

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: 23 September 2019

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
Lisa Cameron (LC)	Staff	20/09/20	P
Scott Davenport (SD)	Co-Opted	17/06/22	P
Georgia Dey	Co-Opted	22/09/23	P
Eve Holt	Local Authority	25/03/23	P
Deborah Howard	Staff (HT)	N/A	P
Peter Martin	Associate Member	22/09/23	P
Tom Sumner	Co-Opted	22/09/23	P
Ellie Russell (ER)	Co-Opted	30/03/22	P
Ali Ayub (AA)	Parent	05/01/20	Ap
Yogita Patel (YP)	Parent	30/10/21	Ap
Liam Trippier (LT)	Co-Opted	25/11/22	Ap

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

Agenda Items

Item	Apologies, Introductions and Welcome
1	<p>Apologies were submitted by Ali Ayub (AA), Yogita Patel (YP) and Liam Trippier (LT).</p> <p>There were no issues raised and the Governing Body agreed to accept the submitted apologies.</p> <p>Governing Body Membership.</p>

Governors noted that with the resignation / end of term for three Governors at the end of the previous academic year new candidates had been identified, interviewed and considered.

It was proposed and seconded that: Georgia Dey and Tom Sumner were considered for appointment as Co-Opted Governors and Peter Martin was considered for appointment as an Associate Member with limited voting rights. It was noted that the term of office for each of the above was four years.

The Governing Body considered the appointment of each individual and the respective skills / experience. There were no issues raised and each individual was appointed.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept submitted apologies. 	Governing Body	
<ul style="list-style-type: none"> Agreed – appointment of Georgia Dey as Co-Opted Governor with four-year term of office. 	Governing Body	
<ul style="list-style-type: none"> Agreed – appointment of Tom Sumner as Co-Opted Governor with four-year term of office. 	Governing Body	
<ul style="list-style-type: none"> Agreed – appointment of Peter Martin as Associate Member with limited voting rights and four-year term of office. 	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	Election of Chair / Vice Chair	
<p>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.</p> <p>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.</p> <p>Election of Chair. The Clerk invited nominations from Governors – Richard Price (RP) 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. In addition, RP confirmed that he was not expecting to continue in his role as a Governor beyond the current academic year and that the</p>		

Governing Body would need to ensure there was adequate provision to develop other Governors eligible to stand as a chair in the future.

RP was unanimously elected to the role of Chair for a one-year term of office, to be reviewed in September 2020.

Election of Vice Chair.

The Clerk invited nominations from Governors – Liam Trippier (LT) 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.

The Chair confirmed that although LT was not available to attend the current meeting, he had expressed an interest in standing as Vice Chair should he have been nominated.

LT was unanimously elected to the role of Vice Chair for a one-year term of office, to be reviewed in September 2020.

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

Item 4	Appointment of Clerk	
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.		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – appointment of AGM Clerking Services. 	Governing Body	

Item 5	Minutes of the Previous Meeting and Matters Arising (18.06.19).	
The Chair presented the minutes in relation to the previous meeting which had been circulated in advance. In the process of reviewing the document the following amendment / correction was identified.		
Page 12: Item 8 – After School Policy. The Clerk confirmed that this document had been added to the discussions in error and should not be considered.		
Noting the above amendment / correction Governors approved the document as a true record of the meeting and a signed copy of the document was retained on record.		

Matters Arising.

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.

Page 10: Item 5 - Update PPG Statement with SATS Results.

The Headteacher confirmed the PPG statement had been updated with the outcomes / results from the end of the previous academic year and the document had been circulated to all Governors.

Governors noted that the document would be considered as part of Item 6 below.

Page 12: Item 8 – After School Policy.

The Clerk confirmed that the action was added in error as the document was not scheduled for review.

Page 12: Item 9 – Contact ██████████ (JD).

