

Oswald Road Primary School Governing Body Meeting Minutes

Quorum: 6 - met at this meeting

Approved as a true and accurate record.

Chair: Richard Price

Name..... *[Signature]*

Date of meeting: 29 March 2016

Date..... *11 July 2016*

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 Fletcher (RF)	Co-Opted	13/12/19	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 (ER)	Co-Opted	31/03/18	P
Sheila Newman (SN)	LA	31/08/18	P
Ali Ayub	Parent	05/01/20	P
Caroline Taylor (CT)	Staff	29/11/19	P
Deborah Howard	Staff (HT)	N/A	P
James Britton (JB)	Co-Opted	23/09/19	Ap
Simon Bentall (SB)	Parent	23/09/18	Ap

Also Present	Role
Jon Beisly	Deputy Headteacher
Gerard McCoy	Clerk - AGM Clerking and Administration Service

**left meeting early.*

Agenda Items

Ite m 1	Apologies	
The Governors noted the apologies for non-attendance submitted by James Britton and Simon Bentall. There were no issues raised with the above apologies and these were accepted by the Governing Body.		
Resolutions / Agreed Actions	Owner	Date

<ul style="list-style-type: none"> Agreed – accept apology submitted. 	Governing Body	
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Item 2	Declaration of Pecuniary Interests		
Sheila Newman declared an interest as an elected Councillor for Manchester City Council.			
There were no other declarations of pecuniary interest.			
Resolutions / Agreed Actions		Owner	Date
• Noted – declarations of interest as above.		Governing Body	

Item 3	Minutes of the Previous Meetings (14.12.15) and Matters Arising	
<p>Minutes of the Meeting – 14.12.15</p> <p>Following a review of the previous minutes it was agreed that the document represented a true record of the meeting with the following corrections:</p> <p>Page 13: Item 13 Governing Body Meetings / Committees It should read 'Joanna Dennis' not 'Joanne Dennis'.</p> <p>Page 14: Item 14 – AOB Governors considered that the minute did not fully represent the discussion to appoint Richard Fletcher and this would require re-wording.</p> <p>It was proposed and agreed that the Clerk would re-word the section and the minutes would be signed at the next scheduled Governing Body meeting.</p> <p>Matters Arising. Page 1: Item 3 – Calendar of Events The calendar of events for the previous term had been circulated and another version would be circulated for the next term. Governors noted that the new system had captured / recorded evidence of an increased number of Governor visits and the associated feedback.</p> <p>There were no additional matters arising that had not been included in the current agenda.</p>		
Resolutions / Agreed Actions		Owner
<ul style="list-style-type: none">Action – minutes relating to Richard Fletcher to be re-worded.Action – minutes from 14.12.15 to be agenda item next meeting.		Clerk
		HT / Chair / Clerk
		11.07.16

Item 4	Headteacher's Report
<p>The Headteacher presented her report which had been circulated prior to the meeting and the following points were raised in discussion.</p> <p>An overview of the context of the school was presented, including attendance (96%) and the level of persistent absence (PA) – 6.4%. It was appreciated that the increased PA compared to the previous year was largely attributed to the change in the designation of PA – from 85% during 2014-2015 to 90% for 2015-2016.</p>	

increased PA compared to the previous year was largely attributed to the change in the designation of PA – from 85% during 2014-2015 to 90% for 2015-2016.

Q. The increased percentage of PA pupils was associated with the change in the interpretation of PA?

A. Yes and to a lesser extent the impact of pupils attending the 'flexi-school' which was an on-going situation being addressed by the school.

Governors noted the increased fixed term exclusions and appreciated these related to pupils with more complex needs. The Headteacher confirmed that the school did not take lightly the decision to exclude pupils for a fixed term – both instances were the result of assaults on teachers. It was also appreciated that one exclusion related to a child in the special educational needs and disability (SEND) cohort.

