

# Governing Body Meeting Minutes

**School: Oswald Road Primary School**

**Quorum: 6 (Met at this meeting)**

**Chair: Suzi Willis**

**Clerk: Karen Lowe**

**Date of meeting: 22 May 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 (Vice Chair)	18/09/15	P
Suzi Willis	Parent (Chair)	20/10/15	P
Kathryn Whalley	Staff	25/09/16	P
Ellie Russell**	Parent	20/10/15	P
Deborah Howard	Staff (HT)	N/A	P
Sheila Newman	LA	31/08/14	P
Dave Bell*	Parent	24/01/14	P
Janet Doherty	Parent	TBC	P
Richard Price	Community	07/05/17	P
Emma Dawkins	Parent	31/08/14	Ap

*\*Joined the meeting during Item 6 \*\*Ellie left during Item 9*

## Others present

Name	Role
Karen Lowe	Clerk

## Agenda Items

1	Apologies & welcomes		
Apologies were accepted from Emma.. Ellie advised that she may need to leave early.			
The Chair welcomed Richard to his first Governing Body meeting. Richard had attended the May Finance Committee meeting and will be joining the Committee.			
	Actions or decisions	Owner	Timescale

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

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

3	AOUB		
TA posts – to be addressed at the end of the meeting.			
	Actions or decisions	Owner	Timescale

4	HT Recruitment update		
<p>The Chair was delighted to record that yesterday the Governing Body approved the appointment of Deborah Howard to the role of substantive HT of Oswald Road with immediate effect.</p> <p>The LA representative, Debbie Hunton, said that Debs’s interview was excellent and the school is lucky to get her.</p> <p>The staff have been advised – a huge cheer went up when they were told and they are all delighted.</p> <p>A letter has gone out to parents today via the schoolbags.</p> <p>Q. Have the pupils been told? Yes and they are all delighted.</p> <p>Thanks were expressed to Janet for leading what was a very slick and effective process, and to the staff for their support.</p>			
	Actions or decisions	Owner	Timescale

5	<b>Minutes of the last meetings 27.3.13 and matters arising</b>		
The minutes of the meeting were approved as an accurate record of the meeting.			
Matters Arising			
T&L;			
Q. Has the 'inadequate' teacher been observed again?			
Yes - 'good'.			
New Assistant HT – she is really excited and keen to start.			
Governor Vacancies;			
Louise Hall has been elected as a Staff Governor from 26 June 2013.			
Governing Body 'Away' event – This has been deferred. The SEF review of governance will take place in June/July.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>Minutes of last meeting approve</li></ul>	Governing Body	
6	<b>HT's Update</b>		

The HT presented an update, focusing of the Summer Term QA Report and the following points were raised/highlighted in discussion.

#### QA Report – Summer 2013

The QA Professional has judged the school as 'good' across all areas.

Attendance – At 95.76%, attendance is in line with national average. The PA rate of 97.55% is below national average.

Achievement – The impact of the interventions and strategies are now starting to be evident. At April, 86% of pupils were on track for L4+ English & Maths. The target for this year is 86%.

Teaching & Learning – On the day, 80% of observations were 'good' or better, including four 'outstanding'.

Behaviour – pupil and parental feedback is good.

Leadership & Management – leadership across the school is improving.

*Dave joined the meeting.*

#### Complaint

The complaint is against a swimming teacher at the local baths. The HT has liaised with the Leisure Centre, and is confident that the school has done everything possible. The parent is now happy with both the school and the baths.

#### Freedom of Information – Subject Access Request

The Chair advised that a request for information has been received. Legal advice has been sought.

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

#### **7** | **'Playing Out' Briefing Report**

The governors had reviewed the report ahead of the meeting.

£10k has been received from the Heritage Fund. Y5 are leading the 'loose play' project across the school.

8 Y5 pupils, together with 2 teachers are in Glasgow to look at how a school there do their loose play. 8 Pupils have been to London.

A loose play expert is to come to the school to offer advice.

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

#### **8** | **Self Evaluation Form (SEF)**

##### Working Party

The school working party will meet in June.

##### Learning Walk – feedback report

Janet and Suzi have been in school to see how much of the findings from the lesson observation report was evident.

The governors observed much evidence including;

- Current and good standard displays across the school
- Pink and green pens were in use.
- All children engaged in learning
- TAs in most classrooms were focusing on individual or groups of children
- Lots of active learning
- Children with disability and /or SEN were well provided for.

Some areas of concern were notes;

- The amount of decay in the hall is becoming more evident
- Finger guards required for some doors.

Overall, there were happy learners everywhere.

Governor observations of Pupil Progress meetings are to be arranged.

Q. As these are the main areas for parents, what would the cost be to get the two halls repaired and repainted?

Quotes will be obtained for a cosmetic refurbishment.

During the learning walk, the Janet and Suzi were surprised at how many children in the school have physical disabilities. The other children were so careful and caring towards them. Mobility will need to be addressed in the plans for the new build.

Q. Is there a log of assessment of need?

No. Discussions are undertaken when the child start at the school to address practical needs.

Q. In the new build, will the acoustics in the halls be addressed?

The ceilings will be lowered.

The Buildings and H&S Committee will pick up the acoustics and accessibility issues for the plans etc.

Q. Has the school attended the Changes to SEN Funding meetings?

Yes

#### NFER Parent Survey

Q. Has it been externally analysed?

Yes, including graphs and comparison to National Averages. The HT will email the link to governors.

