

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: 27 June 2022	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
Eve Holt (EH)	Local Authority	25/03/23	P
Deborah Howard	Staff (HT)	N/A	P
Ellie Linton (EL)	Staff	21/09/24	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
Scott Davenport	Co-Opted	17/06/22	Ap
Joanna Dennis	Co-Opted	31/08/25	Ap
Carole Wigzell	Co-Opted	27/06/25	Ap

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

Pre-Meeting Ofsted Questions

The Headteacher and Chair presented an overview of the most recent Ofsted inspection report and highlighted the areas identified for further improvement within the report. This included: improvements in the quality of teaching especially in writing for all pupils; developing pupils' handwriting and presentation skills; ensuring all pupils received consistent challenge; and increase opportunities in the Early Years (EY) to develop reading and writing skills in the outdoor areas.

The Headteacher confirmed that the children's handwriting and presentation skills had progressed significantly since the previous inspection. The school had invested in a programme to support handwriting – Pen Pals. The programme better enabled a

consistent approach across the school, but the EY section of the programme needed some adjustments. The EY team adapted it to better align with the needs of the children concerned.

Q. Did the programme have the expected impact?

A. When first used – no. This was due to inconsistent approach using it, rather than the chosen scheme.

The Headteacher explained that in the review process, at the end of the first year of the programme, it was deduced that there was not a sufficiently consistent approach applied across the school. Therefore, the staff were supported with further training and quality assurance of progress in handwriting was provided through Adrian Guy (AG). In the latter case this involved a review of the presentation in children's workbooks – the feedback from AG was positive and confirmed a more positive impact from the consistent application of the programme. The school considered that it had addressed this area and it was now a matter of maintaining the improvements. However, it was difficult for the school to determine where the overall progress was in relation to the impact associated with the pandemic. The 'break' in learning had an undoubted negative impact on the children, their learning and especially on writing outcomes.

Q. Did the school consider that it had addressed the issue related to consistent challenge for the disadvantaged pupils?

A. Yes – this was addressed through the targeted learning model (TLM) applied by the school. Disadvantaged pupils is also a specific focus within each termly pupil progress meeting.

The Headteacher emphasised the data / evidence associated with outcomes from the TLM.

Q. Were there any areas of further improvement?

A. Yes – the challenge for the more able children.

The Headteacher advised Governors that there was an element of this which reflected the impact of the pandemic on pupils – this was particularly seen in terms of the dip in pupils attaining greater depth.

Q. Was this an isolated issue for the school?

A. No – this was part of a national picture and had been re-affirmed during moderation meetings.

The Headteacher confirmed that there were still pupils working at greater depth and these would be better supported by improving the rigor in the TLM2 and TLM3 groups. The school had already identified this issue previously and an action plan was in place.

Governors noted that writing specifically had been impacted by the pandemic / quarantine restrictions.

The Headteacher suggested that this had been highlighted by the school, but considered that good progress had been made with extensive external support for writing. The school had contracted support from Emma Caufield and the initial progress made, which meant the school was now well placed, and this would be carried forward into the new academic year from September 2022.

The Headteacher advised Governors that there was still scope for improvements in relation to the outdoor provision for EY. This issue was a focus at the recruitment process for the current Assistant Headteacher vacancy. The successful candidate would adopt this area as a priority – the issue remained on the current action plan.

Q. What was meant by improving reading and writing in the outdoor areas?

A. At the time of the previous Ofsted inspection the EY children were not outside / utilising the outdoor provision.

The Headteacher explained that for some reason when the inspection team visited the EY department virtually all of the children were inside, which led to the EY department being a focus for the inspection team at that time. Since then, the school had completed a refurbishment of the area and there was a 'free-flow' for Nursery and reception classes to the outdoor provision. In addition, the school had invested heavily in the outdoor provision and resources.

Q. What still needed to be improved?

A. There was scope to improve the quality of the planning of outdoor activities.

The Headteacher reiterated the outdoor provision focus in relation to the recruitment of the newly appointed Assistant Headteacher. This individual had previous experience of developing outdoor provision.

Governors noted that they would need to be fully conversant with the progress made by the school from the end of the previous Ofsted inspection to the start of the next Ofsted inspection. It was appreciated that the Ofsted questions for governors briefing document circulated previously would form part of this process. It was recognised that the Headteacher would support the Governing Body with details linked directly to each section of questions. This would be completed during the forthcoming summer break.

Governors considered that there was a dip in the Governing Body's experience in facing an Ofsted inspection team following the previous resignations of Liam Trippier and Ellie Russell. However, the support from the school / Headteacher was vital in this area.

Q. There was a weakness in that Governors have had fewer opportunities to visit the school during the pandemic?

A. Yes – although Governors had visited recently and experienced the delivery of the TLM and the UNICEF rights respecting project. Also, Governor visits continued – just virtually. It's understood that being in school allows for a much fuller understanding of areas discussed.

