

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 September 2013

Venue: Oswald Road Primary School

Attendance

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

**left the meeting during Item 8*

Others present

Name	Role
Karen Lowe	Clerk
Debbie Carter	Learning Mentor (present for items 1 – 6)
Sarah Greenway	Teacher (present for Items 1 – 8)
Laura Flynn	Assistant HT
John Hegarty	Teacher (present for Items 1 – 8)

Agenda Items

1	Apologies & welcomes
<p>Apologies were accepted from Sheila</p> <p>Due to time restraints as a result of taking up a new role within the school Louisa Hall, recently elected Staff Governor, has resigned from her role as Staff Governor.</p> <p>Suzie Willis, Parent Governor, resigned at the end of the summer term.</p> <p>Sarah Benjamins advised that due to external commitments this was possibly her last meeting. However she will look to stay on until a replacement is found.</p>	

	Actions or decisions	Owner	Timescale

2	Declaration of Interests		
	None		
	Actions or decisions	Owner	Timescale

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

4	Election of Chair and Vice Chair		
	<p>The terms of office for both positions will be 12mionths i.e. until the first Governing Body meeting in Autumn 2014.</p> <p>Chair of Governors - Helen Dobson was nominated seconded and elected unopposed.</p> <p>Vice Chair – Janet Doherty was nominated seconded and elected unopposed</p> <p>The HT will arrange for Helen to receive any post that comes into school for the attention of the Chair of Governors.</p>		
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Helen Dobson nominated seconded and elected unopposed as Chair of Governors Janet Doherty nominated seconded and elected unopposed as Vice Chair 	<p>Governing Body</p> <p>Governing Body</p>	<p>Autumn 2014</p> <p>Autumn 2014</p>

5	Confirm Clerking arrangements		
	<p>The governors confirmed that they wished to continue the commissioning of the One Education Clerking Service.</p> <p>The HT will pursue the completion and return of the SLA.</p>		
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Clerking arrangement confirmed Pursue completion and return of SLA 	<p>Governing Body</p> <p>HT</p>	

6	School's Safeguarding & Child Protection Procedures – Debbie Carter		
Debbie Carter provided an overview of the May 2013 staff training, and a hard copy of the PowerPoint presentation delivered to the staff was issued to the governors.			
A safeguarding team has been established, with the membership covering all the key areas across the school. Information from meetings with external agencies etc is disseminated across the team and, as appropriate, across the staff. No-one in the safeguarding team deals with any issues on their own.			
Designated person training has been undertaken, which highlighted gaps in procedures for governors and volunteers in school and anyone who passes through the school. As a result, a safeguarding advice leaflet has been produced for staff, volunteers and visitors.			
Are there any questions?			
Q. Are LOS included in the Safeguarding team?			
Not yet, however this is being looked at. It is important to have the right person. The LOs have received the safeguarding training.			
Q. What about the staff from the Owl Club?			
They are technically not part of the school. However the new contract between the school and the owl Club includes safeguarding requirements and the staff from the Owl Club have been invited to attend the in-school training. The HT is meeting with the Owl Club's school liaison person and will raise the need for collaboration on safeguarding issues.			
Q. How do people know who is a member of the safeguarding team?			
This information is accessible in the school office.			
Q. Have all staff had training in safeguarding indicators e.g. change in a pupil's behaviour?			
Yes. Staff look out for any behavioural changes. The children are very honest and do not hide their feelings. The children know that they also have opportunities to raise any concerns via 'bubble time' etc. The children are very aware of 'bubble time' and who they can approach.			
The HT expressed her thanks for all the hard work undertaken by Debbie across the school.			
Debbie left the meeting.			
It was noted that Brian Holmes, external QA Professional, has checked the Single Central Register etc.			
Punctuality is a focus for this year			
	Actions or decisions	Owner	Timescale

7	Minutes of the last meetings 26.6.13 and matters arising
The minutes of the meeting were approved as an accurate record of the meeting, subject to the following amendments;	
Page 2 , Governor Skills Audit - delete wording except for the last line, and change ' <i>other knowledge areas</i> ' to ' <i>all areas</i> '.	
Page 5. Leadership & Management – delete ' <i>One Education</i> '.	