The Survey will be reviewed at the Governing Body's 'Away' event.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>• Obtain quotes for cosmetic refurbishment of halls</li><li>• Email NFER link to governors.</li></ul>	HT HT	
<b>9</b>	<b>Governing Body Matters</b>		

### Governance Review Report

The governors reviewed the report completed by Kevin Fennelly (NLG) report and the following points were noted;

Parent View (Ofsted site) - The governors need to review the 48 responses. Some good and some poor comments, including one relating to bullying.

Training – some governors have been trained on RAISE online. Governor training needs to be recorded.

Q. Could the HT do a training session for us on RAISE?

Yes

Janet and Helen will develop a training log. Janet and the Clerk will look at a Skills Audit. The report does state that the Governing Body has a strong skill base.

*Ellie left the meeting*

### 20 Question Health Check

The Finance Committee has completed the relevant questions, the other committees need to complete the Check and send the completed questions to Janet for collation.

Parental Engagement & Governor Visibility;

The Link Governors were allocated last October however other priorities have taken over. This will be revisited in September 2013. The Engagement Committee has helped to bridge this gap. Y% Pupils will be presenting to the governors at the next Engagement Committee meeting on 26 June.

Website – could we use a similar format to the one we used for the HT Recruitment? It depends on how high a priority that we want to make the website – it fails as a marketing tool but does not impact on the school? The VLE is the priority, plus the website needs a governor resource area. The governor would like the HT to delegate this to as member of staff. Some parents have website design skills and the school will approach them.

Governor Photos – The governors need to email their photos to the HT so that a Governor Display can be set up.

### Governors Visits to School

*Governors' Learning Walk feedback covered in Item 8.*

In terms of governor visits, both the staff and governors need to know the protocol. The governors reviewed two example documents covering the rationale for governor visits and the governor/staff protocols. The governors felt that both documents had value; therefore they will be combined to form a single Governor Visits to School Policy & Protocol.

### Governor Vacancies

*This was covered in Item 5.*

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>Develop Training Log</li><li>Send Skills Audit template to Janet</li></ul>	Janet/Helen  Clerk	

	• Each committee to complete 20 Question Health Check	Committee Chairs	
	• Pursue involvement of parents in website design	School (HT)	
	• Email photo to HT	All governors	
	• Governor Visits to School Policy & Protocol approved	Governing Body	

## 10 Committee Reports

### Teaching & Learning Committee 8.5.13

This committee meeting was cancelled and will be rescheduled.

### Finance Committee 8.5.13

The governors were asked the governors to ratify the committee's review and approval of the following items;

#### 2012/13 Budget Closedown (CFR)

The year end balances were;

Revenue Income	£2,197,086
Revenue Expenditure	£2,186,670
Revenue In Year Balance	£10,416 surplus
Revenue b/f from 2011-2012	£1,253 surplus
Revenue cumulative Balance	£11,669 surplus

Capital Income	£9,355
Capital Expenditure	£292
Capital In Year Balance	£9,063 surplus
Capital b/f from 2011-2012	£9,414 surplus
Capital Cumulative Balance	£18,477 surplus

The total cumulative surplus is £30,146 surplus.

No issues were raised and the governors ratified the 2012/13 Budget Closedown.

#### Commitment of Surpluses;

No issues were raised and the governors ratified the use of the 2012/13 surplus to build a contingency fund for the inevitable post rebuild additional costs

#### 2013/14 Service Level Agreements (SLA);

No issues were raised and the governors ratified the Service level Agreements.

### Building Development and H&S Committee 17.4.13

The Business Continuity Policy and H&S Policy will come to the next Governing Body meeting for ratification.

#### Building Development update;

Two meetings have taken place with the LA to look at the design details. The plans have not yet been submitted via the LA's planning approval process.

Q. Would the EYFS build take place over the summer?

Yes, if planning is approved. If there are no objections, it will take 8 weeks from the planning submission to the approval.

Q. If the building completion is delayed, will any of the main school be out of action?  
Assurances and options will be sought from the LA.

The school is looking at what fixtures and fittings will be required.

The governors are also keen to ensure that the build does not impact/impinge on the staff's summer break.

As the footprint of the build has changed, the plan for the outdoor area may need to be changed to ensure it fits the school's requirements. The issue is the overall budget, the LA are unlikely to provide any additional funding. The funds for the outside area will need to be raised by external bids etc.

Q. Could the capital budget be used to fund any small additional costs?

H&S Issues;

- Quotes are being obtained for finger guards for the doors on the ground floor.
- The school is meeting with an external company regarding the issues with the gate.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>• 2012/13 Budget Closedown (CFR) ratified</li> <li>• Commitment of Surpluses ratified</li> <li>• Service Level Agreements ratified</li> <li>• Business Continuity Policy and H&amp;S Policy to be agenda items for next Governing Body meeting</li> </ul>	Governing Body  Governing Body  Governing Body  Chair / Clerk	26 June 2013

## **10 Policy Reviews**

### Safer Recruitment Policy

To be added to Section 1.7 – to be added. Helen Wright, Administrator, as required.

No further issues were raised and the Governors approved the Safer Recruitment Policy.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>• Safer Recruitment Policy approved</li> </ul>	Governing Body	

## **11 AOB**

### Staffing Issue

*Kathryn left the meeting for the duration of this discussion*

The governors noted the item recorded in the Confidential Appendix from the Finance Committee meeting of 8.5.13.

The Chair and HT are dealing with the matter.

*Kathryn re-joined the meeting*

TA Interviews

Some fantastic applicants and appointments are imminent.

Q. How many applicants?

Approx 50.

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

<b>Date and time of next meeting:</b>	<b>Wednesday 26 June 2013, 6.30pm</b>
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