



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

Date of meeting: Tuesday 21st October 2025

Quorum: 6 (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)					
			21/10	27/11	27/1	31/3	21/5	9/7
Shabnam Mughal-Mohammed	Parent Governor now Co-opted Governor until academisation	20/10/24 20/10/28	Ap					
Sheila Patel Webster	Parent Governor now Co-opted Governor until academisation	20/10/24 20/10/28	P					
Kevin Corteen	Headteacher	ex officio	P					
Sarah Bruce	Staff Governor	20/10/29	P					
Jan Sorohan	LA Governor	24/9/28	P					
Frank Atkinson	Co-opted Governor	25/2/28	P					
Ann Johnson	Co-opted Governor	4/5/26	P					
Karen Page	Co-opted Governor	6/12/26	P					
Chris Pyle	Co-opted Governor	25/11/27	P					
Lisa Walker	Associate Governor	20/10/29	P					

Apologies
Shabnam Mughal-Mohammed; Karen Page to leave early.
Apologies formally accepted

In Attendance

Jenny Adie

Clerk

Welcome to Sarah Bruce, Year 6 Teacher, the new Staff Governor.

Item 13.1, taken first**13.1 Appointment of Lisa Walker as a Co-opted Governor until academisation**

Lisa Walker has been Staff Governor for several terms until retiring at the end of the 2025 summer term. New Governors have not been recruited while the School is waiting for academisation, as the Governing Body may reconstitute at this point and posts be lost; this has taken much longer than expected so numbers of Governors in post are lower. LW is an experienced Governor and has offered to serve to support GB numbers.

Governors agreed unanimously to appoint Lisa Walker as a Co-opted Governor.

AGM items**2. Pecuniary Interests****2.1 2025/26 Pecuniary Interests Register**

The Register was passed round for signature.

Action	Clerk	To obtain signatures from Karen Page and Shabnam Mughal Mohammed.
Action	Clerk	To put completion of the Pecuniary Interests Register on to the agenda for the next meeting.

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 2025/26 school year

Nominations at the meeting:

Chris Pyle for Chair, Sheila Patel Webster for Deputy Chair.

Governors agreed unanimously to re-elect Chris Pyle as Chair of Governors and to re-elect Sheila Patel Webster as Deputy Chair.

4. Full Governing Body documents for formal approval

GB documents sent out with papers. These are unchanged from previous years.

4.1 FGB Terms of Reference**4.2 FGB Code of Conduct****4.3 Membership and eligibility**

For information.

Governors agreed to adopt the GB documents.

4.4 Formal appointment of the Clerk

Governors agreed to re-appoint Jenny Adie as Clerk until academisation.

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

Terms of Reference sent out with papers.

Membership

Chair: Frank Atkinson,
Kevin Corteen, Ann Johnson, Chris Pyle, Jan Sorohan, Lisa Walker.

5.2 Curriculum Committee

Terms of Reference sent out with papers.

Membership

Chair: Karen Page,
Kevin Corteen, Shabnam Mughal Mohammed, Sheila Patel Webster, Jan Sorohan.

5.3 Headteacher's Performance Management

The Trust model, with one Governor, is now being used; the date is to be set.
Karen Page will attend.

5.4 Pay Committee

Resources Committee on 14th October acted as Pay Committee. Staff Assessment paperwork was reviewed and Committee members were satisfied that proper process is being followed.

5.5 Statutory Committees

Any three suitable Governors, as available, including Governors from other schools if required.

5.6 Link/Named Governors

Reading and Writing	Sheila Patel Webster
Maths	Jan Sorohan, Lisa Walker
Foundation Curriculum	Shabnam Mughal Mohammed
EYFS	Shabnam Mughal Mohammed
KS2	Ann Johnson
Mental Health and Wellbeing	Karen Page
Safeguarding	Lisa Walker, Karen Page
SEND	Chris Pyle
Attendance	Karen Page
Health and Safety	Ann Johnson
Pupil Premium	Jan Sorohan
Finance	Frank Atkinson
Website	Frank Atkinson

Action	Kevin Corteen	To re-send the updated list of Link Governors and Staff members.
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Ordinary business**6. Minutes of the previous FGB Meeting, on 15th July 2025**

Minutes agreed as a correct record.

6.1 Matters arising from the minutes

None

7. Headteacher's Report

Report sent out with papers.

There are 255 children on roll; School is oversubscribed in some Year Groups, under in others; there are 26 spaces.

