

Governing Body Meeting Minutes

School: St Agnes CE Primary School

Quorum: 5

Chair: Helen Thompson

Clerk: Andrew Crosbie

Date of meeting: 27 September 2018

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
Shelley Lynton	Acting Deputy Headteacher (DHT)	N/A	P
Helen Thompson	Foundation (Chair)	07/09/22	P
Catherine Collinson	Parent (Vice Chair)	01/03/21	P
Charlie Mok	LA Governor	31/10/19	P
Lesley Gutteridge	Co-opted Governor	22/03/21	P
Aurangzeb Farooq	Parent	10/02/20	P
Margaret Taylor	Foundation	01/09/20	P
Sarah Oxley	Staff Governor	01/03/22	P
Anwar Gulzar	Parent	10/02/20	P
Afeefah Ali	Co-opted Governor	01/03/22	P
Bethan Jones	Co-opted Governor	01/09/22	P
Rev Eugenia Adoyo	Foundation	N/A	A

Others present

Name	Role
Andrew Crosbie	Clerk (One Education)

Agenda Items

1	Apologies & Welcome		
The Clerk welcomed everyone to the meeting especially Bethan Jones, a co-opted governor attending her first meeting.			
	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	Election of Chair and Vice Chair		
Helen Thompson was re-elected, unopposed as Chair and Cath Collinson re-elected, unopposed as Vice Chair. Both terms of office will be for one year.			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Helen Thompson elected as Chair of Governors. Cath Collinson elected as Vice Chair of Governors. 	Governing Body	1 year
		Governing Body	1 year

4	Appointment of Governing Body clerk		
Andrew Crosbie from One Education was re-appointed as the ongoing clerk for the governing body.			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> One Education re-appointed as clerk to the governing body. 	Governing Body	1 year

5	Minutes of Previous Meeting (05.07.18) and Matters Arising		
The minutes of the previous meeting (05.07.18) were approved as an accurate record subject to the following minor amendments.			
Page 9 Sarah Oxley name misspelt twice. Sarah not Sara.			
Page 9, item 7.3 Sprint 2018 should read Spring 2018			
Page 12 Schedule of Visits should read Schedule of Meetings.			
Chair signed a copy of minutes for retention on file.			

Matters Arising

Page 4, NGA Website

Q. Was the issue with log in details for NGA website resolved?

No, but hopefully all governors have received copies of the 2018/19 NGA Handbook.

It was noted that Lesley, Charlie, Anwar, Bethan and Afeefah have still not received their handbooks. HT to check with Nadra if these have been issued.

Page 13, Isobel Booler

Chair confirmed that she will be arranging a meeting with Isobel Booler this term to discuss update on Liz Rose's secondment.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">Minutes of last meeting 05.07.18 approved.	Governing Body	
	<ul style="list-style-type: none">Outstanding NGA Handbooks to be circulated to all governors.	HT	
	<ul style="list-style-type: none">Meeting to be arranged with Isobel Booler.	Chair	

6 Governing Body Housekeeping

6.1 Terms of Reference (TOR)

Chair circulated copy of Terms of Reference for the Governing Body and advised that this is largely the same content as last year but on the new standard template. The one change is the inclusion of Policies and Compliance which highlights all statutory policies requiring full GB approval and their review dates.

It was agreed that Safeguarding Policy and Pay Policy, currently listed for review in Spring Term, would be better reviewed in the Autumn term.

It was noted that the document should refer throughout to Governing Body not Governing Board.

Subject to those minor amendments, Governing Body approved the TOR.

6.2 Committee Structure

Chair proposed the following committee members:

Leadership & Management – Helen, Charlie, Lesley, Cath and Margaret

Finance & Resources – Helen, Shoab, Lesley, Zeb, Bethan and Charlie

Standards & Curriculum – Shoab, Cath, Anwar, Eugenia, Afeefah, Sarah

The HT Performance Management Committee will remain as Helen, Lesley and Charlie. They are scheduled to meet on Tuesday 11th December. No clerk will be needed.

The Pay Committee is required to meet before 31 October. Outcomes from this meeting will be brought to the next LGB meeting for ratification. The committee will comprise Helen, Lesley and Bethan with Charlie available for any appeals. The

Pay committee meeting date was confirmed as Friday 12 October at 9.30am. Clerk to attend.

It was noted that the Chair is entitled to attend any or all committee meetings without being named as a committee governor.