Page 5, typo – change ‘nay’ to ‘many’.

Page 5, change ‘Sarah advised that the parents who have undertaken the fund raising for the development of the play area will not be happy at the size of the car park’ to ‘Sarah advised that the parents who have been involved in the fund raising for the development of the play area will be concerned at the size of the car park.’

Page 8 – add ‘Governors again noted the improvement in the financial position of the school.’

Item 12, Disciplinary Training – change ‘Helen has attended the training as part of her job’ to ‘Helen has attended the training as part of role as a governor.’

Item 12 Dress Code Proposal – delete ‘The HT advised that this could potentially be a developing process.’

Matters Arising

Engagement Committee – A group of children will present to the committee in Autumn 2.

RAISE Online – training for governors has been undertaken.

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

8 HT's Update

School Development Plan

The HT had asked a number of staff to provide the key points on various aspects of the Plan.

Parental Links - Sarah Greenway

- Parent Comments books have been set up.
- The Parent Links team meet all new families
- Verbal translation is available if required
- The school is liaising with Adult Education to ascertain what courses for parents are available.
- Parent involvement in school trips
- Parent involvement in the After School Clubs
- The school is setting up a database of parent skills

No issues were raised and the governors thanked Sarah for the update. Sarah left the meeting.

Fit for Life – John Hegarty

- Due to the two year sports funding, sports provision is a high focus for this year. The aim is to get the sports provision to ‘excellent’ in two years’ time.
- To cater for all children, there will be a balance between competitive and non-competitive sports activities.
- Healthy Diet – the school is looking at ‘What makes a good packed lunch.’ Posters will be on display in the hall and there will be an award for the best packed lunch. Local shops etc will be involved. The school is looking at lunch-box guidelines to ensure that they meet the schools expectations.
- Sex Education – the key focus is on relationships and not the sexual aspect. Some families have withdrawn their children from this subject. The school works with the parents

to explain the content and to invite them to view a lesson.

- Drugs Education – the school is ensuring that all staff who are involved are comfortable with the subject.
- Emotional Well-being – this is whole school including staff e.g. getting staff to mix at lunchtimes.

Q. Is this undertaken by teachers ?

The school has sometimes involved the School Nurse. The school weigh up the best approach for each year group. There have been workshops for the parents.

Q. Has the school had any issue in accessing the School Nurse?

Have not had to contact the School Nurse.

Q. What year does the sex education start from?

A gradual process from Foundation Stage. Y6 includes internet and mobile phone issues etc.

Q. As more children have i-phones etc, will the Y6 approach be undertaken in Y5?

The school will monitor this.

Q. When is the new sports funding available?

The school is waiting for it to come through. In the meantime the school needs to source expert resources as soon as possible. Do the governors support this approach? No issues were raised and the governors confirmed their agreement for expert sports resources to be sourced as soon as possible.

It was noted that the governors will need to monitor the spend and impact of the sports funding in a similar manner to the monitoring of Pupil Premium.

Q. Does the School Development Plan reflect the priorities discussed?

Yes

Sarah left the meeting

Achieving Success – Kathryn Whalley

- Development of the new curriculum
- Raising the standard of teaching. The target is that 100% of teaching will be at least 'good'.
- Learning Environment – the governors noted that the learning environments across the school have dramatically improved.
- Governors Visits to school – Helen and Janet have undertaken a learning walk, the details of which were discussed and recorded at the T&L Committee meeting of 18.9.13. In addition, three governors attended the School Development Plan planning meeting.
- The school is going for the International Schools Award.
- The school is also looking to bring in a 'house' system for the pupils.

