

Oswald Road School

Governing Body Meeting Minutes

Quorum: 5 (met at this meeting)	Approved as a true and accurate record.
Chair: Richard Price	Name.....
Date of meeting: 18 June 2018	Date.....
Venue: Oswald Road Primary School	Chair of Committee / Governing Body

Attendees

Name	Governor Designation	Term of Office End Date	Present – P Apologies – Ap Absent - A
Richard Price (RP)	Co-Opted (Chair)	30/03/22	P
Ali Ayub (AA)	Parent	05/01/20	P
Scott Davenport (SD)	Associate Member	17/06/22	P
Joanna Dennis (JD)	Co-Opted	14/07/19	P
Deborah Howard	Staff (HT)	N/A	P
Sam Hughes (SH)	Associate Member	17/06/22	P
Richard Fletcher (RF)	Co-Opted	13/12/19	P
Ann Kerrigan (AK)	Co-Opted	08/11/19	P
Ellie Russell (ER)	Co-Opted	30/03/22	P
Yogita Patel (YP)	Parent	30/10/21	P
Liam Trippier (LT)	Associate Member	23/11/20	P
Lisa Cameron (LC)	Staff	20/09/20	Ap
Tom Grimshaw (TG)	Co-Opted	14/07/19	Ap
Thomas Lassey (TL)	Co-Opted	20/06/21	Ap

Also Present	Role
Gerard McCoy	Clerk - AGM Clerking and Administration Service

Agenda Items

Item	Apologies, Introductions and Welcome
1	
Apologies were submitted by Lisa Cameron, Tom Grimshaw and Thomas Lassey.	

There were no issues raised and the Governing Body agreed to accept the submitted apologies.		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept submitted apologies. 	Governing Body	

Item 2	Declaration of Pecuniary Interests	
There were no declarations of pecuniary interests in relation to any of the items on the current agenda.		
Resolutions / Agreed Actions	Owner	Date

Item 3	Minutes of the Previous Meeting and Matters Arising (26.03.18).	
<p>The Chair presented the minutes in relation to the previous meeting which had been circulated in advance. In the process of reviewing the document there were no amendments or corrections identified. The minutes were approved as a true record of the meeting and a signed copy of the document was retained on record.</p> <p>Matters Arising.</p> <p>Governors reviewed and considered the actions carried forward from the previous meeting and noted these had been addressed prior to the meeting or represented items for the current agenda.</p>		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – minutes of previous meeting (26.03.18) as true record. 	Governing Body	

Item 4	Headteacher's Report	
<p>The Headteacher presented her report which had been circulated in advance and the following matters were noted in discussions.</p> <p>Governors reviewed and considered the document.</p> <p>School Context.</p> <p>The Headteacher provided an overview of the school context and Governors noted there were 669 pupils on the school roll. It was appreciated the disadvantaged pupils' cohort represented 14% of the total number of pupils; the special educational needs and disability (SEND) cohort equated to 9% of the pupil population; and the summer birth's cohort represented 41% of pupils.</p> <p>In addition, Governors were conscious of the vacancies in the Year 5 cohort – there were nine vacancies. It was recognised that this situation meant the school was vulnerable to mid-year admissions provided by Manchester City Council (MCC) through the in-year fair access protocols (IYFAP).</p> <p>Q. Why were the mid-year admissions so significant? A. The pupils transferred generally had challenging issues which would impact on the school's data. There was only a limited time period in which to develop their education prior to the Year 6 national tests (SATs).</p> <p>Staffing Update.</p>		

Governors noted the updated staffing report which indicated the staff allocation to different year groups across the school; with newly appointed teachers secured following the recruitment process completed at the end of the previous week. Governors understood that placing of additional teachers would be secured later in the term; as would additional teaching assistant (TA) staff.

Q. Was the school essentially fully staffed?

A. Not quite – one teacher requested and was given additional time to submit their notice of resignation; this individual was still in the current structure.

Q. Was the situation related to a vulnerable year group?

A. No.

Q. How was the reprographics assistants new role developing?

A. The individual was working well in their new role supporting the pastoral team; they were growing and developing in the role. The school expected this individual would soon be sufficiently upskilled to support safeguarding.

The Headteacher confirmed the above situation was a good development for the school and the individual concerned as part of their continuing professional development (CPD).

Q. What was the response to the sports coach role?

A. The school received 94 applications, of which 4 were shortlisted for observation.

CPD.

