

# 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: 30 November 2020**

**Date.....**

**Venue: via Zoom Video Conference**

**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)	Co-Opted	04/01/24	P
Eve Holt (EH)	Local Authority	25/03/23	P
Deborah Howard	Staff (HT)	N/A	P
Ellie Linton	Staff	21/09/24	P
Peter Martin (PM)	Associate Member	22/09/23	P
Yogita Patel (YP)	Co-Opted	21/09/24	P
Ellie Russell (ER)	Co-Opted	30/03/22	P
Tom Sumner (TS)	Co-Opted	22/09/23	P
Scott Davenport	Co-Opted	17/06/22	Ap
Georgia Dey	Co-Opted	22/09/23	A

<b>Also Present</b>	<b>Role</b>
Gerard McCoy	Clerk - AGM Clerking and Administration Service

### Agenda Items

<b>Item 1</b>	<b>Apologies, Introductions and Welcome</b>
The Governing Body noted that apologies for non-attendance were submitted by Scott Davenport. In addition, there were no apologies submitted by Georgia Dey.	

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

<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	

<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 (22.09.20)</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 / corrections identified.</p> <p>Governors approved the document as a true record of the meeting and a signed copy of the document was retained on record.</p> <p>Matters Arising.</p> <p>Page 3: Item 3 - Succession Planning. Item 8</p> <p>Page 9: Item 7 - Keeping Children Safe in Education (KCSIE). Governor confirmations</p> <p>Page 9: Item 7 - Revised Behaviour Policy – see Item 6</p> <p>Page 12: Item 8 - Attendance Policy see Item 6</p> <p>Page 13: Item 9 - SFVS Skills Audit – see Item 7</p> <p>Page 16: Item 10 - NGA Skills Audit see Item 8</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 (22.09.20) as true record.</li> </ul>	Governing Body	

<b>Item 4</b>	<b>Headteacher's Report</b>	
The Headteacher presented her report which had been circulated to Governors prior to the meeting and the following points were noted and discussed by Governors.		

#### School Context.

The Headteacher presented a summary of the school context with specific reference to the different targeted groups. It was appreciated that the number of Pupil Premium Grant (PPG) eligible / disadvantaged pupils was in line with previous years although the pupils designated as English as an additional language (EAL) was slightly lower than previously. However, the actual number was considered to be higher than indicated – families did not always provide the accurate information in this area. In addition, it was noted the gender split was equal. In addition, the Headteacher confirmed that the number of pupils designated as special educational needs and disability (SEND) had increased to 91 across the school.

#### Pupils on Roll.

Governors noted that the number of pupils on the school roll had dipped to 649 which was quite low for the school and an issue that had been investigated. It was recognised the Headteacher had analysed the data for 'leavers' to determine patterns in the behaviours. It was noted that several families had started to home-school their child / children as a result of their concerns related to the pandemic / Covid-19. In some instances families had left the country / returned to their home country – there was no indication as to the family motivation for moving out of the country. There were also several families who had moved their child / children to a private school setting. Governors noted that the Headteacher would provide specific numbers for starters / leavers and circulate these off-meeting.

Q. How many had changed to home-schooling?

A. This was not available at the moment, but would be included in the data related to the overall starts / leavers.

The Headteacher confirmed that some anecdotal feedback suggested those moving to private schools had indicated that they were attracted by the higher level of structure especially when pupils were home-schooled / a bubble was closed for isolation.

Q. Where were families going to when they left this country – was this as a result of Brexit?

A. No – not generally; many of the families were going to Pakistan and some of these were larger family groups / two families together.

Q. Was the issue of reducing pupil numbers limited to the school?

A. No – the other schools in the cluster were experiencing a similar challenge.

Ellie Linton (EL) confirmed that the school continued with 'marketing' exercises including a virtual open day following and advertisement through Facebook. The school had chosen this medium as it allowed the advertisements to be targeted at specific groups / families – such as families within a specific radius of the school and with children aged between 8-10 years old. The exercise had proven successful with 11 attended today from a possible 12 and the tours would be repeated once per week for the next two weeks and then once per fortnight after the Christmas break.

