



**BROAD OAK PRIMARY SCHOOL  
Full Governing Body Meeting**

**Date of meeting:** 21st March 2019

**Quorum:** 6 (met at this meeting)

**Chair:** John Janulewski

**Clerk:** Jenny Adie

**Pages:**

**Signed:**

**Date:**

Present Governor	category	end of term	present(P)/apologies(Ap)/absent(o)			
			12/9.	11/12.	6/2.	21/3
Kim Burrell	Parent Governor	11/12/20	P	P	P	P
Alessandro Patti	Parent Governor	27/6/21	P	P	P	P
Debbie Plowman	Parent Governor	14/5/22	P	P	Ap	P
Jake Stoyle	Parent Governor	21/5/19	P	P	o	Ap
Kevin Corteen	Headteacher	ex officio	P	P	P	P
Lisa Walker	Staff Governor	14/1/22	P	P	P	P
John Janulewski	LA Governor	8/3/20	P	P	P	P
Mike Dore	Co-opted Governor	14/5/22	Ap	P	P	Ap
Ann Johnson	Co-opted Governor	4/5/22	P	P	P	P
Richard Osler	Co-opted Governor (Staff)	4/5/19	P	P	Ap	P
Chris Pyle	Co-opted Governor	25/11/19	P	P	P	P
James Wilson	Co-opted Governor	25/11/19	P	P	Ap	P

**Apologies**

Mike Dore, Jake Stoyle. Alessandro Patti to be late.

**Apologies formally accepted.**

**2. Declaration of any Pecuniary Interests in the items on this agenda**

**No Pecuniary Interests declared.**

### 3. Minutes of the previous FGB Meeting, on 11th December

Minutes agreed and signed as a correct record.

#### Matters arising

**Item 3.1, SEN meeting:** The meeting has now taken place but there are no outcomes. They asked about the £1.2million from Government but this is being set against the past deficit. If anyone has any ideas, or gets information from other schools, please bring it.

### 4. Headteacher's Report

Sent out before the meeting.

School want to be as **Ofsted-ready** as possible. They have seen **(James Wilson arrived 5.07)** from the Ofsted Report site that a number of schools with a Section 5 Inspection at the same time as Broad Oak have now been reinspected. They thought tonight's meeting was a good opportunity to share with Governors the work SLT have been doing on becoming Ofsted-ready, evidencing work the School has been doing.

KB had sent a questions checklist sent to University Governors. KC thinks this fits well with the work SLT have been doing. They will share the SEF, printed copies will be handed out for Governors to take away and go through. They want to provide Governors with the information they will be sharing with Ofsted. They have set up a file for each of the Ofsted Inspection areas; anything they are claiming in the SEF, they have the evidence for in the file. This will make it easy for the Inspectors to check, and the School to show, that the SEF is accurate. They want to limit having to look for information on the day.

The document is the position in March. It updates continually and it may be some time until the Inspection, they cannot know. At the last Section 5 Inspection they put out a call to Governors and those who could, came in to a meeting the night before, to refresh and update for the next day; this worked well.

**Numbers** are going up. 12 new children have come into Year 1; 3 in the last week. At the last meeting School were predicting to be above national for Phonics, but the new children coming in mean results will not be above national.

It is important for Governors to know what is expected, and reasons for the results, and if possible to be available to come in to talk to Inspectors.

KC asked and it was agreed that Governors could be available for conversation on the phone if they could not come in, always dependent on work commitments.

Increasingly, given mobility and other factors different from possible expectations of a Didsbury school, it would be good to have the opportunity to speak to Inspectors on the morning, under new arrangements from September, to explain the School's context.

**Attendance:** They have seen a small increase, at a time of year when there is usually a small dip; attendance usually picks-up in the summer.

Boys' attendance has stayed the same. Attendance of Pupil Premium children has increased. KC and LW and the School Nurse met last week with parents of some PA families - 7 out of 9 turned up to the meeting - and there seems to have been a positive impact, though for most the distance away from School contributes to their attendance or lateness.

Last time there were 9 children within 1% of coming out of PA, this time there are 15, so there is movement. There are some who will definitely be PA because they already have attendance too low to be out of PA by the end of the year. The target is 5% at the end of the year. One family is always late; the children have what looks like 70% attendance but is actually 96% but they are late, after the cut-off time on many occasions.

**Q. Is there anything School can do - offer Breakfast Club places, for example?**

They do what they can.

