



**Part I Minutes of the Oswald Road Primary School's  
FGB Meeting  
held on Monday 18<sup>th</sup> March 2024 at 6.15pm  
at Oswald Road Primary School & via Zoom**

**Present**

Peter Martin (PM)	Co-opted Governor (Chair of Governors)
Jennifer Clift (JC) Ø	Co-opted Governor
James Flanagan (JF)	Co-opted Governor
Stephen Haddock (SH)	LA Governor
Deborah Howard (DH)	Headteacher (ex-officio)
Ellen Martinez (EM) *	Co-opted Governor
Nic McAllister (NM)	Parent Governor
Helen Savage (HS)	Staff Governor
Jennie Wiggins (JW) Ø	Co-opted Governor
Victoria Wilshaw (VW)	Parent Governor

**In Attendance**

Kim Spooner	Clerk
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Ø *attended via Zoom.*

\* *present until part of Item 20.*

*Liz Clarke, MCC Senior School Quality Assurance Officer, presented an Academisation Update from MCC and hosted a Q&A session with governors prior to the meeting at 5pm.*

**The meeting met its quorum (10/7) and commenced at 6.26pm.**

**1. Welcome/Apologies**

The Chair welcomed everyone to the meeting and thanked those who had attended the briefing on Academisation.

Apologies had been received from prospective governor, SB.

EtH was noted as absent.

**2. Declarations of Interest**

There were none.

**3. Governing Body Membership**

**a) To confirm appointment of parent governor (Nic McAllister)**

**Resolved: That Nic McAllister was appointed as a parent governor for a four-year term commencing 07 December 2023.**

**b) To confirm appointment of parent governor (Victoria Wilshaw)**

**Resolved: That Victoria Wilshaw was appointed as a parent governor for a four-year term commencing 07 December 2023.**

**c) To agree appointment of co-opted governor (Stephen Bradley)**

**Resolved: That Stephen Bradley was appointed as a co-opted governor for a four-year term commencing 18 March 2024.**

The Chair of Governors would send SB induction information and ask Ellie Linton to set up SB's school email account. **ACTIONS: Chair.**

**d) To confirm Committee memberships of all new governors**

**Resolved: That NM was agreed as a member of the Resources Committee.**

**Resolved: That VW was agreed as a member of the Teaching & Learning Committee.**

The Chair of Governors noted that governors were welcome to attend any Committee meeting as a visitor.

The Chair of Governors would ask Ellie Linton to update the email list for the Committees accordingly.  
**ACTION: Chair.**

EM reminded that she was happy to mentor new governors. NM welcomed that and would contact EM outside of the meeting.

**4. Collaboration Agreement**

The Chair proposed collaboration agreements between Oswald Road Primary School and two other schools:

- **Alma Park Primary**
- **St Agnes CE Primary.**

The agreement permits governors to sit on HR and complaints panels of other schools, in accordance with the School Governance (Collaboration) Regulations 2003.

**Resolved: That the collaboration agreements with Alma Park Primary School and St Agnes CE Primary School were approved for the 2023-24 academic year.**

The Chair would confirm that the two schools' governing bodies had approved the agreements.  
**ACTION: Chair.**

**5. Part I Minutes of the Meeting held 20 November 2023**

**Resolved: That the minutes of the previous meeting held on 20 November 2023 were formally approved as a true and accurate record of the meeting.**

**6. Actions/Matters Arising**

Actions

All actions have been completed or superseded apart from:

5a (c/f) **Ellen Martinez** to complete confirmation of eligibility – **Pending.**

5a (c/f) **Peter Martin** to confirm which governors were required to complete Level 1 safeguarding training this year – *This was discussed under agenda item 10.*

5a (c/f) **Governors** (as notified) to update training log accordingly – *This was discussed under agenda item 10.*

5a (c/f) **Governors** (as notified) to complete training and send certificates to Amanda Clifton – **Pending**. The Headteacher undertook to check which governors still needed to do this. **NEW ACTION: Headteacher.**

***Q. Is training completed elsewhere valid?***

**A.** Yes. The Chair asked for certificates/proof of training to still be sent to Amanda Clifton for logging.

5a (c/f) **Jennifer Clift** to visit school to observe phonics – **Pending**.

