



St Agnes C.E. Primary School
Governing Body Meeting
Minutes

Quorum: 6 (Met at this meeting)
Chair: Cath Collinson
Clerk: Andrew Crosbie
Date of Meeting: 23 May 2024
Venue: Hybrid – St Agnes and Teams (O)

Attendance

Name	Governor Type	End of Term of Office Date	Present (P) Apologies (AP) Absent (A)
Shoab Uddin	Head Teacher (HT)	NA	P
Cath Collinson (Chair)	Foundation	21/09/25	P
Lesley Gutteridge	Co-opted	22/03/25	P
Mteen Din	Parent Governor	01/07/25	P
Iram Ahmed	Staff Governor	31/03/25	P
Charlie Mok	LA	31/01/27	P
Fatiha Bibi	Parent Governor	??	P
Murshid Jahan	Parent Governor	??	P
Afeefah Ali	Co-opted	01/03/25	P
Dr Chisom Egedezu	Co-opted	16/03/27	P
Helen Thompson (O)*	Foundation	07/09/25	P
Margaret Taylor	Ex-officio	01/09/24	A

**joined the meeting late at item 7*

Others Present

Name	Role
Andrew Crosbie	Clerk, One Education
Chris O'Keefe	Deputy Head Teacher (DHT)

Agenda Items

1	Apologies & Welcome
	Chair welcomed everyone to the meeting, especially new parent governors, Murshid and Fatiha, attending for the first time. There were no apologies, but Margaret was again absent.

2	Verbal Declarations of Interest
There were no declarations of interest expressed by governors with regard to any of the items raised on the agenda.	

3	Minutes of Previous GB Meeting (21.03.24)		
The Governing Body approved the minutes of 21.03.24 as an accurate record, subject to following minor amendment:			
Item 6 Lesley Gutteridge does not have her Behaviour & Attitudes link meeting until 10 th June and will therefore report back to July GB, not May GB.			
Chair signed a copy for retention on file in school.			
	Actions or Decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Minutes of the previous GB meeting were approved. 	GB	

4	Head Teacher's Report		
HT presented his Leadership and Management GB report for May which included the following:			
<ul style="list-style-type: none"> - Summary - Pupil Information - Staffing - Leadership & Management - Standards & Curriculum - Behaviour & Attitudes - Personal Development - SEND - Safeguarding - CPD - Finance - Health & Safety - Diary Dates 			
<u>Successes</u>			
Attendance is slightly improving with most families who have been away back from term time absence.			
The second parent consultation has shown a slight increase in attendance up 3% to 82% from last term.			
Y6 pupils have completed the recent SATS tests, gave their best attempt and demonstrated a positive outcome throughout. External monitoring confirmed the process was executed according to guidelines and well organised.			
Pupils enjoyed enriching experiences visiting St Agnes Church, Central Library in Manchester, Sharston Recycling Centre and Castleton National Park.			
<u>Challenges</u>			
School continues to see an increase in in-year intake of pupils both INA and from the LA. Most of these pupils are coming in showing additional needs and little experience of school.			

Attendance of pupils remains a challenge, with frequent requests for term time holidays and a rise in illness related absences, mainly tummy bugs and flu.

Staff absence has impacted in terms of teaching and learning, resulting in cover positions where it has been a longer period of absence.

Q. Has this impacted on the children's progress in their curriculum?

It has, where the absence is longer than anticipated and the quality of cover staff is an issue.

Q. Are specific classes which are affected getting support via, for example, class dojo?

Specific classes affected have had staff redeployed to ensure lost learnings and inconsistencies are addressed. This has been a challenge to organise and manage, but all involved have been proactive to ensure gaps don't widen.

Q. Has there been any change in pupils' behaviour due to a long period of absence of a main teacher?

One cohort in particular has presented challenging behaviour as a result of the inconsistencies in teacher absence but plans and measures have been put in place to address them.

Pupil Information

PAN (Published Admission Number) is 465 and current numbers for May 24 are 453.

Q. Does budget planning have to make allowances for lower pupil numbers?

Yes.

School continues to see a high level of transition and in-year movement of pupils, the majority of which are INA pupils.

Q. Is there a teacher assigned to INA pupils?

Support staff manage this.

