

# Oswald Road School

## Governing Body Meeting Minutes

<b>Quorum: 6 (met at this meeting)</b>	<b>Approved as a true and accurate record.</b>
<b>Chair: Peter Martin</b>	<b>Name.....</b>
<b>Date of meeting: 29 November 2021</b>	<b>Date.....</b>
<b>Venue: via Zoom Video Conference</b>	<b>Chair of Committee / Governing Body</b>

### Attendees

<b>Name</b>	<b>Governor Designation</b>	<b>Term of Office End Date</b>	<b>Present – P Apologies – Ap Absent - A</b>
Peter Martin	Co-Opted (Chair)	27/06/25	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
Ali Ayub (AA)	Co-Opted	04/01/24	Ap
Joanna Dennis	Co-Opted	31/08/25	Ap
Ellie Linton	Staff	21/09/24	Ap

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

### Agenda Items

<b>Item</b>	<b>Apologies, Introductions and Welcome</b>
<b>1</b>	<p>The Governing Body noted that apologies for non-attendance were submitted by Ali Ayub, Joanna Dennis and Ellie Linton.</p> <p>There were no further issues raised and the Governing Body agreed to accept the submitted apologies.</p>

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

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

<b>Item 3</b>	<b>Minutes of the Previous Meeting and Matters Arising (21.09.21)</b>	
<p>The Chair presented the minutes in relation to the previous meeting which had been circulated in advance. In the process of reviewing the document there were no amendments / 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>Page 3: Item 5 – DBS Checks (AA). Ali Ayub (AA) confirmed that he still had to provide his supporting documents and complete the DBS process. This was noted as a matter of urgency.</p> <p>Page 9: Item 8 – Read KCSIE. The Clerk confirmed that he had received a confirmation e-mail from all Governors in respect that they had read at least Part II and Annex A of the statutory safeguarding guidance – Keeping Children Safe in Education (KCSIE).</p> <p>Page 14: Item 10 – Field of Os / Resources Committee. Governors noted that this action had been completed and the associated discussion were included in the minutes for the Resources Committee meeting held in October 2021. The issues arising would be addressed under Item 7 – see below.</p> <p>Page 15: Item 11 – SFVS Skills Audits Governors noted that this issue was due to be addressed as part of Item 7. However, it was recognised that there were still individuals who had not completed their individual skills matrices. It was appreciated that these would be completed and forwarded to the Clerk in readiness for the next meeting.</p> <p>Page 19: Item 12 – Complete NGA Skills Audits. Governors noted that this issue was due to be addressed under Item 8. However, it was recognised that there were still individuals who had not completed the NGA skills audits and it was a matter of urgency that these were completed and returned to the Clerk.</p> <p>Page 19: Item 12 – Complete Pecuniary Interests Documents. The Clerk confirmed that there were still Governors who needed to complete declarations of pecuniary interests. These were being pursued with the individuals concerned.</p> <p>Page 19: Item 12 – Complete Confirmation of Eligibility.</p>		

The Clerk confirmed that there were still Governors who needed to complete confirmation of eligibility forms. These were being pursued with the individuals concerned.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – minutes of previous meeting (21.09.21) as true record.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>Action – complete DBS check / provide required documents.</li> </ul>	AA	December 2021
<ul style="list-style-type: none"> <li>Action – complete SFVS skills matrices prior to next scheduled meeting.</li> </ul>	Resources Committee	March 2022
<ul style="list-style-type: none"> <li>Action – pursue Governors to complete declaration of pecuniary interest and confirmation of eligibility.</li> </ul>	Clerk	December 2021

