

Governing Body Meeting Minutes

School: Oswald Road Primary School

Quorum: 4 (Met at this meeting)

Chair: Helen Dobson

Clerk: Karen Lowe

Date of meeting: 14 July 2014

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
Richard Price	Co-Opted	31/03/18	P
Kathryn Whalley	Staff	25/09/16	P
Helen Dobson	Co-Opted (Chair)	31/03/18	P
Sheila Newman*	LA	31/08/14	P
Emma Dawkins	Co-Opted	31/03/18	P
Deborah Howard	Staff (HT)	N/A	P
Janet Doherty	Co-Opted (Vice Chair)	31/03/18	P

**left during item 4*

Others present

Name	Role
Karen Lowe	Clerk
Laura Flynn	Assistant HT
Donna Wealleans	Assistant HT
Sue Lamb	School Business Manager

Agenda Items

1	Apologies		
No apologies were required.			
Sheila advised that she would have to leave early.			
	Actions or decisions	Owner	Timescale

2	Declaration of Interests		
None			
	Actions or decisions	Owner	Timescale

3	AOUB		
1. Confidential items			
	Actions or decisions	Owner	Timescale

4	HT's Update
---	-------------

As Sheila had to leave early, this item was brought forward.

The HT presented her report and the following points were raised/highlighted in discussion;

Attendance 2014

Attendance	96.32% (96.04% for previous year)
Persistent Absence (PA)	1.3% Same as previous year and the same family

There are still some families who take their children out of school for holidays. The school is undertaking training on the issuing of fines process.

Exclusions 2014

None.

'Time Out' Behaviour System

Over the year the average per class has steadily reduced to 4.1 for the summer term.

Red Cards at Lunchtime

There have been no red cards for the last three half terms, with only 8 over the whole year.

2014 SATS Results

The headline data was reviewed. The Teaching & Learning Committee will unpick the data in the Autumn term.

EYFS

Good level of Development (GLD) 57.7%. This above both the Manchester and National averages. The EYFS team has worked hard this year and are functioning at a high level.

The Chair stated that Helen Woolf's achievement over this last year needs to be acknowledged. At the LA's request, from September Helen will be supporting St Kentigern's RC Primary for 1 day per week.

Q. Could Helen write up what she has done around the systems etc to get these EYFS results i.e good practices?

Q. Throughout the HT's report there are some very positive outcomes; we need to ensure that this gets communicated to the parents?

The HT and Chair are working on a newsletter to focus on where the school is now.

KS1 & KS2

Phonics;

Y1	77%
Y2	71%

5 out of 89 pupils will go into Y3 without having passed the Phonics.

End of KS1 - Y2

	Reading	Writing	Maths	
Level 2c+	94%	93%	96%	all 3 above last year's and 2013 National Averages
Level 2b+	81%	74%	76%	all 3 above last year's and 2013 National Averages
Level 3	26%	11%	17%	all 3 below last year's and 2013 National Averages

The Level 3 results are disappointing

End of KS2 – Y6

	Reading	Writing	Maths	Combined	SPAG
Level 4+	95%	95%	87%	84%	90%
Level 5+	61%	54%	43%		62%
Level 6	0%	7%	18%		3%

Level 4 Reading; two children dipped.

Writing; this shows the impact of all the literacy work undertaken in the last year.

Maths; a different assessment. Maths will be the focus for next year. The Level 5 was 20% below the teacher assessments. Maths will need to be unpicked to establish if everything that should have been done has been done.

Reading Level 6; the school needs to establish the story behind this, as Reading across the school is good.

SPAG; above National but a dip over last year's.

All the results, with the exception of Level 6 Reading, were either above last year for the school and/or National Averages. Per the RAISE Online data, at Y2 this Y6 was a significantly strong cohort.

There are still some historical data issues. 2017 will be the first year where the baseline data for the pupils was secure.

For next year, the SATS will be undertaken in various Nurture rooms rather than in one big hall.

The Chair advised that there has been research in the USA regarding the positive impact of access to wellbeing before exams.