The Clerk confirmed that he had spoken to JD who was still on sickness absence leave and would not currently be available to attend meetings. JD confirmed she wished to resign from her role as a Governor, but would consider a role in the near future when her health had improved.

Governors expressed their appreciation to JD for her support and commitment to the school and Governing Body in recent years.

Page 13: Item 11 – Circulate 2019-2020 Governing Body Meeting Schedule.

The Clerk confirmed that the revised / updated draft of the meeting schedule had been circulated to all Governors.

There were no additional matters arising to address that were not on the current agenda.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Agreed – minutes of previous meeting (18.06.19) as true record.	Governing Body	

Item 6	Headteacher's Report
	<p>The Headteacher presented a written report that had been circulated prior to the meeting – the report was based on the School Development Plan (SDP) 2019-2020 And the 2018-2019 data / results. In the course of reviewing the documents the following matters were noted in discussion by Governors.</p> <p>Early Years Foundation Stage (EYFS). The Headteacher confirmed that 78% of the children had secured the designation of 'good level of development' (GLD); this was compared to the previous year's national average of 72%. It was noted that the EYFS department had performed very well despite the challenging context of the cohort. It was appreciated that the cohort was continuing a positive upward trend for the school in this area even though there were a number of children with very complex needs.</p> <p>Governors considered the individual outcomes for the different primary areas and the direct comparison with the national average in each area. It was recognised that the</p>

children had stronger attainment especially in the areas of reading, writing and Number.

Q. What was the main area of challenge for the school?

A. The school had highlighted that speech and language was the main concern, the data evidenced this too.

The Headteacher confirmed that access to specialist speech and language therapists (SALT) was difficult – there was a shortage of this provision across the Manchester City Council (MCC) area. However, in the previous academic year the school had secured Elklan training for a member of staff who was sharing the practice across the school. This was an issue that was included in the SDP.

Phonics.

Governors noted that in relation to the phonics screening - 87% of the cohort had met the required standard. This represented 73 pupils from a cohort of 84 in Year 1. In addition, three Year 2 pupils had reached the standard - these pupils were required to re-sit the screening as they had not met the standard in Year 1. In addition, two pupils were disapplied in the Year 2 group and the average uplift for those not securing the standard in Year 2 was five points. Although they had not met the standard, they had made significant progress – these pupils would receive additional support going forward.

Key Stage 1 (KS1) Outcomes.

The Headteacher confirmed the following attainment data associated with the KS1 cohort – which was based on 89 pupils.

Reading - expected standard 75.3%; greater depth 22.5%

Writing – expected standard 71.9%; greater depth 15.7%

Maths – expected standard 76.4%; greater depth 19.1%

Combined RWM – expected standard 70.8%; greater depth 6.7%

Science – expected standard 77.5%; greater depth 22.5%

Governors appreciated that in relation to reading, writing and maths the cohort was close to the national average in each area of attainment despite the context of the cohort. In addition, Governors considered the extent of progress made:

Reading – expected progress 95%; better than expected progress 13%

Writing – expected progress 93%; better than expected progress 12%

Maths – expected progress 93%; better than expected progress 15%

The Headteacher confirmed that the analysis of the data demonstrated the excellent progress in moving those pupils already at 'expected' to secure them at 'greater depth'.

The Headteacher confirmed that the school was also preparing these pupils for the future multiplication checks that would be required at the end of the current academic year. The process had been trialed with this cohort and the pupils had performed well.

Q. What was the test?

A. The check consisted of 25 questions completed as part of an online test, with a time limit for each question of six seconds.

Q. Does the school continue to use the 'timetables rock-stars' program?

A. Yes – the children were very keen on the program and it had developed a positive and competitive approach.

The Headteacher confirmed there were some aspects of the program that impacted on the test – pupils were trying to answer as quickly as possible and perhaps needed to pause and make use of the six seconds allowed to answer the question. However, the program did provide good data / indications of trends.