Governors recognised that any potential opportunities for visits should be pursued prior to the summer break. In addition, the Governors' visits schedule would be updated at the start of the academic year.

Q. Were the visits documented?

A. Yes – previously there was a book / log which recorded these visits.

Governors noted that the Teaching and Learning (T&L) Committee and Governing Body agendas allowed for feedback from Governor visits either based on a briefing note submitted by Governors or oral feedback.

Governors considered the questions as per the document circulated prior to the meeting. It was appreciated that individual Governors would consider the questions off-meeting and focused meetings would then be scheduled for Governors.

The Headteacher highlighted the following times / dates for Governors and confirmed two sessions could be scheduled with a different focus for each session:

Wednesday 6 July 2022 – 11.15am to 1.30pm

Monday 11 July – 11.00am to 1.00pm

Wednesday 13 July 2022- after 11.00am

Monday 18 July 2022 – after 11.00am

Governors noted that a Doodle Poll would be circulated for individuals to identify the best time / date.

There were no further points raised or noted in discussion

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – schedule Ofsted questions focussed meetings based on above times / dates. 	Governing Body	July 2022

Agenda Items

Item 1	Apologies, Introductions and Welcome	
<p>The Governing Body noted that apologies for non-attendance were submitted by Scott Davenport, Joanna Dennis and Carole Wigzell.</p> <p>There were no further issues raised and the Governing Body agreed to accept the submitted apologies.</p>		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept submitted apologies. 	Governing Body	

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

Item 3	Minutes of the Previous Meeting and Matters Arising (21.03.22)	
<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 8: Item 4 – Boys’ Cohort Analysis of Behaviour.</p> <p>The Headteacher confirmed that the school had reviewed the data related to behavioural incidents involving the boys’ cohort. In addition, it was recognised that there was a plan to address the approach adopted by Lunchtime Organisers (LO) –</p>		

this would be submitted at the meeting scheduled for September 2022. It was highlighted that the data indicated there were some issues associated with the boys playing football and it was understood this challenge is faced in many schools. The issues related to a few individuals who had repeated referrals for 'reflection' and these were situations where 'reflection' was not working and therefore another approach should be adopted.

The Headteacher explained that the school had scheduled a review of the Behaviour Policy to better align with the trauma informed work being carried and this was an opportunity to identify alternative approaches when the use of 'reflection' was simply not working.

Q. Were there indications of any 'unmet needs' associated with those who were repeatedly referred for reflection time?

A. Yes – there were indications of a need for extra social and emotional support; there were two pupils specifically whom the school had identified as preferring reflection time.

The Headteacher indicated that the trend for behavioural issues was related directly to unstructured time for some children especially in terms of those pupils who struggled to self-regulate. The school needed to review what resources were on offer – hence the planning with LO staff mentioned above. In addition, there were considerations proffered by pupils as alternatives to reflection time. It was appreciated that some children referred for reflection time would be better off involved in physical activity.

Q. What were the main behavioural issues?

A. The main issues were low level in nature with some use of bad language, answering-back to adults and pushing another pupil. In many instances this involved pupils who were already in receipt of pastoral support.

Governors noted the areas for consideration involved in the review of the Behaviour Policy – this included embedding the trauma informed work as mentioned above and better support for staff in how adult responses could be phrased to illicit a better response from pupils. In addition, for the pupils with repeated reflection time there may be a need for a more individualised approach without stigmatising these pupils or being unfair to other children.

Page 12: Item 7 – 2022-2023 Budget

Governors noted that the 2022-2023 budget would need to be ratified and that this matter would be addressed under Item 5 – see below.

Page 15: Item 9 – Revised Equality Policy

The Headteacher confirmed that due to recent changes in guidance the school had brought forward the review date for the Equality Policy. The updated version had been extra sections added to demonstrate how the school fulfilled certain elements of its responsibility in this area.

The Committee noted that the updated document had already been considered and reviewed by the T&L Committee and the Resources Committee at previous meetings. The committees had also identified a Governor link for equality issues and confirmed the staff and Governor training scheduled for September 2022.

Page 17: Item 12 – Source Equality Training

Governors noted that this action had been addressed and the training was planned for September 2022 – as per the above discussions.

Governors noted that the matters arising had been addressed above except for those issues included as items within the current agenda.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – minutes of previous meeting (21.03.22) as true record. 	Governing Body	
<ul style="list-style-type: none"> Action – lunchtime behaviour plan to be agenda item at next scheduled meeting. 	HT / Chair / Clerk	September 2022

Item 4	Headteacher's Update
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The Headteacher presented her report which had been circulated prior to the meeting and the following points were noted in discussion by Governors.

School Context.

The Headteacher confirmed that there were 655 pupils on the school roll with a gender split of 50.1% boys and 49.9% girls. It was appreciated that the school was just slightly above the national average for the percentage of pupils designated as special educational needs and disability (SEND) at 15.6% and well below the national average for pupils designated as Ever 6 / free school meals (FSM) at 12.7%.

