

# Oswald Road Primary School Governing Body Meeting Minutes

**Quorum: 5 - met at this meeting**

**Acting Chair: Ali Ayub (until Item 4)**

**Chair: Richard Price**

**Date of meeting: 27 March 2017**

**Venue: Oswald Road Primary School**

**Approved as a true and accurate record.**

**Name.....**

**Date.....**

**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)	31/03/18	P
Tom Grimshaw (TG)	Co-Opted	14/07/19	P
Joanna Dennis (JD)	Co-Opted	14/07/19	P
Simon Bentall (SB)	Parent	23/09/18	P
Ellie Russell (ER)	Co-Opted	31/03/18	P
Ali Ayub (AA)	Parent	05/01/20	P
Sheila Newman (SN)	LA	31/08/18	P
Lisa Cameron (LC)	Staff	20/09/20	P
Ann Kerrigan	Co-Opted	8/11/19	P
Richard Fletcher	Co-Opted	13/12/19	Ap

<b>Also Present</b>	<b>Role</b>
Jon Beisly	Acting Headteacher
Liam Trippier	Observer – prospective Associate Member
Gerard McCoy	Clerk - AGM Clerking and Administration Service

*\*joined the meeting late.*

## Agenda Items

<b>Item</b>	<b>Apologies</b>
<b>1</b>	Apologies for non-attendance were submitted by Richard Fletcher.  There were no issues raised with the above apologies and these were accepted by the Governing Body.

It was noted that the Chair was delayed, but would be attending the meeting later; in addition, the Vice Chair was absent. Therefore, it was agreed that Ali Ayub would perform the duties as Acting Chair until the arrival of the substantive Chair.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – accept apology submitted.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Agreed – Ali Ayub appointed as Acting Chair until arrival of Chair.</li> </ul>	Governing Body	

<b>Item 2</b>	<b>Declaration of Pecuniary Interests</b>	
There were no declarations of pecuniary interest submitted by any of the Governors present.		
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>

<b>Item 3</b>	<b>Minutes of the Previous Meeting (24.11.16) and Matters Arising</b>	
<p>Minutes of the Meeting – 24.11.16 Governors reviewed the minutes of the previous meeting which had been circulated in advance.</p> <p>The following amendments / corrections and clarifications were noted in discussion: Page 10: Item 7 – T&amp;L Committee minutes. In relation to the T&amp;L Committee minutes it was appreciated that as part of Item 9, it should state that Liam Trippier could provide advice and guidance to the Governing Body in order to contribute to school improvement.</p> <p>There were no additional points raised for clarification or amendment and the Governing Body approved the minutes of the meeting as a true and accurate record taking into account the above matter.</p> <p>A signed copy was retained on record.</p> <p>Matters Arising. Governors recognised that the matters arising from the previous meeting were included on the current agenda.</p>		
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Approved – minutes of the previous meeting (24.11.16) as a true record.</li> </ul>	Governing Body	

<b>Item 4</b>	<b>Headteacher's Update.</b>	
<p><i>* RP joined the meeting.</i> John Beisly (JB), the Acting Headteacher, presented the Headteacher's report which had been circulated in advance of the meeting and the following points were noted in discussion by Governors.</p> <p>Attendance. It was recognised that attendance had improved to 96.5%, with persistent absence (PA) at 12% - this related to 18 pupils from the 674 pupils on the school roll.</p> <p>Q. Is it the school that issues the penalty notices for unauthorised attendance?</p>		

A. No, the school forwards the appropriate documentation and information to Manchester City Council (MCC) and MCC as the Local Authority (LA) then instigates the legal proceedings.

Q. What action taken by the school has resulted in the greatest impact on the level PA?

A. The school being proactive and taking early intervention has been the most effective action in reducing PA. The school attempts to identify trends or specific days and with targeted families in order to ensure that action is taken at the earliest opportunity; thus, preventing pupils reaching the point that is designated as PA.

Q. Is the main issue related to pupils / families taking holidays during term time?

A. No, not significantly. The main instances of PA relate to unauthorised and exceptional circumstances; parents apply for an exceptional issue and the school requests proof to support the request for absence. In these instances, often the proof is not forthcoming, but despite this the family still take the time requested. Currently only two children have taken holidays early for the forthcoming Easter.

JB, the Acting Headteacher, confirmed that the school was continuing a rigorous and robust approach to attendance and addressing PA. It was understood that this was the most effective means of ensuring that attendance was maintained.

