



**Draft Minutes of the Oswald Road Primary School's
Full Governing Body Meeting
held on Monday 28th November 2022
at 6:15pm**

Present:

James Flanagan	Co-opted Governor
Deborah Howard	Headteacher (ex-officio)
Ellie Linton	Staff Governor
Peter Martin	Co-opted Governor (Chair)
Ellen Martinez	Parent Governor
Thomas Sumner	Co-opted Governor (Part Meeting)
Carole Wigzell	Parent Governor (Vice Chair)

Absent:

Eve Holt	LA Governor
Zainab Suleman	Parent Governor

In Attendance:

Jenny Clift	Observer (Part Meeting)
Craig Taylor	School Business Manager (Part Meeting)

The meeting met its quorum (7/11)

1: Welcome and Introductions

The Chair welcomed Governors and introduced Jenny Clift to the meeting. Ms Clift was a former teacher now working for the Department for Education (DfE) within the area of Strategy and Policy Development. Ms Clift had expressed an interest in becoming a Governor at Oswald Road Primary School and had been invited to attend the meeting to observe proceedings. The Chair invited Governors to introduce themselves to Ms Clift.

2: Apologies for Absence

Apologies for absence were received from Ali Ayub (Co-opted Governor) and Yogita Patel (Co-opted Governor) and were accepted.

3. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest further to those previously declared.

4: Minutes of the Previous Meeting and Matters Arising (20.09.22)

The minutes of the previous meeting held on Tuesday 20th September 2022 were



approved as a true and accurate record of the meeting.

Matters Arising

(i) *Deborah Howard to contact Carole Wigzell to ascertain whether she would like to stand for the position of Vice Chair of the Governing Body for the 2022 – 23 academic year.*

Carole Wigzell proceeded to declare to Governors that she wished to stand for election as Vice Chair.

Nominations were received for Carole Wigzell as Vice Chair.

Carole Wigzell was duly elected as Vice Chair of the Governing Body of Oswald Road Primary School until the first governance meeting of the new academic year.

(ii) *Attempt to source potential co-opted Governors from School for Governors organisation – Skills Matrix*

Governors were advised that the school had a vacancy for a Co-opted Governor. In order to identify the preferred skillset for the new Governor, Governors had been requested to complete the skills matrix in order to ascertain the Governing Body's existing skillset. The Chair thanked those Governors who had already completed the skills matrix and invited those who had not already done so to complete the matrix at their earliest convenience.

Action: All Governors to complete 'Skills Matrix' if not already actioned.

(iii) *Deborah Howard to present the School Development Plan to Governors once finalised.*

Governors were advised that the plan had been presented to Governors at the Teaching and Learning Committee held on 15th November 2022. The plan had also been saved into this meeting's folder on the Governors' shared drive.

(iv) *Deborah Howard to review the Teaching and Learning Report in order to amend scale and scope of content.*

Governors were advised that the format of the report, as presented at the Teaching and Learning Committee held on 15th November 2022, had been updated to include a greater focus on curriculum and a reduced focus on data. Moreover, the Science and Geography Lead, Andy Wheeldon, had attended the meeting to present an overview of his subjects and subject lead role to Governors, which had been very well received.

(iv) *Deborah Howard to submit the Targeted Model for Learning for Year 6 Writing to the next Teaching and Learning Committee Meeting.*

Governors were advised that the document had been presented at the last Committee Meeting.



(v) *Peter Martin to create a document to collate Governors' confirmation that they have read Part 1 of Keeping Children Safe in Education (KCSIE) – September 2022.*

Governors were advised that this action had been completed. Governors were reminded that it was a mandatory requirement for Governors to confirm that they had read the aforementioned document.

Action: All Governors to confirm to Peter Martin that they have read Part 1 of KCSIE – September 2022 at their earliest convenience if not already actioned.

(vi) *Deborah Howard / Donna Wealleans to advise Governors of the points within the Safeguarding and Child Protection Policy that require their attention.*

Governors were advised that the Senior Leadership Team (SLT) had conducted a comprehensive audit of the aforementioned policy. Donna Wealleans, Deputy Headteacher and Designated Safeguarding Lead, was scheduled to meet with Yogita Patel, Stay Safe Link Governor, to discuss the findings.