EL provided a summary of the tour experience which was closely based on the traditional tour of the actual school / pre-pandemic.

Q. Was there a pattern to those families choosing to join the school?

A. No - this was not obvious from the current data available.

During the discussion Governors considered the pupil numbers for the different year groups – it was especially noted that Year 3 was very low. In addition, it was recognised that Nursery pupil numbers were low in comparison to previous years. The Nursery provision was full initially, but numbers declined after the start of the pandemic. The Headteacher also advised that although there were 47 pupils in Nursery this included part-time places – the full-time equivalent was 44 places. It was understood this was a significant issue as the lower numbers would feed through to the school in later years and Nursery still required a full complement of staff despite the reduced revenue income from the reduced pupil numbers.

Q. Was it possible that numbers would increase after the Easter period?

A. Yes – although there were indications this was part of a wider pattern of reduced nursery pupils in schools.

Staffing Update.

The Headteacher confirmed that a member of the teaching staff who had reached the 28 week point in their pregnancy was now working from home – this complied with current government guidance. This individual was 'covered' by a newly qualified teacher (NQT) already employed by the school as a cover supervisor. As a result, the school had secured a teaching assistant (TA) as a replacement cover supervisor – this was an in-house promotion. In addition, the allocation of TA staff across the year groups had been amended to reflect this change and other changes related to some of the pupils leaving.

Governors noted there were two individuals on long-term sickness absence previously – one of these was on a phased return to work and one who was due to return after the summer break was now on maternity leave. In addition, it was noted there was a change in the administration team as a finance assistant had left and was replaced.

School Improvement Plan (SIP).

Governors noted the different areas aligned with the SIP and the staff designated to lead on each area.

Governors noted the 'stay safe' area of the SIP and especially the updates provided by the lead for this area. It was especially noted that this included safeguarding during the Covid-19 pandemic – the school had focused on raising e-safety awareness within the community and was age specific for the different year groups. In addition, all children had accessed the National Society for the Prevention of Cruelty to Children (NSPCC) stay safe virtual assembly. The school also continued to adapt policies / procedures in response to updated guidance.

Q. How did the school manage visitors to the school who were involved in interventions – especially when these individuals also worked with other schools?

A. The school had rigorous protocols in place with each individual having their own separate risk assessments and the school had a visitor agreement so all parties were aware of the expectations. There were limits on these individuals accessing different

areas of the school and these individuals also wear personal protective equipment (PPE).

Q. Staff were provided with the opportunity to take part in wellbeing drop-ins with the Deputy – were they accessing this service?

A. There was a strong take-up of activities during the early quarantine restrictions, but this had eased. Staff seemed to generally feel that there were no concerns to raise and there were no real signs of anxiety; the staff appeared quite happy.

Q. The school did well to access extra external support?

A. Yes – the contractors the school dealt with previously were very loyal to the school and reciprocated the support provided by the school.

Q. There was lower attendance for disadvantaged pupils and those in the Pakistani cohort – were there extra measures taken to support these groups?

A. Not specifically – the disadvantaged pupils' attendance was 1% lower than their peers traditionally. In relation to the Pakistani cohort, previous analysis showed lower attendance related to families taking extended holidays; current analysis showed this and also some Pakistani families had shown a more cautious approach of not sending children to the school when they had minor sniffles / coughs and colds.

Q. In relation to behaviour was this still an issue since the pandemic and the new lunchtime protocols / staggered timing?

A. There had been improvements especially as a result of the staggered timings and zoned areas separating groups.

The Headteacher confirmed that the school was responding to parental feedback following consultation. The exercise had raised awareness that some pupils needed to have a quiet space during the lunchtime and the time limits in the hall and having to wait for the designated time for outdoor activity. In relation to the staff the feedback was that it was working well.

Governors noted the parental links section of the SIP and it was recognised that some activities had been deferred; others had adapted to delivery online. The Manchester Adult Education Service (MAES) family learning courses were now delivered online and were promoted to parents via social media platforms. There were also video tours of classrooms, which were posted on Tapestry, Seesaw and shared on Parentmail.

Governors were aware that the Headteacher would normally hold face-to-face meetings with parents that had concerns.

