



**Part I Minutes of the Oswald Road Primary School's
FGB Meeting
held on Monday 24th June 2024 at 6.15pm
at Oswald Road Primary School & via Zoom**

Present

Peter Martin (PM)	Co-opted Governor (Chair of Governors)
Stephen Bradley (SB)	Co-opted Governor
James Flanagan (JF)	Co-opted Governor
Stephen Haddock (SH)	LA Governor
Ernst ter Horst (EtH) *	Co-opted 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)	Co-opted Governor
Victoria Wilshaw (VW)	Parent Governor

In Attendance

Kim Spooner Ø Clerk

* *present from part of Item 3b onwards*

** *present for Items 1-17.*

Ø *attended via Zoom*

The meeting met its quorum (11/7) and commenced at 6.27pm.

1. Welcome/Apologies

The Chair welcomed everyone to the final FGB meeting of the year, noting a special welcome to the new co-opted governor (SB).

No apologies had been received. JC was noted as absent.

2. Declarations of Interest

There were none.

3. Governing Body Membership

a) To confirm Committee membership of new co-opted governor (SB)

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

The Headteacher undertook to ask Ellie Linton to add SB to the Teaching & Learning Committee email distribution list. **ACTION: Deborah Howard.**

b) To consider appointment of Martha Courtauld (MC)

MC was due to be proposed as an Associate Member, but EM had announced her resignation, creating a vacancy for a co-opted governor, and therefore the Chair proposed that MC is co-opted. ***The Chair noted EM's invaluable contribution and stated that it was very much appreciated.***

[EtH joined the meeting.]

MC had met with the Chair and Headteacher and toured the school. She currently works at the Education and Skills Funding Agency (ESFA) at the DfE and therefore has relevant and usual experience and expertise to bring to the governing body.

Resolved: That Martha Courtauld was appointed as a co-opted governor for a four-year term commencing 24 June 2024.

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

c) To confirm positions/handover of link roles, where required

SB had expressed an interest in taking over the role of SEND link governor following EM's departure. The Chair asked EM to arrange a handover. **ACTION: EM.**

SB's link role would be formally agreed (along with all link roles) at the Autumn Term FGB meeting.

4. Part I Minutes of the Meeting held 18 March 2024

Resolved: That the Part I minutes of the previous meeting held on 18 March 2024 were formally approved as a true and accurate record of the meeting.

5. Actions/Matters Arising

Actions

All actions have been completed or superseded apart from:

a) Actions

6 c/f **Governors** (as notified) to complete training and send certificates to Amanda Clifton – **Pending**. **NEW ACTION: Deborah Howard** to email the list of which governors need to complete safeguarding training to the Chair, for follow-up. ***The Chair emphasised the importance of governors completing mandatory training.***

6c/f **Jennifer Clift** to visit school to observe phonics – **Pending**. **ADDITIONAL ACTION:** The Headteacher to follow-up with JC about this visit.

9 **James Flanagan** to complete safeguarding visit – **Pending** (scheduled).

In relation to actions from agenda item 10 re: completion of Code of Conduct/Declarations & Confirmations/Skills Audits, the Chair agreed to close these actions as they would be covered under the annual tasks for all governors in the Autumn Term.

In relation to the completed action 3c (*Peter Martin to send SB induction information*), the Chair reported that he ran a 30-minute induction on Zoom and MC had also participated.

b) Matters Arising

i) EHCP under-funding update

The Headteacher updated that the school is still under-funded despite multiple communications with the LA. ***A governor suggested escalating the matter to a Councillor or senior within the Council.*** The Headteacher stated that it had been escalated, but the matter was looped back to the people the school is dealing with now.

The Chair of the Resources Committee had suggested writing the amount off as a bad debt. A governor challenged that it was a large amount to write off.

Governors discussed the possibility of legal action.

The Headteacher stated that the LA's current position is a denial that they agreed to back-date the funding.