Q. The KS1 data was very good – did the school expect it to increase again this year?

A. The new cohort was generally weaker academically and the school expected the data to 'dip' in terms of the attainment. However, there will be a greater focus on securing high levels of progress.

Key Stage 2 (KS2) Results.

The Headteacher confirmed that the end of KS2 results / outcomes were based on 79 pupils in the cohort. It was considered that the results were excellent, with reading the only area not well above the national average.

Reading – expected 76%: greater depth 43%

Writing – expected 81%: greater depth 27%

Maths – expected 85%; greater depth 33%

Combined reading, writing and maths (RWM) – expected 73%: greater depth 19%

Grammar, punctuation and spelling (GPS) – expected 83%: greater depth 48%.

In addition, the Headteacher confirmed the progress data for the cohort:

Reading – expected progress 89%; better than expected progress 17%

Writing – expected progress 93%; better than expected progress 29%

Maths – expected progress 94%; better than expected progress 25%

Q. How does the current Year 6 cohort compare?

A. These results were very good at the end of last year. Predictions are currently being done; however, it is likely there will be some attainment dip if focusing on previous cohort.

Q. How did the results compare to other schools in the local cluster?

A. The data was not yet available for the local cluster, but the main area for comparison is with the national data.

Q. Was there a joint fund for the cluster to develop identified areas?

A. Yes – the schools contributed £3,000 each and then share the costs that supported extra training / support.

The Headteacher also confirmed the 'value added' which was calculated for each of the core subject areas and demonstrated the school was ahead of the national average in terms of this measure too.

Reading: +3.1

Writing: +1.7

Maths: +1.7

Q. How did the disadvantaged pupils perform in relation to the national average?

A. The attainment and progress for free school meals pupils was better than the national average.

There were no additional points raised or noted in discussion and Governors agreed to accept the 2018-2019 data / outcomes into the record of the meeting.

SDP 2019-2020

The Headteacher presented the SDP in the format adopted by the school – with five different areas and the main focus areas developed. In addition, it was appreciated that each area was supported by a mind-map. Governors noted the example of the 'achieving success' area which was focused on developing reading, further curriculum developments, speech and language and behaviour.

Q. How often was each of the areas reviewed to determine ongoing progress towards the intended targets?

A. Half-termly.

Q. Were incomplete actions carried forward to the next academic year?

A. Yes – where necessary, but the intention was to complete each of the actions.

The Headteacher confirmed that she also provided updates for Governors as part of the regular Headteacher reports at each Governing Body meeting. In addition, the targets / actions were monitored by the Teaching and Learning Committee and the success of the actions determined by the impact on the outcomes for pupils.

Governors considered the 'fit for learning' area and the direct link with the Sports Premium Grant (SPG) – it was appreciated that this issue was addressed as part of SPG Statement for 2018-2019 and the plan for 2019-2020. Governors noted that these documents had been circulated prior to the meeting and had been reviewed.

Q. Did the staff stay with a specific area each academic year?

A. Not necessarily – it would depend on the subject leadership.

Q. What was the main focus for the new academic year in terms of this SIP area?

A. The development of a healthy Food and Drink Policy and continued work on active and healthy lifestyles.

Governors discussed the extent to which the subject area could prove controversial due to the range of different views and approaches by different families. It was noted that the main concern related to the fear of children developing eating disorders, but it was appreciated that the school's approach was based on 'balance' and promoting good habits.

The Headteacher confirmed that the school would be developing the approach through workshops and generally working with parents.

Governors noted the 'stay safe' aspect of the SDP and considered the actions associated with e-safety and mental health awareness. The Headteacher confirmed that members of the school staff had received additional training to support them in identification of issues.

The Headteacher advised Governors that the school was progressing the Rights Respecting School Award (RRSA) program – the school was progressing to the gold award.

Governors considered the aspect of the SDP related to parental links and it was recognised that the focus for the current year was to maintain the progress made in recent years.