Q. How was this managed currently?

A. By Zoom generally now with occasional telephone conversations.

Q. Was there feedback from the recent parents' evening?

A. This was being collated and would be circulated to Governors.

The Headteacher confirmed that the anecdotal feedback from parents was that it was more convenient, although some parents missed the opportunity to view the workbooks.

Governors considered the section related to 'rights respecting' and noted that the school continued to pursue the 'gold' designation. There was a request for an artist to work with the children and establish a playground charter.

The Headteacher emphasised that the rights respecting school award (RRSA) was a thread through the work of the school – especially policies and procedures.

Governors reviewed the update related to 'fit for learning' and noted that the main activities had been postponed to the Spring Term – it was expected that the quarantine restrictions may ease by this stage. In the meantime, the school ensured there were as many competitive activities as possible to keep pupils as active as possible within the current restrictions. The school was exploring cross-school competition to widen the experience for pupils – this would be completed virtually. However, the Autumn Term Hoot camp did not work well when the school attempted to maintain bubbles, but this was less of an issue with the Christmas Hoot camp and bubbles would be mixed.

Governors recognised the efforts made by the school to maintain activity for pupils.

Governors reviewed the section related to achieving success and noted the extensive feedback due to the range of events / activities incorporated.

Q. How did the school ensure that all families had some form of digital resource to access the online provision?

A. During the initial quarantine period the school sought feedback from families to determine where there were digital resource gaps. The school was provided with five laptops by the Department for Education (DfE) with a further 26 due to be delivered – although the DfE had not confirmed when these would be available. In addition, the school had secured 'dongles'. The school would issue regular communications reminding people that there were resources available if needed.

The Headteacher advised that the school encourage pupils to access books which were readily available and a quarantine system was in-place to reduce the likelihood of spreading the virus. The school had invested in an online book system (Bug Club) so books were available electronically to children at all times.

Continuing Professional Development (CPD).

Governors noted the range of CPD which continued despite the challenges presented by Covid-19. This included ongoing work with the Quality Assurance (QA) Professional – Adrian Guy.

Compliments.

Governors noted the range and extent of the compliments and positive feedback from parents and families. It was especially appreciated that parents recognised the effectiveness of school communications.

Concerns.

Governors noted there were no concerns / formal complaints that need to be addressed.

#### Monitoring Activities.

The Headteacher advised that monitoring was ongoing, but was based on a 'low-key' approach to reduce the pressure on teaching staff. The school had expectations, and these were being met – it was determined then there was no need for a deep-dive approach. The Headteacher confirmed that she still completed her usual walk-rounds which were supported by the senior leadership team (SLT).

#### Attendance.

The Headteacher provided a summary of the present protocols for recording attendance / absences. It was appreciated that any absence related to Covid-19 was recorded as an 'X' in the school register – this meant the absence did not disadvantage the relevant pupils. However, it was recognised that the process provided a 'skewed' version of the data.

Governors considered the data as per the different targeted groups. It was understood there were no significant trends with any of the groups – although it was recognised there were some challenges with the disadvantaged pupils and Pakistani pupils. Governors noted that overall attendance was good and there were no families that had decided not to attend because of their concerns over Covid-19.

The Headteacher confirmed that the school would further analyse the data and would continue with parental meetings where issues had been identified. The parental meetings would be attended by a member of the pastoral team to ensure that appropriate support was available / had been applied. The school would focus on the targeted groups where there were high levels of absence / persistent absence (PA) and tailored plans would be applied for specific families.

Q. Was there a concern that families would take their child out of school before the end of term to limit the chance of having to isolate over Christmas?

A. The school recognises it must be a concern for families and it was certainly a concern for staff.

#### Behaviour Report.

Governors noted there were no additional matters to raise in relation to behavior.

#### Appraisal Procedures.

Governors noted there were no additional matters to raise in relation to appraisal procedures.

#### Leadership and Management.

Q. How had the school managed with significant members of the staff absent through isolation?

A. The SLT and wider staff had worked well to cover for each other, with specific individuals being especially effective and the phase leaders had proven effective.

