



**Minutes of the Oswald Road Primary School's
FGB Meeting
held on Monday 20th March 2023 at 6:15pm
at Oswald Road Primary School**

Present

Peter Martin	Co-opted Governor (Chair of Governors)
Jennifer Clift	Co-opted Governor
James Flanagan	Co-opted Governor
Deborah Howard	Headteacher (ex-officio)
Ellen Martinez	Parent Governor
Yogita Patel *	Co-opted Governor
Thomas Sumner	Co-opted Governor

In Attendance

Kim Spooner	Clerk
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** present until Item 7.*

The meeting met its quorum and commenced at 6.25pm.

1. Welcome/Apologies

Apologies had been received from Ali Ayub and Ellie Linton.

Eve Holt, Zainab Suleman and Carole Wigzell were noted as absent.

Resolved: That the apologies of the above-named governors were accepted.

2. Declaration of personal and pecuniary interests

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

3. Part I Minutes of the meeting held 28th November 2022

Resolved: That the minutes of the previous meeting held on 28th November 2022 were formally approved as a true and accurate record of the meeting.

4. Actions/Matters Arising

Item 4 (ii) - Governors to complete 'Skills Matrix' if not already actioned – **Pending for Ali Ayub, Zainab Suleman and Carole Wigzell.** The Chair undertook to consult Inspiring Governance and Governors For Schools in relation to the co-opted governor vacancy.
ACTION: Peter Martin.

Item 4 (v) - Governors to confirm to Peter Martin that they have read Part 1 of KCSIE – September 2022 at their earliest convenience if not already actioned – **Pending for Zainab Suleman.**



Item 4 (vii) - Governors to complete the Virtual College safeguarding training unit at their earliest convenience if not already actioned – **Pending**.

Item 4 (x) - Governors to update their training record at their earliest convenience if not already actioned – **Pending** for **Ali Ayub, Jennifer Clift, James Flanagan, Eve Holt, Ellie Linton, Yogita Patel, Zainab Suleman, Thomas Sumner** and **Carole Wigzell**.

Item 4 (xviii) - 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 – **Complete**.

Item 4 (xix) - Peter Martin to review the content of the Governor Induction folder with the recently appointed Governors – **Pending**. James Flanagan updated that he had completed the NGA induction and Jennifer Clift undertook to do the same. **ACTION: Jennifer Clift**.

Item 6 - Deborah Howard to provide a report on the history deep dive at the next Teaching and Learning Committee Meeting – **Complete**.

Item 7 - Deborah Howard / Peter Martin to convene a face-to-face Governors' Safeguarding Meeting in the Spring Term 2023 – **Complete**.

Item 12 - Ellie Linton to contact Ali Ayub to request that he perform an Ofsted compliance check on the new school website once launched – **Pending**.

Item 12 - Governors to update their DBS status if contacted and requested by the school to do so – **Ongoing**.

b) Matters Arising

There were none.

5. Headteacher's Report

The Headteacher highlighted the following points in discussion:

Contextual information

- The total pupil roll remains healthy at 669.
- Moving into next academic year there was some turbulence as a result of slightly more Year 2 children than usual moving to private schools and some Ukrainian students returning home although the movement was softened by new children joining.
- The number of SEND pupils has increased to above national (previously being in-line with).
- **A governor observed that Year 5 had the highest absence and numbers of Ever 6, SEN, EHCP.** The Headteacher agreed and added that many of the Year 5 pupils were summer-born as well.
- **Q. Is Nursery full now?**
A. Yes and it should be full from September 2023, with a waiting list.



- **Q. After offers are sent out, is anything planned before the pupils join?**
A. For Nursery and Reception there are welcome meetings, home visits and stay & plays with and without parents. Internal transition is being reviewed as well.
- **Q. What happens for children joining from private nurseries?**
A. We will see them in a private setting. **A governor commented that this was positive.**

Staffing

- The changes noted in the report were explained and discussed in detail.
- The Headteacher was pleased that the school was able to give opportunities to ECTs.
- **Q. Has there been any feedback from parents on the staffing turbulence in Year 5?**
A. No, not since much earlier in the year in the Autumn Term.
- Music will be moved back into classrooms next year (having previously been taught by a specialist).
Q. How will the teachers be upskilled for that?
A. The Music specialist is returning as a consultant to lead staff training.
- The Headteacher explained possible TLR opportunities as a result of the resignation of the Assistant Headteacher (Curriculum). The Headteacher would welcome the possibility of weekly teaching and learning consultancy from the departed member of staff.

