

Oswald Road School

Governing Body Meeting Minutes

Quorum: 6 (met at this meeting)	Approved as a true and accurate record.
Chair: Richard Price	Name.....
Date of meeting: 28 June 2021	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
Scott Davenport	Co-Opted	17/06/22	P
Deborah Howard	Staff (HT)	N/A	P
Peter Martin (PM)	Co-Opted	27/06/25	P
Ellen Martinez (EM)	Parent	18/12/24	P
Yogita Patel (YP)	Co-Opted	21/09/24	P
Tom Sumner (TS)	Co-Opted	22/09/23	P
Zainab Suleman (ZS)	Parent	18/12/24	P
Carole Wigzell	Co-Opted	27/06/25	P
Ali Ayub (AA)	Co-Opted	04/01/24	Ap
Eve Holt (EH)	Local Authority	25/03/23	Ap
Ellie Linton	Staff	21/09/24	Ap

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

Agenda Items

Item	Apologies, Introductions and Welcome
1	The Governing Body noted that apologies for non-attendance were submitted by Ali Ayub (AA), Eve Holt (EH) and Ellie Linton (EL).

Governors noted that EL was on maternity leave currently and would retain her role as a Governor unless she decided to resign – there was no expectation for her to stepdown as a Governor while on maternity leave.

Q. Could an alternative Staff Governor be elected?

A. No, not unless EL resigned. If EL wished to continue in her role, but not attend meetings as part of her maternity leave, it was possible to appoint a member of staff as an Associate Member to retain a staff presence on the Governing Body.

Q. Would this require an election?

A. No – the role would be an appointment made by Governors.

The Headteacher confirmed that she would discuss the options with EL and determine how she wished to proceed.

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

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

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

Item 3	Governing Body Membership	
<p>The Chair presented an overview of the current Governing Body membership which was supported by a briefing document circulated prior to the meeting. During the presentation the following points were noted in discussion by Governors.</p> <p>Governors noted that Georgia Dey had resigned her role as a Co-Opted Governor due to work commitments which prevented her from attending meetings. As a result, there were two current Co-Opted Governor vacancies with a third vacancy expected – the current Chair had confirmed his decision to resign at the start of the next academic year. However, the following individuals had been sourced as potential candidates: Joanna Dennis (JD), who had previously served as a Co-Opted Governor and resigned due to ill health, had confirmed she was interested in rejoining the Governing Body; and Carole Wigzell (CW), a parent who had expressed an interest in joining the Governing Body. It was noted that CW had already attended the recent meeting of the Resources Committee as a 'taster session'.</p> <p>Governors appreciated the skills that Peter Martin (PM) had demonstrated in his role as an Associate Member and the skills that CW would bring to the Governing Body. It was recognised that JD had also provided extensive support and applied her skills in the role previously. During the discussion it was proposed and seconded that PM would be appointed to one Co-Opted Governor vacancy and CW to the second Co-</p>		

Opted Governor vacancy – these appointments would take place immediately. In addition, JD would be appointed to the third Co-Opted Governor vacancy which would become apparent in September 2021.

There were no further issues raised with the above proposals and these were approved by the Governing Body.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Approved – appointment of PM as Co-Opted Governor. 	Governing Body	
<ul style="list-style-type: none"> • Approved – appointment of CW as Co-Opted Governor. 	Governing Body	
<ul style="list-style-type: none"> • Approved – appointment of JD as Co-Opted Governor commencing 1 September 2021. 	Governing Body	