Q. Was there any feedback from parents in relation to the school's communication management?

A. The school completed an exercise related to communication in the previous year. The feedback was generally very positive which also aligned with the feedback gleaned by the Ofsted inspection team at the most recent inspection. OFSTED had commented on the extensive and excellent communications with parents and the opportunities for parents to be included in school life.

Q. Did the school receive a good proportion of responses from parents?

A. Yes – parents were often very forthcoming with feedback.

In addition, Governors considered the extent to which the eco-schools program linked with the RRSA – it was agreed that this issue would be considered further as a specific topic for the next scheduled Governing Body meeting.

There were no additional points raised or noted in discussion and Governors approved the 2019-2020 SDP.

SPG Review 2018-2019.

Governors noted the SPG review 2018-2019 which had been circulated prior to the meeting and the following points were raised in discussion.

It was recognised that the SPG review document and the 2019-2020 SPG statement linked to the consideration of the 'fit for learning' aspect of the SDP 2019-2020. It was recognised that the funding for 2018-2019 had been spent effectively and successfully to promote a wide range of activities accessible to all pupils across the school.

In addition, Governors noted and considered the 2019-2020 statement for the current financial year. It was recognised that the focus was in increasing the free after school clubs to allow for further engagement by pupils and to provide further physical activity throughout the school day within the classrooms.

Governors raised no issues in relation to either document and approved the two documents.

Pupil Premium Grant (PPG) Strategy Impact Review 2018-2019

The Headteacher presented the PPG Strategy Impact Review for 2018-2019 which had been communicated to Governors prior to the meeting and the following matters were noted in discussion.

Governors noted from the data / outcomes that attainment of disadvantaged pupils in Year 6 in reading was 60% - this represented a 20% uplift from the previous year. 40% of disadvantaged pupils attained greater depth too. In addition, attainment for

disadvantaged pupils in Year 3 in reading was 77% - this represented a 17% uplift from the previous year. This data exceeded the targets set for 2018-2019.

Governors considered the data related to other aspects of the report demonstrating the school's effective application of the PPG funding to improve outcomes for disadvantaged pupils in 2018-2019.

There were no additional points raised or noted in discussion and the Governing Body approved the 2018—2019 PPG Strategy Impact Review document.

2019-2020 PPG Strategy Statement.

The Headteacher presented the 2019-2020 PPG Strategy Statement which had been communicated to Governors prior to the meeting and the following matters were noted in discussion.

Governors noted the total funding received by the school would be £110,764 and considered the planned expenditure associated with the document. In addition, Governors considered the barriers to learning and the desired outcomes.

There were no issues raised in relation to the document and it was approved by the Governing Body.

There were no additional points raised or noted in and Governors agreed to accept the Headteacher's report into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept 2018-2019 data / outcomes into record of meeting. 	Governing Body	December 2019
<ul style="list-style-type: none"> Action – eco-schools / RRSA link to be agenda item next scheduled meeting. 	HT / Chair Clerk	
<ul style="list-style-type: none"> Approved – 2018-2019 SPG Review document. 	Governing Body	
<ul style="list-style-type: none"> Approved – 2019-2020 SPG Statement. 	Governing Body	
<ul style="list-style-type: none"> Approved – PPG Strategy Impact Review 2018-2019 	Governing Body	
<ul style="list-style-type: none"> Approved - 2019-2020 PPG Strategy Statement. 	Governing Body	
<ul style="list-style-type: none"> Agreed – accept Headteacher's report into record of meeting. 	Governing Body	

Item	Committee Reports
7	<p>Teaching and Learning Committee (T&L) – 09.07.19</p> <p>In the absence of Liam Trippier (LT), Chair of the Committee, RP presented the minutes and an oral report associated with the most recent meeting of the T&L Committee. Governors noted the minutes had been circulated prior to the meeting and the following points were noted in discussion.</p>

Governors noted that the bulk of the meeting had been associated with the initial data / outcomes for the end of the academic year. These had been raised and discussed by the Governing Body under Item 6 above.

