



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

Date of meeting: Thursday 1st February 2024

Quorum: 7 (met at this meeting)

Chair: Chris Pyle

Clerk: Jenny Adie

Pages: 5

Signed: _____ **Date:** _____

1. Welcome, Present and Apologies

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	P			
Shabnam Mughal-Mohammed	Parent Governor	20/10/24	Ap	Ap	P			
Carly Povey	Parent Governor	6/12/26	Ap	P	Ap			
Sheila Patel Webster	Parent Governor	20/10/24	P	Ap	P			
Kevin Corteen	Headteacher	ex officio	P	P	P			
Lisa Walker	Staff Governor	14/1/26	P	P	P			
James Wilson	LA Governor	7/9/24	P	P	P			
Frank Atkinson	Co-opted Governor	25/2/24	Ap	P	P			
Ann Johnson	Co-opted Governor	4/5/26	P	P	P			
Karen Page	Co-opted Governor	6/12/26	P	P	P			
Chris Pyle	Co-opted Governor	25/11/27	P	P	P			
Tanya Wade	Co-opted Governor	6/12/26	P	o	P			
Jan Sorohan	Associate Governor	6/12/26	P	P	P			

Apologies

Carly Povey; James Wilson to be late.

In Attendance

Jenny Adie	Clerk
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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 6th December

Governors agreed the minutes as a correct record.

3.1 Matters arising from the minutes**(Karen Page joined the meeting)**

None.

4. Headteacher's Report

Report sent out with papers.

332 on roll, 23 spaces. There is now a waiting list of children at the Britannia Hotel, they are in the Year 3/4 Year Group, which is full. It is not known how long the children would be at Broad Oak, and taking them would mean opening another class, and then the children might not stay, as it is unlikely that they would be housed in Didsbury. Numbers over the class size can be taken, up to 10% over, but after that there would have to be an Appeal, and there may not be physical space for the children in the School.

Quality of Education

The QA Visit was on 12th January, the focus was on Behaviour and Personal Development, which are strengths of the School. It was an opportunity to look at the School Improvement Plan and talk about progress against priorities.

(James Wilson joined the meeting)

At the end of the Visit Simon Hunter confirmed that the School should be grading itself as 'Good'.

KC will upload the QA Visit documents to the website for Ofsted; all the Visits have looked at a Subject area and found it to be 'Good'. KC's concern now is Writing; Inspectors might do an English trail in addition to Early Reading if they had concerns. They will also look at Maths. KC will need to demonstrate the impact of what has been done to raise standards in Writing.

Q. Has investment been in Reading and Writing because Maths was already at a better standard?

Yes. The focus has been on Reading, through ReadWriteInc, on the basis that working on Reading and understanding texts will have an impact on Writing. School is doing moderation and can discuss particular features of Writing, not only data. Clare and KC are looking at impact and progress after training, and have been working with Teachers on consistency. They are working with Catherine from the LA on planning, in Year 6 and now Year 3.

Priority 3 is embedding of ReadWriteInc. There have been changes in leadership but the scheme is very structured so there has been no impact on progress. Though Phonics results were good before, using RWI has had impact on the progress particularly of less-able children, who are more quickly learning to read and therefore to access the wider curriculum.

A Key member of Staff does planning for each subject; the Team work together on the endpoints of learning and the work needed to achieve it, and planning is then done using this information, so all Staff, and Subject Leads, know what children are learning, and why, and tweaks that have been made.

Q. About the planning tool for Foundation Subjects: is there a similar system in place for other subjects?

Yes; because School is using schemes in subject teaching, there is a lot of content and the choice of content made must be planned, not the different choices of individual Teachers.

Behaviour and Attitudes

Attendance is 93.3%, down from 94.1%. The difference in High School holidays has not helped, and there is always more illness this term; School is sharing DfE information on when to keep your child off school.

Parrs Wood High School is taking a 2-week holiday next October, this will cause problems with term-time holidays again.

There is a small drop in Persistent Absence, and still a small discrepancy between boys and girls. Girls' attendance post-Covid is an issue for other schools too. Lisa and KC met with Adam from One Goal, they work on child mental health, and want to have a Girls Group with children chosen for their attendance to work on this area. Attendance, and PA, are issues for Manchester and nationally. Serious Absence was significantly high but has now dropped, as children who have left have now dropped out of the data.

There have been 2 exclusions for physical assault against an adult, both children in Acorns. Simon Hunter said that it would be useful for Behaviour Reports to include analysis of groups of children in the figures, to show who was impacted.

There have been 9 Child Protection incidents recorded on CPOMS; there are 47 open concerns.

There are reports on subjects, which Governors have read; KC asked Governors for any questions.

Q. About Child Protection monitoring?

The CPOMS record shows issues reported, and other reports can be viewed as background to monitor concerns. Most reports are not followed by other incidents, but reports from this School, or others using CPOMS and passing-on their information, can show a pattern of incidents to support reporting onward.

Staffing

Teacher changes are shown in the Report. The temporary Teacher working for the next 2 terms has been at the School before and is experienced in ReadWriteInc. There is an Agency Teacher covering a maternity leave.

Q. Did they advertise?

They did, there were only two suitable candidates and both withdrew before interview. The cover is from an Agency, he is very good. They would like to keep both these temporary Teachers if finances allowed, but will need to reduce staff numbers again next year.

There are new Teaching Assistants, a permanent appointment in Acorns, and an Agency appointment, which they like to use to check the good fit of the Agency staff with the work then move suitable Staff from temporary to permanent.

