

# Governing Body Meeting Minutes

**School:** Oswald Road Primary School

**Quorum:** 4 (Met at this meeting)

**Chair:** Janet Doherty

**Clerk:** Karen Lowe

**Date of meeting:** 2 April 2014

**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>	P
Ellie Russell	Co-Opted	31/03/18	P
Deborah Howard	Staff (HT)	N/A	P
Janet Doherty	Co-Opted (Vice Chair)	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	Ap
Emma Dawkins	Co-Opted	31/03/18	Ap

## 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 Emma and Helen. In Helen's absence, Janet chaired the meeting.		
	<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>

3	AOUB		
1. A confidential item			
	Actions or decisions	Owner	Timescale

4	<b>Minutes of the last meetings 25.2.14 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 - delete ' <i>enthusiastic to get involved.</i> ' from 18.12.13 minutes			
Page 3 – change ' <i>INSERT</i> ' to ' <i>INSET</i> '			
Page 3 – typo 'fr5om'			
Page 5 Pupil Progress Data - change ' <i>over the</i> ' to ' <i>compared to</i> '			
<u>Matters Arising</u>			
The Instrument of Government has been sent to the LA for formal sign off by the City Solicitor. Delays in the return of the signed Instrument are not unusual; however any such delay will not impact on the 1 April effective date.			
	<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	

5	HT's Report
<p>The HT presented her report and the following points were raised/highlighted in discussion;</p> <p><u>Attendance to end of Spring Term</u></p> <p>Attendance increased in the Spring term to 97.09%. The year to date attendance is 95.97%</p> <p>Persistent Absence 2.99%. This includes 4 children from Reception.</p> <p><u>Behaviour &amp; Safety</u></p> <p>Exclusions - There have been no exclusions this year to date.</p> <p>Time Out (class behaviour) - For Spring term an average of 4.6 per class compared with an average of 5 per class for the Autumn term.</p> <p>Ofsted have recently announced 'No notice' Behaviour Inspection. The HT will look at the guidance.</p> <p>Risk Assessment for new build – The contractors undertake their own risk assessments. The school has monthly meetings with and receives monthly reports from the contractors. The school has reviewed the plans from a risk identification perspective.</p> <p>Q. Will we need an extra fire inspection?</p> <p>One has been undertaken. A further inspection will be undertaken before the school re-opens</p>	

after the build has been completed.

### Progress Against the 2014 Targets

#### Y6 predictions

L4+ Reading, Writing, Maths Combined	94%
Expected progress Reading	100%
Expected progress Writing	98%
Expected progress Maths	97%
Better than expected progress Reading	57%
Better than expected progress Writing	54%
Better than expected progress Maths	52%

The Y6 predictions are higher than expected.

#### Year 2 Predictions

	Reading	Writing	Maths
Level 2c+	*90%	*90%	*94%
Level 2b+	74%	*72%	*78%
Level 3	*30%	11%	12%

*\*at or above 2013 National Average*

It was noted that in this school/locale the children should not be below national Average in any area.

Q. Why is Level 3 below National?

In this cohort there are a number of children who came in at a low level, the data is correct.

Q. Are there more summer born children in Y2?

No. To be an outstanding school, there needs to be accelerated progress in each cohort. Going forward this will be in place.

Reception;

The school is aiming for 40% GLD (Good level of development) in July 2014 (27.9% 2013). This is an aspirational target. For 2015, the aim is to be at least in line with National Average.

The 2013 validated RAISE Online shows KS2 achievement as 'outstanding'

### Quality of teaching

	Autumn Term	Spring Term
Consistently 'Good or better'	83%	85%
Consistently 'Outstanding'	25%	32%

The target for the end of the HT's Performance management cycle is 100% 'Good or better' and 40% 'Outstanding'

The HT has been on an Assessing the Quality of T&L course. Ofsted's judgement for teaching is now based less on style and more on substance. i.e. triangulation of lesson observations, data and book scrutinies. Historically the results have been good even when teaching was not; therefore it was initially a challenge to drive teaching and learning.

Teachers have had access to a rich mixture of CPD including courses, in-house support, peer support and cluster support.

Q. If we looked at just the data and not the observations, what would these percentages look

like?  
Higher.

Q. How many staff does below 83% equate to? Any 'Inadequate'?  
No.

#### Class teachers for 2014/15

The details will be issued to parents and pupils. SEN children need to know early and their needs are always taken into account.

Some teachers are having significant moves e.g from Y5 to Nursery. Each Phase has been strengthened.

A governor commented that it is good that the staff are flexible.

Q. External adverts for Assistant HT; is this an extra post?  
The governors have approved the temporary position to be made permanent.

The staffing structure is an item for later in the meeting.

#### Leadership & Management

Values & Vision – Richard attended the recent twilight session. The Vision is still in development. The draft version will come to the Governing Body during the summer term.

The school has commissioned Della Bartle to facilitate SLT learning on different leadership styles, Belbin Team Roles and communication within the SLT. The HT will provide an update in the summer term.

'Achieving Success' TLR has not been value for money. The TLR for Leaders of Extended learning, Parental Links, Fit for Learning and Stay Safe have shown good and better levels of impact on the children's learning across the school.