In relation to action item 6a **Peter Martin** to draft letter with the Headteacher to send to the LA re: EHCP under-funding. The Chair congratulated the Headteacher and School Business Manager for following this up. He updated that the LA had agreed to provide additional funding but it had still not been received. He asked that the matter was kept on the agenda for the next meeting.

#### Matters Arising

The Chair of the Resources Committee reported that he and the School Business Manager had established a principle of regular meetings.

### **7. Committee Reports**

#### **a) Resources – 15 January 2024 and 4 March 2024**

Governors noted the Committee meeting minutes. The Chair of the Committee provided assurance that the school's finances were healthy, largely due to wraparound income.

The Chair updated that the Committee had discussed and approved the wraparound expansion plan to grow to 48 places in September 2024 to 65 the following year. The Chair of the Committee explained that Committee members had provided challenge, and received assurance around the potential risks. The Headteacher added that the main risk was that the expansion would water down the quality of the provision.

***Q. How is the school coping with the administration and added on-costs of managing the provision?***

**A.** The workload is high. We meet with the team every second week. The next focus is policies and aligning those with the school's.

***Q. Do you need additional staff to manage that?***

**A.** No and we have great people leading it.

#### **b) Teaching & Learning Committee – 22 January 2024**

Governors noted the Committee meeting minutes and received a verbal update from the Chair of the Committee and the Chair of Governors. The main area of discussion in the meeting was a report on the new flexible groupings teaching model. Different approaches were being used across the Year groups and the majority of teachers had decided to keep classes unchanged for writing and reading. Pupil voice has been strong and appropriate challenge was observed when the Headteacher and Staff Governor visited classes.

***The Chair added that it was useful to have the EYFS and Maths Leads join the meeting to speak to governors.***

***Q. Is the model embedded now?***

**A.** TLM was more easily codifiable, however, teachers are feeling more confident with the new approach and understand it better now.

The Headteacher added that practice meetings are run alongside progress meeting this year and actions were being followed up this Term.

*The Chair encouraged governors to view the Loom videos that the Headteacher had circulated.*

## **8. Schools Financial Value Standard (SFVS) for approval**

The Chair of Governors explained that the SFVS helps to provide schools with assurance that they are meeting the basic standards necessary to achieve a good level of financial health and resource management. The Headteacher added that the document is used during financial audits and emphasised its importance.

### ***Q. Are the responses similar to last year?***

**A.** The Chair of the Resources Committee answered yes and assured that the answers had been thoroughly checked and greater emphasis had been put on ensuring there is sufficient documentary evidence for each category.

***The Chair of the Resources Committee queried who should lead on the SFVS (ie: the School or governors).*** The Chair of Governors responded that it is the governors' document and therefore requires governor input and he recommended a collaborative approach with the School Business Manager.

**Resolved: That the SFVS was approved for submission to MCC.**

**The Chair of Governors thanked the Chair of the Resources Committee for working on the SFVS.**

## **9. Governor Visits**

The Chair reviewed the Governor Visits 2024 list and updated the Governor Visits Record 2023-24 in the meeting.

- JF would re-schedule the postponed safeguarding visit. **ACTION: James Flanagan.**
- HS referred governors to the notes from her Health & Safety Link Governor visit with the School Business Manager. She noted some actions around individual risk assessments and sending reminders to staff. The Chair asked for feedback from the visit to be shared at the next Resources Committee meeting.
- In the interest of staff wellbeing, the Headteacher proposed to meet with the Chair and discuss the outcome of deep dives (instead of undertaking the proposed Teaching & Learning walk). The Chair agreed.

## **10. Governor Training Attended/Required**

The Chair reminded governors of the: 'Links to governor training and forms' on the [governors' induction page](#).