Q. What support has been offered to the staff?

A. Support has been provided through the senior leadership team (SLT) and the pastoral team. The teachers involved have been offered the opportunity to swap their class groups, take a break during the day of the event, or even go home early in one instance.

Governors discussed the establishment of 'Free Style Friday' with the increased number of pupils involved from Spring Term 1 – 11; to Spring Term 2 – 14. It was discussed that even though there were more children missing part of Freestyle Friday, the length of time that was being missed was reduced, from average time of ten minutes to five minutes. The programme encouraged better behaviour and replaced the previous system of 'red cards'.

As part of the process and in association with the continued focus on RRSa the Behaviour Policy would be reviewed and adjusted in line with pupil voice findings where appropriate.

In addition Governors reviewed the School Improvement Plan (SIP) updates which were based on the most recent meeting with the individual SIP leads. It was recognised that the school made available a wide range of activities; it was also recognised that the school staff were extensively involved.

Governors also discussed the recording of pupil behaviour incidents and information relating to the provision made available to individuals / pastoral provision in one place (CPOMS) It was recognised that this worked well to develop a more complete picture of each child.

Q. Do the parent volunteers for reading have current DBS certificates?

A. Yes – if they are 1:1 with children; this was usual for most schools. However, the parent volunteers in the school have also received training from the 'reading recovery' teacher before providing support to pupils.

Q. Was it appropriate to have the 'gifted and talented' pupils teaching their peers?

A. There was strong evidence to support this system; it was suggested that it allowed pupils to take greater ownership and developed their skills.

Q. How was the Year 6 safeguarding team working?

A. Following initial training there have been two meetings. The team was working to address specific issues that arose.

It was noted that the school was intending to provide a similar approach with first aid training in order to raise awareness.

Q. Was the fencing issue in relation to the potential for pupils to abscond?

A. Yes – the fencing did comply with the necessary requirements, but it was intended to provide further improvements.

Ellie Russell (ER) presented an overview of the recent RRSA presentation attended by herself and additional Governors. It was noted that the presentations from the pupils, some of whom were five / six years old, were very impressive. In addition the pupils provide feedback to the staff when staff do not adopt appropriate RRSA language – the school still needs to work on developing staff consistency in the use of RRSA language.

Q. Treats for birthdays have been banned?

A. Yes – as part of the healthy schools approach and also there was a concern that they were being shared at every birthday.

The Headteacher confirmed the school was investigating development of the 'Owl Garden' as an outdoor learning environment – it was noted that the playground could be noisy / rowdy and therefore be a little daunting for some pupils. The Owl Garden would represent a quiet zone. It was appreciated that the changes may require planning permission and also some financial support from the Parent Teachers Association (PTA) that has already been fundraising.

In relation to leadership and management the Headteacher confirmed that the DHT had settled into the school and was ideal for the role. However, he would now be fulfilling the role of Acting Headteacher during the forthcoming maternity leave period.

Governors had noted from the Resources Committee minutes that the intention was to appoint an Acting DHT on secondment and not appoint an additional Assistant Headteacher (AHT). It was also noted that the process was supported by Manchester City Council (MCC) who would also arrange for a mentor to support the DHT in his new role; the mentor had yet to be appointed.

Q. Would there be a financial impact with the secondment?

A. Yes – as per the Resources Committee minutes, which was more than would be preferred, but was necessary to secure the right person for the role.

Governors recognised that the issue had been reviewed, considered in full and approved by the Resources Committee. There were no additional points raised and the appointment of the DHT as Acting Headteacher was ratified by the Governing Body.

The Headteacher confirmed that the school had established phase leader roles across the school – these were supported by mentors from the SLT. The changes were already having a positive impact on the school. It was now considered that the school had a completed SLT structure.

Q. Are each of the individuals clear as to their specific roles and responsibilities?

A. Yes.

Q. The role of Communications Manager was included in the SLT; was the school still intending to fill this role?

A. Yes the role had been advertised and an appointment made – the successful candidate will take up the post 18 April 2016. The role links with SLT (more than being an SLT member). Line manager is the Headteacher.

