

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: 22 September 2020

Date.....

Venue: via Zoom Video Conference

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)	Co-Opted	04/01/24	P
Eve Holt (EH)	Local Authority	25/03/23	P
Deborah Howard	Staff (HT)	N/A	P
Ellie Linton	Staff	21/09/24	P
Peter Martin (PM)	Associate Member	22/09/23	P
Yogita Patel (YP)	Co-Opted	21/09/24	P
Ellie Russell (ER)	Co-Opted	30/03/22	P
Tom Sumner (TS)	Co-Opted	22/09/23	P
Scott Davenport	Co-Opted	17/06/22	Ap
Georgia Dey	Co-Opted	22/09/23	Ap

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

Agenda Items

Item 1	Apologies, Introductions and Welcome	
	<p>The Governing Body noted that apologies for non-attendance were submitted by Scott Davenport and Georgia Dey.</p> <p>There were no issues raised and the Governing Body agreed to accept the submitted apologies.</p>	
Resolutions / Agreed Actions	Owner	Date

<ul style="list-style-type: none"> Agreed – accept submitted apologies. 	Governing Body	
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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.</p> <p>RP was unanimously elected to the role of Chair for a one-year term of office, to be reviewed in September 2021.</p> <p>RP advised Governors that he would not be available to manage the role of Chair in the next academic year and that a succession plan would be established going forward.</p> <p>Election of Vice Chair. The Clerk invited nominations from Governors – Peter Martin (PM) 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.</p> <p>PM was unanimously elected to the role of Vice Chair for a one-year term of office, to be reviewed in September 2021.</p> <p>Succession Planning / Governing Body Membership. The Chair highlighted that due to the imposition of the quarantine restrictions in March 2020 the parent governor election process had not been completed. It was appreciated that earlier discussions had determined that the process could be completed once the school returned at the start of the academic year. However, it was also recognised that this created a series of new logistical challenges. During the</p>		

discussion it was proposed that should the current parent Governor resign their post and the Governing Body consider appointing this individual as a Co-Opted Governor this would provide two available Parent Governor posts and the election process be restarted to allow all current parents the opportunity to take part – either as a candidate or to vote.

Q. Did the original candidates have appropriate skills?

A. Yes – the potential candidates for the role had a good range of skills which could be utilised by the Governing Body.

Q. How many potential candidates were there for the role?

A. Six.

Q. If two were elected would the unsuccessful candidates be eligible for appointment as Associate Members of the Governing Body?

A. Yes – that was thought to be a viable option as a means to develop experience to support the Governing Body in the near future.

Yogita Patel (YP) agreed to resign her role as Parent Governor and this was accepted by the Governing Body. In addition, it was proposed that YP should be appointed as a Co-Opted Governor for a four-year term of office commencing today.

Governors noted the skills and experience provided by YP and there were no issues raised – YP was appointed as a Co-Opted Governor.

Q. What was the progress on the Staff Governor role?

A. There were two candidates originally and one withdrew for personal reasons. As a result, Ellie Linton (EL) was elected unopposed.

Governors welcomed EL to the Governing Body.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – maintain traditional election process for Chair / Vice Chair. 	Governing Body	Ongoing
<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"> Action – establish succession plan for role of Chair. 	Chair / Vice Chair	
<ul style="list-style-type: none"> Agreed – election of PM as Vice Chair for one year. 	Governing Body	
<ul style="list-style-type: none"> Agreed – appointment of YP as Co-Opted Governor. 	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 (15.06.20)	
<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 / corrections identified.</p> <p>Governors approved the document 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 related to the Parent and Staff Governor elections / candidates. It was appreciated that these matters had been addressed and resolved as above – see Item 3.</p> <p>There were no additional matters arising to address that were not on the current agenda.</p>		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – minutes of previous meeting (15.06.20) as true record. 	Governing Body	