CPD

- The range of opportunities for staff was shared.
- The Headteacher praised the approach of Tim Nelson who had conducted a History and Reading deep dive and had worked with the Geography, Art & Design and Maths Leads.
- Adrian Guy is due to visit in May to look at Early Years.
- **Q. If the consultancy budget is reduced will we not be able to do as much in the coming years?**
A. It is expensive but we are confident we can afford the same amount of external support next year.

Stakeholder views

- The Headteacher invited comments on the stakeholder concerns listed in the report.
Governors were pleased that parents had fed-back such positive comments. A governor commented that the letter the school sent about the teacher strikes was comprehensive and well-explained.
- **Governors discussed the impact on parental buy-in for SATs preparation during the strikes.**
A parent governor commented that they did not think there was widespread concern and she had been happy with the messaging from the teachers who



were serious about SATs but not overwhelming the children.

- ***A governor asked about the (two) incidents between children that were not reported to parents.*** The Headteacher assured that the matters were not serious but should have been communicated to parents.
- ***A governor asked for further information about the conduct of a teacher noted in the report.*** The Headteacher explained that the teacher had shouted and made the child feel uneasy.

Q. How were you made aware of this?

A. The parent wrote to the Headteacher and the Phase Lead dealt with it. The parent was satisfied with the outcome.

- Concern had been raised by someone who felt that some of the ‘transphobia’ content within the Proud Trust material is confusing for children, particularly those with autism, and that it was being taught too early in schools. The Headteacher had met with the complainant and the outcome of the meeting was that the PSHE Lead would map what is statutory and what is additional in the school’s curriculum. Anything that was not statutory would be brought to governors for approval.

Governors acknowledged that this was a new and difficult area to approach.

The Headteacher suggested that Manchester Healthy Schools be invited to a future governing body meeting to talk through what they are doing. ***Governors welcomed this.***

Complaints

- There had been no formal complaints since the last meeting.

LADO referrals

- There had been no new LADO referrals or discussions since the last meeting.
- Four concerns had been raised since the last meeting. All expect one involve SEND children.
- One item discussed was recorded in the Part II confidential section of the minutes.

Curriculum Monitoring

The Spring curriculum and monitoring activities calendar was shared with governors. ***A governor praised the format of the information.***

School Improvement Plan (SIP) updates

- Governors were referred to the updated SIP plans.
- The Headteacher highlighted the amount of work that had been put into writing and reading in particular, noting the improved consistency.

Q. Is there a wider choice of reading?

A. Yes, it is much better.

- Plenty of opportunities are offered for parents to visit and see how reading/phonics is approached in school.



- The Deputy Headteacher (SEND) has met with all Subject Leads discussing what is in place for all children and the adaptations for SEND pupils. Subject Leads are mindful that just because a pupil has a EHCP it does not mean they have a deficit in their subject.

Attendance

- The latest attendance figure is 95% (slightly below the school's usual level).
- **Q. What is the figure for Persistent Absenteeism?**
A. Currently 14.6% (6% better than the Manchester average).
- **A governor observed that attendance of pupils eligible for FSM was low.**
A. The Headteacher shared her concern about this and explained that the last attendance meeting was spent solely looking at Pupil Premium attendance. The attendance team's extensive efforts were not having as much impact as needed. **A governor commented that attendance was a national challenge.**
- **A governor accepted that school drop off time might be a difficult time to drop off children especially for shift workers and suggested that parents could be encouraged to utilise the wraparound care to drop off children earlier.** The Headteacher agreed this was a good idea, **although with the understanding wraparound care currently can be full.**
- The school has advertised for a new Attendance Lead who will be based for some of their time with the inclusion team rather than in the main office.
Q. Do other schools have similar roles?
A. Yes and they are often very pro-active in getting pupils in to school.
Governors acknowledged the importance of relationship-building and face-to-face contact with parents and pupils for this role.

Destination schools

- The data from the LA was shared.
A parent governor queried the accuracy of the information as it did not match with what they had heard from parents.

6. Behaviour & Safety of Pupils / Safeguarding

The Headteacher invited questions of the report circulated prior to the meeting.

A governor commented how interesting they had found the information.

