

Oswald Road School

Governing Body Meeting Minutes

Quorum: 6 (met at this meeting)	Approved as a true and accurate record.
Chair: Peter Martin	Name.....
Date of meeting: 21 September 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
Peter Martin	Co-Opted (Chair)	27/06/25	P
Ali Ayub (AA)	Co-Opted	04/01/24	P
Scott Davenport	Co-Opted	17/06/22	P
Eve Holt (EH)	Local Authority	25/03/23	P
Deborah Howard	Staff (HT)	N/A	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
Joanna Dennis	Co-Opted	31/08/25	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 Joanna Dennis and Ellie Linton.	

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	Election of Chair / Vice Chair	
<p>The Clerk confirmed the usual process was for the election of Chair and Vice Chair at the start of the new academic year. However, the Governing Body had agreed to complete the appointments at the end of the previous academic year. This allowed the outgoing Chair to support the development of the new Chair in readiness for the new academic year.</p> <p>Governors re-affirmed the decision to appoint PM as Chair for the current academic year and Carole Carole Wigzell (CW) as Vice Chair for the current academic year.</p>		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – election of PM as Chair for one year. 	Governing Body	
<ul style="list-style-type: none"> Agreed – election of CW as Vice Chair for one year. 	Governing Body	

Item 4	Appointment of Governing Body 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 (28.6.21)	
<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. Page 2: Item 1 – Ellie Linton (EL)</p>		

Governors noted that EL wished to retain her role as a Governor, but could not attend as she was on maternity leave currently. However, the school had agreed to provide a different member of the senior leadership team (SLT) as a representative. The member of the SLT attending would align with the topics being considered by Governors at each Governing Body and committee meetings.

Q. What was the projected date for the end of the maternity leave?

A. June 2022.

Page 14: Item 9 – Disclosure and Barring Service (DBS) Checks.

Governors discussed the completion of the updated DBS checks – it was appreciated that Ali Ayub (AA) had not provided the required supporting documents, but would do so as a matter of urgency.

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 16: Item 11 – Business Continuity Plan.

Governors noted that the updated / revised format of the document had not yet been provided by Manchester City Council (MCC). However, the school had reviewed the current document especially considering the pandemic and as a result some elements had been updated. The updates reflected changes in contact details for individuals.

The Headteacher confirmed that when the updated MCC format was made available the school would populate the required sections and resubmit the document in the near future for review and approval by Governors.

Page 18: Item 12 - 2021-2022 Meeting Schedule.

Governors noted that this matter would be addressed under Item 12 – see below.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – minutes of previous meeting (28.06.21) as true record. 	Governing Body	
<ul style="list-style-type: none"> Action – complete DBS check / provide required documents. 	AA	October 2021

Item 6	Headteacher’s Update
	<p>The Headteacher presented an update report in relation to current issues, such as Covid-19, the School Improvement Plan (SIP) and the 2020-2021 data / results. It was appreciated that supporting documents related to these topics had been circulated to Governors prior to the meeting.</p> <p>Covid-19. Governors noted that the school continued to maintain a high degree of support for staff and pupils in relation to Covid-19 security. This included the regularly updated staff guidance document which had been uploaded to the Governing Body’s Google Drive and was available to Governors to review and consider.</p>

Q. How often were updates provided?

A. It was a matter of ongoing development. The updates were highlighted in red to make it easier for staff to focus on the most recent changes.

The Headteacher confirmed that the document was aligned with the school's risk assessment which was based on the MCC model. The guidance document was extremely thorough, and many aspects of the risk assessment refer to the guidance as the guidance was extremely detailed.

Governors approved the current risk assessment document and guidance in principle with the proviso that any issues noted could be raised directly via e-mail and added to the minutes later as a post meeting note.

Q. Were staff aware of the current changes?

A. Yes.

The Headteacher confirmed the updated versions were shared with staff at the start of the new academic year, including the updated Manchester test and trace guidance changes. Some INSET time was used to ensure all staff were fully clear and had chances to ask any questions. There were changes to the personal protective equipment PPE consistency guidance because of the most recent guidance changes – although PPE was available to any member of staff who wished to make use of this option.