Item 4	Covid-19 Contingency Planning
	<p>The Chair highlighted the importance of the following discussions which reflected the recent impact of the pandemic on the school with an increased number of positive cases across the school. In addition, to the actual positive cases there was an increase in the number of individuals determined as direct contacts who were then required to self-isolate.</p> <p>The Headteacher provided an oral report which represented an overview of the current situation, the current guidance and the ongoing impact / potential scenarios going forward.</p> <p>Governors noted that the Nursery bubble was closed and there were three positive cases currently identified from that bubble. In relation to the Year 1 cohort this too was closed entirely; although there was only one positive case identified the cohort was closed due to the extent to which the pupils were in regular contact with each other. In relation to the Year 3 cohort, one class was closed and seven individuals from the second class were identified as direct contacts – there were two positive cases identified and a third expected. The Year 4 cohort had one class closed previously and was expected to return later this week. However, this may change due to a Year 4 child with a sibling in Nursery – there was the potential for further positive cases. In Year 5 one class had returned recently, but the second class had just started isolation – there was one positive case identified in this group. In relation to the Year 6 cohort one class was previously closed and the second class had just started a period of closure. In addition, it was noted that the school was aware of a further six positive cases that had arisen since the various class groups had commenced their isolation – although due to the timing of events there was no further direct impact on individuals currently in school.</p> <p>The Headteacher explained that this was at a level not experienced by the school in the earlier stages of the pandemic. As a result, the pupils would miss many of the additional experiences that were scheduled for this stage of the academic year – especially in relation to the Year 6 cohort. There was also a heightened state of unease and anxiety due to the wide-ranging impact on the different classes.</p>

The Headteacher confirmed that she was in weekly contact with Manchester City Council (MCC) and 'Track and Trace' / Public Health England to ensure the appropriate procedures and protocols were being followed. The school was not seen as a specific 'outbreak' despite the increased number of positive cases – the current pattern was as expected. In addition, the school would provide further information related to the extra cases to ensure the authorities had all pertinent data.

Q. Was there a contingency plan for the school?

A. The last resort would be to stop the education of the children.

The Headteacher advised the current guidance dictated that the contingency for schools was to prioritise the face-to-face learning for Early Years (EY) and Key Stage 1 (KS1); with a skeleton teaching model for Key Stage 2 (KS2). If the situation worsened the school would move to a wider skeleton model for all children - this was a worst-case scenario. In addition, there was some frustration amongst parents with the contact-tracing model and a disparity between KS1 and KS2, but this was based on MCC guidance and the ages of the children involved.

Q. Was there an issue with the school adopting the targeted learning model?

A. No – although there were potential extra contacts this was not borne out by the current infections. Although this would change if further cases were apparent.

The Headteacher advised that there was a wider impact associated with the planned intervention / booster sessions – continuance of current practices may lead to further cases. However, to not continue would negatively impact on the identification and addressing of learning issues.

Q. Is there an option to close upper KS2 – would this release staff to split bubbles and reduce the impact of positive cases elsewhere in the school?

A. It was not really an issue of staffing availability.

The Headteacher explained that the adoption of class bubbles would have a negative impact on the pupils' access to hot meals at lunch time and the access to outdoor play / breaks. In addition, the extent of the interventions would not allow for class bubbles – the system was based on working across the respective year groups. The most effective approach would be to stop interventions – except for those pupils in the special educational needs and disability (SEND) cohort. This approach would limit the spread of cases, but impact on education, whereas maintaining the interventions would potentially increase the number of cases and lead to pupils isolating at home – which would impact on their education.

Q. Was the current issue school specific or part of the wider community?

A. Although not all schools in the local cluster had been contacted there were indications that the issue was across the Chorlton area – other schools were equally impacted.

Governors expressed their concerns for the pupils, but also recognised that the school's position reflected the spread of the current variant across the Greater Manchester area. It was appreciated that there was no real 'right' decision as no

matter what action was taken it would have some negative impact on the pupils and families.

Governors discussed adjusting the current contingency plan to allow for an initial suspension of interventions to prevent extra positive cases and further, drastic action being taken. It was appreciated that this approach would allow more pupils to access quality first teaching and face-to-face learning especially with three weeks of the academic year remaining.

