

# 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: 24 September 2018**

**Date.....**

**Venue: Oswald Road Primary School**

**Chair of Committee / Governing Body**

### Attendees

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

<b>Also Present</b>	<b>Role</b>
Gerard McCoy	Clerk - AGM Clerking and Administration Service

### Agenda Items

<b>Item</b>	<b>Apologies, Introductions and Welcome</b>
<b>1</b>	Apologies were submitted by Scott Davenport, Richard Fletcher, Sam Hughes, Ann Kerrigan and Thomas Lassey.

It was also noted that Thomas Lassey had resigned – his secondment through work had become permanent and he could no longer commit to his role as a Governor. The issue of resignations and vacancies was discussed and Governors noted there was a vacancy for a Local Authority (LA) appointment and a Co-Opted governor role. Governors noted the outcome from the skills audit (due to be completed this evening) would then be used to determine the skills requirement for any current vacancies.

There were no issues raised and the Governing Body agreed to accept the submitted apologies.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – accept submitted apologies.</li> </ul>	Governing Body	

<b>Item 2</b>	<b>Declaration of Pecuniary Interests</b>
-------------------	---

There were no declarations of pecuniary interests in relation to any of the items on the current agenda.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>

<b>Item 3</b>	<b>Election of Chair / Vice Chair</b>
-------------------	---------------------------------------

The Clerk confirmed there was no prescribed process in relation to the election of the Chair / Vice Chair. However, the Governing Body had initially completed the elected process through verbal nominations and voting by a 'show-of-hands'. There were no issues raised in relation to the traditional approach taken by the Governing Body and Governors agreed to maintain that election process.

Governors also considered the term of office in relation to the roles of Chair / Vice Chair. It was appreciated that a candidate could be elected for a four-year term of office, but the traditional approach adopted by the Governing Body was a one-year term of office. Governors agreed the term of office for the roles of Chair and Vice Chair would be for one year / academic year.

**Election of Chair.**

The Clerk invited nominations from Governors – Richard Price was nominated and seconded for the role of Chair; there were no further nominations. The Governors considered the nomination in relation to the skills and experience necessary to carry-out the role.

Richard Price was unanimously elected to the role of Chair for a one-year term of office, to be reviewed in September 2019.

Governors discussed the necessity of succession planning – which was a recognised aspect of the governors' action plan. Taking this issue into consideration it was appreciated that the election of the Vice Chair should be completed on the basis that the successful candidate would be a prospective 'Chair' in the near future.

**Election of Vice Chair.**

The Clerk invited nominations from Governors – Joanna Dennis was nominated and seconded for the role of Vice Chair; there were no further nominations. The

Governors considered the nomination in relation to the skills and experiences necessary to carry-out the role.

Joanna Dennis was unanimously elected to the role of Vice Chair for a one-year term of office, to be reviewed in September 2019.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – maintain traditional election process for Chair / Vice Chair.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Agreed – terms of office for Chair and Vice Chair as one (academic) year.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Agreed – election of Richard Price as Chair for one year.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Agreed – election of Joanna Dennis as Vice Chair for one year.</li> </ul>	Governing Body	

<b>Item 4</b>	<b>Appointment of Clerk</b>	
The Governing Body considered the appointment of a Clerk and it was determined to continue with the current clerking service provided by AGM Clerking and Administration Services.		
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – appointment of AGM Clerking Services.</li> </ul>	Governing Body	

<b>Item 5</b>	<b>Minutes of the Previous Meeting and Matters Arising (18.06.18).</b>	
<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> <p>Q. There was previously a mention of vacancies in some year groups? A. Yes there were nine vacancies in the current Year 6 cohort.</p>		
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – minutes of previous meeting (18.06.18) as true record.</li> </ul>	Governing Body	

<b>Item 6</b>	<b>Headteacher's Report</b>	
<p>The Headteacher presented an oral report based on the School Development Plan 2018-2019 and the 2017-2018 Data / Results – both documents had been circulated to Governors prior to the meeting.</p> <p>In the process of the report the following matters were noted in discussion by Governors.</p>		

#### Staffing Update.

The Headteacher provided an overview of the changes relating to the current deputy headteacher (DHT) moving to a new role in another school. As a result, the school had invited internal applications for two DHT roles – two candidates were secured.

