

Governing Body Meeting Minutes

School: Oswald Road Primary School

Quorum: 3 (Met at this meeting)

Chair: Suzi Willis

Clerk: Karen Lowe

Date of meeting: 12 December 2012

Venue: Oswald Road Primary School

Attendance

Name	Governor type	'End of Term of Office' date	Present (P)/apologies (Ap)/absent (A)
Emma Dawkins	Parent	31/08/14	P
John Hegarty*	Staff	08/05/15	P
Suzi Willis	Parent (Chair)	20/10/15	P
Kathryn Whalley	Staff	25/09/12	P
Ellie Russell	Parent	20/10/15	P
Deborah Howard	Acting HT	N/A	P
Sheila Newman	LA	31/08/14	P
Helen Dobson	Community	18/09/15	P
Dave Bell	Parent	24/01/14	P
Clare Taylor-Russell	LA	10/11/14	P
Janet Doherty	Parent		Ap
Sarah Benjamins	Parent		Ap

**Left during item 3*

Others present

Name	Role
Karen Lowe	Clerk
David Thompson	Acting Deputy HT
Cordelia Kuster	SENCO (present for item 3)
Sarah Greenway	EAL/EMA (present for item 3)

Agenda Items

1	Apologies & welcomes		
Apologies were accepted from Janet Doherty and Sarah Benjamins. John advised that he would have to leave early.			
	Actions or decisions	Owner	Timescale

2	Declaration of Interests		
	None		
	Actions or decisions	Owner	Timescale

3	School Improvement Plan
<p>This item was moved up the agenda to allow the members of staff to present their aspects of the plan to the governors and then leave.</p> <p>With staff input, the governors reviewed the Plan and the following points were raised/highlighted in discussion;</p> <p>The Acting HT advised that the whole school has been involved in the development of the Plan, including the children. Parent Voice has also been taken into account. A Plan file is in each classroom.</p> <p>The Plan covers 5 Key Areas;</p> <ul style="list-style-type: none">• Achieving Success• Extended Learning• Fit for Learning• Stay Safe• Parental Links <p>Fit for Learning;</p> <p>John Hegarty is leading on this.</p> <p>The school is looking to build on the after effects of the Olympic. Manchester has some excellent sporting facilities e.g. the Velodrome.</p> <p>Healthy Diet – The school has been involved in School Meals Week and a ‘Mr Carrot’ character is to be introduced.</p> <p>Mental & Emotional Health – The actions are to address the percentage of pupils who said they were not happy at school i.e. to provide someone for them to talk to.</p> <p>Drugs Education – now undertaken from Nursery through to Y6.</p> <p>Sex & Relationships Education – colleagues are being supported to deliver the programme.</p> <p><i>*John left the meeting.</i></p> <p>Achieving Success;</p> <p>Kathryn Whalley is leading on this.</p> <p>T&L Raising Standards of Learning - children and parents involved in planning.</p> <p>Maths & English – There will be basic skills sessions each day.</p> <p>Learning Environment - Support materials as well as examples of work to be on display in-class and across the school. A huge blitz has begun on the displays across the whole school to create more of a ‘wow’ factor and interaction.</p> <p>Assessment for Learning (AfL) – staff training to include Marking Policy, feedback, self & peer assessments, data tracking.</p> <p>Curriculum – Curriculum Maps have been produced and are in the classrooms. The children are really buzzing about their learning topics.</p> <p>Accelerated Progress – reading, writing and Maths. The daily basic skills sessions will be linked to homework. For Upper KS2 staff training has been scheduled plus increased links with Chorlton High. There will be CPD opportunities for all staff.</p> <p>Gifted & Talented – There is also a focus on the more able pupils.</p>	

Developing of Phonics – new resources to support interactive learning.
Observing good practice – staff (teachers and TAs) have had the opportunities to visit other schools, and vice versa, to observe good practice.

Q. The observing good practice, is this new to the school?

It has happened on occasion. However now more staff are involved and the visits are responsive to staff needs.

Q. Will the Raising Standards document be included in the Plan?

Yes, as supporting the detail of the Plan.

Extended Learning;

The Acting HT provided the update.

Develop and build upon links with external resources – universities, Chorlton Arts Festival etc.

Transition – to further develop the transition links with Chorlton High School.

Prefects – the school is looking to introduce a Prefect system.