Governors commented that OneEducation's new governor induction training was overly long but they had found it useful. The Chair of the Resources Committee expressed interest in the online training that JW had undertaken. JW shared the link with all governors.

The Chair summarised the following outstanding actions:

- VW to complete Code of Conduct, Declarations & Confirmations and to read KCSiE. **ACTION: Victoria Wilshaw.**
- EtH, JW, SH, NM, VW and SB to complete NGA Skills Audit. **ACTIONS: Ernst ter Horst, Jennie Wiggins, Stephen Haddock, Nic McAllister, Victoria Wilshaw and Stephen Bradley.**
- EtH to complete Financial Skills Audit. **ACTION: Ernst ter Horst.**

The Chair thanked governors who had updated the training log and encouraged all to do the same [here](#) as evidence of good governance. The Chair asked that governors who were present at the Academy Briefing prior to the FGB meeting log that training. **ACTION: Governors.**

## 11. Chair's Action

There was none.

## 12. Headteacher's Report

The Headteacher highlighted the following points from her written report (paper 12) circulated in advance of the meeting:

### Context/demographics

- 651 pupils on roll (51% boys and 49% girls).
- The roll is less stable than it used to be. Currently, 89.6% of pupils joined the school in Reception or lower.

#### ***Q. Is mobility a Manchester-wide issue?***

**A.** It has changed everywhere.

- The number of pupils with SEND/EHCPs was noted as in-line with the national averages.
- The number of pupils eligible for Pupil Premium/Ever 6 Free School Meals was noted as lower than the national averages.
- The pattern of pupil numbers from 2017 showed a recent decline. ***A governor noted that 13 children less than 2022-23 was a significant loss in income.*** The Headteacher agreed and reminded that the school has the same running costs with or without those pupils.

The Headteacher explained that the school tends to fill Nursery and Reception and then children move out of the area a few years' later.

#### ***Q. Do more students tend leave than join over the course of a year?***

**A.** Yes. We usually see some students leave at the end of Year 2 to join independent schools in Year 3.

#### ***Q. Is there a mechanism whereby you can operate above PAN in the Early Years knowing that numbers will drop-off later?***

**A.** The LA can give permission in Years 1 or 2 but not in Reception. When we have enquired previously, they have refused unless the additional children are 'Looked After' or have EHCPs.

#### ***Q. What is the capacity in a Year?***

**A.** 90. 52 in Nursery.

The Headteacher highlighted the need for a marketing strategy alongside the recently-written social media strategy. ***A governor noted that they had been researching lettings information from local venues. They suggested that the more rental opportunities the school has, the more opportunity there is for local parents to see what the school has to offer.***

### Staffing

The Assistant Headteacher for Years 1-3 has chosen step down to class teacher. There is an interim plan and the plan for September 2024 will be agreed after discussion with the other Assistant Headteachers.

The knock-on effect of the absence of a pastoral TA was noted.

#### ***Q. Is it a full-time role?***

**A.** It is morning 1:1 SEND support, with afternoon pastoral support.

#### Attendance

The Headteacher referred to the attendance data and highlighted that the attendance of pupils eligible for Pupil Premium /Ever 6 Free School Meals remains a big concern.

Particular instances of very low absence were noted. The Headteacher explained the actions the school takes to try to address low attendance, including individualised attendance management plans. Where any SEND child is refusing school, the SEND team works closely with them, alongside the attendance team. The Headteacher emphasised that the school looks at all children and families as individuals.

The LA states that if a child has not attended school for three days, someone from the school should conduct a home visit (even if the parent has been in contact).

***Q. Does the LA provide support for the school to do that?***

**A.** No.

The Headteacher noted this was not possible and school had its own flowchart it followed regarding home visits and always spoke to the LA where unsure.

The Headteacher noted the increased tendency of some parents to keep their child at home since the pandemic.

