



**Minutes of the Oswald Road Primary School's
Additional FGB Meeting
held on Monday 1st July 2024 at 7pm
via Zoom**

Present

Peter Martin (PM)	Co-opted Governor (Chair of Governors)
Stephen Bradley (SB)	Co-opted Governor
Deborah Howard (DH)	Headteacher (ex-officio)
Nic McAllister (NM)	Parent Governor
Helen Savage (HS)	Staff Governor
Victoria Wilshaw (VW)	Parent Governor

In Attendance

Craig Taylor *	School Business Manager
Kim Spooner	Clerk

** present for part of Item 3c onwards.*

The meeting met its quorum (6/6) and commenced at 7.04pm.

1. Welcome/Apologies

The Chair welcomed everyone to the meeting.

Apologies had been received from Martha Courtauld, James Flanagan, Stephen Haddock, Ernst ter Horst and Jennie Wiggins.

Jennifer Clift was noted as absent.

2. Declarations of Interest/s

There were none.

3. Policies/Procedures for review and approval

The Chair asked the Headteacher to describe the school's strategy for policy-setting

A. We ensure we have the ones we need to be compliant. We also have a lot more that, over time, we have reviewed and refined. The Communications & Marketing Manager (EL) will alert us whenever a new policy or update is introduced. I am confident in the structure we have and because we are now using 'The School Bus', we are scrutinising every new policy, line-by-line. 'The School Bus' has identified a number of other 'linked' policies that we do not have and there is a risk of 'policy overload'. We will work through the list strategically and over the summer will identify which policies need to be presented to which Committees to spread the workload.

Q. How do you decide if the school should have one of the non-statutory policies mentioned on 'The School Bus': an asthma policy, for example?

A. Our Supporting Medical Conditions policy covers asthma. 'The School Bus' mentions a lot of non-statutory policies, but the most important thing is that we are compliant.

Q. How do you know which policies are core, to be compliant?

A. There is a [published list](#) from the DfE.

Q. How do you decide which policies are published on the school website?

A. There is another [published list](#) from the DfE, but we publish more if we think it will be useful for parents to know.

Governors (including those not present) had added their comments/questions to the policy documents in advance of the meeting. The Chair thanked governors for taking the time to do that.

Governors considered the following policies:

a) [Staff code of conduct](#)

- The Headteacher described the previous code of conduct as too vague/broad and explained that this version was significantly longer.
- The noted additions had been taken from the original code of conduct or were points raised in welfare meetings (eg: gossip about staff members).
- The staff dress code would be added as an appendix.
- The linked Driving At Work policy was yet to be written.
- The monetary value of gifts by parents or pupils to staff should always be declared. It was **AGREED** that over £150 (collective vouchers) and over £50 from a single source requires authorisation from the Headteacher.
- The Clerk recommended that the Headteacher seeks HR advice around whether or not the code of conduct forms part of an employee's contract of employment (noting that if it is *not*, it could be more easily amended at any time). **ACTION: DH** to confirm with HR whether the Code of Conduct forms part of an employee's contract of employment (and to amend wording in policy, if required).
- The Clerk recommended that the code of conduct, includes specific reference to the Teacher Standards. **ACTION: DH** to add wording re: teaching staff's requirement to also have due regard to the Teachers' Standards.

Q. Will the new code of conduct still be effective and will staff take in the key points?

A. We will draw staff's attention to the fact that it is longer and more detailed.

Q. Would you deliver some specific training to communicate the important parts to staff?

A. Staff are given time during induction to read it.

A governor queried the definitions of 'gossip' and 'commitment to the role'. ACTION: DH to more clearly define 'gossip' and 'commitment to role' in the policy.

A governor highlighted that 'Safe storage of prescription or over the counter drugs: Any medication brought on site needs to be in a locked cupboard or out of reach of the children.' had been added to the previous code of conduct as a learning point. ACTION: DH to add 'Safe storage of prescription or over the counter drugs' paragraph, as noted by PM, in the policy.

RESOLVED: That the Staff Code of Conduct was **AGREED**, subject to the noted amendments.

b) [Policy for Drop-off](#)

A governor asked if changes to arrangements informed by the parent/carer via phone/in-person/email need to be recorded.

