outline of the process was provided and Governors appreciated that the outcomes for the teaching staff had been reviewed and considered as per the pay Committee minutes – see Item 7 below.

Governors noted that the school amended the TA appraisal cycle - in consultation with the TA team the school had established one target whereby a member of the TA staff could evidence how their actions had impacted positively on school.

Leadership and Management.

Governors noted the outline of activities associated with the leadership and management activities across the school.

Extra-Curricular Activities.

Governors noted the range of extra-curricular activities provided across the school – it was appreciated that these did not simply focus on sporting activities.

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

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Agreed – accept Autumn Term QA report into record of meeting.	Governing Body	
<ul style="list-style-type: none">Agreed – accept updated SIP report into record of meeting.	Governing Body	

<ul style="list-style-type: none"> Agreed – accept Headteacher’s report into record of meeting. 	Governing Body	
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Item 5	Behaviour and Safety of Pupils / Safeguarding
<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>The Headteacher advised Governors there had been a racist incident during the current term – the school had addressed the situation in line with the policies and procedures. The families of the pupils involved were kept informed and supported the school’s approach.</p> <p>Safeguarding Policy. Governors noted that the document had been circulated prior to the meeting and had included updates in line with the most recent statutory guidance / current legislation. It was recognised that the document also included additional amendments which were the result of specific guidance from the human resources (HR) contractor.</p> <p>The Headteacher provided an overview of the rationale for these specific changes – it was recognised changes related to a specific incident and the details were conveyed in a manner that ensured the anonymity of the member of staff involved.</p> <p>Q. Was the Deputy headteacher (DHT) also a designated safeguarding lead (DSL)? A. Yes, both are DSL trained.</p> <p>Governors considered that the section relating to contacting and following the recommendations received from the (Local Authority Designated Officer) LADO and that action would be taken in line with the LADO recommendations. In addition, Governors determined to retain the option for printed guidance to be available to relevant staff. This was not an option favoured by the HR contractors, but was considered by Governors as a useful ‘aide memoir’ in conjunction with training – it was appreciated that the guidance would need to be updated regularly in line with any changes to statutory guidance.</p> <p>The Headteacher highlighted the contradicting recommendations from the LADO, the HR contractor and the training led by HR – the LADO considered that taking photographs was sometimes necessary / essential as ‘evidence’ to support advice on next steps, HR advised taking photos where relevant and training led by HR advised not to take photos. As a result, the Headteacher confirmed she would consult and seek clarification from the HR provider.</p> <p>The Headteacher raised the issue that ‘opinion’ was sometimes used in the statements / records established by the school staff – the HR provider suggested that there is no specific point made on this in policy as opinion is often needed. This was agreed by Governors.</p> <p>In addition, use of a ‘witness’ was discussed, but also noted that it was dependent on the advice received from the LADO.</p> <p>As a result, Governors considered that the school’s actions in consulting with the HR provider and seeking further clarification from the LADO and then having discussions with the Governing Body had produced a stronger policy. Governors approved the</p>	

<p>proposed changes to the document with the proviso that the issue of photographs would remain open until final clarification was secured.</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>		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Approved – Safeguarding Policy changes with above exception re: photographs. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – safeguarding report accepted into record of meeting. 	Governing Body	

Item 6	Policies and Documents for Review and Approval / Ratification
	<p>The Headteacher presented a series of policies and documents for the Governing Body’s consideration, discussion and approval. It was appreciated these documents had been circulated to Governors prior to the meeting and the following points were noted.</p> <p>Pay Policy. Governors noted and considered the document and that the main changes related to the pay scales being uplifted in line with the national pay award. It was also appreciated that MCC had adopted / recommended a wider increase in the teachers’ pay scales and this was the option approved by the Governing Body</p> <p>Business Continuity Plan. Governors noted and considered the document and that the main changes related to ensuring the document aligned with actual practice and current statutory guidance.</p> <p>There were no issues raised in relation to the proposed document and it was approved by the Governing Body.</p> <p>Business Continuity Risk Register. Governors noted and considered the document and that the main changes related to ensuring the document aligned with actual practice and current statutory guidance.</p> <p>There were no issues raised in relation to the proposed document and it was approved by the Governing Body.</p> <p>Equality Policy Governors noted and considered the document and that the main changes related to a rationalisation of the school’s equality objectives. These were considered and agreed / supported by the Governing Body.</p> <p>There were no issues raised in relation to the proposed document and it was approved by the Governing Body.</p> <p>Drugs and Alcohol Policy Governors noted and considered the document based on a model document and aligned with current statutory guidance.</p> <p>There were no issues raised in relation to the document and it was approved by Governors.</p>