In addition, it was noted that the Committee intended to further consider the Year 2 curriculum development and quality and consistency in relation to the Year 3 cohort. Governors also considered the Year 6 exit survey. It was appreciated that the pupils' feedback was almost overwhelmingly positive - in the previous year most answers had said they felt 'safe' whereas this year the vast majority stated, 'very safe'.

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

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept T&L Committee minutes (09.07.19) and report into record of meeting. 	Governing Body	

Item 8	Behaviour and Safety of Pupils / Safeguarding
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The Chair confirmed that the main aspects of the report associated with this item had been addressed as part of the Headteacher's report – see Item 6 above. In addition, the full safeguarding report would be submitted at the next scheduled Resources Committee meeting.

Keeping Children safe in Education (KCSIE).

The Chair confirmed that each individual Governor was required to read the updated statutory guidance KCSIE (2019). It was recognised that the document had been circulated prior to the meeting.

All Governors and Associate Members present confirmed they had received a copy of the document and had read this document. In addition, the Clerk confirmed that those Governors not present would need to provide their confirmation at the next scheduled meeting.

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

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – read statutory guidance / updated KCSIE 2019. 	Governing Body	
<ul style="list-style-type: none"> Action – secure confirmation from Governors not present re: KCSIE guidance. 	Clerk	December 2019
<ul style="list-style-type: none"> Agreed – safeguarding report accepted into record of meeting. 	Governing Body	

Item 9	Policies and Documents for Review and Approval / Ratification
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Governors noted the following policies / documents were submitted for review, consideration and approval / ratification by the Governing Body. It was appreciated by Governors that these documents had been circulated prior to the meeting.

Alternative Provision and Flexi School Policy.

Governors noted and considered the document. There were no issues raised and the document was approved.

Anti-Bullying Policy.

Governors noted and considered the document.

Q. Were there any issues with bullying across the school?

A. Generally there bullying was not an issue in the school, but there have been some recent incidents which were being addressed.

There were no further issues raised and the document was approved.

Health and Safety Policy.

Governors noted and considered the document. There were no issues raised and the document was approved.

Information Sharing on Transition Policy

Governors noted and considered the document. There were no issues raised and the document was approved.

Lettings Policy.

Governors noted and considered the document. There were no issues raised and the document was approved.

Major and Critical Incident Policy (Including Lockdown).

Governors noted and considered the document.

Q. Had the school completed 'drills' in the procedure?

A. It will start doing so in the current term, but these would be carried out in a sensitive manner.

There were no additional points raised and the document was approved.

Parental Conduct Policy.

Governors noted and considered the document. There were no issues raised and the document was approved.

Safeguarding Policy.

The Headteacher confirmed that the current document was up to date, but there was one aspect of the document that was awaiting a further update. This would be inserted once the document had been reviewed by the human resources (HR) provider and the new draft brought back for review by Governors.

There were no issues raised and the document was approved.

Safer Recruitment Policy.

Governors noted and considered the document. There were no issues raised and the document was approved.

School Attendance Policy.

Governors noted and considered the document. There were no issues raised and the document was approved.

Staff Code of Conduct.

Governors noted and considered the document. There were no issues raised and the document was approved.

Supporting Pupils at School with Medical Conditions.