Q. Does the school have it in writing that they did agree?

A. The School Business says he does. **The Chair of the Resources Committee asked to see the evidence.** The Headteacher undertook to follow-up with the School Business Manager. **ACTION: Deborah Howard.**

The Headteacher sought a governor to volunteer to meet with the School Business Manager and compile a chronology of events/evidence. JW volunteered. **ACTION: Jennie Wiggins.**

6. Committee Reports

a) Resources – 13 May 2024

Governors noted the Committee meeting minutes and received a verbal update from the Chair of the Committee and Chair of Governors. Key points of discussion in the meeting were:

- potential future admissions numbers
- the trajectory of funding is not increasing as quickly as costs and the school's reserves are consequently dwindling. The school's deficit of £14k was compensated by the income from Wraparound. The Committee discussed whether that income should be relied upon more heavily or whether tougher structural changes were required. The Chair of the Committee provided challenge and was reasonably convinced by the notion of relying on wraparound income.
- the financial impact of Reception not being full for next year. The Headteacher added that lower numbers were evident across all Manchester schools. Since the Resources Committee meeting, the school had managed to fill some spaces but the Headteacher cautioned that the school always loses some pupils around this time of year due to relocation.

Q. How does MCC strategize around numbers?

A. The Headteacher reflected on whether the school could have forecasted better. She assured that admissions would be a focus for the SLT next year, particularly in terms of marketing and considering how to use the school facilities to become a community hub.

b) Teaching & Learning Committee – 29 April 2024

Governors noted the Committee meeting minutes and the Chair of the Committee and the Headteacher highlighted the following points:

- The Committee received presentations from the Music and Computing Leads. An overview of the changes in Music were provided, including the general roll-out of the 'Sing Up' curriculum which has been received positively.
- Data was presented in a different format to usual, showing the cohort over time and compared to the national average. This enabled the Committee to understand the context of the data, dig deeper into Year groups and see trends.
- An update on Flexible Groupings was received.

Q. Is that going to be reviewed at the next Teaching & Learning Committee meeting?

A. Yes.

7. Finance

a) 2023-24 Year End/Budget closedown – for ratification

The 'Year End Monitor' showing the budget, actual spend/income and variances was reviewed and discussed by the Resources Committee. Governors received the same paper (7a).

The year closed with a deficit of £14k. The surplus has reduced from £138,760 to £128,548.

Resolved: That the 2023-24 Year End/Budget closedown was ratified.

b) 2024-25 budget – for ratification

The 'Budget 24-25' was reviewed and discussed by the Resources Committee. Governors received the same paper (7b).

The Chair summarised the income streams and highlighted that Wraparound (£430k) was adding a good amount of income less expenses. The forecast in-year surplus is around £11k in-year. The cumulative surplus is £113k.

The Headteacher explained that the school has to submit a balanced budget to the LA, despite working with many unknowns, the biggest one being pay awards.

Part of this discussion was recorded in the confidential Part II section of the minutes.

Q. Why is the basic entitlement predicted to go down? Is that because of declining pupil numbers?

A. It is based on a prudent estimate of pupil numbers.

A governor asked if there needs to be a plan to increase the surplus. The Chair of the Resources Committee responded that the school needs to be cognisant of the level of reserves and prepared to take action. The Headteacher stated that vacant staff posts are not automatically filled and the school will continue to follow that approach as a cost-saving measure.

The Chair highlighted the success of Wraparound. A governor asked if the aspiration is that wraparound is offered to everybody to get more pupils, what would it take to achieve that. The Headteacher cautioned that there were practicalities to overcome before a plan could be considered, such as space and quality of provision and making sure that reputation is not negatively impacted. **The governor encouraged the school to consider what it would take ensure quality provision.**

Resolved: That the 2024-25 budget, as recommended by Resources Committee, was ratified.

c) 3-5 year forecast – for ratification

The '3 Year Budget 24-27' was reviewed and discussed by the Resources Committee. Governors received the same paper (7c).

Resolved: That the 3-5 year forecast, as recommended by Resources Committee, was ratified.

d) 2024-25 staffing structure – for ratification

Governors were referred to the staffing structure for next year (paper 7d).

The Headteacher talked governors through the leadership structure.

Part of this discussion was recorded in the confidential Part II section of the minutes.

The Headteacher highlighted that there no 'surplus' teachers or TAs and the number of TAs is due to the SEND needs in the school.

Resolved: That the staffing structure for 2024-25 was ratified.

e) Pupil Premium Grant (PPG) review/plan

f) Sports Premium Grant (SPG) review/plan

PPG and SPG expenditure was reviewed by the Resources Committee. Governors received the same papers (7e and 7f). The final plans will be written ready for September 2024.

Resolved: That the PPG and SPG reports were noted.

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

There were none.