(vii) *Deborah Howard to request School Business Manager to email Governors information in relation to accessing online safeguarding information.*

Governors were advised that the information had been emailed to Governors. The training unit concerned was provided by Virtual College and took approximately 15 minutes to complete.

Action: Governors to complete the Virtual College safeguarding training unit at their earliest convenience if not already actioned.

(viii) *All Governors to undertake one piece of safeguarding training before the end of the Autumn Term 2022.*

Please see above matter arising.

(ix) *Deborah Howard / Peter Martin to convene a Governors' meeting to discuss the learnings from the safeguarding training in relation to the specific setting of Oswald Road Primary School.*

Please see agenda item 7: Behaviour and Safety of Pupils / Safeguarding

(x) *Peter Martin to create a central document whereby each Governor maintains a record of all the training they have undertaken.*

Governors were advised that the document could now be found on the Governor's shared drive within the 'Links to governor training and forms' section. Governors were advised that all training that was relevant to the Governor role should be recorded.

Action: All Governors to update their training record at their earliest convenience if not already actioned.



(xi) *Deborah Howard to submit the Business Continuity Plan for approval at the Resources Committee Meeting.*

Governors were advised that this point had been actioned.

(xii) *Deborah Howard to send Peter Martin all documents that currently need to be completed by Governors including audits and annual declarations.*

Governors were advised that this action had been completed.

(xiii) *Deborah Howard to update the name of the clerk on all Terms of Reference.*

Governors were advised that Just a Sec Ltd had sent National Governance Association model Terms of Reference to the Headteacher, which had been added to the school's website.

(xiv) *Peter Martin to create a folder on the Governor shared drive to which all documentation completed by Governors including audits and annual declarations (e.g. Code of Conduct) must be uploaded.*

Governors were advised that this action had been completed.

(xv) *Deborah Howard to contact potential permanent Chair for the Teaching and Learning Committee.*

Governors were advised that this action remained open and would be resolved in due time.

(xvi) *Peter Martin to check with nominated Governor if they would be able to shadow Yogita Patel in the role of Stay Safe Link Governor.*

Governors were advised that Thomas Sumner would adopt the role of Deputy Stay Safe Link Governor with immediate effect.

(xvii) *Deborah Howard to contact potential Link Governor for Curriculum to ascertain their interest in the role.*

Governors were advised that James Flanagan would be assuming the role with immediate effect.

(xviii) *All Governors to complete the required annual declarations and audits before uploading them onto the newly created designated folder on the shared drive.*

Governors were advised that this action remained open for a number of Governors.

Action: All Governors to complete the required annual declarations and audits before uploading them onto the newly created designated folder on the shared drive at their



earliest convenience if not already actioned.

(xix) *Peter Martin to conduct a review and update of the Governor Induction folder on the shared drive.*

Governors were advised that the action remained ongoing.

Action: Peter Martin to review the content of the Governor Induction folder with the recently appointed Governors.

(xx) *Deborah Howard to draft a proposed schedule of Governor Visits.*

The Headteacher drew Governors' attention to the 'Governor Visits and Additional Briefings' document published on the Governors' shared drive. The staff member responsible for each visit would contact the nominated Governor regarding the specific arrangements for each visit. All Governors had been allocated a minimum of one visit; however, the Headteacher wished to extend an open invitation to all Governors to attend school whenever they wished to do so.

Governors noted the 'Governor Visits and Additional Briefings' as published on the Governors' shared drive.

5: Confidential Item

Craig Taylor withdrew from the meeting at 6:50pm.

6: Headteacher's Update

The Headteacher drew Governors' attention to the 'Headteacher's Report Autumn 22', which had been published on the Governors' shared drive prior to the meeting, highlighting the key points as follows:

General Points

- The number of pupils on roll had increased to 663. (There had been a fall in numbers during the pandemic.)
- There were more pupils on roll who were eligible for Pupil Premium (PP) than in previous years; however, this was still approximately only half of the national average figure.
- The number of pupils with English as an Additional Language (EAL) was approximately in line with the national average; however, it would appear that, in reality, the number of pupils with EAL was notably higher than that which was reported via the admission forms.
- The school had higher numbers of non White British pupils than the national average.