SEND Policy – update

The Headteacher highlighted that the document was amended to align with actual practice at the school – the Owl Club commenced at 7.45am and not 8.00am as previously stated in the document.

There were no issues raised in relation to the update and the revised document was approved by Governors.

SRE Policy

The Headteacher confirmed that the document represented an extension to the existing approach and that the updated and revised document would be available from January 2020 and presented to Governors at the next scheduled meeting.

There were no points raised or noted in relation to the document and it was approved by Governors.

Prevent Policy

Governors noted and considered the document and that the main changes related to amended wording which ensured the school sourced a range of speakers and represented appropriate concepts.

There were no points raised or noted in discussion and the Governing Body approved the document.

Food and Drink Policy.

The Headteacher highlighted that this was an issue for discussion currently especially as it was such an emotive topic and open to a wide variety of views / interpretations.

In the course of the discussions Governors noted that the general concern related to high sugar foods and the impact on dental health especially although there were concerns for obesity. However, it was recognised by the Governing Body that the latter area of consideration would need to be addressed sensitively – there was an awareness of ‘fueling’ eating disorders if the subject was not communicated sensitively.

Governors determined that the school could issue a newsletter outlining the proposal and the focus of the document on the issue of dental health and a balanced diet.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">• Approved – Pay Policy in line with MCC approach to pay scale uplift.	Governing Body	
<ul style="list-style-type: none">• Approved – Business Continuity Plan.	Governing Body	
<ul style="list-style-type: none">• Approved - Business Continuity Risk Register.	Governing Body	
<ul style="list-style-type: none">• Approved – Equality Policy and amended equality objectives.	Governing Body	
<ul style="list-style-type: none">• Approved – Drugs and Alcohol Policy.	Governing Body	
<ul style="list-style-type: none">• Approved – SEND Policy.		

<ul style="list-style-type: none"> • Approved – SRE Policy. • Action – revised SRE Policy to be agenda item next T&L Committee. • Approved – Prevent Policy. • Action – issue newsletter to parents outlining proposed approach to Healthy Eating Policy. 	Governing Body Governing Body HT / Chair / Clerk Governing Body HT	
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Item 7	Committee Reports
	<p>Pay Committee – 14.10.19</p> <p>The Chair presented the minutes and a report related to the Pay Committee meeting held 14 October 2019. It was recognised that the minutes had been circulated prior to the current meeting and the following points were raised in discussion.</p> <p>Governors noted that each individual was anonymised and that the school had completed an assessment of the outcomes from each appraisal cycle. In the course of reviewing the discussions Governors recognised that the outcomes of the separate appraisal cycles indicated the high-performance standards of the teaching team. It was recognised that the teachers represented good value for money in relation to the educational outcomes.</p> <p>There were no additional points raised in relation to the pay awards approved by the Committee and these were ratified by the Governing Body.</p> <p>The SBM left the meeting during the following part of the discussions.</p> <p>Additional Pay Awards.</p> <p>SBM.</p> <p>The Headteacher highlighted the proposal from the SBM raised during the Pay Committee meeting. It was clarified that the school had sought advice from the HR provider which confirmed the decision was within the remit of the school / Governors. In the course of the discussions it was appreciated that the SBM had contributed extensively to improvements in the processes and procedures and generated significant savings across the budget. The extent of activities and improvement were determined as beyond usual expectations for the role.</p> <p>Following due consideration Governors agreed to the uplift of the SBM pay award to the top of his current scale.</p> <p>The SBM returned to the meeting and the Chair confirmed the outcomes from the discussions.</p> <p>Teacher #13.</p> <p>The Headteacher outlined the previous conversation that this member of staff was fulfilling UPS role. It was appreciated that the individual concerned had increased</p>

responsibilities associated with their role. As a result, Governor's determined that it was appropriate that this individual should progress through the threshold.