The Headteacher confirmed that the school continued to support staff development – the training schedules had been especially highlighted in the Autumn Term and Spring Term reports. In addition, Governors noted the extensive range of courses and briefings designed to improve outcomes for pupils, support vulnerable groups and develop the management of the school.

Q. Did the options for staff CPD align curriculum areas in need of improvement / areas of weakness?

A. Yes – the CPD options directly linked with the school priorities and / or met the feedback from appraisal feedback; the additional consideration was the budget.

The Headteacher demonstrated the school's approach to planned CPD – using maths as an example. The initial training was followed by a roll-out and then progressed in stages to ensure the training was being employed effectively and allowed sufficient time to become embedded across the school. Only when the previous training was embedded would the next stage be progressed.

Feedback from Stakeholders.

The Headteacher highlighted some of the feedback comments from stakeholders / parents in relation to the school. Governors appreciated the overwhelmingly positive nature of the comments.

Q. Has the school issued a survey for parents' views?

A. This was completed at the start of the academic year.

Q. Were there any significant issues raised / identified that need to be addressed?

A. The single main issue related to homework, but with a split between parents advocating more homework and those preferring less homework. There were some

'don't know' responses which the school considered a reflection that parents were not aware of the issue rather than it being a negative.

In the course of the discussions Governors proposed that in future the parent questionnaire could be made available at the parents' evening events; which would ensure a high proportion of responses.

Governors noted the success of the communications strategy adopted by the school and effectively supported by the Communications Manager. It was understood by Governors that the weekly e-mail and the 'Hoot' were very popular, but the 'Early Bird' postbox still need some work to improve / raise the profile of this provision.

Governors wished to formalise their appreciation of the role played by the Communications Manager – it was agreed that Yogita Patel (YP) would e-mail Ellie Linton to express the Governing Body's appreciation.

The Headteacher highlighted that there was no 'thread' of concerns / patterns identified in the various feedback opportunities. Governors noted the revision and improvement of the school's Behaviour Policy lead to a more robust and consistent approach to behaviour being applied across the school. However, despite the occasional challenge from some parents the new process had been very well received.

Q. What was the main challenge from parents?

A. Accepting that their child / children may be prepared to test boundaries at school in a different way to the boundaries at home.

Q. Did the school contact / e-mail parents if their child was subject to reflection time?

A. Yes – this was an important aspect of keeping parents fully informed and a suggestion from a parent which the school added to the policy; it was also suggested that a copy of the reflection sheet would be helpful too, as would support the parents in addressing the issue at home too.

Monitoring Activities.

The Headteacher confirmed the school has adhered strictly to the quality assurance (QA) calendar of events during the course of the academic year. In addition, Governors noted the overview from the Autumn Term and Spring Term. In these instances, the main points of notice were highlighted.

Finance Update.

The Headteacher confirmed the school had secured a good surplus at the end of the financial year as a result of careful and prudent budget management. It was noted that the revenue surplus was £94,660 and the carry forward (c/fwd.) was £174,464. Governors also appreciated that a full report would be provided with the minutes from the most recent Finance Committee meeting later – see Item 5 Committee Reports.

Q. Was there any negative feedback from staff in relation to the budget restrictions during the course of the year?

A. No. The Headteacher confirmed she had been impressed by how the staff had pulled together on this.

School Improvement Plan (SIP).

The Headteacher confirmed that each of the leads would be completing their final meetings in the coming weeks and the reviewed plans would then be submitted at the next scheduled Governing Body meeting.

Q. Will the review also include input from Governors?

A. Yes – the leads for each aspect of the SIP will be reminded to contact the linked / associated Governors for their area.

Attainment / Progress.

The Headteacher confirmed this aspect of the report would be deferred to the Teaching and Learning (T&L) Committee report later in the meeting - see Item 5 Committee Reports.

Attendance.

Governors reviewed and considered the cumulative attendance data for the current year. It was appreciated that overall attendance was 96.18%, which was in line with the previous year. In addition, the attendance for the disadvantaged pupils was 95%.

Q. Why was there a difference in the overall attendance and the attendance for pupils in the disadvantaged cohort?

A. The difference equated to specific pupils who accessed specific support outside of school.

The Headteacher confirmed significant additional needs - these children were accessing support. In addition, these pupils crossed-over into the SEND cohort, with both SEND and medical needs.

Governors noted and considered the attendance related to a range of different targeted groups.