#### Extra-Curricular Activities.

The Headteacher confirmed many of the matters related to this aspect of the report had been raised under the discussions 'fit for learning'. However, the sports coach had provided extra provision and filled some of the gaps left when independent suppliers could not provide their clubs.

Covid-19 Matters.

The Headteacher confirmed that issues that had arisen due to Covid-19 had been addressed throughout the report as the issue directly impacted on all aspects of the school and community. The only recent change expected was that singing would be permitted in the very near future – the school was working with the music lead to determine how this could be best managed.

There were no further issues and Governors agreed to accept the Headteacher's oral 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>Action – circulate specific starter / leavers and home-schooling data to Governors off-meeting.</li></ul>	HT	December 2020
<ul style="list-style-type: none"><li>Action – circulate feedback from parents' evening to Governors.</li></ul>	EL	December 2020
<ul style="list-style-type: none"><li>Agreed – accept Headteacher's oral report into record of meeting.</li></ul>	Governing Body	

<b>Item 5</b>	<b>Behaviour and Safety of Pupils / Safeguarding</b>	
<p>The Headteacher presented an oral report in relation to the behaviour, safety and safeguarding of pupils and the following points were noted in discussion by Governors.</p> <p>Governors noted that the issues to be considered under this item had been raised under Item 6 above.</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 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>Governors noted the following tranche of policies / documents which had been circulated prior to the meeting.</p> <p>Attendance Policy. The Headteacher confirmed that there were still some minor amendments to be completed for the appendix to the current document. It was proposed that the final draft would be presented at the next scheduled meeting.</p> <p>There were no issues raised and Governors agreed to defer the review of the Attendance Policy until the next scheduled meeting.</p> <p>Behaviour Policy – Appendix. Governors noted that the changes to the appendix had been highlighted – this related to how the 'reflections' worked in relation to the current Covid-19 situation.</p>	



There were no issues raised in relation to the revised Behaviour Policy Appendix and this was approved by Governors.

Data Protection Policy.

Governors reviewed the document and there were no issues raised. Governors approved the Data Protection Policy.

Equality Policy.

Governors noted the Policy was based on a model document provided by One Education. However, the objectives would be established by the school and Governors – see separate Equality Policy Objectives document.

Governors noted the current objectives which had been in place for two years had been assessed. In relation to the EAL progress the review had considered the most recent data which indicated that EAL progress was broadly in line the progress of 'all children'. The second objective related to parental engagement not necessarily reflecting the actual community – Governors noted the work completed by the school and the successes demonstrated as per the parental links aspect of the SIP. It was considered that it was appropriate to establish new objectives.

The Headteacher confirmed that the new objective was as a result of feedback from staff and pupils although had not been the outcome of wider consultation. This was to increase the extent of Black, Asian and minority ethnic (BAME) groups in the school's curriculum.

Q. The school did have consultation for the previous objectives?

A. Yes – on this occasion it was appropriate at this time as it aligned with staff, pupil; and parent feedback and was significantly relevant.

There were no issues raised with the above proposal and Governors approved the revised equality objectives and the updated Equality Policy.

Equality Policy Objectives.

Governors noted that this issue was addressed in the discussions above.

Pay Policy.

Governors noted the revised and updated draft of the Pay Policy which had been reviewed, discussed and approved by the Resources Committee.

There were no issues raised and Governors ratified the updated Pay Policy.

Paternity Policy.

The Headteacher confirmed that this was a model / standard document provided by One Education. The document ensured the school complied with current legislation on this area.

There were no issues raised and Governors approved the document.

Shared Parental Leave Policy.

The Headteacher confirmed that this was a model / standard document provided by One Education. The document ensured the school complied with current legislation on this area.

There were no issues raised and Governors approved the document.

Covid-19 School Risk Assessment.

The Headteacher confirmed that the document had been circulated off-meeting and represented the most recent version of the document as applied by the school. It was appreciated this was a 'living' document updated on a regular basis – the most recent update followed the return after half-term in November 2020. There were minor amendments which ensured the school complied with the most up-to-date government guidance.