Item 6	Headteacher's Report	
<p>The Headteacher presented an oral report which was supported by a series of documents that had been circulated prior to the meeting and the following points were noted in discussion by Governors.</p> <p>Covid 19 Update</p> <p>Governors noted the school risk assessment document that had been circulated previously and approved by Governors off-meeting. It was noted that the document had since been adapted to comply with the most recent central and local government recommendations. It was appreciated that the risk assessment was based on a model document provided by Manchester City Council (MCC) and supported with a guidance document produced by the school.</p> <p>The Headteacher confirmed that the school had completed induction exercises with all members of staff to familiarise themselves with the current protocols and procedures for the new academic year. In addition, since the start of the academic year, the school had updated the risk assessment and the guidance document on a weekly basis to reflect the learnings gleaned from putting the new protocols into action.</p> <p>Q. What issues were identified?</p>		

A. Initially parents collecting around the gates at the start / end of the school day; lunchtime procedures; cleaning practices; and amendments to playground practices.

The Headteacher confirmed that the school had also established a good daytime cleaner to augment the original cleaning regime.

Q. Were any of the bubbles closed?

A. Yes – one of the Year 3 bubbles had been closed and returned today. The main challenge was the delay in people securing a test and waiting for the results – the lead time could be significant if a test comes back positive.

The Headteacher advised Governors that the school had been randomly selected to be audited for Covid 19 practices in the current week. The school was also selected for a Department for Education (DfE) questionnaire related to the management of bubbles / closing bubbles.

In relation to home learning, Governors noted that the school had developed its approach with teachers utilising a range of options – this included pre-recording lessons for pupils to access online. In addition, the Home Learning Policy had been adapted to align with the new practices and procedures – this had been effectively tested with the Year 3 bubble closure and had worked well. The feedback from parents was very positive.

Q. Were there any concerns raised by parents?

A. Generally there were no issues – there had been some concern expressed in relation to the Year 5 cohort following one possible Covid 19 issue. However, the school consulted MCC / Public Health as per the protocols and the guidance was not to close the Year 5 bubble.

The Headteacher confirmed that the concerns raised were collated by a parent and this allowed the school to formulate an appropriate response which was shared across the school. This was well received as people felt better informed – although people had differing levels of worry related to the whole pandemic / Covid 19. There were suggestions from some families as to different approaches that could be adopted, but the school could not implement these; they were quite impractical.

Q. Had any families refused to allow their child / children to attend?

A. Overall 'no', although there was one family which was being monitored and had been identified previously for additional support with the involvement of the safeguarding team. There were some families who had kept children off school for the usual 'sniffles' and this was for longer periods than usual – the school was monitoring this situation carefully.

The Local Authority (LA) Governor made Governors aware that MCC was investigating actions which could ease access around the school although following initial concerns being raised this had eased as families adopted the practices promoted by the school.

Q. What was the current attendance and those waiting for tests?

A. 11 people were off school either awaiting a test, the results of a test and this was either for themselves or a family member.

Q. What was the state of staff morale?

A. Generally the staff team were coping well – the staff were very settled. There were some extra challenges for the administration team with one member of staff isolated and the current situation leading to an increased workload.

Governors noted that supply cover had been sourced to support the administration team. In addition, one member of staff had expressed their concerns as they were pregnant – the school had scheduled a risk assessment review for this individual when they reached the 28-week stage of their pregnancy; at this point they would be seen as in the 'high-risk band'.

Governors commented that it was unsurprising the staff and children had settled well into the new academic year – the calmness reflected the hard work and preparation carried out prior to September.

Governors raised no additional points in relation to the revised school risk assessment and guidance and approved the updated documents.

School Development Plan 2020-2021 – oral report.

The Headteacher confirmed that the 2020-2021 School Development Plan (SDP) had not yet been finalised – as per previous years the final version of the document would be drafted following later team meetings which would be collated by the various team leads. However, the two priorities would be: effective response curriculum; and further curriculum development. Therefore:

- parental links aspect of the SDP would focus on informing, guiding and supporting parents in relation to the two priorities;
- achieving success aspect would be directly related to the priorities;
- fit for learning would focus on active lifestyles and healthy food;
- rights respecting would focus on attaining the UNICEF Rights Respecting 'gold award'; and
- stay safe would focus on mental health, wellbeing and safeguarding within the new environment of Covid 19.

