



**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:** 15<sup>th</sup> February 2024  
**Venue:** St Agnes

### 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
Muna Chowdury*	Parent Governor	02/04/24	P
Mteen Din	Parent Governor	01/07/25	P
Iram Ahmed	Staff Governor	31/03/25	P
Charlie Mok	LA	31/01/27	P
Helen Thompson	Foundation	07/09/25	P
Bunnessa Haque	Parent Governor	02/04/24	Ap
Dr Chisom Egedezu	Co-opted	16/03/27	Ap
Margaret Taylor	Ex-officio	01/09/24	A
Afeefah Ali	Co-opted	01/03/25	A

*\*Left the meeting briefly end item 6 returning mid item 7.*

### Others Present

Name	Role
Andrew Crosbie	Clerk, One Education
Chris O'Keefe	Deputy Head Teacher (DHT)
Leanne Brown**	Assistant Head Teacher (AHT)

*\*\*Joined the meeting for item 6.*

### Agenda Items

1	Apologies & Welcome
	Chair welcomed everyone to the meeting, especially new DHT, who confirmed that he has enjoyed his start at St Agnes since January and received a very positive welcome from all staff and pupils. There were apologies from Bunnessa and Chisom, and Margaret and Afeefah were both absent.

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

<b>3</b>	<b>Minutes of Previous GB Meeting (07.12.23)</b>
The Governing Body approved the minutes of 07.12.23 as an accurate record, subject to the following amendment:	
Page 3, item 5 Manchester PA is 15.44%, not 95.4%.	
Chair signed a copy for retention on file in school.	
<u>Matters Arising</u>	
Page 1	
Terms of office for two of the parent governors expire on 2 <sup>nd</sup> April. HT to organise recruitment of their replacements.	

	Actions or Decisions	Owner	Timescale
<b>D</b>	<ul style="list-style-type: none"> <li>Minutes of the previous GB meeting were approved.</li> </ul>	GB	
<b>A</b>	<ul style="list-style-type: none"> <li>Recruitment of new parent governors to commence.</li> </ul>	HT	By April 24

<b>4</b>	<b>Feedback from F&amp;R Meeting 08.02.24</b>
Minutes of this meeting were shared with governors for review and Acting Committee Chair provided a verbal update on key matters discussed:	
The budget is in a fair position, despite the previous challenges of the school's dual site, and School Business Manager was thanked for her comprehensive record-keeping and financial planning. There is no LA clawback.	
There are a couple of significant capital projects upcoming in the next year, the replacement of kitchen equipment and heating motherboards. There is also another issue with a roof leak which is being closely monitored.	
Some of the new income generation initiatives were discussed including the Breakfast Club which has not been a huge success to date. The small handful of pupils that regularly attend Breakfast Club really enjoy it, not just the food but the exercise and dancing that is part of the routine, and it has helped forge some stronger bonds between older and younger children.	
<i>Q. Is there any more that can be done to promote the Club, for example taster sessions?</i>	
Post half term staff may try to introduce some bagel taster sessions to encourage greater take-up, as well as reinforce the physical exercise element and health benefits of the club. Once the weather improves, more visible outdoor exercise may also help encourage increased interest.	
The SFVS is due to be submitted by the end of March although SBM is still awaiting necessary paperwork. A governors meeting to discuss and help complete SFVS has been provisionally arranged for 1 <sup>st</sup> March and any available governors are welcome to attend.	

The Premises Hire Policy was discussed at length and is now with the school's Legal Team awaiting final sign off.

*Q. Is there any additional charge for this final legal team scrutiny?*

No.

Chair thanked Committee Acting Chair for her update.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>

## **5 Headteacher's Report**

HT provided his report with a focus on Leadership & Management matters. It included the following key areas:

- Summary
- Pupil Information
- Staffing
- Leadership & Management
- Standards & Curriculum
- Behaviour and attitudes (including attendance)
- Personal Development
- SEND
- Safeguarding
- CPD
- Finance
- Premises
- Health & Safety
- Dates and events for diaries

The following was highlighted in discussion and in governors' questions:

### Successes

Implementation of the new behaviour strategy is working very well, see item 6 below.

Parental engagement has continued to increase.

### Challenges

Illness and absence from both pupils and staff has been very high.

There is an increasing number of pupils with very high needs, particularly in EYFS and LKS2, and it is a challenge to meet their needs, as well as protect staff and pupils' wellbeing.

*Q. Is this a growing trend across the city?*

It is a growing trend nationally. There is a huge focus on complex needs children and schools are struggling with insufficient availability of Alternative Provision and funding not matching needs.