Q. Would this prevent cross-over of staff?

A. No – it was simply not practical for the education of the children to stop any cross-over of staff.

Q. Was there a pattern for a specific Year 6 class or was it different classes?

A. Initially, it was the same class with a series of bubble closures, but it now impacted on other Year 6 classes.

Governors noted that some parents had challenged the school – despite the fact that the decision-making process for closures and isolation were based on instructions, guidance and advice from MCC and Public Health England. In addition, the isolation instruction from a school was not 'guidance' but was legally enforceable.

Q. Was there scope to adopt a testing regime similar to that applied by people returning to the country from overseas – if a series of negative tests were secured then a return to school could be speedier?

A. The options were raised by the school as a query and school had been informed Unions in general were against this and the response from MCC was that this was not an available option for the school at the time.

Q. What action did the school take if families didn't isolate when told to?

A. This was previously a telephone call from the school to emphasise the importance of isolation and the statutory position. This had worked initially, but only recently had some people become less compliant. It was noted it was a minority who had not been compliant.

Governors considered that current action taken – with a letter from the Chair of Governors to parents emphasising the importance of isolation protocols and the impact on the school and pupils in failing to isolate. In addition, it was appreciated that the school would commence the new academic year with a clear communication of the protocols and statutory requirements.

Q. How were staff impacted?

A. The staff were angry when they saw individuals flouting the 'rules' especially considering the impact on the wider pupil population and the education of the pupils.

The Headteacher advised there had been a concern raised that a member of staff had taken their test later (i.e. timing had not been sensible) and this had led to a bubble closure – this was untrue. In addition, the school could not direct staff to take the lateral flow tests (LFT) and share the results – the tests were not mandatory, but voluntary.

Governors approved the proposed change to the current contingency plan to further reduce contacts and reduce the likelihood of further bubble closures. This would be reconsidered in relation to the updated guidance expected for the start of the new academic year.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Approved – amendment to contingency plan to include initial suspension of interventions. 	Governing Body	

Item 5	Minutes of the Previous Meeting and Matters Arising (22.03.21)
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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.

Governors approved the document as a true record of the meeting and a signed copy of the document was retained on record.

Matters Arising.

Page 13: Item 6 - Owl Club Follow-on Discussions.

The Chair confirmed that the issues related to this matter had been addressed through the Resources Committee. The Committee had approved a new contract for one year which would then be reviewed – taking into account the uncertainty of the current situation and the expectation that matters would 'normalise' during the intervening period.

Page 14: Item 8 - Recruitment Policies.

The Headteacher confirmed that the relevant recruitment policies had been adjusted to align with the changes to the Keeping Children Safe in Education (KCSIE) legislation following the United Kingdom's (UK) departure from the European Union (EU).

Page 18: Item 12 - Chair of Governors Role.

Governors noted that consideration of this issue would be addressed under Item 12 – see below.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – minutes of previous meeting (22.03.21) as true record. 	Governing Body	

Item 6	Headteacher's Report
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The Headteacher presented the report which had been circulated prior to the meeting and the following issues were noted in discussion by Governors. It was appreciated that the format of the report differed slightly from previous versions – this was considered more relevant.

School Context.

Governors noted the pupil numbers across the school with a breakdown of numbers for the respective year groups. It was appreciated that the overall number of pupils

had increased from the start of the academic year to those expected to be on the school roll at the start of the new academic year.

The Headteacher highlighted the mid-year leavers which continued with the previously identified pattern whereby families were moving out of the area to be with their wider family groups.

Attendance.

The Headteacher referred to a separate report which demonstrated the current attendance data. It was recognised that the overall data reflected the current guidance whereby the school designated any Covid-19 related absence with an 'X'. It was emphasised that this process ensured pupils were not disadvantaged in the data for Covid-19 related absences, but it skewed the overall data and provided a distorted picture of the actual attendance.

Governors considered the cumulative data related to Summer Term I and noted that the current overall attendance (cumulative) was 94% with lower percentages for Pupil Premium Grant (PPG) eligible / disadvantaged children and pupils designated English as an additional language (EAL). It was noted that several children within this group had been invited into school during national lockdown. Where this offer was not taken up, the child had to be marked as an 'authorised absence'. It was noted school fully respected the individual choices of families to not accept offered places during national lockdown.

