

Governing Body Meeting Minutes

School: St Agnes CE Primary School

Quorum: 5

Chair: Helen Thompson

Clerk: Andrew Crosbie

Date of meeting: 6 December 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
Charlie Mok	LA Governor	31/10/19	P
Lesley Gutteridge	Co-opted Governor	22/03/21	P
Aurangzeb Farooq**	Parent	10/02/20	P
Sarah Oxley*	Staff Governor	01/03/22	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	P
Margaret Taylor	Foundation	01/09/20	Ap
Catherine Collinson	Parent (Vice Chair)	01/03/21	Ap
Anwar Gulzar	Parent	10/02/20	A

*Left the meeting briefly during HR discussion in item 9.

** Left the meeting early after item 9.

Others present

Name	Role
Andrew Crosbie	Clerk (One Education)

Agenda Items

1	Apologies & Welcome		
The Clerk welcomed everyone to the meeting. There were apologies from Cath Collinson and Margaret Taylor.			
	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	GDPR - Global Policing Presentation		
Shane O'Neill was unable to attend the meeting and sent his apologies. Chair explained that she will try to rearrange for him to present to the next Finance and Standards Committee meetings in January/February 2019 so that all governors will be briefed.			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">Global Policing Presentation to be rearranged to take place at both the Finance and Standards committee meetings.	Chair	

4	Minutes of Previous Meeting (27.09.18) and Matters Arising		
The minutes of the previous meeting (27.09.18) were approved as an accurate record and a copy was signed for retention on file.			
<u>Matters Arising</u>			
Page 3, item 5 Governors confirmed that NGA Handbooks had been received.			
Page 10, item 11 Chair confirmed that Pay Committee did meet on 12 th October and all pay recommendations were approved. A performance management appraisal meeting with HT is scheduled for 11 th December. Charlie is unavailable and Helen can only attend part of this meeting, an additional governor is therefore required to make quorate. Afeefah agreed to attend the meeting. Zeb also offered to be available if required.			

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Minutes of last meeting 27.09.18 approved. 	Governing Body	
	<ul style="list-style-type: none"> Afeefah Ali to attend HT's performance management appraisal meeting. 	Afeefah Ali	11.12.18

5 Head Teacher's Report

A copy of the HT's report was circulated in advance to governors and the following issues were raised in discussion:

Page 3, Item 1 - Pupil Information

Q. What is PIYFAP?

Primary In Year Fair Access Protocol. Any child with a child protection or safeguarding issue will go through a PIYFAP process.

Q. Why does the report on new arrivals identify where they have come from?

This is to highlight International New Arrival (INA) pupils. There has been a marked increase in INA pupils in recent years, as well as in the numbers of pupils leaving the school. INA numbers are important because they will impact on overall attainment.

Page 4, Item 4.4 – Attendance

Q. Are holiday requests still high?

9 individual pupil holiday requests had been submitted at the time of preparing this report although more have been received since. Numbers will continue to increase with the Christmas holidays approaching. The school continues to operate a zero tolerance response these requests.

Q. Are there any circumstances in which the school would approve an authorised holiday?

It happened once recently with a family where siblings were all from another school and an overseas visit was scheduled to visit a dying relative. This was considered an exceptional circumstance and the pupil's previously exemplary attendance was taken into consideration.

Q. What would constitute an authorised absence?

Illness or hospital appointments, for example.

Page 5, Item 6 – Sports Premium

HT confirmed that DHT has done a lot of work to get the Parental Engagement Network (PEN) more involved in sport and physical activity. This has been very successful and also had benefits in developing closer community relationships, for example bringing neighbours together in activities.

Page 6, Item 10.3

3 governors have now attended Safer Recruitment training.

Page 6, Item 11.3

What are ASP and IDSR?

Analysed School Performance and Integrated Data Set Report.

Page 6, Item 11.7

The school continues to work closely with a variety of other schools both from within and outside the local cluster. Other schools are also visiting St Agnes to see its best practice in terms of, for example, Peace Mala and Rights Respecting Schools (RRS) work.

