

Oswald Road Primary School Governing Body Meeting Minutes

Quorum: 5 - met at this meeting

Chair: Richard Price

Date of meeting: 9 November 2015

Venue: Oswald Road Primary School

Approved as a true and accurate record.

Name..... 

Date..... 14th December 2015

Chair of Committee / Governing Body

Attendees

Name	Governor Designation	Term of Office End Date	Present – P Apologies – Ap Absent – A
Simon Bentall (SB)	Parent	23/09/18	P
Richard Price (RP)	Co-Opted (Chair)	31/03/18	P
Tom Grimshaw (TG)	Co-Opted	14/07/19	P
Joanna Dennis (JD)	Co-Opted	14/07/19	P
Ann Kerrigan (AK)	Co-Opted	08/11/19	P
Ellie Russell	Co-Opted	31/03/18	P
Sheila Newman (SN)	LA	31/08/18	Ap
James Britton (JB)	Co-Opted	23/09/19	Ap
Deborah Howard	Staff (HT)	N/A	Ap

Also Present	Role
Sarah Nicholls	School Business Manager (Present for Item 8)
Gerard McCoy	Clerk - AGM Clerking and Administration Service

Agenda Items

Item	Apologies
1	<p>The Governors noted the apologies for non-attendance submitted by Sheila Newman, Deborah Howard and James Britton.</p> <p>It was also noted that in the absence of the Headteacher, Jon Beisley the Deputy Headteacher (DHT), was expected to attend the meeting. However, due to a safeguarding concern with a child he would not be available.</p> <p>Agenda Order</p> <p>The Chair proposed that in order to reduce the demands on the time of Sarah Nicholls, the School Business Manager (SBM), Item 12 would be addressed following Item 4.</p>

There were no issues raised in relation to the above proposal and it was agreed by the Governors.		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept apologies submitted. 	Governing Body	
<ul style="list-style-type: none"> Agreed – Item 12 to be addressed following Item 4. 	Governing Body	

Item 2	Declaration of Pecuniary Interests		
There were no declarations of pecuniary interest.			
Resolutions / Agreed Actions		Owner	Date

Item 3	Governor Vacancies / Roles
<p>Appointment of Co-Opted Governors The Governors discussed and confirmed the date of appointment for Tom Grimshaw and Joanna Dennis – 15 July 2015. As such their end of term of office was amended from 31 March 2015.</p> <p>In addition the Chair welcomed and introduced Ann Kerrigan (AK) as a potential Co-Opted Governor who had been unable to attend the first meeting of the academic year.</p> <p>It was proposed that AK was appointed to the Governing Body as a Co-Opted Governor with a four year term of office. It was appreciated that AK had extensive experience in governance and employment relations.</p> <p>There were no issues raised in relation to the above proposal and Governors approved the appointment of AK.</p> <p>Election of Parent Governors Governors discussed the appointment of a Parent Governor – it was appreciated that the role would be pursued with the completion of the skills audit for the Governing Body. The school would then highlight any aspects of weakness in the Governing Body's skill set.</p> <p>Safeguarding Governor The Chair highlighted that a link Governor for safeguarding had not yet been appointed. Following a short discussion it was proposed that Sheila Newman would be the most appropriate candidate.</p> <p>There were no issues raised in relation to this matter and it was approved that Sheila Newman would be appointed as safeguarding link Governor.</p> <p>Appointment of Vice Chair The Governing Body considered the role of Vice Chair – there were no immediate nominations; the Governors present considered that they did not have sufficient skills and or time available for the role.</p> <p>It was suggested that the Chair could approach James Britton to determine his interest in the role – it was considered that JB had a useful level of governance experience that would be beneficial in the role of Vice Chair.</p>	

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Approved – appointment of AK as Co-Opted Governors with four year term of office. 	Governing Body	
<ul style="list-style-type: none"> Action – pursue Parent Governor election process following completion of skills audit. 	SBM	December 2015
<ul style="list-style-type: none"> Approved – Sheila Newman appointed safeguarding link Governor. 	Governing Body	
<ul style="list-style-type: none"> Action – approach James Britton re Vice Chair’s role. 	RP	December 2015

