



**Minutes of the Oswald Road Primary School's
FGB Meeting
held on Monday 18th September 2023 at 6.15pm
at Oswald Road Primary School**

Present

Peter Martin (PM)	Co-opted Governor (Chair of Governors)
James Flanagan (JF)	Co-opted Governor
Ernst ter Horst (EtH) *	Co-opted Governor
Deborah Howard (DH)	Headteacher (ex-officio)
Ellen Martinez (EM)	Parent Governor
Helen Savage (HS)	Staff Governor
Thomas Sumner (TS)	Co-opted Governor
Jennie Wiggins (JW) **	Co-opted Governor

In Attendance

Kim Spooner	Clerk
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** in attendance as observer/prospective governor until Item 6; present until Item 20i.*

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The meeting met its quorum and commenced at 6.23pm.

1. Welcome/Apologies

The Chair welcomed everyone to the meeting. The two prospective governors introduced themselves.

Apologies had been received from Ali Ayub (AA), Jennifer Clift (JC) and Stephen Haddock (SH).

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

2. Appointment of Clerk for 2023-24 (Statutory)

Resolved: That Second2None were appointed as the clerking service for the 2023-24 academic year (named Clerk: Kim Spooner).

3. Appointment of Chair & Vice Chair for 2023-24 (Statutory)

Resolved: That Peter Martin was appointed as Chair of Governors for the 2023-24 academic year.

Appointment of the Vice Chair was considered after confirmation of new governor appointments (agenda item 5e).

4. Annual Declarations

- a) Governors were asked to read, complete and sign the following declarations:
- Declaration of pecuniary, personal, educational interests

- Code of Conduct
- Confirmation of eligibility
- Keeping Children Safe in Education 2023.

ACTION: Governors to complete declarations.

ACTION: Peter Martin to send links to new governors.

b) Get Information About Schools (GIAS)

Governors were reminded to inform the Clerk if their postcode has changed since September 2022, so their GIAS record can be updated.

ACTION: Clerk to send new governors GIAS form for completion.

ACTION: Clerk to liaise with School Business Manager re: updating GIAS.

5. Governing Body Membership

a) Parent governor vacancy

The Communications & Marketing Manager would contact the Clerk re: advertising the parent governor vacancy.

b) Tom Sumner's term of office as co-opted governor ends on 22 September 2023. He indicated that he would like to continue in the position until the end of the Autumn Term. The Chair proposed that TS was appointed as an Associate Member after that on the basis of his safeguarding expertise.

Resolved: That Tom Sumner was re-appointed as a co-opted governor until 15 December 2023.

Resolved: That Tom Sumner would be appointed as an Associate Member from 16 December 2023.

c) Staff governor appointment

Resolved: That Helen Savage was appointed as a staff governor for a four-year term commencing 18 September 2023.

d) LA governor appointment

Resolved: That Stephen Haddock was appointed as LA governor for a four-year term commencing 26 June 2023.

e) Co-opted governor appointments

Resolved: That Jennie Wiggins was appointed as a co-opted governor for a four-year term commencing 18 September 2023.

Resolved: That Ernst ter Horst was appointed as a co-opted governor for a four-year term commencing 18 September 2023.

f) Appointment Vice Chair for 2023-24 (Statutory)

Resolved: That Ernst ter Horst was appointed as Vice Chair of Governors for the 2023-24 academic year.

g) Vacancies

The Chair summarised that legal knowledge and safeguarding expertise would be

welcome additions to the governing body. Suitable candidates could be made Associate Members if there are no co-opted positions.

6. Governor Attendance 2022-23

Governors received and noted the attendance log for 2022-23 to be published on the school website. **ACTION: Clerk.**

The Chair reminded governors of the importance of sending apologies if they were unable to attend a meeting.

The Chair explained that Carole Wigzell had been disqualified as a governor due to non-attendance of meetings. He would write to inform her of this. **ACTION: Peter Martin.**

7. Approval of Senior School Quality Assurance Officer (SSQA) / External Advisor

The Headteacher recommended that Adrian Guy (from the Local Authority) was re-appointed as the school's SSQA.

Resolved: That Adrian Guy was agreed as the SSQA/External Advisor for the 2023-24 academic year.