Page 6, Item 14.3

The school has signed up to the Parentmail communication system to improve communication with parents. Notification of events such as coffee mornings or workshops are issued via this system.

Q. Is Parentmail an off the shelf package?

Yes, it was one of several school systems which were researched before Parentmail was chosen as the most cost-effective system.

Q. Is the system fully GDPR compliant?

Yes. It does not mention individual names and is a one way communication of generic parent information. All parents signing the school's GDPR consent form are agreeing to its use.

Page 12, Appendix 2 - ASP Analysis

HT outlined the school performance analysis which highlights cohort data for all year groups.

Within KS1, for example, it highlights that girls are doing very well in reading, writing and maths, as are Free School Meals (FSM) pupils, but boys are not performing so well.

In KS2, the swathe of red text highlights that significant improvement is required.

One issue which needs to be addressed is the cluster-wide problem of insufficient pupils achieving greater depth (GD).

Page 15, Appendix 3 – Pupil Survey

Years 1-6 pupils were surveyed and responses received from some 300 pupils. Pupils were asked whether they agreed with 25 specific questions as 'always', 'most of the time', 'sometimes' or 'never'.

The overwhelming majority of responses to the survey fell in 'always' and 'most of the time'. However, where data fell outside this norm, actions could be taken to address issues raised.

For example, 18% of pupils said they only sometimes felt safe in the playground and 11% said they never felt safe. When investigated, this was identified as physical safety as there have been a higher number of accidents involving pupils, especially at lunchtimes, since new routines involving sport and physical activities were introduced. A lot of accidents were due to pupils not being spatially aware of

these activities, their surroundings and safe movement around the playground. This has now been addressed by staff.

Q. Is there a dedicated area in the school for pupils wishing to pray?

Yes, there is a small room available for prayer, a number of prayer stations around the school and reflection areas in each classroom. Lunch time is the only period that the school has to set aside specifically for prayer, but pupils are left to choose how they want to express their faith.

Questions 2 and 14 elicited a higher number of 'sometimes' and 'never' responses in terms of school work and lessons not being sufficiently interesting, and SLT will review this and share with staff to address.

	Actions or decisions	Owner	Timescale

6 Self Evaluation Summary (SEF)

A copy of the SEF was circulated for information. This is a comprehensive document which is used to inform the School Improvement Plan (SIP).

Governors were directed to the summary dials on page 6 which provide a colour coded representation of performance in 5 key areas. Personal Development, for example, is highlighted as being outstanding, Teaching & Learning as generally good. However, within Outcomes there are areas that need developing and, more seriously, others that require improvement. This will therefore be a key area of focus.

Q. Do governors understand which audience this SEF is chiefly aimed at?

The SEF is the first document that Ofsted will refer to ahead of a school inspection. They will use it to identify any areas that need developing and prepare their initial questioning based on these sections. Only when they are carrying out the school inspection will they refer to the SIP and will expect it to support the problem areas identified in the SEF.

	Actions or decisions	Owner	Timescale

7 School Improvement Plan

The SIP is considered to be the operating manual of the SEF and the copy circulated for information is a much slimmer version. The SIP is broken down into 5 distinct sections each with a named assignee. Behind the named assignee is a full team of appropriate stakeholders.

A new column will be introduced to the table listing what strategic objectives are planned for each section.

It was noted that the SIP provides a very useful reference document for any Link Governor planning a school visit as it helps to identify the impact of specific interventions within each section.

HT revisits the SIP every two weeks as part of his leadership team meetings and the SIP is also widely referenced by Phase Leaders and other staff.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> SIP to be updated with new strategic objectives column. 	HT	

8 Fischer Family Trust – Data Dashboard

Governors reviewed the FFT Aspire Data Dashboard. This is a commercial product which is for the school's internal use only and would not be referenced by Ofsted but is a very useful reference for governors.

