



BROAD OAK PRIMARY SCHOOL

Full Governing Body Meeting

Date of meeting: Thursday 11th May 2023

Quorum: 7 (met at this meeting)

Chair:

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	Ap	P		
Shabnam Mughal-Mohammed	Parent Governor	20/10/24	P	Ap	P	Ap	o	
Carly Povey	Parent Governor	6/12/26	P	P	Ap	P		
Sheila Patel Webster	Parent Governor	20/10/24	P	P	P	P	P	
Kevin Corteen	Headteacher	ex officio	Ap	P	P	P	P	
Lisa Walker	Staff Governor	14/1/26	P	P	P	P	P	
James Wilson	LA Governor	7/9/24	P	P	Ap	P	P	
Frank Atkinson	Co-opted Governor	25/2/24	P	P	P	P	P	
Ann Johnson	Co-opted Governor	4/5/26	P	P	P	P	P	
Richard Osler	Co-opted Governor	4/5/23	P	P	P	P	P	
Karen Page	Co-opted Governor	6/12/26	P	Ap	Ap	P	P	
Chris Pyle	Co-opted Governor	25/11/23	P	P	Ap	P	P	
Tanya Wade	Co-opted Governor	6/12/26	P	P	P	P	P	
Jan Sorohan	Associate Governor	6/12/26	Ap	P	P	P	P	

Apologies
None.

In Attendance	
Katie Walker	School Business Manager
Jenny Adie	Clerk

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

No Pecuniary Interests declared.

3. Minutes of the previous FGB Meeting, on 28th March

Minutes agreed as a correct record.

3.1 Matters arising from the minutes

Item 6, Deficit Recovery Plan, changing the School's PAN: KC has a meeting with Amanda Corcoran next week and will ask then, and follow-up in writing.

4. Headteacher's Report

Sent out with papers

Two children have joined the School, three have left, they were on waiting lists for local schools and have been offered places.

KS1 Phonics most recent assessments suggest 81% to pass, also 10 of the 13 Year 2 children retaking the test.

National Tutoring Programme: Miss Muirhead's hours have been increased for tutoring. They have tried different approaches, 1:1 or 1:2 with a Tutor, then groups with a known Teacher and this had the most impact. Numbers of schools have not used tutoring this year because they cannot afford the top-up payment. The Government contribution goes down to 25% next year, School will not continue tutoring as 75% of the cost cannot be afforded.

Broad Oak has been selected for KS1 Moderation. They expect 80% GLD at the end of Reception.

Attendance

They are looking at reviewing attendance procedures in the next half term, with SATs and reorganisation work ongoing, so systems will be in place for September. 91+% is low.

Q. What are the reasons for the figures?

Some families are taking children out in termtime. School is fining more than ever in the past but this does not seem to deter families. Most absence is due to illness. LW had looked at attendance today, it is going in the right direction, but certain families have poor attendance, she thinks there is not more they can do. Parents' attitude to keeping children off has changed, and more parents are working at home, but Broad Oak has lower attendance than average so there must also be reasons particular to the School. The figures also include parents who have not told the School about their reasons for children being off, when parents do tell the School they can work together on understanding what the School can do to support the family.

Q. Are they still doing free Breakfast Club etc?

Yes, though they need to know the family's particular circumstances.

Q. Is lateness in those figures?

Yes, there are figures to show who is late after the Register, to see lateness and absence. separately.

Q. Is absence for the whole day, if late?

There are 2 sessions per day. If a children come in after Registers close at 9.30, they are counted as

absent for the morning session. There are families with children at different schools, Breakfast Club can be helpful with dropping children early. Also parents may choose to drop-off or pick up late at Broad Oak because the School is sympathetic. They have codes to record reasons to know why children are late. KC will do case studies which will give fuller information. Persistent Absence figures are going down.

Q. Are families still taking holidays?

Yes; some families take multiple holidays; there are also many families who are not back for the beginning of term, those children are coming out of PA now. Attendance around Strike Days, particularly next to the bank holiday, has been low.

Behaviour

There is some increase in Level 2 incidents, but Staff are picking up on issues as they bring in the new system so it may be that more are being recorded. The system is working well.

Q. Is it the same children?

The system is good at making allowances for individuals and improving their behaviour. There are more Suspensions, this looks higher, but is a small number of children, and one individual child involved whom they think is not suited by the provision.

There have been no welfare referrals since the last meeting; there are 2 Child Protection cases, and 2 Children in Need.

It is Mental Health week next week, they will have assemblies and activities based around anxiety.

ReadWriteInc is getting very good support from the Hub, Cathy is investing time and work and they are seeing the impact; the Hub experts say they are amazed by so much impact so quickly.