***Q. Does that tend to happen on certain days?***

**A.** Yes.

***Q. How often does the LA ask about attendance?***

**A.** They have access to the numbers through our system. We will contact them to discuss certain families we are worried about.

#### Behaviour

Governors noted the comprehensive Behaviour report included within the Headteacher's report. It was clarified that the column 'number of children' on page 4 of the report related to the number of incidents rather than the number of children.

***Q. Do most incidents occur in the playground?***

**A.** Yes. Behaviours in the classroom are mostly low level. Behaviour, in general, is good, as demonstrated by the QA Report. The Headteacher explained that she meets with the Behaviour Leads weekly and the list of children flagged on CPOMS are monitored.

The Headteacher explained the initial challenges of Positive Support Plans (from children who had them and felt untouchable and from other children who expect to see a consequence) were being worked through.

#### Exclusions

There had been:

- 2 internal suspensions
- 0 permanent exclusions.

The Headteacher referred to the overview of incidents tagged as bullying or alleged bullying on CPOMS. She explained that many incidents were not actually bullying but parents claiming bullying.

***Q. Is a clear definition of 'bullying' shared with parents and students?***

**A.** Yes, we explain what it is and what we do. If it is a 'friendship issue' we explain that and explain what we will do. If something is bullying, we take it very seriously.

***Q. Do parents understand the explanation?***

**A.** Yes. We are better at being clear from the start if we do not agree with a parent's perception of bullying and we explain the steps that we will take.

***A governor noted that some parents might not have the confidence to know how to raise an issue other than calling it bullying.***

***Q. Do references to 'alleged bullying' and 'action plan' in the report mean that the school accepted those instances as bullying.***

**A.** Not always.

***A governor noted the racism category and asked about the types of incidents.***

**A.** There is a mixture. Sometimes a child will say something innocently and another child will perceive it differently. Some children say "that's racist" in response to anything that does not go their way and the school has to deal with that very sensitively. ***A governor acknowledged the difficulty for teachers in such circumstances.***

***Q. Is school a place where children could pick up racist language?***

**A.** Our children are educated well enough that many of them are confident to report any racist language immediately so that it can be challenged. If a child with complex SEND uses a racist term, we have to approach it in a different way (for example through social stories).

The Headteacher highlighted the reduction in the number of homophobic comments since work had started to address that last summer. No such incidents were logged on CPOMS for Autumn Term 2023.

Governors noted the summary of Pupil Voice about behaviour.

***A governor highlighted the comment from a Year 6 pupil that "lining up is terrible".***

***Q. Is that a Lunchtime Organiser issue?***

**A.** Sometimes pupils choose who to respect. The Headteacher acknowledged that lunchtime is the hardest part of the day and a lot of work had been done with the Lunchtime Organisers to support them. She noted that the Lunchtime Organisers were kind and engaged in games with the children.

Spring Term QA Report

The Headteacher explained that the focus of the QA visit had been behaviour rather than curriculum.

Governors noted the report circulated prior to the meeting. ***A governor congratulated the school on the positive report.***

***Q. Was looking at behaviour rather than curriculum the QA Partner's choice?***

**A.** It was the LA's decision.

***Q. Are you going to explore the suggestions in the report?***

**A.** Yes.

***Q. Is 'children need to be 'taught' better playground games' the idea of the QA Partner?***

**A.** Yes. The Headteacher explained that football had been removed from the pitch and different games were offered each day. The biggest uptake had been from the Year 6 children. The Headteacher acknowledged that the children are outside for quite an expanse of time and the school does need to think more about what is offered for them.

Stakeholder Views

Governors noted the separate 'You Said/We Did' document and the resulting actions from the Parent Survey responses last summer.

Compliments

Governors noted the compliments listed in the Headteacher's Report.

#### Concerns & Complaints

There had been no formal complaints.

Governors received updates on the informal complaints listed in the Headteacher's Report.

The issue around the Church letting had been resolved.

