

Extraordinary Governing Body Meeting Minutes

School: St Agnes CE Primary School

Quorum: 5

Chair: Helen Thompson

Clerk: Paul Kinder

Date of meeting: 25 April 2019

Venue: St Agnes CE Primary School

Attendance

Name	Governor type	'End of Term of Office' date	Present (P)/apologies (Ap)/absent (A)
Shoab Uddin	Acting Headteacher (HT)**	N/A	P
Helen Thompson	Foundation (Chair)	07/09/22	P
Charlie Mok	LA	31/10/19	P
Lesley Gutteridge	Co-opted	22/03/21	P
Aurangzeb Farooq	Parent	10/02/20	P
Sarah Oxley	Staff**	01/03/22	P
Anwar Gulzar	Parent**	10/02/20	P
Afeefah Ali	Co-opted	01/03/22	P
Margaret Taylor	Foundation	01/09/20	P
Catherine Collinson	Parent (Vice Chair)	01/03/21	P
Bethan Jones	Co-opted	01/09/22	Ap
Rev Eugenia Adoyo	Foundation	N/A	A

Others present

Name	Role
Paul Kinder	Clerk (One Education)
Simon Taylor *	Manchester SSQA
Gareth Elswood	School Adviser

**left the meeting after item 6

*joined for item 7

Agenda Items

1	Apologies & Welcome		
The Chair welcomed everyone to the meeting. Apologies were accepted from Bethan Jones and Rev Eugenia Adoyo was absent.			
	Actions or decisions	Owner	Timescale

2	Declaration of Interest		
There were no pecuniary interests expressed regarding any of the agenda items.			
	Actions or decisions	Owner	Timescale

3	OFSTED Update (approach to inspection of category: Requires Improvement)		
<p>Gareth Elswood introduced himself, summarised his background and explained about the support he had been engaged to provide at the school. Governors were reminded of their responsibilities regarding the Vision for the school, holding the school to account for performance/outcomes and also financial responsibility.</p> <p>Governors participated in an opening activity to remind everyone about the recent Ofsted inspection outcome and the 2018 pupil outcomes data.</p> <p>Q – Could the poor pupil outcomes be put down to a particular cohort? That could be part of a story/explanation however there has been a pattern of lower than expected outcomes over 3 years.</p> <p>Gareth led a discussion covering the following and in particular the key indicators that inform the understanding of the school for governors:</p> <ul style="list-style-type: none"> • Outcomes for the children over time • The 2019 OFSTED inspection report and Requires Improvement (RI) judgment • Pupil Attendance information • Pupil Exclusions data • Staffing retention and recruitment • The importance of independent Quality Assurance (QA) Partner Reports <p>For the purpose of clarification Gareth referred governors to the current definition of an RI judgement:</p> <p>‘A school that is judged as requires improvement (overall effectiveness grade 3) is a school that is not good but overall provides an acceptable standard of education. The judgement of requires improvement is not a formal category of concern but the school may be subject to monitoring by Ofsted, although this will not normally apply to a school that has been judged as requires improvement (RI) for the first time.</p> <p>The school will be re-inspected under section 5 usually within 30 months after the publication of the previous section 5 report.’</p> <p>Governors discussed and noted the current position and the fact that the clock is ticking towards the next inspection with much to do to move the school forwards. The potential impacts of an RI judgement was discussed e.g. on retention and recruitment of high quality staff. It may be that the Finance Committee need to review pay policies for example with regard to recruitment and retention.</p>			

The Standards & Curriculum committee will need to pay attention to the external quality assurance reports and ensure that the school puts in place appropriate interventions where necessary.

Governors were referred to the Knowing Your School and Holding the School to Account guidance from the National Governors Association Handbook and noted that data going forward needs to be at the heart of governor meetings. Governors discussed the current data and predictions for Y2 and Y6.

In summary governors noted the current position:

- Outcomes – RI (Ofsted confirms this)
- Attendance – Good
- Exclusions - Good
- Staff Retention – Good at present

	Actions or decisions	Owner	Timescale

4 School Action Planning post inspection (role of governors)

Governors were referred to the timetable for inspection following an RI judgement.

It was noted that the LA will monitor the school and Ofsted will return for an interim visit in 12 months' time. The school will be re- inspected within 30 months under the new Ofsted Inspection Framework. It will be important to plan ahead and ensure actions are recorded in minutes etc. The performance of the Y5 cohort is an important issue.

Governors discussed the forward plan for governors meetings beginning in July 2019 with a meeting to discuss the preliminary SAT results for this year for Y6 and Y5 in particular. Pupil outcomes are the most important issue for the school in the next 12 months. If the school is still judged RI in 30 months the judgement could be worse.

Governors agreed to develop an action plan with the school leadership and Gareth agreed to return this term to review this.

The aim is to have an approved plan in place by September 2019. The first stage of the process will be to develop the initial draft plan at the next GB or to put a small working party in place (Chair and Committee Chairs) with a view to developing the plan for review by the GB.

Governors thanked Gareth for his presentation and guidance.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • Develop an action plan with the school leadership 	Chair/HT	September 2019

5 Mapping and timeline for holding leaders to account

Covered above

	Actions or decisions	Owner	Timescale
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6	Raising standards at St Agnes 2019		
Covered earlier			
	Actions or decisions	Owner	Timescale

Part B

*Simon Taylor joined

**School Staff left the meeting

Part B Confidential

7	HT Position update		
<i>This item was recorded in a separate confidential item appendix to the minutes which is not for release in to the public domain</i>			
	Actions or decisions	Owner	Timescale

8	AOB		
None			
			Timescale

Date and time of next meeting:	Thursday 23 May 2019 @ 6pm.
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