Member of Catering Staff.

Governors noted the additional briefing noted provided by the individual concerned. It was recognised that this person's role now contained extra responsibilities and as such determined that a salary uplift was required.

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

Resources Committee – 14.10.19

The Chair of the Resources Committee presented the minutes and report associated with the recent meeting – 14.10.19. It was recognised that the minutes had been circulated to Governors prior to the current meeting and the following points were noted in discussion.

Governors noted that the brought forward (b/fwd.) figure from the previous financial year was £339,666.89 and the current budget projected a planned in-year deficit of £114,902.00; this equated to a projected end of year surplus of £224,764.89. As such the current position represented a 'healthy' budget.

The SBM and Headteacher confirmed that the school was on target to complete the recent building project under the predicted £150,000 budget. In addition, there were no budget concerns overall and the focus going forward was on projects related to repairs and maintenance - starting with the windows and moving onto landscaping the Early Years area.

The SBM confirmed that careful budget monitoring would ensue to prevent the school triggering the MCC clawback mechanism.

Governors noted that the Committee had considered and approved the Period 6 budget monitoring – there were no further points raised in relation to this issue and it was ratified. In addition, Governors noted that the Committee had reviewed and considered the PPG and the Sports Premium Grant (SPG) funding reports from a finance perspective - there were no further points raised and Governors ratified the Committee's approval.

Governors noted that the Committee had considered: the costs associated with the SIP; the new SFVS self-assessment tool, the outcomes from the health and safety (H&S) audit and an oral report related to the General Data Protection Regulations (GDPR).

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

Teaching and Learning (T&L) Committee – 11.11.19.

The Chair of the T&L Committee presented the minutes and report based on the recent (11 November 2019) meeting and the following points were noted in discussion by Governors.

The Committee Chair confirmed that the data had been discussed and reviewed in depth by the Committee members – extracts from the data had been highlighted in

the Headteacher's report – see Item 4 above. In the course of reviewing the minutes and the data, Governors recognised that the data was good and that where there were minor issues these had been identified by the school. In addition, it was clear that any issues identified were being addressed.

Governors recognised that the Committee Chair and Ellie Russell also completed regular targeted visits and that this was an issue that would be discussed further – see Item 10 below.

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

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Approved – salary uplift for SBM as above. 	Governing Body	
<ul style="list-style-type: none"> • Approved – progress through threshold re: teacher #13. 	Governing Body	
<ul style="list-style-type: none"> • Approved – salary uplift associated with member of catering staff as above. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept Pay Committee minutes (14.10.19) and report into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> • Ratified – Period 6 budget monitoring report. 	Governing Body	
<ul style="list-style-type: none"> • Ratified – PPG funding report. 	Governing Body	
<ul style="list-style-type: none"> • Ratified – SPG funding report. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept Resources Committee minutes (14.10.19) and report into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept T&L Committee minutes (11.11.19) and report into record of meeting. 	Governing Body	

Item 8	Healthy Snacks	
The Chair confirmed that the matters intended for discussion under this item had been addressed as part of Item 6 above – the Food and Drink Policy.		
Resolutions / Agreed Actions	Owner	Date

Item 9	Equality and Diversity	
Rainbow Flag Award. The Headteacher provided a summary of the school's recent attempt to secure recognition for equality and diversity through the 'Rainbow Flag' award. Although the school had demonstrated a high level of equality it had not secured the award; the assessor determined 'appropriate language' was not used widely across the school.		

Q. Was this a matter of age-appropriate language?

A. The assessor advised that the language was standard and there should be no need to amend the words used simply due to the age of the children.

The Headteacher confirmed that the school had held a 'coffee morning' to raise the issue and the feedback with parents. Tentatively there were no concerns raised by parents when they understood the language to be used if the school determined to pursue the award in future.