The Headteacher highlighted the especial challenge related to active lifestyles within the confines of the new Covid safe environment – there was limited access to activities such as swimming and no physical education (PE) inside. This was despite having to pay for swimming provision which may / may not be available in the Spring Term. Governors recognised there was a potential loss involved in this arrangement.

Q. Did the school take-part in the 'daily-mile' exercise?

A. The intention was to adopt the event flexibly, but the timing would be adjusted to better meet the specific needs of the school. The fit for learning team would work to ensure it took place with a flexible approach, utilising the new school running track and ensuring it complied with the Covid-safe guidance.

There were no additional points raised or noted in discussion and Governors approved the current draft of the 2020-2021 SDP with the understanding that the document would be developed further during the early part of the current term.

2019-2020 Whole School Data.

The Headteacher presented the whole school data briefing document which had been circulated to Governors prior to the meeting. It was confirmed that the data represented a snapshot of the pupils' positions as the school closed during the quarantine restrictions. In addition, it was noted that the year groups below referred to the year groups as of the Spring Term 2020. Governors appreciated that the actual current position for pupils was an unknown – the school was treating this data as the current baseline for pupils.

Governors noted that the attainment data for the different year groups. The Nursery attainment data was designated as 'low' across the different curriculum areas and although Reception was reported as 'low' in some areas there were strong areas of 'exceeding'.

Q. There were fewer pupils at 'exceeding' in maths?

A. Yes – the school was aware of this and it was being monitored.

The Headteacher confirmed that the Year 1 attainment data was strong across the different subject areas, but generally low across Year 2.

Q. What was the issue?

A. Many of the children were designated as 'working towards'. The Year 2 curriculum had been highlighted previously as a cohort to monitor closely and this was deemed as an ongoing situation.

The Headteacher advised that this was also the first year group to close as a bubble.

Q. The Year 3 group had pupils mainly designated as 'low'?

A. Yes – there was a large proportion of the cohort designated as 'well below' the age-related expectation (ARE). The issue was that these pupils were in the special educational needs and disability (SEND) cohort with significant cognition and learning challenges.

The Headteacher confirmed there were no concerns related to the Year 4 or Year 5 cohorts.

In relation to the progress measures the Headteacher provide a summary of the briefing note.

Governors noted that the progress across Nursery and Reception was good although the school had identified an issue with 'number' in Reception – this was considered to link with the lower number of pupils at 'exceeding' in maths. This would be part of the future investigation / monitoring with the intention of resolving the issue.

Q. Reading was good overall?

A. Yes – the progress was good especially in upper Key Stage 2 (KS2).

The Headteacher confirmed there was good progress in writing, with any negative scores attributed a systems situation with upper KS2 again strong. In relation to maths was similar, although there were some challenges in Year 4 which would be investigated.

Q. What was the overall position in relation to the targeted groups?

A. There were generally no concerns, except for the 'higher achievers' in terms of their progress. However, this was often the result of cautious teacher judgement in the Spring Term.

Q. What was the situation in relation to the catch-up curriculum?

A. The phase leaders working on this with the teachers across the school – especially in ways to adjust lessons / lesson planning to meet the needs of the pupils in a manner that was different from that applied previously. The school message was to reassure staff that it was acceptable for a specific teacher's lesson to differ from that used by colleagues. The staff were supported by the earlier work with Adrian Guy on the progression documents – this especially supported the less experienced / confident teachers.

The Headteacher confirmed that the overall approach was to teach based on the current term with adaptations to fill the learning gaps from the 'lost' Summer Term. The school had curriculum documents for each subject area which enabled teachers in being flexible. The actual academic catch-up in terms of additionality would be applied in Autumn Term II; the catch-up funds for Autumn Term I had been applied to provide effective pastoral support which would ensure pupils were emotionally ready for learning.

Q. Was extra support required for those pupils in the SEND cohort?

A. The majority of pupils had come back ready to learn, but where needs had been identified these were addressed. This was irrespective of SEND / non-SEND and the Pastoral Team were there to provide any necessary support and 'wave 3' support ready to commence.