## Pupil Information

As of Tuesday 13<sup>th</sup> February, there were 450 pupils on roll, but there is constant fluctuation and post half-term this will increase again to 452.

*Q. Is school off-rolling children with 20+ unauthorised days?*

Yes, school is officially off-rolling pupils with 20+ days unauthorised absence.

*Q. Does school maintain responsibility once a parent decides to home school a child?*

No. The school would meet parents to discuss their reasons and whether there are any specific school issues behind their decision. Once they choose home schooling, the school loses responsibility and, because the LA has no obligation to monitor a child being home schooled either, there remain concerns about parental capacity as well as safeguarding issues.

## Staffing

*Q. Are staff absence figures shared from the start of the academic year?*

Yes, September 2023 to February 2024.

*Q. Are reasons for staff absence due to stress and fatigue directly caused by the school?*

Specific reasons are not always given by staff but can be health related or due to bereavement. In all cases Occupational Health will always be offered.

*Q. Can staff absence always be plugged with supply/staff share and how does this impact?*

It impacts on budgets but once 4 or 5 staff are off at the same time, it creates a real pressure in terms of resourcing.

*Q. Are there any legal restrictions on, for example, the maximum number of hours a HLTA can work?*

There is guidance on support team cover and it is dependent on where staff sit on the pay spine.

## Behaviour & Attitudes

*Q. Has the suspended student returned to school successfully?*

Yes, there have been no further incidents.

## Attendance

Persistent Absence (PA) shows 41 pupils (10.4%) due to holidays and 273 pupils (69%) due to illness.

*Q. Given that illness actually impacts attendance more than taking holidays, is school doing enough to encourage pupil attendance with good communications to parents about valid reasons to keep them off school?*

Yes, high rate PA pupils are targeted by Attendance Officer with home visits, letters and school-wide communications. Staff are encouraged to chase up the reason for absence. If it is an illness such as a cough or temperature, parents are encouraged to bring their child in and the school then decides whether they need to return home. Class Dojo messages go out fortnightly listing those illnesses and ailments that do require absence.

It was noted that, whilst absence through illness usually lasts just a couple of days, taking holidays, though a less frequent reason, accounts for much longer periods of absence.

Non SEND and Non-Disadvantaged students have higher absence than SEND and Disadvantaged.

This term there have been 13 parent consultations, 29 fines issued, 2 Early Help and 1 Outreach Kickstarter programme referrals, 9 home visits and 3 families taking holidays due to religious reasons. Umrah (mini-Haj/pilgrimage) attendance requests are increasing.

*Q. Does school still encourage Covid prevention practices such as frequent handwashing?*  
Yes, parental communications still reinforce this guidance around cleaning, handwashing, etc.

#### Complaints

*Q. Is the Stage 2 formal complaint from Autumn Term now resolved?*  
Yes, no further action has been taken. The outcome letter was issued and there has been no response back from the complainant.

#### SEND

St Agnes is currently on track to receive a further 6 EHCPs before the end of this academic year, much higher than the national average and taking the school total to 14 (3.12%).

*Q. What funding and resources will this bring to these pupils?*  
Funding is per pupil and can range from £2,105 to £7,814 depending on the need and amount applied for. It is allocated mostly towards staffing. It doesn't equate to a 1:1 TA for each pupil, as school has to top up where high need requires an additional TA.

*Q. What do acronyms HI and VI mean?*  
Hearing Impaired and Visually Impaired.

#### CPD

*Q. Is school due a SIAMS inspection and would a teacher need to be trained on the requirements?*  
An inspection is not scheduled this year and will most likely be next year. At present, HT would oversee it, but he will also be upskilling another member of staff in this area.

#### Safeguarding

It was confirmed that new DHT is also the Designated Safeguarding Lead (DSL).

*Q. What was his safeguarding training like?*  
Very intensive over a couple of days, covering a wide range of safeguarding issues.

*Q. Have all governors now completed their safeguarding training?*  
No, Chisom still needs to attend school to complete his.

#### Health & Safety

HT confirmed that one member of staff had suffered a fatal stroke at work last term. The LA was informed on 30<sup>th</sup> October 2023.

There were no further questions on the report and Chair thanked HT for his update which, when viewed term by term, presents a very comprehensive picture of the school.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>A</b>	<ul style="list-style-type: none"> <li>Chisom to complete Safeguarding training asap.</li> </ul>	HT/Chisom	

\*\*AHT joined the meeting for item 6

## 6 Behaviour Update

AHT joined the meeting to update on Behaviour, noting that the disruption of the move to the Co-op site had contributed to a slight downturn in behaviour, necessitating a renewed drive to return standards to where they need to be.

A video was shared showing pupils discussing their understanding of 'The St Agnes Way' – a behaviour blueprint based around 'Ready, Respectful and Safe'.

