

# Governing Body Meeting Minutes

**School: Oswald Road Primary School**

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

**Chair: Suzi Willis**

**Clerk: Karen Lowe**

**Date of meeting: 26 June 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
Louisa Hall	Staff	25/06/17	P
Emma Dawkins	Parent	31/08/14	P

*\* left after Item 6*

## Others present

Name	Role
Karen Lowe	Clerk
Helen Woolf	Designate Assistant HT

## Agenda Items

1	Apologies & welcomes		
No apologies required. Sarah advised that she would have to leave early.			
The Chair welcomed Louisa, newly elected Staff Governor, to her first meeting. The Chair also welcomed Helen Woolf, who has been appointed as Assistant HT from 1 September.			
	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		
Items to be addressed later in the meeting; <ul style="list-style-type: none"><li>• Dress Code Proposal</li><li>• Car Parking</li><li>• Deputy HT position</li><li>• Confidentiality</li></ul>			
	Actions or decisions	Owner	Timescale

4	Minutes of the last meetings 22.5.13 and matters arising		
The minutes of the meeting were approved as an accurate record of the meeting, subject to the following amendments;			
Page 2 – ‘Louise’ should read ‘Louisa’.			
Page 4, Learning Walk – delete ‘in the school’. Add an action for the HT to arrange governor observations of Pupil Progress meetings.			
Matters Arising			
Governor Skills Audit – Janet has completed a whole Governing Body summary version. The collective rating for all areas is ‘good’ and/or ‘excellent’. The individual governor skills audit responses will be collated into a ‘by governors, by committee’ report to ensure that the committees are appropriately skilled and, if necessary, identify any committee training needs.			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"><li>Minutes of last meeting approve</li></ul>	Governing Body	

5	HT's Report
The HT presented her report and the following points were raised/highlighted in discussion.	
<u>Attendance</u> At 96.82%, the school's attendance target of 96% has been achieved. The PA rate of 1.2% is below national average.	
Exclusions 2012/13; 1 x a two day lunchtime exclusion	
'Time Outs'; During the Summer term the average per class was 4, compared to 6 per class during the Spring term.	
<u>Attainment &amp; Achievement</u> The Phonics Screen Level is up by 26% to 84%.	

Q. How has this been achieved?

Children split into groups, TAs trained, Phonics teaching observed at other schools, rigorous timetable with additional 1-1 TA reading time built in, more parental involvement including Dads. As a result, reading levels have improved.

Y6 moderation has shown a 8% increase in Writing Level 4+

Via Parent View, 92% of parents feel their child makes good progress.

The governors noted the findings for both Progress and Attainment, including;  
Attainment;

- Boys are attaining better compared to their National Counterparts in more cohorts than girls
- EAL, Pakistani, and School Action children are performing well in Reading and Maths
- The in-school gap for School Action Plus children has narrowed in Reading and Writing

Progress;

- Boys reading is progressing well
- FSM children are progressing well, in particularly in Writing
- The gap is narrowing between non SEN and most SEN children

Areas to further develop;

- Narrow the gap between Pakistani and White British attainment in Reading, Writing and Maths, and progress in Writing and Maths
- Narrow/close the gap for attainment and progress between EAL and non EAL children
- Develop attainment in Writing for School Action, EAL and Pakistani children.

The school's QA Professional has graded this area as 'good'.

The Consistency Credit Cards showing the key data points were issued to the governors for retention in their school identity card holder, and for use during governor visits to the school. 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

Quality of teaching;

The quality continues to improve, with 80% or more lessons judged as 'good' or better. Within this, the number of 'outstanding' lessons is increasing.

NQTs receive strong support from their mentors and other staff across the school.

Foundation Stage – improvements have been made to the outside learning areas.

Informal support and advice is being provided by Penny Crinson from St Paul's.

Q. Is Penny still coming into school?

Only on an informal basis.

The governors reviewed the rationale for the Class Allocations (teachers/TAs).

Q. When will the parents know?

As soon as the one remaining Y5 class allocation has been sorted.

Other roles;

Music Lead Teacher (3 days per week) – the interviews for the post are pending.  
Reading Recovery Teacher (3 days per week)

The school's QA Professional has graded this area as 'good'.

### Behaviour & Safety

Via Parent View, 100% of parents/carers say their child feels safe at the school.

Behaviour across the school is good, with areas of excellent behavior having been observed. Work will be undertaken to ensure TA consistency of use of Super Top Kids.

The HT and Debbie Carter have completed the Level 3 Designated Person training. Two TAs have completed 'attachment' training and will disseminate this across the staff. All staff have undertaken refresher training for child protection. The Safeguarding team has been expanding for next year and will provide better coverage of the school.