English as an additional language (EAL) – 95%

White British boys (WBB) – 97%

Other Pakistani – 95%

SEND – 93%

The Headteacher especially highlighted that the SEND attendance data would read as 95% if specific children with significant medical needs were disaggregated from the data.

The Headteacher outlined the PA data tracking procedures adopted by the school as part of the rigorous and consistent approach to managing attendance across the school. It was recognised the data tracking based on each individual child and considered the child in relation to the various targeted groups who were carefully monitored by the school. It was noted that as part of the plan to improve the protocols targeted families would be invited to meet with the Headteacher on a face-to-face basis. At these meetings individual attendance targets would be established to develop improved attendance.

Governors recognised that the new approach would be aimed initially at the upper Key Stage 2 (KS2) pupils / families.

Q. Will the change in approach be trialed first?

A. Yes – the trial will determine the future impact on specific children during the course of the half-term. If it impacts positively, the school will look to rolling out the approach.

The Headteacher advised Governors that the schools approach to monitoring attendance was so thorough, that data was being looked at without specific codes to see what underlying issues were apparent on the next level. For example, one specific group's data on the surface shows 'G' code to be the main impact. On removal of G code, it then shows different occasions of illness to be an issue compared to other groups and length of absence for an illness. By looking on different levels like this, it was allowing the school to have a more detailed picture of attendance concerns that they could look to address.

Q. Was the issue of cheaper term-time holidays impacting on attendance?

A. Yes – there were a number of families who had taken unauthorised leave and considered the saving on the holiday far outweighed the cost of any fines.

Q. Did the school authorise any absences?

A. Yes – but only in truly exceptional circumstances and only when adequate supporting evidence was provided by the family.

Behaviour.

Governors noted the data related the Autumn Term and the comparison to the newly updated behaviour system. It was appreciated there had been 75 reflection events – the breakdown of which was:

Boys -88%;

EAL – 28%;

Disadvantaged pupils – 28%;

Looked after children (LAC) – 3%; and

SEND – 13%.

It was recognised by Governors that the above data, compared to the Summer Term I data, suggested that the new approach was better suited to the needs of the SEND and disadvantaged pupils. The new approach supported the pupils in understanding and making 'good behaviour choices'.

Q. Were there any patterns or trends identified in the data for serious incidents?

A. The main issue related to low level behaviours which now that it has been identified, the teachers were addressing with greater encouragement of pupils.

Q. Was there a specific year group which dominated the behaviour data?

A. No – the issues were spread across the school; these were not 'huge' issues, but the school intended to address the low-level issues to prevent them escalating or becoming the 'norm'.

Appraisal Procedures Linked to the SIP.

The Headteacher confirmed that there was nothing new to add to the earlier reports and the closedown of the appraisal would be completed before the end of the term.

Leadership and Management.

Governors noted and reviewed the outline of issues and challenges addressed by the school – this included: a Pupil Premium Grant (PPG) review to develop best practice; weekly drop-ins and follow-up exercises for teachers; the development and implementation of an intense scrutiny calendar; and ongoing Wave 3 and Wave 2 intervention meetings designed to best support the relevant pupils.

Extra-Curricular Activities.

The Headteacher confirmed the school had maintained the ongoing clubs as per the previous term. However, the TA staff have established a new range of clubs / activities – including board club; phonics club; and an art club. Some of these were before school and some were after.

General data Protection Regulations (GDPR).

The Headteacher confirmed the lead was Sarah Nicholls, and provided an outline of the ongoing activities across the school designed to ensure GDPR compliance. This included: training for all staff; a rationalisation of hard-copy record; and the mapping of data and the establishment of appropriate action plans towards compliance.

Q. Do the staff use encrypted memory sticks / flash drives?

A. Yes – the Headteacher also has an external encrypted hard disk drive (HDD) that she uses.

In the course of the discussions it was noted the school had a series of GDPR related policies and documents in need of review and approval. It was proposed this could be completed off-meeting by a small working party that would be quorate from a committee perspective – the 'approved' documents could then be submitted to the Governing Body for a final review and ratification.

Governors also agreed to support the school with a review of the GDPR related policies and documents. It was appreciated this process would be carried out off-meeting and the updated documents submitted for ratification at the next Governing Body meeting.

