

# Governing Body Meeting Minutes

**School:** Oswald Road Primary School

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

**Chair:** Helen Dobson

**Clerk:** Karen Lowe

**Date of meeting:** 25 February 2014

**Venue:** Oswald Road Primary School

## Attendance

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

*\*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, Emma and Sheila.		
	<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>		
	1. Owl Club 2. Financial Agreement 3. Staffing		
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>4</b>	<b>Minutes of the last meetings 18.12.13 and matters arising</b>		
	The minutes of the meeting were approved as an accurate record of the meeting, subject to the following amendments;  Page 3 – change ‘5% of parents’ to ‘50% of parents’  Page 5 – Nursery Strategy Group change ‘Helen’ to ‘Ellie’  Page 7 – Progress Data change ‘wraps to ‘RAPS’;  <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	

5	HT's Report		
The HT presented her report and the following points were raised/highlighted in discussion;			
<u>Spring Term 2014 QA Report</u>			
The report, showing the Autumn Term data, has been issued to the governors ahead of the meeting;			
Progress Against the 2014 Targets;			
Y6 'on track'	As at Dec 2013	Target	
L4+ Reading, Writing, Maths Combined	90%	90%	
2 levels progress Reading	98%	98%	
2 levels progress Writing	98%	98%	
2 levels progress Maths	95%	95%	
The QA Professional has judged the school to be ;			
Achievement & Attainment	'good'		
Teaching & Learning	'good'		
Behaviour & Safety	'outstanding'		
Leadership & management	'good'		
Overall	'good'		
Any questions on the report?			
Q. Why do we still have this?			
The LA is paying for it this year. If the LA did not provide it, the HT would want to commission it as it provides a good external overview and validation of where the school is. The school has			

also commissioned the services of S Bruton, NLE.

The addition of the Y4 from Y2 APS progress data is very useful.

Age related expectations – this is not a challenging measure for this school and the locale.

Q. As Chair, should I be attending the QA visits?

It would be good to attend one a year.

The QA Professional is now convinced that the school is 'outstanding' on behavior and safety of pupils. The independent learning has improved behaviour.

Friends Against Bullying – The school has led on this and has developed a questionnaire designed by the parents and led a parent coffee morning. An Anti-Bullying Policy is to be written. The Extended Learning Lead, has done a great job on this.

#### SLT Away Day - Visioning

The Governing Body has asked the HT to develop this. The away day will be a twilight session to be undertaken on 12 March, 4.15 pm to 6.00 pm. All staff will be invited to come to a consensus on 10 items. Governors will be invited to attend.

When the consultation has been completed, the proposal for The Vision will come to the Governing Body in the summer term for review and approval.

#### CPD

Della Bartle is being commissioned to undertake tailored work with the SLT. Della will also work with the HT on coaching.

#### School Extension Project update

The work is on track. The completion date is 24 August and this is the date the building will be handed back to the school. The staff will then need to get the school ready for pupils by 2 September. The HT raised concerns that the governors may need to look at closing the school for a week, possibly by using the INSET days. The HT will have a better idea as to if the school will have to close after next week's logistics meeting with the contractors.

The contractors will take over the main building from 22 July. The breaking through from the new build to the existing building may highlight issues.

The parents will be kept informed when more detail is known. The HT will contact the governors after next week's meeting. Ideally have an open evening with the parents to explain what is happening and the impact. The school will need to know by Easter as to when and if the school may need to close.

#### Substantive Assistant HT Recruitment

The Advert is to go out by Easter. Ellie will be involved in the interviews.

	<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

#### **6 Governing Body**

##### Reconstitution of the Governing Body

The Chair has proposed that the Governing Body reconstitutes ahead of the new regulation

whereby all Governing Bodies that have not reconstituted since September 2012 will have to do so by September 2015. Currently, the Governing body has a number of vacancies; therefore it would be prudent to reconstitute now rather than later. The Governing Body needs more flexibility and a range of skills.

The benefits include increased flexibility to ensure that the Governing Body has the necessary skills to support the school to move to 'outstanding', and to better represent the diversity of the school's wider community.

In proposing this, the Chair has taken advice from the Clerk (in the Clerk's advisor capacity within Governor Support) and an NLG.

Prior to this meeting email feedback was received from both Sheila and Emma, which was raised, discussed and noted during the discussion on this proposal.