There were no additional points made and Governors approved the revised staffing structure.

The Headteacher advised that the school had successfully secured some seeds that had been taken into space as part of the 'rocket seeds project'. These will be planted and monitored by the pupils, with a six week period of data collection. The pupils were actively involved in a real project.

Q. Were there any new complaints?

A. One being investigated – it was currently at Stage 2 in the process. However, the school also receives many compliments, as noted in the report. In addition the feedback for the recent HMI inspection was very positive and the school had received many compliments from parents about this report.

Q. How does the school manage the compliments?

A. They were recorded as part of a document that would be shared in the event of an Ofsted inspection; it was possible to upload some 'quotes' onto the website and they would also be shared with the new Communications Manager – who could work with them as part of the role.

There were no additional issues raised in relation to the Headteachers report and Governors agreed to accept the report into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Ratified – appointment of DHT as Acting Headteacher. 	Governing Body	
<ul style="list-style-type: none"> • Approved – revised staffing structure. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept Headteacher report into record of meeting. 	Governing Body	

Item 5	Committee Reports
<p>Committees' Terms of Reference (TOR).</p> <p>Governors noted that not all members of the Governing Body had access to the draft terms of reference that had been circulated prior to the meeting.</p> <p>Hard copies were shared during the meeting and Governors noted that the TOR for the committees were based on the model documents from MCC.</p> <p>There were no issues raised in relation to the TOR and the documents were approved in principle with the proviso that additional copies were circulated to Governors off meeting.</p> <p>Resources Committee – 11.02.16</p> <p>Richard Fletcher (RF), as Acting Chair for the recent Resources Committee meeting, presented the minutes which had been circulated prior to the meeting – the following points were noted in discussion.</p>	

Governors noted that the Committee had reviewed and considered the Period 9 budget monitoring. In the process the Committee had considered and approved the following documents: the bank statement, including the reconciled and unreconciled items; the budget variances; the budget changes; the balances and reserves report; the CEA report; and the cash flow forecast.

Governors raised no additional points in relation to these documents or the Period 9 budget monitoring and these were ratified.

In addition it was recognised that the Committee had considered two benchmarking exercises and reports carried out by the school. There were no additional points raised in relation to the consideration of the Committee and the benchmarking report was ratified by the Governing Body.

Governors noted that the Committee had reviewed and approved the SFVS self-assessment document – there were no issues raised in relation to the document by the Governing Body and it was ratified. The document was signed by the Chair of Governors and would be submitted to the Local Authority (LA) prior to the 31 March 2016 deadline.

The matters for discussion in relation to the Acting Headteacher role were raised as part of Item 4 above.

In addition Governors recognised that the Committee had considered and approved an extension to the Owl Club contract – this was for an additional two years.

Governors noted that previously there had been issues with the Owl Club group, but it was accepted that these concerns were now resolved.

Q. Has the Owl Club had a new Ofsted inspection?

A. Yes – the designation was 'good'.

Q. Had the school investigated the option for an extension to the service until 6.00pm?

A. Yes and it had been confirmed that this was not possible. This was school's decision due to it needing to extend the caretaker's hours and this not being a possibility at present.

There were no additional issues raised with the contract extension and it was ratified by the Governing Body.

There were no additional points raised in relation to the Resources Committee minutes and Governors agreed to accept the document into the record of the meeting.

Pay Committee – 11.02.16

The Chair presented the minutes in relation to the recent Pay Committee meeting – the document had been circulated to Governors prior to the meeting. The following points were raised in discussion.

It was recognised that the Committee had reviewed and approved the Pay Policy. It was noted that the document was based on the One Education model which had been developed in consultation with the unions. In addition the document had also been shared in advance with the school's union representatives.

