

Governing Body Meeting Minutes

School: Oswald Road Primary School

Quorum: 3 (Met at this meeting)

Chair: Suzi Willis

Clerk: Karen Lowe

Date of meeting: 13 February 2013

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
Sarah Benjamins	Parent		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
Dave Bell	Parent	24/01/14	P
Helen Dobson	Community (Vice Chair)	18/09/15	Ap
John Hegarty	Staff	08/05/15	Ap
Janet Doherty	Parent		Ap

*

Others present

Name	Role
Karen Lowe	Clerk

Agenda Items

1	Apologies & welcomes		
Apologies were accepted from Helen and John. Janet had sent word that if she could get to the meeting she would be late.			
	Actions or decisions	Owner	Timescale

2	Declaration of Interests		
None			
	Actions or decisions	Owner	Timescale

3	AOUB		
The following items will be addressed later in the meeting ; <ul style="list-style-type: none">• 20 Questions for Governing Bodies• Building Development update			
	Actions or decisions	Owner	Timescale

4	Minutes of the last meeting 12.12.12 and matters arising		
The minutes of the last meeting were approved as an accurate record.			
<u>Matters Arising</u>			
Vice Chair Election – Helen has advised the Chair that she is willing to take on the role. No issues were raised and Helen was elected unopposed as Vice Chair.			
Teacher Appraisal Policy – The policy had been emailed to the governors for ‘off meeting’ review and approval. No issues had been raised and the email approval of the policy was confirmed.			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">Minutes of last meeting approvedHelen Dobson elected as Vice ChairTeacher Appraisal Policy approved	Governing Body Governing Body Governing Body	Autumn 2013

5	Acting HT's - Update
<p>The Acting HT provided an update and the following points were raised/highlighted in discussion.</p> <p><u>QA Report Spring Term 2013</u></p> <p>The report contains some good news and some slightly frustrating news.</p> <p>Attainment has been judged as 'requires improvement', which mirrors the school's judgement. EYFS - There are issues with the previous baseline data. There is no comparison with the previous year's data due to the national changes that came into force September 2012. Bespoke training, including TAs, took place last night on the new curriculum. External moderation is scheduled for tomorrow. Support for staff is being provided regarding moderation. The different variables will be unpicked.</p> <p>Q. With regard to the incorrect date – was it over or under? Probably slightly cautious.</p> <p>Q. Is part of the concern that a number of EYFS children also came through from the Nursery? The school is looking at each child in the cohort to compare to previous cohorts.</p> <p>KS1 – Accurate baselines, therefore there is robust evidence of really good levels of accelerated progress.</p> <p>KS2 – The baselines are not secure. The QA Professional was impressed with the standard of</p>	

writing in the pupil's books. Teachers are now being held to account as part of the Pupil Progress meetings.

Teaching has been judged as 'good', which mirrors the school's judgement.

From the last round of lesson observations 78% of teaching is 'good' or better. Confidence is back, there is no 'safe' teaching and teachers are making learning fun and interesting. Both staff and pupils are enthusiastic. There are elements of 'outstanding' across all Key Stages.

1 x 'inadequate' - the teacher is being supported in PPA and via model lessons and linked to observe peers. The teacher is growing in confidence and will be observed again after the half term

1 x 'requires improvement' – An NQT. A support package is in place.

Q. What is in place to ensure that classes do not have a whole year of 'requires improvement' teaching?

The issue is more to do with the planning aspect. Support plans are in place. If no improvement then the capability process will be invoked. There is a clear and transparent process.

Q. How are the judgements made?

Jointly via the Acting HT and Acting Deputy HT and include books reviews etc. Everything is documented.

Behaviour has been judged as 'good', which mirrors the school's judgement

There has been a marked improvement in behavior across the school. The pupils now have pride in the school. Attendance is currently at 95.67%; however the HT wants to keep attendance above 96%. The school is monitoring the types of absence.

