

# Governing Body Meeting Minutes

**School: Oswald Road Primary School**

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

**Chair: Helen Dobson**

**Clerk: Karen Lowe**

**Date of meeting: 18 December 2013**

**Venue: Oswald Road Primary School**

## Attendance

Name	Governor type	'End of Term of Office' date	Present (P)/apologies (Ap)/absent (A)
Sheila Newman	LA	<b>31/08/14</b>	Ap
Helen Dobson	Community (Chair)	18/09/15	P
Ellie Russell	Parent	20/10/15	P
Deborah Howard	Staff (HT)	N/A	P
Dave Bell	Parent	<b>24/01/14</b>	P
Janet Doherty	Parent (Vice Chair)	<b>TBC</b>	P
Richard Price	Community	07/05/17	P
Emma Dawkins	Parent	<b>31/08/14</b>	P
Kathryn Whalley	Staff	25/09/16	P

*\*left the meeting during Item 8*

## Others present

Name	Role
Karen Lowe	Clerk
Laura Flynn	Assistant HT

## Agenda Items

<b>1</b>	<b>Apologies &amp; welcomes</b>		
Apologies were accepted from Kathryn, she is running this evening's school disco.			
Sarah Benjamins has now formally resigned. She is happy to help out on the playground development etc if needed. The governors expressed thanks for all her outstanding work for the school.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>2</b>	<b>Declaration of Interests</b>		
None			

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>3</b>	<b>AOUB</b>		
The HT advised that there will be a confidential item raised at the end of the meeting.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>4</b>	<b>Minutes of the last meetings 18.9.13 and matters arising</b>		
The minutes of the meeting were approved as an accurate record of the meeting, subject to the following amendments;			
Page 2 & throughout , typo – change ‘ <i>Woolfe</i> ’ to ‘ <i>Woolf</i> ’			
Page 6 – Deputy HT commenced 2.12.13			
Page 10, Item 12, Exclusions ; change ‘ <i>that was actioned last year</i> ’ to ‘ <i>procedures,</i> ’			
<u>Matters Arising</u>			
None			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Minutes of last meeting approved</li> </ul>	Governing Body	

<b>5</b>	<b>HT’s Report</b>		
The HT presented her report and the following points were raised/highlighted in discussion;			
<u>Attendance</u>			
Autumn 1      94.6%    (96.34% 2012/13, 96.97% 2011/12)			
Autumn 2      95.74%   (95.4% 2012/13, 96.27% 2011/12)			
Autumn Term   95.11%   (96.38% 2012/13, 96.93% 2011/12)			
Persistent Absence (PA) 5.24% (3% Autumn 2012/13)			
Q. What actions are in place? First day phone calls, letters are sent to and meetings are held with parents. ‘Good’ attendance letters are also sent out to further promote attendance.			
Q. The slight increase in Autumn 2, does this include the children who are new to the school? No specific year group. Y6 have good attendance.			
Q. Does the school analyse the data by group e.g FSM? Yes. The Indian children are the main group for non-attendance.			
Q. How did Ofsted view attendance? ‘Good’.			

### Exclusions

None.

### Behaviour & Safety

Time Out – An average of 5 per class. Behaviour in class is very positive.

Red Cards at Lunchtime – 2 in Autumn Term 1, and 2 in Autumn term 2.

Safeguarding team – The Team has been further developed by the addition of Foundation Stage staff. Training has been accessed and the paperwork system redesigned.

'Powerfully Positive Lunchtimes'

Q. Who is Donna?

A new Y5 teacher.

### Quality of Teaching & Learning – Autumn Term;

'Good' or better 83%

Consistently 'Outstanding' 25%

There is 'outstanding' teaching in Upper KS2, Lower KS2, KS1, Foundation Stage and non-class based.

'Requires Improvement' – Y1, Y3 and elements in one Y4 class.

Actions are in place for Y3 and all staff are moving forward. Y4 – the SLT to review progress on a weekly basis.