There were no additional points raised or noted in relation to the Headteacher's report and the document was accepted into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Action – e-mail Ellie Linton to express Governors' appreciation.	YP	June 2018
<ul style="list-style-type: none">Action – remind SIP leads to contact link / associated Governor for their area.	HT	June 2018
<ul style="list-style-type: none">Action – liaise with SBM: establish working party & process for review of GDPR policies / documents.	Clerk	June 2018
<ul style="list-style-type: none">Action – complete review of GDPR documents off-meeting.	Working Party	July 2018
<ul style="list-style-type: none">Action – reviewed GDPR documents to be agenda item next meeting for ratification.	HT / Chair / Clerk	Autumn Term
<ul style="list-style-type: none">Agreed – accept Headteacher's report into record of meeting.	Governing Body	

Item 5 Committee Reports

Resources Committee – 21.05.18

Ali Ayub (AA), Acting Chair for the for above meeting presented the report and minutes which had been circulated earlier and the following points were noted in discussion by Governors.

Governors noted the Committee had reviewed and considered the 2017-2018 year-end / budget closedown. It was appreciated that the in-year surplus represented a c/fwd. of £174,000 for the end of the financial year due to a closely monitored budget throughout the course of the year. Governors noted the Committee had considered the cash flow forecast for the financial year and reviewed the major cost areas – the latter was a standing agenda item supporting budget monitoring.

In addition, Governors appreciated the surplus did not exceed the 8% which would require the school to submit an analysis of reserves to MCC.

AA presented the overview of the 2018-2019 budget which had already been reviewed and approved by the Committee. The budget projected an in-year deficit of £3,000, although it was appreciated that at the time the school was still expecting confirmation of some income streams – it was appreciated minor budget changes would be required.

AA confirmed the Committee had not produced a 3-5-year budget projection report due to the level of uncertainty associated with the current income / costs. The projection would be completed when more firm information was available.

In addition, Governors noted the 2018-2019 staffing structure had been reviewed by the Committee. However, the details were based on the current information at that time – the deadline for teaching staff to submit their resignation was still pending. It was appreciated the staffing update as discussed in Item 4 above now represented a firm update.

In relation to health and safety matters it was noted the Committee had considered the notifiable incident (RIDDOR) which related to a bumped head on the playground; one child suffered concussion and was taken to hospital. There had been no longer term issues.

Governors recognised the Committee had also reviewed and approved the Pupil Premium Grant (PPG) report and the Sports Premium Grant (SPG) report and in both instances the documents had been approved. The Committee had considered the appropriateness of the expenditure of these grants and confirmed both were having an appropriate impact on the outcomes of pupils. In the case of the PPG funding the school had also commissioned an independent review to provide further evidence of the effectiveness of the PPG funding on pupils' outcomes. In addition, Governors considered that the school continued to monitor expenditure in relation to outcomes as an ongoing process.

Governors considered the school's progress towards GDPR compliance. It was understood that the Committee had reviewed the situation and accepted the school was on-track. The school had established an action plan and was in the process of securing the services of a data protection officer (DPO).

Governors accepted the policies reviewed and approved by the Committee would be addressed under Item 8 below.

AA confirmed the Committee had also considered the Adventure Wood redevelopment plans provided by the Parent Teachers' Association (PTA).

There were no additional points raised or noted in discussion and Governors agreed to accept the Resources Committee minutes and report into the record of the meeting.

There were no additional matters raised in discussion and Governors ratified the policies, documents and issues approved by the Resources Committee.

Teaching and Learning (T&L) Committee – 04.06.18

Ellie Russell (ER) presented the minutes relating to the 29 January 2018 meeting – the Governing Body had already received an oral report in relation to the meeting, but had not approved the actual minutes.

There were no issues raised with the document and Governors approved the T&L Committee minutes 29.01.18.

Governors noted the minutes relating to the T&L Committee meeting 04.06.18 had been circulated previously and the following matters were noted in discussion.

In the course of the discussions Liam Trippier (LT) presented a report in relation to a visit he had completed – the visit was focused on the Year 3 cohort. It was noted that LT had identified evidence of progress in writing and English grammar, punctuation and spelling (GPS). In addition, it was determined that the more able pupils were progressing well although the middle ability pupils were 'spikey' in some cases. In the case of the less able pupils this area was identified as a matter of concern – the group was not making the same level of progress in some cases.

ER confirmed the Committee had reviewed and considered the Jigsaw PHSE Policy drafted by the school. It was determined as a good document which would effectively support pupils and had been approved. However, the school had highlighted a significant number of withdrawals from some aspects of the teaching – the Committee had recommended the school to raise the issue with MCC. The Committee was concerned this may be representative of a wider picture and that MCC should be made aware.