SEN leadership – Helen Woolf has had outstanding impact in the classroom, EYFS and SEN practice and procedures across the school.

#### Complaint

A complaint has been received, which will be dealt with in line with the school's Complaints Policy

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>The Vision proposal to be agenda item for summer term meeting</li></ul>	HT/Clerk	Summer term
	<ul style="list-style-type: none"><li>Update on SLT development activities</li></ul>	HT	Summer term

<b>6</b>	<b>Policy Reviews</b>		
	There were no policies for review.		
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>7</b>	<b>Governing Body</b>		

### Reconstitution of the Governing Body

At the last meeting the governors approved the following reconstitution of the Governing Body with effect from 1 April 2014;

2 x Parent Governors (elected)  
1 x Authority Governor  
1 x Staff Governor (elected)  
1 x Headteacher  
7 x Co-opted Governors (appointed)

The total number of governors will be 12.

Discussion took place on how the new roles would be filled by the current governors. The following appointments were approved;

Headteacher – no change

Staff Governor – Kathryn Whalley will remain in post

LA Governor – Sheila Newman will remain in post. Her current end of term of office date is 31 August 2014. The governors requested that the LA be contacted to request that Sheila be re-appointed for a further term of office.

Co-Opted Governors;

Janet Doherty

Emma Dawkins – although not present, via email Emma had advised that she felt she could better support the school as a Co-Opted Governor

Helen Dobson

Richard Price

Ellie Russell

This leaves two Co-Opted Governor vacancies. Perhaps look to Chorlton High School for a member of staff from their Inclusion team.

Parent Governors (elected) – two vacancies.

The election process for the two Parent Governor vacancies will be undertaken after the Easter break, and will highlight that the potential nominees will ideally have Social Care and/or Health & Safety knowledge/skills. This could also be an opportunity for parents to log their skill sets with the school, for suitability to be invited to join support groups with the school.. The HT will draft a letter to parents for review by Helen and Janet.

The community feedback is that the Governing Body is doing a good job.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>• Appointments to new Governing Body constitution approved</li><li>• Parent Governor elections to be undertaken after Easter</li></ul>	Governing Body  HT	

8	Committee Reports		
<u>Teaching &amp; Learning Committee 2.4.14</u> The meeting did not take place.			
<u>Resources Committee 20.3.14</u> Cashflow Forecast; No issues were raised and the governors ratified the Cashflow Forecast.			
SLAs received to date for 2014/15 (One Education and Catalyst) No issues were raised and the governors ratified the received to date SLAs			
Bids Handling Protocol No issues were raised and the governors ratified the Bids handling Protocol.			
Nursery Admissions Policy & Contracts No issues were raised and the governors ratified the Nursery Admissions Policy & Contracts			
Staffing Structure; At the recent interviews for the recently made permanent Assistant HT post, there were two outstanding candidates. The HT feels the proposed additional 0.8 Assistant HT post, which will increase the number of Assistant HT posts to 3, will help to future proof the SLT as the school expands.			
The structure also includes 5 x TLR3 roles. 4 x TLR3; temporary for projects, tasks and additional responsibilities 1 x TLR3 with salary to mirror TLR2A to reflect the Fit for Learning responsibilities.			
Q. Do we lose one of the temporary TLR3 posts with the addition of the additional Assistant HT? No. The TLR3 roles are temporary. The school is growing; therefore the SLT needs to reflect this.			
The Deputy HT is class based for three days per week.			
Q. Should the Deputy HT be non-class based? This has been considered. The Deputy HT is new to the role and is still developing.			
For our school this proposed structure is the right thing to do now. When the HT is not on site, the SLT capacity is limited.			
Q. Do we need a Headteacher PA post? Q. A communications role is required – possibly the PA?			
Q. Do the office staff undertake attendance work? Yes.			
No further issues were raised and the governors approved the proposed 2014/15 Staffing Structure subject to budgetary restraints.			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"><li>Cashflow Forecast ratified</li></ul>	Governing Body	
	<ul style="list-style-type: none"><li>SLAs received to date ratified</li></ul>	Governing	

	<ul style="list-style-type: none"> <li>• Bids Handling Protocol ratified</li> <li>• Nursery Admissions Policy &amp; Contracts ratified</li> <li>• 2014/15 Staffing Structure approved</li> </ul>	Body  Governing Body  Governing Body  Governing Body	
--	--	--	--

9	AOB		
<u>Chorlton Book Festival</u> Sheila advised that the Book Festival is to take place in November. The aim is for as much community involvement as possible.			
The Chorlton Children's Book Award needs more primary schools to be involved. The HT advised that the school's Literacy lead is Sharon Griffin. Sheila will pass this on to the Library.			
<u>Y4 to Y5 Transition Process Trial</u> The HT advised that the school is trialling a cutting edge transition process including pupil voice, parental voice and data. There is an element of risk as the process is so different. The governors agreed their support for the school's approach. The HT will provide feedback at the next Governing body meeting.			
<u>Confidential Item</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>			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"><li>Feedback on Transition process</li></ul>	HT	21 May 2014

<b>Date and time of next meeting:</b>	<b>Wednesday 21 May 2014, 6.30pm</b>
---------------------------------------	--------------------------------------