50% of parents 'strongly agree' that their children are taught well from 2012/13 to 2013/14. The investment in training is having a positive impact.

The school target for this year is 100% 'good' or better, with 40% 'outstanding'.

### Pupil Progress

On track Autumn Term

Reading	Expected Progress	Better than Expected
Y1	N/A	N/A
Y2	89%	66%
Y3	77%	51%
Y4	93%	20%
Y5	89%	25%
Y6	79%	35%

Writing	Expected Progress	Better than Expected
Y1	N/A	N/A
Y2	95%	62%
Y3	65%	14%
Y4	82%	17%
Y5	93%	44%
Y6	87%	19%

Maths	Expected Progress	Better than Expected
Y1	N/A	N/A
Y2	98%	83%

Y3	62%	25%
Y4	70%	12%
Y5	89%	37%
Y6	70%	13%

Although the data is not shown, progress in Y1 is very good and the gap is closing. From the outcomes of the progress meetings, Y3 is a concern.

Q. Could more context be provided e.g. comparison data for previous year?

Yes.

High Achievers Report;

The progress of high achievers will be an appraisal target for the teaching staff.

Q. Why are the high achievers doing well in Maths and Writing, yet are not doing so well in Reading?

This is a concern. An issue with effective questioning; Level 6 teacher development is being undertaken in Y5 and Y6, and more level 6 resources are being obtained.

Richard advised that he attended the Y6 progress meeting.

Y6 Predictions;

	Level 4+	Level 5	Potential Level 6
Reading	97%	68%	15%
Writing	94%	48%	5%
Maths	94%	61%	11%
Combined	92%		

The 15% Level 6 for Reading is aspirational.

	Reading	Writing	Maths
Expected progress	100%	98%	97%
Better than expected (exc potential L6)	48%	48%	50%

With the exception of L4 Reading, all the predictions are showing an increase over last year's results. The predicted 1% dip in L4 Reading is due to a child with SEN, who will be disapplied.

Q. Last year Chorlton High ran a programme for level 6, was there any feedback from the pupils? The children loved the experience. However staff did not get the CPD impact.

Q. Did staff from the other cluster schools stay and did it impact on their Level 6 results? Not known.

### Leadership & Management

The SLT is in place, with areas of responsibility allocated. The school is capacity building.

The SENCO is retiring. Helen Woolf will assume the SENCO role from January 2014, and will undertake the SENCO award in September.

On 8 January, the SLT are having an 'away day' with the focus on Values & Vision. This is to ensure that all plans link into the main priorities. There will be a follow up at the Spring twilight INSET.

Q. How will this dovetail with the Governing Body's vision and direction?  
 Will be fed back to the Governing Body at the staff and governors' informal meeting/get together on 16 January.

Moving to 'Outstanding'

- Health and Safety Group
- Children being involved in their own risk assessment
- More independence in learning

Nursery Strategy Subgroup

There are two issues; places and charges.

Ellie, Richard, Helen Woolf and Andrew (DHT) met yesterday to discuss the proposal for September 2014 i.e 52 places, with 4 part time places.

This will result in a saving on one TA. The focus will be on quality provision.

There are no concerns regarding the part time places, the issue is the attendance for all nursery children. Strategies will be put in place for ensuring parents are clear as to the school's expectations.

A prospectus is to be developed.

An Admissions Policy is required for the nursery places.

It was noted that there are some arrears for the current places.

The proposal will go to the HT for consideration and then to the next Resources Committee meeting.

*Laura left the meeting for the duration of the next item*

Permanent Assistant HT post

There is currently a temporary Assistant HT in post, and the HT proposed that the permanent post be formally added to the Staffing Structure.

There will be an internal advert, if One Education HR advise that an advert is required.

Q. Are there likely to be other internal applicants?

Not known.

Q. Should it go out to external advert?

This would cost a lot of money when there is a tried and tested person in school.

Q. Will there be a governor on the interview panel?

Yes.