Q. Was there any data for comparison purposes on a national basis?

A. No.

The Headteacher confirmed that the main point was that the school was aware of the individual pupils affected and had processes in place to address the related issues – particularly lost learning.

Covid-19 Update.

The Headteacher confirmed that prior to the most recent weeks there had been a marginal number of bubble closures since September 2020. The recent weeks had amplified the overall closures. However, the school was confident that the current risk assessments were still effective – these were reviewed and updated based on staff feedback and MCC / government guidance. In addition, the corresponding guidance plans for staff were communicated and the changes highlighted in red to ensure staff were aware of exactly what aspect of the guidance was different.

Governors noted that as per the earlier discussions under Item 4 the school had adapted its means of communication with parents in response to the challenges presented by the pandemic – this included Zoom meetings, telephone calls, and short-term face-to-face sessions. A positive element noted was the development of school/parental relationships at the school gates as there was now a greater staff presence – this approach had allowed for general conversations about school but also non-school based conversation between parents and school each day. In addition, the school home education offer had developed and improved during the different quarantine periods – the feedback from pupils and families was very positive.

Governors noted the school continued to work closely with families from a pastoral perspective – despite the increased level of need and overall demand. This had included a raised awareness of mental health issues amongst pupils, with a range of support strategies in place. In addition, the school was conscious of the impact of workloads and anxiety in the staff team – the school was mindful that staff feedback was noted and acted upon in a timely manner.

Governors recognised that in relation to the mental health and wellbeing of staff and pupils a balance was achieved between prioritising educational catch-up and the wellbeing of staff and pupils.

The Headteacher highlighted the improved hygiene standards across the school – supported by an extra cleaner working throughout the school day and a change in the supervision of the current contract cleaners.

The Headteacher confirmed that most recently the school had amended the protocols / procedures for bubble closures inline with advice from MCC – this took the format of an individual who tested positive would isolate and then a contact-tracing approach would be instigated to determine which other individuals would isolate. It was expected that the procedure would be rolled out across all year groups with the start of the new academic year.

Targeted Learning Model (TLM).

The Headteacher confirmed the targeted learning model was tweaked following discussions and feedback from the Quality Assurance (QA) professional. The final format was communicated to parents and families were supported with parental forums. In addition, there was appropriate staff training, staff meetings and the targets and groups established for the various groups. The fine details would be shared at the forthcoming Teaching and Learning (T&L) Committee.

Governors noted that the process would be delayed due to the earlier decision to suspend the TLM to reduce potential positive cases and bubble closures.

Catch-Up Planning.

The Headteacher confirmed that additional support had been added to the previous planned catch-up plan due to extra funding becoming available via careful management of the school budget. The plan would be formally updated and re-published on the school website.

Q. Had there been much feedback from parents related to the planned expenditure of the catch-up funding?

A. There was very little feedback. Initially there was a suggestion from one parent that the funding should focus on extra-curricular activities and it was explained that this was ring fenced by central government to be applied for core curriculum catch-up. A second parent confirmed that they were opposed to educational streaming of children.

The Headteacher confirmed that the catch-up plan had been subject to consultation with the parent focus groups and parent forum – seven parents attended the forum. The school invited wider feedback and gained little response.

Q. Was the focus group feedback communicated via the newsletter?

A. Yes communication was in place via weekly newsletter.

Parental Concerns / Complaints.

Governors noted there were no formal complaints submitted in the current term although there were wider concerns raised with the closure of a whole bubble following a single positive test outcome. This was addressed as per the discussions above. There had also been a couple of parents raising their concerns about the Targeted Learning Model.

Curriculum Update.

The Headteacher confirmed the curriculum update outlined the progress made in this area despite the challenges generated by the pandemic. It was recognised that despite the issues associated with the pandemic it was important that the school moved forward. The Headteacher especially highlighted the design and technology curriculum which had generated excellent feedback from pupils and parents.