A governor observed the large number of reflections from boys and asked if reflection works.

A. Discussion is ongoing about whether to remove them altogether within wider behaviour policy discussions. The Headteacher added that children in the school like to see a consequence and some teachers feel there needs to be something more.

The Headteacher cautioned that the "bullying" mentioned in the further specifics analysis was often mis-categorised by parents. She assured that there had been one actual incident of bullying that had been dealt with and the family were satisfied with the outcome.

Q. Are they one-off incidents?



A. Yes.

Governors reviewed the summary of Pupil Voice on behaviour.

Q. Is the issue of 'body shaming' being picked up in a more general way, through PSHE for example?

A. The Headteacher did not believe this was a systemic issue via information that she has seen on CPOMS and that had been shared with her although acknowledged that there were some other specific and worrying comments from the Pupil Voice. She would do a CPOMS audit to see if there were any issues of this nature reported. **ACTION: Deborah Howard.** Pupil Voice is taken every Term and the results would be analysed for patterns.

[Yogita Patel left the meeting.]

7. Committee Reports

a) Resources Committee - 10 October 2022, 23 January 2023, 06 March 2023

Governors noted the Committee meeting minutes.

The Chair reminded governors to share their thoughts on the plans for the school field with Unity Arts with the School Business Manager.

Q. How will it be funded?

A. Unity Arts have already secured the funding stream from Government for a community outdoor project.

Q. What is the timescale for the project?

A. It is not yet known.

Q. Will the project include a building?

A. The school cannot use the space without some form of facilities there (eg: shelter/toilets/storage). The plan is to have a double-entranced building that can be used by the school and another organisation simultaneously.

Q. What is happening with the wraparound care club?

A. It will be owned by the school from September 2023.

Q. What is the capacity from September?

A. Initially, it will be like-for-like. The longer-term plan is to have a prefab on the Nursery playground to develop extra provision and potentially open up to another 45 children.

Q. Is there a risk that some of the children joining in the 2023-24 academic year will not be able to receive after-school care?

A. Possibly. It is unlikely we can take it over and expand at the same time but we will need to expand quickly.

b) Teaching & Learning Committee - 15 November 2022, 30 January 2023

Governors noted the Committee meeting minutes.

The Headteacher had sought staff views on the future of the TLM and would share proposals at the next Committee meeting.

8. SFVS for approval

Governors reviewed the draft SFVS submission circulated prior to the meeting. The



Headteacher would check if the Chair was required to sign a hard copy. **ACTION:**
Deborah Howard.

Resolved: That the SFVS was approved.

9. Policies/Procedures for review and approval

Governors considered the following policies:

a) Volunteer Policy

Q. Would volunteers read this before entering the school?

A. It is provided to them but the policy focuses more on the school's procedures.

b) Attendance Management Policy

Q. If a child is unable to attend school due to an illness/condition, does that count as absence?

A. Yes.

c) Smoke Free Policy

d) Absconding Policy

Q. Do children abscond?

A. There have been instances.

e) Disciplinary and Dismissal Policy

f) Green Procurement Policy

g) Restructure and Redundancy Policy

Q. Are changes made to model policies?

A. Not usually, although the Disciplinary and Dismissal Policy has been amended for the school.

h) Fasting Policy

Governors noted that the Chair had already approved the addition of information to this policy (clarifying parental consent and pupils' involvement in sports day). **A parent governor commented that the school had made expectations clear in its communications to parents.**

Q. Does the school have many fasting pupils?

A. Yes.

Resolved: That the eight policies were approved.

10. General Data Protection Regulations (GDPR), Data Protection & Cyber Security

a) GDPR Report

Since the last meeting, there had been:



- 0 FOI Requests
- 0 Subject Access Requests
- 0 Data Breaches.

The DPO (Global Policing) have handled other data requests (eg: requests from a Court).

b) Governors acknowledged their strategic role in cyber security (ensuring that the school has IT policies and procedures in place that cover the use of ICT systems and data security, including compliance with the GDPR).

A governor asked if the school's data is doubly backed-up (within school and in the Cloud). The Headteacher believed it was, but would confirm with the School Business Manager. **ACTION: Deborah Howard.**

c) Governors noted that there should be at least one governor on the board who has had the same training as staff. ***A governor explained that he had recently completed GDPR training at work and undertook to complete the e-learning provided by the school.***
ACTION: Thomas Sumner.