8. Committee Structure & Membership

The following committee structure and membership were agreed as:

1. Resources Committee (Chair – TBC)

AA had indicated that he would step down as Chair of the Committee. The Chair would speak to SH re: the position. **ACTION: Peter Martin.**

AA, DH, SH, EtH, PM, TS, JW.

2. Teaching & Learning Committee (Chair – James Flanagan)

JC, DH, EM, PM, HS.

3. Pay Committee (Chair – Ali Ayub)

EtH, PM, JW (DH advising).

4. HT Performance Management panel (Chair – Peter Martin)

AA, JF (substitute) plus Adrian Guy (External Advisor).

5. Health & Safety panel (*to feedback to Resources Committee*)

AA, HS, EM, PM, TS, JW.

The Chair proposed a new (ad-hoc) group for the 2023-24 academic year. Its role would be to review the school's risk assessments, including for residentials, and to challenge the school's practice. The meetings would not be formally minuted and there would be no Terms of Reference. Feedback would be shared at the Resources Committee meetings.

Q. Are the school's risk assessments published?

A. There is no requirement for them to be. ***Some governors expressed concern around making the information public*** and it was agreed not to do so.

6. Panels (eg: Pupil Discipline & Exclusion / Staff Discipline & Dismissal / Complaints)

/Appeals) (membership of these to be decided at point of need).

Resolved: That the committee structure and membership were agreed as noted.
Resolved: That membership of the Exclusions/Discipline/Complaints panels/committees and Appeals panels would be decided at point of need.

9. Terms of Reference 2023-24

Governors agreed Terms of Reference for the:

- a) [Governing Body](#)
- b) [Teaching & Learning Committee](#)
- c) [Resources Committee](#)
- d) [Pay Committee](#)
- e) [Headteacher's Performance Management Review Panel](#)

Resolved: That the Terms of Reference were approved for the 2023-24 academic year.

The Clerk would update the memberships listed in the Terms of Reference, as agreed under agenda item 8. **ACTION: Clerk.**

10. Governor Subject Links & Lead Governors 2023-24

The Headteacher explained that Subject Link Governors were not required for this academic year due to the new School Priorities (to be discussed under agenda item 16).

Lead Governors were confirmed as follows:

- a) **Safeguarding** (*statutory*) (*including Prevent and DfE's digital and technology standards*)

Resolved: That James Flanagan was appointed as the Safeguarding Lead Governor for the remainder of the 2023-24 academic year. (Tom Sumner would work alongside James Flanagan to support and hand over).

- b) **SEND** (*statutory*)

Resolved: That Ellen Martinez was appointed as the SEND Lead Governor for the 2023-24 academic year.

- c) **Health & Safety**

Resolved: That Helen Savage was appointed as the Health & Safety Lead Governor for the 2023-24 academic year.

- d) **Curriculum**

Resolved: That Jennifer Clift was appointed as the Curriculum Lead Governor for the 2023-24 academic year.

ACTION: Peter Martin to confirm this appointment with JC.

- e) **Governor Training**

Resolved: That Peter Martin was appointed as the Governor Training Lead Governor for the 2023-24 academic year.

f) GDPR

Resolved: That the lead governor role would be fulfilled by oversight from the Resources Committee as a standing agenda item.

g) Wellbeing

Governors noted that they are ultimately responsible for making sure the Food Standards are met within school, and that the school is creating a culture of healthy eating and supporting pupils to make healthy eating choices.

It was proposed that governors assign oversight to a lead governor as part of the school's wider wellbeing strategy. The role would also incorporate staff wellbeing, which the Headteacher reminded was a key area of focus for the school.

Resolved: That Jennie Wiggins was appointed as the Wellbeing Lead Governor for the 2023-24 academic year.

11. Governor Induction & Training

Induction

The Chair shared the [governors' induction page](#) he had created in the Google Drive. He would arrange Zoom meetings with all new governors to talk through the main points.

ACTION: Peter Martin.

EM volunteered to mentor new governors. The Chair would offer mentoring (by EM) to JC who had joined the governing body last year. **ACTION: Peter Martin.**

Resolved: That Ellen Martinez was agreed as the new governor mentor.

The Headteacher would mentor the new staff governor.