Governors also noted the progress made in relation to the computing curriculum – this included additional training in this aspect of the curriculum delivered by the computing lead to all teaching staff as part of their continuous professional development (CPD). The intention was to build staff capacity and confidence in the subject area.

Q. Would the art studio be available for the next academic year?

A. Yes.

Governors discussed the importance of physical exercise in supporting the mental health and wellbeing of the pupils.

Q. In relation to the physical education (PE) curriculum how much exercise time outside had been secured for the children?

A. The school had managed to maintain the outdoor activity, but the real challenge was related to indoor activity.

Analysis of Targets.

Governors noted the data as presented in the analysis of targets aspect of the Headteacher's report. It was appreciated that a more in-depth review of the data was planned as part of the forthcoming T&L Committee meeting – scheduled for 6 July 2021.

Q. Were there any areas of concern for the school?

A. The school was concerned by the extent to which the pupils at greater depth had reduced in Year 5. However, the school was aware of the issue and the appropriate actions were in place to address this issue and this would be re-looked at within the summer 2 data collation. It had already been addressed by prediction setting too. In addition, there were some concerns related to the Year 2 cohort. Although the main concerns related to Year 3 which the school planned to offset by moving a strong teacher from Year 6 to Year 4 in the next academic year to join the already strong team.

Q. Were there any areas of strength identified by the school?

A. The outcomes for the Year 6 cohort were very good; the impact of the pandemic and the quarantine restrictions appeared to have less of a negative impact on the older children across the school.

Q. How was the school managing the transition process for the pupils as they progressed to the next year group at the start of the new academic year?

A. The traditional approach of a phased introduction at the end of the old academic year did not take place last year due to the quarantine restrictions. The current plan was to reintroduce the process for with some additional protocols for spacing of pupils and extra cleaning procedures. There was no rationale for the school not to complete the transition process taking not account the extra precautions.

After the meeting extra note: guidance changed and face to face transition did not take place. Children accessed a virtual transition.

Q. Had the school allocated the staffing across the different year groups?

A. It was drafted and would be finalised to parents later in the current week.

Governors noted the pupil voice quotes based on the RRSA and British values.

Behavior and Safeguarding.

Governors noted that this aspect of the Headteacher's report would be addressed under Item 9 – see below.

There were no further points raised or noted in discussion 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 Headteacher's report into record of meeting.	Governing Body	

Item	Covid-19 Update	
7		
Governors noted that the matters for discussion under this item had been addressed under Item 4 above.		
There were no further points raised or noted in discussion and Governors agreed to accept the Covid-19 update report into the record of the meeting.		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Agreed – accept Covid-19 update report into record of meeting.	Governing Body	

Item	Committee Reports
8	
Resources Committee – 17.05.21	
In the absence of the Chair of the Resources Committee, Richard Price, the Chair of Governors, presented the report and minutes of the recent meeting convened in May 2021. Governors noted the supporting documents had been circulated prior to the meeting and the following points were noted in discussion.	

Governors noted that in summary the school was in a good position financially, with a 'healthy' surplus brought forward to the new financial year. The current financial position would enable the school to provide extra staffing to support the catch-up curriculum in addition to the financial support from the Department for Education (DfE).

The Headteacher confirmed that some of the surplus would be utilised to improve the Reception outdoor area / provision.

2020-2021 Year End / Budget Closedown.

Governors noted the Committee had reviewed, considered and approved the 2020-2021 budget closedown. It was appreciated that the budget outturn was a surplus of £38,580 which meant the school would carry forward a cumulative surplus of £231,896 to the 2021-2022.

There were no further issues raised and Governors ratified the 2020-2021 budget closedown.

2020-2021 Analysis of Reserves.

Governors noted that the Committee had considered and approved the 2020-2021 analysis of reserves. The cumulative surplus brought forward by the school was below the average provided by MCC and there was no clawback expected.