The Report listed events: the Nativity and plays, and the Christmas Fair, which raised about £1,000.

5. Governors Committee Reports

Minutes sent out with papers

5.1 Resources Committee 17th January 2024

James Wilson reported.

The main agenda item was Period 9 monitoring, and the Deficit Recovery Plan. There were staffing changes, and an underspend on Energy so money was moved into the main budget. They hope that Staff movements and appointments this year will allow losing Staff numbers required without having to make redundancies.

The balance is around £27,000 less than projected but still a surplus for this year, as the LA requires. Jo Ashcroft, CEO of the CLIC Trust, wants to form a Steering Group to take concerns about the increased size of Beaver Road bringing children out of area into Beaver Road spaces and reducing numbers in other schools closer to the City Centre. KW, TW and AJ will represent Broad Oak.

5.1.1 SFVS

This will come to the next Resources Committee meeting, then to the March FGB meeting for approval.

5.2 School Improvement Committee 11th January 2024

Karen Page reported.

The Committee went through SIP priorities, and subject information and QA Report as in the

Headteacher's Report. Staff have finished their Wild Crew training and Forest Crew can resume through the School.

5.3 Governor Visits

Subject Area responsibilities are at the back of the Governor Visits Policy.

6. Buildings update

6.1 Sublease of the Nursery Building

They were hoping to have the Lease in place for 1 January, but this has gone slowly. The Solicitors asked for a copy of the lease with the LA, School explained there was no lease but the LA did not confirm until mid-January. The Draft Lease is now out for approval; School and Michelle have approved it but the LA has not yet. KC will chase because further delays will impact on Michelle's timescale.

7. Academisation update

Broad Oak is committed but still waiting. Staffing issues in School make it harder for KC to get out to Trust events. The Deficit Recovery Plan is being followed and Broad Oak will have a surplus this year.

8. School Meals

School chose Dolce as Provider after Manchester Fayre ceased trading. The contract is coming to an end. Dolce is worried about pupil numbers and say it is not financially viable; School is concerned about the quality of the meals. Dolce have given notice on the contract and say they will support the School to find another Provider. KC has decided to bring catering in house. Dolce have only given 12 weeks' notice and School would have to fill the gap anyway.

Dolce have resolved some of the staffing issues already. Dolce has large overheads in their management structure. KW has spoken to other schools who have taken catering in-house. Present employees will TUPE to School employment.

There is a Nutritionist who did the nutrition and allergy and other work for Dolce, and school can buy-in her services for their own use.

Under Manchester Fayre there was considerable debt. Dolce brought-in a system called School Grid, and because they are withdrawing from the contract School can keep the system, which works well to keep down debt. It also records all a child's information, including allergies, and parents cannot order meals which contain the allergen.

Michelle is keen to use the School's meals service, which would have been more difficult with Dolce. It will also work with providing food for After-School Club. School will be able to have more control over the menu, offering the choices that parents and children want. There can also be a better Vegetarian offer.

Q. Is there a reason School cannot get payment up-front, as High Schools do?

Primary schools cannot turn away children whose parents have not paid.

9. Policies for Approval

Policies sent out with papers.

9.1 Behaviour Policy

The QA Visit was timely for tweaking the Policy, but there are no changes needed, only the date.

Governors agreed to ratify the Behaviour Policy.

9.2 Safer Recruitment Policy

This is a OneEducation Policy

Governors agreed to ratify the Safer Recruitment Policy.

9.3 Disciplinary and Dismissal Policy and Procedure

This is a OneEducation Policy which Broad Oak is recommended to adopt, and has personalised.

Governors agreed to ratify the Disciplinary and Dismissal Policy and Procedure.
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10. Governors**10.1 Co-opted Governor vacancy**

Governors had agreed to appoint a Governor from another school in the Trust. KC has not yet met this term to discuss a Governor from the Trust, following no volunteers from Wilbraham Primary. If this is not possible, TW offered to ask at her Company.

10.2 Co-opted Governor reappointment

Frank Atkinson's term as a Co-opted Governor ends on 25th February 2024. FA confirmed that he was willing to continue. FA is an active Governor with valuable financial expertise.

Governors unanimously agreed to re-appoint Frank Atkinson as a Co-opted Governor.
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10.3 Training

KC asked all Governors please to complete the online Safeguarding training.

10.4 Governor Maternity Leave

Tanya Wade is expecting a baby and asked about 'maternity leave' from being a Co-opted Governor; can a Governor take maternity leave? Could someone stand-in for the period of absence? The Clerk advised that a Governor can remain in post, having given notice that she will not be available for some time, or can stand down and another person be appointed to the post. It is not possible for someone to stand-in, and it takes some time to become familiar with the Governor role and the School. TW confirmed that she would like to continue as a Co-opted Governor, so will take a period of leave then return.

11. Any other business**Collaboration Regulations**

Schools are advised to have agreements in place to collaborate with other schools on HR Panels. Wilbraham Primary School is also part of the Aspire Trust and would be a suitable partner. Parrs Wood High School could also be a useful partner. Governors agreed that KC should contact these possible partners.

Action	Kevin Corteen	To contact Wilbraham Primary and Parrs Wood High School about making Collaboration Agreements.
Action	Clerk	To put an update on Collaboration Agreements on to the next agenda.

Next meeting:

Tuesday 26th March
Wednesday 22nd May

Tuesday 16th July