<b>Item 4</b>	<b>Headteacher's Update</b>
	<p>The Headteacher presented an updated version of the format utilised for the report process which was linked to the inspection data summary report (IDSR) for the school and the School Improvement Plan (SIP). This included the reports provided by the respective lead staff for: achieving success; fit for learning; stay safe; parental links; and rights respecting. It was appreciated that supporting documents related to these topics had been circulated to Governors prior to the meeting.</p> <p>School Context.</p> <p>Governors noted the school context as per the Headteacher's report and recognised that there were 645 pupils on the school roll currently. The gender split for the school was almost 50:50 and the school was close to the national average for pupils designated as English as an additional language (EAL), pupils designated as special educational needs and disability (SEND) and those pupils with an educational health care plan (EHCP).</p> <p>Staffing.</p> <p>The Headteacher provided a summary of the current staffing across the school and the allocation of staffing for the different year groups. This included the staff to support interventions and boosters for the children.</p> <p>Governors noted the respective school leads for the different areas of the SIP it was appreciated that the supporting documentation included a detailed account of each SIP area and the current progress towards meeting the associated actions. In addition, there was a mind-map aligned with each area which provided a summary.</p> <p>Governors noted that respective staffing allocations and recognised the corresponding link Governor roles for the different SIP areas.</p> <p>SIP.</p> <p>Governors noted the focus for the respective SIP areas as per the documents circulated prior to the meeting. It was noted that the achieving success area was aimed at accelerating pupils' progress in writing, the use of manipulatives in maths and to improve the depth of knowledge for the respective subject leads. In relation to the fit for learning area the intention was to develop active lifestyles and growing opportunities. The stay safe area was intended to raise awareness of current areas of concern such as peer-on-peer abuse and e-safety for the children especially considering the greater use of IT devices. The parental links area was intended to support and inform parents. This included support / information associated with the</p>

curriculum, but also strengthen and celebrate the Oswald Road Community. In relation to the Rights Respecting Schools programme, the school was working towards securing the gold award.

Q. When was the assessment scheduled to be completed?

A. June 2022.

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.

There were no issues raised in relation to the updated SIP summaries / reports and the SIP was approved by the Governing Body.

Continuing Professional Development (CPD).

The Headteacher provided Governors with a summary of the CPD accessed by staff across the school to support teaching and learning and especially focused on the areas of development to support the pupils. It was recognised that this included the White Rose maths scheme from an external provider, a range of training modules provided by the local schools' cluster and additional support from Adrian Guy.

Governors noted that the Headteacher had accessed a three-day course related to Ofsted inspection training.

Compliments.

Governors noted and commented positively on the number and range of compliments – it was appreciated that this was a selection of those received by the school.

Q. What was the position in relation to complaints / concerns received?

A. These were recorded and monitored by the school.

The Headteacher confirmed that the main concerns raised related to the local Co-Op land / car parking and associated with this the use of the Nicolas Road gate for Year 5 children. These issues were ongoing and would be addressed. In addition, it was appreciated that parents had raised concerns related to the availability of after-school club places when the Owl Club was over-subscribed. It was noted that the school was in consultation with the Owl Club providers to address this issue and expand the current school club offers to take account of the increased demand for places.

Governors noted there was one formal complaint which had been directed to and dealt with by the Chair of Governors – it was recognised that the Headteacher had originally dealt with the issue on an informal basis to prevent any escalation.

Monitoring Activities.

The Headteacher highlighted the ongoing monitoring activities carried out by the school through members of the senior leadership team (SLT) and phase leaders. It was noted that the monitoring included lesson drop-ins, workbook scrutiny exercises and accessing pupil voice. It was appreciated that the monitoring followed a similar format expected in the event of an Ofsted inspection.

Attendance.

The Headteacher confirmed that the current overall attendance for the school was 95.19% which did not include those designated with 'X' as an absence.

Q. What was the difference between an 'X' and an 'I' when the absence was recorded?

A. The 'X' did not impact on the attendance data for the pupil; it was no recorded as an absence. However, the 'I' recognised this as an actual absence and the 'I' recorded the reason for the absence.

The Headteacher clarified that the school followed the current Department for Education (DfE) guidance. Pupils absent for Covid-19 symptoms and awaiting the outcome of a polymerase chain reaction (PCR) test were designated with an 'X' and if the result was a positive the pupil was then designated with an 'I.'

Governors noted and considered the attendance data associated with the key target groups. This included:

Pupil Premium Grant (PPG) eligible / disadvantaged pupils – 93.6%  
EAL pupils – 92.72%  
Pupils in care - 95.83%  
SEND pupils - 94.32%

Behaviour and Safety.

The Headteacher advised that pupils' behaviour had been very good since the start of the academic year and had continued so through to the current term. The Behaviour Policy had been updated and approved previously to better align with changes from last year. The associated with the Behaviour reports are now produced termly, so no data to share.

Leadership and Management.

The Headteacher confirmed that Covid-19 guidance still dominated the management of the school and the time availability for the SLT and SBM. However, the school continued to develop the curriculum with the subject leads who were supported with CPD as discussed above. The school considered that the process was developing well and the depth of subject knowledge was improved.