Q. Was the process supported by Governors?

A. Yes – TG and YP were involved in the recruitment process.

Q. Were there enough candidates to ensure the selection process was effective.

A. Yes.

Governors noted the DHT applicants were current Assistant Headteachers (AHT).

Q. How did the school intend to address the AHT vacancies and the 'specialisms' they apply if both candidates are successful?

A. These candidates would transfer any 'specialisms' into their new DHT roles and the school would then review the AHT structure within the concept of the senior leadership team (SLT).

The Headteacher confirmed that the School Business Manager (SBM) will be leaving to take-up a post in another school. The role was due to be advertised today.

In relation to the middle leadership team (MLT), Governors noted that this aspect of the school was a focus of the previous Ofsted inspection and was highlighted in the feedback. However, it was recognised that since the previous Ofsted inspection the MLT had been developed and improved – this aspect of the school was now considered much stronger. The recent recruitment for TLR projects saw 14 individuals apply with success – some would progress to the SLT as part of the school's succession planning approach.

Q. How did the school 'grow' the MLT?

A. The school had supported the members of the MLT with a range of professional development strategies – including training / continuous professional development (CPD) and mentoring.

Governors noted the range of TLR allocations across the MLT – it was noted that this represented a strong team of skilled practitioners. It was also recognised that those new to the TLR roles would have an opportunity to develop these roles further.

In addition, the Headteacher confirmed the current AHT with responsibilities for pastoral support and safeguarding was due to commence maternity leave – the school had already prepared for this eventuality and [REDACTED] would fill the vacant roles.

Governors recognised the above represented clear evidence of the 'strength in depth' of the school team and the development of teachers across the school. It was appreciated that some of the individuals concerned had started their careers with the school as newly qualified teachers (NQT); the school had grown its own 'talent'. It was also accepted that some of these individuals would now seek to further their careers with other schools – this was seen as further evidence of the school's ability to develop staff.

Governors commented positively on the improved level of staff morale which had been determined through recent visits to the school. It was accepted that this linked directly to the school's focus on staff well-being.

Q. How did the school determine feedback from the staff – source 'staff voice'?

A. The school carried out an annual welfare audit in the form of a questionnaire with the outcomes generated representing the focus of an action plan. The most recent exercise generated nine responses – which was seen as staff having fewer concerns to raise.

The Headteacher advised Governors that the school also provided a half-termly 'union' meeting to allow the union representatives to raise any new / developing concerns. The approach meant issues were addressed sooner and did not escalate.

Governors also considered the impact on the school of pupils / parents new to the school.

Q. Did the transition for new parents go smoothly?

A. Yes.

2017-2018 Data.

Governors reviewed the data which had been circulated prior to the meeting – the data report was supported by an additional document outlining the 'value-added' aspect of the progress made by pupils.

Governors noted that the key Stage 1 (KS1) outcomes at the expected standard were:

Reading – 82%  
Writing – 79%  
Maths - 84%  
Combined – 76%

In terms of the average scaled score it was appreciated that:

Reading - 106.6  
Writing - N/A  
Maths - 108.8  
Combined - 107.5

In addition, Governors especially reviewed the data relating to disadvantaged pupils, those pupils in the English as an additional language (EAL) cohort and 'any other Pakistani' (AOPK) cohort.

Disadvantaged pupils at expected standard:

Reading – 57%  
Writing - 57%  
Maths - 71%  
Combined - 50%

Disadvantaged pupils at greater depth:

Reading - 7%  
Writing - 7%  
Maths - 0%

Combined - 0%

In relation to Key Stage 2 (KS2) data:

Expected Standard

Reading - 80%

Writing - 83%

Maths - 83%

Combined - 71%

Pupils at greater depth

Reading - 45%

Writing - 19%

Maths - 33%

Combined - 10%

Governors noted the average scaled scores:

Reading - 107

Writing - N/A

Maths - 106

Combined - 106.8

Governors also referred to the Pupil Premium Strategy Statement – which outlined the outcomes for disadvantaged pupils in relation to the national average for 2017-2018. It was appreciated the document included an overview of the income associated with Pupil Premium Grant (PPG) funding and the expenditure.