There were no issues raised and Governors approved the document.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – defer Attendance Policy review to next scheduled meeting.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Action – Attendance Policy to be agenda item next scheduled meeting.</li> </ul>	HT / Chair / Clerk	March 2021
<ul style="list-style-type: none"> <li>Approved - Behaviour Policy Appendix</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Approved – Data Protection Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Approved – updated Equality Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Approved – revised Equality Policy Objectives.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Ratified - Pay Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Approved - Paternity Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Approved – Shared Parental Leave Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Approved - Covid-19 School Risk Assessment.</li> </ul>	Governing Body	

<b>Item 7</b>	<b>Committee Reports</b>
	Pay Committee – 12.10.20 The Chair presented the report and minutes related to the recent meeting of the Pay Committee 12 October 2020. It was noted that the minutes had been circulated prior

to the meeting and the following issues were considered and discussed by Governors.

Governors noted the recommendations submitted by the Headteacher had been anonymised and were supported by evidence from the appraisal process. It was recognised the extent to which staff performed well with a low turnover of staff.

There were no issues raised and Governors ratified the Committee's decisions related to pay progression for staff.

There were no matters raised and Governors agreed to accept the Pay Committee minutes and report into the record of the meeting.

#### Resources Committee – 12.10.20

Ali Ayub (AA), Chair of the resources Committee presented the report and minutes based on the most recent meeting – 12 October 2020. Governors noted that the minutes had been circulated prior to the meeting and the following issues were considered and discussed.

Governors noted that the Committee had reviewed, considered and approved the period 6 budget monitoring report submitted by the school and the corresponding budget changes. It was also appreciated the school carried forward (c/fwd.) £193,316 at the end of the previous year and projected an in-year surplus of £7,210. The cumulative surplus was projected as £200,526.

There were no issues raised in relation to these issues and Governors ratified the Period 6 budget monitoring report and the budget changes.

AA highlighted the school's receipt of government catch-up funding and this would be applied to staffing in support of the recovery curriculum. In addition, the Committee had considered the current major cost areas which reflected the Covid-19 situation and the roof leak.

AA confirmed that the Committee had considered the SIP from a finance perspective and that the PPG funding had been considered by Governors at the previous meeting in September 2020.

Q. Had the school adapted the PPG strategy in response to the receipt of the catch-up funding?

A. The PPG strategy would be reviewed now the amount of catch-up funding was confirmed. It was expected that some planned expenditure of PPG would not now be applicable as a result of Covid-19 restrictions and this portion of the funding would be allocated as / where needed to best support pupils and the recovery curriculum.

The Headteacher confirmed the review of PPG funding would be an agenda item for the next scheduled Resources Committee meeting.

Governors noted that the Committee had reviewed the collated feedback from the SFVS skills matrices and there were no identified training needs and the SFVS self-assessment document had been scheduled for a full review at a forthcoming meeting of the Committee.

AA confirmed that the Committee had reviewed and considered the health and safety (H&S) report – there were no major concerns raised. It was recognised that MCC had completed a H&S inspection which included an audit of documentation and a tour of the school – especially in relation of Covid-19 compliance. MCC had determined the school had effective procedures / practices in place and the inspector retained some of the documentation used by the school as an example of best practice to be shared with other schools.

Governors appreciated there were no GDPR issues to consider by the Committee or since that time.

There were no further points noted in discussion and Governors agreed to accept the Resources Committee minutes and report into the record of the meeting.

Teaching and Learning (T&L) Committee – 17.11.20

Ellie Russell (ER) presented the report and minutes related to the T&L Committee meeting held 17 November 2020 and the following matters were raised in discussion by Governors.

ER confirmed that the Committee had reviewed and considered the available data and the school's approach to the recovery curriculum. In addition, the Committee had considered and approved the expenditure of the catch-up funding to support the recovery curriculum. It was recognised that the Committee considered the school was progressing well – especially as a result of the work already completed with Adrian Guy.

Q. How were staff supported to develop new teaching and learning strategies in response to the current situation?

A. The school supported staff with effective mentoring – this was provided through the Assistant Headteacher (AHT).

The Headteacher confirmed there were exercises to support staff in the use of new technology and applications for remote learning. It was noted that this individual had also utilised the DfE project to link schools in need to technology support with other schools that excelled in this area – Elizabeth Woodville school in Northamptonshire was sourced and proved an effect link.