Governors noted and considered the document. There were no issues raised and the document was approved.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Approved - Alternative Provision and Flexi School Policy. 	Governing Body	
<ul style="list-style-type: none"> Approved - Anti-Bullying Policy. 	Governing Body	
<ul style="list-style-type: none"> Approved - Health and Safety Policy. 	Governing Body	
<ul style="list-style-type: none"> Approved - Information Sharing on Transition Policy. 	Governing Body	
<ul style="list-style-type: none"> Approved - Lettings Policy. 	Governing Body	
<ul style="list-style-type: none"> Approved - Major and Critical Incident Policy (Including Lockdown). 	Governing Body	
<ul style="list-style-type: none"> Approved - Parental Conduct Policy. 	Governing Body	
<ul style="list-style-type: none"> Approved - Safeguarding Policy. 	Governing Body	
<ul style="list-style-type: none"> Approved - Safer Recruitment Policy. 	Governing Body	
<ul style="list-style-type: none"> Approved - School Attendance Policy. 	Governing Body	
<ul style="list-style-type: none"> Approved - Staff Code of Conduct. 	Governing Body	
<ul style="list-style-type: none"> Approved - Supporting Pupils at School with Medical Conditions. 	Governing Body	

Item 10	Finance Documents for Review / Approval
	<p>Governors noted the following finance related policies / documents submitted for review, consideration and approval / ratification by the Governing Body. It was appreciated by Governors that these documents had been circulated prior to the meeting.</p> <p>Operational and Financial Procedures Manual.</p>

Governors noted and considered the document. There were no issues raised and the document was approved.

Statement of Internal Control.

Governors noted and considered the document. There were no issues raised and the document was approved.

Scheme of Financial Delegation.

Governors noted and considered the document. There were no issues raised and the document was approved.

SFVS Skills Audit.

The Clerk confirmed that the intention was for members of the Resources Committee to complete the SFVS financial skills audit.

Governors agreed to delegate the completion of the skills audit to the members of the Resources Committee at the next scheduled committee meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Approved - Operational and Financial Procedures Manual. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Statement of Internal Control. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Scheme of Financial Delegation. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – delegate completion of SFVS Skills Audit to members of resources Committee. 	Governing Body	
<ul style="list-style-type: none"> • Action – SFVS skills audit to be agenda item next Resources Committee meeting. 	HT / Chair / Clerk	November 2019

Item 11	Governing Body Housekeeping
<p>Governing Body - Terms of Reference.</p> <p>The Chair presented the Governing Body terms of reference document which had been circulated prior to the meeting and the following points were noted in discussion.</p> <p>Governors noted the document was based on the model provided by MCC and had been tailored to apply to the specifics of the Governing Body. The main amendments reflected changes in the Governing Body membership.</p> <p>There were no additional points raised and the Governing Body approved the terms of reference.</p> <p>Terms of Reference – Committees.</p> <p>The Chair presented the terms of reference for the following committees: Pay Committee; Staffing and Finance Committee; Curriculum Committee; Building and Premises Committee; and the Headteacher’s Performance Management Review Committee.</p>	

Governors noted these documents were based on models provided by MCC and had been tailored to apply to the specifics of the Governing Body and its committee structure. The main amendments reflected changes in the Governing Body / committee membership.

There were no additional points raised and the Governing Body approved the terms of reference for the above committees.

Committee Membership / Link Governor Roles

The Governing Body considered the membership for each of the individual committees and determined the membership based on the skills and experience of individual Governors.

The following membership was agreed for the respective committees:

Pay Committee.

Richard Price (Chair)
Ali Ayub
Georgia Dey
Eve Holt

Resources Committee.

Ali Ayub (Chair)
Lisa Cameron
Georgia Dey
Deborah Howard
Peter Martin
Richard Price
Tom Sumner

T&L Committee.

Liam Trippier (Chair)
Deborah Howard
Peter Martin
Yogita Patel
Ellie Russell

Headteacher's Performance Management Review Committee.

Richard Price
Liam Trippier

These individuals would be supported by an external quality assurance professional – Adrian Guy.

Governors reviewed and considered a number of Governing Body links with specific areas of the school and the following such links were agreed:

Achieving Success – Liam Trippier
Fit for Learning – Ali Ayub
Rights Respecting – Ellie Russell Eve Holt
Stay Safe (including safeguarding and looked after children (LAC)) – Yogita Patel
Parental Links – Richard Price
Governor Training – Ellie Russell

General Data Protection Regulations (GDPR) – Tom Sumner

Code of Conduct.