Governors noted the breakdown on a class basis of these figures and the percentage of pupils in the relevant target groups.

Q. The number of pupils in the English as an additional language (EAL) category increases through the different year groups – was this a recognisable trend?

A. The school was aware of the difference and it reflected demographic changes in the local community. However, the figures for this group weren't deemed fully accurate because some families do not add this information within their application forms for school.

Q. There were more pupils joining the school than leaving?

A. Yes – the trend was for an increase in changes at this stage of the academic year and there was a greater degree of transience than in any previous year. However, there were no concerns identified by the school.

Staffing.

Governors noted the allocation of staffing across the different year groups and it was appreciated that there was a strong teaching team allocate to the Year 1 cohort.

Q. Were there still concerns associated with the Early Years?

A. No. Also school are confident with the recruitment of the Assistant Headteacher (AHT) following the current AHTs resignation.

The Headteacher summarised the individual skills and experience of the teachers allocated to the EY department. It was appreciated that the team included an early careers teacher (ECT), but this individual had good previous EY experience. In addition, there was a supply teacher included in the team (until October) – although this individual had worked with the school previously and was aware of the school's expectations.

Q. There were concerns related to the current Year 4 cohort – the Year 5 cohort for the next academic year?

A. Yes – although a particularly strong teacher from Year 4 would progress to Year 5 with this group. This teacher knew the children well and would not need time to settle with them and would progress with the TLM programme.

The Headteacher confirmed that the school would continue to invest in additional teaching staff to support different year groups and this was certainly the case with the in-coming Year 5 cohort. The school considered this was a strong team, but it would also be monitored closely.

Q. Were there any concerns associated with the in-coming Year 6 cohort?

A. No – the cohort was not as academically strong as the current Year 6 cohort, but they were attaining at a fair level as a cohort. The cohort would have one of the current Year 5 teachers who would transition into Year 6 with the children. This was again seen as beneficial especially in relation to maintaining the momentum of the TLM.

The Headteacher highlighted that a Governor had requested that the school demonstrate the positive impact of the new cover supervisor model that had been introduced. It was confirmed that the teaching assistant level four (TA4) roles had enabled the school to provide an increased range of continuous professional development (CPD) for the teaching staff due to allowing the release. This had been achieved with improved consistency for the pupils and a reduction in the cost of agency supply staff.

Compliments / Concerns.

Governors reviewed and noted the wide range of compliments included in the report and better demonstrated the less significant nature of the concerns raised.

Governors especially highlighted the Platinum Jubilee celebrations – this was seen as a great success.

Q. There was an issue related to the Parents and Teachers Association (PTA) fair?

A. Yes – this was an individual who had approached a Governor initially and had been re-directed to the Headteacher. It had also been raised by another parent.

The Governor concerned highlighted that the issues were linked to an apparent lack of inclusivity in aspects of the PTA fair – this included a lack of Halal and vegetarian options for the catering provision. There was also a concern that the scheduling had clashed with Eid celebrations. As part of the ensuing discussions, it was recognised that previous years had been more inclusive, but it was identified that links between the PTA and the school had weakened during the pandemic (in terms of meeting together) and that strengthening this was a priority going forward.

Q. Was there always a charge for entrance?

A. Yes – for the children and included a 'package' of extras for the children and parents had to buy their own food. There was a discussion that this element could be more inclusive via options – eg entrance fee only, entrance fee plus extras.

All agreed the PTA do an amazing job for the school, are hugely committed and raise a significant amount of money that benefits our children. All agreed that it was school's responsibility to advise on dates to avoid linked to the school and community's calendar.

Curriculum / Monitoring Activities.

The Headteacher highlighted the curriculum and monitoring activities aspect of the report. It was appreciated that it provided an overview of the activities since May 2022 and through to the end of the current academic year.

Governors noted that they were welcome to attend many of the activities involved to experience these activities on a firsthand basis.

School Improvement Plan (SIP).

Governors noted the updates provided for the individual SIP areas.

Q. When was the news related to the UNICEF Rights Respecting School Award (RRSA) due to be communicated?

A. The school had not received the formal written confirmation of this award, but once it was issued the school could communicate the outcomes to the wider school community.

Q. In achieving success did the school consider there were benefits to the 'maths manipulatives' being used more consistently?

A. Yes.

The Headteacher confirmed that the Year 5 and Year 6 cohorts found it more difficult to adapt, but the lower year groups had benefitted. It was appreciated that there was very good pupil voice feedback to evidence the positive impact on pupils.

Attendance.

The Headteacher advised that there were slight improvements in the overall school attendance data – 94% currently and 95.5% in the current week. It was highlighted that the school maintained a firm / rigorous approach to managing attendance / absences. The school provided half-termly attendance meetings which included the attendance and pastoral teams. The staff reviewed and considered pupils on a case-by-case basis including what support was provided / needed for individual families and where sanctions were required.

