



BROAD OAK PRIMARY SCHOOL

Full Governing Body Meeting

Date of meeting: Wednesday 15th September 2021

Quorum: 7 (met at this meeting)

Chair: Chris Pyle

Clerk: Jenny Adie

Pages: 6

Signed:

Date:

1. Welcome, Present and Apologies

| Present Governor | category | end of term | present(P)/apols(Ap)/absent(o) | | | | | | |
|----------------------------|-------------------|-------------|--------------------------------|-------|------|------|-----|-----|--|
| | | | 15/9 | 17/11 | 13/1 | 17/3 | 5/5 | 7/7 | |
| Shabnam Mughal-Mohammed | Parent Governor | 20/10/24 | Ap | | | | | | |
| Karen Page | Parent Governor | 20/10/24 | P | | | | | | |
| Sheila Patel Webster | Parent Governor | 20/10/24 | P | | | | | | |
| Sama Younis | Parent Governor | 2/10/23 | P | | | | | | |
| Kevin Corteen | Headteacher | ex officio | P | | | | | | |
| Lisa Walker | Staff Governor | 14/1/22 | P | | | | | | |
| James Wilson | LA Governor | 7/9/24 | Ap | | | | | | |
| Frank Atkinson | Co-opted Governor | 25/2/24 | P | | | | | | |
| Kim Burrell | Co-opted Governor | 7/9/24 | Ap | | | | | | |
| Ann Johnson | Co-opted Governor | 4/5/22 | P | | | | | | |
| Richard Osler | Co-opted Governor | 4/5/23 | P | | | | | | |
| Chris Pyle | Co-opted Governor | 25/11/23 | P | | | | | | |
| Louise Staunton | Co-opted Governor | 17/11/24 | Ap | | | | | | |

Apologies

Kim Burrell, Shabnam Mughal Mohammed, Louise Staunton, James Wilson.

Apologies formally accepted

| In Attendance | |
|---------------|-------------------------|
| Clare Whiting | School Business Manager |
| Jenny Adie | Clerk |

AGM items**2. Pecuniary Interests****2.1 2021/22 Pecuniary Interests Register**

The Pecuniary Interests Register was passed round for signature.

| Action | Clerk | |
|--------|-------|---|
| | | To obtain signatures from Governors absent from this meeting, to complete the Register. |

2.2 Declaration of any Pecuniary Interests in the items on this agenda

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| No Pecuniary Interests declared. |
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3. Election of the Chair and Deputy for the 2021/22 school year

Chris Pyle volunteered to stand again as Chair. He left the room while a vote was taken.

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| Chris Pyle was unanimously elected as Chair of the Governing Body for the 2021/22 school year. |
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There were no nominations or volunteers for the post of Deputy Chair.

4. Full Governing Body documents for approval

Documents sent out with papers, or in advance of the meeting.

All the documents need to be updated to show the new logo. The content is unchanged.

4.1 FGB Terms of Reference

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| Governors agreed to accept the Terms of Reference. |
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4.2 FGB Code of Conduct

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| Governors agreed to accept the Code of Conduct. |
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4.3 Eligibility Declaration

Governors present signed a copy of the eligibility declaration.

| Action | Clerk | |
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| | | To obtain signatures from Governors absent from this meeting, to complete the set of Eligibility Declarations. |

4.4 Formal appointment of the Clerk

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| Jenny Adie was formally re-appointed as Clerk to the Governing Body, until such time as arrangements change, on academisation. |
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5. Membership of the FGB

Governors' list sent out with papers.

6. Governors' Committees - membership and Terms of Reference

Information sent out with papers.

Governors agreed to continue with their existing Committee memberships.

James Wilson has agreed to continue as Chair of Resources Committee.

The Chair and Headteacher will talk to Kim Burrell about continuing as Chair of School Improvement Committee.

Ordinary business**7. Minutes of the previous FGB Meeting, on 8th July**

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| Minutes agreed as a correct record. |
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7.1 Matters arising from the minutes

None.

8. Headteacher's verbal update

The Leadership restructure has now been completed; FA supported the process. Senior Leadership have taken over leadership of Core subjects and are working collaboratively on the wider curriculum. Middle Leaders have taken over Phase Leader responsibilities. Phase Leaders for Key Stage 1 are Claire Davidson and Kate Shore; for Years 3/4 Stephen Bush; for Years 5/6 Steve Shore.