Governors note that the school was now working with the new Early Years Foundation Stage (EYFS) curriculum. The respective subject leads in this area had developed their understanding with these significant changes. Governors noted that the school had completed baseline assessments for the school and DfE based assessments which were part of the governments data collection. The data collected was not available to the school.

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.

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

<b>Item 5</b>	<b>Behaviour and Safety of Pupils / Safeguarding</b>		
<p>The Headteacher presented a report in relation to the behaviour, safety and safeguarding of pupils. The report was supported by a document provided by the Donna Wealleans, the safeguarding lead, and the following points were noted in discussion by Governors.</p> <p>Governors noted the data associated with the safeguarding and pastoral report including the pupils receiving pastoral intervention support. It was appreciated that three pupils had had been referred for support in the Autumn Term and the school continued to receive notifications from the local police service in relation to the Operation Encompass programme. In addition, it was appreciated that four pupils were designated as children looked after (LAC), 16 pupils were adopted and a further two were under special guardianship orders (SGO).</p> <p>The Headteacher confirmed that the school continued to provide support through a one-day per week contract with Place2Be – the support was designed for the children, parents and staff. There were also whole-class sessions at the end of the term to support the whole-school nurture approach. However, there was an increased number of Early Help (EH) cases. In addition, domestic abuse instances were increasing – the school supported families in such instances with sign posting to support agencies.</p> <p>Governors noted the report highlighted the training options provided by the school to better equip the staff to support the children. This included whole school Trauma and ACE training as part of the Manchester Healthy schools. The intention was to establish the school as a trauma informed school.</p> <p>The Headteacher confirmed that the school considered the safeguarding systems, policies and procedures were effective and robust.</p> <p>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.</p>			
<b>Resolutions / Agreed Actions</b>		<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – accept behaviour, safety of pupils and safeguarding report into record of meeting.</li> </ul>		Governing Body	

<b>Item 6</b>	<b>Policies / Documents for Review and Approval</b>		
<p>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.</p> <p>Drugs and Alcohol Policy. Governors noted and considered the document.</p> <p>There were no issues raised in relation to the Drugs and Alcohol Policy and it was approved.</p> <p>Teachers' Pay Policy. The Headteacher confirmed the document had generated a series of options that could be considered by the Governing Body.</p>			

Governors recognised that the options that aligned with the school’s current approach would be maintained in the updated document. There were no further points or issues raised. Governors approved the Teachers’ Pay Policy.

**Outbreak Management Plan.**

Governors noted that the document was based on a model provided by MCC and was based on current government guidance associated with the ongoing challenges of the pandemic.

There were no issues raised and the Governing Body approved the Outbreak Management Plan

**Prevent Policy.**

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

**Scheme of Financial Delegation.**

Governors noted that the document had been resubmitted to remove previous changes that were not permitted. The document had been reviewed and approved by the Resources Committee.

There were no points raised or noted in discussion and Governors ratified the document.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>• Approved - Drugs and Alcohol Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved – Teachers’ Pay Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Outbreak Management Plan.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Approved - Prevent Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified – Scheme of Financial Delegation.</li> </ul>	Governing Body	

<b>Item</b>	<b>Committee Reports</b>
<b>7</b>	<p>Governors noted the following minutes and supporting documents related to the various committee meetings. The supporting documents and minutes had been circulated prior to the meeting and the following points were noted in discussion.</p> <p><b>Pay Committee – 11.10.21</b></p> <p>The Chair of the Pay Committee presented the minutes and report associated with the document. It was noted that the Committee had reviewed and considered the Headteacher’s recommendations for progression.</p> <p>Governors recognised that the Committee had considered the anonymised recommendations based on the outcomes of the appraisal process. However, this had not been completed in the traditional sense as schools had not held the usual national tests (SATS) which formed a part of the appraisal process. In addition, those pupils not involved in SATS had not necessarily made the expected extent of</p>

progress due to the impact of the pandemic. As a result, the human resource (HR) recommendation was that the school would need to adopt the view that each individual eligible for progress would have met their targets if not for the quarantine restrictions / Covid 19 pandemic.

The Headteacher also responded to a query related to the awarding of progression to an individual on maternity leave. It was clarified that the same precept was applied as above – that on the balance of probability the individual would have met their targets if not for their circumstances. It was recognised that in both instances it would be unfair to penalise an individual for circumstances beyond their control.

