

**Oswald Road Primary School
Governing Body Meeting**

**Monday 26 June 2023
at 6.15pm at School**

Present	
Peter Martin (PM)	Co-opted Governor (Chair of Governors)
Jennifer Clift (JC)	Co-opted Governor
James Flanagan (JF)	Co-opted Governor
Deborah Howard (DH)	Headteacher (ex-officio)
Ellen Martinez (EM)	Parent Governor
Ali Ayub (AA) (present till 19:50)	Co-opted Governor
Thomas Sumner (TS)	Co-opted Governor
Ellie Linton (EL)	Staff Governor
Helen Savage (HS)	Observer
Michele Eaton (ME)	Governance Clerk

1. Welcome/Apologies

Apologies were received and accepted from Yogita Patel and Eve Holt. Zainab Suleman and Carole Wigzell were noted as absent.

2. Declarations of Interest

There were no new declarations of interest.

3. Part I Minutes of the Meeting held 20 March 2023 [\[paper 3\]](#)

The governors would like to thank Kim Spooner for the minutes and the highlighted actions. It was noted that they felt it was effective having the questions highlighted in red, so it was clear what had been queried by the governors within a meeting.

Actions/Matters Arising

a) Actions

Agenda Item	Who	What
4 (ii)	Ali Ayub, Zainab Suleman, Carole Wigzell	to complete 'Skills Matrix' AA has completed the skills matrix. The other governors still need to complete the skills matrix.
4 (ii)	Peter Martin	to consult Inspiring Governance and Governors for Schools re: co-opted governor vacancy There are governor vacancies which have been registered on both sites. The governing board will need to be updated ready for the next academic year.
4 (v)	Zainab Suleman	to confirm to Peter Martin that they have read Part 1 of KCSIE – September 2022 This is not complete.
4 (vii)	Governors	to complete the Virtual College safeguarding training unit at their earliest convenience. TS, JC, EM, PM, JF, HS, EL have completed the training. The other governors still need to complete this training.
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 This is ongoing.
4 (xix)	Peter Martin	to review the content of the Governor Induction folder with James Flanagan and Jennifer Clift

		PM will make some short videos to share with new governors and send them out. The previous induction folder will be updated at a later date by PM.
4 (xix)	Jennifer Clift	to complete NGA induction This has been completed.
4 (12)	Ellie Linton	to contact Ali Ayub to request that he perform an Ofsted compliance check on the new school website once launched. This has been completed. AA will write up a report. The website is compliant. PM asked for the link to the visit log to be shared.
6	Deborah Howard	to check CPOMS to see if there were any issues related to 'body shaming' recorded. There were no trends found across school on CPOMS. To ensure thorough investigation into this was in place. There were discussions with a range of Key Stage 2 children and the year 6 pupils noted the use of the word heavy being used a lot. There is a distinctive change in year 6 and staff asked why it was an issue now when it had not been before. (i.e. Seemed to only be an issue in year 6). The pupils stated that it did not matter as much when they were younger, but they can now see that it would hurt someone's feelings. So, some people might use it. They also said that they thought sometimes they were being 'over sensitive' - for example if someone said, 'I can't move that as you're too heavy' (i.e., stating a fact, not being unkind). It was recognised that both certain children saying it and children feeling sensitive towards it needed focus and support. This information has been passed onto the phase lead and this has been written into her school improvement plan.
8	Deborah Howard	to check with Craig Taylor (CT) whether the Chair was required to sign a hard copy of the SFVS. Deborah Howard has completed this and Peter Martin sent an email to confirm it was ok to do this.
10b	Deborah Howard	to check with Craig Taylor re: the school's data back-up arrangements. Back up is in a strong position and this was shared with relevant governors. Additional back up is being sourced too. EL is also conducting some work (more use of Google Drive and directing staff/plus clearing old documents from the server.
10c	Thomas Sumner	to complete the school's GDPR training TS has completed this within his own workplace.
11	Deborah Howard	to create Google Sheet for governors to record their visits to the school. This has been completed.
11	Governors	to complete record of visit before next FGB meeting All governors were happy with the form.
12	Governors	to complete Level 1 safeguarding training course and send certificates to the school. The governors have completed this.
12	Peter Martin	to re-circulate details of safeguarding training course to governors. This has been completed.

b) Matters Arising

There were no matters arising.

4. Headteacher's Report [[paper 5](#)]

This was circulated to the governors before the meeting. The context of the report was the school over time. The head wanted to give a clear overview of the challenges the teachers were dealing with in class.