Q. Was the school conscious of some pupils who would usually appear 'strong' but were now struggling?

A. Yes – this was something the school had identified as part of the pupil-voice exercises and teacher were provided with support from the Pastoral Team in addressing these needs. There was increased funding available to provide play therapy and counselling.

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

Premises Issue.

The Headteacher confirmed that there had been a large leak of water prior to the start of the academic year. This related to an earlier leak in the previous academic year and the water had built up over time – the result was a collapsed ceiling and water damage to a classroom, PPA room and the staff room. The issue had been addressed temporarily and risk assessments were in place to ensure the area remained safe. The final repairs would be completed in the current half-term.

There were no further issues and Governors agreed to accept the Headteacher's oral report into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Approved – updated school risk assessments and guidance.	Governing Body	

<ul style="list-style-type: none"> • Approved – current draft of 2020-2021 SDP with above proviso. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept whole school data report into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept Headteacher’s oral report into record of meeting. 	Governing Body	

Item 7	Behaviour and Safety of Pupils / Safeguarding
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The Headteacher presented an oral report in relation to the behaviour, safety and safeguarding of pupils and the following points were noted in discussion by Governors.

Keeping Children Safe in Education (KCSIE).

Governors noted that they were required to read Part II and Annex A of the updated KCSIE statutory guidance. On completion of this exercise Governors would e-mail the Clerk confirmation.

The Headteacher confirmed that the school continued to maintain a rigorous approach to maintaining the safeguarding of pupils. This included the period of quarantine prior to the end of the previous academic year and the safeguarding lead had completed an online safeguarding audit in relation to Covid 19 – the outcomes were all ‘green’. There was specific planning in place to manage eventualities involved in various bubble closures. This included supporting staff during isolation to ensure mental health and wellbeing.

The Headteacher emphasised that behaviour had been very good, but in recent practice the school had identified a minor amendment was required to the Behaviour Policy – once completed the document would be further reviewed by staff and then amendments submitted to Governors.

Q. Was behaviour good across break times / lunchtime?

A. The zoning of the school and the greater degree of structure in timing has meant that some children who struggled in unstructured times, struggled much less.

Governors noted that the school continued to make safeguarding referrals as necessary and completed a series of home visits to families where concerns had been identified. It was recognised that there were several families across the school that were struggling especially under the new circumstances / current environment.

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"> • Action – Read Part II and Annex A of KCSIE. 	Each Governor	October 2020
<ul style="list-style-type: none"> • Action – e-mail Clerk to confirm above action completed. 	Each Governor	October 2020
<ul style="list-style-type: none"> • Action - amend Behaviour Policy. 	HT	October 2020

<ul style="list-style-type: none"> • Action – revised Behaviour Policy to be agenda item next meeting. • Agreed – accept behaviour and safeguarding report into record of meeting. 	HT / Chair / Clerk	30.11.20
	Governing Body	

Item 8	Policies and Documents for Review and Approval / Ratification
	<p>Governors noted the following tranche of policies / documents which had been circulated prior to the meeting. It was recognised that the documents / policies had been reviewed and considered and there was an additional supportive briefing note highlighting the changes.</p> <p>Appraisal Policy for Teachers. The Headteacher confirmed that the changes to the document reflected the current situation / Covid 19.</p> <p>There were no issues raised and Governors approved the document.</p> <p>Health and Safety Policy. The Headteacher confirmed there were no changes to the document.</p> <p>There were no issues raised and Governors approved the document.</p> <p>Homework Policy. The Headteacher confirmed the changes to the document related to setting work online and managing work during the closure of a bubble.</p> <p>Q. What provision was made for families without access to the internet? A. Paper copies were provided with additional access to books.</p> <p>There were no issues raised and Governors approved the document.</p> <p>Information Sharing on Transition. The Headteacher confirmed the changes related to the child protection online management system (CPOMS) and was intended to ensure that only relevant data was exchanged in line with the most recent data protection legislation.</p> <p>There were no issues raised and Governors approved the document.</p> <p>Teachers' Pay Policy. The Headteacher confirmed there were updates pending for this document, but the final version had not been confirmed by One Education. The school had pursued the matter and would provide the updated document at the forthcoming resources Committee and Pay Committee meetings.</p> <p>Governors noted the changes would be based on teacher / union agreement with central government and there were no issues raised – the Policy was approved in principle with the proviso that the final document would be reviewed by the Resources Committee and Pay Committee.</p>

Staff Dress Code.

