



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

Date of meeting: Wednesday 6th December 2023

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)					
			19/9	6/12	1/2	26/3	22/5	16/7
Beatrice Kastrati	Parent Governor	6/12/26	P	P				
Shabnam Mughal-Mohammed	Parent Governor	20/10/24	Ap	Ap				
Carly Povey	Parent Governor	6/12/26	Ap	P				
Sheila Patel Webster	Parent Governor	20/10/24	P	Ap				
Kevin Corteen	Headteacher	ex officio	P	P				
Lisa Walker	Staff Governor	14/1/26	P	P				
James Wilson	LA Governor	7/9/24	P	P				
Frank Atkinson	Co-opted Governor	25/2/24	Ap	P				
Ann Johnson	Co-opted Governor	4/5/26	P	P				
Karen Page	Co-opted Governor	6/12/26	P	P				
Chris Pyle	Co-opted Governor	25/11/23	P	P				
Tanya Wade	Co-opted Governor	6/12/26	P	o				
Jan Sorohan	Associate Governor	6/12/26	P	P				

Apologies

Shabnam Mughal Mohammed, Sheila Patel Webster; Ann Johnson and James Wilson to be late.

In Attendance

Jenny Adie	Clerk
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2. Pecuniary Interests

2.1 2023/24 Pecuniary Interests Register

The 2023/24 Pecuniary Interests Register was completed.

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

No Pecuniary Interests declared for the items on this agenda.

3. Minutes of the previous FGB Meeting, on 19th September

Governors agreed the minutes as a correct record.

3.1 Matters arising from the minutes

Item 6.1, Safeguarding training: KC will send out the link again, all Governors have to complete this training.

3.1.1 Headteacher's Performance Management

This took place on Tuesday 10th October; AJ, KP and SPW attended, with the QA.

(James Wilson joined the meeting)

4. Headteacher's Report

KC has changed the structure of his Report, he has asked Staff with Key responsibilities to write sections of the Report, this will support Governors' questions on Link visits.

Number on roll 325; numbers are over in some Year Groups; a couple of children have left, some children have come and gone, here while waiting for other school places.

SIP Priorities

The main focus this year is on Writing. Broad Oak is broadly in line with national at the end of KS1, but low at the end of KS2. Last year's focus was on Reading, using ReadWriteInc.

SPAG results in Year 6 are good, but transfer of grammar skills into writing needs to improve. Vocabulary skills are high, the Moderators commented that children's writing did not look low standard, it looked sophisticated in some ways but was lacking some key areas. Staff will be working on modelling and sharing writing; their work has already had impact and areas for improvement can be seen.

SIP Priority 3 was on embedding ReadWriteInc. It has only been used for a year and there has been a change of subject leadership. The new Lead is experienced but it is being kept as a priority due to the changes.

Priority 4 is from the last Ofsted Inspection. Stephen Bush is on protected pay and has been given the role of Curriculum Development, with a focus this term on PE and History; information will come to School Improvement Committee.

Richard Osler and Steve Shore are Leads for Maths, not a priority but work continues. They are learning from the work that they are doing that pressure to push on and cover the content rather than assessing where needs lie and teaching at the point of need has to be reviewed; Teachers need to be certain that whoever is planning next knows children's starting points.

Behaviour and Attitudes

SIP Priority 1 is Attendance, 94.1% so far this term, with 16.6% Persistent Absence, an improvement from last year. Children moving in then out of the School have to be kept on roll until Broad Oak hears from the new school, but are not attending here, which impacts the figures. PA also includes children

who had a place here at the beginning of term but did not start, also a family in Bolton who moved here, started, left to return to Bolton but do not yet have school places there.

Q. Does the data stay on the school's record?

They stay on the record but are bracketed as having left.

Q. Is it a SIMS issue?

No the children were here, they have to be registered at a school for Safeguarding reasons, so they do not fall out of sight but are not attending anywhere. **(Ann Johnson joined the meeting)**

School has case studies for key children who were on roll but had moved away, or are late and marked absent. There is also a problem with families with older children at Parris Wood with different term dates. They have issued 6 Penalty Notices, 2 for the second time which will probably go to Court. School has systems in place, families are invited in to meet with LW, though this year's staffing does not allow as much Staff action as in the past. One of the families does not attend regardless of interventions; one is often absent abroad.