Self Evaluation Form (SEF)

The content has been triangulated with information from external sources as well as from staff and governors. The SEF highlights that the school has a significant range of 'outstanding features'

The governors' review and approval of the SEF has been undertaken by email with all the governors, and via a formal meeting with Helen, Janet and the HT. The HT was impressed by the level of challenge from the governors.

Brian Holmes, QA Professional, was in school yesterday and has graded the school as 'good; overall with 'outstanding' for Behaviour and safety of pupils.

The LA has invited the HT to present on 'Securing Good', which is a huge compliment for the school. Staff from other schools want to visit to see how the improvements have been achieved.

In addition the two Assistant HTs, Helen Woolf and Laura Flynn, have been chosen by the cluster to lead on Y1 and Y3. Helen has also been approached to become a Special Leader in Education (SLE).

The governors noted that the parents and wider community should be made aware of the school's growing positive reputation.

No issues were raised and the governors ratified the SEF

Staffing update

Deputy HT – Andrew Earle from Woodheys Primary School has been appointed from 2.12.13.

Helen Woolf, Assistant HT, has responsibility for EYFS and Y1.

Laura Flynn, Assistant HT, has responsibility for the strategic overview of Achieving Success including raising the standard of teaching across the school.

Debbie Carter, Learning Mentor, is 12 weeks away from achieving teacher status. She is currently working as an unqualified teacher in Y4. Her salary reflects this.

Teaching Staff;

A Y3 teacher from Brookburn Primary has joined the school.

A Y5 teacher has organised a 'Warriors of the Plain' themed sleep-over in school this Friday.

SATS update

The data was fully reviewed by the T&L Committee meeting held directly prior to this meeting.

Y6	Reading	Writing	Maths	Combined
Level 4+	98%	88%	92%	85%
Level 5+	65%	32%	55%	

The results are above both the Manchester average for this year and the National Average for last year. The new calculation format has not impacted on the Combined, which is the same as last year. The validated results for Reading will be 100%.

EYFS;

GLD 27.9% is below both the Manchester average 46% and National Average 52%.

EYFS will be a focus for this year. The T&L Committee have scrutinized the plans that have been put in place, and are confident that expectations are high for this year. The school is developing robust baseline data.

Development of Pay Policy update

The cluster's policy is being used as a baseline policy for each school to personalise.

The draft policy, with the recommended pay scale structure, will be issued to staff next week and they will have two weeks to comment. The policy will then go to the October Resources

Committee meeting for review and approval. The policy needs to be in place by the half term

Q. What are the biggest changes?

Terminology rather than actual pay rates.

Q. Will the criteria to move up the bands be clearly defined?

Will be based on the National Teaching Standards.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Expert sports resources to be sources as soon as possible Monitoring of sports funding to be agenda items for committees Self Evaluation Form (SEF) ratified Pay Policy to be agenda item for next Resources Committee meeting 	HT Resources Comm / T&L Comm Governing Body Clerk	Future meetings 10 Oct 2013

9 Building Development

The HT provided the update;

The Foundation Stage unit was nearly fully completed over the summer and is operational.

Horseshoe space – the school is in discussion as to how best to address this area.

Main extension – there have been delays in the planning approval, therefore the building work has not commenced.

The school is operational and parents will be kept informed via the newsletters.

	Actions or decisions	Owner	Timescale

10 Policy Reviews

The governors reviewed a number of policies;

Social Media Policy

The following additions were identified;

- Include governors and volunteers
- Include reference to Child On-line Protection (COP)

No further issues were raised and the governors approved the Social Media Policy, subject to the identified inclusions.

Anti-Bullying Policy (Interim)

The policy will be in place until Autumn term 2 when the feedback and impact from the anti-bullying focus can be included in a revised policy, which will be reviewed at the next Governing Body meeting.

No issues were raised and the governors approved the Anti-Bullying Policy for the interim period.