There were no further points raised or noted in discussion and Governors ratified the pay award progressions approved by the Committee.

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

#### Resources Committee – 11.10.21

The Chair of the Resources Committee, Ali Ayub (AA), presented the minutes and associated report for consideration by Governors and the following points were noted in discussion.

Governors noted that the Committee had reviewed and approved the Period 6 budget monitoring and associated reports. This included the budget changes and a consideration of the budget variances.

AA confirmed that the School Business Manager (SBM) had advised that the major area of concern was the expected costs associated with the roof which remained an ongoing challenge. In addition, there was a project to replace the older cast-iron radiators which were a health and safety concern. There was the increased cost of energy and other costs were also likely to rise. This could lead to some budget challenges by month nine.

There were no further issues raised and Governors ratified the Period 6 budget monitoring report.

#### Field of Os.

Governors noted the Field of Os discussions that had taken place as per the Committee minutes. It was appreciated that the Committee had received input from Lisa Sangwin (LS), a representative of the group, Friends of Field of Os Pocket Park. In addition, Governors noted the feedback associated with the groups consultation process which had been circulated with the documents for the current meeting.

Governors noted that the Field of Os was the responsibility of the school as it was leased from MCC. It was accepted that the purpose of the Friends of Field of Os Pocket Park was to co-ordinate the upkeep of the space and to generate funds for the upkeep / ongoing improvements. As part of the discussions, it was recognised that the school would investigate supporting the current work and source quotes to complete the repairs for the perimeter fencing.

Governors noted that LS had confirmed that the Friends were initially seeking permission from the school to progress with the proposal to establish a new gate / entrance towards the Claridge Road end of the site and determine if the school had access to any additional funding sources which could support the project. It was noted that the Friends had previously secured funding from a range of providers such



as the National Lottery and intended to seek further funding from a range of providers.

Governors raised concerns that the new entrance would allow greater access to the Field which already had been heavily used by dog-walkers. It was appreciated that as the school was responsible for the site there was an element of liability. It was appreciated that the school and Governing Body would be possibly liable for any injury sustained in the Field – there were some concerns associated with discarded needles, although this was seen as less of an issue recently.

Q. How did the school manage the site currently in terms of liability insurance and maintenance?

A. The site was covered by the school's insurance and the ongoing maintenance was managed through the service level agreement (SLA) with a landscape / gardening contractor for the school.

Q. Did the school not utilise the space currently?

A. No – it was used more widely in the past for sports days and the Owl Club. However, the use declined due to 'dog-mess' and staffing ratios to bring children over to the area.

Governors noted that the Committee had considered the impact of the new gate – with a potential to increase access / usage.

Q. Would the introduction of the new gate not create a greater expectation in the community and the use of the Field?

A. That is possible.

Q. Was there scope to fence and gate the area of the Pocket Park instead to manage access there?

A. Yes – although this was limited by the availability of / access to funding.

Q. How would the proposals impact on the school's future plans for the site?

A. The current proposals, except for the additional gate, would not interfere with the school's longer terms plans for the Field area. Going forward the school planned to establish a community hub area and greater use by the children.

The Governing Body agreed to work with the Friends group, would also attempt to source external funding, would investigate the repair of the perimeter fencing, but could not support the establishment of a new gate to access the site.

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

Extra Resources Committee – 21.10.21

AA presented the minutes and associated report for the Extra Resources Committee meeting for consideration by Governors and the following points were noted in discussion.

AA confirmed that the additional meeting was required to address proposed changes in the cover supervision model adopted by the school. It was appreciated that the Headteacher had confirmed that the process was designed to meet the current needs of the school when the substantive postholder was unable to fulfill their role – for leadership responsibilities, SEND meetings, attending a development course and on occasions sickness absence.

The proposal was summarised as follows:

- 1 x TA1 – to start immediately until 31 August 2022;
- 1 x cover supervisor (TA4) on a 0.4 contract from January 2022 until 31 August 2022;
- 1 x cover supervisor (TA4) for EYFS / Year 1 to start immediately until 31 August 2022; and
- 1 x teacher (on main scale M2 – M4) to start from January 2022 and retained on a permanent contract.