9. Governor Visits

The Chair updated the Governor Visits Record 2023-24 in the meeting. The following visits were noted:

- EtH met with the Assistant Headteacher (EYFS) to discuss the wraparound letter in March.
- EtH and JW attended the Nursery Open Day on 2 March.
- NM and VW attended the Nursery Open Day on 11 March.
- SH visited on 13 March to speak to the School Business Manager about the SFVS.
- EtH met with Ellie Linton regarding the school website in May.
- SH had a general finance meeting with the School Business Manager in May.
- The Chair and Headteacher met with a prospective governor on 24 May.
- EM conducted a SEND Link Governor visit in May. She reported the issue of parents paying for private assessments and the additional workload that this creates for teachers. There was also a cohort of non-verbal children who were not able to access the curriculum. The Headteacher stated that the school is not always the right setting for some children and felt that the school needs to start thinking strategically about its approach to high needs children (eg: in terms of a provision base).
- The Chair visited school on 17 June to discuss the curriculum, during which the Deputy Headteacher reported back on the two (positive) deep dive visits for Science and PE. The Chair stated that it was good to see how the curriculum has developed since the Deputy Headteacher took over responsibility last year. He stated that she had been working hard working hard to get consistency and balance of the curriculum across the Years and different topics and that she is meticulous in her work. A follow-up Early Years visit was conducted by Adrian Guy and his view was that the provision was slightly beyond 'Good'.

The Chair encouraged governors to keep the visit record up-to-date as evidence of good governance.

10. Governor Training Attended/Required

HS provided positive feedback about the Governors For Schools induction training. The Chair undertook to share the link with new governors and add the details to the [governors' induction page](#). **ACTION: Peter Martin.**

The Chair encouraged governors to update the training log [here](#) as evidence of good governance.

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

- 660 pupils on roll (an increase of nine from the previous report).
Q. Is the budget pro-rated to that?
A. No, funding it is based on the number of pupils in school on the date of the October census.
- The pattern comparing pupil numbers from 2017 was highlighted as per page 1 of the report.
- The caution is 75 places accepted in Reception (as discussed at the Resources Committee and noted under agenda item 6a).

Staffing

The changes were explained as per page 2 of the report. The class list was confidential until 25 June. The Headteacher explained the reasons for staff leaving. ***In response to a governor query***, the Headteacher stated that she did not think staff morale was affected by particular teachers leaving.

Attendance

Overall whole school attendance is 95%.

Persistent Absence YTD is 11.3%.

Data from previous academic years was included on page 4 of the report, from the DfE's new attendance tool.

The school was being more strict around unauthorised absence and consequently those figures have increased.

A governor highlighted the Year 6 FSM attendance (79%). The Headteacher explained that some of those children are very much in the 'Severely Absent' category.

Governors were referred to page 4 of the report for context around the figures for 10 children with under 80% attendance.

In response to a governor query around support for low attenders, the Headteacher explained that the pastoral, attendance, safeguarding and SEND teams work together and external agencies are often involved.

Compliments, Concerns & Complaints

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

The Chair noted the series of compliments for the Headteacher and her team and stated that the praise was well-deserved.

There had been no formal complaints.

The concerns logged include:

- Racist language

As previously reported to governors, there have been some concerns around racist language being used by some pupils. The Headteacher believed it requires a bigger piece of work (similar to how the school addressed some homophobic language last year). There was some friction on lots of different levels which the school has never experienced before (for example, families not wanting children to visit a certain religious building).

Q. Are children reflecting views from home?

A. No that's not school's main concern, but it could be picked up online or from gaming. We will investigate further to try to identify the source/reasons.

Diversity is covered adequately in the curriculum, but SLT have started to think about what is celebrated/not celebrated as a school and plans to get parents involved. The Headteacher stated that she wants everyone in the community to feel respected and loved and part of the community.

- How behaviour is dealt with (reflections)

A parent governor challenged that there were negative connotations for some pupils around a 'reflection' even though it is meant to be a positive term/process. The Headteacher explained that the school was starting to look at behaviour culture as a whole team. More challenging Behaviours were being seen and there needs to be consistency.