The data for those disadvantaged pupils at the expected standard:

Reading - 71%

Writing - 79%

Maths - 83%

Combined - 63%

The data for those disadvantaged pupils at greater depth:

Reading - 33%

Writing - 13%

Maths - 4%

Combined - 0%

Governors also noted the progress measures from KS1 to the end of KS2 were:

Reading +3.18

Writing +2.43

Maths +2.19

There were no additional points noted in discussion and Governors approved the updated Pupil Premium Statement – it was noted the document would be published on the school website as a statutory requirement.

In relation to the School Development Plan (SDP) / School Improvement Plan (SIP) it was recognised that the final elements of the document were to be completed by staff – the deadline was today.

It was proposed that the full review by Governors would be completed at the next scheduled meeting.

There were no additional points raised or noted in discussion and Governors agreed to accept the Headteacher's report / 2017-2018 data outcomes into the record of the meeting.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Approved – Pupil Premium Statement.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Agreed – defer SDP / SIP to next scheduled meeting.</li> </ul>	Governing Body	24.11.18
<ul style="list-style-type: none"> <li>Action – SDP / SIP to be agenda item next scheduled meeting.</li> </ul>	HT / Chair / Clerk	24.11.18
<ul style="list-style-type: none"> <li>Agreed – accept Headteacher's report / 2017-2018 data outcomes into record of meeting.</li> </ul>	Governing Body	

<b>Item 7</b>	<b>Behaviour and Safety of Pupils / Safeguarding</b>
-------------------	--

Keeping Children Safe in Education Guidance (KCSIE).  
Governors noted the earlier draft of the statutory guidance KCSIE had been superseded by later versions; the most recent draft of the document had been circulated prior to the meeting.

The Governors present confirmed they had read 'Part 1' of KCSIE and references 'Annex A' as part of their individual review. It was agreed that those Governors not present would need to confirm their reading of Part 1 at the next scheduled meeting.

Q. Did the school have two parental / carer points of contact for each child?  
A. Yes.

Q. Had the school completed the Section 1-8 checks?  
A. Yes.

There were no additional points raised or noted in discussion and Governors agreed to accept the revised / updated KCSIE statutory guidance into the record of the meeting.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – Part 1 of KCSIE and Annex A read off-meeting.</li> </ul>	Governors Present	
<ul style="list-style-type: none"> <li>Action – Governors not present to confirm they have read Part 1 of KCSIE and Annex A at next meeting.</li> </ul>	Absent Governors	
<ul style="list-style-type: none"> <li>Agreed – accept KCSIE revised / updated statutory guidance into record of meeting.</li> </ul>	Governing Body	

<b>Item 8</b>	<b>Policies and Documents for Review and Approval / Ratification</b>
-------------------	--

The Headteacher presented a series of policies and documents that had been circulated prior to the meeting; these documents were considered by Governors for approval. In addition, Governors considered a series of documents and policies associated with the school's compliance with the General Data Protection Regulations (GDPR).

GDPR Policies / Documents.

Governors noted the majority of the documents had been reviewed by a working party during the summer break – there were no issues raised in relation to these documents and they were ratified.

Governors noted there were additional documents which had not been reviewed by the working party – these documents were reviewed and were approved in principle. It was appreciated the documents and policies represented 'models' which had been tailored to meet the specific needs of the school while ensuring ongoing compliance with the GDPR legislation.

#### Safeguarding Policy.

Governors reviewed and considered the revised Safeguarding Policy which had taken into account the recent changes to the KCSIE statutory guidance. There were no issues raised and the Safeguarding Policy was approved.