Q. Was Covid-19 still an issue for attendance?

A. It was difficult to unpick what was / was not Covid-19 related in many cases.

The Headteacher explained that some families were more cautious than others and that the data had been impacted by other families taking extend family holidays.

Governors considered the breakdown of the attendance data in relation to the different targeted groups.

Q. Why were the two ethnic groups white British and Pakistani?

A. The school was required to report on the two main ethnic groups that constituted the pupil population – in this case white British and Pakistani. There were other ethnic groups which were not recorded as the number of individuals in these groups were too small to provide effective data / trends.

Governors noted that the most recent attendance guidance had also introduced a new category for those pupils with significant attendance issue beyond what had been designated as persistent absence (PA) in previous years.

Behaviour and Safety.

Governors noted the Spring Term II behaviour data – the reports were compiled on a termly basis. The data and themes were aligned with the previous publication which had warranted the behaviour discussions above.

Leadership and Management.

The Headteacher confirmed the changes to the leadership and management team with the newly appointed AHT as discussed above. In addition, it was advised that the school had scheduled a meeting with the Deputy Headteachers and AHT to discuss the allocation of responsibilities and the involvement of each individual in their roles. Once completed these would be communicated to Governors.

The Headteacher provided a summary of the roles and responsibilities for the DHT and AHT which included the extent to which individuals were involved in line management. It was appreciated that changes in the Ofsted expectations of a middle leadership team (MLT) would be considered as part of the process. In addition, it was to ensure that the school had leaders and not simply managers. This was to ensure that individuals had appropriate training to support their development, that there was the scope for progression and a clear format of succession planning.

Extra-Curricular Activities.

Governors noted the range of activities available for the pupils.

Q. Are there any teacher-led activities?

A. Only those provided by the sports lead.

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"> Agreed – accept Headteacher’s update into record of meeting. 	Governing Body	

Item 5	Committee Reports
	<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>Teaching and Learning (T&L) Committee – 09.05.22 In the absence of Scott Davenport (SD), the Chair of the T&L Committee, the Chair of Governors presented the minutes and report associated with the previous Committee meeting.</p> <p>The Chair explained there were two main areas for consideration – the Year 4 cohort and the TLM programme going forward.</p> <p>Q. Had the school’s intentions been communicated to parents? A. The school had followed the approach suggested by an adviser – which was to circulate the celebration of achievements in terms of progress made. The school would then advise that the school intended to continue to utilise the TLM programme. The school had also scheduled a forum which was an opportunity for parents to raise any questions.</p> <p>The Headteacher explained that the school was excellent at communicating with families – there was more communication for parents than many other schools.</p>

Q. What were the main concerns previously voiced by parents?

A. The main concern initially involved splitting children from their friendship groups, but the children have settled well during the course of the academic year. In addition, there were some concerns from families that other children would not benefit from enough support in TLM1.

The Headteacher confirmed that this was not the case for the TLM1 children – these pupils were supported by excellent teachers and the progress / attainment evidence was significant. In addition, some had raised concerns that there would be behavioural issues in the TLM1 groups – which was not borne out. The TLM programme had been an excellent success and was fully supported by the Governing Body.

Governors recognised that it was important for the school to ensure that all children had an opportunity to catch-up the lost learning associated with the pandemic. In addition, it was appreciated that the school was required by Ofsted to have a coherent plan to support pupils performing in the lower 20% academically. It was highlighted that the evidence demonstrated that TLM programme met this requirement and the children clearly benefitted greatly.

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.

Resources Committee – 16.05.22

In the absence of Ali Ayub (AA), the Chair of the Resources Committee, the Chair of Governors presented the minutes and report associated with the previous Committee meeting.

2021-2022 Year End / Budget Closedown.

The Chair confirmed that the Committee had reviewed, considered and approved the 2021-2022 budget closedown. This included a review of the budget variances and the major costs areas. In addition, at the meeting the School Business Manager (SBM) confirmed that the closedown had been completed without any causes for concern. The overall budget position at the end of the financial year was in line with the projected balances discussed at the previous meeting of the Resources Committee in January 2022. However, the projected budget surplus of £250,000 had reduced as a result of the in-year deficit of £48,000 – the overall surplus was now below the threshold at which MCC would consider a clawback of revenue income.

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

2021-2022 Analysis of Reserves.

The Chair confirmed that the 'allowable' surplus for the end of the 2021-2022 financial year was £237,000, based on an 8% allowance and the school's actual surplus was £202,000 which was 6%. It was noted that the Committee had approved a 'nil' return for the analysis of reserves submitted to MCC.

There were no issues raised in relation to the analysis of reserves and this was ratified by Governors.

2022-2023 Budget.

