



BROAD OAK PRIMARY SCHOOL

Full Governing Body Meeting

Date of meeting: Thursday 13th July 2023

Quorum: 7 (met at this meeting)

Chair: Sheila Patel Webster

Clerk: Jenny Adie

Pages: 7

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

James Wilson joined the meeting online

Apologies
Chris Pyle, Karen Page.

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 11th May

Governors agreed the minutes as a correct record.

3.1 Matters arising from the minutes

Item 9.2, National College access:

Action	Sheila Patel Webster	To ask CP about issues with access and inform KC.

4. Headteacher's Report

Quality of Education

Graphs in the papers show Broad Oak's results in comparison with local and national results.

80% GLD is as predicted;

The number of children achieving Early Learning Goals at Expected level has increased;

They are very pleased with the Phonics scores, they are seeing the impact of ReadWriteInc.

KS1 SATs results are based on Teacher Assessment. This cohort has achieved very well, with higher numbers achieving Greater Depth. Combined is 54.8%, a little above national, and Combined GD has increased from 5% to 9.5%. KC met with the SSQA yesterday, she was very pleased with the outcomes.

KS2

68% SPAG,

Writing was moderated; there were many children who were borderline, the Moderator looked at GD and borderline, said one child should be put up, and advised putting up others achieving similarly.

When Teachers looked at outcomes in Writing and compared them with exemplification, children's work had more sophisticated vocabulary and structure, but some basics were weaker so they could not give Expected. The basics of Writing will be a Key Priority for next year. They are already looking, at this with the Trust, and deciding things to put in. Aspire are developing standards for the ends of all Year Groups so Teachers can see progress.

Q.What is Year 5 like?

Good, and because the children are in mixed classes they have already been exposed to the Year 6 curriculum and are more confident.

Q.About numbers of children in Year Groups?

There are variable numbers, often affected by externals; the low Year 4 numbers coincide with the expansion of Beaver Road.

Behaviour and Attitudes

Attendance

They have seen small improvements at the start of the year. The data is not complete yet but the figures will go down as many families have taken children on holiday.

Q.How many Fixed Penalty Notices has the School issued?

More than ever before.

Q.What are the reasons?

Some is post Covid. Significant Absence, below 50% attendance, is down from 9 to 6 pupils, they know the reasons for all the children.

Q.There are clearly external factors, strikes and Covid, it would be interesting to see how Broad Oak's attendance compares with Manchester?

Broad Oak's attendance is lower, the gap has widened. Letters will be going out to parents. The School catchment is now less local, children come from a distance because there are places here. There are children with Refugee status, living in the Britannia Hotel, who are on roll here which ticks the LA obligation to provide a school place, but the parents cannot get their children here so they do not attend.

Q.Is there correlation of absence with Parrs Wood's different term dates?

Yes. They need to change parents' views on when children should be away from School.

Q.When a parent phones, is the absence followed-up?

Yes, parents reasons are challenged if absence is not necessary. School used to have a School Nurse who could follow up families.

Q.Do they have case studies for the absent children?

Yes, for example for the children at the Britannia Hotel, and a child coming late every day from Salford.

Behaviour graphs are quite positive for summer 1, there is usually an increase in incidents when children change classes in September, then behaviour settles down.

Personal Development**Care and Welfare**

There have been 5 incidents, one family is coming off the list, another may go on.

Mental Health and Wellbeing

They have been talking about resilience, big emotions, in Class Assemblies. Children are ready to share their feelings and what they do about them. This has been useful in terms of change this year.

Leadership and Management**SIP Priorities**

They have had the final Literacy Specialist Support visit for ReadWriteInc. today. Jake Everson will take over the Lead role from Cathy Child from September. He has been involved with the teaching from the beginning and the Lead role will give him a wider overview of Year 1 and Year 2 as well as Reception and Nursery.

Quality Assurance

There was a QA Visit from Simon Hunter on 23rd May. Beatrice Kastrati attended. The focus was on Science and the EYFS curriculum. Staff have been working on how the Early Years curriculum prepares the children for moving into KS1. They will now be bringing-in Subject Leads to be confident on their subject curriculum transition from Early Years to KS1.

The new QA will visit 3 times next year, School will welcome more challenge, and support for the new Subject Leads.

NLE Support

All Subject Leads have met with Steve Wheeldon and prepared for a deep dive. KC has asked for Manchester to fund continuing support from Aspire rather than from OneEducation but has not yet had their reply.

School Community

There will be 3 fewer classes next year. Three Teachers are leaving; one who would have left at Easter but was persuaded to work this term for continuity, the others are redundancies.

Six EHCP children have gone, with about £70,000 of funding; this reduces income and they cannot assume they will have new children with EHCPs, although there will be some. They have had to make some TAs redundant, with some voluntary redundancies and others through the redundancy process.

The children are upset that Mr Rowe is leaving but the activities he leads will continue; there is a member of Staff trained for Forest Crew and they will train others.