Q. Were there any concerns?

A. Yes in relation to the guidance whereby pupils are still allowed to access the school despite a positive covid-19 tests in their home environment. The issue was beyond the control of the school as this was official government guidance and some staff feel uncomfortable. Staff would appreciate Governors' awareness of this concern.

The Headteacher highlighted the extra actions taken to better manage information and lower risk. The school confirmed that the school continued to record cases and inform staff and parents to maintain their awareness. In addition, the school maintained the services of the day-cleaner contract who had performed excellently in the previous academic year. The school also ensured there were individual risk assessments for any individual who was medium or high risk; all low-risk individuals were managed with the general risk assessment, but were aware they could adopt a personal risk assessment if required.

Q. How many positive cases were there amongst the pupils?

A. 10 currently.

Q. The Year 6 cohort had gone through the threshold for cases to be recognised as an outbreak?

A. Yes, more than five cases represented an 'outbreak' which had triggered additional advice to parents and the school and the school's class outbreak plan had been put into place.

Q. Were all the children required to take a polymerase chain reaction (PCR) test?

A. No – only those children directed by 'test and trace.' The school's communications were worded carefully to encourage families to take a test where possible.

Q. Were there concerns that members of families had tested positive in addition to the children?

A. The school was not aware initially that any family members had tested positive, although there may be such cases now. The school encouraged families to communicate if there are any positive tests in a family.

The Headteacher confirmed that the school took additional precautions to ensure the potential spread of the virus was limited amongst staff. It was recognised that staff training events, especially the in-service training (INSET) day at the start of the academic year and staff meetings were held virtually where practicable.

Q. The school had continued with the staggered start times?

A. Yes – it was deemed the appropriate thing to do moving into the new academic year. An early review was already in process. The school has produced initial options but also decided to continue with the staggered times/gates because of a recent outbreak.

Governors raised concerns that road safety was an issue with the staggered start times as it increased congestion in some areas of the school. It was noted that this had been considered and the Year 4, Year 5 and Year 6 groups were allowed to go to their classrooms without parents (when the changes were put into place). Within this plan, the Year 2 and 3 children were allowed onto the school grounds on their own and younger children could be supported by their parents. In addition, a main challenge for road safety was parents not following the long-standing requests not to congregate in the area near the gate – this had the greatest impact on limiting access. The school wanted to maintain the current procedures for another short amount of time to ensure it was less likely there would be continued outbreaks which would disrupt children's learning. In addition, the Headteacher provided an overview of how the staggered start times also linked with the allocation of staff during planning, preparation and assessment (PPA) time for teachers.

The Headteacher explained that it was not ideal for the school as the approach impacted on children's learning time (the staggering affects some later group's start of the day activity time) but the new plan would improve the situation for all concerned. The school had consulted with union representatives and all agreed the options considered moving forward were appropriate.

There were no additional points raised or noted in discussion and Governors approved the current risk assessment in principle with the above proviso.

School Improvement Plan (SIP).

The Headteacher provided a summary of the current SIP as per the documents circulated prior to the meeting.

Governors noted the process adopted by the school to develop the current plan. This included a whole school staff involvement – the team approach did delay the readiness of the SIP, but it was considered a worthwhile delay as it provided better outcomes. It was recognised the SIP was split into different areas and appropriate action plans were developed with a rigorous evidence base / success criteria and timelines. In addition, Governors noted that the SIP was supported with a series of

mind maps which provided an improved visual understanding of the SIP and allowed for easier communication with parents.

The Headteacher explained that 'achieving success' was the aspect of the SIP linked closely with the three main priority areas for the school this year. These were: writing; curriculum development (all subject leads developing their curriculum knowledge and curriculum design considering EYFS reforms and SEND children); and the use of manipulatives in maths. It was highlighted that the school had completed a great deal of work on curriculum development in the previous year, and this year would have more of a focus on the special educational needs and disability (SEND) cohort. It was aimed at access to science and non-core subjects and the progression from Early Years (EY) taking account of the reforms in the EY curriculum.

Q. Did the school consider Governor links effective during the period of limited access?

A. It had impacted on the process and had been a lighter touch, but with the return to greater access it would be better to have greater Governor contact.