Governors noted the projected income and expenditure associated with the 2022-2023 budget. It was appreciated that there was greater uncertainty in relation to the expenditure in terms of energy costs and general inflation. However, it was

recognised that the school had set a balanced budget for the current financial year and this had been approved by the Committee.

There were no further points raised / noted in discussion and the 2022-2023 budget was ratified by Governors.

3-5-Year Budget Projections.

Governors noted that the significant unknown aspects continued into the future budget projections. Although it was appreciated that Central government had confirmed schools would receive a supplementary grant to meet the additional National Insurance (NI) charges and the support staff pay award. There were no indications going forward as to how these costs would be met in future financial years.

Governors recognised that the generally balanced budget position going forward allowed for some staffing changes / natural wastage and it was considered that in future years central government would need to provide extra funding for all schools.

There were no issues raised in relation to the 3-5-year budget projection report and this was ratified by Governors.

2022-2023 Staffing Structure.

Governors noted that the Committee had approved the proposed 2022-2023 staffing structure which included the additional staffing essential to maintain the TLM programme. This had included a 2% allowance for staffing uplifts going forward, but there were no firm indications from central government as to the actual figure.

The Headteacher confirmed that there were still concerns associated with Covid-19 and the potential impact on staff – this remained a challenge currently with an increase in staffing absences due to positive Covid-19 tests. There was a potential impact on the reserves going forward if the issue continued or worsened as the school went into the Autumn Term.

Q. How does the school deal with Covid-19 absences in relation to the Staff Sickness Absence / Attendance Management Policy?

A. Previously Covid-19 was dealt with outside of the Policy as per government guidance. However, it was now addressed in line with any other sickness absence issues.

Q. Were there any staff designated as vulnerable?

A. Yes – there were some classified as high-risk and individual risk assessments were in place for these individuals.

Q. Were there any staffing concerns associated with the traditional events that take place at the end of the academic year?

A. No – there were discussions related to home visits, but these went ahead.

Q. Were there any high-risk children?

A. There was one child who was considered in a higher-risk category, but the family had determined that they wanted a 'normal' approach adopted by the school. The decision of the parents had been further supported by the child's doctor, which had been confirmed in writing by the school.

There were no further points raised or noted in discussion and Governors ratified the 2022-2023 staffing structure.

Pupil Premium Grant (PPG) Report.

The Headteacher confirmed that the school had provided an updated outline of the expenditure associated with supporting disadvantaged children and the provision in this area for the forthcoming academic year.

Governors appreciated that the document was well thought out and the priorities were clear – the provision was supported by research evidence.

There were no further points raised or noted in discussion and Governors ratified the document that had been approved by the Resources Committee.

Sports Premium Grant (SPG) Report.

The Headteacher confirmed that the document had been updated in March 2022 and had been reviewed and considered by the Committee at the previous meeting.

However, there were further updates to add to include the final points associated with the Summer Term. The school would complete the final review and add aspects from pupil voice.

Q. When was this due to be completed?

A. This would be completed during the summer and the final draft submitted at the next scheduled meeting of the Resources Committee.

Governors noted that as per the Committee discussions provision was made available to ensure the Year 6 pupils would complete their 25-metre swimming proficiency during the summer break.

Owl Club.

A Governor raised a query in relation to the school increasing the wraparound offer as a means of generating further income for the school.

The Headteacher confirmed that the ideal option would be for the school to manage the wraparound cover, but it was an issue that had been deferred previously. The issue was seen as having a wider scope which would incorporate the discussions related to the Field of Os / car parking which had been raised during the Committee discussions.

Governors agreed that the Owl Club and Field of Os / car parking should be reinstated as a standing agenda item for consideration by the Resources Committee. It was noted that discussions related to the school managing wraparound provision in-house would be pursued going forward.

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

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">• Agreed – accept T&L Committee minutes (09.05.22) and report into record of meeting.	Governing Body	
<ul style="list-style-type: none">• Ratified – 2021-2022 Year End / Budget Closedown.	Governing Body	
<ul style="list-style-type: none">• Ratified – 2021-2022 Analysis of Reserves.	Governing Body	
<ul style="list-style-type: none">• Ratified – 2022-2023 budget.		

<ul style="list-style-type: none"> • Ratified – 3 – 5-year budget projections. • Ratified – 20221-2023 staffing structure. • Ratified – Pupil Premium Grant (PPG) Report. • Ratified – Sports premium Grant (SPG) Report. • Action – SPG final draft to be presented at next scheduled meeting of Resources Committee • Agreed – wraparound cover / Filed of Os to be standing agenda items for Resources Committee. • Action – wraparound cover / Filed of Os to be standing agenda items for Resources Committee. • Agreed – accept Resources Committee and report and minutes (16.05.22) into record of meeting. 	Governing Body	Autumn Term Ongoing
	Governing Body	
	Governing Body	
	Governing Body	
	Governing Body	
	HT / Chair / Clerk	
	Governing Body	
	HT / Chair / Clerk	
Governing Body		

