



**Minutes of the Oswald Road Primary School's  
FGB Meeting  
held on Monday 20<sup>th</sup> November 2023 at 6.15pm  
via Zoom**

**Present**

Peter Martin (PM)	Co-opted Governor (Chair of Governors)
Ali Ayub (AA)	Co-opted Governor
Jennifer Clift (JC) *	Co-opted Governor
Stephen Haddock (SH)	LA 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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\* present for part of Item 6a onwards.

\*\* present for part of Item 1 onwards.

**The meeting met its quorum (7/6 later 9/6) and commenced at 6.20pm.**

**1. Welcome/Apologies**

The Chair welcomed everyone to the meeting. Stephen Haddock was welcomed to his first meeting as LA Governor. He introduced himself and confirmed that he had volunteered to be the Chair of the Resources Committee.

*[Ellen Martinez joined the meeting.]*

There were no apologies for absence. James Flanagan and Ernst ter Horst were noted as absent.

**2. Declarations of Interest/s**

There were none.

**3. Governing Body Membership**

**a) To note update on parent governor vacancy**

The Chair proposed that Ellen Martinez be appointed as a co-opted governor. This would create two parent governor vacancies. There had been seven nominations for the role of parent governor and a ballot would be organised.

**Resolved: That Ellen Martinez was appointed as a co-opted governor for a four-year term commencing 20 November 2023.**

**b) To note that Ali Ayub's term of office as co-opted governor ends on 04 January 2024**

The Chair explained that this would be the final meeting for Ali Ayub (and Thomas

Sumner as a governor) and thanked them both for their contributions and years of commitment. The Headteacher echoed the thanks. As noted and agreed at the previous FGB meeting, Thomas Sumner would become an Associate member of the governing body from 16 December 2023.

#### **4. Part I Minutes of the Meeting held 18 September 2023**

**Resolved: That the minutes of the previous meeting held on 18 September 2023 were formally approved as a true and accurate record of the meeting.**

#### **5. Actions/Matters Arising**

##### **a) Actions**

All actions have been completed or superseded apart from:

**4 Ernst ter Horst & Stephen Haddock** to complete declarations – **Pending. EtH and SH to complete all; EM to complete confirmation of eligibility; HS to complete skills audit.**

**ACTION: Headteacher** to follow-up with EtH to check if he is receiving governor emails.

**11 Peter Martin** to arrange Zoom induction meetings with new governors – **Pending** (*would be offered to all new governors when the parent governors have been elected*).

**11 Peter Martin** to offer mentoring (by EM) to Jennifer Clift – **Pending** (*would be offered to all new governors when the parent governors have been elected*).

**11 Governors** to complete Level 1 safeguarding training and send certificates to Amanda Clifton – **Pending**. The Deputy Headteacher (Safeguarding & Curriculum) had confirmed that governors were required to complete this training every two years. The Chair would confirm which governors were required to complete the training this year and would update the training log accordingly. **ACTION: Peter Martin.**

**13a c/f Jennifer Clift** to visit school to observe phonics – **Pending**

In relation to Item 22, the Teaching & Learning Committee had agreed to trial an earlier meeting start time of 5.15pm. The Chair and Chair of the Resources Committee proposed that the same change was made for the Resources Committee.

**Resolved: That the Resources Committee meetings would start at 5.15pm.**

##### **b) Matters Arising**

There were none.

#### **6. Committee Reports**

##### **a) Resources Committee – 9 October 2023**

Governors noted the Committee meeting minutes. The Chair of the Committee summarised the main themes discussed in the meeting.

**The Chair asked the Headteacher to update governors on the under-funding for EHCPs.** The Headteacher explained that she had sent Manchester LA detailed provision

maps for three children where there had been a significant overspend. For two new EHCPs (one for a child new to the school) the Headteacher has informed Manchester LA and Trafford LA that the school cannot meet need based on the attached funding. The Headteacher had also asked the LAs to confirm in writing that they understood that the school cannot deliver everything in the EHCPs, due to the LA's funding levels. She had received no response.