Exclusions.

In relation to fixed term exclusions, Governors noted that there had been one fixed term exclusion during Autumn Term 2. There were no exclusions, whether fixed term or permanent during the remainder of the academic year.

Q. Was the excluded pupil in the boys' cohort and / or the free school meals (FSM) cohort?

A. Yes; the excluded pupil was boy, but not a pupil eligible for FSM.

JB confirmed that this particular pupil was no longer on the school roll and had transferred to another school.

Behaviour.

In relation to behavioural matters, Governors reviewed the recorded incidents and noted the decline in the number of events that had to be recorded. It was confirmed that Lisa Cameron (LC) was continuing the monitor behaviour and had established a Lunchtime Nurture Club in order to address issues that were arising at that time. It was recognised by Governors that this action was having a notable impact on the number of behaviour incidents.

Elle Russell (ER) confirmed that she had visited and observed behaviour in the school and had also noted the reduced number of pupils in behaviour incidents.

Q. Was the previous increase in the number of behaviour incidents as a result of improvement in reporting during Autumn Term 2?

A. Not entirely; at this time, the school was taking a very firm approach and many of the incidents that had been recorded related to a specific class, which was especially challenging.

Q. There are 73 incidents currently - were these considered as serious?

A. As per the report, there were only 16 designated as 'high level' issues which had been addressed by the Acting Headteacher. There were also parental meetings related to some of these incidents, when necessary.

In the process of the discussion, JB provided an overview of the Behaviour Policy, the processes and protocols adopted by the staff in order to address the various incidents that had taken place. This included case studies and samples of incidents and the corresponding actions / sanctions taken by the school in order to address these issues.

Q. What type of racist incident had occurred?

A. This was simply name calling and using language that was out of context. In the process of the investigation that followed, it was obvious that the pupils involved did not fully understand the context of the words they were using.

Q. How did the parents react when contacted by the school about the racist incident?

A. The parents were very supportive of the school's actions in this case. The school addressed the issue in line with the school's policy.

Q. What age were the pupils involved?

A. The pupil involved was a Year 4 child and they were using racist language towards a Year 6 child.

Achieving Success.

In relation to the 'achieving success' aspect of the School Improvement Plan (SIP) it was noted there were three main priorities for the current year - maths, reading comprehension and developing further consistency in teacher assessment. Governors noted in the Headteacher's report the changes made to the 'Guided Reading' programme which were designed to improve comprehension.

Q. What has been the impact of the above changes?

A. The school collected data last Friday which was currently being analysed, but initial indications demonstrated improvements, especially in the Year 6 and Year 2 cohorts. The indications were that the improvements exceeded the floor standard. In relation to the Year 3 cohort there had been an improved number of pupils now performing at 'greater depth' and therefore the overall picture was one of improvement.

Q. Was there greater challenge for the 'more able' pupils?

A. The school had improved this aspect, but it was not yet sufficiently consistent across all year groups.

Governors discussed the overall teaching and learning aspect of the Headteacher's report. It was noted that the book monitoring calendar had been made available for Governors to review and it was recognised that the Acting Headteacher would conduct a maths focus learning walk. It was appreciated this would allow the school to quality assurance test the current teacher assessments.

JB confirmed that the school had been monitoring pupils from January 2017 assessments to March 2017 assessments and there was demonstrable progress, especially where the school had focused on those pupils who were considered as border-line.

JB also highlighted Year 2 and Year 6 cohorts as the focus areas especially in relation to the forthcoming maths SATs paper for the Year 6 cohort. It was recognised by Governors that additional support and interventions had been provided for the Year 2 and Year 6 pupils.

Q. Had the school reallocated some staff?

A. Yes; the Year 6 team was a very united team and very focused in their approach, with regular assessment points scheduled. There was a similar approach being taken in Year 2, but this has not had the same impact due to one teacher on long-term sickness absence.

Q. What the school's main area of concern?

A. As a group there was a specific Year 2 class where the teacher had been on sickness absence leave and the pupils had been taught by a series of agency staff. In addition, there were some individuals in the Year 6 cohort that were also a matter of concern.

Stay Safe.

In relation to the stay safe aspect of the SIP, Governors noted the newly revised Behaviour Policy and the supportive training provided for staff. In addition, it was recognised that staff feedback had confirmed that the e-learning packages were very good.

