



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

Date of meeting: Tuesday 19th September 2023

Quorum: 7 (met at this meeting)

Chair: Chris Pyle

Clerk: Jenny Adie

Pages: 7

Signed: _____ **Date:** _____

1. Welcome, Present and Apologies

Present Governor	category	end of term	present(P)/apols(Ap)/absent(o) 19/9
Beatrice Kastrati	Parent Governor	6/12/26	P
Shabnam Mughal-Mohammed	Parent Governor	20/10/24	Ap
Carly Povey	Parent Governor	6/12/26	Ap
Sheila Patel Webster	Parent Governor	20/10/24	P
Kevin Corteen	Headteacher	ex officio	P
Lisa Walker	Staff Governor	14/1/26	P
James Wilson	LA Governor	7/9/24	P
Frank Atkinson	Co-opted Governor	25/2/24	Ap
Ann Johnson	Co-opted Governor	4/5/26	P
Karen Page	Co-opted Governor	6/12/26	P
Chris Pyle	Co-opted Governor	25/11/23	P
Tanya Wade	Co-opted Governor	6/12/26	P
Jan Sorohan	Associate Governor	6/12/26	P

Apologies

Frank Atkinson, Shabnam Mughal Mohammed, Carly Povey; Karen Page will have to leave early.

In Attendance

Jenny Adie	Clerk
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AGM items**2. Pecuniary Interests****2.1 2023/24 Pecuniary Interests Register**

The 2023/24 Pecuniary Interests Register was passed round for signature.

Action	Clerk	To bring the Pecuniary Interests Register to the next meeting for completion by Governors absent tonight.

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

No Pecuniary Interests declared for the items on this agenda.

3. Election of the Chair and Deputy Chair for the 2023/24 school year

One nomination for Chair: Chris Pyle

One nomination for Deputy Chair: Sheila Patel Webster

Both candidates left the meeting for the vote.

Governors agreed unanimously to re-appoint Chris Pyle as Chair and to re-appoint Sheila Patel Webster as Deputy Chair.
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4. Full Governing Body documents for formal approval

Documents sent out with papers.

4.1 FGB Terms of Reference

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

Governors agreed to accept the Code of Conduct.

4.3 Membership and eligibility

Governors had read the information to ensure that they were eligible.

4.4 Formal appointment of the Clerk

Governors agreed to re-appoint Jenny Adie as Clerk.

5. Committee Terms of Reference and membership**5.1 Resources Committee**

Terms of Reference sent out with papers.

Membership:

Frank Atkinson, Kevin Corteen, Ann Johnson, Chris Pyle, Jan Sorohan, Tanya Wade, Lisa Walker, James Wilson (Chair).

Governors agreed the Terms of Reference and the membership of the Resources Committee.
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5.2 Curriculum Committee

Terms of Reference sent out with papers.

Membership:

Kevin Corteen, Beatrice Kastrati, Shabnam Mughal Mohammed, Karen Page (chair), Sheila Patel Webster, Carly Povey, Jan Soroohan.

Governors agreed the Terms of Reference and membership of the School improvement Committee.

5.3 Headteacher's Performance Management

Aspire usually only have the Chair attending Performance Management, but KC would like to have a Panel of 3 as previously, in case the Chair cannot attend; this will also give other Governors experience of the process.

The date is still to be set, it will be in October. Until the date is known, Governors cannot confirm their availability.

Action	Kevin Corteen	To set the date with the School Improvement Partner, then to circulate Governors to ask who can attend.
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5.4 Pay Committee

This is usually added to a Resources Committee meeting. This year it will be on 18th October, after the Resources Committee meeting.

Chris Pyle, Frank Atkinson and one other will review the pay assessment process.

5.5 Statutory Committees

Any three Governors as appropriate and available, including if necessary Governors from other schools.

5.6 Link/Named Governors

KC has updated the Staff key contacts. The list was handed out.