The Clerk presented the code of conduct document which had been circulated for consideration prior to the meeting and the following matters were noted in discussion.

The Clerk confirmed the document was based on the National Governors' Association (NGA) model – updated for the 2019-2020 academic year. In addition, Governors noted their roles and respective responsibilities. This especially related to the issue of confidentiality and attendance at meetings in support of the school and Governing Body.

There were no issues raised with the code of conduct document and it was approved by Governors.

2019-2020 Meeting Schedule

The Chair presented the updated version of the meeting schedule for the 2019-2020 academic year which had been circulated prior to the meeting.

There were no issues raised in relation to the document and it was approved by Governors.

Declaration of Pecuniary Interests.

Each Governor completed and signed individual declarations of pecuniary interests.

Confirmation of Eligibility.

Each Governor read and signed individual declarations of pecuniary interests.

Governor Skills Audit

Each Governor completed an individual skills audit based on the NGA model. It was noted that the Clerk would collate the outcomes and a summary would be presented at the next scheduled meeting.

Governor Training / Visits

Governors noted that training was available through service level agreements (SLA) with One Education, MCC Governor Services, Manchester Schools Alliance and the Manchester Governors Association (MGA).

In addition, Governors noted that 'new governor training' was essential for the newly appointed members of the Governing Body – this was available through One Education on the following dates: 12.11.19 and 05.02.20. It was appreciated these events would require a full day.

In relation to the issue of Governor visits the Headteacher confirmed that the QA calendar had been circulated to all Governors – this schedule represented dates / times / opportunities for Governors to make visits to the school based on specific foci.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Approved – Governing Body terms of reference.	Governing Body	

<ul style="list-style-type: none"> • Approved - Pay Committee terms of reference. 	Governing Body	
<ul style="list-style-type: none"> • Approved – Resources Committee terms of reference. 	Governing Body	
<ul style="list-style-type: none"> • Approved – T&L Committee terms of reference. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Headteacher’s Performance Management Review Committee terms of reference. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – membership of respective committees. 	Governing Body	
<ul style="list-style-type: none"> • Agreed -link roles for specific Governors. 	Governing Body	
<ul style="list-style-type: none"> • Approved – Governing Body / Governors’ code of conduct document. 	Governing Body	
<ul style="list-style-type: none"> • Approved – Governing Body meeting schedule 2019-2020. 	Governing Body	
<ul style="list-style-type: none"> • Noted – completed and signed declaration of pecuniary interest documents. 	Each Governor	
<ul style="list-style-type: none"> • Noted – completed and signed confirmation of eligibility documents. 	Each Governor	
<ul style="list-style-type: none"> • Noted – completed individual NGA skills audit documents. 	Each Governor	
<ul style="list-style-type: none"> • Action – collate completed NGA skills audit documents. 	Clerk	
<ul style="list-style-type: none"> • Action – collated NGA skills audit to be agenda item next scheduled meeting. 	HT / Chair / Clerk	

Item	AOB
12	<p>Rainbow Flag Award. The Headteacher confirmed that the school’s attempt to secure the ‘Rainbow Flag’ award had been unsuccessful.</p> <p>Q. Why? A. The issue was not the extent of inclusion, but the language used by the school needed to be more specific.</p> <p>The Headteacher provided a short summary / examples of the type of language that would need to be adopted in order to secure the award. The issue was considered by Governors and it was determined that a more extensive discussion was required at the next scheduled meeting.</p>

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – Rainbow Flag award to be agenda item next scheduled meeting. 	Governing Body	

Item 13	Date of Next Meeting	
Governors noted the next meeting was scheduled for		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Noted – date / time of next scheduled meeting. 	Governing Body	