The Headteacher noted that there had been a lot more families than usual refusing specific religious trips, in particular to the Jewish Museum. ***A governor was disappointed to hear this and emphasised that a multi-faith school must teach about different religions.*** The Headteacher explained that families are told that it is a core part of the curriculum and not optional.

The Headteacher explained that the school did not have the capacity to facilitate individual photographs of students, noting that it takes three days of the office staff's time. Class photographs would still be taken. Some parents were not happy with the decision.

***A governor shared that a parent had suggested that the school offers start / middle / end of school photographs rather than yearly photographs.***

***The same governor suggested creating a permanent 'selfie spot' with school branding for parents to take their own photos.*** The Headteacher responded that this was a good idea and could be introduced at the school fayre. ***A governor added that the PTA could lead on it and use it as a fundraising opportunity. Another governor commented that it might also boost attendance at the fayre.***

#### Website data

Governors noted the website analytics including number of users, location of users, time spent on the site, downloads and most frequently-visited content.

#### Local Authority Designated Officer (LADO) referrals

There had been no referrals this half-Term.

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

Governors noted the SEF (paper 13). There had been no changes to the version used for the Ofsted Inspection. The Headteacher explained that she intended to improve the format at a later date.

### **14. School-Led Tutoring**

**Resolved: That the School-Led Tutoring report was approved for publication on the school website.**

### **15. Pupil Premium Grant Review**

Governors received the Pupil Premium Grant Review circulated prior to the meeting.

***Q. Is there anything to highlight to governors?***

**A. Increasing concern about the Pupil Premium children's attainment.**

***Q. What has driven that?***

**A. The need within the group is becoming more complex and the need is more varied. There are overlapping complexities with SEND, EAL, international new arrivals and pastoral issues.**

***Q. Is there any concern about ability to meet that need?***

**A. No. The concern is about the widened gap between Pupil Premium and non-Pupil Premium children.**



***Q. Do we need to change the objectives because some of the success criteria seem ambitious compared to what we managed to do?***

**A.** The Headteacher acknowledged that there would need to be greater consideration of the drivers/core of the issues when formulating the next plan.

**Resolved:** That the Pupil Premium Grant Review was approved for publication on the school website.

#### **16. Equality Objectives (Standing Item)**

The Headteacher referred governors to the circulated Residential Access Analysis (paper 16) and reminded that governors would receive feedback on one equality objective at each FGB meeting.

***A governor noted the good attendance (94%) of pupils eligible for Pupil Premium.***

The Headteacher highlighted that the children who did not attend were all summer born, noting that this might be a random pattern.

***Q. The residential was in early Autumn rather than the end of July. Do you think that had an effect?***

**A.** No.

***Q. Could the two (of five) EHCP children have attended?***

**A.** Absolutely.

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

Governors considered the following policies:

##### **a) Attendance Management Policy**

The Headteacher proposed a change to the triggers for Attendance Management Reviews (AMRs) from absence of four or more consecutive days in a Term to seven (working) days. She explained that the four day trigger was creating unnecessary work and stress.

***Q. Have you looked at the likely effect of changing it to seven days?***

**A.** Yes. It would remove the need for most AMRs.

***A governor challenged that a member of staff who might only have been absent for three days might now take the opportunity to take six days. They suggested that the trigger should be 'at the Headteacher's discretion'. Another governor challenged that this could leave the Headteacher open to accusations of unfairness.***

The Headteacher favoured discretion particularly for cases where a member of staff had an otherwise perfect attendance record. She noted that the school's previous HR advisors had advised that she could not pick and choose who has an AMR. ***A governor challenged that it was only advice.***

***A governor highlighted the risk of the school being challenged by a Union. Another governor responded that the Union would only be able to note that the school is following its policy.***

The Headteacher confirmed that she and the Communications & Marketing Manager would ensure that evidence of the Headteacher's decision was recorded.