Initial staff discussions were focused around the principles of a book called 'When the Adult Changes, Everything Changes', and 5 key pillars identified on which to base the behaviour blueprint. The first 3 pillars apply to all pupils in school and focus on: consistent and calm adult behaviour, first attention to best conduct, and relentless routine. The other two pillars apply to the 5% of pupils for whom the first 3 don't always work: scripting difficult interventions (de-escalation and disruption) and restorative conversations.

Consistency of delivery is key with every adult, teacher and senior leader in every classroom responsible for delivering the same messages to every student.

An initial staff survey produced positive results with some 58.3% of staff agreeing the behaviour strategy is good and 16.7% feeling it is great. There has been similarly positive feedback from the pupil survey.

AHT cautioned that, whilst response to the new behaviour approach has been good, realistically it may take up to 3 years to achieve a return to desired levels.

*\*Muna left the meeting*

*Q. Where there is some disruption from the more troublesome 5%, does the SLT get brought in?*  
There are procedures and strategies in place for these children, including full consideration of any SEN needs. All staff will acknowledge the difficulties associated with some pupils and know what strategies are best to address them individually.

*Q. Are there any external groups available to help parents with behaviour management courses?*

No, there is not much available now to meet the needs of the community.

*Q. How can school ensure that supply teachers conform to the behaviour blueprint?*

Every classroom has the guidance prominently displayed on the walls.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
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## 7 School Improvement Plan (SIP)

A copy of the SIP was shared in advance for review.

*Q. When can school expect to complete many of the outstanding Amber items?*  
Many of these actions should start to turn Green in the Spring Term.

Chair noted that, whilst the current SIP is a very positive sounding document, with lots of school strengths highlighted, it does perhaps need to be more of a true reflection of some key challenges currently facing the school including staffing, absence and behaviour.

*Q, When will SIP next be brought back for more detailed review?*

The next GB (S&C) meeting.

*\*Muna returned to the meeting*

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>A</b>	<ul style="list-style-type: none"> <li>SIP to be reviewed at next S&amp;C GB</li> </ul>	GB	

## **8 Policies for Review and Approval**

### Charging & Remissions Policy

HT shared an executive summary of changes to policy, including Lettings section on page 6 which now directs to the Premises Hire Policy.

Policy approved.

### Educational Visits Policy

HT shared executive summary of changes, specifically addition of Form EV1 in the appendix.

Policy approved.

### Premises Hire Policy

This is a brand new policy which, as discussed, was reviewed in detail at the F&R Committee meeting. It was noted that the physical layout of the school make it a very difficult building to hire out, with lots of considerations needed in terms of access, parking, noise and post-event clean-up. School's Facilities Manager is addressing effective lettings practice as one of his key performance targets.

*Q. How is school building hire being advertised/publicised amongst prospective customers?*

Mainly in-house promotion via word of mouth with local community groups. There has already been strong interest from Lancashire County Cricket Club and Rushford Park.

*Q. Is there written risk assessment as part of any agreement?*

Yes, both the school and each customer would carry out risk assessment and ensure appropriate insurance cover.

Governors accepted the policy, and, subject to Legal Team approval, it will be brought back to next GB for ratification.

It was noted there will be no hiring out of premises until this Policy is approved.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Charging &amp; Remissions Policy approved.</li> </ul>	GB	
<b>D</b>	<ul style="list-style-type: none"> <li>Educational Visits Policy approved.</li> </ul>	GB	
<b>A</b>	<ul style="list-style-type: none"> <li>Premises Hire Policy to be brought for ratification subject to Legal Team approval.</li> </ul>	HT	

## 9 GB Housekeeping

### Governor Vacancies

Election of two new Parent Governors to be completed by April 2024.

### Link Governor Visits

HT shared provisional schedule for governor visits and the following were confirmed:

Lesley Gutteridge to visit school on Monday 18<sup>th</sup> March to accompany Sonja Butterworth on a QA visit around Behaviour and Attitudes, followed in afternoon by safeguarding meeting with DSL (DHT).

Lesley Gutteridge and Cath Collinson to revisit Behaviour and Attitudes on Friday 21<sup>st</sup> June at 10am.

Cath Collinson to attend English and Reading in June, date to be confirmed.

Mteen to attend Geography and History in March, date to be confirmed. It was suggested Mteen reviews the humanities section of SIP and then comes up with a couple of pertinent questions to ask the subject lead on the visit, possibly forwarding her questions in advance.

Muna (Maths) and Bunesa (EYFS) will not have time to complete their visits before their term of office expires start April and therefore these visits will be rearranged once new parent governors are in place.