Child protection documentation will be built into the transition procedures.

Q. Does the school need governors National Insurance numbers?

No

Bullying;

The Parent View indicates 67% of parents believe the school deals effectively with bullying. Actions for next year have been identified including the writing of a new Anti-Bullying Policy and obtaining more feedback from the parents and the School Council. The Behavior Policy has been amended to deal with any incidents of bullying. The school does record the types of bullying.

Q. Staff training will be key, therefore monies will need to be factored into the budget?

The whole application of pastoral care is being looked at.

The school's QA Professional has graded this area as 'good'.

### Leadership & Management

From September, Helen will be joining the SLT with responsibility to ;

- Model 'outstanding'
- Lead EYFS and Y1

Q. Should we support the SENCO Training Masters Degree via the DfE?

Yes – while funding is still available.

Staff are taking more responsibility for data analysis.

Recruitment;

School Business Manager - The advert for the SBM post has been issued.

Deputy HT - Interviews are scheduled for 2 July.

Q. With the implementation of the new SBM role, will there be training requirements for the admin team?

Yes. The staff are already going to other schools to see best practice.

Laura Flynn and Sharon Griffith continue to provide outstanding leadership of English.

The school's QA Professional has graded this area as 'good'.

Q. This is all very positive; however the HT seems to be taking a lot on?  
From September when the SLT is fully in place, things will be easier.

The governors want the HT to have a genuine break during the summer holidays.

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

## **6 Playground Development - Car Parking**

As Sarah had to leave the meeting early, this AOB item was brought forward.

Sarah advised governors of the following;

In the plans for the development of the outside space, the car park area looks huge and takes up a lot of the playground area. Feedback from staff, parents and the LA is being obtained. This issue needs to be resolved quickly.

In response, it was raised that most schools have cut down the amount of on-site car parking space if there is local on-street parking. However there are restrictions on the day time parking around the school and pressure from the local residents. In addition;

1. The school is well served by public transport
2. The local car park costs £1 per day
3. The focus for the school needs to be on the play area.

The HT expressed concerns regarding staff having to use public transport, bearing in mind the amount of work they have to carry.

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.

Q. How many parking spaces are on the plan?

38

The governors agreed that the Working Party should take this issue forward, taking into account the balance between the staff needs and the school's needs for the play space.

It was noted that at some point the use of the field will need to be looked at.

*Sarah left the meeting.*

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Address impact of car parking space allocations with the playground development plan</li> </ul>	Working Party	

## **7 Self Evaluation Form (SEF)**

The draft revised format will be issued to governors for review.

The governors need to review the governance aspects plus how the governors challenge the SEF judgements. Three date options were provisionally proposed for the governors to meet to review the SEF - 1 July, 9 July or 11.7.13. Janet will coordinate this.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>• Issue SEF to governors</li> <li>• Coordinate informal meeting to review the SEF.</li> </ul>	HT  Janet Doherty	

8	Governing Body Matters		
<u>20 Question Health Check</u> The Finance Committee has completed the relevant questions and the T&L Committee are in the process of reviewing their relevant questions. The other committees still need to complete the Check and send the completed questions to Janet for collation.			
<u>Governors Visits to School</u> None have taken place in the period since the last Governing Body meeting.			
<u>Governing Body ‘away ‘ event</u> This will be in conjunction with the SEF review – see <i>Item 7</i> .			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"><li>Each committee to complete 20 Question Health Check</li></ul>	Committee Chairs	Next meetings

9	Building Development - update		
<p>Sheila provided the update;</p> <p>Foundation Stage extension – planning approval is awaited.</p> <p>Extension to main building – There is a meeting next week and planning approval is likely to be granted soon. The plans are being publicised in the school etc.</p> <p>Q. When does the build start?</p> <p>EYFS – a July 2013 start for September 2013 finish.</p> <p>Main build – to start September 2013 for September 2014 finish.</p> <p>The main SIBCA's units will be moved – these will become the Y6 block. The furniture has been sorted.</p> <p>The lack of toilet facilities on the field is not an issue for not using the field to compensate for the reduced outdoor play space available during the build.</p> <p>It is all looking very positive.</p>			
	Actions or decisions	Owner	Timescale

10	<b>Committee Reports</b>
The minutes of the meetings had been issued to the governors ahead of this meeting.	
<u>Engagement Committee 26.6.13</u>	
This has been deferred and will now take place directly before the September Governing Body meeting.	