There are more pupil premium pupils than in previous years. However, this is currently under half the national average.

The number of pupils with EAL is in line with the national average. School believe there are more children with EAL than are being recorded on the admission forms.

The number of pupils with SEND has increased and is above the national average. There are also more pupils with an EHCP than in the past.

Q. Are there more children with SEND starting in reception or is it that more children were being identified?

A. There is a mix of reasons and also some instances of later identification. There are some instances of pupils entering school mid-year who have SEND or are well below where they should be. There needs to be a clear distinction about what is true SEND.

Speech and Language Therapy (SALT) has seen a significant rise in the number of pupils needing support.

The number of most deprived families have increased from 10% to 30%. However, there is also a rise in the least deprived families.

The range of needs within the classroom is widening.

The international new arrivals data is one that needs to be looked at. This isn't tracked on Insight and would be helpful to have this information. DH is going to work on this.

DH stated the numbers for each year group. She stated that the overall numbers look healthy.

However, nursery has the capacity for 52 pupils and currently has 42 for the next academic year.

Q. Was this the same position as last year?

A. Initial numbers were low last year, but following targeted stay and plays, the numbers rose to a full nursery. It is an issue across nurseries (not Oswald Road specific), and it was noted the cluster had been informed it was a low birth rate year group. If the lower numbers persisted, school are considering how guaranteed wrap around care would impact take and also places for the rising 3's which may help. The other alternative is to reduce the nursery numbers.

Attendance is better than the national average. More families are taking extended holidays (school are issuing penalty notices). Some absence is also linked to anxiety (pastoral team are working closely with families) and some absence is linked to weekly appointments for specific needs (approved by school).

Staff Attendance

This is currently at 94.15%

Q. Is this short term or long-term absences?

A. This was short-term absences across the year, with some long term. It also covers approved leave (paid or unpaid) – e.g., childcare, appointments, funerals etc.

DH shared the staffing structure for September 2023. There were some new members of staff who were very experienced.

Q. Is this the post targeted learning model (TLM).

A. This is not fully structured yet.

HS stated that they would need to sit down with each year group and map it out.

Q. With regards to the TLM how would they decide what to do for the best.

A. This would be up to the individual teachers to decide for themselves.

DH also wants to focus on line management across the school.

DH shared both the compliments and the complaints that have come into school. One of the more frequent concerns raised is parking. DH further noted that school already had a lot in place and tried as much as they could, but also noted capacity issues.

DH shared the LADO referrals and formal complaints with the governors.

The subject leads provide monitoring feedback to the SLT. A summary is then provided to the teaching and learning committee.

DH summarised the SIP and what has been achieved so far. The layout of the SIP will be changing next year so this will be shared with the governors when it is ready.

Q. What is the school most proud of this year?

A. The school are proud of the phonics and the approach by the subject lead. The subject lead has done an excellent job and has led the subject well. The phonics screening results were in the low 80's which is good and continues school's trend of attaining well in the phonics screener.

AA stated that his son was in reception and the new phonics scheme had really made a difference for him.

Q. Is the outdoor learning space being used?

A. The school would look at making a better offer of activities at lunch time but the school are currently happy with what is being done.

Q. How is parents evening going to be conducted moving forward?

A. Parents evenings will continue to be conducted face to face in the hall. The insight data sheet will be sent out to parents termly as well as the end of year report in summer.

Q. Are parents able to look at the children's books within the classroom?

A. Yes, they are able to do this during Take a Look Tuesdays and also at parents evenings.

Q. As the Trauma Informed Grant application that had not been successful, can the school become a Trauma Informed school without the grant?

A. The school would like to host meetings and bring in specialists to talk to the staff.

Behaviour

The current position is that there are a lot more boys than girls receiving reflection time. DH would like the governors to challenge the school on behaviour and what is being done. The support plans where the behaviour plan is not working for individual pupils needs analysing. What can the school do to improve the way in which this is addressed. The school are better in practice, but the current paperwork needs to reflect this. Paperwork is essential to ensure all staff working with a child apply a consistent approach.

Q. Do the school put in new strategies when things are not working?

A. If the strategies are not having the required impact, then the school look at how these can be adapted. The focus is to get every member of staff on the same page.

Q. If there is a pupil who continues with poor behaviour despite using the strategies within the behaviour policy, do the school then need parental support to make a difference?