Structure was approved by the GB. Chair to produce final copy and Clerk to circulate to all governors.

6.3 Code of Conduct

The code of conduct for the governing body is unchanged from last year. Chair highlighted the guidance on confidentiality, especially in the light of GDPR. Chair thanked all governors for signing up to a new school email address which will improve communication security.

Chair signed copy of the Code of Conduct and returned to the Clerk.

Q. Following GDPR, is there a need to change procedures for displaying approved GB minutes on the staff noticeboard?

Historically, staff have been briefed verbally rather than receive noticeboard minutes. HT will discuss this with Shane, the school's data protection officer.

GDPR to remain a standing item on all LGB agendas.

6.4 Link Governors

Following the successful introduction of link governors last year, it will be important to maintain and develop these roles and responsibilities this year. Chair proposed the following link governor roles:

SEN(D) – Helen

Safeguarding – Lesley

SMSC – Eugeniah

Health and Safety – Anwar

Maths – Zeb

English – Cath

Curriculum – joint role Margaret and Bethan

Early Years – Afeefah

PP and Sports Premium – Charlie

All link governor roles were approved. Confirmed list to be circulated to all governors with committee structure discussed above.

Chair advised governors to liaise closely with HT and to give sufficient advance notice of planned visits.

Q. Is there any guidance on the format of visits?

Yes, there is lots of information available on The Key and HT will also produce guidelines and key question guidance for each link governor role. Clerk will also circulate the visit report template to all new governors and new link governors.

**Zeb left the meeting*

6.5 Declaration of Pecuniary Interests/Confirmation of Eligibility forms
Completed copies of both documents were provided by all governors and staff present and passed to the Clerk to be filed.

6.6 Governor Training

Governors that have completed the Virtual College Online Training passed copies of their certificates to the Chair.

New governor induction training is available through One Education on 31 October. Chair to forward link to Bethan and Afeefah. Clerk to confirm the date of the February training course.

There remains the need for Safer Recruitment training. A One Education course ran on 26 September. Clerk to confirm if future training is planned.

**Zeb rejoined the meeting*

6.7 Schedule of 2018/19 Committee Meetings

The following changes were made to this term's committee meetings:

Finance & Resources rescheduled from Thursday 18th October to Thursday 1st November at 5.30pm.

Standards & Curriculum still Thursday 8th November at 6pm.

Leadership & Management rescheduled from Thursday 22nd November to Monday 3rd December at 1.30pm.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • Terms of Reference approved by governors. • Committee memberships and Link Governor roles approved. Clerk to circulate final copy to all governors. • Code of Conduct approved, signed and returned to Clerk for filing. • GDPR to remain standing item on all LGB agenda. • Declaration of pecuniary interests and confirmation of eligibility forms completed by all governors and retained for filing by Clerk. • Date of next Safer Recruitment training course from One Education to be confirmed. • Several meetings rescheduled and 2018/19 meetings schedule approved. 	<p>Governing Body</p> <p>Clerk</p> <p>Governing Body</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Chair</p>	

7	Head Teacher's report
	<p>A copy of the HT's report was circulated in advance to governors and the following issues were raised in discussion:</p> <p>Page 5, item 8.4 Q. How was HT's meeting with the head of St James school, Gavin Shortall? It was a very fruitful meeting. The school is similar in many ways to St Agnes. Another meeting is planned at St James to specifically discuss teaching of English and Maths.</p> <p>Page 3, item 1 Governor noted that the 61 pupils in Y2 is contrary to Government regulations stating there must not be more than 30 pupils in each class at KS1.</p> <p>Q. Is this a Government recommendation or an actual rule? It is a rule.</p> <p>Q. How has this happened? There are extenuating circumstances because of the amount of pupils requiring school places in Manchester. The Local Authority has placed this additional pupil at St Agnes.</p>

Governors advised that any impact has to be closely monitored and HT must be able to demonstrate that quality of teaching in this year group is not being compromised and that teaching provision is being made for this extra pupil.

Page 3, item 2.5

The text suggests that the current Attendance Officer is not fit for purpose when in fact it is the job title that is no longer appropriate. The job title will change to Parent Support Advisor to reflect the additional roles and responsibilities within this position. HT to change wording of this section of his report.

Q. If this is a new role will it need to be advertised externally?

No, the position has been discussed with HT and because the person in post has been carrying out responsibilities to date they will automatically retain this role.