A. The Headteacher undertook to discuss a process with the Deputy Headteacher (DW) and EL.

ACTION: DH to discuss with DW and EL a process for recording changes to arrangements (and amend the policy, as necessary).

Q. What is the process if parents/carers are separated?

A. Anyone with parental responsibility can make a request, even if the other person does not agree. Where there are difficulties between families, we sometimes have a communication plan in place. **A**

governor suggested that this was referenced in the policy. ACTION: DH to add reference to the school's use of a communication plan in relation to parents/carers who are separated.

Q. Do pupils have instructions for what to do if they are not picked up or if there is an issue in Years 5 and 6?

A. Children know to come back to school if no-one is at home. ACTION: DH to check the procedure communicated to pupils (eg: if they are not picked up or if they make their own way home and no-one is there).

Q. Is communicating emergency school closure via 'radio' still relevant?

A. Yes, it is still mentioned by MCC as part of the required process.

Q. Is there a set number of times of late collection before a letter is sent home to request a discussion?

A. No, it is implemented when there is a problem.

Governors queried whether it was necessary to record verbal consent in CPOMS. ACTION: DH to confirm with DW whether this is required.

RESOLVED: That the Drop-off policy was AGREED, subject to the noted amendments.

c) Lone worker

Governors contemplated whether the policy should include lone working at a staff member's home. After discussion, governors acknowledged the distinction between home working and lone working and agreed that the rare occasions of home working did not carry the same risk as in other occupations and therefore the policy should remain as is.

A governor queried the definition of 'lone worker'. Another governor highlighted that the previous policy included a list of useful illustrative examples.

ACTION: DH to add illustrative examples from previous policy.

A governor highlighted that the previous policy included a long list of Headteacher responsibilities and queried whether these were adequately covered in the new policy.

ACTION: DH to consider the list with CT (and update the policy, if required).

A governor suggested that the policy should be more specific about the 'personal safety equipment available' and who is responsible for it. After discussion, governors acknowledged that there was unlikely to be a requirement for such equipment, but a risk assessment would identify and cover that.

[Craig Taylor joined the meeting.]

Governors questioned whether 'Section 7 – Home Visits' was necessary as school policy is that there would always be two people conducting a home visit. The School Business Manager advised retaining the section in case there ever was a situation where only person could attend.

A governor suggested a change to the wording in Section 7 as follows: 'A Home Visit Risk Assessment will be undertaken in all circumstances.' This was AGREED and amended in the meeting.

In response to ***a query around related training for staff***, the Headteacher explained that it was not sensible to add lone worker training to the ever-growing list of mandatory training is not relevant to the majority of staff. ***A governor challenged that the training need was for staff to understand what lone working is and, if they are going to be doing it, that it is properly assessed.*** The School Business Manager stated that he would add a link to the HSE lone-working video in Section 9 (training).

ACTION: CT.

RESOLVED: That the Lone Worker policy was AGREED, subject to the noted amendments.

d) Charging & Remissions

A governor highlighted that the previous policy included an appendix with wording for trip letters. **ACTION:** CT to review the example wording and include in the policy.

Q. If the school receives voluntary contributions for a school trip that cannot go ahead, what happens with the money?

A. The policy states that: 'In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded' (and explains further about circumstances where the voluntary contribution may be retained).

A governor queried the complex wording in relation to residential visits and asked if there was an easier way to explain the conditions under which the school could charge parents.

A. The School Business Manager explained that it was a DfE definition that he did not want to remove or alter. He further explained that the key point was that parents need to know that the school cannot charge for a residential visit, hence why voluntary contributions are requested.

RESOLVED: That the Charging & Remissions policy was **AGREED**, subject to the noted addition.

e) Anti-fraud & Corruption

A governor suggested that the governor inbox email address was added to the fraud reporting form as an additional contact point. This was **AGREED** and amended in the meeting.

Q. Can governors approve this policy without seeing the other policies that it references?

A. The linked 'Gifts, Hospitality and Anti-Bribery' policy has minimal impact on this policy. It will be written over the summer and presented for governors' approval. **ACTION:** CT.

RESOLVED: That the Anti-fraud & Corruption policy was **AGREED**.

f) Debt recovery

- The acceptable credit limit/period for the following was **AGREED** as follows:
School Meals £100> for 30 days
Nursery Fees £100-£1000 for 60 days
Wraparound one month's arrears for 30 days.