Afeefah advised that she has recently attended the FFT training with Cath. The training was very good but had cautioned that some of the data can be misleading if the numbers involved are low.

It was also noted that it is possible to have good results but without progress and, conversely, good progress but low attainment.

The overview dials on page 2 of the document confirm that the Average Scaled Score in Reading and Maths of -3.3 and the % Expected Standard+ in Reading, Writing and Maths of -6% are both causes for concern.

It was noted that the FFT data dashboard has been well received by teaching staff, and one of the benefits has been the ability of the data to identify those pupils with the greatest potential to achieve accelerated progress.

	Actions or decisions	Owner	Timescale

9 Committee Reports

Three committee meetings have been held this term and the Committee Chairs provided a summary of key discussions.

9.1 Finance & Resources (1.11.18) Lesley Gutteridge

The following was discussed:

The restructure of the Lunchtime Organisers.

The SFVS was amended and new questions added.

The Scheme of Financial Delegation was discussed with the Business Manager and the minimum purchasing limit amount was corrected back to £2k from £6k.

The budget was reviewed and approved.

Repair work to the school's sprinkler system was discussed at length and approval to proceed with the repairs agreed. This has involved a tender process which had

arrived at only one competitive quote and a complication with the insurance policy which HT has discussed with the insurance brokers.

Q. Were 3 quotes sought?

Yes, but only 2 companies actually supplied quotes and one of these was wholly unrealistic suggesting they did not want the work. A paper trail exists which documents the school's efforts to get 3 competitive quotes.

Q. Is the contractor appointed a reputable company?

Yes, they are a valid and reputable supplier. The school's Health and Safety Link Governor is to inspect the repairs once completed.

Q. Has there been an updated fire risk assessment?

One was undertaken at the start of the academic year but there has not been another since the sprinkler system repair work was identified. There is, however, no health and safety risk whilst the sprinkler is out of action.

9.2 Standards & Curriculum (8.11.18) Cath Collinson

The following was discussed:

Review of 2017/18 Pupil Outcomes

FFT Aspire's Data Dashboard

2017/18 In-house Data Set. It was noted that, across the school, boys are consistently underperforming the girls. In general, girls are arriving at school much more independent and resilient than boys. The current reception intake includes a much higher number of boys and so it is important to try and make the school curriculum more boy-friendly.

Q. How can this boy-friendly push be balanced with the move towards greater gender neutrality?

It is a difficult balance. Activities and texts, for example, must be more appealing to boys but, at the same time, the school continues to encourage girls and boys to be equally aspirational.

It will be useful for the relevant Link Governor to focus on boy-specific provision and impact in the school.

9.3 Leadership & Management (3.12.18) Charlie Mok

The following was discussed:

The new staffing structure and the success to date of the AHT appointments. It was noted that this has had a positive impact on staff and pupils, led to better defined accountability and improved the work/life balance and wellbeing of the senior team.

Liz Rose's secondment and the implications for the leadership team in 2019/20 academic year. Although there has been no update, Chair has contacted SSQA Officer, Simon Taylor to request an urgent meeting to discuss this situation. The governors all shared their concerns about the lack of information on this.

**Shoab, Shelly and Sarah left the meeting whilst LGB discussed this in more detail.*

Chair confirmed that as soon as any information on Liz's secondment is forthcoming, all governors will be contacted and, if necessary, an extraordinary GB meeting will be called to discuss next steps.

**Shoab, Shelly and Sarah rejoined the meeting.*

*** Zeb left the meeting.*

	Actions or decisions	Owner	Timescale

10	Policies for Review		
	<p>10.1 Business Continuity Plan This is a standard policy which has been updated with only minor changes. Q. Is the risk matrix reviewed every year? Yes, and there have been no changes.</p> <p>Another external risk assessment is planned on the flow of pupil traffic when arriving at the school.</p> <p>Governors approved the Business Continuity Document.</p>		
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Business Continuity Document approved. 	Governing Body	