A. School does always link with parents – this is in the policy when a child has received three reflections with a set amount of time. The sometimes has a good impact, but not always and is likely not to impact if a child needs an amendment to school's behaviour policy. School would work with parents for the amendments to behaviour policy and this is the system the school are looking at developing further. For these children, joint working with the parent is essential when looking at amendments, support plans etc. the school are working with the behaviour team to get an overall picture of any situations in school which need monitoring then they will put plans in place and then hold weekly meetings with the behaviour team to update on these situations, children on support plans and impact, any other issues arising etc. This new system alongside developed procedures with amendments for those children who would benefit from them should impact very positively. Another point of conversation was if a pupil has significant needs due to having SEND, exclusion may not mean anything to them, however, the behaviour warrants a fixed term exclusion (e.g., violence towards another child or staff member). This is something school are reflecting on but finds difficult to balance.

Q. In some of these cases does the pupil need more specialist support?

A. Some of these pupils do not have an EHCP. The school also has a duty of care to the staff wellbeing in terms of them being assaulted.

JC stated that she will send some information from the SEND school that she visited.

Q. Does the school have a breakout area or room for pupils to take time out?

A. There is a sensory room for EYFS but not within the other areas of the school. Each classroom will have a 'regulation station' as of the next academic year.

AA left the meeting at 19:50.

Q. There used to be more data in the headteacher's report. Would the governors like to see more data?

A. DH stated that as assessment lead, she has a lot of data. However, DH is aware that data is used less in schools than previously. DH stated that she was happy to give additional data reports if the governors would find this useful. Currently, internal attainment data, progress data, statutory data, predictions and baseline data are shared at Teaching and Learning Committee meetings. PM noted it could be useful to see the progress from end of KS1 standardised score to end of KS2 standardised score. DH agreed and said she would look at this report.

PM stated that the KS1 pupils will not be assessed in the same way next year.

DH stated that the KS1 assessments would no longer be statutory. The school would still conduct some tests within KS1 (whole school approach – NTS). It would be good to continue to have an end of key stage test. The school also conduct pupil progress meetings. DH asked the governors to approve the school choosing not to use the optional SAT's in KS1. The governors approved this motion.

5. Behaviour & Safety of Pupils / Safeguarding

This was covered in the headteacher's report.

6. Committee Reports

a) **Teaching & Learning Committee – 09 May 2023** [[paper 7a](#)]

The minutes from the meeting were circulated to the governors in advance of this meeting.

James gave a summary of what was discussed within the meeting. The governors accepted the minutes.

b) **Resources Committee - 15 May 2023** [[paper 7b](#)]

The minutes from the meeting were circulated to the governors in advance of this meeting. The governors accepted the minutes.

7. Finance

a) 2022-2023 Year End / Budget Closedown – for ratification

b) 2022-2023 Analysis of reserves – for ratification

c) 2023-2024 budget – for ratification

d) 3 - 5-year budget projections – for ratification

e) 2023-2024 staffing structure – for ratification

f) Pupil Premium Grant (PPG)

The report shows more money than normal as there are more pupils who are post LAC. DH shared how the money would be used.

Q. How do you measure the impact of the funding?

A. This is done through the data. Also, there are other ways such as a case study, pupil voice, parental voice, attendance data, academic data and the uptake on certain activities provided by the

school.

Q. What incentives do you offer to promote better attendance?

A. School have looked at a better approach to building up relationships and the follow up after absences which is bespoke to each family. Previously school trialled an attendance review meeting with both the pupil and the parents, this was done with the upper key stage 2 children, and this was a chance for the child to share any concerns they have and may need support with alongside the child taking responsibility for things they could do themselves to support good attendance. School was considering re-introducing these.

g) Sports Premium Grant (SPG) Report [[paper 8g](#)]

This grant is used for a variety of activities across the school as shown in the report that was circulated to the governors before the meeting.

Q. The school provide free after school - clubs are these working?

A. Yes there has been a good uptake. The school are looking at the make up of the groups. There is also a lunchtime offer run by a coach.

The money is also used for funding transport to enable pupils to access competitions with other schools. Money is also allocated to the development of PE lead subject specific knowledge and development of these staff to enable a good standard on offer.

Budget

The documents were circulated to the governors ahead of the meeting.

There was a projected £63k deficit but there was more income received from the wrap around care. However, the costs were higher. There has been more spending on curriculum and energy as well as pay increases for staff. There has also been investment in CPD.

A £120k surplus has built up however if the budget cannot be balanced over time the school, like all schools, may need to look at redundancies. School was currently not in a position to need to consider this. There are, however, currently a lot of unknowns.