The following Constitution was approved by all present 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.

Staff and Parents can be appointed as Co-opted Governors; however the number of staff who are governors must not exceed one third of the total number of governors.

At the next Governing Body meeting, the governors will agree who takes what role. Vacancies will also be addressed.

#### Governor Visits to School

Helen has undertaken the following visits;

- Presentation to FORS
- EYFS Learning Walk

#### Governor Training

Helen has attended the following;

- New Chair of Governors
- FFT Live

The details of other visits or training undertaken by governors will be emailed to the Clerk or raised at the next meeting.

#### Skills Audit

This will be looked at post reconstitution. The Skills Audit will be re-issued for completion by the governors who have yet to complete it. The skills audit will be used to identify skill gaps to be addressed as part of the recruitment process for the governor vacancies.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>• Reconstitution of the Governing Body approved</li></ul>	Governing Body	

	<ul style="list-style-type: none"> <li>Skills Audit to be reissued for next meeting</li> </ul>	Clerk	2 April 2014
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## 7 Policy Reviews

The governors reviewed the following policies;

### Complaints Policy

The policy had been reviewed and approved 'off meeting'. The HT advised that the way the school is now handling complaints has significantly improved.

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

### Data Protection Policy

This is the cluster schools' policy.

No issues were raised and the governors ratified the Data Protection Policy.

	<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>Data Protection Policy approved</li> </ul>	Governing Body	

## 8 Committee Reports

### Teaching & Learning Committee 25 2 14 (verbal feedback)

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

Nursery – There are some issues with attendance.

Reception – The style of teaching has changed to create more opportunities for direct learning.

Pupil Progress Data – The data is improving significantly compared to the previous year. The school is confident that the targets for this year will be exceeded. RAISE Online data; lots of 'green' i.e, significantly above national average. The Deputy HT is now leading on assessments and Closing the Gap.

### Premises/ H&S Committee 22.1.14

There were no issues.

The new signage in the playground is in place.

### Resources Committee 30.1.14

Dust Mats – Paul Greenhalgh, One Education, has supported the school to significantly reduce the contract costs.

### Period 9 Monitoring Report

The projected balances for 2013/14 were;

Revenue Income £2,355,354

Revenue Expenditure	£2,344,150
Revenue in-year	£11,204 surplus
B/F from 2012/13	£11,668 surplus
Revenue balance	£ 22,872 surplus

Capital Income	£9, 940
Capital Expenditure	£28,418
Capital in-year	£18,478 deficit
B/F from 2012/13	£18,478 surplus
Capital balance	£ Nil

Projected cumulative year end balance £22,872 surplus.

No issues were raised and the governors ratified the Period 9 Budget Monitoring

Budget Changes;

No issues were raised and the governors ratified the Budget Changes

Cashflow Forecast;

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

Nursery Business Case for 60 Places

No issues were raised and the governors ratified the 60 Nursery Places

SFVS Governing Body Self-Assessment March 2014

No issues were raised and the governors ratified the Governing Body Self-Assessment.

Charging & Remissions Policy

No issues were raised and the governors ratified the Charging & Remissions Policy

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>• Period 9 Budget Monitoring ratified.</li> <li>• Budget Changes ratified</li> <li>• Cashflow Forecast ratified</li> <li>• 60 Nursery Places ratified</li> <li>• SFVS Governing Body Self-Assessment March 2014 ratified</li> <li>• Charging &amp; Remissions 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>	

## 9 AOB

Owl Club

The HT advised that it is unfair to go to tender while the building work is underway, and proposed

that the current contract with a slight increase from August 2014 be renewed until July 2015.

No issues were raised and the governors approved the proposal.

#### TAs

The TAs are undertaking LO roles across the school. This is a positive move for the school and the TAs are really enjoying it.

#### Request for 5 days leave of absence

A request has been received from an LO. The HT has offered 1 day. If the 5 days are taken, this could lead to dismissal. Management Support has been consulted.

#### Staffing for September 2014

The HT is looking at the potential to create new posts, which will strengthen SEN, pastoral care, interventions etc. This will be fully reviewed as part of the September 2014 Staffing Structure and the 2014/15 Budget.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>Owl Club proposal approved</li></ul>	Governing Body	

<b>Date and time of next meeting:</b>	<b>Wednesday 2 April 2014, 6.30pm</b>
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