Q. What is the country/language breakdown of INA pupils?

As of yesterday, the INA pupils spoke over 20 different languages. The majority are Urdu, Punjabi, and Bangladeshi, but there has been a rise in pupils from Sri Lanka and South India, as well as some Afghan and a couple of Roma families.

Q. What is the impact of INA pupils on in-class teaching and how is their progress monitored?

The majority of them can not access the curriculum. Some in Y6 can manage maths, but English reading, writing and comprehension is poor.

Q. Are resources for INA pupils shared cluster-wide?

No. Although at a recent cluster meeting it was suggested visual aids could be introduced to help communicate basic needs. The challenge is that lots of time and work is spent on these pupils and then many inevitably move on to another school.

Staffing

AHT, Sarah Oxley is leaving to join Forward As One Trust, a good career progression for her after 7 years at St Agnes. Peter Brokor, second year ECT, is leaving to teach abroad. Two teachers have been recruited to replace them.

Two teachers are on long term medical absence since the start of Summer term 1.

Q. How does recruitment of external cover affect school budgets?

Staff absence, especially longer term, affects the budget greatly due to supply costs.

Staff consultations carried out by HT reflect a positive picture, despite the challenges faced with the changing context of the community and staffing levels. 100% said they liked working at St Agnes and a selection of positive feedback was shared in the report.

Leadership & Management

The SIP progress report was shared.

Q. When is it hoped to have all actions green?

They have different timescales. Some will remain amber over an extended 18/24 months period but all will have their own action plan and completion schedule.

Q. Are outcomes linked to SLT responsibilities and performance management?

Yes, all priorities are linked to action plans for teachers and their targets.

Attendance and persistent absence will always be an issue, but school can amply demonstrate all that is being done to address it and credit must go to the Attendance Officer for all her hard work.

Staff from St Matthews visited the school this week to review school books, with presentations from pupils on learning retention. The children were very proud of their work and it was reassuring to see they are confident and on the right track, especially after the disruption of the past year's off-site move.

Q. What was the benefit to St Agnes of the St Matthews staff visit?

It was mainly about building connections and collaboration, sharing good practice with other schools. St Matthews is a gold level Rights Respecting School, whereas St Agnes is currently only silver, so there was the opportunity to learn from them on what is needed in the future.

Sonja Butterworth, QAP, carried out a visit on 18th March with a focus on behaviour. It was a positive experience and her report is shared as an appendix.

Q. Was it coincidental she was focusing on behaviour?

That is the main focus this term.

The next steps will be for school to extend its Behaviour System, share its expectations with parents and families, especially those new to the school, and develop a cycle of behaviour data tracking on CPOMS to identify potential flashpoints and challenging cohorts.

Q. Does school have anything specific to share with new parents?

There is a handbook with a standard template to share.

Q. Why does school only receive one QAP visit now, not three?

The LA only carries out three visits if a school Requires Improvement or is Inadequate.

Quality of Education

The school SEF judges this to be good and it will be covered in more detail at the July meeting.

Behaviour and Attitudes

Overall, behaviour and attitudes is SEF judged to be good. Whilst reports of bullying are small, school is noticing a small rise in physical behaviours within certain year groups, Y4 and Y5, mainly between particular boys. DHT is liaising with GMP sorting out PCSO workshops for Y4, 5 and 6 around anti-social behaviour and the impact and real-life consequences.

Q. Is there bullying in school?

There have been 5 incidents reported and investigated but none to date recorded as actual bullying.

Q. What happened to the one child that was suspended?

This was discussed at the last GB meeting.

Attendance

Despite the continuing trend of term time holidays and illnesses this term, there has been a slight improvement in attendance from 92.8% to 93.5%. Similarly, PA which was 29.62% in Autumn term 2, has now decreased by over 5%. Attendance was good this week during SATS.

There are changes coming into effect from 19 August 2024 around an increase in fines, detailed in the 'Working together to improve attendance' document (hyperlinked in report).

Parenting Contracts are required for persistent absence concern families with pupils of 90% attendance or below. The Attendance Officer has already set up 20 contracts so far, which parents are obliged to agree and sign, but these involve a lot of work.

Q. What happens if they fail the contract?

They are given another one.