Governors queried the relevance of including advance payments for Hootcamp and Clubs (which could not accrue debt) within a debt control policy. The reference was **AGREED** to be removed and the policy was amended in the meeting.

Q. How is debt collection managed with separated parents?

A. The School Business Manager explained that the topic was on the agenda for the next cluster meeting as other schools had the same question. **ACTION:** CT to email governors clarification following advice from the cluster (and amend policy, if required).

A governor highlighted that the previous policy included example wording for letters. **ACTION:** CT to review the example wording and include in the policy.

Re: Section 9 (Negotiation of debt payment), the School Business Manager proposed that the Resources Committee is delegated the responsibility to negotiate debt payment (at its discretion).

Governors AGREED. **ACTION: Clerk** to include in Terms of Reference for 2024-25 to be agreed by the FGB/Resources Committee.

The Chair emphasised the importance of such matters requiring Committee consideration, rather than email approval from himself or the Chair of the Committee.

Governors suggested that the policy is published on the school website (for parents' information). **ACTION: DH.**

RESOLVED: That the Debt Recovery policy was AGREED, subject to the noted amendments.

g) Lettings

*The Chair observed that the governing body has never had detailed involvement in the responsibilities listed. He asked that the wording prior to the list of governing body responsibilities is amended to: 'The governing board delegates responsibility to the School Business Manager to...'. **ACTION: CT.***

The School Business Manager drew governors' attention to the pre-defined list of items that governors would authorise. **ACTION: Clerk** to ensure this is reflected in the FGB/Resources Committee Terms of Reference for 2024-25.

A governor highlighted that the previous policy included wording pertaining to promotional literature/newsletters and also questioned whether something should be added about the use of imagery or associations to the school (a learning point from a recent letting).

Additional wording was AGREED as follows:

'11. USE OF SCHOOL IDENTITY/IMAGES/PROMOTIONAL MEDIA

The Headteacher must sanction a draft copy of any information to be distributed to participants or through the school, a week prior to distribution by the Hirer. Use of school images for promotional purposes must be pre-approved by the Headteacher. A clear distinction must be made between the hirer and the school.'

This was added to the Terms & Conditions section of the policy in the meeting.

ACTION: CT to amend formatting/numbering in this section.

On page 8 (section 5 and section 6), the following additional/amended wording (noted in bold below) was AGREED and added to the policy in the meeting:

*'If the school receives any evidence pertaining to plans to sub-let, all bookings that the hirer has made will be cancelled **and deposits retained.**'*

*'Where the services are provided separately by another body, the **School Business Manager** will seek assurance...'*

Q. Does the school have a minimum hire period?

A. No.

Q. Is it worth the associated work for the school for only an hour's letting?

A. Reputationally, yes (eg: if it is for a child's birthday party). We would try to ensure that a brief letting does not incur too much additional cost.

RESOLVED: That the Lettings policy was AGREED, subject to the noted amendments.

4. Bullying, Harassment & Grievance

The Headteacher was awaiting a response from HR in relation to this newly-combined policy. Governors were therefore asked to agree that the current policy review dates were extended.

RESOLVED: That the review dates of the current policies were extended.

5. AOB

a) School Meals, Hootcamp and other fee changes

A governor observed that the rates were more akin to community rates, than commercial ones, but acknowledged the potential reputational benefit of some of the lettings.

RESOLVED: That the following fee changes were **AGREED** for the 2024-25 academic year:

- **School Meals** £2.50 per meal to **£2.70 per meal**.
- **Hootcamp** £20 per day to **£25 per day**.

After-school Club hire of:

- **Classroom/Art Room** £20 per hour to **£25 per hour**; admin £15 per Term to **£30 per Term**.
- **Studio/Playground/Hall** £25 per hour to **£30 per hour**; admin £15 per Term to **£30 per Term**.
- **Woodchip** £15 per hour to **£20 per hour**; admin £15 per Term to **£30 per Term**.

General hire of:

- **Hall (out of hours/weekend)** £45 per hour to **£50 per hour**; **no admin fee**.
- **Hall (during school day)/Classroom/ Playground/Pitches** £25 per hour to **£30 per hour**; **no admin fee**.
- **Car Park** no fee to **£30 per hour**; **no admin fee**.

