



BROAD OAK PRIMARY SCHOOL

**Full Governing Body Meeting
Thursday 2nd February 2023**

Date of meeting:

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Quorum: 7 (met at this meeting)

Chair: Sheila Patel Webster

Clerk: Jenny Adie

Pages: 5

Signed:

Date:

1. Welcome, Present and Apologies

Present Governor	category	end of term	present(P)/apols(Ap)/absent(o)					
			20/9	7/12	2/2	28/3	11/5	13/7
Beatrice Kastrati	Parent Governor	6/12/26		P	P			
Shabnam Mughal-Mohammed	Parent Governor	20/10/24	P	Ap	P			
Carly Povey	Parent Governor	6/12/26		P	P			
Sheila Patel Webster	Parent Governor	20/10/24	P	P	P			
Kevin Corteen	Headteacher	ex officio	Ap	P	P			
Lisa Walker	Staff Governor	14/1/26	P	P	P			
James Wilson	LA Governor	7/9/24	P	P	Ap			
Frank Atkinson	Co-opted Governor	25/2/24	P	P	P			
Ann Johnson	Co-opted Governor	4/5/26	P	P	P			
Richard Osler	Co-opted Governor	4/5/23	P	P	P			
Karen Page	Co-opted Governor	6/12/26	P	Ap	Ap			
Chris Pyle	Co-opted Governor	25/11/23	P	P	Ap			
Tanya Wade	Co-opted Governor	6/12/26		P	P			
Jan Sorohan	Associate Governor	6/12/26		Ap	P			

Apologies

Karen Page, Chris Pyle, James Wilson.

Apologies formally accepted.

In Attendance	
Katie Walker	School Business Manager
Jenny Adie	Clerk - could not attend, the meeting was

Frank Atkinson joined the meeting online.

Jan Sorohan introduced herself, was previously Headteacher of a school in Withington and has experience of mixed classes, KC invited her to join the Governing Body.

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

No Pecuniary Interests declared.

3. Minutes of the previous FGB Meeting, on 7th December

Minutes agreed as a correct record.

3.1 Matters arising from the minutes

Work on zones of regulation is going very well, the Behaviour Policy has been presented to SLT, there are a few tweaks they wish to make, the Policy will come to the 28th March meeting for ratification.

4. Headteacher's Report

Report sent out in advance of the meeting.

There are currently 37 spaces across the School. Numbers are over in a couple of Year Groups, they are keeping a close eye on numbers. They were hoping to keep the current Year 2 and Year 3 as 3 classes when children move into Years 3/4, but it currently looks as if this may have to be 4 classes.

Quality of Education

There are mixed-age classes in KS1 but staffing allows splitting to Year Group focussed groups for some areas, including Maths, which has specific Year Group objectives. Post SATs the children will go back into class groupings.

ReadWriteInc is going very well, School had the second day with the Adviser from the Hub today, she was impressed by the early data. There is much training to be facilitated but Teachers and Teaching Assistants have much experience in teaching Phonics and have responded very well to the changes needed by the new approach. Cathy Child is leading on this area, she has observed all Practitioners in Early Years and KS1 and has done a session for parents this evening.

Q. Has writing changed to cursive?

They used cursive anyway but are still working on this area.

Curriculum Development

The plan is on schedule, SMM, Link Governor, has looked at work in School and met with RO; there was feedback from Subject Leads at the last SIP Curriculum meeting; there is QA happening tomorrow, a mock Deep Dive of a subject in development. They have chosen Computing as there is a new Lead and it is a focus subject for this half term. KC has brought some children's books to the meeting to show progress in Foundation Subjects

Q. Is there a Governor linked to Computing?

Not at present, there is a Foundation Subjects Governor, SMM, who feeds back to SIP Committee. SLT may want to break Foundation down to individual subjects for next year.

Q. How had JS used links at her school?

They used Link Governor roles linked to the School Improvement Plan.

School as started the NLE work with Aspire Trust, Steve Wheeldon has had meetings with Subject Leads and there is QA tomorrow, so there is QA around what is being done.