Training

Training opportunities were linked from the [governors' induction page](#). Governors were encouraged to complete at least one training course per academic year, based on their link role / committee membership. The induction training was recommended to new governors.

All governors must complete the Level 1 safeguarding training if they have not completed the same or higher training elsewhere. **ACTION: Governors.** Certificates should be sent to the Designated Safeguarding Lead/ Pastoral & Support Manager (Amanda Clifton) for the school's record. **ACTION: Governors.**

The Chair welcomed governors' suggestions for other training that they would find useful.

Governors should record any training and visits [here](#) as evidence of good governance.

ACTION: Governors.

The Chair explained that governors would be asked to complete a skills audit (summarising competence in a range of areas) upon joining the governing body and thereafter every three years. **ACTIONS: SH, EtH, JW (ACTION: Peter Martin to send**

skills audit link to new governors). The Schools Financial Value Standard (SFVS) skills audit remains an annual requirement for all governors and would be circulated later in the Term.

The Chair proposed a 'Preparing for Ofsted' training session. Governors agreed this would be helpful as the school is in the Ofsted 'window'. The Headteacher/Chair would send governors the date. **ACTION: Deborah Howard/Peter Martin.**

12. Part I Minutes of the Meeting held 26 June 2023

Resolved: That the minutes of the previous meeting held on 26 June 2023 were formally approved as a true and accurate record of the meeting.

13. Actions/Matters Arising

a) Actions

All actions have been completed or superseded (as governors have left) apart from:

4 (vii) **Governors** to complete the Virtual College safeguarding training unit at their earliest convenience.

ACTION: Deborah Howard to check whether this has to be completed annually.

11. **JC** to come into school to observe phonics – **due to take place in September.**

b) Matters Arising

There were none.

14. Chair's Action (if any)

There was none.

15. Headteacher's Verbal Update

The Headteacher highlighted the following points:

- The roof was now fixed and two classrooms had been re-decorated as part of the works. **The Chair praised the School Business Manager's role in the project.**
- As discussed at the previous meeting, the school faces significant under-funding for some special needs children. This was leading to situations where the school's response to the LA's application for children with EHCPs is that it cannot meet need based on the attached funding. **A governor suggested that the school liaises with the families' social workers as they may have access to other types of funding that could be used.**
Q. Are other schools in the same position?
A. Yes.
Q. Is the school funded entirely by the Local Authority?
A. Yes. Additional income is generated through lettings and wraparound care.
Q. Does the school accept donations?
A. The PTA fundraises.
Q. Could the school accept philanthropy, for example an annual legacy or large donation from someone who has a connection to the school?
A. Yes.

16. School Improvement Plan (SIP) 2023-24

The Headteacher explained the changes to the SIP prompted by staff comments around welfare last year. The process has now been streamlined and gives accountability to the Assistant Headteachers who oversee everything within their phases. The school's priorities for 2023-24 are:

- Writing
- Science and Foundation subjects' assessment
- Teaching & Learning
- Further curriculum development
- Implementation of in-house wraparound care
- Staff welfare.

Governor visits throughout the year would focus on the areas listed. Parental links will be retained but without the previous paperwork requirement. The summary SIP was shared with governors and the full SIP would be shared when available.

In relation to staff welfare, the Headteacher stated that the themes identified through 1:1s with staff last year were already being addressed.

Q. Have you gathered feedback from staff on that?

A. We might do by the end of Term. The welfare plan will be shared with staff, governors, the SSQA and Ofsted inspectors.

The Staff Governor added that the school climate felt improved this Term.

17. **School Self Evaluation Form (SEF) 2023-24**

This agenda item would be discussed at the next FGB meeting.

18. **Funding Reports**

Governors noted the following reports:

a) Recovery Premium

The 2023-24 plan would be written when funding was confirmed.

b) Pupil Premium

The Headteacher highlighted that the progress of Pupil Premium children was very positive.