Q. Is there any financial impact?

Yes, the newly defined role will need to receive a commensurate Grade 5 salary.

Page 3, item 3

Q. Is the SENCO role undertaken jointly?

Yes jointly by Katie Cronin and Rachael Adderson.

Page 5, item 9.2

Governors advised the current text referring to 'contracts being reviewed' is not appropriate. Item 9.2 to be deleted.

2017/18 Outcomes

HT summarised the headline outcomes for summer 2018.

Overall performance in EYFS showed an upward trend with Good Level of Development (GLD) at 66.7%, narrowing the gap on the National figure of 71%.

Y1 Phonics showed a significant dip from 83% in 2017 to 66%, against a National figure of 83%. This is of concern and plans are already in place to address this situation.

KS1 results are similar to National, with Reading at 75% and Maths at 73.3% slightly below, but Writing at 71.7% slightly higher. At higher standard, the greater depth pupils exceeded National figures in Reading, Writing and Maths.

The SATs results at the end of KS2 were the major cause of concern. They were significantly lower in Reading at -9% from 2017 outcome, in Writing at -15% from 2017 outcome and in Maths -3% from 2017 outcome which equates to 2 children. The Combined RWM percentage at the expected standard was also significantly lower at -11%. There were no pupils who achieved RWM Combined at the higher standard in any subject. Gaps to National outcomes have widened in Reading and, especially in Maths.

The KS2 Progress score was lower than last year in Reading, Writing and Maths and this will be a key area of focus this year.

The average scaled score has also dipped in all 3 areas, with Reading at -4 on National requiring particular focus. In Maths, pupils excel at arithmetic but struggle with maths literacy when it comes to problem solving a text.

In conclusion, overall the summer outcomes are a major concern. HT recognizes the need to review the cumulative progress of pupils across all year groups rather than just what happens in Y6. The School Improvement Plan is currently being drafted and it is proposed that a small working group of governors is set up to review this plan.

HT report included summary of Quality Assurance visit by Sheila Cairns on 6th September, on which she was accompanied by HT and Lesley.

This was a rigorous, external analysis of the school's outcome performance and subsequent action plan. It was a positive assessment which identified a number of key priorities emerging as part of the School Development Plan.

HT also presented new online software package, Inspection Coach, which the school is using to help develop the plan. It enables the use of live documents and an active timeline and is a highly intuitive system which is very popular with Ofsted.

Budget Changes 09/07/18

There has been a significant decrease to Pupil Premium funding (£27,270) and a much smaller decrease to Universal Free School Meals (UFSM) funding of 2,767. In contrast, SEN funding has increased by £9,880. Allowing for these changes the total difference is just £2,147 deficit.

Q. Are there any plans to use the Apprenticeship Levy?

Not at present. It has been difficult to identify any apprenticeship opportunities that are relevant for the school.

	Actions or decisions	Owner	Timescale
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8 | Scheme of Financial Delegation

The Scheme of Delegation was reviewed. The only change to the document concerns the minimum amount of expenditure requiring competitive quotes. The Local Authority has advised that the school's recent adjustment from a minimum £2k to £6K is not allowed. Any expenditure over £2k still requires 3 competitive quotes.

Governing Body approved the Scheme of Financial Delegation.

Q. Can governors ever take financial decisions electronically?

In the past, when quotes have been received, a timely decision on a purchase is required and no governors' meeting is scheduled, the Finance Committee has agreed a decision online.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Scheme of Financial Delegation approved. 	Governing Body	

9	2018/19 Pupil Premium Statement		
<p>The PP statement was reviewed.</p> <p>Of 472 pupils, 111 are currently eligible for PP.</p> <p>HT highlighted the revised current attainment figures as follows:</p> <p>% achieving in reading, writing and maths - 58.8%</p> <p>% making progress in reading – 58.8%</p> <p>% making progress in writing – 70.6%</p> <p>% making progress in maths – 64.7%</p> <p>The following amendments to the statement were noted:</p> <p>Page 2, column 2, box 1 1 dedicated TA – EYFS should read 1 dedicated TA – KS1</p> <p>Page 2, column 2, box 2 1 to ½ should read 1 to 1</p> <p>Page 3, column 5 In compliance with GDPR, the full name of the music therapist should be removed.</p> <p>Q. How is the information in this statement communicated externally? It is published on the school website.</p> <p>Q.Is it common for most schools to spend most of their PP funding on staff and TAs? Yes. At St Agnes there is also a commitment to spending on enrichment activities such as school trips.</p> <p>Subject to text amendments highlighted above, Governing Body approved the PP Statement.</p>			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> 2018/19 PP Statement approved. 	Governing Body	

10	2018/19 PE and Sport Grant Statement		
<p>The PE and Sport Grant Statement was reviewed.</p> <p>The total fund allocated is £19,680. Total spend as of 18/09/18 is £2,823.22.</p> <p>The main change this year has been the replacement of Lunchtime Organisers with dedicated sports coaches. It is still too early to measure the impact of this initiative</p>			

but early signs are that the pupils are much more interested and engaged in physical activity.