**Q. Who are you communicating with? Who is supposed to respond?**

**A.** The SSQA directed us to specific members of the EHCP/SEND team.

**Q. What does it mean in practical terms (to not deliver everything in the EHCP)?**

**A.** As an example, for the new student, everything listed in their plan equates to 1:1 support throughout the day but the funding only covers three hours a day, so that is what we will provide.

**Q. Does that mean the pupil will only be in school for three hours a day?**

**A.** No, so there will be inevitable pressure on the teacher.

Due to legalities around EHCPs, the Headteacher wanted to talk to the Local Authority around cases where the school could not provide all that was outlined due to a funding shortfall.

**Q. Could you report a safeguarding risk?**

**A.** We have in the past, where there has been one, but it did not change anything. We have been advised before to use fixed term exclusions to build evidence, but that is not right for the child.

**A governor suggested escalating the matter within the LA. Another governor offered to speak to their colleague in the EHCP team in Stockport for guidance.**

*[Jennifer Clift joined the meeting.]*

**A governor highlighted the importance of logging any incidents related to not having the full provision.** The Headteacher assured that would happen and would be used as evidence at the annual (EHCP) review.

**Q. Can any of the Councillors or Unions help?**

**A.** The previous LA Governor helped initially. The Headteacher did not think the Unions would be of assistance.

**The Chair suggested writing to the LA on behalf of the governing body. ACTION: Chair** to draft letter with the Headteacher.

#### **b) Pay Committee – 9 October 2023**

The Committee agreed the 6.5% national uplift for teachers and approved all of the Headteacher's recommendations for teachers' pay awards. One application to pass threshold (from the Main Pay Scale to Upper Pay Scale) was approved.

The Headteacher's Performance Management review had been carried out by the Chair of Governors, Chair of the Pay Committee and the External Advisor. The subsequent pay recommendation for the Headteacher was agreed by the Pay Committee.

#### **c) Teaching & Learning Committee – 14 November 2023**

The Chair summarised the main headlines from the meeting as the minutes were not yet available:

- Ofsted feedback was reviewed

- writing curriculum developments were discussed
- the new School Improvement Plan (SIP) was presented and governor visits were agreed linked to some of the key areas.

## 7. Governor Visits

**The Chair asked that a schedule of dates was shared.** The Headteacher was in the process of co-ordinating dates with governors. **ACTION: Headteacher** to share governor visits calendar.

The SEND Lead Governor (EM) had arranged a visit for 14 December 2023.

JW stated that she would like to visit the school and sought advice regarding the key people she should visit. The Chair suggested that a group visit was arranged after the parent governors were appointed. **ACTION: Headteacher** to arrange group governors' visit.

SH agreed to visit to look at progress of the audit report recommendations. **ACTION: Headteacher** to arrange meeting with SH.

## 8. Governor Training Attended/Required

Governors were reminded that training opportunities were linked from the [governors' induction page](#). One of the recommendations from the Ofsted inspection was for governors to consider mandatory training for each of the Committees. The Committee meetings' agreed earlier start times would allow for 30 minutes of training activity at the start of a meeting.

## 9. Chair's Action

There was none.

## 10. Headteacher's Report (Autumn Term 2023)

The Headteacher highlighted the following points from her written report (paper 10) circulated in advance of the meeting:

- Context of the school  
Questions were invited about the LA's Integrated Data Set.  
**Q. Why are EHCP and SEND numbers rising as quickly as they are?**  
**A.** It is reflective of the national picture. There are not as many places available in specialist provision and a three-year waiting list. There is increased parental understanding and private diagnoses as well.  
**Q. Why is the FSM figure so low?**  
**A.** It reflects the context of our area.
- Attainment headlines  
EYFS Good Level of Development was above national; Prime Learning Goals and Specific Learning Goals were slightly above national; Average Points Score was slightly above Manchester.  
Year 1 Phonics Expected Standard was slightly above national.  
Key Stage 1 SATs Reading, Writing, Maths and Science were all significantly above national.  
Key Stage 2 SATs Reading was significantly above national; Writing was slightly

above national; Maths was above national; and Combined was significantly above national.

- Exclusions

There had been no Permanent Exclusions. There had been a very small number of Fixed Term Exclusions (not reflected in the LA's data) but there were no related concerns.