Q. Do we need some measure to determine the improvement in behavior?

There are various measures in place e.g. the number of exclusions, evidence of how any behavior issues are addressed, good behaviour awards. From half term there will be more communication with parents where behavior issues are identified. Parent Voice and Pupil Voice are also taken into account. Lesson observations will also highlight in-class behavior issues. Reflection sheets will also provide data for pupils who have sent out of class to reflect on their behavior. Parent View can also be monitored.

The children are still sometimes unclear as to who to go to if they have concerns. The Acting HT is looking at this via 'Bubble Time' i.e. where children can request 3 minutes time with the Acting HT. In a recent survey, 91% of the children said they feel safe.

The Safeguarding Team has been fully developed e.g. training for domestic violence, e-safety etc.

Leadership & Management has been judged as 'requires improvement', which differs from the school's judgement of 'good'.

Per the QA Professional, the use of external support may indicate that the school is not self-sufficient especially in terms of the need for external moderation and the fact that there is no substantive HT in school.

Middle Leaders – when the Spring progress data is available, the impact of the development will be evident.

1 x English Leads - the impact across the school has been phenomenal. There has been good

parental feedback regarding the e-books.

There are plans in place to build leadership capacity.

Q. On page 1, why is the Pupil Premium Allocation judged to be 'requires improvement'?
Based on pupil progress data.

With regard to the action that the Governing Body needs to hold the school to account – the governors previously had to rely on poor data. It is that the evidence of governor challenge has been acknowledged.

The Governing Body does need to be more involved in the SEF.

	Actions or decisions	Owner	Timescale

6 Self Evaluation Form (SEF)

The HT presented the updated SEF Summary Document and advised that this is still draft and it is a work in progress.

Q. Is the SEF for the school, Governing Body or Ofsted?
A living document for the school and Governing Body to know itself.

Q. What is the link to the School Development Plan?
They should be aligned.

Q. Should governors contribute to the SEF?
Yes. The Governing Body should 'own' the SEF

Q. Should the SEF highlight the positive aspects from the RAISE Online?
Yes. In addition the Upper KS2 projections should be included to highlight sustainability.

Perhaps we need to include more data tables and less text.

The SEF also needs to be consistent regarding the areas for further development and the plans in place i.e. strengths and area for further development. This will help the Governing Body to monitor and challenge.

In terms of monitoring a section will come to each Governing Body meeting – Teaching & learning for the March meeting. Ideally, each committee will review the section beforehand.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Each committee (and subsequent Governing Body) to monitor a section of SEF. T&L Section to be agenda item for next Governing Body meeting 	<p>Chairs/ Acting HT/ Clerk</p> <p>Acting HT/Clerk</p>	<p>Each meeting</p> <p>27 March 2013</p>

7 Playground Development & Building Update

Building Development

Sheila provided an update;

From the meetings with the LA, the LA has put the work out to tender across 8 known companies. The bids will have to be based on the current plans. The bids will be judged on 30% costs and 70% quality.

The aim is that by 15 February the building contractor will be known and the build to start July 2013 with a completion date of April 2014.

The additional SIBCAs unit will reduce the car parking space. At Heald Place a temporary double height classroom unit has been installed – the Acting HT may want to look at the unit.

Playground Development

Sarah provided an update;

The detailed design is ready to go out to tender. The governors reviewed the plans via a whiteboard presentation.

The options for the tender process are;

- 1) Ask the building contractors. There are possible concerns that they have been appointed by the LA so are removed from the Governing Body i.e. lack of control
- 2) Set up a small Governing Body panel to view the tenders
- 3) Appoint an external project manager

Some of the playground work could be undertaken before the building work if the tender process is completed soon.

The new School Business Manager will hopefully have experience of this – she/he is likely to be in place by April.

The quotes etc will need to be reviewed by the Finance Committee

It was proposed that the tendering process could wait until the building contractors are known and the school can liaise with them regarding their capabilities. In parallel to these discussions, the tendering process could commence. This will also provide time for additional fund raising. It is possible that we could use the building contractors to undertake the hard core work.