School trips – the Pupil Premium funding will be used for FSM pupils.

School Pride – to raise and further develop a sense of school pride.

Self motivation & enterprise – to be developed within all the children. Parental skills will be utilised, which will also further develop parental links. Will include fund raising events.

Stay Safe;

Cordelia Kuster (SENCO) is leading on this.

The objectives relate to the following areas; Behaviour, Attendance, Additional Needs, Safeguarding, Buildings & Grounds

Behaviour – the Behaviour Policy, which includes anti-bullying, has been reviewed.

Lunchtimes – Training for LOs, develop the 'buddy' role, develop opportunities for different kinds of play.

Attendance – attendance is now good or better. More work is being undertaken to tighten up the school's procedures. Three members of staff are now CAF trained. A member of the admin team is taking on the Attendance role.

SEN – Identifying needs and use of external agencies, staff development and parental support

Protecting Children & Adults – a safeguarding team approach is being developed.

New build – to address health & safety issues.

Parking – a Parking Patrol has been established to stop parents parking in the no parking zones around the school.

Q. What is the impact on attendance?

A slight dip (0.5%) – the work that has been undertaken will start to kick in soon.

The governors requested that key data such as Attendance to be presented in a standard format for each meeting i.e. a scorecard.

Parental Links;

Sarah Greenway is leading on this.

Sarah has worked closely with Sarah Benjamins (Parent Governor) in regard to parental involvement.

Parental Workshops to be developed and delivered – including delivery in Urdu.

New EAL families – to be given a tour of the school, provided with information, introduced to teachers and language support for the pupils.

Parent Forums – to be set up, to include the curriculum.

Stay & Play Sessions – to encourage ethnic minority families to attend.

Foundation Stage Open Days – to enable parents to see what learning is taking place.

School Letters – more to be translated.

Homework Policy (visioning exercise) - In Spring 2013 the policy is to be reviewed with feedback from the parents.

Parent Skills – The PTA has commenced a questionnaire.

Sports – Develop greater involvement from the ethnic minority parents.

Communication – to improve communication with the parents.

The governors noted that the content of the Plan is good, however the impact of the Plan will be key. Previously, communications from the school have not always been of a good standard.

Q. What happens next with the Plan?

If the governors approve the Plan, the staff will put the Plan into action.

Q. Will the Plan be monitored by the committees?

Yes – The Finance and T&L Committees will both need to monitor the Plan. Perhaps two key areas per meeting.

No further issues were raised and the governors approved the School Improvement Plan.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">• A standardised Scorecard format to be used for presentation of routine key data• School Improvement Plan approved• Finance Committee and T&L Committee to monitor School Improvement Plan	Acting HT Governing Body Acting HT/ Committee Chairs/ Clerk	Future meetings Future meetings

4	AOUB		
	None.		
	Actions or decisions	Owner	Timescale

5	Minutes of the last meeting 3.10.12 and matters arising		
	The minutes of the last meeting were approved as an accurate record.		
	<u>Matters Arising</u> LA Governor Vacancies – The Chair advised that resignations have been received from both Clare and Teresa. New LA Governors will be sourced from the LA via One Education. Clare was also Vice Chair, therefore the election of a new Vice Chair will be undertaken at the next meeting. On behalf of the Governing Body, the Chair thanked Clare for all her work and contribution to the school and made a small presentation to Clare. School Expansion update – Sheila advised that per Jenny Andrews (LA) an additional £600k funding is now available. Therefore, the 1950's block can be demolished. It was noted that the		

Governing Body needs to ensure that the costs for the better use of the playground area comes out of the building development monies, even if some of the playground area is lost as a result of the expansion.

Q. What is happening regarding the additional SIBCAS unit for the additional learning space for September 2013?

No news yet. The Acting HT will pursue.

Dress Code – The Acting HT advised that there has been some resistant from parents; however some parents are in favour. The school will consult with the parents, including the options for the ‘non-negotiables’.

Robinwood – the trip is going ahead.

KS1 Moderation Report – The report has been emailed to governors.

3 Form Entry;

The governors formally approved that the school should move towards becoming a 3 Form Entry school as from September 2013, subject to completion of the building development work. The Chair will confirm this in writing to the LA.