Governors noted that there were some differences between the One Education model policy and the version offered by MCC – it was appreciated that the unions had had greater input into the MCC policy.

There were no additional points raised and Governors ratified the Pay Policy.

It was recognised that the Committee had reviewed and approved the pay range for the Inclusion Assistant Headteacher (AHT) and also the pay structure for the leadership group.

There were no additional points raised by Governors and these matters were ratified.

There were no additional points raised in relation to the Pay Committee minutes and Governors agreed to accept the document into the record of the meeting.

Teaching and Learning (T&L) Committee – 29.03.16

ER presented her verbal report in relation to the recent T&L Committee meeting prior to the Governing Body meeting.

Governors noted that the Committee had considered the most recent data based on the new assessment criteria. It was appreciated that most year groups were performing well. However, it was also appreciated that although the current Year 5 group was at 65% when they became the Year 6 group for 2016-2017 the floor target would have been adjusted to 85%. This would be a major challenge for a cohort with a number of on-going issues.

Q. Was Year 5 considered an area of concern?

A. Yes – this has been a pattern and discussed at previous meetings with the whole Governing Body.

Q. Were there any other concerns?

A. Yes – based on the new curriculum and assessments, but these would need to be considered within the context that all schools were in a similar position. There was also a 'watching brief' on the potential for the Department for Education (DfE) moving the floor targets from 65% currently to 85% (potentially) in the following year.

In addition Governors noted and commented on the level of scrutiny carried out by the school – it was appreciated that this went beyond the assessments. It was also appreciated that Governors visiting the school had reviewed literacy workbooks and the quality of pupil progression; in addition to listening to feedback from the staff. Within scrutiny, progress was looked at in the literacy book, followed by pupil voice of that child.

Governors recognised that the high level of moderation also provided a very positive picture of progress and a gauge for the accuracy of teacher assessments. The on-going book scrutiny compares favourably with other schools already recognised as 'outstanding'.

There were no additional points raised in relation to the verbal report and it was agreed by Governors to accept the report into the record of the meeting.

Quality Assurance (QA) Professional Report

The Headteacher presented the most recent QA professionals report which had been circulated prior to the meeting.

It was noted that the document related to the Autumn Term, but had been completed after the previous Governing Body meeting. The most recent (Spring Term) report had recently been completed.

Governors recognised that the data indicated the progression of pupils and the judgments in the QA report were aligned with the information already provided by the school

There were no additional points raised in relation to the Autumn Term QA report and it was approved by the Governing Body.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Approved – in principle committee TOR with above proviso. • Action – recirculate copies of committee TOR. • Ratified – Period 9 budget monitoring. • Ratified – supporting documents for period 9 budget monitoring. • Ratified – benchmarking report. • Ratified – SFVS Self-Assessment document. • Ratified – two year extension to Owl Club contract. • Agreed – accept Resources Committee minutes into record of meeting. • Ratified – Pay Policy. • Ratified - Inclusion AHT pay range now 8-12 reflecting additional responsibility. • Agreed – accept Pay Committee minutes into record of meeting. • Agreed – accept teaching and learning review into record of meeting. • Approved – Autumn Term QA report. • Agreed – accept verbal report of T&L Committee meeting. 	<p>Governing Body</p> <p>Clerk</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p>	<p>April 2016</p>