School has a QA Visit on 23rd May, 12 until 3pm. They have asked to keep the format, to choose a focus subject, one they would like to put forward when they get the Ofsted call. They have done this with Computing. KC asked if a Governor is able to attend and support, and then be well-informed for Ofsted.

NLE support is being provided by Steve Wheeldon. He has worked with the Leads for Art, PSHE and Science; he asked for identified end points; he will come again after half term; by the end of the year all Leads will have had experience of the deep dive approach and questions.

Feedback from Inspections across the City, and in the Trust, is that Inspectors want all Staff to be clear about end points for their Year Group, not only at the end of the Phase.

A member of Staff is leaving, the jobshare member of Staff is increasing her hours, there will be a familiar adult in the class for most of the week.

Events

There were Coronation events on Friday, a crown design competition, a special lunch; the crowns will be used in Didsbury Festival Parade.

5. Governors Committee Reports

5.1 Significant Change Committee meeting 10th May

verbal report back by Chris Pyle

The meeting reviewed the voluntary redundancy offers, there were not enough to meet need so they have to go to the compulsory redundancy process.

KC will be informing Staff tomorrow.

6. Deficit Recovery Plan update

The Deficit was licensed on 31st March and the loan amount arrived in the first week in April; this allowed pay-off of payroll debts with the LA, and other debts; the end of year accounts are about £20,000 better than expected so this slightly reduces the deficit.

They have not met with the LA since approval of the Deficit Recovery plan.

Jane from LA who supported development of the Plan will now come in to work with KW on monthly monitoring around the 15th of each month. When this starts monthly Resources Committee meetings will be needed a few days after the 15th for Governors to monitor the situation.

Loan repayments begin in September, to support cash flow. Repayments will be manageable once payroll starts to reduce.

Q. Monthly monitoring is an imposition, was there any discussion of this?

It is a requirement of the loan, it is not negotiable.

Q. Do MCC set criteria that spending has to keep to?

No, they want to see the spending, and the reductions that are in the Plan, and that it is keeping on track; also the cash flow.

Q. Will OneEducation be involved?

School will still have normal quarterly visits.

Q. Is Jane helping with the monitoring?

At least the first two, making it clear what the LA expects.

7. Academisation update

Now the deficit is licensed, KC and KW met last week with Steve Wheeldon, who took it to the Trust Leadership meeting; Trust Leadership are now happy that they can present the financial situation to the Board of Trustees then to the RSC.

Q. Is the RSC looking for payment of the deficit?

This will be discussed. Broad Oak has only one RI judgement, so is not yet in a forced academisation position.

Q. Will the timing of the accounts make any difference? Will there be savings?

Academy accounts are by the academic year, not financial year, which can be more effective. There can be economies of scale in being part of a Trust.

8. Buildings update

Work on the roof has started and is going well, the Council inspected the work yesterday and there was no negative comment; there is a progress meeting next Tuesday, they should be able to use the Hall from the week after.

They are still waiting for the insurance work on the Year 1 block to be completed.

New flooring will be put in the Nursery, using this year's capital funding.

There is some capital funding for energy; they will be looking at LED lighting.

Boiler: grants have become available for a few schools, Broad Oak was included, they may be able to get a new boiler; KW had planned some repair work on the panels but will hold this until they know if they may get a new boiler.

9. Governors

9.1 Skills Audit Summary

Skills Audits were sent out to Governors, most Governors have returned completed Audits.

Action	Clerk	To chase for completion and return of outstanding Skills Audits.
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9.2 Training

SLT are updating the SEF;

Q. Have any Governors done Safer Recruitment training?

Chris Pyle, Jan Sorohan; Karen Page has done it with her work.

KC will put Safer Recruitment training into the National College training available to Governors and ask Governors to do it online.

Action	Kevin Corteen	To make Safer Recruitment training available through the National College training that Governors can access.
Action	Governors	To complete online Safer Recruitment training if they have not already done so.

A Governor had been asked for a membership upgrade when looking for National College training. Some Safeguarding training may need an additional package, KC is looking at this.

10. Any other business**10.1 SATs Visit**

Jan Sorohan came in to observe, she saw the papers put in order and enveloped, then collection, then security of the papers, in a safe, in a locked cupboard, in a locked room. There was no information on the classroom wall to help with the Maths test. 2 packets of tests were opened in error, the children had not opened them, they were taken back, re-sealed, and KC notified the authorities.

JS's recommendations are to check papers before opening envelopes, and use all available desks before children are asked to share desks.

10.2 DBS

KW sent links to some Governors this week; SMM, CP, TW are now on the DBS pre-check on sign-in.

10.3

The Chair, on behalf of Governors, thanked to KC for the additional work needed for restructuring; there is much work, not pleasant to have to do; Governors are grateful.

Next meeting:

Thursday 13th July