Governors noted that the school considered the nurture club as having a very positive impact – the school was currently investigating extending this provision to include some mornings. It was appreciated that the 'Bubble Time' boxes were being used across the main school, with 'Bubble Time' being a feature of the school for a number of years. However, following pupil feedback / pupil voice the school was investigating extending the programme to allow children to request 'Bubble Time' privately.

JB confirmed that a serious incident had taken place involving a child leaving the school premises without an adult. An overview of the situation was provided, including what had occurred and the actions taken by the school including changes in the school protocols to mitigate any potential repeat incident.

In relation to e-safety matters, Governors considered the pro-active approach being taken by the school and the resulting positive feedback from pupils; especially Year 6.

Q. Did the school have effective filters and also effective password protection to manage access?

A. Yes, but the issues arose when the children were outside of school as the parental restrictions at home were often less robust. The school's approach was to educate the children to 'police' themselves.

Governors also recognised the continuing work and development of the Rights Respecting School Award (RRSA) programme - the 'ambassadors' were actively involved in the recent interview process for the new assistant Headteacher (AHT). The pupils were working towards the 'Level 2' certification.

In relation to the 'fit for learning' aspect of the report it was appreciated that the school had reviewed the Food and Drink Policy – this document would be considered as part of Item 9 below. In addition, the school continued to promote health and fitness with a visit from the Brownlee Brothers – Olympic triathlon medalists.

In addition, JB confirmed that the school was maintaining strong parental links: with a number of parents involved in the volunteer reading programme; the school providing stay and a play and stay provision; and the recent Parental Engagement

Partner (PEP) focus group which generated ideas for the upcoming SIP. This latter event was very well attended and the feedback generated many good ideas.

In relation to the leadership and management aspect of the report, Governors recognised that the new AHT (Claire Myers) had been appointed and had made a good start. Governors also discussed and recognised the importance of the school building its capacity in terms of the middle leadership team (MLT) / senior leadership team (SLT). It was appreciated that the current recruitment climate indicated that sourcing good / outstanding staff externally was becoming more challenging. JB confirmed that the school was continuing to develop the phase leaders / the MLT and that the SLT was still quite a 'new' team.

JB provided examples of how the MLT has developed over the current academic year. It was noted that the MLT was working very hard and contributing effectively to the development of the school and pupils.

Governors noted there were currently no outstanding complaints to be addressed; all of the previous issues had been dealt with and recently one situation was managed with additional support and mediation from Simon Bentall. It was recognised by Governors that the school was effectively applying the current policy in a consistent and effective manner. JB also highlighted numerous positive parental comments towards the school.

Governors considered a draft staffing structure that had been developed by JB in readiness for the new academic year. It was appreciated that the document was an initial draft which was being further developed and would be heavily influenced by the current budget restrictions.

Q. Was any further recruitment required?

A. Yes, one fixed term contract to provide cover for a teacher due to commence maternity leave.

JB confirmed that he had recently secured a new role at a different school and would be leaving at the end of the current academic year.

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

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – accepted acting Headteacher's report into record of meeting.</li> </ul>	Governing Body	

<b>Item</b>	<b>Committee Reports</b>
<b>5</b>	<p>Resources Committee – 13.02.17</p> <p>Richard Price (RP) presented the minutes and report relating to the recent Resources Committee meeting (13.02.17). Governors appreciated the document had been circulated prior to the meeting – and the following points were discussed.</p> <p>In presenting the report RP highlighted the significant in-year deficit in the budget, which was attributed to sickness absence / supply agency cover. The extent of this issue in the current financial year had not been projected. It was also noted that the school did not purchase sickness insurance cover, which would have provided some measure of income to offset the cost of agency supply staff.</p>

Governors recognised that the Resources Committee had discussed actions to be taken that would mitigate this issue, currently and in the longer-term. This included working within the local cluster of schools in sourcing a more cost-effective form of agency supply cover. It was also recognised that the Committee and Governing Body had previously considered the 'pros and cons' of a staff sickness insurance policy and determined this represented an additional cost; the policy had not been purchased for the current academic year.

However, JB confirmed that the school had carried out additional investigations into this issue and a new insurance cover had been sourced. The policy would provide cover for teaching staff, but not support staff.

The budget projected a carry forward (c/fwd.) figure of £100,000 with a potential £20,000 in-year deficit. As part of the discussions Governors noted that all MCC schools were anticipating a loss of funding for the 2018 financial year as a result of the new national funding formula. RP confirmed that the school and the Committee were already considering the school's budget going forward and the potential implications to the budget of changes in the national funding formula. Governors expected that the school would have to review costs in all areas and also consider any potential income generation streams.