Behaviour and Attitudes

School has had an update from the LA which allows comparison of Broad Oak with LA figures. Manchester has 92.8% attendance for Primary in Autumn 2, Broad Oak is broadly in line with this, but the figure for the whole term is 91.2%, brought down by families returning late in September, after the beginning of term. There is a shift in parents behaviour, children are being kept off School for illnesses that previously they would have come in with. This used to be supported by the School Nurse Service but is not now.

Following approval of the Attendance Policy in December Staff had a PDM this week with breakdown of behaviour categories and Staff responsibilities, they have been given time for feedback and tweaks can be made, then information will go out to parents so they are clear on actions that will be taken at each level.

Q. Persistent Absence looks high, is this due to late returners and will drop later in the year?

This is the usual pattern for Broad Oak. The families of more concern to the Safeguarding Team are those with persistently low attendance, at double the Manchester average, some families have had Early Help, some have been offered transport to attend. An 'Educational Neglect' category for parents of children who are consistently absent is meant to be coming. Broad Oak has families in this category.

Q. Will School give medication?

There is a form to be completed for prescribed medicines, not for Calpol, but if the medication is prescribed by the Doctor it can be given. A school can text the parents, or get parents' permission in writing; Broad Oak could look at this, though there can be parents who want their children to have Calpol every day, and management of medication is a problem if there are large numbers of children. Some children are absent because the parents have children in different schools and this is difficult to manage.

PA is expected to come down through the year. Children who are good attenders will come out of the category if they have missed a few days through sickness.

Behaviour

There is a Behaviour analysis in an appendix to the Report. The pattern is the same as usual. Staff have been working with the children on Zones of Regulation, it is opening-up conversations with some children, enabling them to identify and talk about their emotions. At Staff training they have looked at identifying behaviours that can help individual children, including breathing techniques, tapping, splashing hands with cold water, running rice through their hands. It is a work in progress but is going well.

Q Do children have a 'Tool Box' for moving from 'Red', changing their behaviour?

There are cards with images of things children can do, as above, discussed at training yesterday. School is proposing using a range of strategies.

Q. Is this done in all classes?

Yes, right across the School.

Q. Are lunchtime Staff also having training?

This is the next phase, Lisa will be doing training with TAs, , not yet Lunchtime Organisers but there are TAs out on the playground

Exclusions

There has been a 2-day Exclusion for a Year 6 pupil, his second this year. School is now looking at implementing a Behaviour Contract with the child and family; through the links with the Trust, Wilbraham in particular, they are looking to put in a new sanction between in-School Seclusion and Exclusion, Off-site Seclusion, where the child will work with a member of Broad Oak Staff at Wilbraham. They are presently working on the risk assessment. There would be a reciprocal arrangement with Wilbraham. This will take a member of Staff offsite but the member of Staff would be tied-up with an Internal Exclusion in School anyway. It is usually a member of SLT.

There has been another Exclusion this week since the report was written, a child in Acorns, for a physical attack on one of the Team.

Q. Has anything been put in place to support the family of the Year 6 child?

Engagement has had various success, there was good engagement before the visit to RobinWood, the child really wanted to go, but less since. Generally the family is supportive but children who are challenging in School usually have outside factors affecting their behaviour.

School has done much work with the family of the child in Acorns; it is very rare that a child would be excluded without work already having been done with the family.

Care and Welfare

There have been 6 Child Protection incidents since the last meeting, 70 pupils are currently being monitored.

Mental Health and Wellbeing

It is Children's Mental Health week next week, there will be activities across the School, in Assemblies and PSHE and class sessions. LW and Thaley have been working with the Mental Health Champions making bottles with glitter to go into classes, to be used for calming.

Leadership and Management

There is a QA tomorrow. There will be a new QA again after Easter, Simon Hunter, an ex-Headteacher, a recent HMI and an Ofsted Inspector. He is new to the LA doing much work with the SEND Team.