There were no further points raised or noted in discussion and Governors agreed to accept the report and minutes from the T&L Committee 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 – approved pay progression for staff.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – accept Pay Committee minutes (12.10.20) and report into record of meeting.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified – Period 6 budget monitoring report and budget changes.</li> </ul>	Governing Body	

<ul style="list-style-type: none"> <li>Action – review of PPG expenditure to be agenda item next Resources Committee meeting.</li> </ul>	HT / Chair / Clerk	January 2021
<ul style="list-style-type: none"> <li>Agreed – accept Resources Committee minutes (12.10.20) and report into record of meeting.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Agreed – accept T&amp;L Committee minutes (17.11.20) and report into record of meeting.</li> </ul>	Governing Body	

<b>Item 8</b>	<b>Governor Matters</b>	
<p>Action Plan Update. The Chair presented the report in relation to the updated action plan – as per December 2019 and the following matters were noted in discussion by Governors.</p> <p>Governors noted that the document would be refreshed / updated as per the outcomes from the National Governors Association (NGA) skills audits. However, it was recognised that the school would complete the election of two new parent governors in the forthcoming weeks and it was proposed that the full review was deferred until the next scheduled meeting. It was considered that this would allow the new governors to complete their NGA skills audits and this would provide a more accurate position of the Governing Body.</p> <p>The Chair confirmed that a Zoom meeting would be scheduled to welcome the new parent Governors to the Governing Body.</p> <p>There were no issues raised and Governors agreed to defer the review of the action plan to the next scheduled meeting.</p> <p>NGA Skills Audit. Governors noted that the document had been circulated prior to the meeting but would be updated with outcomes from the newly elected members as per the discussions above.</p>		
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – defer review of action plan to next scheduled meeting.</li> </ul>	Governing Body	March 2021

<b>Item 9</b>	<b>Governor Visits</b>	
<p>Governors noted that there were limited opportunities for visits in person to the school site and these were best kept to a minimum to ease any additional pressure on the school / school staff.</p> <p>ER confirmed that she had scheduled a virtual meeting in her capacity as a link Governor.</p> <p>The Headteacher confirmed that the respective staff leads for the different SIP areas would contact the relevant Governors and schedule similar events via Zoom.</p>		
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>

<ul style="list-style-type: none"> <li>Action – ensure SIP area leads contact link Governors</li> </ul>	HT	January 2021
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<b>Item 10</b>	<b>GDPR Report</b>	
<p>The Headteacher confirmed that as per the Resources Committee there were no current GDPR issues to report in relation to subject access requests (SAR), freedom of information (FOI) requests or data breaches.</p> <p>Governors noted that the School Business Manager and Headteacher had scheduled a complete review of the schools GDPR practices and protocols for January 2021 to ensure that the school remained complaint in terms of documentation and policies.</p> <p>There were no additional points raised or noted in discussion and Governors agreed to accept the GDPR report into the record of the meeting.</p>		
<b>Resolutions / Agreed Actions</b>		<b>Owner</b>
<ul style="list-style-type: none"> <li>Agreed – accept GDPR report into record of meeting.</li> </ul>		Governing Body
		<b>Date</b>

<b>Item 11</b>	<b>AOB</b>	
<p>Chorlton Cycle Way. Eve Holt confirmed that the next stage of the Chorlton cycle way was scheduled to open this week and further planned extensions would present a safer cycle route that would be adjacent to the school.</p> <p>Governor Resignation. The Chair highlighted that ER would resign from her role as a Governor at the end of December 2020. Governors recognised and thanked ER for the time and commitment she had provided in support of the school in past years.</p>		
<b>Resolutions / Agreed Actions</b>		<b>Owner</b>
		<b>Date</b>

<b>Item 12</b>	<b>Date of Next Meeting</b>	
<p>Governors noted the next meeting was scheduled for Monday 22 March 2021 at 6.15pm.</p>		
<b>Resolutions / Agreed Actions</b>		<b>Owner</b>
<ul style="list-style-type: none"> <li>Noted – time and date of next scheduled meeting.</li> </ul>		Governing Body
		<b>Date</b>