Governors agreed to remain in their existing Link roles. There was one vacancy, for KS2 Link Governor. Beatrice Kastrati volunteered to be Link Governor for KS2

Governors are asked to come into School or to meet online or phone with the key member of Staff, to ask the key questions and report back, once each term if this is manageable, once visit to be in person into School if possible.

KC has updated the Governor Visit information and key questions and will send the information after the meeting.

Ordinary business

6. Minutes of the previous FGB Meeting, on 13th July

Clarification, Item 6, Academisation: is the debt written-off at conversion?

If there was another RI Inspection then the debt would be written off. If there has not yet been an Inspection, or the judgement is Good, it would not be written off but the Trust would take on the debt. The situation would be the same as the present repayments to the LA.

Governors agreed the minutes as a correct record.

6.1 Matters arising from the minutes

Item 3.1, Access to National College training: KC has checked access, sometimes log-in leads to European training, this has also happened with in-School log-ins.

All Governors were asked to do Safeguarding training which KC has put on line, and to sign to say that they have completed it.

7. Headteacher's verbal Report

At INSET on the first day back Staff worked in Phase Teams looking at the data to find key priorities for this year. These were very clear, and will come to the first School Improvement Committee meeting.

EYFS

GLD was 80%, a jump from previous years. They think this is due to the impact of ReadWriteInc.

Reception was an able cohort, without significant SEN issues.

They were pleased with the Phonics result, again they think this is due to ReadWriteInc; this is a Keep-Up not Catch-Up programme, children who have not understood in the lesson are targeted in the afternoon and do not fall behind.

Year 2

Reading: there are numbers of children with SEN issues; the children are making progress, but School is seeing the impact on numbers working at Greater Depth.

Maths: the result is in line with Manchester, a little below national, Greater Depth has increased.

Writing Greater Depth has increased.

They wanted to increase GD, given the make-up of the cohort, these results are good.

KS2

Results show a drop again, there were six children with EHCPs in Year 6, including two children in Acorns who were working at Year 4 level, into Year 5 at the end of the year. There were 78 children in the cohort.

Writing was a big issue, it has been much affected by Covid. Assessments were moderated in June, one finding was low confidence of Teachers in using the Assessment framework; Teachers were doing assessment rigorously, one child was graded up by the Moderators, but they were not confident; there will be training.

KC had taken the decision that they would work more on Reading, and leave Writing. Vocabulary content was an issue in the past; Moderation showed that vocabulary was good but some spelling was poor. KC is now taking the lead on Writing with Clare Davison.

Maths: there was increased Greater Depth, but the result was below the Manchester average.

The gap was much narrower with GPS, children have learned the grammar, but they cannot yet apply it in their own writing.

Overall results are in the lowest quintile. The LA has offered bought-in support through OneEducation. Jo Gray or a member of her Team will come into School this year to support Staff.

Q. Some children are Refugees, are some problems due to English not being children's first language?

Refugee children tend not to stay, they are placed temporarily at Broad Oak while in temporary accommodation at the Britannia Airport Hotel then move when a school place becomes available close to where they are permanently housed, usually in North Manchester. Children arriving after Year 5 are not counted for SATs. The impact is in the time taken to settle them into School.

Q. How long do they stay?

Averagely about 2 weeks.

Q. About Governors understanding the lower results? Are they due to the numbers of EHCPs?

This was known to be a lower-attaining cohort, with a high number of EHCPs. Many of these children achieved well in relation to their ability, and did well in Maths and English, but found Writing more difficult. There were children with some issues in some areas which meant that they could not be graded higher, but overall KC thinks that children are going on to high school only a little below where they should be.

Aspire Trust schools are using a 'scheme' called 'Herts for Learning' with clear progression of learning from Early Years to Year 6; Broad Oak has accessed and adopted this approach. They think that some elements of learning were lost during Covid and have not been reintroduced, and the approach will help with these areas. Using a scheme will give consistency across classes and Phases. All the texts are quality texts, many from around the world, so Broad Oak children may connect well with them. OneEducation will come in soon and will do an Audit with KC. They will look at Year 6 books from last year, and look at issues for borderline children; each Teacher will have a moderation meeting with the OneEducation Team to look at children's books and the issues and next steps for each child.