### Governor Training

Chair confirmed that she has attended various One Education training course in the Autumn term, including: Holding the HT to Account, Your Role in Performance Management, Understanding Data for Primary Governors and Governor Visits. She will share slides from this latter training course. Chair also attended the first Chairs Network Briefing in September but has not attended one since. It was confirmed that any governor, not just Chair, can attend these sessions.

The next Chairs Briefing is Thursday 28<sup>th</sup> March, 12 – 2pm at Manchester Art Gallery. Lesley to attend.

Helen to also share list of other upcoming LA training course events, including Safer Recruitment Training course in April.

Chair noted that One Education offers bespoke training sessions on whatever topics schools choose, at a cost of £380 per session. It was proposed that, once new governors have been recruited, an updated skills audit is completed in summer term and then some training topics to be identified. Budget will be allocated towards this once priorities have been established.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>A</b>	<ul style="list-style-type: none"><li>Parent Governors (x2) to be recruited.</li></ul>	HT	April 24
<b>A</b>	<ul style="list-style-type: none"><li>Link Governor visits to be confirmed with subject leads.</li></ul>	GB	February 24
<b>A</b>	<ul style="list-style-type: none"><li>Training courses to be shared.</li></ul>	Helen	February 24



<b>A</b>	<ul style="list-style-type: none"> <li>Skills audit to be completed and bespoke training needs identified.</li> </ul>	Chair	April 24
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<b>10</b>	<b>2024/25 School Calendar</b>		
<p>HT shared proposed calendar for 2024/25 in a new parent-friendly presentation format. Although there are no changes to standard calendar, it was noted that various local high schools and academies are rejigging their holidays which complicates timings for parents of primary and high school children.</p> <p><i>Q. What happens when St Agnes staff have their own children in these schools with different holidays?</i></p> <p>They have to work around it with their childcare arrangements. It would certainly help if there was standardisation across all primary and high schools as well as all Greater Manchester local authorities.</p> <p>2024/25 School Calendar approved.</p>			
	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	<ul style="list-style-type: none"> <li>2024/25 school calendar approved.</li> </ul>	GB	

<b>11</b>	<b>HT Wellbeing</b>		
<p>HT welcomed the arrival of the new DHT who has helped share the workload. It has been a challenging term to date not least with high staff absence, but, as ever, the team has rallied round and provided continued support.</p> <p>HT has completed his Ofsted inspection training, which was high quality and provided some really insightful guidance on what inspections focus on in terms of behaviour and attitudes.</p> <p><i>Q. In the last minutes it was indicated the final week before Christmas would not have formal lessons, did this happen?</i></p> <p>Yes, it was a very relaxed end to the final week of Autumn Term which benefited the staff and the pupils after a long and challenging term.</p>			
	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li></li> </ul>		

<b>12</b>	<b>Collaboration Agreement</b>		
<p>HT shared copies of the Collaboration Regulations 2023 and a Model Terms of Reference, based on LA's proposed collaboration between St Agnes, Alma Park Primary and Oswald Road Primary to use each other's governors on panels where they have insufficient available governors of their own.</p> <p><i>Q. Are any governors excluded from the agreement or are there any minimum training requirements?</i></p> <p>No.</p> <p><i>Q. Can individual governors decline to take part?</i></p> <p>If the school enters into the agreement then it is a binding document committing it to take part. However, no individual governor would be forced to take part if they did not want to.</p>			

*Q. Could school stipulate which specific matters it would be prepared to get involved in at other schools?*

It would review on a case by case basis.

*Q. If sitting on another school's panel, would governors need to understand that school's individual policies?*

Most LA policies are consistent in all schools so this should not be an issue. It is more about ensuring a panel is quorate and there would be no expectation of an external governor having to chair a meeting of another school.

*Q. Is there a capacity concern that school might be inundated with requests from partner schools?*

This is a possibility but, hopefully, it would be a balanced demand for governors between all schools.

Governors agreed that there were mutual benefits to the proposed collaboration and that it would benefit St Agnes to tap into other governor resources when necessary. One governor also felt that exposing governors to other primary school practices might also develop their own broader governance experience.

Governors approved collaboration agreement subject to a review after the first year.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	<ul style="list-style-type: none"> <li>• Collaboration Agreement approved.</li> </ul>	GB	1 year

<b>13</b>	<b>AOB</b>		
None.			
	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>•</li> </ul>		

<b>Date and Time of Next Meeting:</b>	<p><b>Provisionally agreed for Thursday 21<sup>st</sup> March. This will be a much shorter hybrid meeting starting at 2.30pm and finishing at 3.30pm.</b></p> <p><b>Clerk to issue invitation to today's absent governors.</b></p>
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