Governors recognised that the cover role was vital to ensure the continuity of education for the children and limit the potential negative impact of teacher / staff absence. The new model would ensure greater consistency which would further support the learning of the children.

Q. How would the school have addressed this challenge previously?

A. The school would have secured agency supply staff for longer-term cover. However, this was less of an attractive option currently as there was a shortage of good / expected supply teachers and the costs were increasing. Also, the teacher cover supervisor option could be applied in the event of maternity leave. It was then possible to limit the disruption to pupils learning and support greater continuity.

Governors noted that the Committee had reviewed, considered and approved the above proposal. There were no further points raised and the Governing Body ratified the decision for the staffing structure.

Teaching and Learning (T&L) Committee – 16.11.21.

Scott Davenport (SD), Chair of the T&L Committee presented the minutes and report associated with the previous meeting and the following points were noted in discussion by Governors.

SD confirmed the Committee had reviewed and considered the current catch-up curriculum. This included the targeted learning model (TLM) adopted by the school

Q. What was the school's model to provide cover in the event of staff sickness absence?

A. That would be addressed with the new cover supervisor structure considered as above.

Governors noted that the Headteacher had completed a book scrutiny exercise in conjunction with Ellen Martinez (EM) as part of the review process. The outcomes were considered positive and the process also included meeting with the pupils – sourcing pupil voice. It was highlighted apart from some instances the general impression was that the children involved in the discussions were not conscious of why they were 'grouped.'

The Headteacher confirmed there was one instance where pupil awareness had been associated with 'unkindnesses between two children – this had been addressed. It had raised the importance of further pupil voice exercises to ensure this was not a more widespread issue. The model would be monitored closely.

Governors considered that previous concerns with the adoption of the model were eased. However, the school was conscious that it would need to develop an 'exit strategy' from the TLM model – this would be July 2022.

Governors noted that the Committee had considered the data related other target groups across the school. It was appreciated that there was little to add to the report presented at the previous Governing Body meeting. However, it was worth noting that the colour coding / red, amber and green (RAG) rating adopted by the school related to last available national averages for the respective data elements. As such the comparison was out-of-date, but the school required some form of background measure / data comparative.

Q. What was the main trend in the data?

A. The lesser impact of the pandemic on the outcomes for older year groups. This was a national trend not simply school based.

Governors noted the predictions for the current Year 2 and Year 6 cohorts:

Year 2

Reading: 75% at expected and 25% at greater depth

Writing: 69% at expected and 15% at greater depth

Maths: 76% at expected and 22% at greater depth

Year 6

Reading: 73% at expected and 27% at greater depth

Writing: 78% at expected and 20% at greater depth

Maths: 79% at expected and 27% at greater depth

Combined RWM: 65% at expected and 11% at greater depth

It was recognised that the predictions were positive and appeared on-track considering the October 2021 data. In addition, the Headteacher had assured the Committee that the school monitored the data regularly on a pupil basis – the analysis considered the progress and where progress was / was not made. Any discrepancies in progress were investigated and considered measures applied to provide appropriate support.

SD confirmed that the Committee had considered EYFS curriculum with a great deal of work attributed to the EYFS Assistant Headteacher – this individual had worked hard on the preparatory elements in the previous academic year in readiness for the current changes. This included extensive staff training often on a weekly basis. In addition, the assessment process had been amended to align with the revised judgments.

Q. There was less of a requirement to collect evidence?

A. There was a move away from the ongoing observations to collecting / focusing on single moments of significance. The observations and evidence were recorded on Tapestry and would be utilised differently with the conversations between the adult and child were more significant.

The Headteacher explained that the new assessments and judgments were simplified compared to the previous approach. In addition, the long-term curriculum mapping had been completed – the content was mapped and this would enable the children's interests to be threaded into the approach.

The Headteacher confirmed that Reception children now followed the EYFS White Rose scheme for maths. This was progressing well with 'floor books' that allowed for pupil voice inclusion and pictures that demonstrated the children's work / development. In addition, moderation exercises were completed in line with new descriptors.

Governors noted that the Committee had reviewed and approved the proposed Teaching and Learning Policy which now included amendments suggested by the Committee previously.

There were no further points raised and Governors ratified the updated Teaching and Learning Policy.