- Limited after-school care provision for new parents
Despite the expansion of wraparound, demand still outstrips supply. The Resources Committee had discussed this in some detail, particularly the fact of the admissions policy being complicated and counterproductive in terms of attracting new people to the school. There was an action for the School Business Manager, Owl Club Manager and JW to meet to discuss the Wraparound admissions policy. ***The Chair encouraged this action to be completed in order to explore different models and see if there is scope to change for next year.***

SIP

The Headteacher referred to the summary and next steps on pages 7-8 of the report and explained which areas would be covered in the SIP. Work on staff wellbeing will continue through the next academic year, but will not be included in the SIP.

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

Governors noted the SEF (paper 13). There had been no changes.

14. Equality Objectives *(Standing Item)*

The equality objective that will be a focus from September is about 'representation' (linked to the recent incidences of racist language noted under agenda item 12). A further update will be provided to governors in the Autumn Term.

15. Policies/Procedures for review and approval

The following policies had been circulated in advance of the meeting:

- a) Anti-fraud and corruption**
- b) Charging & Remissions**
- c) Debt recovery**
- d) Lone worker**
- e) Lettings policy**
- f) Drop off, Collection of Children and Independent Travel**

In relation to the (not circulated) Grievance, Bullying & Harassment Policy, the Headteacher explained that the drafting had proved to be more complex than anticipated and more time was needed to finalise it. The policy would therefore be presented to governors in the Autumn Term.

The Headteacher explained that the school had previously used OneEducation model policies but the school has changed HR provider. The policies provided by the new company (Fusion HR) have not been approved by the Unions, therefore the school is using The School Bus policies. This has resulted in whole scale revision of many school policies and the creation of some new ones.

Q. Is there a cost for that?

A. It is a one-off reasonable cost over the year and we are using it well.

Q. Are you still content with the decision to change HR provider?

A. Yes.

Governors expressed concern about the number of policies and the limited time to review them. A governor asked that future policies are circulated in a timely manner so that governors have the opportunity to prepare. The Clerk apologised for the late circulation of papers for this meeting. The Headteacher added that there can be difficulties around co-ordinating policy updates which delays the uploading of policies, despite the school's best endeavours. ***The Chair explained that the aim is have sufficient notice, ideally a week before the meeting. He encouraged governors to find the time to review papers and be able to raise questions/concerns before or in the meeting.***

A governor suggested that policies are moved further up the agenda for future meetings. ACTION: Clerk.

A governor commented that the school's ability to implement the policies was their foremost concern. The Chair responded that it was governors' responsibility to make sure the policies are implemented. The Chair added that this was one of the most important parts of governance and highlighted that the policies do become very real at various times: on the occasions where something goes wrong, these are the policies that the school will use to deal with a situation.

The Chair highlighted that the circulated policies were more unfamiliar than the ones governors have received in previous years and they would need proper consideration. After further discussion, the Chair asked if governors wished to reconvene and scrutinise the policies.

Resolved: That an Extraordinary FGB meeting would be held on 1 July to review the six policies.

The School Business Manager would be invited to the meeting to be able to answer any questions about the finance-related policies. **ACTION: Deborah Howard.**

Governors were asked to add comments/tracked changes to the policies in advance of the meeting. **ACTION: Governors.**

16. AOB

a) Dress Code

The Headteacher shared some staff comments (paper 16a) about the in appropriate standards of dress of some pupils including potential health & safety concerns. The Headteacher sought governors' views on the introduction of a slightly more prescriptive dress code. ***Following discussion, and caution around cultural awareness, governors agreed to support the dress code principles of:***

- no fancy dress
- no 'headwear' such as Crowns or 'cat ears'
- no onesies or pyjamas
- no jewellery (already part of the school's dress code, but not applied consistently by staff)
- suitable footwear must be worn.

b) Academisation

A governor queried how the school/governing body will follow up after the Academisation presentation at the previous meeting. The Chair responded that it would be good governance to consider the list of questions that the MCC Senior School Quality Assurance Officer had shared in relation to what the school would want from a Trust and what it would not. He suggested that governors look at this in the Autumn Term. ***A governor asked for the list of questions to be circulated.***

c) Multiplication Tables Check (MTC)

- The results are above last year's national average by around 8%.
- The average score is above last year's national average.
- The school's results are in-line with London (the highest-performing region).

Governors congratulated the school on the excellent progress.

17. Next meeting dates:

- **Additional FGB (policies)** 1 July 2024 at 6.15pm (online)
- **FGB** TBC for 2024-25
- **Resources** TBC for 2024-25
- **T&L** 16 July 2024 at 5.15pm (online).