Q. Are the dips cohorts specific?

No. A strong year group. This is possibly an issue with test techniques. Also possibly their teaching in Y5. The school has increased the number of test papers plus there is a lot of pastoral work.

It was commented that Chorlton High has a lot of strategies in place to support students through exams.

Y6	2 levels progress	3 levels progress
Reading	98%	37%
Writing	100%	59%
Maths	89%	41%

The 2 levels progress for Maths is an issue.

It is possible that the RAISE will have less 'greens' this year (significantly above national).

Literacy has had outstanding leadership this year, and is embedded across the school. With the new Maths Lead, Maths will now have the same quality of leadership. The Maths Lead will be given a lot of opportunities to develop Maths across the school.

Gifted & Talented; this will be a focus for next year. There will be a lot of work undertaken on the start of lesson activities.

Quality of teaching

Due to the pressure of the new build, no observations have been undertaken during the summer term. As at the end of the Spring term, 85% of teaching was 'consistently good or better', with 32% consistently 'outstanding'.

From Autumn, the quality of teaching and learning will be triangulated. Ofsted look at triangulation. Ofsted now look at typicality across a school rather than judgements for individual teachers.

The quality of teaching and learning is the school's success story of the year, and the SLT has worked hard on supporting teaching and learning in the classroom.

One teacher is being supported

Q. Do we have an NQT?

A couple.

Sheila left the meeting

Leadership & Management

The Deputy HT has resigned.

Helen Woolf and Laura Flynn have been appointed as temporary Acting Deputy HTs. Donna Wealleans has been appointed as Assistant HT.

Sue Lamb will continue in her role as School Business Manager. Sue has made a huge difference in terms of processes, budget management etc.

Temporary TLR posts will be advertised in September

At tomorrow's SLT Away Day, further work will be done on the QA Calendar and the joint Vision. From the twilight sessions with staff, 10 words/phrases have been identified for the 'Values & Vision; self-confident, love of learning, creative, independent, happy, well rounded, respectful, compassionate, aspirational, resilient.

The HT has done Visioning assemblies. The input from KS2 was amazing. The work with Y5 and Y6 was by consensus. The HT will email the 3 paragraphs to the governors.

Q. With the SLT away, who runs the school?

TLR holder.

Della Bartle will continue to work with the SLT. She is also working with the HT on the coaching role aspect, plus will be delivering resilience training to the staff.

The Subject Leaders have made impressive progress this year, in particular Satnam Singh's

leadership of PE.

New SEN Code of Practice

The new code comes into effect from September.

SEN Governor – Janet will take on the Lead Governor role.

Behaviour and safety of pupils

'Keeping children safe in school' guidance. The HT will ensure that all staff have read at least Part 1 of the guidance.

Induction for staff; The HT is working with Sharon Bruton. NLE, on an annual cycle.

Q. Will line managers receive appraisal and 1 -1 meetings training?

The HT and SLT will work with the line managers to ensure consistency.

Movement around the school – a letter has been sent to the pupils from the HT. More work is required next year on children managing their own behaviour.

New Build- children with specific needs have been making trips to the new build to familiarise themselves and make the transition process smoother.

Health & Safety on school trips; the school has purchased school jumpers and t-shirts for the children to wear on school trips. This will be added to the school's risk assessments. The dress code will still remain optional at all other times.

Flexi Schooling;

How do governors feel about this?

Add 'usually' before a maximum of one day Flexi Schooling. It is what is best for the child not the parents.

There needs to be a consistency of the message e.g the rationale for Nursery attendance.

The HT is meeting with the LA this week about this , to address two questions;

- Can this be allowed for children in Reception?
- Can the two days remain for the two current families who access this?

Complaints

Two formal complaints from parents have been received across the whole year.

Providers for Lunches

The changing of provision was mentioned by a parent to the HT. The current provider is Manchester Fayre. With the new build etc, it is not the right time to look at changing the current provision . This is reviewed annually via the review of the Service Level Agreements.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">• Janet Doherty appointed SEN Governor	Governing Body	

5 Minutes of the last meetings 2.4.14 and matters arising

The minutes of the meeting were approved as an accurate record of the meeting, subject to the following amendments;

Page 1 – Helen chaired the meeting

Correct identified typos

Matters Arising

Page 3 Staffing – The Y6 was not a promotion, although the HT was told so at the time.