There were TLR interviews last week. Jake Everson, Mr and Mrs Shore and Mrs Davison retain their TLR positions. Lisa Bowers chose to relinquish her TLR. Phase Leads will manage behaviour in their Phase and KC will take overall responsibility.

Mr Bush has a new remit under salary protection, Curriculum Development Lead for KS1 and KS2. RO will take over as Year 3/4 Phase Lead, alongside his teaching commitment.

Q.About Miss Bowers' role?

KC will now be co-ordinating information, Phase Leads will feed their information back to KC instead of to LB. LB will continue to be SEMH Lead and will liaise with main school behaviour.

KC will also take on part of Thaley Clough's role. Cathy Child will be SENCo but also has class responsibility, so KC will take responsibility for the Resourced Provision.

Thaley Clough has been here some years, and will be a great loss to the School, but plans are in place.

Q.Will Cathy Child have development and training as she takes over the SENCo role?

Yes, there will be training as she does the role. KC has a meeting tomorrow with Sarah Izon, SEN Lead for the Trust, she will be supporting CC. KC has been involved with the Resourced Provision, CC has a strong SEN background, they were planning succession but have had to change more quickly.

Q.Do all leaving Staff have a job?

Some are choosing to retire or to take time out, most have new jobs already. Broad Oak has links with the Trust so KC has signposted work opportunities, one member of Staff is going to Wilbraham. Two Teachers who were on fixed-term contracts will be joining the Supply Agency the School uses.

They will have a special assembly to celebrate the leaving Staff. The children are learning a song, and have aspirations for what they will do at the assembly.

The SEN Annual Report from Thaley Clough is for information, it will go on to the website.

5. Governors Committee Reports

5.1 Significant Change Committee meetings

verbal report back

KC gave information on leavers in the Headteacher's Report, Item 4 above.

The School needed a 1.8 FTE reduction in Teacher numbers. They achieved 0.8 through the voluntary process, then did the compulsory process; all Staff had completed matrices which were points-scored by the Panel. Two part-time members of Staff gave a 0.9 reduction; one put in an Appeal but this has now been settled without need for a Hearing.

HLTAs needed to be reduced by 2, this was done through the voluntary redundancy process.

Voluntary Redundancy for TAs had 2 criteria, affordability and skills. This was complicated with TAs aged over 55, as the School has to make up pension payments; one payment would have been £30,000, which was not affordable. They needed a 1.4 FTE reduction for TAs after the voluntary process; they again used matrices and scoring to find 2 compulsory redundancies. There is 1 Appeal to be heard tonight.

Q.Is there anything about the process KC would change if they had to do it again?

Yes, the timescale. Changes cannot be communicated to parents until everything is decided, and the Deficit Recovery Plan was not approved until April, so it was very tight timing. The Unions objected, but the alternative would be Teachers leaving at Christmas, which would not be good for the children or the Staff. It would be better, if possible, to start the process in January or February. Some Staff did not understand that there really was no money.

Q.May joining Aspire give more flexibility in this situation?

KC is on the NAHT Executive Board. Many schools are now having to look at this; KW confirmed that it is being discussed at SBM meetings. There is no redeployment now as in the past.

Aspire had a planning day, looking at 5-year plans. They said they will have to increase to over 20

schools to have enough pupils to fund the Trust, and are having to alter plans for next year due to lack of funding.

There are challenges and opportunities. KC is looking into opportunities to turn things around, getting people here, promoting the environment. Any effect of the RI judgement should change to give a level playing field in the next 12 months if Ofsted meets its Inspection targets.

Q.If numbers are low, does that mean the School will close?

No, this is a rumour. There will always be a need. Some parents did not like it when the School became 3-form, and was larger, but the community has become richer and more diverse, and is now becoming smaller and more local again.

Q.About Unions challenging redundancies, was there any ground?

Yes, in the time allowed for Appeals, it should be 7 days but was only a long weekend. The matrix worked well.

Q.Did strike action come into this process at all? Higher salaries affecting the budget?

They had put 5% for payrises into the budget, which led to the decisions they had to make. The payrise is 6.5%, known today, but anything above 3% will be funded. This needs separating out from bringing staffing to the right size for a 1-/1.5-form entry school. There will be a saving this year.

They had not factored redundancy costs into the DRP. The LA accepted it without, but the costs leave a £150,000 hole in the DRP. KC is meeting with the LA at the end of next week, the saving on the payrise will cover part of these costs.

5.2 Resources Committee

Ordinary meeting 8th May

Deficit Recovery Plan Monthly Monitoring meeting 20th June

Minutes sent out with papers

James Wilson reported.

The DRP has been finalised and the Committee has started monthly monitoring meetings as asked for by the LA.

The Committee looked at the closedown, then the DRP. They are used to quarterly monitoring, monthly monitoring has less smoothing of figures.

JW will circulate possible dates for an August meeting.

Formal noting of the 2023/24 Deficit Budget

Budget papers had been sent out to all Governors.