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

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>• Ratified – teacher pay awards approved by Resources Committee</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – accept Pay Committee minutes and report into record of meeting.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified – Period 6 budget monitoring report.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – support for the Field group as above, but not to establish new gate to Field of Os site.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – accept Resources Committee and report and minutes into record of meeting.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified – staffing restructure for TA staff / cover supervisor role as above.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – accept minutes and report for Extra Resources Committee into record of meeting.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Ratified – Teaching and learning Policy.</li> </ul>	Governing Body	
<ul style="list-style-type: none"> <li>• Agreed – accept T&amp;L Committee minutes and report into record of meeting.</li> </ul>	Governing Body	

<b>Item 8</b>	<b>Governor Matters</b>	
<p>Action Plan Update. Governors noted that the document would be addressed when the current skills matrix was completed.</p> <p>NGA Skills Audit The Clerk confirmed there were still individuals who needed to complete their individual skills matrices. It was appreciated that the collated document could then be applied to support the action plan for the Governing Body.</p>		
	<b>Resolutions / Agreed Actions</b>	<b>Owner</b>
		<b>Date</b>

<b>Item 9</b>	<b>Governor Visits</b>	
<p>Governors noted that EM had completed a visit in support of the T&amp;L Committee – the report was included in the minutes as considered above.</p>		

Governors noted that the visit included a review of the TLM programme and included book observations and face-to-face meetings with the children. The children were selected from different year groups to provide a representative sample. In addition, the reviews allowed comparisons with the TLM and standard approaches applied by the school. It was recognised that EM confirmed pupils were asked about the TLM model and how they felt it impacted on them and their friendship groups.

Governors also noted that EM had completed a Zoom meeting focused on SEND with members of the SEND team. It was intended that the next meeting scheduled for later in the Autumn Term would be face-to-face. These discussions focused on the current challenges faced by the school to meet the complex needs of the SEND cohort. It was recognised that although the school provided speech and language therapy (SALT) support there were significant waiting lists in this and all other support service areas.

There were no additional points raised or noted and Governors agreed to accept the link governor visits report into the record of the meeting.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – accept link governors visit report into record of meeting.</li> </ul>	Governing Body	

<b>Item 10</b>	<b>GDPR Report</b>
	<p>Governors noted that the GDPR report had been reviewed and considered as per the minutes of the previous Resources Committee – see above.</p> <p>Governors noted that the school had reported three data breaches: the first related to appraisal documents forwarded to the wrong individual via email. The e-mail was deleted before it could be read by anyone other than the person who should have received it. There was no further action involved. The second instance related to an incorrect name on a school report – the report was forwarded to the correct individual and the data / contents were for that individual. The name on the front cover of the document was where the error had occurred. The third instance also related to a school report, but in this instance one family received two reports – one relevant to their child and then an additional report. The extra report was deleted, and the other family were forwarded their missing school report.</p> <p>Governors noted school had received a subject access request (SAR) which was completed and returned within the required timescales. There was currently no further action required. In addition, a further and unrelated SAR had been received -this was in the process of being completed and was expected to be fulfilled within the required timescales.</p> <p>Q. Were there any steps in place to support staff from such instances?  A. The school maintained a log, recording such instances and so far, there had been a 'nil' return. These were the only three instances in several years and were attributable to the additional workloads on staff and a greater use of e-mail reporting rather than the more traditional face-to-face reporting with parents.</p> <p>Governors noted that the Committee had discussed other options for using electronic systems to lower the chance of data breaches and it was noted that the school utilised a system (Egress) to transfer sensitive data – the system was highly encrypted and recommended / promoted by MCC. The system ensured that the data could only reach the intended recipient and could not be forwarded.</p>

There were no further issues raised and Governors agreed to accept the GDPR report into the record of the meeting.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Agreed – accept GDPR report into record of meeting.</li> </ul>	Governing Body	

<b>Item 11</b>	<b>Road Safety Issues.</b>
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Governors noted that the issue for consideration under this item had been addressed under Item 4 above.

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

<b>Item 12</b>	<b>AOB</b>
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The Chair confirmed there was no further business for discussion and the meeting was closed.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Noted – time and date of next scheduled meeting.</li> </ul>	Governing Body	

<b>Item 13</b>	<b>Date of Next Meeting</b>
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Governors noted the next meeting was scheduled for Monday 21 March 2022 at 6.15pm.

<b>Resolutions / Agreed Actions</b>	<b>Owner</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Noted – time and date of next scheduled meeting.</li> </ul>	Governing Body	