### Teaching & Learning Committee 18.6.13

Ellie provided an overview;

Pupil Progress Data - The governors had reviewed the progress data for the various groups i.e by gender, EAL, SEN and FSM.

Spelling, Punctuation and Grammar (SPAG) – The governors reviewed the school's new SPAG Policy

RAISE Online – The HT is to arrange RAISE training for the governors.

There were no items from the meeting requiring Governing Body ratification.

### Staffing Committee 10.6.13

Dave provided an overview;

The Staffing Structure for September 2013 was reviewed, along with the new Music Lead teacher role and the Deputy HT appointment process.

HT Performance Management – Brian Holmes has been commissioned as the External Advisor for 2013/14.

Strike action – this will take place tomorrow (27<sup>th</sup>) and the school will close.

Pay Policy – The HT has attended training. In addition. The HTs from the cluster schools are looking to develop a policy for adaptation and use across the cluster. The draft policy will be reviewed at the September Governing body meeting.

### Finance Committee 13.6.13

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

September 2013 Staffing Structure;

The structure has also been reviewed by the Staffing Committee.

No issues were raised and the governors ratified the September 2013 Staffing Structure.

2013/14 Budget (inc 3 year projections);

The balances are;

Revenue Income	£2,315,565
Revenue Expenditure	£2,292,810
Revenue In Year Balance	£22,755 surplus
Revenue b/f from 2011-2012	£11,669 surplus
Revenue Cumulative balance	£34,424 surplus

Capital Income	£9,951
Capital Expenditure	£28,428
Capital In Year Balance	£18,477 deficit
Capital b/f from 2011-2012	£18,478 surplus
Capital Cumulative Balance	£1 surplus

Total Cumulative Balance                      £34,425 surplus

No issues were raised and the governors ratified the 2013/14 Budget.

Statement of Internal Control;

No issues were raised and the governors ratified the Statement of Internal Control

Nursery Place Charge;

Q. Some years ago we agreed part-time places, are we offering part-time places?

Yes.

No further issues were raised and the governors ratified the £45 Nursery Place Charge.

The governors commended the school for the improvement in the improvements in the financial management. Thanks were expressed to Emma for the time spent in school supporting and challenging the school on financial issues. Within the committee, the governors challenging of the school is improving.

Q. Could we use the Pupil premium to subsidise the music fees?

The Pupil Premium for 2013/14 has already been allocated across the budget. The Music Lead Teacher will look at external funding sources.

The governors noted the improvement in the financial position of the school and thanked the staff and Finance Committee for their hard work over the last year.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Draft Pay Policy to be agenda item for next Governing Body meeting</li> <li>September 2013 Staffing Structure ratified</li> <li>2013/14 Budget ratified</li> <li>Statement of Internal Control ratified</li> <li>Nursery Place Charge ratified</li> </ul>	HT/ Clerk  Governing Body  Governing Body  Governing Body  Governing Body	18 Sept 2013

## **11 Policy Reviews**

### Capability Policy

No issues were raised and the Governors ratified the Capability Policy.

### Health & Safety Policy

No issues were raised and the Governors ratified the Health & Safety Policy.

### Business Continuity and Disaster Plan

No issues were raised and the Governors ratified the Business Continuity and Disaster Plan

Q. Do we need a policy to cover bad weather?

This will be added to the Business Continuity and Disaster Plan.



	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>• Capability Policy ratified</li> <li>• Health &amp; Safety Policy approved</li> <li>• Business Continuity and Disaster Plan approved</li> <li>• Bad weather requirements to be added to Business Continuity and Disaster Plan</li> <li>• Social Networking Policy for Staff to be agenda item for next Governing Body meeting</li> <li>• Child Protection Policy to be agenda item for next Governing Body meeting</li> </ul>	Governing Body  Governing Body  Governing Body  HT  HT/Clerk  Clerk	     18 Sept 2013  18 Sept 2013

12	AOB		
<u>Disciplinary Training</u> Helen has attended the training. It is likely that One Education will be running this training for governors again in the Autumn term			
<u>Dress Code Proposal</u> The governors reviewed the proposed dress code as proposed by the HT.  Q. can offensive T-shirts be included in the not allowed list? Hard to implement as 'offensive' is too subjective. The school address such issues on an 'as necessary' basis.  Letters will be sent to parents before the end of term.  No further issues were raised and the governors approved the Dress Code proposal.			
<u>Confidential Staffing Issue</u> <i>The Staff Governors were asked to leave the meeting. 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>Dress Code proposal approved</li></ul>	Governing Body	

<b>Date and time of next meeting:</b>	<b>Wednesday 18 September 2013, 6.30pm</b>
---------------------------------------	--