

# Governing Body Meeting Minutes

**School:** Oswald Road Primary School

**Quorum:** 5 (Met at this meeting)

**Chair:** Helen Dobson

**Clerk:** Karen Lowe

**Date of meeting:** 12 February 2015

**Venue:** Oswald Road Primary School

## Attendance

Name	Governor type	'End of Term of Office' date	Present (P)/apologies (Ap)/absent (A)
Ellie Russell	Co-Opted	31/03/18	P
Helen Dobson	Co-Opted (Chair)	31/03/18	P
Sheila Newman	LA	31/08/18	P
Emma Dawkins	Co-Opted	31/03/18	P
Deborah Howard	Headteacher (HT)	N/A	P
Elaine Stokes	Parent	23/09/18	P
Simon Bentall	Parent	23/09/18	P
Kathryn Whalley	Staff	25/09/16	P
Richard Price	Co-Opted	31/03/18	P

## Others present

Name	Role
Karen Lowe	Clerk
Donna Wealleans	Assistant HT

## Agenda Items

1	Apologies		
No apologies were required.			
The Chair welcomed Donna to the meeting.			
	Actions or decisions	Owner	Timescale

2	Declaration of Interests		
There were no interests expressed to any item on the agenda.			
	Actions or decisions	Owner	Timescale

3	AOUB		
There were no items raised.			
	Actions or decisions	Owner	Timescale

4	<b>Minutes of the last meeting 12.1.15 and Matters Arising</b>		
<p>The minutes of the last meeting were reviewed and the following amendments identified;</p> <p>As per HT’s email.</p> <p>Post meeting confirmation from Sheila i.e ‘NB: Post meeting Sheila Newman confirmed that per the LA no other school in Manchester provided Flexi Schooling provision.’</p> <p>The amended minutes will be sent to Isobel Booler, LA, for comment, prior to formal approval at the next meeting.</p> <p><u>Matters Arising</u></p> <p>Complaints Handling Training for Governing Body; the Chair will pursue this with One Education.</p> <p>Staff List; The HT will issue to the Governors on behalf of the Chair.</p> <p>Visioning; The HT requested that the Governors provide any feedback by the first week after the Half Term.</p> <p>Skills Audit; The completed Skills Audits to be collated for review at the next meeting.</p> <p><u>Confidential Appendix 12.1.15</u></p> <p>The Governors approved the Confidential Appendix subject to the correction of typos.</p>			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>Updated minutes to be sent to Isobel Booler for comment</li><li>Minutes of 12.1.15 to be formally approved at the next meeting</li><li>Pursue Complaints Handling training with One Education</li><li>Provide any feedback on Visioning</li><li>Skills Audit Summary to be agenda item for next meeting</li><li>Confidential Appendix 12.1.15 approved</li></ul>	HT  Clerk  Chair  Governors  Clerk  Governing Body	  1 April 2015    Post Half Term   1 April 2015

## **5 Flexi-Schooling and Alternative Provision**

The HT's Vision for Future of Flexi-Schooling and the costed proposal for Alternative Provision had been issued to the Governors ahead of the meeting.

The HT provided the update;

At the last Governing Body meeting, the HT presented the vision for the school's approach to Flexi-Schooling,.

The Resources Committee have reviewed the costed proposal and will re-visit the quotes when the Flexi-Schooling and Alternative Provision Policy has been agreed. Quotes have been obtained from;

- EQE
- Wood School
- BSS Forest School

In respect of the quotes, there is no like for like comparison as each provider offers something slightly different. From the school's perspective, EQE fits all the requirements i.e;

- Are Forest School practitioners
- Can provide Forest Crew training for the staff to build capacity within the school without making the staff Forest School practitioners.
- Provide intervention by qualified therapists

Donna Wealleans advised that the Pastoral Team has undertaken a visioning session with staff. The school aims to be an Inclusive School. EQE is a provider who will help build capacity in the school to address the current need for complex need children. EQE would start with two staff from the school; in the role, planning, impact etc for wider access to Forest School type activities.

Q. When the two staff have been trained, would they be qualified to train other staff?

In the long term they would develop other staff (excluding the non insurable activities such as fire making, knife work, etc).

Q. Would the contract be for one year?

More than likely yes, as this will fit in with what the school is aiming for in the playground development and outdoor learning. The school will review after a year and look at the position of need then.

EQE provide qualified therapists in Forest School settings for specific need children.

Q. Would this be at an extra cost?

Yes.

In terms of the Nurture Groups, EQE ticks all the boxes in terms of the Pastoral Groups.

Q. What is NVC?

Non Violent Communication i.e problem resolution.

Q. Is EQE the only provider that provides a qualified therapist?

Yes.