There were no further issues raised and Governors ratified the 2020-2021 analysis of reserves.

2021-2022 Budget.

Governors noted that the Committee had reviewed and approved the 2021-2022 school budget as per the minutes. It was appreciated that the budget projected a small in-year surplus of £135.32 and a cumulative surplus of £247,831 carried forward to the 2022-2023 financial year.

There were no further issues raised in relation to the 2021-2022 budget and this was ratified by Governors.

3-Year Budget Projections.

Governors noted the Committee had reviewed, considered and approved the 3-year budget projections. It was appreciated that the projected revenue income and expenditure was based on prudent assumptions and indicated a small in-year surplus for each year.

There were no further points raised or noted in discussion and Governors ratified the 3-year budget projections.

2021-2022 Staffing Structure.

Governors noted that the Committee had reviewed and approved the 2021-2022 staffing structure – the supporting briefing note was available for all Governors to access through Google Drive.

There were no further issues raised in relation to the 2021-2022 staffing structure and this was ratified by Governors.

Pupil Premium Grant (PPG) Report

Governors noted that the Committee had reviewed, considered and approved the 2021-2022 PPG strategy and the expenditure associated with the PPG funding received by the school.

There were no further issues raised and Governors ratified the 2021-2022 PPG strategy on a finance basis.

Sports Premium Grant (SPG) Report.

Governors noted that the Committee had reviewed, considered and approved the 2021-2022 SPG strategy and the expenditure associated with the SPG funding received by the school.

There were no further issues raised and Governors ratified the 2021-2022 SPG strategy on a finance basis.

Governors noted that the Committee had also considered matters associated with the General Data Protection Regulations (GDPR) and the recent review. The documents approved by the Committee would be provided for ratification by Governors – see Item 10 below.

Governors recognised that the Committee had reviewed, considered and approved the following additional documents / policies: Fasting Policy; and Staff Domestic Abuse Policy.

There were no further points raised by Governors in relation to either document and these policies were ratified.

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

Teaching and Learning Committee – 10.05.21

Scott Davenport (SD), Chair of the T&L Committee, report and accompanying minutes of the most recent Committee meeting – May 2021. The following points were noted in discussion by Governors.

SD confirmed that most issues raised in discussion by the Committee had been addressed above under Item 6. This included the discussions related to the concerns and challenges which represented the impact of the pandemic and quarantine restrictions. SD particularly mentioned the issue of writing for the Year 3 cohort and across the school except for Year 1 and Year 6.

Governors noted the Committee had also considered / discussed the safeguarding drop-in report provided by YP and the pastoral and safeguarding report – as discussed under Item 9 above.

Governors noted the Committee had reviewed and discussed the personal, social, health and economic (PSHE) curriculum report and specifically the sex and relationship education (SRE) aspect of the curriculum. It was appreciated that the school had worked well with parents and although there had been opt-outs in Year 4, Year 5 and Year 6. In addition, the increased level of opt-outs in Year 5 appeared to reflect the content of the curriculum which now was more closely aligned with the content previously delivered to an older cohort. However, the families can only opt-out of specific aspects of the curriculum.

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

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Ratified - 2020-2021 Year End / Budget Closedown. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - 2020-2021 analysis of reserves. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - 2021-2022 budget. 	Governing Body	
<ul style="list-style-type: none"> • Ratified – 3-year budget projections. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - 2021-2022 staffing structure. 	Governing Body	
<ul style="list-style-type: none"> • Ratified – 2021-2022 PPG strategy / report on finance basis. 	Governing Body	
<ul style="list-style-type: none"> • Ratified – 2021-2022 SPG strategy / report on finance basis. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Fasting Policy. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Staff Domestic Abuse Policy. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept Resources Committee minutes (17.05.21) and report into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept T&L Committee minutes (10.05.21) and report into record of meeting. 	Governing Body	

Item 9	Behaviour and Safety of Pupils / Safeguarding
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.	