Q. If it goes to Court are they fined? Is the fine significant?

Yes, and more if they argue, and more if they do not pay.

Q. What % is serious absence?

Below 50% attendance, it is significant, and is a safeguarding issue.

There have been no significant behaviour incidents, and no exclusions so far this year. There is a new intake into Acorns, and new Staff, the children have coped with changes very well.

Personal Development

35 children are being monitored; only 4 are of more serious concern and under Child Protection. KC and LW want to streamline CPOMS so it is only used for safeguarding; IRIS is used for behaviour.

One Goal are coming into School next term to train Mental Health Champions from Year 3.

Two Staff are working towards the Wilderness Intervention Award with a small group of children. When trained they will be able to continue with the normal Forest Crew activities offer.

The SENCo has to be qualified or undertaking the qualification. Cathy Child has started the training.

Pupil Progress meetings have taken place this week. They expect Quality First teaching but cannot now afford as many interventions. School has contracts with an Educational Psychologist and SALT.

Q. How is CC doing?

Well. As she is also teaching, they have separated the role somewhat; KC is now responsible for Acorns, and does PEPs for LAC children.

Q. How are consultations?

KC has streamlined this with formal situational letters, which seems to be working. Acorns is full, four of the children are accessing mainstream.

EYFS

There is a report by Jake Evison on Early Years. He has completed his bridging document and will be handing over to the new Lead next week before leaving to become Assistant Headteacher at a school in a category.

KS1

Children have settled well into their new classes; it can be a tricky transition to more-formal classes. The curriculum was fully-prepared in advance giving Staff space to settle children. An issue is the huge amount of content, Staff are looking at key skills and less-necessary content. KC and Clare have been working on introducing Herts for Learning work, children respond well to the texts. Staff are looking tonight at how to make Grammar teaching explicit, all schemes need to be amended to suit the individual school.

ReadWriteInc has been cut back from an hour to 45 minutes; Staff are more confident with the work and can do it in less time, this gives another 15 minutes for another lesson.

KS2

Report from Steve Shore.

Years 4 and 5 have never been on school trips, due to Covid; visits are now planned for the year.

Taking children out by coach is very expensive now, and the cost to parents would be very high; the Anglo Saxon Workshop in School is an alternative way of learning.
Steve Shore is doing NPQH Senior Leadership, with Maths as a focus.

Staffing

Mr McCarthy and Miss Marshall from Acorns, have left. Jake Evison is leaving, having taught at Broad Oak since qualifying.

School has found that recruiting through an Agency and trying out the staff then recruiting those they would like to keep works better; they have found good new Staff.

Q. Do they have to pay an Agency premium?

Yes, but they find they get quality Staff; they are using several Agencies now, increasing bargaining power; Staff only have to work for 12 weeks before they can become permanent at Broad Oak without penalty.

Q. Who is taking over Sue's class?

A member of Staff who has worked in the School before, and is available again now after travelling. The member of Staff going on maternity leave in February will be doing group and booster work until she leaves. They were interviewing two candidates for the job but both pulled out; they now hope to recruit through an Agency.

Events

It has been good to re-establish House Assemblies, inviting parents in, and other events; the Spooky Disco raised about £500. There is a Christmas Fair next week.

Q. Why are we raising money for Charity, not for the School?

This was discussed; a number of parents who wanted to raise money for Palestine, but the DfE advised that schools cannot do this. They decided to raise money for the Red Cross, to meet parents expectations but in a way that is not partisan, and where they can be certain how the money is used.

Q. Is School still getting money from the Hearts Trail?

Yes, it runs every half term.

The School was contacted by Didsbury in Bloom to thank the them for the volunteering and involvement which has helped to get an award. **(Frank Atkinson left , 17.56)**

5. Governors Committee Reports

5.1 Resources Committee 18th October 2023

Minutes sent out with papers.

James Wilson reported.

The Committee looked at appraisals and reviews over the last year, and ongoing work on the Deficit Recovery Plan. The severance costs from the restructure were higher than budgeted-for but the Council has been realistic and is now allowing recovery in year 4 of the Plan.