Item 6	Behaviour and Safety of Pupils / Safeguarding	
<p>Governors noted the safeguarding and pastoral support report which had been circulated prior to the meeting and the following points were noted in discussion.</p> <p>Yogita Patel (YP) confirmed that she had been in contact with Donna Wealleans (DW) to discuss the option to visit the school and discuss the trauma informed programme. YP confirmed that arrangements had been made and that she had read the safeguarding and pastoral report which aligned with her experiences from previous visits.</p> <p>Governors appreciated that the report was very detailed and although the number of children involved was high, but appeared to have stabilised. The waiting list especially had not extended further.</p> <p>Q. There were seven children on the Place2Be waiting list, how long before these children were provided with the support they needed? A. That was difficult to say as there was no specific limit to the time allocated to each individual child. The children were assessed and then provided with bespoke support.</p> <p>Governors appreciated that one child may need one / two sessions of support, but another may need six / seven sessions.</p> <p>There were no further points raised and Governors agreed to accept the behaviour and safety of pupils / safeguarding report into the record of the meeting.</p>		
Resolutions / Agreed Actions		Owner
<ul style="list-style-type: none"> • Agreed – accept behaviour and safety of pupils / safeguarding report into record of meeting. 		Governing Body
		Date

Item 7	General Data Protection Regulations (GDPR).		
<p>Tom Sumner (TS) the link Governors for GDPR presented a summary report in relation to this agenda item and the following points were noted in discussion.</p> <p>Governors noted that the GDPR report and briefing associated with the link Governor visit had been reviewed and considered by the Resources Committee in May 2022. TS confirmed that he had attended a GDPR focused meeting which reassured him that all policies and notices were up to date, there were no new data breaches to report and the subject access requests (SAR) previously reported had been completed. TS explained that in one particular case the parents submitting a SAR had realised after the event that the information provided was significant – more than they had expected / anticipated.</p> <p>Q. Had GDPR generated a great deal of extra work for the school? A. There were only two SARs – one which had not represented a great deal of work to collate, but both did represent a significant investment in time to redact documents prior to completing the SAR.</p> <p>The SBM confirmed that central government was in the process of completing a review of the current legislation and MCC the current provider for GDPR services had advised the school that this service would end in August 2022. The school was investigating sourcing a new provider.</p> <p>There were no further issues raised and Governors agreed to accept the GDPR report into the record of the meeting.</p>			
Resolutions / Agreed Actions		Owner	Date
<ul style="list-style-type: none"> Agreed – accept GDPR report and briefing document into record of meeting. 		Governing Body	

Item 8	Policies / Documents for Review and Approval	
<p>The Headteacher presented a series of policies and documents which had been circulated prior to the meeting. It was noted that some of the policies / documents had been reviewed and approved by the Resources Committee and / or the T&L Committee. 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>Anti-Fraud and Corruption Policy. Governors noted that the document was based on a model policy tailored to meet the specific context of the school. The document had been reviewed, considered and approved by the Resources Committee.</p> <p>There were no issues or concerns raised and the Anti-Fraud and Corruption Policy was ratified by the Governing Body.</p> <p>Appraisal Policy for Office Support Staff. Governors noted that the document was based on a model policy tailored to meet the specific context of the school. The document had been reviewed, considered and approved by the Resources Committee.</p> <p>There were no issues or concerns raised and the Appraisal Policy for Office Support Staff was ratified by the Governing Body.</p>		

Capability Policy and Procedure.

Governors noted that the document was based on a model policy tailored to meet the specific context of the school. The document had been reviewed, considered and approved by the Resources Committee.

There were no issues or concerns raised and the Capability Policy and Procedure was ratified by the Governing Body.

Charging and Remissions Policy.

Governors noted that the document was based on a model policy tailored to meet the specific context of the school. The document had been reviewed, considered and approved by the Resources Committee.

There were no issues or concerns raised and the Charging and Remissions Policy was ratified by the Governing Body.

Dinner Money Debt Policy.

The Headteacher explained that this was a school specific document and the additional notes had been provided by the SBM. It was appreciated that the document was adequate for purpose with the assurance that the background information related to benefits was accurate.

Q. Any issues with families had never reached the point of referral to Governors?

A. No – any situations had been addressed prior to reaching this point in the process.

The Headteacher explained that the SBM provided regular reports associated with the dinner money debt and nursery fees debt. However, the school would not resort to not feeding a child.

There were no issues raised in relation to the document and Governors approved the Dinner Money Debt Policy.

Equality Policy.

Governors noted that the Equality Policy had been discussed earlier in the meeting and that the document had been approved by the Resources Committee and the T&L Committee at earlier meetings.

There were no further points raised in discussion and the Equality Policy was ratified by Governors.

First Aid Policy.

Governors noted that the document was based on a model policy tailored to meet the specific context of the school. The document had been reviewed, considered and approved by the Resources Committee.