The Headteacher provided an overview of the data contained in the SIP summary – it was appreciated that the data would be considered in greater depth by the Teaching and Learning (T&L) Committee. However, Governors noted that the data was red, amber and green (RAG) rated with the colour coding based on the most recent national averages for the respective subject areas and year groups – this was the pre-Covid-19 national average.

Q. When were the assessments completed?

A. The data was based on the assessments from the end of the 2020-2021 academic year. The next assessments were scheduled for December 2021.

Q. Year 3 writing continued to represent a significant challenge?

A. Yes – this cohort was the current Year 4 and were heavily supported with resources to improve the pupils' outcomes.

There were no issues raised in relation to the 2021-2022 SIP and this was approved by Governors.

Behaviour and Safety.

The Headteacher advised that pupils' behaviour had been very good since the start of the academic year. The Behaviour Policy had been updated to better align with changes associated with the pandemic – the document would be reviewed as per Item 9 below.

The Headteacher highlighted the extensive work on pupil-voice which was traditionally completed at this stage of the academic year – the focus was on the transition process. The outcomes were very good. In addition, members of the senior leadership team (SLT) had completed weekly drop-in exercises with questions aimed at safeguarding. The personal, social, health and economic (PSHE) education sessions were also established and consistently completed on a weekly basis – the outcomes / actions were recorded on SeeSaw. The school had also addressed e-safety and acceptable use protocols with each class at the start of the academic year.

Governors noted that general management of behaviour was good and this was evidenced in the increased age-mix of pupils in the playground without increased incidents.

Pupil Premium Grant (PPG) Statement.

The Headteacher highlighted the PPG statement which had been completed and was posted on the school website – the document had been approved by Governors at the previous meeting and would be subjected to further review at the forthcoming Resources Committee. This would focus on the costs and resources associated with the PPG statement.

Governors noted that as per previous discussion and reviews an element of the funding was allocated to the development of a Forest School provision. The project had progressed and was scheduled to start next week – the process would involve all children (from Year 1 upwards) in groups of 15. The sessions were linked to the curriculum areas and would also involve the pupils having lunch outside where possible – the time of year was taken into consideration for the different age groups.

Q. Where will this take place?

A. Off site from the school, utilising different areas which would be age-appropriate for the different year groups.

Q. Were the groups supported by school staff too?

A. Yes to ensure the required ratio of pupils to adults was maintained.

Q. Were PPG / disadvantaged pupils targeted for music provision?

A. The cost of the allocated music lessons was met by PPG funding for those pupils who were designated as disadvantaged. The school had also planned to ensure the message was communicated to raise awareness of the support provided for eligible pupils.

Governors noted the additional funding allocated to the catch-up curriculum and support for pupils – this had effectively doubled the funding given to the school.

Q. This would allow for a consistent teaching assistant (TA) for each year group?

A. Yes – the funding allowed for additional TA staff to be protected from being pulled from cover for the targeted learning models. In addition, there was a commitment to support teachers (or cover supervisor) utilised if a teacher of targeted learning model 1 needed cover – with supply cover where necessary. Also, cover for any TA needing cover in TLM1.

The Headteacher explained that in Year 4 where the concerns were significant the school had allocated a strong teacher and strong member of TA staff. There were also extra experienced teachers allocated within the model, which equated to four days to additional teaching to support other year groups with challenges.

Q. Were there any wellbeing issues identified?

A. The main theme was that children were very happy to be back in school and seemed to clearly identify the positive things the staff do for them. The school had noticed a theme of more families in need of support and a greater level of support too.

Sports Premium Grant (SPG) Funding.

Governors noted that the SPG funding had also been addressed at the previous Governing Body meeting. In addition, the 2021-2022 SPG funding statement would be further considered from a finance perspective at the forthcoming meeting of the Resources Committee.