Safeguarding Policy

The policy includes Child Protection.

No issues were raised and the governors approved the Safeguarding Policy.

Home School Agreement

This is still in development and the governors were requested to provide any feedback to the HT by 14 October so that the Agreement can be implemented.

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

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • Social Media Policy approved • Anti-Bullying Policy approved • Revised Anti-Bullying Policy to be agenda item for next meeting • Safeguarding Policy approved • Provide feedback to HT on Home School Agreement • Ratification of Home School Agreement to be agenda item for next meeting 	<p>Governing Body</p> <p>Governing Body</p> <p>HT/Clerk</p> <p>Governing Body</p> <p>Governors</p> <p>HT / Clerk</p>	<p>Interim</p> <p>18 Dec 2013</p> <p>14 Oct 2013</p> <p>18 Dec 2013</p>

11 Governing Body Matters

Code of Practice

No issues were raised and the governors approved the adoption of the Code of Practice.

2013/14 Committee Structure and Terms of Reference

The Finance Committee and Staffing Committee have been merged to form the Resources Committee.

The Buildings and H&S Committee will remain 'as is' for the duration of the current building development work.

The Teaching & Learning Committee will remain 'as is'.

No issues were raised and the governors approved the Committee Structure.

The Terms of Reference have been amended to reflect the above structure. No issues were raised and the governors approved the Committee Structure.

Committee Memberships and Chairs of Committees

The memberships will remain as per last year, with the members from the Staffing Committee and Finance Committee forming the membership of the Resources Committee.

The Chairs of Committees will remain the same. Richard will be the Chair of the Resources Committee.

Linked Governors

The following Linked Governors were confirmed;

Links to areas of the School Improvement Plan

- Achieving Success – Dave Bell
- Extended Learning – Richard Price
- Fit for Learning – Emma Dawkins
- Stay Safe – Sheila Newman
- Parental Links – Sarah Benjamins

Links to Key Stages of the school;

- EYFS – Helen Dobson
- KS1 – Janet Doherty
- KS2 – Ellie Russell

The link governors will be expected to have some involvement with their area during the academic year. New governors will be allocated as and when appointed/elected.

Governor Training

New Governor Induction – Richard is attending the November training offered via One Education.

Safeguarding – the governors received the information earlier this meeting.

Governor Vacancies

Community Governors – the HT, Helen and Janet will look at the skill sets required.

Parent Governors - the school will undertake the election process.

It was noted that the governors need to undertake succession planning. Also required is a visioning exercise on the future of the school and the governance.

Meeting Schedule 2013/14

The governors approved the 2013/14 Meeting Schedule.

Declaration of Pecuniary Interests

Governors present each completed a declaration form.

Confirmation of Eligibility

Governors present each completed a confirmation form.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">• Code of Practice approved	Governing Body	
	<ul style="list-style-type: none">• Committee Structure approved	Governing Body	

	<ul style="list-style-type: none"> • Terms of Reference approved • Committee memberships agreed • Committee Chairs confirmed • Linked Governors confirmed • 2013/14 Meeting Schedule approved • Declaration of Pecuniary Interest completed • Confirmation of Eligibility completed 	Governing Body Governing Body Governing Body Governing Body Governing Body Each Governor Each Governor	
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12	AOB		
<u>Fixed Term Exclusion Procedures</u> Following a review of a fixed term exclusion procedures, the following changes have been made to the procedures; <ul style="list-style-type: none">• The letter to parents has been amended• Consistent communications across staff, parents and pupils• Early involvement of the SENCo• More work has been undertaken on pastoral care The HT is confident that the policy and procedures in place are now robust. <u>Confidential Item</u> <i>The Staff Governors left the meeting at this point.</i> <i>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>			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">• Dress Code proposal approved	Governing Body	

Date and time of next meeting:	Wednesday 18 December 2013, 6.30pm
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