There were no issues or concerns raised and the First Aid Policy was ratified by the Governing Body.

Flexible Working Requests Policy and Procedures.

The Headteacher confirmed this was a model document provided through One Education and had been drafted in consultation with the unions. There were changes to the document which referenced and explained the definition of a 'school working day' for the school support staff and school teaching staff within the 'Scope and Definitions' section of the document.

There were no issues raised in relation to the document and Governors approved the Flexible Working Requests Policy and Procedures.

Grievance Bullying and Harassment Policy.

The Headteacher confirmed that the document was a model provided through One Education and had been drafted in consultation with the unions. There had been some minor changes which referenced and explained the definition of a 'school working day' for the school support staff and teaching staff within the section titled 'Scope and Definitions.'

There were no issues raised in relation to the document and Governors approved the Grievance Bullying and Harassment Policy.

Leave of Absence Policy.

Governors noted that the document had been reviewed, considered and approved by the resources Committee as part of an earlier meeting. This was a model document which had been tailored to better reflect the school's procedures and had also clarified that any 'moving day' was designated as the specific day the householder moved and could not be applied on any other day.

There were no issues raised in relation to the revised and updated document and the Governing Body ratified the Leave of Absence Policy.

Lone Worker Policy.

Governors noted that the document was based on a model policy tailored to meet the specific context of the school. The document had been reviewed, considered and approved by the Resources Committee.

There were no issues or concerns raised and the Lone Worker Policy was ratified by the Governing Body.

Maternity and Parental Leave Policy and Procedures for Support Staff.

The Headteacher confirmed that this was a model document provided to the school by One Education and drafted with the support of the unions. There were no changes to the previous version of the document.

There were no issues raised in relation to the document and Governors approved the Maternity and Parental Leave Policy and Procedures for Support Staff.

Maternity and Parental Leave Policy and Procedures for Teachers.

The Headteacher confirmed that this was a model document provided to the school by One Education and drafted with the support of the unions. There were no changes to the previous version of the document.

There were no issues raised in relation to the document and Governors approved the Maternity and Parental Leave Policy and Procedures for Teachers.

Positive Handling Policy and Appendix.

The Headteacher confirmed there were no changes to the Positive Handling Policy and the associated appendix.

Safeguarding Policy.

The Headteacher confirmed that there had been no content change to the document, it had been checked and tweaked already. The final draft of the document will be ready to submit to Governors in September 2022 – this would include any changes

generated by the updated statutory guidance Keeping Children Safe in Education (KCSIE).

Governors considered the extent to which the document related not simply the social / welfare aspects of safeguarding, but also to the wider school environment – the security of the school site. It was considered that the staff were excellent in terms of their awareness of the welfare issues, but not all staff were conscious of the wider school environment. However, the SBM and site staff were very aware of this area of safeguarding and regular tours of the school site were carried out to ensure the safety and security of the site – especially in terms of safeguarding pupils and staff.

Q. Does the school share learning points from exercises / events?

A. Yes – there were de-briefs following fire evacuations and lockdowns which allowed the wider staff team to share and learn from the experience.

The Headteacher confirmed that the Covid-19 appendix to the Safeguarding Policy had now been suspended due to the changes in government guidance. It was possible the appendix could be reinstated if the Covid-19 guidance changed in the near future.

There were no further points raised or noted in discussion and Governors approved the updated Safeguarding Policy.

Staff Code of Conduct.

The Headteacher confirmed that the document remained broadly the same as the previous draft with the addition of some generic points that addressed no use of mobile telephones and e-mails during teaching time.

There were no further points raised or noted in discussion and Governors approved the Staff Code of Conduct document.

Whistleblowing Policy.

Governors noted that the document was based on a model policy tailored to meet the specific context of the school. The document had been reviewed, considered and approved by the Resources Committee.

Q. Does an individual have to highlight the issue as a 'whistleblowing' issue before it is addressed in line with the document?

A. The issues were dealt with based on their specific nature and the school checks which policy is most appropriate. If there were any doubts the school would consult with the human resources (HR) provider.

There were no issues or concerns raised and the Whistleblowing Policy was ratified by the Governing Body.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">• Ratified - Anti-Fraud and Corruption Policy.	Governing Body	
<ul style="list-style-type: none">• Ratified - Appraisal Policy for Office Support Staff.	Governing Body	
<ul style="list-style-type: none">• Ratified - Capability Policy and Procedure.	Governing Body	
<ul style="list-style-type: none">• Ratified - Charging and Remissions Policy.	Governing Body	