There were no further issues raised or noted in discussion and Governors agreed to accept the Headteacher's update into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">• Approved – updated Covid-19 risk assessment.	Governing Body	
<ul style="list-style-type: none">• Approved – 2021-2022 SIP.	Governing Body	
<ul style="list-style-type: none">• Agreed – accept Headteacher's update into record of meeting.	Governing Body	

Item 7 Teaching and Learning (T&L) Committee – 06.07.21

Scott Davenport (SD), Chair of the T&L Committee presented a summary of the minutes of the previous meeting based on the document circulated to Governors prior to the meeting.

SD highlighted that the Committee recognised the very good progress made across the year group despite the impact of the pandemic. However, the Committee had also recognised the impact the pandemic did have on attainment and especially the impact on the then Year 3 cohort – the current Year 4.

Governors noted the additional measures taken by the school to support pupils and especially the Year 3 cohort / current Year 4 cohort – this included the strong teaching and TA support allocated for the current academic year.

SD explained that there was a pattern to the data which indicated the home education provision was better accessed by the older pupils than the younger pupils. The more mature pupils had also benefited in the data as a result. However, the school had provided ongoing support across the year groups to ensure the best possible access. In addition, the class teachers had supported pupils through the transition process as they progressed to the next year group in the current academic year.

Governors noted the report provided by Yogita Patel (YP) in her role as link Governors for safeguarding / pastoral support. It was appreciated the report highlighted the possible areas of concern going forward as part of the wider / longer term impact of the pandemic. This took into account the pupils and staff – especially the staff meeting the increased safeguarding needs of pupils.

Q. Was the school continuing with the actions from the previously considered catch-up plan?

A. Yes – the plans would be reviewed in December 2021. This would allow the school to complete lesson observations and book scrutiny exercises as well as assessments to generate the evidence on which to base any decision as to the effectiveness of the current plans.

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

Item 8	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.

Governors noted that the main points for discussion had been raised as part of the Headteacher’s update (see Item 6 above).

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 – this was a basic requirement. However, it was appreciated that Governors should have a good understanding of safeguarding across the school and therefore best practice was to read the document as a whole. Governors agreed that on completion of this exercise they would forward an e-mail the Clerk as a matter of confirmation.

Governors noted that face to face and on-line safeguarding training was available to Governors and this too was recommended – especially for Governors new to the role. In addition, new Governor induction training which was available through One Education and Manchester City Council (MCC).

Q. Have the school staff read their required sections of the KCSIE document?

A. Yes – the staff also must sign to confirm they have completed the task. The process forms part of the in-service training (INSET) day at the start of each academic year.

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

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – read at least Part II and Annex A of KCSIE and forward confirmation e-mail to Clerk. 	Each Governor	
<ul style="list-style-type: none"> Agreed – accept behaviour, safety of pupils and safeguarding report into record of meeting. 	Governing Body	

Item 9	Policies / Documents for Review and Approval
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The Headteacher presented a series of policies and documents which had been circulated prior to the meeting. In addition, the policies were supported by a briefing note provided by the Headteacher, this highlighted the main changes to the individual policies.

Alternative Provision and Flexible School Policy.

The Headteacher highlighted that the main changes to the document reflected the removal of some interventions which were no longer used by the school – the policy better reflected the actual practices.

Governors considered the document and there were no issues raised. Governors approved the Alternative Provision and Flexible School Policy.

Anti-Bullying Policy.

The Headteacher confirmed the document had been updated to better align with current government guidance.

Governors considered the document and there were no issues raised. Governors approved the Anti-Bullying Policy.

Attendance Policy - Appendix 1.

The Headteacher confirmed the document had been updated with support from the attendance lead and now was more tailored to the school's approach in addressing attendance. The changes related to Appendix 1 and the main part of the document remained as previously reviewed. The section relating to COVID had been updated.

Governors considered the document and there were no issues raised. Governors approved the Attendance Policy and Appendix 1.

Behaviour Policy.

The Headteacher advised Governors that the document had been updated to emphasise the focus on 'reflections' and the removal of some documentation / forms which were no longer required. The document was also more aligned with the 'Rights Respecting' approach adopted by the school.

Governors considered the document and there were no issues raised. Governors approved the Behaviour Policy.

Health and Safety Policy.

The Headteacher explained that the changes reflected how the school informed staff about changes and some minor changes to the aspects that related to pupils. The changes made the document more appropriate.