Item 6	Behaviour and Safety of Pupils / Safeguarding		
<p>The Headteacher presented her report in relation to behaviour and safety of pupils / safeguarding and the following points were noted in discussion.</p> <p>The report was based on the behaviour and safety of pupils / safeguarding aspects of the Headteacher's report – which had been circulated in advance of the meeting.</p> <p>Governors noted that the DHT had completed an investigation into the 'morning' arrangements when pupils arrived at school; and the new arrangements based on the investigation were now in place. These arrangements had been formulated following feedback from the Parent Focus Group and discussions with staff. As a result it was appreciated that parents appreciated an opportunity to share work books with their children and come into the school. Therefore the school would organised a series of sessions for parents to meet these needs. So far only two parents have expressed dissatisfaction with the new arrangements.</p> <p>Q. Were parents notified in advance? A. Yes.</p> <p>The school understood that to a degree there was a loss of 'community' but the new system allows the pupils to develop greater independence and improves safeguarding practice. It had been noted that it had to change due to safeguarding concerns.</p> <p>In addition the school has developed the changes in support of staff welfare too (although this was not the reason it was brought in) – the new process safeguards staff from confrontational situations with parents; instead issue are channeled more appropriately and dealt with in a structured format. E-mails from parents raising queries are directed to a specific 'inbox'. The Headteacher has led on removing direct email contact for parents to the class teachers. The new approach was supported by the staff and their union representatives.</p> <p>Q. Do all the children now line –up outside the school before going into classrooms? A. Yes – from Year 2 to Year 6.</p> <p>In addition Sheila Newman confirmed that she has completed her MSCB training and was now a member of the MSCB.</p> <p>There were no additional points raised in relation to the behaviour and safety of pupils / safeguarding and Governors agreed to accept the report into the record of the meeting.</p>			
Resolutions / Agreed Actions		Owner	Date
• Agreed – accept behaviour and safety of pupils / safeguarding report into record of meeting.		Governing Body	

Item 7	Pupil Premium Grant (PPG) Funding
<p>The Headteacher presented the Pupil Premium Grant (PPG) funding report which had been communicated prior to the meeting and the following points were raised in discussion.</p> <p>Governors noted that the document had also been shared with the Resources Committee and been considered and approved by that group. It was also appreciated</p>	

that an additional column could be added in order to better demonstrate how the school was closing the 'gap' for disadvantaged pupils in relation to all of their peers.

Q. How did the free school meal (FSM) eligible pupils' performance compare to the national average?

A. The FSM pupils outperformed the overall national average, not simply the national average for FSM pupils.

Q. Does the school know how many pupils would be eligible for FSM, but their families were not claiming this benefit?

A. No – the school continues to offer incentives to encourage families.

Governors discussed the issue and it was appreciated that the LA had accessible data for those families eligible for housing benefit, which would be a good indicator for those eligible for FSM.

It was agreed that the School Business Manager (SBM) would investigate if the data could be used.

Governors recognised that the feedback from the recent HMI inspection report commented on how well pupil progress compared favourably with the national standards.

The Headteacher confirmed that the school was working on developing case studies for those pupils – this would represent evidence of the support provided by the school.

There were no additional points noted in relation to the PPG funding report and Governors ratified the document.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – add additional column to report demonstrating closing 'gap'. 	HT	
<ul style="list-style-type: none"> Ratified – PPG funding report. 	Governing Body	

Item 8	Governors' Action Plan Review	
<p>The Chair presented the Governors' action plan and Governors considered the continuing progress made.</p> <p>It was noted that Ruth Agnew had met with Governors to consider progress in relation to the action plan. The final report from the review meeting would be available in the next week and this would be circulated.</p> <p>Governors appreciated that the majority of actions would now be designated as completed – the remaining actions were designated as 'on-going'. It was also appreciated that a copy of the action plan was available on the school website.</p> <p>There were no additional points noted and Governors agreed to accept the Governors' action plan into the record of the meeting.</p>		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Action – update and re-circulate action plan to Governors.	Chair	April 2016