- SEN data

The distribution of SEN across the school shows that Speech, Language and Communication is one of the main areas of need at Oswald Road and nearly double the national average. The school had taken up the offer of additional training from the LA for a member of Nursery staff.

- Index of Multiple Deprivation

There had been a slight decline in the number of families living in the 1-10% most deprived areas; an increase in those living in the 10-30% most deprived areas (however, significantly lower than the Manchester LA average); and a significant increase in those living in the 90-100% least deprived areas.

***Governors queried how the data was calculated.*** The Headteacher was not sure and cautioned that a comparison to national data is often more relevant than local data because the school is based in Chorlton and therefore often compares favourably to the Manchester LA average in many metrics. ***The Chair agreed and added that the DfE Schools' benchmarking tool allows for comparisons against similar schools which is more useful.***

- MOSAIC profiling

The analysis of pupil postcodes shows that the highest percentages of likely characteristics of households are 'Domestic Success', 'City Prosperity', 'Urban Cohesion' and 'Rental Hubs'.

- Ofsted Report

The final report was shared with governors along with the detailed notes taken from the feedback meeting. The Chair summarised that the inspection had been positive and constructive and was well-received by staff who were treated respectfully by the inspectors.

***The Chair recorded thanks to everyone who contributed to the inspection and noted the value of having a good number of governors meet with the inspectors.***

***Q. Does the inspection report feed into the School Improvement Plan (SIP) and school priorities?***

***A. Yes.***

***Q. The report reads very favourably. What was missing to be 'Outstanding'?***

***A.*** The Headteacher stated that she was really proud of the strong feedback. The school's QA Professional asked if leaders argued for a consideration for 'Outstanding' judgement or if elements had been discussed, however, the Headteacher explained that her expectation of 'Outstanding' would be for every single subject area to be operating like history in terms of documentation, implementation in the classroom, and essential knowledge mapped and linked to assessment. She considered pastoral, SEND and personal development to all be Outstanding. She added that staff were happy to be in a solidly 'Good' school with happy children without the additional pressure that comes with the 'Outstanding' label but everyone was still committed to driving their subjects

forward.

- Autumn Term QA Report

Governors noted that that report reflected the Ofsted report. There was an emphasis on finding assessment points to ensure learning had been achieved across the curriculum; and ensuring that teachers find a teaching model that works for them and resist the tendency to drift back to how things have been.

- Staff Welfare: 'You Said, We Did'

The document was shared with governors for information as to the types of issues that had been raised by staff and how they were addressed or in the process of being addressed. The Headteacher would discuss this in more detail with the Wellbeing Lead Governor (JC).

***A governor praised the school for proactively trying to follow up on the comments received.***

***A governor highlighted the fact that some teachers felt that they did not have the opportunity to spend time with one another and asked if that was a space issue.***

**A.** Improving the space was a starting point but there is a long way to go. There are a lot of things that make it difficult, including staggered lunchtimes.

The Headteacher cautioned that she would work through everything systematically but there were many issues not yet included on the document and some of the culture issues would take longer to work on.

***Q. Is this document the plan referenced in the school priorities relating to staff welfare?***

**A.** Yes. There were too many items to create an action plan so the Headteacher has a working document and will communicate with people as items are addressed. The Headteacher acknowledged that there needs to be a way of staff seeing what is next on the list and a feedback loop to communicate if there is something that needs to be implemented more quickly.

***Q. Do you share this document with staff?***

**A.** Yes.

- SIP

This had been discussed at the recent Teaching & Learning Committee meeting. The Headteacher offered to produce a Loom to talk through each area in detail. The Chair welcomed an outline of the philosophy and how the plan is working.

**ACTION:** Headteacher to produce SIP Loom for governors.

***The Chair advised that the Ofsted Report and SIP were useful reference documents for governors' visits.***

- Staffing

An update on long-term absences and cover; vacancies and recruitment was provided.

***Q. How has the long-term absence of the whole school teacher affected teaching and learning?***

**A.** The supply teacher has followed the planning and has tried hard to keep teaching as consistent as possible.

- Attendance

No cause for concern was noted from the LA's Integrated Data Set as

attendance was slightly better than national and Persistent Absence was lower than national. Unauthorised absence was slightly above national and this was due to the school being stricter around the recording of unauthorised absences.