The Headteacher confirmed there were no changes to this document.

There were no issues raised and Governors approved the document.

Dress Code Policy.

The Headteacher confirmed there were no changes to this document.

There were no issues raised and Governors approved the document.

Acceptable Use / E-Safety Policy.

The Headteacher confirmed there were no changes to this document.

There were no issues raised and Governors approved the document.

SEND Report.

The Headteacher confirmed that the document represented an outline of the provision offered by the school. The changes reflected differences in staffing. In addition, the Governing Body was aware that Ellie Russell (ER) intended to stepdown from her role as a Governor at the end of December 2020 and a replacement link for SEND would need to be approved.

There were no issues raised and Governors approved the document.

Attendance Policy.

The Headteacher confirmed that the document was based on a model provided by MCC. MCC had updated the document in relation to the most recent statutory guidance / requirements – this generally reflected the current situation / Covid 19. In addition, the new Attendance Lead was working on an appendix which would contain the school specific protocols for attendance.

Governors considered that the final draft of the document would be circulated via e-mail for approval off-meeting and would then be ratified at next scheduled Governing Body meeting.

Internal Communications Policy.

The Headteacher confirmed that some minor amendments were made and these related to Covid 19.

There were no issues raised and Governors approved the document.

Staff Code of Conduct.

The Headteacher confirmed that no changes / amendments had been made to the document.

There were no issues raised and Governors approved the document.

Jigsaw / PHSE Policy.

The Headteacher confirmed that some minor updates had been made to the document.

There were no issues raised and Governors approved the document.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Approved - Appraisal Policy for Teachers. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Health and Safety Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Homework Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Information Sharing on Transition. 	Governing Body	
<ul style="list-style-type: none"> • Approved – in principle Teachers’ Pay Policy with above proviso. 	Governing Body	
<ul style="list-style-type: none"> • Action - updated Teachers’ Pay Policy to be agenda item at Resources Committee and Pay Committee. 	HT / Chair / Clerk	15.10.20
<ul style="list-style-type: none"> • Approved - Staff Dress Code. 	Governing Body	
<ul style="list-style-type: none"> • Approved – Dress Code Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Acceptable Use / E-Safety Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - SEND Report. 	Governing Body	
<ul style="list-style-type: none"> • Action – final draft of Attendance Policy to be circulated off-meeting. 	HT	October 2020
<ul style="list-style-type: none"> • Action – provide e-mail approval for updated Attendance Policy. 	Governing Body	October 2020
<ul style="list-style-type: none"> • Action – updated Attendance Policy to be agenda item next meeting. 	HT / Chair / Clerk	30.11.20
<ul style="list-style-type: none"> • Approved - Internal Communications Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Staff Code of Conduct. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Jigsaw / PHSE Policy. 	Governing Body	