In the process of the discussions it was appreciated that the Committee had approved the Period 9 budget monitoring report – there were no points raised in relation to the above issue and the Governing Body ratified the Period 9 budget monitoring.

In addition, Governors noted that the Committee had reviewed and approved the following matters:

- 2015-2016 PPG funding report;
- 2016-2017 PPG funding report;
- SIP costings report;
- SFVS self-assessment document;
- Staff sickness insurance contract
- SIMS in touch contract; and
- Markilux Pergola 110 fabric awning.

There were no additional points raised in relation to any of the above matters and they were ratified by the Governing Body.

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

Teaching and Learning (T&L) Committee – 31.01.17

Ellie Russell (ER) presented the minutes and report in relation to the recent T&L Committee meeting. The document had been circulated prior to the meeting and the following points were noted in discussion.

ER presented an overview of the discussions and the data considered by the Committee and Governors noted the extent of progression. It was recognised that the school endeavors to identify three pieces of independent evidence in order to confirm progress. It was appreciated that this was robust and rigorous approach which ensured a firm reflection of the pupils considered as 'on track'. Governors also appreciated that pupil progress was not necessarily linear in pattern and there would in reality be dips / troughs in the actual data.

JB highlighted the challenge of the new curriculum and the use of age related expectations (ARE) as the format for assessment.

ER confirmed that the Committee had noted that consistency was the main issue needing to be addressed across the school – the lack of consistency represented another challenge for the school on top of the changes in curriculum and assessment methods.

Liam Trippier (LT) gave an overview of his recent visit and this related to: the challenge with maths; the School Development Plan (SDP); and general tidiness in the school. In addition, there had been work to revise the SDP in response to the recent visit by LT. JB presented the revised SDP which demonstrated a more focused version than the previous document; with key points highlighted.

JB agreed to recirculate the maths measurement and monitoring awareness.

LT confirmed that he would be complete a second visit to the school on the 28 April 2017.

ER confirmed she had visited and observed the Looked After Children (LAC) provision and also the Nurture Club. This was to be followed by a visit scheduled for 3 May 2017. This visit would focus on a review of interventions and would include ER and Tom Grimshaw (TG).

TG confirmed his visit during the schools maths week and also in conjunction with the Quality Assurance (QA) professional. TG confirmed he had been present during a workbook scrutiny and had noted the different strategies that were put into place by the school in order to support different children with their individual challenges.

Ann Kerrigan (AK) confirmed that she had visited the school during 'World Book Day' and had been very impressed by the involvement of the children and during the visit had noted the extent of the challenges for staff in meeting the wide range of needs presented by the children.

Q. Were there opportunities for Governors to visit the school outside of the school day?

A. Yes; there were opportunities such as the network choir and also sports day, plus other events. Governors had a standing invitation to all such school events.

ER presented an overview of her second visit which had been focused on the Pupil Premium Grant (PPG) cohort and the LAC cohort. There was also a consideration of the lunchtime nurture group. As part of this discussion JB and LC presented an overview of the work with the LAC children including the 'Venture Arts' project with artists visiting the school and working on targeted projects with the children - the outcomes would be presented at the Lowery in September 2017.

Governors noted that ER had reviewed the expenditure in relation to interventions and support programmes carried out by the school. As part of the review, the impact of the individual interventions and the associated outcomes were gauged to ensure these programmes were providing sufficient value for money and having the expected impact on the outcomes for the pupils. It was appreciated that the full report would be presented at the next T&L Committee meeting.

Q. Were there any particular groups that represented a concern for the school?



A. The disadvantaged pupils from the previous year and the high attainers who were not achieving 'greater depth' were two main areas of focus. In addition, the school was monitoring boys writing, which is an overall aspect in the SDP.

JB confirmed that following the analysis of the most recent assessments, the SEND pupils were also being monitored. Also as part of the school's overall actions, it had introduced the 'Talk for Writing' programme to provide additional support especially in Year 3.

Governors recognised that the EAL cohort was still a concern, not just in the Early Years (EY), but throughout their progress in the school as gaps were still identifiable.

Governors noted that the Committee had challenged the school in relation to Year 1 and the school had completed a health check in February 2017 as part of its work with the Year 1 team.