The Headteacher confirmed that the feedback from the QA professional was that behaviour was exemplary – this concurred with the practical experience of staff across the school on a day-to-day basis. This related to general behaviour and the behaviour in terms of readiness for learning.

Governors noted that the school continued with the established safeguarding practices supported by an effective team and lead by Donna Wealleans (DW). It was also recognised that the Governing Body received a regular pastoral and safeguarding report off-meeting, which was also circulated prior to the current meeting.

Governors noted and agreed to accept the Spring Term pastoral and safeguarding report into the record of the meeting.

Yogita Patel (YP) confirmed that she had meet with DW in the previous week and highlighted a potential issue – it was noted that DW addressed the concern promptly.

Governors noted that some individuals were required to update their current disclosure and barring (DBS) checks / certificate. It was appreciated that Craig Taylor (CT) would e-mail the necessary link and instructions for the relevant Governors to follow.

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

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – complete DBS if contacted by CT. 	Individual Governors	
<ul style="list-style-type: none"> Agreed – accept Spring Term pastoral and safeguarding report into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> Agreed – accept behaviour and safety of pupils / safeguarding report into record of meeting. 	Governing Body	

Item 10	GDPR Report
	<p>The Headteacher confirmed that as per the Resources Committee minutes the school had completed a review of GDPR related practices, procedures and documentation which had resulted in an action plan to address those matters identified as in need of amendment / change. As part of the action plan the following documents had been reviewed, considered and approved by the Resources Committee: Data Breach Notification Policy; Data Protection Policy; CCTV Policy; and Freedom of Information Policy.</p> <p>There were no further issues raised in relation to any of these documents and they were all ratified by the Governing Body</p> <p>Governors noted the Committee had noted there had been no data breaches to report through the course of the current term. In addition, there had been one subject access</p>

request (SAR) submitted – the issue was addressed in full within the required timescales.

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

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Ratified - Data Breach Notification Policy. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Data Protection Policy. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - CCTV Policy. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Freedom of Information Policy. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept GDPR report into record of meeting. 	Governing Body	

Item 11	Policies and Documents for Review and Approval / Ratification
	<p>The Chair presented a series of policies / documents for review and approval – these documents had been circulated to Governors prior to the meeting in conjunction with a supporting briefing note and the following points were noted.</p> <p>Accessibility Action Plan. The Headteacher confirmed this was a matter of work in progress as it reflected the outcomes of the accessibility audit. The previous year was focused on accessibility to PE and currently it was focused on accessibility to the Key Stage 2 (KS2). The priority was determined by the identified and practical needs for the children.</p> <p>There were no issues raised in relation to the Accessibility Plan and this was approved by the Governing Body.</p> <p>Accessibility Audit Checklist. Governors noted that as per the discussions above the audit checklist was completed and was utilised to support the Accessibility Action plan.</p> <p>There were no issues raised in relation to the accessibility audit checklist and this was approved by the Governing Body.</p> <p>Accessibility Policy. Governors noted that the document was based on a model provided by The Key and complied with the current legislation.</p> <p>There were no issues raised in relation to the Accessibility Policy and this was approved by the Governing Body.</p>

Business Continuity Plan.

The Headteacher confirmed that all schools were in the process of reviewing their current contingency plans based on any potential learnings that could be gleaned from the experience provided by the pandemic. There were no significant differences from the previous version of the document and the School Business Manager (SBM) was still updating the contact details for the individuals with responsibilities under the Policy. The final updated version would be re-issued at the September 2021 Governing Body meeting.

There were no issues raised in relation to the Business Continuity Plan and this was approved by the Governing Body with the above proviso.

Positive Mental Health and Wellbeing Policy.

Governors reviewed and considered the document – it was appreciated that this was a new policy for consideration.

Q. There were no references to the RRSA which was a significant aspect of the school's ethos?

A. This would be reconsidered to determine where it would align.

Q. There were no direct references to staff – surely the mental health and wellbeing of both stakeholders were intrinsically linked?