Item 4	Minutes of the Previous Meetings (24.09.15) and Matters Arising		
<p>Minutes of the Meeting – 24.09.15</p> <p>Following a review of the previous minutes there were no issues raised in relation to the accuracy of the document; it was agreed that the minutes represented a true record of the meeting.</p> <p>A signed copy was retained on file at the school.</p> <p>Matters Arising.</p> <p>There were no matters arising that had not been included in the current agenda.</p>			
Resolutions / Agreed Actions		Owner	Date
<ul style="list-style-type: none">Approved - minutes of previous meeting (24.09.15) as true record.		Governing Body	

Item 12	Finance
<p>Sarah Nicholls, the School Business Manager (SBM) presented her report and the following points were raised in discussion.</p> <p>Statement of Internal Control (SIC)</p> <p>Governors noted that the SIC had been circulated in advance of the meeting.</p> <p>It was recognised that the document had been updated following feedback from the previous audit.</p> <p>Q. Who carries out the finance audit?</p> <p>A. The Local Authority (LA) / Manchester City Council (MCC).</p> <p>There were no further issues raised in relation to the SIC and it was approved by the Governing Body. The document was signed by the Chair and would be signed by the Headteacher on her return from sickness absence.</p> <p>Operational Financial Procedures</p> <p>The Operational Financial procedures document was presented; it was noted that it was linked to the SIC and that the document had been reviewed and updated in September 2015.</p> <p>There were no issues raised in relation to the document and it was approved by the Governing Body.</p> <p>Scheme of Financial Delegation</p>	

The SBM presented the updated Scheme of Financial Delegation which had been circulated in advance of the meeting. It was noted that the document had been updated in relation to the signatories following recent changes in staffing.

There were no issues raised in relation to the revised Scheme of Delegation and the Governing Body approved the document.

Whistleblowing Policy

The SBM presented the Whistleblowing Policy – the document had been circulated prior to the meeting and it was noted that it was the model policy available through One Education.

There were no issues raised in relation to the document and it was approved by the Governing Body.

Financial Skills Audit

The Chair advised that the document would be circulated off meeting by the Clerk. It was noted that each member of the Governing Body would complete the document because currently there was not a separate committee for financial matters.

Period 6 Budget Monitoring Report

The SBM presented the Period 6 budget monitoring report for consideration and the following points were raised in discussion.

It was recognised that the Governors considered the most recent bank statement in relation to Period 6; the bank reconciliation report; the explanation of variances and the continuous financial report (CFR). In addition the SBM had included a narrative report in order to support the Governors with the process.

A0010 - Teachers

Governor noted that the budget reflected the pay rises allocated.

A0015 – Educational Support Staff

It was noted that the school was still recruiting staff which were not yet included in the costs.

B0040 – Water / Sewage and E161 – Energy

Governors noted that these cost centres were based on profiled budgets and there was currently a billing issue with Untied Utilities.

C0150 – ICT Learning Resources, C1010 – Administration Supplies and B0030 – Catering

It was recognised that the budget position was largely due to profiling, although Manchester Fayre were notoriously slow with their billing procedures.

Q. Does the school have teaching posts that have not yet been filled?

A. No these relate to teaching assistant (TA) roles.

Q. How was the school managing to cover these roles currently?

A. The school uses supply cover initially until a substantive post holder has been sourced; the role has been advertised. The school did actually make an appointment, but then the candidate declined the offer at the last minute.

Q. Was supply cover was more expensive?

A. Yes – but the role in question was related to special educational needs and disability (SEND) and must be covered.

Q. Has the school managed to secure a consistent person through the supply agency?

A. Yes – and the school offers a trial basis because it was vital to ensure the appropriate person was in place especially in relation to SEND issues.

Q. How does the school meet staffing gaps in the event of sickness absence?

A. There were no major sickness absence issues at the moment. As a general rule the school covers sickness absence in-house.

The SBM highlighted aspects of the narrative report.

It was recognised by Governors that the additional costs in relation to the Caretaker budget were associated with overtime payments – this was extra work during the summer break.