Governors considered the document and there were no issues raised. Governors approved the Health and Safety Policy.

Information Sharing Policy.

The Headteacher confirmed that the main change related to the sharing of behavioural information with another school only when the behaviour represented a significant and sustained issue.

Governors considered the document and there were no issues raised. Governors approved the Information Sharing Policy.

Lettings Policy.

The Headteacher confirmed that the only change reflected the current charge for lettings – the cost had not been changed for many years. It was appreciated that the change did not represent an increase in profit for the school, but simply ensured there

was no loss incurred. In addition, the Charging and Remissions Policy would be updated soon to reflect this situation – the Charging and Remissions Policy was not yet scheduled for review.

Q. Was this an hourly charge?

A. Yes – the charge was aligned with other schools in the area.

Governors considered the document; there were no further issues raised and Governors approved the Lettings Policy.

Major and Critical Incidents Policy / Plan.

The Headteacher confirmed there were no changes to the document.

Governors considered the document and there were no issues raised. Governors approved the Major and Critical Incidents Policy / Plan.

Medical Conditions Policy.

The Headteacher confirmed there were no changes to the Medical Conditions Policy.

Q. Were there many children with health conditions?

A. Yes – the school had a comprehensive register and maintained a separate register for those pupils with asthma, allergies and high health needs to ensure effective communication with lunchtime staff due to the number of health needs in school. High level health needs were sent to staff via a document with photos (password protected) and allergy document (with photos of the children) were also sent (password protected) to ensure everyone was clear across school. There were several children with significant allergies and required epi-pen support. The children concerned had separate care plans to support these children with their medical needs.

Governors considered the document; there were no further issues raised and Governors approved the Medical Conditions Policy.

Parental Conduct Policy.

The Headteacher confirmed that the school had added an extra line following a recent incident at the school gate. It reflected that it was unacceptable to undermine staff in front of the children.

Q. What was the issue?

A. The situation was shared with governors

The Headteacher provided a summary of how the process would work should such an issue arise again. The staff were happy with the policy but this was an incident which was not covered directly by the policy and it raised an awareness of a need within the policy.

Governors considered the document and the impact on staff and children in such circumstances.

There were no further issues raised and Governors approved Parental Conduct Policy.

Positive Mental Health Policy.

The Headteacher confirmed that the document had been approved at the previous meeting. However, the school had added the 'Rights Respecting' articles to the document and a further question was raised in relation to the wording. However, it was reconsidered and recognised as acceptable.

There were no further issues raised in relation to the updated document and Governors approved the Positive Mental Health Policy.

SEND Information Report.

The Headteacher confirmed that the document had been updated to reflect any changes and aligned with current practices across the school.

Governors considered the document and there were no issues raised. Governors approved the SEND Information Report.

SEND Policy.

The Headteacher confirmed that the document had been updated to reflect any changes and aligned with current practices across the school.

Governors considered the document and there were no issues raised. Governors approved the SEND Policy.

Whistleblowing Policy.

The Headteacher confirmed the document was a standard model document provided by One Education / MCC.

Governors considered the document and there were no issues raised. Governors approved the Whistleblowing Policy.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Approved - Alternative Provision and Flexible School Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Anti-Bullying Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Attendance Policy - Appendix 1. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Behaviour 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 Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Lettings Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Major and Critical Incidents Policy / Plan. 	Governing Body	

<ul style="list-style-type: none"> • Approved – Medical Conditions Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Parental Conduct Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Positive Mental Health Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - SEND Information Report. 	Governing Body	
<ul style="list-style-type: none"> • Approved - SEND Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Whistleblowing Policy. 	Governing Body	