Q. Does the HT have experience of working with EQE?

Yes in previous school; however this did not include Forest Crew. A member of staff, can go out with the groups and learn.

In terms of the other providers, both Wood School and BSS would support staff to attain the Forest School qualification. However, this is not the route the school wants to go down. A Governor commented that EQE with the discount is a better package.

Sites; It was commented on that Chorlton Ees is much used by dogs walkers and dog mess is an issue. The only time Paupers Wood will be used is if the contract was awarded to Wood School.

Sheila advised that she is totally in favour of the Forest School activities; however at her Councillor clinic last Saturday, parents expressed their belief that the LA position is in conflict with the DfE advice. John Edwards, Director of Education and Skills, does not think there is a conflict. The school couldn't use the Code B. The issue is whether the school allows Flexi-Schooling, and if not parents will have access to school full time; will the school have conversations in such cases.

The HT advised that the school will not go against LA advice. Per the draft Flexi-Schooling and Alternative Provision Policy, the school will listen to parental requests on a case by case basis. The Policy has been reviewed by the LA and the suggested amendments have been made.

Q. Top of page 3; wording regarding frequency?  
Change 'this is rarely' to 'will be rarely'

A Governor advised that the Governing Body needs to remove itself from direct contact with individual parents; from a strategic perspective the Governing Body needs to consider what is best for the school.

Q. Do we need to explicit as to when this Policy is effective from?  
Yes; 1 September 2015.

Q. Will there be an argument for children who find the transition back to mainstream difficult?  
Yes this has already been discussed and agreed by the Governing Body; transition will be undertaken during the Summer term supported by the Pastoral Team.

Q. For the existing families, will the policy be issued to the parents with the transition arrangements?  
Yes, this can be arranged.

Q. Per the Policy; for individual requests or children it is for the HT to apply the criteria. Within the Policy there is no right of appeal against the HT's decision. Has this been through Legal Dept?  
Per the DfE Guidance, it is the HT's decision. The DfE Guidance will be added as an appendix to the Policy.

Q. In terms of making a decision regarding the Policy, what are we awaiting on?  
The LA Legal Dept is currently reviewing this updated version.

The Governors approved the Flexi-Schooling and Alternative Provision Policy subject to the identified amendments plus there being no significant recommended changes from the LA Legal Dept.

Now that the new Policy has been agreed, at the next meeting of the Resources Committee the Governors will review the costed proposal in order to approve a Provider.

Communication;

As soon as practicable, there will be 1-1 meetings between the school and the parents who are accessing the current provision.

On the first day after the Half Term, the HT will send a letter to all parents to advise them of the Governing Body's decision and to invite them to individual meetings.

The Governors will not be involved in the meetings; as per the Policy, the HT's decision is final.

A Governor commented that parents will appreciate how much the school can offer to all children.

Donna advised that from a Pastoral perspective this provides the school with more options to support children, and will provide staff with more opportunity to be pro-active.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>• Flexi Schooling and Alternative Provision Policy approved for implementation from 1 September 2015</li></ul>	Governing Body	1 Sept 2015
	<ul style="list-style-type: none"><li>• Review of provider quotes to be agenda item for net Resources Committee meeting</li></ul>	Clerk	19 March 2015
	<ul style="list-style-type: none"><li>• Communication with parents to be issued directly after the Half Term</li></ul>	HT	

## **6 Policy Reviews**

The Governors reviewed the following policies which had been issued ahead of the meeting.

### Freedom of Information Publication Scheme

The Governors reviewed the current generic Scheme and the 2012 School version, both of which had been developed by the Information Commissioner's Office. The Clerk advised that per the ICO, all post 2009 Publication Scheme are still valid. 2012 School specific version is still valid for adoption.

No issues were raised and the Governors approved the adoption of the post 2009 school version of the Freedom of Information Publication Scheme.

### Policy for Dealing with Persistent or Vexatious Complaints

The Ht advised that the Policy has reviewed by the LA Legal Dept and the Resources Committee.

Q. Where did the Policy come from?

A Headteacher at a local school (who is also the Headteachers' Union representative).

Q. Who judges what is vexatious?

If the complaints process has been exhausted and the complainant persists; advice would be sought as necessary.

No further issues were raised and the Governors approved the Policy for Dealing with Persistent or Vexatious Complaints.

Both Policies will go on the school website.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Freedom of Information Publication Scheme approved</li> <li>Policy for Dealing with Persistent or Vexatious Complaints approved</li> </ul>	Governing Body  Governing Body	

7	AOB		
There were no items.			
	Actions or decisions	Owner	Timescale

<b>Date and time of next meeting:</b>	<b>Wednesday 1 April 2015, 6.30pm</b>
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