- There had been an increase in the percentage of pupils on the Special Educational Needs and/or Disabilities (SEND) Register, as well as the number of pupils with an Education Health Care Plan (EHCP) since the onset of the pandemic. Although the percentage was in line with the national average, the fact that Oswald Road Primary School was a three form entry school meant that, in real terms, this figure represented a significant case load.
- The year group summary indicated the respective absence rates, ranging from 3.1% to 6.4%.

Governors asked what were the reasons for the notable range in absence across the year groups.

Governors were advised that the absence rate for Nursery was always on the higher side as parents would, on occasion, not send their child due to a family member providing childcare on a given day.

Staffing

- A Nursery teacher would be commencing maternity leave at the end of this term. An existing member of staff would cover the leave via a fixed term role, as a Teaching Assistant (TA) Level 4, which demonstrated the opportunities for progression available to staff members.
- A Reception teacher would be leaving at the end of the term and would be replaced by a returning former member of staff.
- The newly appointed Assistant Headteacher and Early Years Phase Lead had commenced her role.
- A Year 1 teacher would be commencing maternity leave mid spring term. The leave would be covered by a newly recruited teacher.
- Two Year 5 teachers would be leaving at the end of term. They would be replaced by an existing teacher member of staff returning from maternity leave and by a newly recruited teacher. A third Year 5 teacher would be commencing maternity leave at the end of January 2023. The leave would be covered by an existing member of staff who would be commencing their Early Career Teacher (ECT) role.

Governors asked to what extent did the movement of staff members within Year 5 present a concern.

Governors were advised that although such movement could present a challenge to both pupils and staff members, the situation was, overall, had protective elements. The Targeted Learning Model (TLM) 1 would continue to be delivered by a consistent, experienced teacher. Moreover, the newly recruited Year 5 teacher was also an experienced who would be working alongside the returning staff member who was also experienced in Year 5. The ECT already had worked in the school and knew school and the children well.

In terms of music leadership, the school had commenced the recruitment process for a potential resource to fulfil the remit of the role until the end of the academic year. Should this not prove to be successful, the school would contact a chosen Planning Preparation



and Assessment (PPA) provider, who would follow the school's existing planning.

Confidential Items

Jenny Clift withdrew from the meeting at 7:00pm

- Interviews for the vacancies within the cover supervisor roles would take place on Thursday 1st December 2022.

Governors asked if staff member recruitment continued to pose a significant challenge nationally.

Governors were advised that this was the case, with the current level of challenge being unprecedented. In the case of teacher roles, many applications were received from ECTs. Although such applications were greatly welcomed, they did require for the school to review its capacity both to release ECTs from class for their increased PPA time and also to manage the increasingly robust mentoring process, which was now two years.

Continuous Professional Development (CPD)

- Quality Assurance continued to be provided by School Improvement Partner, Adrian Guy.
- Cluster and Network meetings continued to provide subject leaders with a variety of opportunities to develop their subject knowledge and expertise.
- The Deputy Headteacher, Donna Wealleans, was in the process of completing the National Professional Qualification for Headship (NPQH.)
- Year 6 teacher, Claire Cawley, was in the process of completing the National Professional Qualification for Senior Leadership (NPQSL)
- The school had been collaborating with Tim Nelson from the external consultancy company 'Focus' on the areas of SEND, curriculum and conducting a history deep dive. In summary, the findings of the deep dive validated the school's teaching of the subject and provided excellent CPD for the subject leads. A full report would be presented at the next Teaching and Learning Committee Meeting.

Action: Deborah Howard to provide a report on the history deep dive at the next Teaching and Learning Committee Meeting.

Feedback

Governors proceeded to read through a selection of the numerous compliments that the school had received so far this term.

Governors asked for more information regarding the 'Stick and Step' charity that had been referenced in one of the compliments.

Governors were advised that the charity was attended by two of its pupils and, as such, the school had decided to support this particular charity for Christmas Jumper Day.