Governors noted the Committee had reviewed the school's approach to the Year 5 moving into Year 6 cohort – the development of smaller class sizes allowing greater focus on smaller group work.

Governors appreciated the school had identified some differences in the targeted groups and the issue had been discussed by the Committee. Although there was a diminishing gap with the disadvantaged group, the EAL cohort was still showing a significant gap when looking at attainment. It was appreciated that the school was seeking to address this issue with an extension to the additional work supporting EAL pupils – this would continue into the next academic year. The school had already shared this would be a two year target.

ER confirmed the Committee had considered the current attendance data especially the breakdown of the data into the different targeted groups – this issue had been addressed as part of Item 4 above.

Governors recognised the policies and documents reviewed and approved by the Committee would be addressed as part of Item 8 below.

There were no additional points raised or noted in discussion and Governors agreed to accept the T&L Committee minutes and report into the record of the meeting.

There were no additional points raised or noted in discussion and Governors ratified any matters approved by the Committee.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Agreed – accept resources Committee minutes and report into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - 2017-2018 Year End / Budget Closedown. 	Governing Body	
<ul style="list-style-type: none"> • Noted - 2017-2018 Analysis of Reserves not required. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - 2018-2019 budget. 	Governing Body	
<ul style="list-style-type: none"> • Noted - 3-5-year budget projections to be completed. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - 2018-2019 staffing structure. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Pupil Premium Grant (PPG) Report. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Sports Premium Grant (SPG) Report. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Adventure Wood Redevelopment Plans. 	Governing Body	
<ul style="list-style-type: none"> • Approved – T&L Committee minutes 29.01.18. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept T&L Committee minutes and report (04.06.18) into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> • Ratified – policies and documents approved by T&L Committee. 	Governing Body	

Item 6	Behaviour and Safeguarding of Pupils
	<p>Liam Trippier Report LT confirmed he had completed a review of safeguarding matters across the school as the acting safeguarding link Governor – in the absence of the previous link Sheila Newman.</p> <p>It was recognised that the school retained a comprehensive range of documents supporting safeguarding. The documents were well maintained and considered current. It was considered as part of the review that safeguarding practices and procedures across the school were 'impressive'.</p> <p>Q. Were any safeguarding questions presented to the pupils? A. Not during this visit – there were safeguarding questions raised when the school completed its checks previously.</p> <p>Q. During the school's previous checks were there any areas of concern from the responses?</p>

A. The school was concerned by the pupils' response to how they would deal with a different adult / stranger on the school premises. It was noted the children's first instinct was to approach this individual rather than reporting their presence to another adult / teacher.

The Headteacher confirmed the children's responses had triggered additional support and reiteration of the school's practices.

LT suggested the school's systems and procedures were good and that children's views were taken into account; as were local issues such as domestic violence which was a high-profile issue in the MCC area.

LT confirmed he also reviewed a series of anonymised case studies which were being addressed by the school.

Governors noted that Joanna Dennis would adopt the role of safeguarding link for the remainder of the current academic year.

There were no additional points raised or noted in discussion and Governors agreed to accept the safeguarding report into the report of the meeting.

Keeping Children Safe in Education (KCSIE).

LT highlighted that the Department for Education (DfE) had released updated statutory guidance – KCSIE. It was noted the guidance will come into force from September 2018 and may yet be amended. However, Governors were expected to read and have a working understanding of Section 1.

There were no additional points raised or noted in discussion and Governors agreed to accept the document into the record of the meeting.

Governors noted their requirement to read and understand Section 1 of the KCSIE guidance.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept safeguarding report into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> Agreed – accept KCSIE guidance into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> Action – read Section 1 of updated KCSIE guidance. 	Each Governor	September 2018

Item 7	General Data Protection Regulations (GDPR).	
The Chair confirmed that the matters for discussion in relation to this item had been raised under Item 4 and Item 5 above.		
Resolutions / Agreed Actions	Owner	Date

Item 8	Policies for Review and Approval	
Governors noted and reviewed a series of policies and documents listed below. It was appreciated these policies / documents had also been reviewed and approved by either the T&L Committee of the Resources Committee.		

There were no additional points raised by Governors and each was ratified by the Governing Body. It was also noted that the Headteacher confirmed the Home School agreement document would be issued to all parents with children arriving in the Nursery and Reception classes for September 2018.