11	Governing Body Housekeeping		
	<p>11.1 <u>Link Governor Visits</u> Safeguarding Link Governor, Lesley confirmed she carried out a Safeguarding Learning Walk in September. Last week she visited the school and carried out a spot check on the Single Central Record. She will forward a copy of her report to Clerk for wider circulation to all governors.</p> <p>As SEN Link Governor, Chair visited the school last week and will write up and circulate her report. She felt that the visit had highlighted lots of interventions but she remains concerned about whether the impact of these can be sufficiently measured. She will be re-visiting later this academic year to follow up on intervention impact.</p> <p>The following Link Governor visits now need to be confirmed:</p> <p>Charlie – PP & Sports Premium, visit to be arranged later in the school year.</p> <p>Zeb and Cath – Maths & English, to arrange visits for January and February 2019.</p>		

Afeefah – EYFS, to arrange a visit in January. A walk through of the school may be beneficial to get a first hand picture of early years’ provision.

Beth and Margaret – Curriculum, a visit to be arranged once Margaret returns from holiday on 25th January.

Eugeniah - SMSC, visit to be organised early in Spring term.

11.2 Training

Helen and Afeefah attended the recent LA Chairs Network briefing.

Cath and Afeefah attended the FFT Aspire training.

Helen, Lesley, Cath and Shelley attended Safer Recruitment Training.

Helen attended the recent One Education Chairs Network meeting.

Clerk confirmed that future training opportunities would be highlighted in the Spring Term Governors Handbook.

Lesley confirmed that DBS check information on all governors is kept in the school’s Single Central Record, which is fully up to date and compliant.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Report on Single Central Record spot check visit to be circulated. Report on SEN Link Governor visit to be circulated. Link Governors to contact school to organise Spring Term visit schedule. 	<p>Lesley Gutteridge/Clerk</p> <p>Chair/Clerk</p> <p>Link Governors</p>	

12 | HT Wellbeing

HT confirmed that having the new leadership team in place has helped reduce his work pressures. He is confident that the new structure is working well and that all his staff have a clear understanding of responsibilities and reporting structures.

HT also welcomed regular, ongoing, conversations with Chair and the support network he has developed with other head teachers.

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

13 | AOB

13.1 Calendar Dates

HT circulated proposed calendar dates for 2019/20 academic year. The date at the top of this document needs to be amended from 2018 to 2019 before circulation.

The Inset Day scheduled for Friday 25th October 2019 will be a repeat of this year's successful Cluster Day, involving meet up with schools in the Longsight and Ardwick Cluster.

Governors approved the 2019/20 calendar dates.

13.2 SFVS

HT provided a summary sheet of minor changes to the SFVS document which Chair signed for retention on file.

13.3 Scheme of Financial Delegation

There is one change to this document, correcting the purchasing limit back to £2,000 from £6,000. This was approved by governors and Chair signed copies for retention on file by school and Clerk.

13.4 Operational Financial Procedures

There were no changes to this document and it was approved by governors.

13.5 EES Licence

This licence, which will enable staff use of Microsoft Word, requires renewal and because it is over £2k, requires governing body approval.

Three quotes have been sought:

Digitech - £2,730

One Education - £2,301

MGL - £2,329

Although the most expensive quote, based on experience of this supplier and its reliability and reputation in this sector, the HT's recommendation was for Digitech.

Q. Why not go for the cheapest quote?

The school already sources several services from One Education and would prefer to spread its service suppliers.

Q. Will the HT try to reduce the Digitech quote?

Yes, the HT intends to try and negotiate a more competitive quote and will keep governors updated. Governors approved this recommendation.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • 2019/20 calendar dates approved. • SFVS approved by governors and signed copy retained by HT. • Scheme of Financial Delegation approved by governors and signed copy retained by HT and Clerk. • Operational Financial procedures document approved by governors. • EES Licence renewal with Digitech approved by governors. 	Governing Body Governing Body Governing Body Governing Body Governing Body	

Date and time of next meeting:	Thursday 21st March 2019 @ 6.00pm
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