Q. Was this as a result of the maintenance programme?

A. Yes – it equates to £1,300.

A0060 – Lunchtime Organisers

It was highlighted that there had been an error in posting the incorrect amount; it should have been posted to 'cleaners'.

A0075 – Staff Development and training

It was recognised that this budget was overspent. It was also recognised that savings would be found in other budgets and the funds vired to support A0075.

Q. Was the additional training cost related to the newly qualified teachers (NQT) who needed extra support in the early stages of their careers?

A. It was due to two staff taking their leadership qualifications and SEND training. The school had already identified budget areas with savings and the appropriate adjustments would be made for Period 9.

B00110 – Building and Maintenance

Governors were advised that the costs included the full cost for the window replacement programme and commitments to Manchester Working. In addition the school has introduced a planned preventative maintenance programme and moved to a different provide – it was no longer MCC / Manchester Working. This has generated a saving – approximately £3,000.

In addition the Governors considered the budget relating to 'Other Occupational Costs; it was recognised that there was a commitment which had been incorrectly posted to the value of £3,000.

The Governors considered the service level agreements and noted the changes to the Management support package which was now fully inclusive; there were also additional hours for the bursar.

Budget Changes

The Governors noted the budget changes especially in relation to the allocation of the sports premium funding which improved the sports provision for the pupils and the schools allocation of the funding.

Q. The budget was being increased by £3,500 – is that sufficient for the year?

A. Yes.

Q. What was the 'student clothing'?

A. High visibility jackets.

Q. Could Governors have some additional clarification in relation to E19 at the next meeting?

A. Yes.

An additional item of discussion was raised which was recorded as part of a confidential appendix to the minutes (Confidential Appendix A). This part of the record would not be available for publication.

There were no additional points raised in relation to the Period 6 budget monitoring report and this was approved by the Governing Body

There were no additional points raised in relation to the proposed budget changes and these were approved by the Governing Body

The Chair signed the relevant documentation in relation to the Period 6 Budget Monitoring and the budget changes.

Costing for Window Replacement

The SBM presented her report in relation to the costings for the window replacement programme – the first phase having been completed. The final phase has been costed by MCC. The school had allocated £46,614 from the 2015-2016 budget and £113,794 from the reserves. However, there was a shortfall of £39,712.

Q. How can the shortfall be met?

A. The school was approaching the LA who may provide extra funding because the school has meet the major part of the cost.

Q. Is it possible to breakdown the final phase into smaller phases?

A. This option was previously considered, but discarded due to the delays involved; the current programme was seen as the most effective.

Q. What was the current projected surplus at the end of the financial year?

A. £105,000 (projected).

Following an in-depth discussion the Governing Body determined to defer the decision in relation to the funding of the window replacement until the next meeting in December 2015. It was considered that there would be additional information from the LA and also the school would have a more solid picture for the end of year surplus.

Astro-Turf Quote

The SBM presented her report in relation to the quotes for new astro-turf and the following points were discussed.

It was noted that the least expensive quote was with Pentagon.

Q. Is there a difference in the quality of the resources?

A. Not that has been identified. Pentagon has been recommended by other schools in the cluster and has satisfactorily completed work at Oswald Road previously.

Q. Is the turf 3G?

A. The school was not certain, but it was agreed that this would be investigated.

Governors discussed the merits of different astro-turfs. It was determined that Pentagon would be awarded the contract with the proviso that Simon Bentall (SB) could confirm that the product to be used was appropriate.

Reception Playground Security

The SBM advised that the school was investigating improvements in playground security with floodlights and consideration was also being given to a perimeter fencing monitoring service provided through MCC.

Contract Cleaning

The SBM confirmed that a tendering process had been established through ESPO a public sector procurement service; other schools have used their service as has MCC. The exercise was on track to be completed in December 2015.

Q. What was the current arrangement for the school?

A. In-house cleaners.

Q. If staff are transferred to the new contractor would they still earn a living wage?

A. Yes.

Governors considered the 'pros and cons' of contact cleaning as opposed to an in-house service. It was recognised that the tendering process did not commit the school to a contractor; on completion the school may continue with the current arrangement.