This is a big change, there will be a transition period. There are presently Extended Leadership Team meetings, Leadership need the support of Teachers who are actually delivering the curriculum, to make sure Leaders working on curriculum areas do not become removed from practice. The Teachers have a wealth of experience. They also need to coach Middle Leaders into their new roles; they will grow and develop.

The Governor Visit Policy has been updated with additional contacts while there is gradual handover to make sure nothing is lost in transition. There could be an Ofsted Inspection at any time, it will be good to be able to draw on everyone's expertise.

The restructure was not completed until nearly the end of term, so there was not time for normal end-of term rearrangement until they knew who was taking the new roles, and who was teaching classes, so some of the organisation is having to be done at the beginning of this term.

End of term **attendance** was 94.5%, a 0.5% drop in the last few weeks as many families went abroad. Persistent Absence is higher, 8.9%, still lower than last year but not on target.

Q. *What is the PA target?*

5%, an ambitious target.

The **School Improvement Plan** is a working document to be amended through the year. There may be amendments in Maths, Writing, and the Foundation curriculum, they will be developing some elements, for example DT and Art. There is work to do mapping where each subject is, what has and has not been taught, before they can work on development.

School is re-establishing links with Didsbury Community Church; they will be coming in to support After-School crafts.

The whole School will be working on one text again, a book with a real focus on talking about feelings and emotions. They will make a Museum of Friendship, and a sculpture on the field in a special

area; they will be inviting parents in small groups to walk through and experience their children's work.

Care and Welfare

There are five Child Protection cases, and no new cases. There are no Child in Need cases, and two Looked After Children.

School received Encompass notifications over the summer, these are very useful.

Covid

They have implemented new Risk Assessments, with some changes in the light of national changes.

They have gone back to one drop-off and collection time, and have tweaked arrangements as problems are identified. Due to numbers they have suggested that parents wear masks.

They are using the Dining Hall again, in Phase groups, with Year Groups on separate tables to reduce cross-infection. They are serving hot lunches again. They have kept hygiene measures in place. So far there has been only one positive case, there much less work around this now, unless there is an 'outbreak', 5 ch in a class. If this happens will bring back some of previous measures.

Schools Management Resource Adviser

At the end of last term, Clare Whiting contacted the DfE to ask for support from a Schools Management Resources Adviser. The Adviser has had initial meetings with CW, KC, and the Chair of Resources Committee, and has accessed budget information and the Deficit Recovery Plan, to be a fresh pair of eyes. The SLT restructure does not recover the deficit, there is more to do. The Adviser understood the challenge around SEND funding, with information from Thaley Clough on funding and costs case studies for a child from Acorns, an EHCP child, and an unresourced child. The Adviser will reference the case studies to show that SEND is a significant challenge for this School. The Adviser's Report should come this week; they will meet with the LA, the Report will go to Resources. This is timely as they want to be transparent as the School moves towards academisation.

Staffing

Miss Smith took voluntary redundancy.

Jake Evison is teaching in Reception and leading EYFS.

Two Teachers previously on maternity leave have now gone part time and are sharing leadership of KS1.

Leaders of Lower KS2 and Upper KS2 have been appointed.

One Leadership Team member was not reappointed, but is on a protected salary and will be working on areas for development.

During lockdown some children were out and about with their families, doing lots of learning; others did very little; School is looking at trips to provide children with experiences.

Q. About numbers in Reception and Nursery? Was there any change over the summer?

They had banners put up in the summer. There are now 48 children in Reception, they picked-up one or two but also lost two. LA Admissions is not working well at present, they have not been able to allocate places over the summer. The system is meant to be running by Monday. Broad Oak has not yet been approached, but KC thinks they may be, about taking Refugee children.

A Governor commented that some parents living locally still do not know Broad Oak is here, but only know of Beaver Road. KC told Governors that they have done much historically that could not be done over the last 2 years, for example Stay and Play. The SMRA suggested opening a 2-year-old provision, but this age group has high staffing ratios and they want to reduce staffing; but they could offer accommodation to local Nurseries, one has previously asked, and have income from leasing.

It is a challenge taking-in 50/55 children, being not quite 2-form. Some parents leave their children at Day Nursery because they offer wrap-around day care and later hours, but there was provision on site parents would develop a relationship ship with the School.