Governors discussed the issue and determined that the situation represented a significant aspect of the school's ethos and demonstrated support for 'British values'. It was proposed that the Headteacher source other schools which had secured the award and the approach adopted to achieve this success. However, the Governing Body determined that it was strongly in support of the school taking the steps necessary to pursue and secure the award.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – source / consult with other schools which had secured award to determine best practice. 	HT	December 2019
<ul style="list-style-type: none"> Agreed – to strongly support school in pursuit to secure Rainbow Flag award. 	Governing Body	

Item 10	Governor Visits
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SEND Meeting.

Governors noted the general discussions associated with link visits to the school had been addressed above – see Item 7 / T&L Committee minutes. However, it was appreciated that ER had circulated a briefing note as part of the feedback from her most recent meeting with the SEND coordinator and the Operational Inclusion Lead.

Governors noted that the document highlighted and recognised the challenges associated with MCC and the local external agencies. It was appreciated from anecdotal evidence that the issue was not limited to the Chorlton area; rather the situation was reflected across the MCC area. In addition, Governors noted the wider challenges faced by the school and the school staff in supporting the children and their families.

The Headteacher confirmed that the school had adjusted selected staffing roles / responsibilities to ensure the relevant staff could provide more focus on the SEND pupils.

Q. Could more staff be employed to provide the level of support required?

A. The school could review some aspects of the budget, but previous reviews had determined that the associated costs were prohibitive.

The Headteacher confirmed that the school had commissioned a specialist through 'Tutor Trust' who could provide extra support and if this impacts, this could be applied more widely across upper KS2.

The Local Authority Governor confirmed that she would also provide feedback to MCC and Children's Services at the next possible opportunity to further highlight the extent of the challenge faced by the school / school staff.

There were no additional points raised or noted in discussion and the Governing Body agreed to accept the additional SEND link visits report into the record of the meeting.

Resolutions / Agreed Actions

Owner

Date

- Agreed – accept SEND link visit / briefing report into record of meeting.

Governing Body

Item 11 AOB

Attendance Issue.

The Headteacher advised Governors of a recent issue that had arisen in relation to a family who had been designated for a fixed penalty notice due to the poor attendance of their child; the child was in the SEND cohort. It was confirmed that the school had followed the correct process / procedures and appealed to MCC who then advised the family that it was a decision for the school.

Governors noted that the decision by MCC had placed the school in a difficult situation in relation to maintaining a fair, consistent and rigorous approach to addressing the ongoing challenge of unauthorised pupil absences. Governors discussed the option of amending the current approach and the options available to the Headteacher / discretion that could be applied.

Governors determined that there was no need to change the current policy or the scope provided to the Headteacher – it was appreciated that the Governing Body would support the school in maintaining a firm approach to addressing attendance / unauthorised absences.

Q. What was the current situation with the family concerned?

A. The Headteacher confirmed the issue had been resolved as the school had done all they could, but it was considered that a further meeting with the family was required due to a letter outlining historical concerns.

Governors noted that the Safeguarding governor and the link SEND Governor would meet with the Headteacher and then the Headteacher would attend a meeting with parents to provide feedback.

Staff Religious Leave.

The SBM and Headteacher advised Governors that an issue had developed in relation to the 'allowance' for staff to take leave for religious reasons. The current policy document allowed for three days and as such some staff were taking three consecutive days – even when this was not necessary.

Q. What did the policy state?

A. 'Up to three days'.

Governors noted that for instances such as Eid the school followed the guidance from the local mosque – this was generally for one day. In the course of discussion Governors considered that staff should align their approach to that required of the pupils – it was certainly accepted that should three days be required that was not an issue, but simply taking the maximum allowance was not acceptable.

Q. How many staff were involved?

A. Seven during a recent religious festival – previously numbers on a higher level.

Q. Was there any challenge from parents / families when the school advised that a single day was all that would be authorised?

A. No.

Governors agreed that the approach for staff should be aligned with that of the pupils.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Agreed – staff religious leave allowance should be aligned with that provided for the pupils.	Governing Body	

Item	Date of Next Meeting	
12		
Governors noted the next meetings were scheduled for: Monday - 23 March 2020 at 6.15pm Monday - 15 June 2020 at 6.15pm		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Noted – dates / times of next scheduled meetings.	Governing Body	