They are seeing the impact of falling numbers; some Universal Free School Meals money was taken back, also some National Tutoring Programme money. There is a saving on the Teachers Pay Award. There will be an end-of-year surplus of about £20,000.

Q. Are they expecting any challenges?

The unexpected is the problem. The Boiler and water heater have needed repair. They have accrued about £12,500 on the Water bill when they wanted to move to the Council's provider.

5.2 School Improvement Committee 5th October 2023

Minutes sent out with papers.

Karen Page reported.

The Committee talked about Attendance; possibly using messages to parents through SeeSaw; the problem of lates being marked absence.

They were told about recruitment of new Mental Health Champions.

5.3 Governor Visits

Some roles involve coming in and looking at records. Subject visits should lead to good information that is worth the time put into the visit and the Staff input. The new Headteacher's Report format should help with focus for Governors questions.

6. Buildings update

All the new LED lighting is now in the new block. The capital money for energy improvements was there, and the change will hopefully lead to lower bills.

Lights outside the building have gone; they are trying to replace them with brighter lights, for safety, actual floodlights are more expensive because poles have to be put in.

6.1 Sublease of the Nursery Building

CP wrote to Amanda Corcoran about Actions not taken, she replied that it was all in hand, then School had a call advising that the Legal Team who were working on a lease proposal did not have the capacity; if the School got its own Solicitor, the LA would pay. They now have a Solicitor with experience of similar projects in other schools who will draw up the lease, and have produced a list of issues to talk through. Michelle wants to open from April and would like access from January. They have a rental proposal for £1,300 per month they have gone through all the responsibilities; the external building is the responsibility of the School, internal fitting is the responsibility of the occupier; the building has its own meters; they are waiting for MCC support around the lease of the land for the school; insurance is per pupil, they need to work out proportionality. Michelle will have her own Public Liability and Contents insurance.

Q. Is that rental likely to be viable?

Yes, Michelle has shared her last 2 years accounts. She wants the School to remove everything from the building and will re-floor and decorate, the School is not taking a risk on the building.

Q. Is the timeframe realistic?

The Solicitors say it is.

Q. Will it need approval by Governors? It is about income generation, and children coming to the School.

The leasing was agreed in principle; CP can sign/approve on Chair's Action, to come to the next FGB meeting.

Michelle will have access in January. She will be refurbishing the building; rental payments will start in April when she opens. There will be lease for 4 years, with a break clause if it is not working, and review half way through the contract.

Governors agreed the leasing of the building to Didsbury Childminders, and give the Chair authority to sign on their behalf, to be ratified at the next FGB meeting.

7. Academisation update

Links are strong; the updated Deficit Recovery Plan at the year end will be key, it will go to the Trust Board for them to review progress with the deficit.

8. Policies for Approval

Policies sent out with papers.

8.1 Safeguarding/Child Protection Policy

Governors agreed to ratify the Child Protection Policy.

8.2 Attendance Policy

Governors agreed to ratify the Attendance Policy.

8.3 Online Safety Policy

Governors agreed to ratify the Online Safety Policy.

9. School Calendar 2024/25

There are 2 INSET days at the beginning of the September term; every year the Trust has a day working together, which is not yet set, it could be later September and a day would be moved.

The 2 INSET days at the end of the year are an opportunity for teams to work on planning etc. before the new year, and attendance would be poor on a Monday/Tuesday week.

Governors agreed to accept the Calendar for 2024/25.

10. Governors**10.1 Co-opted Governor vacancy**

KC spoke to Steve Wheeldon and Kevin Simpson at the Trust who advised asking Wilbraham; KC did this but has had no response; he will ask SW and KS again at their next meeting.

10.2 Training**Safeguarding all Governors to do**

Sheila Patel Webster attended a Phonics lesson in School and has sent slides to all Governors.

11. Any other business

One of Broad Oak's pupils won Jeff Smith's Christmas Card competition, he will come into the Christmas Assembly to present the Award.

Next meeting:

Thursday 1st February 2024

Tuesday 26th March

Wednesday 22nd May

Tuesday 16th July