There were no additional points raised in discussion and the Governing Body agreed to accept the minutes of the T&L Committee meeting 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 – Period 9 budget monitoring report.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified - 2015-2016 PPG funding report.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified - 2016-2017 PPG funding report.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified - SIP costings report.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified - SFVS self-assessment document.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified - Staff sickness insurance contract.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified - SIMS in touch contract.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified - Markilux Pergola 110 fabric awning.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – accept Resources Committee minutes into record of meeting.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – expenditure and impact to be agenda items for next T&amp;L committee.</li> </ul>	JB / Chair / Clerk	
<ul style="list-style-type: none"> <li>• Agreed – accept T&amp;L Committee minutes into record of meeting.</li> </ul>	Governing Body	

<b>Item 6</b>	<b>TA Staffing Structure</b>	
<p>JB presented a report in relation to the structure of TA staffing across the school and the following points were noted in discussion.</p> <p>Governors noted that the issue had been raised as part of the recent Recourses Committee meeting and that the school was reviewing the prospect of a complete structuring of TA staffing. It was appreciated that this would be carried out in conjunction with the potential forthcoming budget restrictions as discussed above.</p> <p>Governors appreciated that the school was already working with One Education as part of the HR contract with the school in addressing the issue.</p> <p>Although the school had raised concerns in relation to the staffing levels for TA staff, it was appreciated there were currently two TA vacancies that had not been filled and this would be addressed as part of the overall picture - the decision to fill the rolls would be based on availability of funding.</p> <p>There were no additional points raised or noted in discussion and Governors agreed to accept the TA staffing structure report in the record of the meeting.</p>		
<b>Resolutions / Agreed Actions</b>		<b>Owner</b>
<ul style="list-style-type: none"> <li>Agreed – accept TA staffing report into record of meeting.</li> </ul>		Governing Body
<b>Date</b>		

<b>Item 7</b>	<b>Behaviour and Safety of Pupils / Safeguarding</b>	
<p>Governors noted that behaviour and safeguarding had been raised and discussed as part of Item 4 above.</p> <p>There were no additional points raised or discussed and Governors agreed to accept the behaviour and safeguarding 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 behaviour and safeguarding report into record of meeting.</li> </ul>		Governing Body
<b>Date</b>		

<b>Item 8</b>	<b>Pupil Premium Grant (PPG) Funding Report</b>	
<p>Governors noted that behaviour and safeguarding had been raised and discussed as part of Item 5 above.</p> <p>Governors had ratified the associated reports.</p>		
<b>Resolutions / Agreed Actions</b>		<b>Owner</b>
<b>Date</b>		

<b>Item 9</b>	<b>Policies for Review and Approval / Ratification</b>	
<p>Nursery Admissions Policy.</p> <p>Governors noted that the document had been revised, but the Policy would again require amendment following the expected changes in September 2017 which related to the government’s funding for Nursery places.</p> <p>It was appreciated by Governors that schools required further clarity and support to understand how these changes will be managed; especially in relation to monitoring the funding for families entitled to 30 hours free Nursery provision. JB confirmed that</p>		

the School Business Manager, Sarah Nicholls, would be carrying out further investigation and liaising with her colleagues across the cluster to determine the best approach.

There were no additional points raised or noted in discussion and the Governors approved the Nursery Admissions Policy.

Food and Drink Policy.

JB presented an overview of the school's Food and Drink Policy, especially in relation to the issue of 'nuts' and the potential impact on pupils with nut allergies. It was noted that the school's previous intention to work towards being a nut-free school. This was an aspect that had been included in the Policy previously.

JB confirmed that the issue had been discussed with pupils, especially those with nut allergies and with the school nurse - as a result minor adjustments were made in order to allow for lunchtime staff and the school staff currently to 'police' all food. This included a 'no food sharing' approach and directions to parents requesting that they assist the school in becoming nut-free. JB presented the feedback and communication with parents in relation to becoming a nut-free school and the potential of nuts and nut products being brought into the school.

Governors noted that the intention to become a nut-free school was laudable, but logistically it was complex issue. Therefore, it was appreciated that the school would make every effort to ensure the site was nut-free, but it could not be guaranteed. In addition, it was appreciated that staff have been trained in the use of an epi-pen should that be required.

There were no additional points raised or noted in discussion and Governors approved the Food and Drink Policy.

Staff Capability Policy.

Governors reviewed and considered the document and there were no points raised; Governors approved the Policy.