Q. How often are families fined for persistent absence?

There have been 17 fines issued since the last meeting and fines to date amount to £8.5k, which goes directly to LA.

Within the PA category, 44 children (9.72%) had a holiday, 269 children (59.4%) were off due to illness.

Governors welcomed the presentation of class by class attendance data, helping to highlight the hotspots. Unfortunately, one child did miss last week's SATS, and will be marked as absent and receive no grade.

Safeguarding

In Summer there are:

Child Protection - 0

Child in Need - 4

Looked After Children - 2

Early Help Assessments - 2

There have been 218 concerning behaviour logs, an increase which needs greater investigation and there are strong patterns around when such incidents occur.

Q. What time of day do the majority occur?

At times when there is less structure than in the classrooms, so usually on the playground. The sports coaches are, however, brilliant at delivering lunch time activities which help to structure and model playground behaviour.

Finance

The full finance and resources update was included in the F&R Committee meeting minutes of 11th March.

The Analysis of Reserves is nil for 2023/24 and was signed by HT and Chair for return.

The 24/25 budget was costed based on Teacher Pension Contributions of 4 and 5%. Approval was given on the 4% assumption, and copy was approved and signed by HT and Chair for return.

Diary Dates

Chair and Vice Chair agreed to attend the Y6 leavers assembly on 19th July at 9.30am.

Staffing Structure Appendix

A copy of the proposed staffing structure for 2024/25 was shared as an appendix.

There are now only 2 Assistant Head Teachers (from 4), covering EYFS and UKS2. A KS1 Phase Leader was recruited this week to start in September.

Q. Will Class Phase Leads be considered part of the Senior Leadership Team (SLT)?

Yes, they will be involved and helpful in the decision making progress but will not be given additional work responsibilities.

Q. What is the position with subject leads?

Subject leadership is considered part of a teacher's responsibility and professional development and so no additional salary is involved.

Q. Who leads on curriculum development?

DHT will spearhead this, supported by AHTs.

Q. Are School Business Manager and Facilities Manager considered part of the SLT?

Yes. They are shown on staffing matrix as SLT blue.

Chair thanked HT for his comprehensive update.

	Actions or Decisions	Owner	Timescale

5 Finance & Resources Committee update

Committee Chair updated on headlines from the recent F&R Committee meeting of 2nd May.

The Period 12 closing balance is £97k which is not enough to exceed the £8k threshold for LA clawback and Analysis of Reserves therefore shows nil return. P12 budget monitoring report was approved.

The cashflow position up to end of March is £328k, of which £58k are unreconciled transactions. Cashflow statement was approved.

A financial audit has been submitted to LA. It is the first such audit for 12 years and will look exclusively at 23/24 financial period.

Q. Will the audit look at funding of Belle Vue relocation?

Yes, this will probably fall within the broader review.

SBM updated on a fraudulent cheque interception and cashing and the thorough reporting processes followed by school. The forthcoming BACS payment system implementation will alleviate future risks.

Income generation through premises hire was discussed, as was remuneration of Facilities Manager for work undertaken outside his scheduled hours and during the school relocation. HT is reviewing this with HR.

4 MGL Policies were approved subject to minor title amendments. The SIMS server upgrade investment was also approved.

Chair thanked Committee Chair for his summary.

	Actions or Decisions	Owner	Timescale
D	<ul style="list-style-type: none"> F&R Committee meeting headlines noted. 	GB	

6	Policies for Review and Approval		
	<p>Premises Hire Policy Subject to a couple of minor amendments suggested by LA solicitor, the F&R Committee approved this policy. GB ratified this approval.</p> <p>General Statement of Policy for Health & Safety A copy of this was signed by Chair for board display.</p>		
	Actions or Decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Premises Hire Policy ratified. 	GB	
D	<ul style="list-style-type: none"> General Statement of Policy for Health & Safety signed by Chair. 	GB	

**Helen Thompson joined the meeting online*

7	GB Housekeeping		
	<p><u>GB Constitution</u> The constitution of the GB was discussed, specifically the continued involvement of ex-officio, Margaret Taylor, who hasn't attended a meeting since pre-Covid and whose term of office expires on 1st September. Though Helen needs to confirm this with Margaret, she is not likely to continue beyond September, which will leave the GB short of one foundation governor.</p> <p>The new priest, Father Lee has other commitments preventing him from joining the GB at this stage, and there is no-one else from the church that currently wants to fulfil the role. The Diocese will need to be made aware of this situation and resolution sought before the July GB meeting. Chair, HT and Helen Thompson will write a joint email to Director of Education, Deborah Smith enquiring what do do about this position.</p>		

Governors expressed disappointment that Father Lee's involvement on two other local GB's has prevented him joining St Agnes, but hoped that he could at least help develop school links with the church through ongoing assemblies and visits.