***A governor observed that pupil attendance had started above average and dipped over the course of the Autumn Term.*** The Headteacher explained that there had been quite a lot of sickness at one point during the Term and Chicken Pox was causing quite a lot of absence at the moment. The Headteacher now has weekly (rather than half-termly) meetings with the Attendance Lead to look at each child and discuss what can be done to support their attendance.

***Q. Will attendance level off?***

**A.** Attendance always drops slightly at this time of year. The Headteacher added that she was not concerned overall but worried about some specific children where the school's efforts to improve their attendance were having no impact, particularly in Year 6.

- **Compliments & Concerns**

***Governors commended the positive stakeholder comments.***

There was no theme/trend from the individual concerns recorded.

***Q. How does selection for the football team work?***

**A.** It is based on who is the best for the team.

***Q. Do you take into account summer born children to give them more of a chance?***

**A.** No, but we are going to have a slightly more refined selection process with more quality assurance going forward.

- **Complaints**

There were no formal complaints.

***The Chair thanked the Headteacher for her report.***

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

This item was carried forward to the next meeting.

## **12. Policies/Procedures for review and approval**

Governors considered the following policies:

### **a) Teachers' Pay Policy**

### **b) Equality Policy**

***Q. Do all schools present their equality objectives in this way?***

**A.** The policy itself is a model policy. The Headteacher and two governors had reviewed the objectives following the training and advice from OneEducation.

***Q. Are the objectives going to be reviewed periodically?***

**A.** Yes.

***The Chair asked for governors to receive an update on the review. ACTION:***  
**Clerk** to add as standing agenda item for future FGB meetings.

### **c) Flexible Working Requests Policy & Procedure**

### **d) Safeguarding & Child Protection Policy**

### **e) Safer Recruitment Policy**

**Resolved:** That the 5 policies were approved.



### 13. AOB

a) **A governor enquired whether the trainee play therapist had been replaced.** The Headteacher did not think so. **The governor asked whether this was due to funding.** The Headteacher undertook to follow-up with the Deputy Headteacher (Safeguarding & Curriculum). **ACTION: Headteacher.**

b) Governors were invited to join the WhatsApp group for governors.

### 14. Next meeting dates:

- **FGB** **18 March 2024 at 6.15pm (in school)**
- Resources 15 January 2024 at 5.15pm (online)
- T&L 22 January 2024 at 5.15pm (online).

### 15. Confidential Matters

There were none.

**The meeting concluded at 7.46pm.**

#### ACTIONS FROM FGB MEETING 20.11.23

Agenda Item	Who	What	When
5a (c/f)	Ernst ter Horst & Stephen Haddock Ellen Martinez Helen Savage	to complete all declarations to complete confirmation of eligibility to complete skills audit	End of Term
5a	Deborah Howard	to follow up with EtH to check if he is receiving governor emails	ASAP
5a (c/f)	Peter Martin	to arrange Zoom induction meetings with new governors	Spring Term
5a (c/f)	Peter Martin	to offer mentoring (by EM) to JC and new parent governors	Spring Term
5a (c/f)	Peter Martin Peter Martin Governors (as notified)	to confirm which governors were required to complete Level 1 safeguarding training this year to update training log accordingly to complete training and send certificates to Amanda Clifton	ASAP ASAP ASAP
5a (c/f)	Jennifer Clift	to visit school to observe phonics	End of Term
6a	Peter Martin	to draft letter with the Headteacher to send to the LA re: EHCP under-funding	ASAP
7	Deborah Howard	to share governor visits calendar	When dates are agreed
7	Deborah Howard	to arrange group governors' visit	Spring Term
7	Deborah Howard	to arrange audit report meeting with SH	Spring Term
10	Deborah Howard	to produce SIP Loom for governors	18.03.24
13a	Deborah Howard	to follow-up with DW re: whether the trainee play therapist has been replaced	18.03.24

#### Future Agenda Items

FGB 18.03.24

- School Self Evaluation Form (SEF) 2023-24
- Equality Objectives (*Standing Item*)





*Peter Martin*

07 / 12 / 2024



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