The Headteacher drew Governors' attention to a summary of concerns that had been raised as follows:

- The concern regarding the school gates in the morning for Year 3 had been resolved.
- The concern regarding the pitching of the swimming lessons at the start of the year had been resolved.
- A number of concerns had been raised regarding the viewing of the FIFA World Cup due to its setting. The school's initial approach had been to provide an 'opt out' room for pupils that did not wish to view the football alongside work with pupils regarding the rights of people in relation to said country. On reflection, the SLT was of the opinion that the situation could have been managed more effectively had a communication have been sent to parents in advance of the tournament advising that matches would be shown at school and that parents had the opportunity to request that their pupils did attend such viewings.
- Various specific concerns regarding friendships amongst pupils had been raised.
- One formal complaint had been received.
- There had been five Local Authority Designated Officer (LADO) referrals, none of which required further LADO action. The Headteacher was satisfied that the five referrals did not indicate there to be any current training requirements for staff members. All LADO-associated documentation was carefully maintained and stored by the Headteacher. Governors noted that a recent audit of the school's Safeguarding and Child Protection Policy had highlighted the requirement for Governors to be aware of the number of LADO referrals; hence its inclusion in this report and all subsequent Headteacher Reports.
- **Confidential Items**

Thomas Sumner withdrew from the meeting at 7:13pm

Curriculum and Monitoring Activities

- Due to the work of the subject leads, an increased and significant amount of monitoring activities was consistently underway across the school.

Governors asked how the increased level of monitoring had been received by teachers.

Governors were advised that no concerns had been raised. Many teachers were subject leads and, as such, were aware of the level of monitoring required to ensure the effective provision of a subject. Nevertheless, the SLT fully appreciated the fact that monitoring, in particular that which was conducted by an external resource, could cause a level of apprehension amongst staff members.

- The Headteacher and the reading leads had conducted a comprehensive review of the reading provision given its high level of focus across the school.



- The Teaching and Learning Committee had reviewed the five mindmaps relating to the School Improvement Plan at its last meeting.

Attendance

- As of the end of Autumn Term 1, the attendance figures were as follows: All – 95.7%, girls – 95.8%, boys – 95.6%, pupils eligible for PP – 92.1%, pupils with SEND – 95.1% and pupils with an EHCP – 91.2%. Overall, attendance was strong; however, there had been a fall in the attendance rate of pupils eligible for PP. A number of the absences for pupils with EHCP related to their authorised attendance of weekly therapy sessions. The school's attendance processes regarding the holding of meetings with families etc. remained unchanged; however, a more rigorous approach was now being applied in terms of issuing penalty notices to parents in relation to unauthorised absences.

Behaviour

- The Behaviour Report was compiled on a termly basis and, as such, would be presented at the next Full Governing Body Meeting in the Spring Term 2023.
- The format of the report had been updated. Most of the data had been removed with the exception of that which pertained to 'Reflection', which had been retained, alongside a detailed analysis of any emerging trends and actions required. There was also a section which focused on whether there were any issues regarding the consistency with which the Behaviour Policy was applied that required follow up.
- The report included an overview of Behaviour Lead Meetings and what action had been taken when the Reflections process had not proved to be effective for individual pupils.
- A new section had been added to the report in relation to Peer on Peer abuse. All such information would continue to be recorded on the Child Protection Online Management System (CPOMS) and was now also being included in the Behaviour Report to ensure Governors were provided with an holistic overview of behaviour within the school.
- The section of the report in relation to bullying or alleged bullying contained information that would have been reflected elsewhere in the report; however, as the school had a very specific action plan to be followed for such situations, the numbers were also to be recorded individually.
- A section in relation to Pupil Voice, which was conducted on a termly basis, would be included within the report.

Appraisal Procedures Linked to School Improvement

- Governors were advised that no changes had been made.

Extra-Curricular Activities

Governors were presented with an overview of the broad range of activities that continued to be offered.



Governors noted the 'Headteacher's Report Autumn 22' as published on the Governors' shared drive.

7: Behaviour and Safety of Pupils / Safeguarding

Governors were advised that the formal update regarding behaviour would be provided via the report due to be compiled at the end of this term. However, the general standard of behaviour across the school remained at a high standard. Moreover, the aforementioned external consultant, Tim Nelson, had expressed that behaviour was a definite strength across the school.