<ul style="list-style-type: none"> Agreed – accept Governors’ action plan into record of meeting. 	Governing Body	
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Item 9	Parental Survey		
<p>The Chair presented his report in relation to the parental questionnaire that had been completed during the Autumn Term. The document represented an action plan based on the feedback from the questionnaire – it had been circulated in advance of the meeting and the following points were noted in discussion.</p> <p>Q. Was the document also on the school website? A. Yes – and it would be updated to demonstrate progress.</p> <p>Governors discussed the issue of changes to the catering provider – and the need to raise awareness of the healthier options available.</p> <p>Q. Were there concerns with the food? A. There was perhaps scope for an improvement in the quality of the food; this was an issue being addressed by the SBM and the RRSA team.</p> <p>Q. What more could be done to raise the visibility of the Governing Body? A. Events were already quite well attended by Governors; perhaps more information could be made available through the newsletter.</p> <p>Governors recognised that the different options could be considered and raised at the next review meeting, although a calendar of events would make it easier to help Governors schedule availability in advance.</p> <p>Governors were invited to consider other options to raise awareness of the Governing Body’s work and forward these to the Chair.</p> <p>There were no additional points noted and Governors agreed to accept the parental survey feedback and action plan into the record of the meeting.</p>			
Resolutions / Agreed Actions		Owner	Date
<ul style="list-style-type: none">Action – forward options to raise awareness of the Governing Body to Chair.		Each Governor	
<ul style="list-style-type: none">Agreed – accept parental survey feedback and action plan into record of meeting.		Governing Body	

Item 10	Policies for Review and Approval
<p>Governors reviewed and noted the following policies – copies of which had been circulated in advance of the meeting.</p> <p>Absconding Policy.</p> <p>There were no points noted in relation to the document and the Absconding Policy was approved by the Governing Body.</p> <p>Alternative Provision Policy.</p> <p>It was noted that the policy was due for an annual review – the document was intended to address the issue for flexi-schooling following advice from MCC. It was</p>	

recognised that those families accessing the provision without authority from the school were dealt with through the Attendance Policy.

It was noted that in some instances penalty notices had been issued.

SN as the LA Governor, highlighted that some parents had complained about the change in approach to flexi-schooling; these issues had been addressed through the LA complaint process. The basis of the complaints was the claim that the school was not consistent – investigation demonstrated that the school had adopted a consistent approach and took into account individual circumstances.

Q. Was there an appeal process?

A. There was no appeal to the Governing Body, but if there was a change in circumstances an individual case would be reconsidered.

Governors noted that the school's approach allowed for a period of transition despite having the option to issue a 'blanket policy'. In addition the policy was considered by the HMI inspection team and their feedback was positive.

There were no additional points raised and the Alternative Provision Policy was approved; it was agreed that the policy would be reviewed in two years.

Charging and Remission Policy.

There were no issues raised in relation to the Charging and Remission Policy and the document was approved.

Capability Policy.

There were no issues raised in relation to the Capability Policy and the document was approved.

Appraisal Policy (Office Support Staff)

There were no issues raised in relation to the Appraisal Policy (Office Support Staff) and the document was approved.

Health and Safety Policy.

It was noted that the policy had been amended by simply updating the names of the persons responsible in different roles.

There were no additional issues raised in relation to the Health and Safety Policy and the document was approved.

Lone Worker Policy.

There were no issues raised in relation to the Lone Worker Policy and the document was approved.

Nursery Admissions Policy.

Q. Did the school allow for some part-time places?

A. Yes – four part-time places as per the previous year.

There were no additional issues raised in relation to the Nursery Admissions Policy and the document was approved.

Policy for Dealing with Persistent or Vexatious Complaints / Harassment in School.
There were no issues raised and the document was approved.

Safeguarding Policy.

Governors noted that the document had been recently reviewed as part of the HMI inspection – the feedback from the inspectors had been positive.

There were no additional issues raised in relation to the Safeguarding Policy and the document was approved.

Special Educational Needs and Disability (SEND) Policy.

Governors noted that the policy had been amended to address the issue of private reports and also to ensure there was a consistent approach with the Chorlton cluster of schools.

Q. Had the school received complaints in relation to the provision of speech and language therapists?

A. No – the school has secured its own contract for this service.

It was also noted that Governors had met with the special educational needs and disability co-ordinator (SENCO). The meeting had highlighted the extent to which the provision was under pressure from increasing demand and more complex cases. The situation was also being exacerbated by the raised threshold applied by MCC; it was appreciated that this was having an impact on the school budget.