<ul style="list-style-type: none"> • Approved - Dinner Money Debt Policy. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Equality Policy. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - First Aid Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Flexible Working requests Policy and Procedures. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Grievance Bullying and Harassment Policy. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Leave of Absence Policy. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Lone Worker Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Maternity and Parental Leave Policy and Procedures for Support Staff. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Maternity and Parental Leave Policy and Procedures for Teachers. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Positive Handling Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Safeguarding Policy. 	Governing Body	
<ul style="list-style-type: none"> • Action – final draft of Safeguarding Policy to submitted at next Governing Body meeting. 	HT / Chair / Clerk	September 2022
<ul style="list-style-type: none"> • Approved - Staff Code of Conduct. 	Governing Body	
<ul style="list-style-type: none"> • Ratified - Whistleblowing Policy. 	Governing Body	

Item 9	Governor Visits	
<p>The Chair highlighted the most recent visits which had been completed by Governors and it was appreciated these were also addressed by the different committees. This included the GDPR focused visit by TS and the visit completed by SD.</p> <p>The Chair confirmed that he had attended the school as part of a visit focused on the protocols and procedures related to the national tests (SATS). In addition, the Chair and Ellen Martinez (EM) had been involved with the AHT recruitment process.</p> <p>EM confirmed that she had attended the school to meet with a range of pupils in the SEND cohort. The focus was to source direct pupil voice / feedback related to the</p>		

children's general experiences across the school. The children were from each different year group.

Governors noted there were no further reports to consider and it was agreed to accept the current reports into the record of the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept link Governor reports into record of meeting. 	Governing Body	

Item 10	Governance Matters
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Governing Body Membership.

Governors noted that SD had declared his intention to retire from his role as a Governor and therefore a vacancy would become available.

Q. Would the Governing Body seek to attract candidates from the organisations who provide this form of support?

A. Yes and existing Governors can attempt to source an appropriate candidate.

Governors noted that the main skills deficit with the departure of SD would be education based. It was recognised that there was still a significant education skills gap with the departure of Liam Trippier in the previous academic year.

The Chair confirmed that SD had approached his colleagues and would do so again to secure a replacement.

2022-2023 Meeting Schedule.

The Chair presented the draft meeting schedule for 2022-2023 which had been circulated prior to the meeting.

There were no issues raised in relation to the proposed meeting schedule and this was approved by Governors.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – attempt to source potential co-opted governors from School Governors organisation. 	Clerk	August 2022
<ul style="list-style-type: none"> Approved – Governing Body and committee meeting schedule. 	Governing Body	

Item 11	AOB
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Year 4 Multiplication Tests.

The Headteacher confirmed that a report providing the data outcomes from the recent Year 4 multiplication tests had been circulated prior to the current meeting. The report was provided for Governor's information and the intention was to complete a review / analysis at the forthcoming meeting of the T&L Committee – 6 July 2022.

Q. Were the outcomes as expected by the school?

A. The data demonstrated the percentage of pupils who had met specific scores and there was a wider spread than expected.

The Headteacher provided a summary for the protocols for this test and the time limit for pupils to answer each question – it was recognised that the pupils completed the test online / electronically. The school was not confident that this format demonstrated fully the pupils’ abilities and understanding of multiplication. However, there was no previous data for comparative purposes and the school planned to complete a more traditional paper-based test with these pupils with a similar time limit for each question. It was considered that this would provide a better indication of the extent to which pupils could answer the questions with the removal of the pressures associated with the official test. MTC data was compared with data on how these children had done on 25 questions on paper, with an overall time limit (not a time per question) to highlight the point discussed.

Q. How did the school plan to support those pupils who had scored lower than expected?

A. The school would continue to enable pupils to access the times tables exercises through the TLM programme.

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

Parental Conduct Policy.

The Headteacher explained that the school had made a minor change with an additional sentence included which confirmed that complaints / concerns should be raised using the official means of communication with the school and not through ‘WhatsApp’ groups.

There were no issues raised in relation to the proposed change above and the updated document was approved by Governors.

Field of Os.

EM raised a query in relation to the discussions associated with potential plans for the Filed of Os as per the Resources Committee minutes. It was considered that the issue should be addressed by the Governing Body taking account of the potential impact on the local community.

The Chair clarified that the minutes of the Resources Committee had only addressed the issue of the perimeter fence and that any larger plans were simply a starting point for further discussions. The issue of developing the Filed of Os was intended to trigger discussions with MCC and were part of earlier discussions within the working party which had been established by the Governing Body.

The Headteacher confirmed that a communication had been forwarded to MCC and that any response from MCC would then come back to Governors. It was emphasised that no decision had been taken; it was simply a starting point for future discussions as per Item 5 above.

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

The Chair confirmed there were no further matters of business for discussion and the meeting was closed.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – multiplication tests report to be agenda item next scheduled T&L Committee meeting. 	HT / Chair / Clerk	July 2022

<ul style="list-style-type: none"> • Agreed – accept multiplication tests report into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> • Approved – Parental Conduct Policy. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – accept Field of Os discussion into record of meeting. 	Governing Body	

Item 12	Date of Next Meeting	
Governors noted the next meeting was scheduled for Tuesday 20 September 2022 at 6.15pm.		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Noted – time and date of next scheduled meeting. 	Governing Body	