Q. Has the asbestos been removed?

Yes, from the cellar. The asbestos in the window frames is not a concern as the windows will not be taken out until next year.

Nursery Places; Add that this will be reviewed at the end of the Autumn term.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">Minutes of last meeting approved	Governing Body	

6 Policy Reviews

The governors reviewed the following policy , which had been issued ahead of the meeting;

Complaints Policy

At the last meeting the policy was reviewed and approved in the interim, subject to the Chair obtaining feedback/approval from all governors.

Following the feedback, some elements have been firmed up, as highlighted in yellow.
Complainants cannot challenge the decision, only the process .

Q. Is there a parent friendly version?

The Chair recommended that the policy be approved.

No further issues were raised and the governors formally approved the Complaints Policy. The policy will be rebranded for Oswald Road.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">Complaints Policy formally approved	Governing Body	

7 Governing Body

Governor vacancies

Two Parents Governors have been elected. The HT will email their contact details to the Clerk.

Some of the parents who applied may be suitable for consideration under the Co-Opted Governor appointment process. The Co-Opted Governor vacancies will be looked at in the September meeting, along with the Governor Skills Audit.

Governor Visits to School

None have taken place due to the on-going building work.

The Chair is a frequent visitor to the school to discuss issues with the HT.

Governor Training Complaints Handling session for the whole Governing Body by One Education – the Clerk will pursue where this is up to			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Email contact details of new Parent Governors to Clerk 	HT	
	<ul style="list-style-type: none"> Check on Complaints Handling training session 	Clerk	

8	Committee Reports		
<u>Teaching & Learning Committee 14.7.14</u>			
Ellie provided verbal feedback from the meeting that took place directly before the Governing Body meeting;			
There were presentation from three members of staff			
<ul style="list-style-type: none">Fiona Murphy, Maths Lead; examples of what she has been doing to embed Maths across the school, plus the new curriculumDonna Wealleans and Satnam Singh; Fit for Learning and the positive impact, plus changes to the curriculum.			
<u>Resources Committee 24.6.14</u>			
Richard presented an overview of the meeting;			
Budget Changes and impact on the Budget;			
The Budget Changes relate mainly to staffing and the website costs. As a result, the in-year deficit will increase by £12,388 to £132,695 and the projected year end surplus will decrease to £29,338			
No issues were raised and the governors ratified the Budget Changes			
Cashflow Forecast;			
No issues were raised and the governors ratified the Cashflow Forecast.			
2014/15 Clerking Provision SLA			
No issues were raised and the governors ratified the 2014/15 Clerking Provision SLA.			
Moving the Bank Accounts – The LA has advised the schools who bank with the Co-operative Bank to move their accounts elsewhere.			
ICT for the new build – the tender process is now underway.			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">Budget Changes ratified	Governing Body	
	<ul style="list-style-type: none">Cashflow Forecast ratified	Governing Body	
	<ul style="list-style-type: none">2014/15 Clerking Provision SLA ratified	Governing Body	

9	AOB						
<u>New build</u> The colour of the bricks is causing mutterings within the local community. The HT advised that this was part of the architects design; two contrasting colours as it would be hard to match the existing red brick. The specification for the bricks was the architect's decision and not the school's. <i>Katherine, Staff Governor, left the meeting at this point</i> <u>Confidential Items</u> <i>The details of this item have been recorded in a Confidential Appendix to these minutes. The Confidential Appendix is not for release into the public domain.</i>							
	<table><tr><th>Actions or decisions</th><th>Owner</th><th>Timescale</th></tr><tr><td></td><td></td><td></td></tr></table>	Actions or decisions	Owner	Timescale			
Actions or decisions	Owner	Timescale					

Date and time of next meeting:	TBC
---------------------------------------	------------