A. Yes – this would be reviewed to determine how best to cross-reference the two areas.

There were no further issues raised and the Positive Mental Health and Wellbeing Policy was approved in principle by the Governing Body. It was recognised that the additional matters would be addressed off-meeting.

Resolution of Concerns and Complaints Policy.

The Headteacher confirmed that the document had been amended to take account of vexatious complaints. The issue had previously been addressed through an extra document, but this was considered unnecessary going forward. It was noted that the school had consulted with One Education in relation to this matter and provided the extra appropriate wording.

There were no issues raised in relation to the Resolution of Concerns and Complaints Policy and this was approved by the Governing Body.

Safeguarding Policy – June 2021.

The Headteacher confirmed that the Policy had been updated in line with MCC guidance and the RRSA links. The Addendum was also based on updated MCC guidance which reflected the current situation.

There were no issues raised in relation to the updated Safeguarding Policy and this was approved by Governors.

Safeguarding Policy Covid Addendum – June 2021

There were no issues raised in relation to the safeguarding addendum and this was approved by Governors.

Staff Code of Conduct.

The Headteacher confirmed there were no changes to the document.

There were no issues raised and Governors approved the Staff Code of Conduct.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Approved - Accessibility Action Plan. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Accessibility Audit Checklist. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Accessibility Policy 	Governing Body	
<ul style="list-style-type: none"> • Approved - Business Continuity Plan with above proviso. 	Governing Body	
<ul style="list-style-type: none"> • Action – final draft of Business Continuity Plan to be agenda item next scheduled meeting. 	HT / Chair / Clerk	September 2021
<ul style="list-style-type: none"> • Approved - Positive Mental Health and Wellbeing Policy with above provisos. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Resolution of Concerns and Complaints Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Safeguarding Policy – June 2021. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Safeguarding Policy Covid Addendum – June 2021. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Staff Code of Conduct. 	Governing Body	

Item 12	Governance Matters
	<p>Role of Chair.</p> <p>The Chair confirmed that at the end of the current academic year he would resign as Chair and as a Governor. It was appreciated that PM had expressed an interest in the role and it was proposed and seconded that PM would be appointed Co-Chair for the intervening period – this would allow RP to complete an effective hand-over in readiness for the new academic year.</p> <p>There were no issues and this was approved by the Governing Body.</p> <p>Governors also considered the role of Vice Chair and Carole Wigzell expressed an interest which was supported by the Governing Body.</p>

2021-2022 Meeting Schedule.

The Clerk presented the draft 2021-2022 meeting schedule which was based on the format followed traditionally by the Governing Body. The document had been circulated prior to the meeting and the following points were raised in discussion.

Governors considered the option to retain some meetings online through Zoom. This would also allow some flexibility for timing with meetings – this was especially an issue for the T&L Committee commencing at 5.00pm. It was appreciated that committee meetings could be held via Zoom and Governing Body meetings held on a face-to-face basis.

Governors approved the proposed Governing Body meetings with the understanding that the timings for the committee meetings would be finalised at the first meeting of the academic year.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Approved – appoint PM as Co-Chair for the purposes of transition to the new academic year.	Governing Body	
<ul style="list-style-type: none">Agreed – times / dates for Governing Body meetings with committee to be confirmed.	Governing Body	
<ul style="list-style-type: none">Action – 2021-2022 Governing Body meeting schedule to be agenda item next scheduled meeting.	HT / Chair / Clerk	September 2021

Item 13	AOB	
<p>The Headteacher and Governors expressed their appreciation for the hard work dedication and support provided by RP in his role as a Governor and Chair of the Governing Body.</p> <p>The Chair confirmed there were no additional matters of business for discussion and the meeting was closed.</p>		
Resolutions / Agreed Actions	Owner	Date

Item 14	Date of Next Meeting	
<p>Governors noted the next meeting was scheduled for Tuesday 21 September 2021 at 6.15pm.</p>		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">Noted – time and date of next scheduled meeting.	Governing Body	