#### SEND Model Review.

Governors noted the above briefing document relating to the standard of SEND practices. It was appreciated that the document supported the agreed processes and procedures and represented the high standards of provision across the school.

There were no issues raised in relation to the SEND model review briefing and it was agreed to accept the document into the record of the meeting. Governors noted the exceptional level the SENCo worked at and thanked her for this.

#### Attendance Management Policy.

Governors reviewed and considered the Attendance Management Policy – it was appreciated the document was a model provided through the HR contract with One Education which had been tailored to meet the specific needs of the school.

There were no issues raised and Governors approved the Attendance Management Policy.

#### Disciplinary and Dismissal Policy.

Governors reviewed and considered the Disciplinary and Dismissal Policy – it was appreciated the document was a model provided through the HR contract with One Education which had been tailored to meet the specific needs of the school.

There were no issues raised and Governors approved the Disciplinary and Dismissal Policy.

#### Dress Code Policy.

Governors reviewed and considered the proposed Dress Code Policy – there were no issues raised or noted in the process and the document was approved.

#### Health and Safety (H&S) Policy.

Governors reviewed and considered the proposed H&S Policy – there were no issues raised or noted in the process and the document was approved.

#### Resolution of Concerns and Complaints Policy.

Governors reviewed and considered the proposed Resolution of Concerns and Complaints Policy – there were no issues raised or noted in the process and the document was approved.

#### Safer Recruitment Policy.



Governors reviewed and considered the proposed Safer Recruitment Policy. In the process of the review Governors noted that as a matter of best practice more members of the Governing Body should complete the required safer recruitment training. It was recognised the issue would be addressed by the link Governor for training.

There were no issues raised or noted in the process and the document was approved.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>• Ratified – and / or approved in principle GDPR policies / documents.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved – Safeguarding Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – accept SEND model review document into record of meeting.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Attendance Management Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Disciplinary and Dismissal Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Dress Code Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - H&amp;S Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Resolution of Concerns and Complaints Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Safer Recruitment Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Action – schedule additional safer recruitment training.</li> </ul>	Link Governor	

<b>Item 9</b>	<b>Finance Documents for Review / Approval</b>
	<p>The Headteacher presented a series of finance-based policies and documents that had been circulated prior to the meeting; these documents were considered by Governors for approval.</p> <p>Operational and Financial Procedures Manual. Governors reviewed and considered the proposed Operational and Financial Procedures Manual – there were no issues raised or noted in the process and the document was approved.</p> <p>Statement of Internal Control. Governors reviewed and considered the proposed Statement of Internal Control – there were no issues raised or noted in the process and the document was approved.</p> <p>Scheme of Financial Delegation.</p>

Governors reviewed and considered the proposed Scheme of Financial Delegation – there were no issues raised or noted in the process and the document was approved.

SFVS Skills Audit.

Governors noted the document was required as part of the SFVS self-assessment document which was completed by the school each financial year.

It was agreed that the completion of the document was deferred to members of the Resources Committee.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>• Approved - Operational and Financial Procedures Manual.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Statement of Internal Control.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Scheme of Financial Delegation.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Deferred – completion of SFVS skills audit.</li> </ul>	Resources Committee	

<b>Item 10</b>	<b>Governing Body Housekeeping</b>
<p>Terms of Reference (TOR) - Governing Body. Governors reviewed and noted the proposed TOR for the Governing Body. There were no issues raised and the document was approved.</p> <p>TOR – Committees. Governors reviewed and noted the proposed TOR for various committees and there were no issues raised – the TOR for each committee were approved.</p> <p>Committee Membership / Link Governor Roles. Governors reviewed and considered the membership for each committee, taking into consideration the relevant skills / abilities of different Governors.</p> <p>Resources Committee. Chair: Ali Ayub. Members: Lisa Cameron; Sam Hughes; Deborah Howard; Richard Fletcher; Ann Kerrigan; Richard Price.</p> <p>Pay Committee. Chair: Richard Price. Members: Ali Ayub; Tom Grimshaw; Ann Kerrigan.</p> <p>Teaching and Learning Committee. Chair: Liam Trippier. Members: Scott Davenport; Joanna Dennis; Tom Grimshaw; Deborah Howard; Yogita Patel; Ellie Russell.</p> <p>Headteacher’s Performance Management Review Panel (HTPMRP). Richard Price (Chair), Tom Grimshaw and Ellie Russell: supported by an external advisor – currently Deborah Hunton unavailable will be replaced by Liam Trippier.</p>	