**Resolved:** That the four consecutive days absence trigger for AMRs was changed to 'at the Headteacher's discretion'.

**Resolved:** That the Attendance Management Policy was approved, subject to the noted amendment.

##### **b) Capability Policy & Procedure**

The Headteacher proposed to use Fusion HR's policies in place of the Union-ratified OneEducation HR policies that the school had used before changing HR provider. The Capability Policy & Procedure would be used as a trial to see how long the process will take to go through the Unions.

The Headteacher asked governors to ratify the presented (Union-ratified) policy in the interim.

**Resolved: That Capability Policy & Procedure was approved.**

## 18. AOB

### a) Guidance on the strategic leadership and governance of Local Authority Maintained Schools

Governors noted the new non-statutory guidance that replaces the Governance Handbook 2020.

**ACTION:** Chair to update the relevant link on the [governors' induction page](#).

### b) Staff recognition

The Headteacher explained that two staff members (a cover supervisor and a TA) had stepped up and worked above and beyond their remit during the absence of a teacher. The Headteacher suggested offering a day off in-lieu in recognition. **Governors noted their appreciation.**

**Resolved: That the two members of staff would be offered a day off in-lieu.**

VW volunteered to write to the staff on behalf of the governing body to thank the staff for keeping the class stable. The Headteacher would send VW some points to include in the letter. **ACTIONS: Headteacher/ Victoria Wilshaw.**

### c) Mid-term HT performance review

The Chair of Governors asked the Headteacher if she wanted a mid-Term review. The Headteacher confirmed that she did. The Chair of Governors encouraged governors to join the meeting, noting that participants in previous reviews were no longer on the governing body. SH volunteered.

**Resolved: That PM and SH would undertake the mid-term Headteacher's Performance Review meeting.**

## 19. Next meeting dates:

- FGB 24 June 2024 at 6.15pm (at school)
- Resources 13 May 2024 at 5.15pm (online)
- T&L 29 April 2024 at 5.15pm (online).

## 20. Confidential Matters

**Resolved: That one confidential matter would be recorded in the Part II confidential section of the minutes.**

**The meeting concluded at 8.39pm.**

### PART I ACTIONS FROM FGB MEETING 18.03.24

Agenda Item	Who	What	When
3c	Peter Martin	to send SB induction information to ask Ellie Linton to set up SB's school email account	ASAP
3d	Peter Martin	to ask Ellie Linton to update the email list for the Committees	ASAP
4	Peter Martin	to confirm that the Alma Park Primary School and St Agnes CE Primary School governing bodies had confirmed the Collaboration Agreement	<b>Complete</b>
6 c/f	Ellen Martinez	to complete confirmation of eligibility	ASAP

6	Deborah Howard	to confirm which governors need to complete safeguarding training/send certificates to the school	ASAP
6 c/f	Governors (as notified)	to complete training and send certificates to Amanda Clifton.	ASAP
6 c/f	Jennifer Clift	to visit school to observe phonics	Spring Term
9	James Flanagan	to complete safeguarding visit	Spring Term
10	Victoria Wilshaw	to complete Code of Conduct and Declarations & Confirmations	ASAP
10	Ernst ter Horst, Jennie Wiggins, Stephen Haddock, Nic McAllister, Victoria Wilshaw, Stephen Bradley	to complete NGA Skills Audit	ASAP
10	Ernst ter Horst	to complete Financial Skills Audit	ASAP
10	Governors (as applicable)	to record Academy Briefing training on training log	ASAP
18a	Peter Martin	to replace the Governance Handbook 2019 link on the <a href="#">governors' induction page</a> with the link to the new guidance on the strategic leadership and governance of Local Authority Maintained Schools	ASAP
18b	Deborah Howard Victoria Wilshaw	to send VW points to include in the thank you letter to two staff members to write to two staff members on behalf of the governing body to thank them for keeping the class stable	ASAP ASAP

#### **Future Agenda Items**

FGB 24.06.24

- EHCP under-funding update
- Equality Objectives (*Standing Item*)

Resources Committee 13.05.24





- Feedback from Health & Safety Link Governor visit (HS).

*Peter Martin*

07 / 12 / 2024

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