SFVS Self-Assessment Document

The SBM provided Governors with an overview of the SFVS self-assessment document. It was agreed that the document would be reviewed by the SBM and the Chair – with a draft self-assessment to be presented to the Governing Body in December 2015.

Governor Induction Pack

Ellie Russell confirmed that she and the SBM had prepared a Governor Induction Pack – the draft document had been circulated prior to the meeting.

Governors considered that it would be better to review the document off-meeting and provide feedback to ER and the SBM prior to the next meeting. It was recognised that although the approach was good in principle not all of the practices had been carried out with the current new Governors.

It was confirmed that the SBM would establish dedicated e-mail addresses for each Governor. In addition a tour of the school would be scheduled for Governors – this would be arranged to take place prior to the start of the next meeting. The final version would be collated with the SBM, ER and the Chair.

Governor Training

Governors discussed the current arrangements for training with courses available through One Education, MCC governor services and the Manchester Governors Association (MGA).

Joanna Dennis confirmed that she has attended the 'New Governor Induction' course provided through One Education – it was considered that the course represented a good basic grounding for governors with a strong safeguarding emphasis.

The Chair confirmed that additional complaints management training which James Britton would assist in arranging as part of a roles and responsibility training session. In addition the focus of the next meeting would be understanding the new curriculum and different assessment processes – there would be an opportunity for Governors to meet with the Deputy Headteacher and the Assistant Headteacher (AHT). The school was also addressing this issue through the first two weeks in December.

Q. Is there any provision made for parents?

A. Yes – Governors can also attend.

Q. Is there safer recruitment training?

A. Yes – this can accessed through the NSPCC.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Approved – Statement of Internal Control. 	Governing Body	
<ul style="list-style-type: none"> • Approved – Operational Financial Procedures. 	Governing Body	
<ul style="list-style-type: none"> • Approved – Scheme of Financial Delegation. 	Governing Body	
<ul style="list-style-type: none"> • Approved – Whistleblowing Policy. 	Governing Body	
<ul style="list-style-type: none"> • Action – circulate SFVS financial skills audit. 	Clerk	November 2015
<ul style="list-style-type: none"> • Action – complete SFVS financial skills audit and return to Clerk. 	Each Governor	14.12.15
<ul style="list-style-type: none"> • Action – clarification re E19 budget. 	SBM	14.12.15
<ul style="list-style-type: none"> • Approved – Period 6 Budget Monitoring. 	Governing Body	14.12.15
<ul style="list-style-type: none"> • Approved – budget changes. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – defer window replacement decision until next Governing Body meeting. 	Governing Body	
<ul style="list-style-type: none"> • Action - window replacement programme to be agenda item next meeting. 	HT / Chair / Clerk	14.12.15
<ul style="list-style-type: none"> • Agreed – award Pentagon playground with above proviso. 	Governing Body	14.12.15
<ul style="list-style-type: none"> • Action – review SFVS for presentation at next Governing Body meeting. 	SBM / Chair	
<ul style="list-style-type: none"> • Action – SFVS self-assessment document to be agenda item next meeting. 	HT / Chair / Clerk	14.12.15
<ul style="list-style-type: none"> • Action – review Governor Induction pack and provide feedback to ER, Chair and SBM. 	Each Governor	14.12.15
<ul style="list-style-type: none"> • Action – establish dedicated e-mail addresses for each Governor. 	SBM	November 2015
<ul style="list-style-type: none"> • Action – schedule Governor tour of school 	HT / Chair / Clerk	14.12.15

Item 5	Headteacher's Report		
The Chair proposed that as neither the Headteacher nor the DHT was available this item should be deferred until the next scheduled meeting.			
There were no issues raised in relation to the above proposal and it was agreed by the Governing Body.			
Resolutions / Agreed Actions		Owner	Date
<ul style="list-style-type: none">Agreed – defer Headteacher's report to next meeting.		Governing Body	14.12.15
<ul style="list-style-type: none">Action – Headteacher's report to be agenda item next meeting.		HT / Chair / Clerk	14.12.15