There will be daily opportunities for 'Incidental writing', a couple of sentences, drafting, reviewing and improving. OneEducation will do sessions for the whole Staff on modelling and Guided Writing.

Q. About Years 3 and 4, standards are high, they do not want them to drop?

An Assessment Framework is built into the Herts Programme, KC and CD will go through the framework picking out the evidence Teachers need to look at for assessment.

Q. Are they comparing figures with 2019? Or 2022?

2019, to find out what has changed.

Q. Are the lower results anything to do with mixed Year Groups?

They think Writing is an area where more able, usually older children in the class, can model a standard for the other children.

School Improvement Plan Priorities

Persistent Absence was significant last year. They have had a good start this year, attendance so far is just over 95%. They have already made early interventions with some families about attendance.

Writing: children have done one piece already to use for collective moderation and progression from Year 1 through to Year 6. They have kept ReadWriteInc as a priority; there have been some changes of role, some Staff have left, so they think they need to leave this as a priority to embed. Teachers will also look at working with Year 3 children who did not achieve the Expected standard, going back to Year 2 work so children have learned the foundations.

Subject Leads will look at their subjects and feed back to Governors through the School Improvement Committee.

In the light of the results, KC decided to book this term's QA Visit early, Simon Hunter will come in next Monday, KC asked if any Governor can attend.

Staffing

Forest Crew

School lost Ben Rowe in the restructure, but Mrs McCrory is also trained. Each class had a taster session in the first few weeks, den building in the wooded areas of the grounds, partly to help friendship building in classes mixed for the new year. School will be training two more Staff with small groups of children, who will be chosen for their additional need for this work; they will resume the normal timetable after half term. Mrs McCrory will work with Early Years, one of the newly-trained Staff with KS1 and one with KS2.

TA Resignation

KC received a TA resignation on 1st August, the member of Staff did not want the new role after the staffing changes. They are now recruiting for a fixed term post to July 2024, supporting Year 5/6 and Acorns, and maybe at TA2 instead of TA3; there will be some cost saving.

KC and CP attended a **Support and Challenge meeting** on 11th September at the Town Hall. There will be support for Writing.

KC asked about the PAN, Amanda Corcoran agreed 90 was too high, she has asked Michelle Devine at Admissions to contact KC about numbers. School has to report numbers to the LA each week, the form comes back each week altered to 90, this could potentially cause serious problems with additional children being allocated places on the basis of a PAN of 90, which in KS1 could lead to needing another class; they do not have the staff, nor the money to pay the new Staff. KC wants a PAN of 30 for Years above Year 1, to manage numbers.

Q. There are already 35 children in one class, with children allocated according to the PAN, at what point does this become untenable?

With the high PAN children can continue to be allocated. With enough children it could be possible to employ another TA, but children do not come at the same time, nor at the same age, so the numbers are difficult to manage.

The LA will not change the PAN, because they made the case to the DfE that additional school places were needed in Didsbury, but in previous years they have stuck to a gentleman's agreement about not exceeding the 'informal' PAN.

The Financial Notice to Improve has been removed. There will still have to be Monthly Monitoring

meetings, Jane from the LA will still come in to support Katie. There is a Plan in place, the School has done all it can, it is good to know the LA trusts the School, but the financial position is still difficult. In March it will be 2 years since the previous Inspection with the RI judgement, the limit for re-inspection.
(Karen Page left the meeting at 18.18)

8. Governors Committee Reports

8.1 Resources Committee Deficit Recovery Plan Monthly Monitoring meetings

Minutes of the meetings on 17th July and 17th August sent out with papers.

James Wilson reported.

Resources Committee has met twice since the last FGB, reviewing the Deficit Recovery Plan.

CP reported that the City Council asked at the last Support and Challenge if Governors were happy with the process. CP told them that the Governors are reviewing progress regularly, there are spending areas that can have bills coming-in erratically, Governors might not see problems until they are 3 or 4 months in.