11. Governor visits

Recent visits related to the noted topics were reported:

- Jennifer Clift & Peter Martin – TLM (Targeted Learning Model) and different ways it could be structured post-pandemic.
- Ellen Martinez & Yogita Patel – equality policy and the plan to form a working group to look at equality goals and aims for the school.
- James Flanagan – curriculum.

The Chair encouraged governors to write a short note of visits and save on Google Drive before the next FGB meeting. **ACTION: Governors.** The Headteacher would create a Google Sheet for governors to complete a record of visit. **ACTION: Deborah Howard.**

A governor added that she was going to visit an Alternative Provision to look at their targeted intervention with SEND and would feed-back about that at the next meeting.

12. Governor training required/attended

Governors were reminded to complete the Level 1 safeguarding training and send their certificate to the school. **ACTION: Governors.**

The Chair would re-circulate the details of the course to governors. **ACTION: Peter Martin.**

13. AOB

a) SEN 1:1 @ holiday club (Hoot camp)

The school cannot afford to fund the cost of supply staff to provide 1:1 support at Hoot camp. The legal advice from the LA was to explain to the parents that places for a specific level of need can only be offered if the school can provide its own (appropriately trained)



staff. The Headteacher sought governors' views.

Q. How many children need 1:1 support?

A. Two (from two different families) currently.

Q. Might there be parents who are trained who could help?

A. They do sometimes help at external after-school clubs but this is different because it is run by the school.

Q. Could we find another club for the children to use if we do not have staff available?

A. The LA do not have an alternative. **Governors recommended researching options and mentioned the Seashell summer camp and the Newman Trust as possibilities.**

Q. Are the families aware of the school's position?

A. To an extent. The Headteacher empathised that the situation would be difficult and frustrating for the family because the provision had been available up to now.

Resolution: That the governors acknowledged it was a regrettable situation and agreed with the approach advised by the LA.

14. Date of next meeting

- Monday 26 June 2023 at 6.15pm.

15. Confidential Matters

- a) Part II Minutes of last meeting held 28th November 2022

Resolved: That the Part II minutes of the previous meeting held on 28th November 2022 were formally approved as a true and accurate record of the meeting.

- b) Actions/Matters Arising
There were none.

- c) One matter under agenda item 5 was recorded in the Part II Confidential section of the minutes.

The meeting concluded at 8:28pm.

ACTIONS FROM FGB MEETING 20.03.23

Agenda Item	Who	What	When
4 (ii)	Ali Ayub, Zainab Suleman, Carole Wigzell	to complete 'Skills Matrix'	ASAP
4 (ii)	Peter Martin	to consult Inspiring Governance and Governors For Schools re: co-opted governor vacancy	ASAP
4 (v)	Zainab Suleman	to confirm to Peter Martin that they have read Part 1 of KCSIE – September 2022	ASAP
4 (vii)	Governors	to complete the Virtual College safeguarding training unit at their earliest convenience	ASAP



4 (x)	Ali Ayub, Jennifer Clift, James Flanagan, Eve Holt, Ellie Linton, Yogita Patel, Zainab Suleman, Thomas Sumner, Carole Wigzell	to update their training record at their earliest convenience	ASAP
4 (xix)	Peter Martin	to review the content of the Governor Induction folder with James Flanagan and Jennifer Clift	ASAP
4 (xix)	Jennifer Clift	to complete NGA induction	ASAP
4 (12)	Ellie Linton	to contact Ali Ayub to request that he perform an Ofsted compliance check on the new school website once launched	ASAP
6	Deborah Howard	to check CPOMS to see if there were any issues related to 'body shaming' recorded	26.06.23
8	Deborah Howard	to check with Craig Taylor whether the Chair was required to sign a hard copy of the SFVS	ASAP
10b	Deborah Howard	to check with Craig Taylor re: the school's data back-up arrangements	Complete
10c	Thomas Sumner	to complete the school's GDPR training	ASAP
11	Deborah Howard	to create Google Sheet for governors to record their visits to the school	ASAP
11	Governors	to complete record of visit before next FGB meeting	26.06.23
12	Governors	to complete Level 1 safeguarding training course and send certificates to the school	ASAP
12	Peter Martin	to re-circulate details of safeguarding training course to governors	ASAP

Future Agenda Items

Teaching & Learning Committee 09.05.23

- TLM