Item 6	RAISE Online Review		
The Chair proposed that as neither the Headteacher nor the DHT was available this item should be deferred until the next scheduled meeting. In addition Jon Beisley and Laura Flynn would be presenting a summary of RAISE Online at the next meeting.			
There were no issues raised in relation to the above proposal and it was agreed by the Governing Body.			
Resolutions / Agreed Actions		Owner	Date
<ul style="list-style-type: none">Agreed – defer RAISE Online review to next meeting.		Governing Body	14.12.15
<ul style="list-style-type: none">Action – Headteacher’s report to be agenda item next meeting.		HT / Chair / Clerk	14.12.15

Item 7	Behaviour and Safety of Pupils / Safeguarding		
<p>Governors recognised their commitment and requirement to read Section 1 of the Keeping Children Safe in Education (KCSIE) statutory guidance and also complete the on-line Prevent Training. The Clerk confirmed that he had received confirmation from the following Governors that they had completed both tasks off-meeting:</p> <p>Simon Bentall Richard Price Tom Grimshaw Ann Kerrigan Ellie Russell James Britton</p> <p>It was recognised that the following Governors had not yet completed the exercise, but would do so prior to the next meeting:</p> <p>Deborah Howard Sheila Newman Joanna Dennis</p>			
Resolutions / Agreed Actions		Owner	Date
<ul style="list-style-type: none">Noted – listed Governors who completed Section 1 KCSIE and Prevent training.		Each Governor	
<ul style="list-style-type: none">Action – complete Section 1 KCSIE and Prevent on line training.		DH / JD / SN	14.12.15

Item 8	Pay Committee		
<p>The Chair and ER presented the minutes in relation to the Pay Committee meeting 14.10.15. The document had been circulated in advance of the meeting and had been considered off meeting by Governors.</p> <p>An overview of the appraisal process and the anonymised recommendations from the Headteacher were presented for Governors consideration.</p> <p>Q. Did the Committee refer to specific documents relating to any of the teachers? A. No – the process was anonymised.</p> <p>Governors were advised that the exercise reflected the impact staff had on the progress of pupils; the positive progress of the teaching staff; and the high level of morale. In addition the decisions made by the Committee represented the need to retain ‘talent’ for the benefit of the pupils and the school as a whole.</p> <p>The Chair confirmed that the Pay Committee had approved the Headteachers recommendations and proposed an additional increment for one teacher.</p> <p>There were no additional points raised in relation to the Pay Committee minutes and the decision of the Committee; the decisions of the Pay Committee were ratified by the Governing Body.</p> <p>Governors agreed to accept the minutes of the Pay Committee into the record of the meeting.</p>			
Resolutions / Agreed Actions		Owner	Date
• Ratified – decisions of Pay Committee.		Governing Body	
• Agreed – accept Pay Committee minutes into record of meeting.		Governing Body	

Item 9	Pupil Premium Grant (PPG) Funding		
The Chair proposed that as neither the Headteacher nor the DHT was available this item should be deferred until the next scheduled meeting.			
There were no issues raised in relation to the above proposal and it was agreed by the Governing Body.			
Resolutions / Agreed Actions		Owner	Date
<ul style="list-style-type: none">• Agreed – defer the PPG funding report to next meeting.		Governing Body	14.12.15
<ul style="list-style-type: none">• Action – PPG funding report to be agenda item next meeting.		HT / Chair / Clerk	14.12.15

Item 10	Governors’ Action Plan Review
<p>The Chair presented an overview of the Governors’ action plan that had been circulated prior to the additional meeting to discuss the governance review – 1 October 2015.</p> <p>It was recognised that a number of points had already been completed or were work in progress.</p>	

Training was being addressed with new Governors attending initial training. It was also appreciated that the Governors' induction pack was now drafted; and training could be sourced through One Education that was specific to the school. The SBM agreed to source additional finance training from One Education – as part of their 'bite sized' training package.

The recruitment process was continuing with new Governors sourced. The Chair confirmed that there were two other potential governors. In addition the Chair confirmed he would meet with each of the newly appointed Governors over the next month.