**Q. How many of the PA children are out of catchment?**

They will be checking this. LW works with the families, they all live further away and have transport and other issues, if a child is unwell or it is difficult to get in, they do not come.

**Q. Is it the same families?**

Some are. There are some younger families for whom a meeting with the School Nurse was useful to tell parents they do not need to keep their children off School for minor symptoms.  
There have been no exclusions  
There are 74 children on the Child Protection Register.

### **Staffing**

They will not be replacing Rachel from Acorns, as there are only 5 children at present.  
A TA who is a specialist in VI has taken a new job in this area.  
A Teacher is leaving before the end of term because his children are at school in Trafford, his wife is working abroad and he cannot cover the holidays. There will be a week's handover with the new Teacher, who will work the last 2 weeks of this term then next term.

### **Data**

Richard Osler had a data handout for Governors.  
The information includes the % of children predicted to achieve Expected in Reading, Writing, Maths and Combined. Some are low but they are at this time of year, they will improve. Year 3 figures are low but there are reasons.  
RO will produce a summary of different pupil groups and where they sit within Year Groups, with explanations.  
Year 1 PPM/FSM children's attainment looks low, but there are 8 children out of 84 and 6 of the 8 have other significant learning needs or welfare issues. Their low attainment is not due to FSM, but to life factors.  
The on-track data will change in 2 weeks when they come to the end of Spring 2.  
Phonics % at Expected will dip due to mobility.  
The FFT Aspire handout, critical to a judgement of 'Good', gives the 3-year average. Governors can see that for 2016 and 2017 KS1 and KS2 measures are significantly above average, as is progress in 2017. There is a dip in 2018 to in-line with national results. Over 3 years results are significantly above national.  
The Early Years to KS2 measure is in line with national. Over 3 years results are in the top quartile, particularly for progress, which is evidence for 'Good'.

### **Q. They have done work before on results for children who have been with Broad Oak all through school, and results for others coming in later?**

Yes, they can show that achievement and progress for 'core' children is Good. FFT data is for all children and is still good. There were 5 children with EHCPs. The children who were in School before Year 4 show combined achievement of 76%, new arrivals in Years 5 and 6 took it down to 71%.  
RO has a document on risk factors, as used by FFT. The handout information is on the website as Year 6 outcomes for 2017/18.

### **Q. On the first sheet, PPM children's attainment is negative?**

This mirrors the national picture. Reading shows the smallest gap, Writing the largest, Maths in the middle. There are small numbers of qualifying children in Year 1. Numbers rise in Year 3 because parents need to apply to get a free school meal.  
RO thinks that Broad Oak Teachers set the bar high, which is why attainment looks lower until close to the end of the year, but progress is always good.  
Pupil Tracker is closing, they are in process of looking for a new system. They are looking at the system Birchfields are using, as the schools are working together.

### **Q. Is there any single practical document to show standards are high?**

No, but School can use external moderation, always finds the standards good. The LA have said that Broad Oak standards are exemplary.

### **SEF**

The SEF was handed out. It starts with the current context, then gives progress on issues since the last Inspection. Then the 6 Key Priorities; School has a file for each KP with evidence for the judgements in the SEF. Aspire work is put into the relevant folder.

### **Q. How up-to-date is the website?**

It has been reviewed. AP has looked at compliance. KC will put on the GB minutes tomorrow.

JJ encouraged Governors to look at and explore the website, and report any broken links.

The next Aspire Development Day is on Monday, they will be getting more information then and putting it into the files.

The Chair said it is important for Governors, speaking about the School, to say they think it is Good - or Outstanding, if they think this.

AP said it is more than Good, and there are challenges other schools do not have to face; mobility for example, the School responds well. Numbers coming from abroad are significant, they become well-integrated and the diversity enriches the School.

***Q. About lack of consistency, particularly Year 1 and Year 5; there may be 20% difference in the performance of the same class, from one year to the next, what can be done to work on this?***

KC said numbers and mobility are significant. The way Broad Oak teaches, because it is a cycle, means attainment may be different from the expected standard at a particular point in the year, depending on whether Teachers have come back to area, and whether they have fully covered objectives. They are doing Writing moderation next week, for Year 2 and Year 6 so all Staff understand the standards, also for Years 3, 4 and 5 with Cavendish so all Staff see what standard is expected at the end of each year. They do not presently use end-of-year tests of any kind, they rely on Teachers' moderation.