#### Ad Hoc Committees.

It was noted the membership of ad hoc committees, such as exclusions, would be based on the availability and eligibility of Governors. The chair for such committees would be elected by the committee members.

Governors agreed the above committees and the membership of each committee.

Governors reviewed and considered the link roles, taking into consideration the relevant skills / abilities of different Governors.

#### Link Governor Roles.

Achieving Success – Tom Grimshaw and Liam Trippier.

Fit for Learning – Ali Ayub.

Rights Respecting – Ellie Russell and Yogita Patel.

Stay Safe (including safeguarding and looked after children) – Joanna Dennis.

Parental Links – Richard Price.

Governor Training – Ellie Russell.

Data Protection / GDPR – Joanna Dennis.

Governors agreed the above linked roles.

#### Code of Conduct.

Governors reviewed and noted the proposed code of conduct document; it was appreciated the document was based on the model provided by the National Governors' Association (NGA). There were no issues raised and the document was approved by the Governing Body.

#### 2018-2019 Meeting Schedule.

Governors reviewed and noted the proposed 2018-2019 meeting schedule. There were no points raised in discussion and the document was approved.

#### Declaration of Pecuniary Interests.

Governors noted and completed the declaration of pecuniary interest forms.

#### Confirmation of Eligibility.

Governors noted and completed the confirmation of eligibility document.

#### Governor Skills Audit.

Governors reviewed and noted the NGA governor skills audit document; it was agreed all Governors would complete the document and return it to the Clerk. It was also noted the Clerk would collate the information for presentation at the next scheduled Governing Body meeting.

#### Governor Training – updates.

Governors noted the safeguarding training provided through the contract with One Education – this was completed prior to the current meeting. In addition, the next training session would be provided by Liam Trippier prior to the next scheduled meeting – 26 November 2018. The next training would focus on supporting Governors' understanding of the school data / outcomes for pupils.

There were no additional points noted in discussion and Governors agreed to accept the training updates into the record of the meeting.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"><li>Approved – Governing Body TOR.</li></ul>	Governing Body	

<ul style="list-style-type: none"> <li>• Approved – committees’ TOR.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – committees and membership of committees as above.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – link roles for Governors.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved – Code of Conduct.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved – 2018-2019 meeting schedule.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Action – completed declaration of pecuniary interest document.</li> </ul>	Each Governor	
<ul style="list-style-type: none"> <li>• Action – completed confirmation of eligibility document.</li> </ul>	Each Governor	
<ul style="list-style-type: none"> <li>• Action – complete NGA skills audit and return to Clerk.</li> </ul>	Clerk	
<ul style="list-style-type: none"> <li>• Agreed – accept training updates into record of meeting.</li> </ul>	Governing Body	

<b>Item 11</b>	<b>AOB</b>
<p>Ofsted Inspection. The Headteacher confirmed that the school had received the required notification of an Ofsted inspection – scheduled for two days commencing tomorrow (Tuesday 25 September 2018).</p> <p>Governors discussed the preparations and arrangements including the scheduling of a meeting between Governors and members of the inspection team.</p> <p>There were no additional points for discussion and the meeting was closed.</p>	
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>

<b>Item 12</b>	<b>Date of Next Meeting</b>
<p>Governors noted the next scheduled meeting was due to take place: Monday 26 November 2018 at 6.15pm with training from 5.30pm.</p>	
<b>Resolutions / Agreed Actions</b>	<b>Owner</b>
<ul style="list-style-type: none"> <li>• Noted – time and date of next scheduled meeting.</li> </ul>	Governing Body