The governors ratified the formal addition of the Assistant HT post to the staffing structure. The governors approved the internal advert approach.

*Laura rejoined the meeting*

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	• Nursery Place proposal to be agenda item for next	HT/Clerk	30 Jan

	Resources Committee meeting		2014
	<ul style="list-style-type: none"> <li>• Addition of permanent Assistant HT post to the staffing structure ratified</li> <li>• Internal advert approach approved</li> </ul>	Governing Body	
		Governing Body	

<b>6</b>	<b>Policy Reviews</b>
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The governors reviewed the following policies;

Pay Policy

The policy has been to the staff for review and no issues were raised.

Q. Is this the cluster schools' version?

Yes

No further issues were raised and the governors approved the Pay Policy

Compliments, Concerns, Complaints Policy

Q. What happens if someone wants to complain about the SLT and/or the HT?

Will need to be referred to the Chair. A paragraph will be added.

Q. How do the children raise complaints?

As part of Pupil Voice or the safeguarding procedures.

Q, Should complaints statistics be reported to the Governing Body?

'At least annually' will be added

The governors approved the Compliments, Concerns, Complaints Policy for interim implementation. The updated version will be emailed to governors for full approval.

The final version will be formally ratified at the next Governing Body meeting.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>• Pay Policy approved</li> </ul>	Governing Body	
	<ul style="list-style-type: none"> <li>• Compliments, Concerns, Complaints Policy approved for interim implementation</li> </ul>	Governing Body	Interim
	<ul style="list-style-type: none"> <li>• Ratification of revised Compliments, Concerns, Complaints Policy to be agenda item for next meeting</li> </ul>	HT/Clerk	12 Feb 2014

<b>7</b>	<b>Committee Reports</b>
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Teaching & Learning Committee 18.12.13 (verbal feedback)

Ellie provided a verbal overview from the meeting held directly prior to the Governing Body meeting.

EYFS Learning Walk, 3 December 2013 – Helen and Ellie undertook the walk with Helen Woolf,

and their observations were discussed with the HT. There are definitely good things happening across the school; the EYFS environment is improving, children were actively engaged and highly motivated, children understand their learning targets, teachers described their plans to improve EYFS and the more able pupils are being stretched. The staff were very welcoming and the walk was very interesting. Ellie and Helen are looking at going to another school to view an outstanding environment.

Progress Data – There has been a lot of input into the Nursery. Reception baseline data 28% on track for Reading. GLD RAPS for targeted children. The reason for the dip in Reception is due to changes in staffing last year.

#### Premises/ H&S Committee 23.10.13

Emma will be the Committee Chair.

Q. How is the build going?

Slightly behind schedule because of planning delays. On track for September 2014 completion. The steel frame is to be erected in January.

ICT for new build – The Deputy HT is working with the LA and One Education.

#### Resources Committee 17.10.13

Period 6 Budget Monitoring

The projected year end balances for 2013/14 were:

Total Income Revenue	£ 2,356,955
Total Expenditure	£ 2,346,043
In Year	£ 10,912 Surplus
B/f from 2012/13	£ 11,669 Surplus
Cumulative Revenue total c/f	£ 22,581 Surplus

Total Income Capital	£ NIL
Total Expenditure	£ NIL
In Year	£ NIL
B/f from 2012/13	£ 18,477 Surplus
Cumulative Capital total c/f	£ 18,477 Surplus

Total projected Cumulative Balance - £ 41, 058 surplus

No issues were raised and the governors ratified the Period 6 Budget Monitoring

Budget Changes;

No issues were raised and the governors ratified the Budget Changes

Operational Financial Procedures;

No issues were raised and the governors ratified the Operational Financial Procedures

2012/13 Pupil Premium Report;

No issues were raised and the governors ratified the 2012/13 Pupil Premium Report

One Education HR Policies;

No issues were raised and the governors ratified the adoption of all One Education HR policies.

### Resources Committee 5.12.13

#### Budget Changes

The overall impact of the budget changes was a slight increase of £292, which increased the projected year end surplus to £22,873.