RO told Governors that the new assessment system will be an opportunity for development. Over the last few years they have developed within School more accurate methods of assessing work and progress and they will be able to put these into the new system, to make it more accurate than the broad statements in Pupil Tracker. This is an opportunity to make assessment bespoke. They will use benchmarking.

***Q. When is the system changing?***

They hope to bring the new system in for September, after running systems alongside each other through the summer term.

***Q. About bringing in testing: test results could be less accurate than the School's systems?***

Yes, but they would use tests alongside the school systems, and look at anomalies.

***Q. Governors know the School would not put too much emphasis on tests, but some parents do?***

Yes, they recognise the issues, they have not decided; they are looking at possible tests at present.

The Chair asked to minute the rigour of SLT and Staff preparation.

#### **4.1 Link Governors with Ofsted Inspection areas**

### **5. Budget information**

#### **5.1 2018/19 Budget update**

Governors had Period 9 information at the last meeting, CW will be doing closedown next. The position will probably look better than at Period 9 due to some delayed spending, but all funds are committed.

#### **5.2 2019/20 Indicative Budget**

The School has received the budget; there is no new money; for the first year CW has seen, per-pupil funding has dropped so they are calling-on the minimum income guarantee. There will be problems. They do not know next year's numbers. They will speak to the LA. They make savings but do not meet the funding gap due to having 69 unfilled places in school.

***Q. What are the LA likely to do?***

They cannot do much, they cannot give more money. They will want a deficit recovery plan. CW wants them to understand the situation.

Central to deficit recovery is reduction of the PAN to 60, which the LA do not want to do. School can show plans for reducing staffing over the next 5 years if the PAN is reduced. There are 172 surplus places in South Manchester, this is a problem for many schools.

**Q. Why the reluctance to reduce the PAN?**

This would be a formal change because it would have to go through the DfE, who would ask why the places were created.

JW said the LA were happy to agree the reduction informally. KC is not happy with informal, he wants the security of knowing that he will not be asked to open an extra class, for example.

JW would like to be in on these conversations with the LA. It was agreed that he can be.

There are problems with transience, also problems with children coming to Broad Oak while waiting for a place at a school closer to home.

It is a problem that parents do not put Broad Oak as their first choice because they are confident they can get in if they put it second.

**Q. If the budget stays in deficit, and this is ongoing, what happens then?**

CW's experience of this in Tameside was with only one school; the LA knew the situation and managed it with the school.

The LA will ask the School to look at mixed-age classes, but the need would change year-on-year. Having spaces means the School receives children coming from further away, and coming from abroad, also children with SEN.

The new budget will have to be a deficit budget, which is not allowed. It has to be in for June. Information will come to the next meeting.

**5.3 SLAs**

SLA information was handed out. Information is still coming in.

Some areas are not decided, including **Staff Absence Insurance** costing £9,800. The Policy has a relatively large excess which depends on the years before, last year's excess was £26,000, this year's is £42,000.

**Q. Can they afford a staffing model with TAs available to cover?**

If they do not have absence, they are still paying the TAs; if there is a lot of absence they may still need Supply cover.

CW will go back through previous years to find what has been paid out, and what has been received. This year they would have to pay out so much before they received any income, that it may be better to keep the premium money.

**Q. Are there other policies?**

Not of this kind, and policies with better cover can be very expensive; they would look at the last year, and would not take on pre-existing conditions, there are two members of Staff who would not be covered.

**Maternity Insurance** costs about £10,500, they only get back more than the premium if more than two members of Staff go off on maternity leave.

**Q. What is the cost of maternity leave?**

90% of the Teacher's salary for 6 weeks, then reducing; the cost will vary according to the Teacher, on M1 or UPS.

**Q. If they knew the actual cost of last year's premiums, and the money received back, could this cover employment of TAs to cover? If there are not absences, the TAs can work with children.**

But the LA will say why is the School taking on Staff when the budget is in deficit.

**Q. Could the money go into a contingency fund, to cover the cost of Supply?**

That is what they would do.

**Q. (to RO, who arranges most cover): would it be manageable without Insurance cover?**

It is a gamble, they cannot predict the future. Having insurance makes no difference to having to get people in. As they do not recruit, the current workforce get older, more poorly, more stressed.