Governors agreed to convene a face-to-face meeting regarding the subject of safeguarding in relation to the specific setting of Oswald Road Primary School prior to a Full Governing Body Meeting to be held in the Spring Term 2023.

Action: Deborah Howard / Peter Martin to convene a face-to-face Governors' Safeguarding Meeting in the Spring Term 2023.

8: Polices / Documentation Requiring Approval

Adoption Leave Policy and Procedure for Teachers Sept 2022

Governors were advised that this was a model policy.

No queries or concerns were raised by Governors

Governors approved the Adoption Leave Policy and Procedure for Teachers September 2022 as published on the Governors' shared drive.

Adoption Leave Policy and Procedure for Support Staff Sept 2022

Governors were advised that this was a model policy. The policy contained an option of two wordings in relation to entitlement pay and the School Business Manager (SBM) had contacted the LA to ascertain which wording was the correct one for the school.

No queries or concerns were raised by Governors.

Governors approved the Adoption Leave Policy and Procedure for Support Staff September 2022 as published on the Governors' shared drive subject to the inclusion of the LA advised wording in relation to entitlement pay.

9: Committee Reports

Pay Committee

Peter Martin advised that the meeting had not been quorate. However, minutes had been taken by clerking services provider, Just A Sec Ltd, in order to document the discussions held by Peter Martin and the Headteacher. The discussion points had been subsequently disseminated to Governors and approval for the proposed changes had been given.



Resources Committee

Peter Martin advised that the Committee had discussed the impact of the unfunded pay awards and significantly increasing energy costs for this academic year on the budget. The budget presented for this financial year was balanced; however, the level of constraints upon it was unprecedented.

Confidential Item

Teaching and Learning Committee

Ellen Martinez advised Governors that the Committee had received a comprehensive and commendable presentation from the Science and Geography Lead. Governors had been pleased to note the high level of focus that was placed on ensuring that pupils with SEND were provided the required adaptations to ensure that they could access a broad and varied curriculum.

Governors had noted that the TLM for Writing had been continued from Year 5 last year into Year 6 this year. Furthermore, the combined reading, writing and mathematics prediction for Year 6 had been identified as being low. The potential reasons for the prediction had been discussed with a focus on last year's Year 6 writing outcomes in relation to the predicted outcomes. The school had heavily invested in a robust internal and external moderation process for this academic year.

10: Governor Matters

Skills Matrix

Please see agenda item 4: Matters Arising (ii).

Governors expressed their thanks to the Chair for the creation of all the links and forms that he had created in order to facilitate their completion and recording of Governor declarations and training.

Collation of response for who had done safeguarding training

Please see agenda item 4: Matters Arising (vii).

Governors asked if the safeguarding training they had completed at their own school would meet the safeguarding training requirement.

Governors were advised that it would be acceptable as long as it provided a basic introduction to safeguarding including the identification and reporting of potential abuse.

11. Governor Visits

Please see agenda item 4: Matters Arising (xx).



12. Any Other Business
Confidential Item

School Website

Governors were advised that the new school website was almost ready to be launched. Upon its launch, the SLT wished to invite two Governors to conduct an Ofsted compliance check on the new website. Ellie Linton, Communications and Marketing Manager, had already completed the compliance check; however, it would be prudent for Governors to conduct a further check to confirm full compliance.

It was agreed that Carole Wigzell would perform one check and that Ms Linton would request Ali Ayub to perform the second check due to his extensive IT expertise.

Action: Ellie Linton to contact Ali Ayub to request that he perform an Ofsted compliance check on the new school website once launched.

Disclose and Barring Services (DBS) Compliance

Governors were advised that the SBM had conducted a review of the status of all Governors' DBS clearance. The Chair advised the two Governors that were required to renew their DBS status as Governors at Oswald Road Primary School. All other Governors had valid DBS clearance.

Action: Governors to update their DBS status if contacted and requested by the school to do so.

Confidential Item

13: Date of Next Meeting

Monday 20th March 2023

Monday 26th June 2023

Signed Dated

Peter Martin - Chair of Governors

The meeting concluded at 8.00pm