No issues were raised and the governors ratified the Budget Changes.

#### Cashflow Forecast

No issues were raised and the governors ratified the Cashflow Forecast.

#### Benchmarking Report – based on 2012/13 financial year

The benchmarking was undertaken against the other eight schools in the cluster.

No issues were raised and the governors ratified the Benchmarking Report

#### Scheme of Financial Delegation - updated version

No issues were raised and the governors ratified the Scheme of Financial Delegation.

#### Office Support Staff Appraisal Policy approved

No issues were raised and the governors ratified the Office Support Staff Appraisal Policy

#### Lettings Policy

No issues were raised and the governors ratified the updated Lettings Policy

#### Whistleblowing Policy

No issues were raised and the governors ratified the Whistleblowing Policy.

#### HT Performance Management (verbal update)

The Chair confirmed that the Performance Management has taken place.

Helen, Janet and Dave were supported by Sharon Bruton, an external advisor who is also a National Leader in Education (NLE). The NLE is very dynamic and positive. She was sourced via 'By Schools, For Schools'.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>• Period 6 Budget Monitoring ratified.</li><li>• Budget Changes ratified</li><li>• Operational Financial Procedures ratified</li><li>• 2012/13 Pupil Premium Report ratified</li><li>• Adoption of all One Education HR policies ratified</li><li>• Budget Changes ratified</li></ul>	Governing Body Governing Body Governing Body Governing Body Governing Body Governing Body	

	<ul style="list-style-type: none"> <li>• Cashflow Forecast ratified</li> <li>• Benchmarking Report ratified</li> <li>• Scheme of Financial Delegation ratified</li> <li>• Office Support Staff Appraisal Policy ratified</li> <li>• Lettings Policy ratified</li> <li>• Whistleblowing Policy ratified</li> </ul>	<p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p>	
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<b>8</b>	<b>Governing Body</b>		
<p><u>Governor Visits to School</u>  Richard has undertaken the following visits;</p> <ul style="list-style-type: none"> <li>• Y6 Pupil Progress meeting</li> <li>• Building meeting with SLT and contractor</li> <li>• Meeting with school lead on Extended learning</li> <li>• Attended EYFS Parents' Forum</li> <li>• Attended Parents' Forum on buildings</li> </ul> <p>The details of other visits by governors will be emailed to the Clerk or raised at the next meeting.</p> <p><u>Governor Vacancies</u>  The governors are to look at reconstituting the Governing body. Therefore any vacancies will be addressed at that time. The Chair and HT will meet with the Clerk to look at the options for the reconstitution. The governors were happy with this approach.</p> <p><u>Governor Training</u>  Richard has attended the following;</p> <ul style="list-style-type: none"> <li>• New Governor</li> <li>• FFT Live</li> </ul> <p><u>Skills Audit</u>  Governors who have yet to complete the audit should send their completed forms to the Clerk.</p>			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>• Reconstitution of Governing Body to be agenda item for next meeting</li> </ul>	Chair/Clerk	12 Feb 2014

<b>9</b>	<b>AOB</b>
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Request for full time support for child with SEN

The HT advised that the child receives 20 hours paid support however this needs to be full time. The cost to the school will be £1,286 on this year's budget.

No issues were raised and the governors approved the additional SEN support cost.

Ofsted Inspection Report

This is the first full Governing Body meeting since the Ofsted Report was issued. This is the first overall 'Good' for this school. The governors expressed their delight and asked the HT to pass on their thanks to all the staff.

The Ofsted recommendations will be included in the School Development Plan.

Confidential Items

*The Staff Governors left the meeting at this point.*

*Details of the items have been recorded in a Confidential Appendix to these minutes. The Confidential Appendix is not for release into the public domain.*

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>• Additional SEN support cost approved</li></ul>	Governing Body	

<b>Date and time of next meeting:</b>	<b>Wednesday 12 February 2014, 6.30pm</b>
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