Governors agreed to note the Deficit Budget.

5.3 School Improvement Committee 22nd June

Minutes sent out with papers

Shabnam Mughal Mohammed reported.

The Sensory Van came; the children enjoyed trying the equipment.

The Committee looked at the RE curriculum and asked questions; School would like more links with the local community

Q.Is the RE curriculum subject to parent scrutiny?

The School is following the Manchester local syllabus, developed with Faith communities.

Science will come to the Committee after the Deep Dive.

The Committee looked at DT, they saw the Floor Books used to record children's work. DT was taken over by Cathy Child and Richard Osler at the beginning of the year, and was the first subject to use a new Scheme, so it has run a full year.

Link Governor roles for 2023/24 will be allocated in September.

6. Academisation update

Kevin Simpson and Steve Wheeldon met with the Aspire Trustees to discuss Broad Oak's application. The Trustees have decided that they cannot take in Broad Oak at present due to the deficit position. They want to see the predicted progress on the Deficit Recovery Plan before agreeing that Broad Oak can join. Broad Oak's deficit would be a risk to them. It is written off on conversion but they need to see that Broad Oak is living within its income and will not continue to run at a deficit. They will review the position in 12 months. There is a problem with what financial information can be shared with the Trust, KC will ask the LA on Friday for permission to share information.

Q.Is it still our ambition to be part of the Trust? Broad Oak has changed since this process started.

KC believes that Aspire is still the best Trust to join, they work in partnership, they do not change the School. The Trust is committed to supporting Broad Oak. Broad Oak will have Ofsted next year, they have to have confidence that the work done has had impact and the judgement will go to Good. If it was another RI judgement, Kevin Simpson has assured KC that when it went to the Regional Schools Commissioner, forced academisation would still be to Aspire. There would be funding for a second RI.

Q.Should we be looking at other MATs?

KC thinks not. The School is making the changes to have a balanced budget. Governors did look in detail in the past, and there are not other better options out there. Manchester LA likes Aspire and a Manchester Hub would be an advantage to Broad Oak.

7. Buildings update

Phase 2 of the roof work over the Dining Hall and Sports Hall is complete. The flooring will be done over the summer. School has new apparatus to go in over the summer, and painting will be done. Parents can be invited in next year.

Phase 3, the Early Years and Reception roof work, has been delayed. All the LA money is needed by another School. The LA is looking at costing for knocking down and rebuilding, which would be different funding.

Q.Would they do the work if the classrooms are not needed because the school has space elsewhere?

Possibly. KC has asked if a building is not needed, can it be taken down to have more outdoor space, but the LA says this is not funded.

KC has been approached about setting-up a new provision for Didsbury Childminders on the site. There has been one meeting. They would propose taking over the old Nursery, fencing off and separating the playground spaces; this area has its own access and could offer parking space. It would leave plenty of space for Broad Oak Nursery and Reception use. They would use the building for 51 weeks a year and there would be an income of about £1,300 per month. KC has met with the LA to ask about any obstacles to using an LA building in this way; they said not. If Governors are in agreement, KC could proceed with meetings. The arrangement could start in January.

Q.What will she want from the School?

Just to empty the Nursery, she would put in her own equipment. KC has had a first conversation with the Trust, in principle they are in favour. Didsbury Childminders would pay for their own utilities, there are separate meters; details of maintenance etc. would have to be agreed.

Q.Would they offer before and after school care?

No, Broad Oak has its own provision. Michelle proposes that children's older siblings still use Broad Oak Before and After-School Clubs, so parents have only one drop-off and pick-up. She was also interested in using Dolce to provide their meals.

It sounds a good idea, and would bring families to the site.

Q.If there was any issue, Safeguarding for example, would this affect Broad Oak's reputation?

The provision would be a separate establishment, with its own Ofsted.

KC will try to find other schools doing the same, to look at possible pitfalls.

Q.About the boiler?

Manchester put in a bid for 10 schools but did not get one. They are now looking again at repairs.

KW is looking at putting LED lighting into one classroom with electrical problems. She is looking for quotes, she will pay for this one and look at savings.

8. Governors

8.1 Co-opted Governor end of term

Richard Osler's term of Office has ended.

Appointment of a Co-opted Governor is a Governing Body decision. The Governing Body could want a Staff Governor, or a particular skill; this could be informed by the Skills Audit.

8.2 Skills Audit Summary

Most skills Audits have been returned, but not all.

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

none undertaken

9. Governing Body meeting dates for the next school year

First date **Tuesday 19th September at 5pm.**

Other dates to be set at the first meeting when what the LA wants from Resources Committee for DRP monitoring is known.

10. Any other business

Acknowledgement to Staff

It was proposed that Governors make a gift to Staff, from the budget for Governor expenses, to show appreciation of their work through a difficult time and particularly as several Staff who are leaving are highly valued and have been here for some time.

There was discussion of how to raise the money; this will be discussed between Governors outside the meeting.