RESOLVED: That the fees for 2024-25 were **AGREED**, as noted.

ACTIONS: CT to update Charging & Remissions policy and Lettings policy accordingly.

b) 2024-25 Meeting Dates for agreement

The draft schedule had been circulated in advance of the meeting. The School Business Manager asked for the Resources Committee meeting dates in November and January to be moved forward. The schedule was updated accordingly.

RESOLVED: That the 2024-25 meeting dates were **AGREED**.

ACTION: Clerk to circulate the approved meeting schedule to all governors.

The meeting concluded at 9.17pm.

ACTIONS FROM ADDITIONAL FGB MEETING 01.07.24

Agenda Item	Who	What	When
3a (Staff Code of Conduct)	Deborah Howard	to confirm with HR whether the Code of Conduct forms part of an employee's contract of employment (and to amend wording in policy, if required) to add wording re: teaching staff's requirement to also have due regard to the Teachers' Standards in the Staff Code of Conduct to more clearly define 'gossip' and 'commitment to role' in the Staff Code of Conduct to add 'Safe storage of prescription or over the counter drugs' paragraph, as noted by PM, in the Staff Code of Conduct	ASAP


3b (Drop-off policy)	Deborah Howard	to discuss with DW and EL a process for recording changes to arrangements (and amend the policy, as necessary) to include reference to the school's use of a communication plan in relation to parents/carers who are separated to check the procedure communicated to pupils (eg: if they are not picked up or if they make their own way home and no-one is there) to confirm with DW whether CPOMS recording for parent/carer verbal consent is required	ASAP
3c (Lone Working policy)	Deborah Howard	to add illustrative examples of 'lone working' from previous policy to consider the list of responsibilities with CT (and update the policy, if required)	ASAP
3c (Lone Working policy)	Craig Taylor	to add a link to the HSE lone-working video in Section 9 (training) of the Lone Working policy	ASAP
3d (Charging & Remissions policy)	Craig Taylor	to review the example trip letter wording and include in the policy	ASAP
3e (Anti-fraud & corruption policy)	Craig Taylor	to present 'Gifts, Hospitality and Anti-Bribery' policy for governors' approval	Autumn Term FGB meeting
3f (Debt recovery policy)	Craig Taylor	to email governors clarification (re: how debt recovery is applied to separated parents/carers) following advice from the cluster (and amend policy, if required) to review the example letters wording and include in the policy	ASAP
3f (Debt recovery policy)	Clerk	to include governing body's responsibility/delegated responsibility to the SBM in the FGB/Resources Committee Terms of Reference for 2024-25	Autumn Term FGB meeting
3f (Debt recovery policy)	Deborah Howard	to ask EL to publish the Debt Recovery policy on school website	ASAP
3g	Craig Taylor	to amend wording prior to the list of governing body responsibilities to: <i>'The governing board delegates responsibility to the School Business Manager to...'</i> to amend formatting/numbering in the Terms & Conditions section of the policy	ASAP
3g	Clerk	to ensure the pre-defined list of items that governors would authorise is reflected in the FGB/Resources Committee Terms of Reference for 2024-25	Autumn Term FGB meeting
5a	Craig Taylor	to update Charging & Remissions and Lettings policies (with agreed fees)	Complete
5b	Clerk	to circulate the approved meeting schedule to all governors	Complete

Peta Martin

07 / 12 / 2024

Title	For signature - FGB Meeting Minutes - 01.07.24
File name	5._APPROVED_FINAL...eeting_010724.pdf
Document ID	cbedf77dac8e19c00332197e12b2c81e74e3903e
Audit trail date format	DD / MM / YYYY
Status	● Signed

Document history

 SENT	26 / 11 / 2024 11:52:54 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 12:14:23 UTC	Viewed by Peter Martin (pm.governor@oswaldroad.manchester.sch.uk) IP: 130.88.208.72
 SIGNED	07 / 12 / 2024 12:14:35 UTC	Signed by Peter Martin (pm.governor@oswaldroad.manchester.sch.uk) IP: 130.88.208.72
 COMPLETED	07 / 12 / 2024 12:14:35 UTC	The document has been completed.