Q. What is the reason?

A. TLM made a huge difference.

The Headteacher added that attendance had not been tackled through last year's Pupil Premium funding plan; the gap between disadvantaged and non-disadvantaged pupils had narrowed prior to the pandemic but had since grown to 4-5%. This therefore remains a key area of focus. **A governor commented that all schools were facing a similar challenge since the pandemic.**

Another governor shared the points-based attendance system from two local secondary schools and explained how parents were reminded of their children's attendance via an app. The governor offered to share an attendance letter from one of the schools with the Headteacher. **ACTION: Ernst ter Horst.**

c) Sports Premium Review

d) Sports Premium Spend

The Committees would scrutinise and monitor the plans for 2023-24 to assure the expenditure is appropriate and effective.

19. Committee Reports

a) Teaching & Learning Committee – 18 July 2023

Governors noted the Committee meeting minutes.

20. Policies/Procedures for review and approval

Governors considered the following policies:

- a) Safeguarding Policy**
- b) Prevent Strategy**
- c) SEND Policy**
- d) SEND Information Report**
- e) Supporting Pupils at School with Medical Conditions**
- f) Parental Conduct**
- g) Homework Policy**
- h) Financial Procedures Manual 2023-24**
- i) Financial Delegation 2023-24**
[Ernst ter Horst left the meeting.]
- j) Information Sharing / Transition Policy**

Resolved: That the 10 policies were approved.

21. AOB

a) School summary meeting

This was discussed under agenda item 11.

22. Next meeting dates:

- | | |
|-------------------|-----------------------------------|
| • FGB | 20 November 2023 at 6.15pm |
| • Pay & Resources | 09 October 2023 (time TBC) |
| • T&L | 14 November 2023 (time TBC). |

A governor queried the times of Committee meetings. The Chair would confirm.

ACTION: Peter Martin.

23. Confidential Matters

a) Part II Minutes of the Meeting held 26 June 2023

Resolved: That the Part II minutes of the previous meeting held on 26 June 2023 were formally approved as a true and accurate record of the meeting.

b) Action

PM to write a letter to the Local Authority re: pupils with physical needs to ask what funding is available to support these pupils appropriately – **Complete.**

c) Matters Arising

An update was covered under agenda item 15.

Q. Did the school send out a questionnaire to all parents asking if there are any additional needs for overnight stays?

A. Yes.

d) Any other confidential matters (if any)

There were none.

The meeting concluded at 8.25pm.

ACTIONS FROM FGB MEETING 18.09.23

Agenda Item	Who	What	When
4	Governors	to complete declarations	20.11.23
4	Peter Martin	to send declarations links to new governors	Complete
4	Clerk	to send new governors GiAS form for completion	Complete
4	Clerk	to liaise with Craig Taylor re: updating GiAS	Complete
6	Clerk	to ensure attendance log is published on school website	Complete
6	Peter Martin	to write to Carole Wigzell re: disqualification	Complete
8	Peter Martin	to confirm with Stephen Haddock re: Chair of Resources Committee position	Complete
9	Clerk	to update agreed Committee memberships in the 2023-24 Terms of Reference documents	Complete
10	Peter Martin	to confirm with Jennifer Clift re: Curriculum Lead Governor role	14.11.23
11	Peter Martin	to arrange Zoom induction meetings with new governors	ASAP
11	Peter Martin	to offer mentoring (by EM) to Jennifer Clift	ASAP
11	Governors	to complete Level 1 safeguarding training and send certificates to Amanda Clifton	20.11.23
11	Governors	to record training and visits	Ongoing
11	Peter Martin	to send skills audit link to new governors	ASAP
11	Stephen Haddock, Ernst ter Horst, Jennie Wiggins	to complete skills audit	20.11.23
11	Deborah Howard/Peter Martin	to send governors 'preparing for Ofsted' training date	Superseded
13a	Deborah Howard	to check whether governors need to complete the Virtual College safeguarding training annually	ASAP
13a (c/f)	Jennifer Clift	to visit school to observe phonics	September
18b	Ernst ter Horst	to share attendance letter with Headteacher	20.11.23
22	Peter Martin	to confirm Committee meeting times	ASAP

Future Agenda Items

FGB 20.11.23

- School Self Evaluation Form (SEF) 2023-24

Pay & Resources 09.10.23

- Adopt Terms of Reference

Teaching & Learning Committee 14.11.23

- Adopt Terms of Reference



Peter Martin

Peter Martin

01 / 19 / 2024

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