Link Governor Visits

Lesley Gutteridge shared a Safeguarding link governor report following a meeting with VP. She has a scheduled meeting with Attendance Lead on 10th June and will report this back to July GB meeting.

Several other Link Governors need to try and arrange visits in Summer 2, including Charlie for Sports and Pupil Premium and Mteen for History and Geography.

Link Governor Roles

Roles need to be revised to accommodate new parent governors, with Murshid expressing an interest in curriculum development. Chisom agreed to be IT Link.

Governor Training

7 governors have completed online cyber security training. HT to email link to Chisom and Afeefah for them to complete. Chisom also needs to ensure he completes safeguarding training asap in September.

HT will also issue link to Safer Recruitment training.

Skills Audit

Chair thanked governors for completing and returning their skills audit and HT for collating and presenting response. One of the objectives of the audit is to identify training requirements and the report includes links to relevant NGA training courses.

In the past, Charlie and Leslie have carried out a review and provided a summary of skills audit response. Charlie does not have the time to do this pre-summer but Lesley invited other governors to share their thoughts with her online.

Q. Were there any key actions from last year's skills audit review?

There was some mentoring of governors identified to help improve knowledge and, though finance is reviewed under Charlie's influence, it was agreed there is a need to recruit a co-opted governor with a specific financial background to improve this scrutiny.

Though skills audit is recommended each year, governors agreed it does not require that level of annual frequency.

	Actions or Decisions	Owner	Timescale
A	<ul style="list-style-type: none"> GB constitution to be resolved around Margaret's retirement and ex-officio/foundation governor recruitment. 	HT/Chair/ Helen Thompson GB	11.07.24
A	<ul style="list-style-type: none"> Link Governor visits to be confirmed. 	Lesley Gutteridge	Summer 2
A	<ul style="list-style-type: none"> Attendance Link Governor report to be brought to next GB. 	HT/Chair	11.07.24
A	<ul style="list-style-type: none"> New link governor roles to be confirmed. 	Lesley Gutteridge/GB	11.07.24
A	<ul style="list-style-type: none"> Skills audit review to be completed. 		Summer 2

A	<ul style="list-style-type: none"> Links to be circulated for online Cyber Security and Safer Recruitment training courses. 	HT	Summer 2
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8	HT Wellbeing		
<p>HT confirmed that, whilst very busy at this time of year, everything is going fine and he is, as ever, being well supported by his leadership team and staff. The recent QAP and the visit from St Matthews' staff helped to provide useful external perspective. The LA monitoring visit to inspect how school conducts SATS was also very reassuring. The inspector visits many Greater Manchester schools and it was lovely to hear how welcoming she felt St Agnes is and how she would love to work in such a positive learning environment.</p> <p><i>Q. How are pupils performing in Maths and English?</i></p> <p>They have just done SATS. They are below national average but this is a huge focus within the SIP. SATS data should be available by 7th/8th June so can hopefully be presented at the final July GB meeting, before being validated in Autumn term.</p>			
Actions or Decisions		Owner	Timescale
A	<ul style="list-style-type: none"> Initial SATS data to be brought to July GB. 	HT	11.07.24

9	AOB		
<p>Kitchen equipment F&R Chair noted request from SBM for approval on kitchen equipment quote. This was approved and the equipment has since been ordered.</p>			
<p>Next meeting The July GB meeting will focus on Standards & Curriculum, including a Phonics Screening check and Y4 Multiplication check.</p>			
Actions or Decisions		Owner	Timescale

Date and Time of Next Meetings:	Full GB Thursday 11th July at 4.30pm
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