Item 10	Field of Os
	<p>The Headteacher presented an oral support in relation to this item supported by a diagram of the area recognised as the Field of Os and the Pocket Park and a briefing note provided by the group who had worked with the Field of Os for many years.</p> <p>The Headteacher confirmed the Field of Os belonged to the school. However, in previous years the school did not have the capacity or resources to utilise the area or develop it beyond the current basic state. It was appreciated that the local group had adopted some of the ongoing maintenance of the field as they had done over many years. The Pocket Park is separate to the field. The group recently offered to apply for funding to further develop the areas</p> <p>Governors noted the diagram outlined aspects of the proposal and areas of development. It was considered that the current proposals would not impact on any future further development of the area by the school. It was appreciated that some Governors were aware of the local group’s intentions and these did not appear to be directed so much at the Field of Os. The suggestion was the plans were to leave the field area largely untouched. However, there were concerns related to the perimeter fencing which was in a poor state of repair and could represent a health and safety issue.</p> <p>Individual Governors provided summaries of their personal experiences of the area and recognised that there was an issue with dogs / dog walking and the poop with waste bags hanging off the fence in some areas. It was also recognised that the area represented a potential invaluable resource for the school with any potential future expansion of the after-school provision.</p> <p>Q. Was there a likelihood of disturbing community relations by alienating some groups already using the Field of Os? A. It was possible, but the school would liaise with the local group and the make the community aware of the intention to develop the area when this time came.</p>

The Headteacher confirmed that the school intended to make greater use of the Field of Os going forward, although there were no specific plans in place currently. The intention was to develop the facilities and expand the provision which would allow for access by more children –specifically considering the after-school club need. In addition, Governors noted that should the school make greater use of the Field of Os this would translate into increased parental activity on the road. This in-turn may impact negatively on the residents and the process would need some coordination with the MCC highways department in addition to the local community group.

It was proposed that a representative from the local group should be invited to present the proposals to Governors at a future meeting. It was agreed that this would be the forthcoming Resources Committee meeting scheduled for 11 October 2021 and that all members of the Governing Body would be invited too.

There were no issues raised in relation to the above proposal and it was agreed to invite the local community representative to the next scheduled Resources Committee meeting.

There were no further points raised or noted in discussion and the Committee agreed to accept the Field of Os report into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Agreed – invite representative from local community next scheduled meeting of Resources Committee. 	Governing Body	
<ul style="list-style-type: none"> • Action – invite local representative and all Governors to next meeting of Resources Committee. 	Clerk	October 2021
<ul style="list-style-type: none"> • Agreed – accept Field of Os report into record of meeting. 	Governing Body	

Item 11	Finance Documents for Review / Approval
	<p>Governors noted that a series of finance related documents had been circulated prior to the meeting – these were supported by a briefing note provided by the School Business Manager (SBM) and the following points were noted in discussion.</p> <p>Scheme of Financial Delegation.</p> <p>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 as previously reviewed, but the proposal submitted by the school was to increase the limit for purchases which required three quotes. This was currently £2,000 and continually represented a challenge for the school – in finding contractors who were prepared to quote. The proposed increase was for a new limit of £5,000. It was recognised that due to increased costs of items / inflation the current limit meant the school was continually searching for quotes.</p> <p>Governors noted that this reflected previous discussions associated with the recent roof repairs and the additional costs incurred when attempting to secure quotes or being unable to secure quotes from contractors.</p> <p>There were no further points raised by Governors. The change in limits for three quotes and the document were approved with the proviso that the change was</p>

acceptable from the perspective of the financial regulations. Following the meeting, MCC advised they could not approve this change.

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.

There were no points raised by Governors and the document was approved.

SFVS Self-Assessment Document.

Governors noted that the current document had been submitted to MCC prior to the required 31 March 2021 deadline. However, the document was reviewed annually and it was agreed to delegate the review to the Staffing and Finance (S&F) Committee. The Committee would complete the review, provide approval and recommendation that the Governing Body ratify the document. The process would be completed in time for the deadline for submission – 31 March 2022.

Financial Skills Audit.

Governors recognised that the format of the document had been updated in line with the requirements associated with the SFVS requirements.

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.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Approved – Scheme of Financial Delegation with the proviso related to increased limit for three quotes. 	Governing Body	
<ul style="list-style-type: none"> Approved - Operational and Financial Procedures Manual. 	Governing Body	
<ul style="list-style-type: none"> Agreed – complete SFVS skills audit and return to Clerk. 	Resources Committee	October 2021
<ul style="list-style-type: none"> Action – collate SFVS skills audits. 	Clerk	October 2021
<ul style="list-style-type: none"> Action – collated skills audits to be agenda item next Resources Committee meeting. 	HT / Chair / Clerk	January 2022

Item 12	Governing Body Housekeeping
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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.