CW has split short and long-term claims over the last 3 years. Long term claims were much higher than short term, about £50,000 to £6,000 2 years ago; long-term was down to about £25,000 last

year.

It was proposed that School pay for Maternity Insurance, but not for Sickness Absence Insurance. There was some feeling in favour of not paying for Maternity Insurance either. The premium amounts would be put into the Supply budget.

**Q. For one present maternity leave the School will get money back; what is the cost of cover?**

They will get back about £6,000 against the premium, they have to pay for the cover anyway.

With Maternity Insurance, they know they will get the money back; with Sickness Absence cover absence will have to be at a very high level before they get any money paid back.

**Q. What does Maternity Insurance cover?**

Maternity leave, Adoption leave, Paternity leave; not shared leave.

Governors agreed not to buy Staff Absence Insurance.

There was a vote on taking Maternity Insurance, with a majority in favour of buying-in.

**Governors agreed: to pay for Maternity Insurance cover; not to buy Staff Absence Insurance, but to put the cost into the Supply budget.**

**Q. About costs for Manchester Fayre catering equipment?**

This is for maintenance of equipment, health and safety, full kitchen service. If equipment breaks they do not have to pay for it. They have talked in the past about changing the catering supplier, but it is not the right time when the School is getting a new kitchen.

Other schools experiences with different **Payroll** providers vary; going with MCC Payroll cuts down on work as all School employees are with MCC. Payroll are planning to go to payment of all Staff at the same time in the month, presently Teachers and TAs are paid at separate times. There could be less work if all Staff were paid at the same time. School receives a pre-payroll report which can be checked for errors before the pay is put through.

**HR:** School has been with SAS Daniels for a couple of years, the service is okay, though advice can be sketchy. It is cheaper than the OneEducation alternative. Poor advice can be expensive.

**Q. Can School go to OneEducation for 3-year deal?**

Yes but this probably includes no discount. Other schools report that the service has improved, support days last through the contract instead of expiring each term, and OneEducation representatives will come to sit-in on meetings with Unions.

**Governors agreed to go with OneEducation for HR.**

**Global Policing:** They are pleased with the support last year, the price has reduced because there is less work required this year.

The **Sports Coaches** are doing a very good job, they have a relationship with the children; School want to stay with the same company.

**OneGoal** is only to the summer term.

**Aspire** and SLT coaching came to the last meeting.

Both **Music** contracts are only committed for the summer term.

**Governors agreed to renewals of other SLAs as on CW's list.**

**IT:** The School has received some funding, more than expected; they can afford a WiFi upgrade and a new server, they have 3 quotes, the most competitive with the Company they are already working with. They are happy with the service. They hope to do the WiFi at Easter, but may not be able to do the server then, depending on the lead time for the order. It would be useful to do it sooner than next holiday, over a weekend maybe; it has to work immediately, there is no room for the system going down while the School is working.

There will be some money left over, they want to buy some more iPads for the Reading project they use, and some laptops, instead of leasing everything.

**Governors agreed the work and to go with Computeam.**

**6. Data**

Above under Item 4.

**7. Governing Body Working Structure**

Information sent out with papers.

Number of meetings

Alternative monitoring methods

Role, if any, of the leadership group

Relating the work of the SIP item link governors to the new structure

Membership of the SIG and Resources teams

There is not time to discuss this now but they do not want to lose ideas.

Governors who had suggested an interest have been allocated, can others please email JJ to be put in a group.

The Chair asked if any Governors were ready to work with him to decide detail? such as the pattern of meetings

***Q. What is the balance of those who have asked to go into groups, what is the balance? Ofsted priorities tend to be curriculum rather than resources.***

There is more under Resources than one might first think: Staffing, Governor recruitment, Buildings Health and Safety, GDPR.

***Q. About the relationship with Governors' SIP priorities, and the group they join?***

Governors will continue with their SIP priorities to July, but be ready to bring-in the new system and at the start run in parallel, maybe changing or dropping particular interests as time goes on.

***Q. Will Leadership Group continue?***

They do not yet know.

The next Leadership Group meeting date could be used for deciding the structure. Terms of Reference will be needed, but can be done after the meeting.

**Wednesday 8th May, 7pm** so the maximum number of Governors can come.

**8. Any other Ofsted related business**

None.

**next meeting:**

**Tuesday 14th May**

Wednesday 10th July

**Wednesday 8th May, 7pm**, for the meeting to decide Committee Structure, remit and membership