Item 9	Finance Documents for Review / Approval	
<p>Governors noted that a series of finance related documents had been circulated prior to the meeting and the following points were noted in discussion.</p>		
<p>Operational and Financial Procedures. Governors noted that the document was based on the MCC model which had been tailored to meet the specific needs of the school. The document remained largely as previously reviewed with minor amendments / changes – these reflected any changes in roles / names of individuals. The school had also updated the process for dealing with petty cash.</p>		
<p>There were no points raised by Governors and the document was approved.</p>		
<p>Scheme of Financial Delegation. Governors noted that the document was based on the MCC model which had been tailored to meet the specific needs of the school. The document remained largely as previously reviewed with minor amendments / changes – these reflected any changes in roles / names of individuals. It was also noted that there were no changes to the financial remit for any individuals, but there were amendments to the school’s process for dealing with petty cash.</p>		
<p>There were no points raised by Governors and the document was approved.</p>		
<p>SFVS Self-Assessment Document. Governors noted that the document had been submitted to MCC prior to the 31 March 2020 deadline. However, the document required an annual review and it was agreed to delegate the review of the document to the Staffing and Finance (S&F) Committee. The Committee would complete the review and return the document for approval by the Governing body prior to the deadline for submission – 31 March 2021.</p>		
<p>Financial Skills Audit. Governors recognised that the format of the document had been updated in line with the requirements associated with the SFVS requirements.</p>		
<p>It was agreed the document would be completed by members of the Resources Committee who would forward their completed versions to the Clerk – the Clerk would collate the documents. It was appreciated that the collated version of the various skills audits would form the basis of any training identified as part of the process.</p>		
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 – Scheme of Financial Delegation. 	Governing Body	
<ul style="list-style-type: none"> Agreed – complete SFVS skills audit and return to Clerk. 	Resources Committee	15.10.20
<ul style="list-style-type: none"> Action – collate skills audits. 		15.10.20

<ul style="list-style-type: none"> Action – collated skills audits to be agenda item next Resources Committee meeting. 	Clerk HT / Chair / Clerk	15.10.20
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Item 10	<p>Governing Body Housekeeping</p> <p>Governing Body - Terms of Reference. 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. The Chair presented the terms of reference for the following committees: Pay Committee; Staffing and Finance Committee; Teaching and Learning Committee; and the Headteacher’s Performance Management Review Committee.</p> <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.</p> <p>There were no additional points raised and the Governing Body approved the terms of reference for the above committees.</p> <p>Pay Committee. Richard Price (Chair) Ali Ayub Georgia Dey Eve Holt</p> <p>Resources Committee. Ali Ayub (Chair) Georgia Dey Deborah Howard Peter Martin Richard Price Tom Sumner</p> <p>T&L Committee. Scott Davenport (Chair) Ellie Russell Deborah Howard Peter Martin</p>
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Yogita Patel
Ellie Linton

Headteacher's Performance Management Review Committee.

Richard Price
Ellie Russell
Yogita Patel
Peter Martin

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

Governing Body Link Roles

Achieving Success – Tom Sumner

Fit for Learning – Richard Price

Rights Respecting – Eve Holt

Stay Safe (including safeguarding and looked after children (LAC)) – Yogita Patel

Parental Links – Ali Ayub

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 2020-2021 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.

2020-2021 Meeting Schedule

The Chair presented the updated version of the meeting schedule for the 2020-2021 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 confirmation of eligibility document.

Governor Skills Audit

Each Governor noted that they were required to complete an individual skills audit based on the NGA model – most Governors had done so and the collated information would be an agenda item next scheduled meeting.

Governor Training – updates

ER confirmed that she would continue to source / promote and inform Governors of various training opportunities going forward. It was appreciated that the NGA training modules had been shared with Governors prior to the meeting.

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 – Teaching and Learning 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 2020-2021. 	Governing Body	
<ul style="list-style-type: none"> • Noted – completed and signed declaration of pecuniary interest documents. 	Each Governor	October 2020
<ul style="list-style-type: none"> • Noted – completed and signed confirmation of eligibility documents. 	Each Governor	October 2020
<ul style="list-style-type: none"> • Noted – completed individual NGA skills audit documents. 	Each Governor	October 2020
<ul style="list-style-type: none"> • Action – collate completed NGA skills audit documents. 	Clerk	October 2020
<ul style="list-style-type: none"> • Action – collated NGA skills audit to be agenda item next scheduled meeting. 	HT / Chair / Clerk	30.11.20

Item 11	AOB		
The Chair confirmed there were no additional matters of business for discussion and the meeting was closed.			
Resolutions / Agreed Actions		Owner	Date

Item 12	Date of Next Meeting		
Governors noted the next meeting was scheduled for Monday 30 November 2020 at 6.15pm.			
Resolutions / Agreed Actions		Owner	Date
<ul style="list-style-type: none"> Noted – time and date of next scheduled meeting. 		Governing Body	