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.

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

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.

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.

Pay Committee.

Ali Ayub
Eve Holt
Peter Martin
Carole Wigzell

Resources Committee.

Ali Ayub (Chair)
Deborah Howard
Peter Martin
Tom Sumner
Carole Wigzell

T&L Committee.

Scott Davenport (Chair)
Joanna Dennis
Deborah Howard
Ellie Linton
Peter Martin
Ellen Martinez
Zainab Suleman
Yogita Patel

Headteacher’s Performance Management Review Committee.

Yogita Patel
Peter Martin

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

Governing Body Link Roles

Achieving Success – Zainab Sulieman
Fit for Learning – Eve Holt
Rights Respecting / SEND – Ellen Martinez
Stay Safe (including safeguarding and looked after children (LAC)) – Yogita Patel

Parental Links – Ali Ayub
Governor Training – Peter Martin / Carole Wigzell
Health and Safety – Ali Ayub
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 2021-2022 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.

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 and return the completed document to the Clerk who would collate the overall results.

It was appreciated that the collated results would be addressed as an agenda item at the next scheduled meeting.

Governor Induction.

CW highlighted the challenges associated with joining the Governing Body recently. The induction process had not taken place and with the exception of an introduction provided by Richard Price, the outgoing Chair, and Yogita Patel. In addition, Governors recognised that the documents linked to the meeting were issued late – this limited the time available for Governors to study them effectively.

Governors noted that virtually all documents would be made available on Google Drive the week prior to a scheduled meeting. In addition, it was suggested that a means of annotating documents which would provide improved guidance as to what was expected in relation to specific documents.

Governors discussed best practices for an induction process which would effectively support new Governors.

Governor Training – Updates.

The Clerk confirmed that a list of training options and courses had been uploaded to the Google Drive for Governors to access – the training was available through One

Education and included new governor induction training. Any further training options would also be available in the Google Drive.

Governor Visits – Draft Schedule.

Governors noted and considered the draft visits schedule provided by the Headteacher prior to the meeting. During the discussion, the unallocated visits were adopted by individual Governors and the updated document was recirculated to the Governing Body.

There were no further issues raised in relation to the document and it was agreed the Governor visits schedule would be accepted into the record of the meeting.

2021-2022 Meeting Schedule.

The Chair presented the updated version of the meeting schedule for the 2021-2022 academic year which had been circulated prior to the meeting. It was appreciated that initially the intention was to convene meetings for the Governing body on a face to face and committees would be convened virtually. However, the current meeting was changed to Zoom due to increased cases in the school and in other local areas.

During the ensuing discussions Governors agreed the format of Governing Body meetings on a face-to-face basis and committees to be held via Zoom. It was also agreed that all meetings would start at 6.15pm.

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

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"> • Noted – Governors to complete and sign declaration of pecuniary interest document. 	Each Governor	October 2021

<ul style="list-style-type: none"> • Noted – Governors to complete and sign confirmation of eligibility document. 	Each Governor	October 2021
<ul style="list-style-type: none"> • Noted – completed individual NGA skills audit documents. 	Each Governor	October 2021
<ul style="list-style-type: none"> • Action – collate completed NGA skills audit documents. 	Clerk	October 2021
<ul style="list-style-type: none"> • Action – collated NGA skills audit to be agenda item next scheduled meeting. 	HT / Chair / Clerk	November 2021
<ul style="list-style-type: none"> • Agreed – accept Governor visits schedule into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> • Approved – Governing Body meeting schedule 2021-2022. 	Governing Body	

Item 13	AOB	
<p>Owl Club.</p> <p>The Headteacher confirmed that the issues related to this matter were addressed as part of the Field of Os discussions above. Consideration as to expanding provision was in discussions.</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 Monday 29 November 2021 at 6.15pm.</p>		
Resolutions / Agreed Actions		Owner
<ul style="list-style-type: none"> • Noted – time and date of next scheduled meeting. 		Date
		Governing Body