Q. Do we need to inform the parents?

Yes – when the building development is confirmed.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Minutes of last meeting approved Election of Vice Chair to be agenda item for next meeting Source new LA Governors via LA Governor appointment process Pursue information regarding additional SIBCAS 3 Form Entry approved Confirm 3 Form Entry approval to LA 	<p>Governing Body</p> <p>Chair/ Clerk</p> <p>Clerk</p> <p>Acting HT</p> <p>Governing Body</p> <p>Chair</p>	<p>13 Feb 2013</p>

6 Acting HT's - Update

The Acting HT provided an update on the full report that was presented at the last meeting, and the following points were raised/highlighted in discussion.

Teaching & Learning

Raising teaching standards – as discussed at the last meeting the Freehold provision is no longer available. The Acting Deputy HT is working with the targeted teachers.

Scrutiny – Together with the Acting Deputy HT, the English team's book scrutiny has been completed. Personalized feedback has been provided to staff. The whole school English and Maths scrutiny is planned for Spring 2013.

New Curriculum – The curriculum has been rewritten and ‘wowed up’, with the involvement of the whole staff.

Literacy – how literacy is taught has been re-vamped, including lots of opportunities for writing.

Pupil Voice - The Acting HT has been involved in obtaining views from KS2 on the new curriculum, teaching of literacy, knowledge of their next steps, reading opportunities and general feedback on the school.

Q. Are the KS2 pupils aware of the changes?

Yes. However our approach needs to change so that we get them involved beforehand.

Super Learning Week – was based on the Savage Seas. It was very successful.

TA pen Portraits – have been completed and are in use to help to tailor staff training and utilization of skills.

New Parent Tours – The Acting HT has been undertaking these.

Q. Will other members of the SLT undertake these?

Yes – if not class based.

Paper work – has been streamlined, especially around lesson planning.

Behaviour and Safety

Safeguarding Team - looking to develop and train specific teams e.g. domestic violence.

H&S Annual Check has been completed – areas requiring attention are being dealt with.

Reduction in lunchtime hours. The Acting HT proposed that lunchtimes be reduced – FS & KS1 to 1 hour 15 mins, KS2 to 1 hour. There will be no detrimental impact on staff hours. The governors delegated the decision to the Acting HT as this is an operational issue.

Q. Do we have to have Sportspoint?

No. It costs £25 per session. The impact/outcomes are not yet known. Shouldn't children have a choice as to how they spend their lunchtime. The governors agreed that the school should determine the best approach. Sportspoint will be made optional. The Acting HT advised that there needs to be a review of sports provision across the school.

Assemblies – the focus will link to SEALS.

Attainment

Pupil Progress – the meetings are being undertaken this week.

Levelling issue – the original baselines were incorrect. The Acting HT and Acting Deputy HT are now confident that the baseline data is correct. However this will have a negative impact on the pupil progress data for this year to date.

Q. How does this relate to the KS1 Moderation report?

The KS1 baselines were more secure.

RAISE Online issues – now resolved i.e. 2011/12 English data has been submitted.

Quality Assurance (QA) – The QA Calendar for Spring has been developed.

Raising Attainment Teams (RATs) – the team are in place.

Raising Attainment Plans (RAPs) – the plans are being reviewed this week as part of the Pupil Progress meetings.

Leadership & Management

Middle Leaders – The Acting HT is to meet with the HT from Brookburn Primary School to look at development methods.

Performance Management – Completed for all staff. Leadership and management targets are included for all teachers and some TAs.

The Chair thanked the Acting HT for a comprehensive update.

	Actions or decisions	Owner	Timescale

7 Governing Body Housekeeping

Terms of Reference – Governing Body & Committees

The governors reviewed the Terms of Reference, updated to reflect the committee structure approved at the last meeting.

Q. Who is on the HT Performance Management Committee?

Suzi, Janet and Dave.

Q. Do we need a Safeguarding Governor?

Ellie Russell is the Safeguarding Governor.

Emma will join the Building Development and Health & Safety Committee.

No further issues were raised and the governors approved the Terms of Reference.

Code of Practice

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

Governor Vacancies

Suitable LA Governors will be sourced via the LA.