Flexible Working Requests Policy
 Grievance Bullying and Harassment Policy.
 Behaviour Policy
 Dinner Money Debt Policy
 Calculation Policy
 Teacher Appraisal Policy
 Home School Agreement
 Positive Handling Policy

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Ratified - Flexible Working Requests Policy. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Grievance Bullying and Harassment Policy. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Behaviour Policy. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Dinner Money Debt Policy. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Calculation Policy. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Teacher Appraisal Policy. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Home School Agreement. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Positive Handling Policy. 	Governing Body	

Item	Governance Matters
9	<p>Governors' Action Plan.</p> <p>The Chair presented the updated Governors' action plan which had been circulated prior to the meeting.</p> <p>In reviewing the document, it was appreciated that progress had been made in the majority of areas – although there had been no real progress in succession planning. It was recognised that the Governing body needed to build the leadership capacity and Governors would need to commence work on transition during the course of 2018-2019.</p> <p>Governors noted an additional section had been designated – to highlight the importance of income generation. It was appreciated this aspect was already being actioned – the establishment and development of a sports coach role was integral to sourcing extra income for the school.</p>

In relation to the issue of academisation, Governors understood that it was not an imminent issue for consideration, but rather a matter to be aware of that could come to the forefront in the near future.

It was appreciated the plan and outstanding actions would be carried forward into the new academic year.

There were no additional points raised or noted in discussion and Governors agreed to accept the Governors' action plan into the record of the meeting.

Sheila Newman Memorial.

Governors considered and discussed the arrangements to establish a memorial to Sheila Newman (SN).

It was noted the Headteacher would forward invitations to SN family for the events scheduled for 13 July 2018 – there would be three different assemblies with an age appropriate differentiation. It was noted the events would focus on SN passion for developing reading with a range of opportunities for reading and sharing books.

Q. Would the event be communicated to parents?

A. Yes – it would be a matter of keeping parents informed.

Associate Governors.

The Governing Body considered the situation relating to the two proposed associate Members – both had attended recent meetings and expressed an interest in supporting the school and Governing Body. It was appreciated that both candidates possessed a range of skills and experience that would be invaluable to the Governing body.

Following a short discussion Governors agreed to appoint Scott Davenport (SD) and Sam Hughes (SH) as Associate Members, with a standard four-year term of office.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – transition / succession planning to be agenda item next scheduled meeting. 	HT / Chair / Clerk	September 2018
<ul style="list-style-type: none"> Action – forward formal invitations to SN family for forthcoming event. 	HT	
<ul style="list-style-type: none"> Action – ensure parents / carers informed of event. 	HT	
<ul style="list-style-type: none"> Agreed – appointment of SD and SH as Associate Members with four-year term of office. 	Governing Body	

Item 10	AOB
	<p>2018-2019 Meeting Schedule.</p> <p>The Chair presented the proposed calendar for meetings and in the course of discussion it was noted that a safeguarding training session would be scheduled prior to the first meeting, 24 September 2018 – the training would commence at 5.30pm and be followed by the main meeting at approximately 6.30pm.</p> <p>It was confirmed that the Clerk would issue electronic invites to Governors.</p> <p>There were no additional points raised or noted in discussion and Governors approved the 2018-2019 meeting schedule.</p>

ER Feedback Lunchtime Consensus Workshop.
 ER presented an overview of the recent lunchtime consensus workshop. It was noted the project was convened with a mix of pupils, parents and staff with representatives from classes across the school.

ER highlighted the effective approach by the facilitator for the event – and considered it well organised and managed. The event enabled everyone to come together with their views and suggestions for themes around lunchtime.

Governors noted the feedback and agreed to accept the report into the record of the meeting.

The Chair took this opportunity to thank the Headteacher and all the school staff for their hard work, dedication and support during the course of the 2017-2018 academic year. It was considered the staff had effectively supported each other during the year to enable the pupils to achieve and progress.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – issue electronic invitations to Governors for future meetings. 	Clerk	July 2018
<ul style="list-style-type: none"> Approved – 2018-2019 meeting schedule. 	Governing Body	
<ul style="list-style-type: none"> Agreed – accept lunchtime consensus workshop report into record of meeting. 	Governing Body	

Item 11	Date of Next Meeting	
Governors noted the next scheduled meeting was due to take place: Monday 24 September 2018 with training from 5.30pm followed by the main meeting.		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Noted – time and date of next scheduled meeting. 	Governing Body	