There were no additional issues raised in relation to the SEND Policy and the document was approved.

Homework Policy.

There were no issues raised in relation to the Homework Policy and the document was approved.

Freedom of Information Publication Scheme.

There were no issues raised in relation to the Freedom of Information Publication Scheme and the document was approved.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">• Approved – Absconding Policy.	Governing Body	
<ul style="list-style-type: none">• Approved - Alternative Provision Policy; due for review in two years.	Governing Body	
<ul style="list-style-type: none">• Approved - Charging and Remission Policy.	Governing Body	
<ul style="list-style-type: none">• Approved - Capability Policy.	Governing Body	
<ul style="list-style-type: none">• Approved - Appraisal Policy (Office Support Staff).	Governing Body	
<ul style="list-style-type: none">• Approved - Health and Safety Policy.	Governing Body	
<ul style="list-style-type: none">• Approved - Lone Worker Policy.	Governing Body	

<ul style="list-style-type: none"> • Approved - Nursery Admissions Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Policy for Dealing with Persistent or Vexatious Complaints / Harassment in School. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Safeguarding Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved – SEND Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved – Homework Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Freedom of Information Publication Scheme. 	Governing Body	

Item 11	AOB
<p>2016-2017 School Calendar</p> <p>The Governors reviewed the proposed school calendar for 2016-2017 which had been circulated prior to the meeting.</p> <p>There were no issues raised in relation to the document and it was approved.</p> <p>Development of Outside Learning</p> <p>The Headteacher presented her proposal for the development of the outside learning capacity for EYFS. This was due to swapping Nursery into the current Reception building, allowing for Nursery to be together and all three reception classes to be together. This would take the format of an outside classroom at an approximate cost of £16,000; the funding would be provided by viring funds previously allocated to the window replacement programme.</p> <p>Governors discussed the proposal and appreciated that the window replacement programme was not as urgent as previously considered. It was also appreciated that these funds would be better utilised in providing an improved learning environment for the pupils.</p> <p>There were no additional issues raised in relation to the above proposal and it was approved by the Governing Body.</p> <p>Staffing Appointments</p> <p>The Headteacher proposed the establishment of two additional roles: one would be a part-time (three days per week) role as a Physical Education (PE) lead, providing PPA cover. The role would initially be a temporary post for one year. The second role was a part-time (three days per week) lead for art – the role would provide cover for teacher PPA sessions. Even though these roles would have cost implications on the budget, there would be some saving in not employing a second cover supervisor. This too would represent a temporary one year contract.</p> <p>Governors discusses the above proposal and appreciated that it would involve a reduction in the specialist PE provision currently bought in by the school. However, it was also appreciated that the specialist PE provision was more expensive than the funding provided through the sports premium grant.</p>	

Q. How would the staff feel about not providing art teaching themselves?
 A. The roles would not completely cover all of the staff, but the intention was to ease the pressure on staff and to develop PE and art in the way music has been developed

Q. Would the roles be advertised externally?
 A. No these would be internal appointments.

Q. Would the costs associated with the roles fall within the budget?
 A. Yes.

There were no additional points raised and the Governing Body approved the establishment of the two proposed roles.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Approved – school calendar 2016-2017 	Governing Body	
<ul style="list-style-type: none"> Approved – establishment of PE lead and Art lead roles as temporary, part-time contracts. 	Governing Body	

Item 12	Date of Next Meeting		
Governors agreed the following dates for future meetings: Resources Committee – Tuesday 10 May 2016 at 6.15pm Teaching and Learning Committee – Tuesday 11 July 2016 at 5.00pm. Governing Body – Tuesday 11 July 2016 at 6.15pm.			
Resolutions / Agreed Actions		Owner	Date
• Agreed – date and time for next meetings		Governing Body	