The School has had the first of 3 days of NLE support.

Staffing

Miss Bergum is on Maternity Leave.

Steve McAvery has been appointed as Caretaker and has made a very good start. He is an ex-parent who lives locally.

A new member of the Office Team has been appointed and is waiting for a DBS.

The Christmas Fair on 17 December was successful, and raised about £1,100.

There is a Friendship Disco planned, with a parent volunteer DJ.

The group organising the Broad Oak Heart Trail found that the February half term Trail is usually less well-attended due to the weather, so this year it will be in the School grounds and is book-themed, as it is close to World Book Day. They hope to get all the pupil accessing this and maybe then supporting future projects.

Q. Will this be in the school day?

Each class will go in the school day, with hot chocolate and a snack after.

4.1 Update on Strike Action situation**5. Governors Committee Reports****5.1 School Improvement Committee 12th January**

Minutes sent out with papers.

The Sandwell Award feedback showed all areas except Staff Well-Being had improved. The initial assessment 2 years ago had one area 'blue' (better than 'green'), mostly 'green'; it has now moved to mostly 'blue'; the Assessors thought the Staff Well-Being result was understandable in the circumstances of restructure; Staff Well-Being will be a focus.

RO shared Subject Leader files, put together by the Leads with RO's support, an aide memoire for work in the subject, and when it is done.

SMM had met with RO to discuss Foundation Subjects, the process and where the School is now with development of the subjects, monitoring and observation, use of Schemes and Personal Development. Observations found some excellent practice, which can be shared with other Teachers who may be less confident in a subject.

5.2 Resources Committee 19th January

Minutes sent out with papers.

Q. About the SLT pay situation?

This is an open case; KC has spoken to HR and the Trust HR, both consider that this is usual practice, but in the case of this restructure, reducing SLT from 6 to 4 and also changing Group size, it is unusual that both happen together. It is for Governors to decide and will come to a future meeting.

Over Christmas there was a leak in the Year 1 building, the Insurers have approved the claim for new flooring and decoration.

Q. Will that affect the Insurance premium?

The School has not claimed before, and the insurance is across all Manchester schools, so there should be no impact on the premium.

6. Support and Challenge Meeting report back**7. Academisation update**

The Support and Challenge meeting today was raising concerns about the deficit. The Deficit Recovery Plan has to be signed off, then the LA can give the School a loan. Cash flow is a real challenge and the School needs the loan. The budget was closed at Christmas. A letter will come to Governors with information from today's discussion. The process is taking an unreasonably long time, over a year so far. The Plan has not been signed-off because although the Plan gets the School back into a good position, the LA has to consider all the risks. The income in the Plan is estimated conservatively, but the LA still wants to see more savings on expenditure. If the Plan can be approved and the loan obtained, the School can go back to the DfE to ask for academisation.

8. Buildings update

The roof work that was meant to finish by Christmas has not yet been started. Amanda Corcoran will now chase it. It is hoped work may start before half term. The School cannot operate without the Dining Hall and Sports Hall; there will be extra costs in tenting and netting the areas to make them safe for the children while work is done.

9. Policies for approval

Policy sent out with papers.

9.1 Complaints Policy

The Policy has not changed, it is due for re-approval.

Governors agreed to ratify the Complaints Policy.
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10. Governors**10.1 Training**

Tanya Wade has shared information from her Governor Induction training. National College Safeguarding training is available to Governors.

11. Any other business (to be notified to the Chair in advance of the meeting)**Forms to complete**

KW has forms for Governors to complete, first and last names and ID. She will send the forms to Governors, please bring in ID at the next meeting.

Governors Drive

SPW and CP had a conversation about the Governors drive, which has too many documents and is hard to use. They would welcome a volunteer to help them to go through what is on there, file or delete information as appropriate.

Tanya Wade volunteered. SPW will email her.

11.1 Opportunity for Governors to look at pupils' books at the meeting

Next meeting:

Tuesday 28th March
Thursday 11th May
Thursday 13th July