9. Academisation update

KC reported.

At the last meeting the DfE had been in contact with Kevin Simpson, and they have contacted KC since to confirm that the application for Academisation will go to the October Board meeting.

They had two questions for clarification. They asked why Broad Oak had not requested to reduce **the PAN - KC told them that Manchester had expanded another local school so would not reduce the PAN here. They also asked about finances; KC can refer to the SMRA input.**

They asked about Writing, and work done in School following visits to other Trust schools pre-lockdown. The Year 6s in-school data showed value added since Year 2, even though Writing is an area that has suffered during lockdown

Q. Did they want to know about the impact of Aspire?

Yes, they want to see the benefit, the Writing work is an example. They also want to know about something the Trust has taken from Broad Oak; Kim had arranged a pilot programme through the Anna Freud Centre, they trained Staff and gave lessons around mental health and well-being and could show the impact. KS has met with Kim and adopted this work for the Trust. The DfE like to see reciprocal benefits.

The decision will probably come about a week after the meetings.

10. Ofsted next steps

proforma sent out with papers

FA and CP recently attended Governor training on Ofsted. Ofsted will look at effectiveness of Governance; a key area is Governors' focus on areas Ofsted identified at the last Inspection, do Governors know the areas, and the steps taken. CP proposes having a standing agenda item on Next Steps, what has been done and what is still to do.

KC thought this was in principle good, new Governors in particular may not know the priorities. After the last Inspection the Ofsted areas for improvement became School Improvement Plan priorities and have been followed through. The purpose of a Next Steps item would need to be clear, it should not be just repeating information already received. It could be used as the agenda for the School Improvement Committee, to set a work plan to be recorded and reported-back to the FGB. The summary of actions would make a Governors information paper, with priorities, actions and where the evidence is, with discussion in more depth at SIC. There could be an area on the Governors' drive where all this information is kept for Governors to refer-to as they wish, and update themselves.

Q. At Inspection will Ofsted look at these areas?

The Inspectors will want to see what has been done, but will also look at other areas, always Reading, also other areas signposted by the School, and subject areas the School is working-on.

Ofsted have started Inspections again this week. The SLT are aware of the areas of work, RO has mapped the intended and delivered curriculum, they now need to show how they are closing the gaps over time. This will need to be a focus for SIC.

Q. Governors need to understand the impact of Covid, so they can be clear on what is needed and how it is being done?

Staff did not do Writing moderation last term, they are starting now; they know the gaps in Maths; at the SIC meeting they will be able to show what is needed. Teachers will work on what is needed, it would not be right to go straight back to what would have been expected if Covid had not happened, they need to build future learning on firm foundations.

KC can start on the document, but it needs discussion.

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| Action | Kevin Corteen SIC Chair | To discuss the format and content of a Next Steps document; how to show curriculum development and actions. |
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11. Dates and format of meetings for the 2021/22 school year

Calendar sent out with papers.

The 5th May 2022 is Election day; it was agreed that this meeting be moved to 12th May

Wednesday 17th November

Thursday 13th January 2022

Thursday 17th March

Thursday 12th May

Thursday 7th July

12. Any other business**12.1 Future meetings**

Meetings could be online or in person. Governors present expressed their preference for all meetings being in person.

James Wilson chose not to attend tonight because he had been pinged by Track and Trace. It is likely that this will happen again. Will it be possible to have remote access to meetings so Governors can still take part if they are unable to attend in person.

School has an internet problem at present. They will be getting IT Support in to see if something can be done, the problem appears to be the internet connection. The longer-term solution is probably for the School to have its own internet connection, but the cost would rise from £600 to £3,000 per year.

Q. Is the problem in a particular area?

Definitely in the Office, maybe also other areas. They think the system could have been affected by the new network in the Kitchen.

Governors agreed to have provision for remote attendance in meetings in place if the internet will support it.

12.2 Governor Visit Policy for approval

The Policy was sent out before the meeting. Additional names have been put in as subject links.

extra names put in for links

agreed

Governors agreed to ratify the Governor Visit Policy.

12.3 Attendance Policy for approval

The Policy was sent out before the meeting. It has not changed, it is the standard Manchester policy personalised with Broad Oak's attendance target.

Governors agreed to ratify the Attendance Policy.