Whistleblowing Policy.

Governors reviewed and considered the document and there were no points raised; Governors approved the Policy.

Teachers' Pay Policy.

Governors reviewed and considered the document and there were no points raised; Governors approved the Policy.

Green Procurement Policy.

Governors reviewed and considered the document and there were no points raised; Governors approved the Policy.

Absconding Policy.

Governors reviewed and considered the document and there were no points raised; Governors approved the Policy.

Smoke Free Policy.

Governors reviewed and considered the document and there were no points raised; Governors approved the Policy.

Stress Management Policy.

Governors reviewed and considered the document and there were no points raised; Governors approved the Policy.

School Attendance Policy.

Governors reviewed and considered the document and there were no points raised; Governors approved the Policy.

Bid Handling Protocol.

Governors reviewed and considered the document and there were no points raised; Governors approved the document.

First Aid Policy.

Governors reviewed and considered the document and there were no points raised; Governors approved the Policy.

FOI Publication Scheme.

Governors reviewed and considered the document and there were no points raised; Governors approved the document.

Lone Worker Policy.

Governors reviewed and considered the document and there were no points raised; Governors approved the policy.

Persistent / Vexatious Complaints / Harassment in School Policy.

Governors reviewed and considered the document. It was determined that many elements appeared to have been met by the current Complaints Policy, an aspect of which related to persistent and vexatious complaints. Governors requested that JB carried out a closer comparison of the two documents in order to ensure that there was no unnecessary overlap.

If necessary JB would present the document at the next scheduled meeting.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>• Approved – Nursery Admissions Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved – Food and Drink Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Staff Capability Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Whistleblowing Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Teachers’ Pay Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Green Procurement Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Absconding Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Smoke Free Policy.</li> </ul>	Governing Body	

<ul style="list-style-type: none"> <li>• Approved - Stress Management Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - School Attendance Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Bid Handling Protocol.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - First Aid Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - FOI Publication Scheme.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Lone Worker Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Action – review Persistent / Vexatious Complaints / Harassment in School Policy as above.</li> </ul>	Governing Body	

<b>Item 10</b>	<b>Health and Safety Audit</b>	
<p>JB presented the Health and Safety Audit which had been circulated in advance of the meeting and Governors noted the following points in discussion.</p> <p>It was recognised that the audit was in two parts: one part was completed during the Easter break and there would be a follow-up audit which would also involve additional training for staff.</p> <p>Governors noted that all of the actions from the previous audit had been dealt with; there are no outstanding aspects that had not been addressed.</p> <p>There were no additional points raised or noted in discussion and the governors agreed to accept the Health &amp; Safety Audit into the record of the meeting.</p>		
<b>Resolutions / Agreed Actions</b>		<b>Owner</b>
<ul style="list-style-type: none"> <li>• Agreed – accept Health and Safety audit into record of meeting.</li> </ul>		Governing Body
		<b>Date</b>

<b>Item 11</b>	<b>AOB</b>	
<p>Governance Matters.</p> <p>LT proposed that it would be appropriate for Governors to complete a review of the governance action plan and also to review current governor training.</p> <p>LT agreed to circulate potential dates for governor training sessions available for the Summer Term. In addition, the Chair agreed to update the governance action plan and ensure the red, amber and green (RAG) ratings were up-to-date.</p> <p>The Clerk confirmed he would circulate copies of the current Framework for Governors and the updated Governors Handbook – both documents were recognised as useful reference points for all Governors.</p>		

As part of this process it was noted that governors were required to take responsibility for items on the school website. It was determined that AA and AK would carry out this process. It was confirmed that the Clerk would forward a checklist to AA and AK to allow them to complete a review of the website.

Governors noted that an example/model of best practice could be found by reviewing or considering the website Oxford Grove School in Bolton.

There were no additional points or business for discussion and the meeting closed.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Action – circulate potential Governor training dates for Summer Term.</li> </ul>	LT	
<ul style="list-style-type: none"> <li>Action – complete update of governance action plan.</li> </ul>	Chair	
<ul style="list-style-type: none"> <li>Action – circulate copies of Framework for Governors and Governors Handbook.</li> </ul>	Clerk	

<b>Item</b>	<b>Date of Next Meeting</b>
<b>12</b>	
Governors noted that the next meeting was scheduled for Thursday 22 June 2017 at 6.15pm	
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>
<ul style="list-style-type: none"> <li>Agreed – next meeting as above.</li> </ul>	Governing Body