Appointment of Associate Member (Owl Club)

The governors agreed that this would not be pursued at this time. However, the continued collaboration with the Owl Club is encouraged.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">• Terms of Reference approved• Code of Conduct approved	Governing Body Governing Body	

8 Committee Reports

Engagement Committee 12.12.12

Ellie provided verbal feedback from the committee meeting held directly prior to the Governing Body meeting;

The presentations by the staff focused on English. The governors were impressed with how the school are now addressing moderation and making learning exciting. Consultation is undertaken throughout the school.

The Book Bag scheme is to be extended. The school is also looking at e-book packages.

There has been a very good start to the changes and the initial impact is evidence by the pupils' enthusiasm.

Writing is still an issue. As mentioned earlier, the basic skills are covered every day.

Ellie expressed the governors thanks to Sharon and Laura for their hard work.

Finance Committee 29.11.12

Emma presented the report and asked the governors to ratify the committee's review and approval of the following outstanding Internal Audit items;

Controls Assurance Statement;

No issues were raised and the governors ratified the Controls Assurance Statement.

Scheme of Financial Delegation;

No issues were raised and the governors ratified the Scheme of Financial Delegation.

Operational Financial Procedures

No issues were raised and the governors ratified the Operational Financial Procedures.

2012/13 Staffing Structure

No issues were raised and the governors ratified the 2012/13 Staffing Structure.

Lettings Policy

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

Whistleblowing Policy

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

Owl Club decision;

Q. Does the Owl Club include Early Birds?

Yes – it includes the provision for both before and after school.

The governors ratified the Committee's decision to charge at cost and that the Owl Club operation should be cost neutral for the school. It was noted that not all parents appear to understand the co-operative aspect of the Owl Club operation. The hope is that the Owl Club will negotiate in order to agree to the charges. If necessary, options will be sourced for the alternative provision for the wrap around care

Teaching & Learning Committee 28.11.12

Emma presented the report and asked the governors to ratify the committee's review and approval of the following policies;

Behaviour Policy;
The additional paragraph has been added.

Sarah had emailed her feedback ahead of the Governing Body meeting – In relation to the comments relating to consistency, the Acting HT confirmed that this is being addressed. In relation to the comments regarding consequences, the Acting HT confirmed that a personalised approach is operated for all pupils.

No further issues were raised and the governors ratified the Behaviour Policy.

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

Staffing Committee 6.11.12
Dave provided the verbal update;

The committee has reviewed and approved the Acting HT's recommendations for staff pay scales.

Teacher Appraisal Policy;
The policy has been re-reviewed by the staff and some minor changes made, including the addition of an informal stage. The policy will be emailed to all governors for review and approval via email.

HT Performance Management
The Chair advised that Brian Holmes has been commissioned to be the external advisor. The review meeting has been arranged.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Controls Assurance Statement ratified Scheme of Financial Delegation ratified Operational Financial Procedures ratified 2012/13 Staffing Structure ratified Lettings Policy ratified Whistleblowing Policy ratified Owl Club decision ratified Behaviour Policy ratified 	<p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p>	

	<ul style="list-style-type: none"> Marking Policy ratified Teacher Appraisal Policy to be emailed to all governors for approval 	Governing Body Acting HT/ Clerk	
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9	Policy Reviews		
<u>Capability Policy</u> The policy is currently being developed.			
	Actions or decisions	Owner	Timescale

10	AOB		
<u>Playground Development</u> This needs to be led by the school and the Governing Body with involvement from the PTA i.e. funding. The Acting HT will liaise with the PTA.			
<u>Internal Audit Report</u> The school's action response needs to be completed by 21 December. Emma, the Acting HT and the Chair will undertake this.			
<u>Academies</u> The Governing Body needs to be aware of what is happening regarding academies, both locally and nationally. This will be an agenda item for the next Governing Body meeting.			
<u>Self Evaluation Form (SEF)</u> This will be an agenda item for the next Governing Body meeting.			
<u>Strike Action</u> The Acting HT advised that to date, there has not been any impact on the school.			
<u>Thanks</u> The Chair thanked the Acting HT and Acting Deputy HT for the positive work undertaken this term. The Chair asked the Acting HT to pass on the Governing Body's thanks to all the staff.			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">Academies to be agenda item for next Governing Body meeting	Chair / Clerk	13 Feb 2013
	<ul style="list-style-type: none">SEF to be agenda item for next Governing Body meeting	Chair/ Clerk / Acting HT	13 Feb 2013

Date and time of next meeting:	Wednesday 13 February 2013 at 6.30 pm
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