Q. Will Governors have an opportunity to visit the school?

A. Yes – it would be useful for Governors to visit at least once per term; this would be scheduled through the SBM. Governors would also complete the proforma document form the Visits Policy to evidence future visits.

The Chair confirmed there would also be a briefing paper in relation to the school's communications strategy and the role of the communications manager – this would be provided by the Headteacher.

The Chair also confirmed that the parent questionnaire had been issued two days ago – so far there had been 92 responses – once completed there would be a summary of the feedback for consideration by Governors.

Q. When is the closing date for completed questionnaires?

A. 20 November 2015.

The Clerk would pursue Governors who had not yet completed the skills audits and provide an overview – highlighting areas of training need.

Resolutions / Agreed Actions	Owner	Date
• Action – source finance training through One Education.	SBM	
• Action – meet with newly appointed Governors.	Chair	November 2015
• Action – schedule Governor visits.	SBM	November 2015
• Action – communications strategy briefing paper to be available for next Governing Body meeting.	HT	14.12.15
• Action – pursue Governors who have not yet completed skills audit.	Clerk	November 2015
• Action – produce – summary of skills audit.	Clerk	14.12.15

Item 11	Policies for Review and Approval
Complaints Policy The Chair provided an overview of the progress towards completing the complaints review process. It was confirmed that the Panel for the review had met and agreed	

their approach. An initial date had not been secured as the complaints did not confirm a specific time for their hearings. A new date has now been set.

The Panel consists of James Britton and two independent governors from different governing bodies.

It was recognised that the completion of the process would be after the next meeting, but in the meantime it was considered appropriate to agree a more robust complaints policy rather than maintain the previous version. Any new policy could be revised to take into account any feedback from the Panel.

Governors considered the model policy provided by the NGA – it was noted that the process and procedures were clear and concise.

It was agreed in principle to adopt the NGA model Complaints policy with the proviso that it would be amended if necessary following feedback from the Complaints Review Panel.

Governor Visits to School Policy

ER presented the Governor Visits to School Policy that had been circulated prior to the meeting.

It was noted that the document was based on the previous version, but had minor updates and improvements.

Governors discussed linking the process with the school calendar and co-ordinating visits to align with scheduled events; this would include: the pupil progress meetings; and the visit to the Royal Northern College of Music.

There were no additional points raised in relation to the Governor Visits to School Policy and it was approved by Governors.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – adopt NGA model Complaints Policy with above proviso. 	Governing Body	
<ul style="list-style-type: none"> Approved – Governor Visits to School Policy. 	Governing Body	
<ul style="list-style-type: none"> Action – link Governor visits to school calendar. 	SBM	

Item 13	School Improvement Plan		
The Chair proposed that as the Headteacher and DHT were not available Governors should review the SIP, and the associated mind maps, off-meeting. There would then be an opportunity to raise any queries or questions at the next scheduled meeting.			
There were no issues raised in relation to this proposal and it was agreed by the Governing Body.			
Resolutions / Agreed Actions		Owner	Date
<ul style="list-style-type: none">Action – read SIP and mind maps off meeting; provide feedback at next meeting.		Governing Body	14.12.15
<ul style="list-style-type: none">Action – SIP / mind maps feedback to be agenda item next meeting.		HT / Chair / Clerk	14.12.15

Item 14	Annual Governance Statement			
The Clerk confirmed that the annual governance statement would need some minor amendments in relation to dates for Governors. It would then be forwarded to the Headteacher and DHT to add or amend any school specific information. However, once this was completed it could be uploaded to the school website.				
Resolutions / Agreed Actions			Owner	Date
• Action – forward completed annual governance statement to HT and DHT.			Clerk	November 2015

Item 15	AOB		
There was no additional business for discussion and the meeting was closed.			
Resolutions / Agreed Actions		Owner	Date

Item 16	Date of Next Meeting			
Governors noted that the next scheduled meeting was 14 December 2015 at 6.00pm				
Resolutions / Agreed Actions			Owner	Date
• Agreed – date and time for next meetings			Governing Body	