The school currently lets the building to a local Evangelical Church on a Sunday. There has been an anonymous email about the church using the school. After taking legal advice the school will continue to let the school to the church. It was also noted that the letting brings in a significant amount of money and school needed to be open to letting opportunities wherever possible.

The school need a ramp built so there have been three quotes obtained for this.

The school have decided to go with the quote of £6101 as this one includes the labour within the price.

8. GDPR (data breaches and FOI/SAR requests)

There is nothing to report here.

9. Policies/Procedures for review and approval [[folder 10](#)]shared before with gov

a) Accessibility Policy (including Accessibility Plan & Accessibility Audit Checklist)

There is no change to this policy. The accessibility action plan has been updated so that there is more staff training to support need.

Q. Is it mandatory to come with the plan?

A. There is an audit checklist which will be used with the site team.

Q. Is this recommended?

A. Craig Taylor is happy with what is in the policy.

b) Food & Drink Policy

To add in the pupil voice about the lunchtime menu. To ensure when there are events in school staff will meet the dietary and allergy needs of the pupils.

Q. Can a pupil with type 1 diabetes have a school lunch?

A. The older pupils usually know what they can and cannot have alongside the staff being very clear on medical and dietary conditions, so the support is there for the children. The school cook Jackie is exceptionally good with the needs of the pupils.

c) Late Collection Policy

The times have changed now we are no longer under Covid rules and also the person to contact.

d) Staff Code of Conduct Policy

There have been some additions which are in purple.

e) Dress Code Policy

There have been a few changes to the policy and some additions made.

f) Resolution of Complaints and Concerns

The school will look at this policy over the summer as there needs to be some changes before it is ratified. This is ratified as this document for the short term.

The governors approved all policies.

10. Residential Trip [\[folder 11\]](#)

The governors need to have earlier sight of the risk assessment and significant situations. The governors are then aware of what might happen and also, they are aware of the need to support the prevention of situations arising.

Q. What is the strategy for risk assessment?

A. The first risk assessment will come from the place the pupils are visiting. The school will then create a risk assessment which is focused on the place they are visiting and any individual situations relating to pupils attending the trip. This will include a health register, individualised risk assessments and the ratio of staff to pupils alongside the Manchester Risk Assessment form. This is then quality assured with Craig Taylor to make sure there are no outstanding actions. From September 2023 the focus is to ensure the risk assessments are completed further in advance of the visit and shared with the Governing Body at this earlier point.

For all trips, part of the risk assessment process is the Manchester Risk Assessment tick list but there also needs to be comments added that are bespoke to the school and its pupils.

There also needs to be additional consideration of other potential needs. There may be pupils who do not have health needs in school but do have them at home. It was noted that paperwork listed within risk assessment folders wasn't as thorough as the paperwork school held (e.g., by health team and year group team). The Headteacher confirmed work was thorough where specific health conditions were noted, but the folder with the risk assessment information in didn't have these documents and therefore did not show school's thoroughness in this folder of information.

11. Governor visits

PM has created a Google doc for governors to record visits. He asked that governors put in a note to record their visits and write a brief summary. There are no more visits planned for this year.

Action:	AA to arrange a meeting with Craig Taylor to look at Health and Safety.
	JC to come into school to observe phonics but this may be September 2023.

12. Governor training required/attended.

To set up Google forms to record the training attended/completed.

13. 2023-24 Meeting Schedule [[paper 14](#)]

To continue with online meetings for the committees and face to face for the full governors.

14. AOB

a) Change to KS1 assessment [[paper 15a](#)]

b) Reminder that the next Teaching & Learning Committee has been changed from Tuesday 04 July at 6.15pm to **Tuesday 18 July at 5pm.**

c) Governing board make up. To look at governors terms of office. Stephen Haddock will replace EH. An invite will be sent to him to join the governors from September 2023. AA will remain the chair of the resources committee.

The governors would like to thank EH for her contributions to the meetings over the years she has been on the governing body.

YP would like to step down from the governors. The governors would like to thank her for her contributions and support of the school.

TS's term of office ends in September 2023. He is going to consider if he is able to continue in his role as governor.

ZS and CW have both missed two or more meetings without apologies. PM has emailed them and asked them if they wish to continue or step down. There would need to be an election for a parent governor.

15. Confidential Matters

a) **Part II Minutes of the Meeting held 20 March 2023** [[paper 16a](#)]

The governors approved these.

b) **Matters Arising**

There were no matters arising.