Q. How does the school incentivise non-sporty pupils to engage in physical activity?

Staff have been briefed to observe pupils who are less likely to socialise and join in competitive sports and to try and encourage them to participate in other activities.

The PE and Sport Grant Statement was approved.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> 2018/19 PE & Sport Grant Statement approved. 	Governing Body	

11 | Performance Management

A performance management appraisal meeting with HT will be held on 11th December and reported back to the next LGB meeting.

A Pay Committee meeting was arranged for Friday 12th October. HT to prepare draft agenda. Clerk to attend. Bethan Jones is unable to attend and offered her apologies in advance.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Pay Committee to meet 12th October. 	Pay Committee	

12 | Policies for Review

The following policies were reviewed for approval:

12.1 Code of Conduct for School Staff Policy

This is an updated policy requiring approval every 2 years. The front cover of the document should show policy last reviewed September 2018 and approved by Governing Body, not HT.

Policy was approved.

12.2 Grievance, Bullying & Harassment Policy

This is an existing policy with no changes. It is next scheduled for review in 2020.

Policy was approved.

12.3 Behaviour Policy

This policy contains some changes to procedures to ensure consistency across the school. It is next scheduled for review in 2019.

Policy was approved.

12.4 Child Protection and Safeguarding Policy

This is an existing policy which requires annual review.

Policy was approved.

12.5 Attendance Management Policy

Page 8 states that the policy should be reviewed annually. This should read every 2 years. The next scheduled review date is Autumn 2020.

Policy was approved.

It was agreed that for ease of review, minor changes to policy documents should be summarised on a front sheet. HT to action.

Q. Is there any staff consultation when producing policies?

Yes, where relevant, for example staff were consulted on both the Behaviour and the Code of Conduct for School Staff Policies and in both cases feedback was favourable.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Code of Conduct for School Staff Policy approved. Grievance, Bullying and Harassment Policy approved. Behaviour Policy approved. Child Protection and Safeguarding Policy approved. Attendance Management Policy approved. Front sheet summary to be included with all future policy changes. 	<p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Head teacher</p>	

13 | HT Wellbeing

Governors asked HT to update on his own wellbeing in terms of stress and pressures of his position.

HT advised that, whilst there is a lot of pressure in the job, he feels reassured that he has the correct staff and systems in place to support him and his Deputy Head Teacher (DHT), Shelley Lynton. He also has a good external support network with Gareth Elswood still a close contact.

HT and DHT have tried to introduce more working from home days, particularly when there is a lot of preparation and paperwork needed, for example ahead of a governors' meeting.

Q. When did the new staffing structure come into operation?

It has been effective since the start of this new term in September.

Q. How many home days has the HT taken this term to date?

Just one to prepare for this meeting.

DHT confirmed that the strong leadership team now in place and the teamwork being shown, is making a difference to the pressures of her and the HT's roles.

Lesley advised that at recent Chairs' Briefings, Manchester Local Authority was placing greater emphasis on the importance of wellbeing and is keen to hear and develop framework ideas which can be used to attract a higher calibre of head teachers into Manchester schools.

Wellbeing will remain a standing item at all LGB meetings.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> HT wellbeing to remain an ongoing agenda item. 	Clerk	

14	AOB		
<p>Governors were made aware of Government uplift to teachers pay which will have an impact on the Pay Committee review. There will be a fully funded pay rise of up to 3.5% for classroom teachers on the main pay range, 2% for those on the upper pay range and 1.5% for those in leadership positions. Decisions on pay will be left up to governors within these guidelines.</p> <p>Governing Body approved delegation of authority to the Pay Committee on all pay decisions.</p>			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Pay Committee authorised to action pay reviews. 	Pay Committee	

Date and time of next meeting:	Thursday 6th December 2018 @ 6.00pm
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