PM gave advance apologies for the T&L Committee meeting. **ACTION: Clerk.**

The Clerk apologised for the delay in sharing next year's draft meeting schedule and undertook to send the proposed dates for 2024-25 to the Chair and Headteacher with a view to the schedule being agreed by governors at the Extraordinary FGB meeting on 1 July. **ACTION: Clerk.**

[HS left the meeting.]

18. Confidential Matters

Resolved: That part of the discussion under agenda items 7b and 7d; the approval of the Part II minutes of the meeting held 18 March 2024 and the actions/matters arising would be recorded in the Part II confidential section of the minutes.

The meeting concluded at 9.42pm.

PART I ACTIONS FROM FGB MEETING 24.06.24

Agenda Item	Who	What	When
2b	Peter Martin	to send MC induction information to ask Ellie Linton to set up MC's school email account	Complete Complete
2c	Ellen Martinez	to arrange a handover of SEND link governor role to SB	End of Term
3a	Deborah Howard	to ask Ellie Linton to add SB to the Teaching & Learning Committee email distribution list	Complete
5a	Deborah Howard Peter Martin	to email the list of which governors need to complete safeguarding training to the Chair to follow-up with the governors who have not completed safeguarding training	ASAP ASAP
5a c/f	Governors (as notified)	to complete training and send certificates to Amanda Clifton	ASAP
5a c/f	Jennifer Clift	to visit school to observe phonics	Due Spring Term c/f to Autumn Term
5a	Deborah Howard	to follow-up with JC about the phonics visit	ASAP
5a c/f	James Flanagan	to complete safeguarding visit	Spring Term c/f to Summer Term
5b	Deborah Howard	to follow-up with Craig Taylor re: written evidence that the LA agreed to back-date the EHCP funding and to send it to SH	ASAP
5b	Jennie Wiggins	to meet with Craig Taylor to compile chronology of events/evidence re: EHCP under-funding dispute	ASAP
10	Peter Martin	to share the link to Governors For Schools induction training with new governors and add the details to the governors' induction page	Autumn Term

15	Clerk	to move policies further up the agenda for FGB and Committee meetings	Future meetings
15	Deborah Howard	to invite Craig Taylor to the Extraordinary FGB meeting	01.07.24
15	Governors	to add comments/tracked changes to the policies in advance of the Extraordinary FGB meeting	01.07.24
16b	Peter Martin	to circulate to governors the list of questions re: academisation ahead of discussion next Term	Autumn Term
17	Clerk	to send the proposed meeting schedule for 2024-25 to the Chair and Headteacher	ASAP
	Clerk	to shared proposed meeting schedule for 2024-25 for governors' approval at the Extraordinary FGB meeting	01.07.24
17	Clerk	to record Peter Martin's apologies for the T&L Committee meeting	16.07.24

Future Agenda Items

- Equality Objectives (*Standing Item*)
- *'Policies/Procedures for review and approval' to be moved further up the agenda for all meetings*

EFGB 01.07.24

- Policies/Procedures for review and approval
 - a) Anti-fraud and corruption
 - b) Charging & Remissions
 - c) Debt recovery
 - d) Lone worker
 - e) Lettings policy
 - f) Drop off, Collection of Children and Independent Travel

FGB Autumn 2024





- Policies/Procedures for review and approval
 - a) Grievance, Bullying & Harassment.

Peter Martin

07 / 12 / 2024

Title	For signature - FGB Part I Meeting Minutes - 24.06.24
File name	4a._APPROVED_FINA...ting_24.06.24.pdf
Document ID	4c1b6f4dd8d9e57a45a83d955787ada77b4d02e2
Audit trail date format	DD / MM / YYYY
Status	● Signed

Document history

 SENT	26 / 11 / 2024 11:48:42 UTC	Sent for signature to Peter Martin (pm.governor@oswaldroad.manchester.sch.uk) from kimspooner@boardclerk.co.uk IP: 86.129.6.54
 VIEWED	07 / 12 / 2024 12:15:05 UTC	Viewed by Peter Martin (pm.governor@oswaldroad.manchester.sch.uk) IP: 130.88.208.72
 SIGNED	07 / 12 / 2024 12:15:17 UTC	Signed by Peter Martin (pm.governor@oswaldroad.manchester.sch.uk) IP: 130.88.208.72
 COMPLETED	07 / 12 / 2024 12:15:17 UTC	The document has been completed.