It was suggested that Staff could be asked about their concerns, so Governors are informed on Staff views. There was discussion of the timing and purpose of a meeting to take Staff views: There is an INSET day on 29th September, they could take Staff Voice at this point and report to Governors; or maybe in the new year, the end of this month may be too early, new curriculum and subject responsibilities are demanding at present; taking views could be an opportunity to express concerns, and to complain, but it would be good also to provide the opportunity for positive suggestions to address concerns; it could be done at a social occasion, but it was agreed better to take views more formally, where answers can be thought through.

Q. Have Staff surveys been done in the past?

Yes, School has done the Sandwell Survey, before Covid. There has been much change recently.

9. Academisation update

Broad Oak is still working with the Trust.

Q. Are the Trust Leaders aware of latest Support and Challenge meeting?

Not yet, KC will report to Steve Wheeldon and Kevin Simpson at their next meeting. The Trust is still keen for Broad Oak to join.

10. Buildings update

Governors went to look at the Hall, which is now completed. There is a roof leak in the new Kitchen, which is to be investigated tomorrow. The work should still be under warranty.

John Franconi, in charge of buildings across the City, had some questions about the lease to Didsbury Childminders, the School has heard nothing yet but Sonia Schofield will chase. This is a second provision for the Childminder, they are not moving from other premises; they would like to be in by January, though it could be Easter.

Q. Has the rent been decided?

Not yet, this is part of what is to be decided. KC hopes the City Council may provide advice.

11. Governors

11.1 Co-opted Governor vacancy

The Governing Body will be changed radically when Broad Oak joins the Trust, but as there is no date for this yet Governors agreed to continue with Governing Body appointments until actually joining the Trust.

The Clerk advised Governors about approaches to Co-opted Governor appointment.

A Co-opted Governor appointment should be based on the needs of the Governing Body. the Skills Audit shows there are no particular skills recruitment needs; using this appointment for a member of the School's Senior Leadership does not add a different perspective, as the Headteacher is already on the Governing Body; on many Governing Bodies a Deputy Headteacher attends meetings anyway, not as a Governor, to report on assessment or curriculum; if Governors decided that a Staff Co-opted Governor appointment was wanted, this could more appropriately be a more junior member of Teaching Staff, or a member of Support Staff, who would bring a different perspective, if there was someone interested; there could be areas of expertise useful to the School but not on the Skills Audit; the appointment could be used to strengthen the connection with secondary education by appointing a senior member of staff from Parrs Wood, where the majority of Broad Oak children go on to high school; a senior member of Staff from another school in the Trust could be appointed to strengthen the Trust connection. Governors agreed that appointments from Parr Wood High School have not in the past been effective, as a senior staff member is too often unable to attend meetings. Governors were in favour of appointing a Deputy or Assistant Headteacher from another Manchester school in the Trust, to have the Trust perspective reflected in the Governing Body

Action	Kevin Corteen	To ask Steve Wheeldon and Kevin Simpson from the Trust about candidates for appointment as a Co-opted Governor Trust link.
Action	Chris Pyle	To thank Richard Osler for his time on the Governing Body and explain the new use of the Co-opted Governor post as a Trust link.

11.2 Skills Audit Summary

Skills Audit Summary sent out with papers. Skill levels are high across the Governing Body. In discussion of skills not on the Audit, Tanya Wade said she has legal, marketing and contracts experience through her MBA and her business experience.

11.3 Training

Governors need to do the Safeguarding training on the National College website.

Action	All Governors	To complete the National College online Safeguarding training.
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11.4 Co-opted Governor end of term

Chris Pyle's term as Co-opted Governor ends on 25th November 2023.

Governors agreed to reappoint Chris Pyle as Co-opted Governor.

12. Governing Body meeting dates for the next school year

Calendar sent out with papers.

FGB Meeting dates: Wednesday 6th December

Thursday 1st February

Tuesday 26th March

Wednesday 22nd May

Tuesday 16th July

13. Any other business

None.