The Buildings and H&S Committee need to review the proposed actions and bring their recommendations back to the Governing Body for an informed decision.

Q. Are we happy to accept donations from the parents via the PTA?

Yes as long as separate from the school budget it is up to the PTA how donations are used. The school can signpost this to the parents however we need to ensure that there is not any pressure on the parents to donate.

Q. Do we need a sub-committee for 'Going for Green'?

No – the Buildings and H&S Committee can take ownership of this.

Q. Does the Buildings and H&S Committee need more governors?

It needs input from the Finance Committee and the school. The Acting HT and Chair of the Finance Committee, together with May Molteno and Liz Clay are to be invited to the Buildings Committee meetings as required. May and Liz are parents who have been involved in the planning process.

The school will need to take ownership of the development i.e. the bids should come to the school, the PTA should do the fundraising.			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Playground quotes, when available, to be reviewed by Finance Committee Buildings and H&S Committee to review proposed playground actions and provide recommendations to the Governing Body Agreed additional people to be invited to the Buildings Committee meetings as required 	Chairs of Buildings and Finance Committees Chair of Buildings Committee Chair of Buildings Committee	

8	Academies – national and local update		
<p>Chorlton High has converted to a single Academy Trust. Some local primary schools are discussing the possibility of academisation.</p> <p>At this moment in time, Oswald Road is not in a position to consider conversion. The aim is to get the school to the position where the governors will have choice.</p> <p>The Governing body will keep the situation under review.</p> <p>The HT is involved in the cluster schools and District HT meetings so will report back any developments.</p>			
	Actions or decisions	Owner	Timescale

9	Governor Vacancies		
Sarah has contacted the local group 'Chorlton Traders'. The Chair and the Acting HT are to go to their next meeting to promote governance.			
Via SGOSs, a parent has applied to be a governor. Having heard the key details from his application, the governors agreed he would be suitable for the Community Governor role. The Chair will contact him to discuss and if he agrees, to invite him to join the Governing body as a Community Governor			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">Contact prospective Community Governor	Chair	

10	Committee Reports
<u>Engagement Committee 13.2.13</u> Due to time constraints, brief verbal feedback was provided from the committee meeting held directly prior to the Governing Body meeting;	

The governors met with the children to discuss what they would like to change.

Finance Committee 31.1.13

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

2011/12 Pupil Premium Statement 2011/12 Pupil Premium Statement.

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.

Internal Audit Report & Actions;

No issues were raised and the governors ratified the Internal Audit Report & Actions.

Finance & Administration Roles Decision

For the School Business manager role, two expressions of interest are anticipated from across the cluster schools. The advert for the admin role has gone out.

No issues were raised and the governors ratified the Finance & Administration Roles Decision.

Owl Club update;

The letter has been drafted and the LA is checking the content. It is possible that that we will meet with the Owl Club to present the contract etc.

Teaching & Learning Committee 6.2.13

The items covered by the committee have already been discussed at this meeting e.g QA Report.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> 2011/12 Pupil Premium Statement ratified Budget Changes ratified Cashflow Forecast ratified Internal Audit Report & Actions ratified Finance & Administration Roles Decision 	<p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p>	

11 Policy Reviews

Capability Policy

The policy will go to the Staffing Committee and will be an agenda item for the next Governing Body meeting.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Capability Policy to be agenda item for next Governing Body meeting 	Clerk	27 March 2013

12	AOB						
<u>Governing Body Health Check 20 Questions</u> The Health Check will be emailed to all governors for completion. The completed forms to be brought to the next Governing Body meeting.							
<u>PTA</u> The PTA would like to come to the next Governing body meeting to present their mission to the governors.							
<u>Nursery</u> Communication is required for parents regarding the part-time places. The Acting HT is shuffling staff to ensure the Nursery ratios are met. The Acting HT will bring the structure and staffing to the next Finance Committee meeting.							
<u>EYFS</u> The LA has commissioned support for EYFS.							
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Date and time of next meeting:	Wednesday 27 March 2013 at 7.00 pm
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