SLT are looking at how to group and manage the lumpy numbers efficiently, hoping to reduce by one Teacher next year, but the current Year 4 group, presently in mixed Year 3/Year 4, will need two Teachers.

Quality of Education

They were very pleased with July's data. There is an issue with the Writing data, which was uploaded to the LA, and acknowledged, but is now missing, not on the IDSR, and Combined is zero without the Writing data.

Priority areas for this year are in the 3-year School Improvement Plan, now in its second year. Metacognition has been added, over all areas.

Staff Coaching Pairs have been set up; Teachers are observed by their Coaching Partner then results discussed in teams of 3, pairs plus a member of SLT to facilitate. They will be reviewing practice as they go.

Oracy is a big focus for the Trust. School is using the Trust guidelines and bringing-in elements of the Trust Plan. This term they are benchmarking current practice, observing the interactions of the children.

Writing is the Trust priority for this year. School has already seen significant improvement in Writing. There is a Trust INSET Day on Friday; Broad Oak has to stay open, as not yet academised, but some Staff will attend. The Trust focus is on improving outcomes in LKS2

Priority 2c Maths, is the main piece of curriculum work this year. They are now using Oak National Academy, in line with the other Trust schools. Steve Shore is having training from the Maths Hub and will be liaising with Trust work. Impact in other Trust schools has been good. The Trust has also provided internal trackers. Broad Oak will be using the Early Years Tracker with Years 3 and 4; it is quick to check understanding of basic skills and identify gaps which explain why children are struggling in certain areas.

Reading focus is on fluency and reading for pleasure. They have introduced the Reading Raffle, all classes have Library sessions, they will be reinvigorating Reading Plus. The Trust are now bringing this in.

There was a Book Fair last week, funds will be used to update book stock.

Q. Are Trust schools using the Oak National Academy materials?

All bar one, the Trust does not insist on particular schemes. Helen Wright from Wilbraham is coming-in to work with Teachers. The aim is to give Teachers confidence, subject knowledge and autonomy to select the material that their class needs.

Year 6 has had a different system all up the School; it is very helpful to be able to adapt the new system to suit what the children need after coming through a different system

Behaviour and Attitudes

Attendance is a major part of this. School has a 3-year improving trend but is still below the Manchester and National averages. Persistent Absence is still high, due to children returning up to 2 weeks late at the beginning of term. Jane in the Office is working very effectively with families,

including improving the attendance of some families with previously poor attendance. PA is still higher for girls, though the gap narrowed towards the end of last year

Q. Do they know why the difference?

Part of it is a few big families of all girls, and some families where if one child is ill, none come in. They have been working on this and have improved it. In the past Monday was a poor absence day; KC thinks that could have been due to having swimming on a Monday, particularly when swimming was in Year 5. Fridays were also bad, particularly the afternoons. KC looked at this and children were being collected for 'appointments'. They have moved Good to be Gold to a Friday afternoon which has helped attendance.

Persistent Absence at the end of last year was 16.6%, an improvement but not yet on target. Disadvantaged children's PA has gone down from 43 to 33; girls PA has gone down from 27% to 17%. Some children are in both groups.

The Serious Absence figure is the same as at the last meeting.

Behaviour figures are for Summer 2, with few serious incidents.

There has been one Suspension so far this term, a Year 2 mainstream pupil. Assessments are being done now, there are Behaviour Plans in place, they are working with Acorns on systems to support the child in mainstream. Suspensions were high last year; this year they are trying to use internal seclusions where possible. Sean Kelly in Acorns has changed some systems, for example reflection times at points during the day, not at the end of the day, which seems to be helping. There has recently been refresher training for Team Teach; they discussed that some of the younger children, who are also younger than their chronological age, do need a lot of support.

Personal Development

There have been continuing Safeguarding issues, figures are on the Report.

Q. Is this more than neighbouring schools?

There are no figures for comparison. Claire can ask at a local DSL meeting

Years 4 and 5 are applying to become Mental Health Champions. KC will be working with children for about half an hour per week and they will qualify to work in the playground.

Staffing

Sean Kelly has started in Acorns, there has been a good, settled half term.

Sue Farrell in Year 3/4 is retiring in December. They will be recruiting a Year 3/4 Teacher for 2 terms starting in January.

Reina Gill is taking flexible retirement, she will be working 2 days per week from December.

They are recruiting a new Admin member of Staff; additional hours are needed to cover the week, although the present team work well together. Two part-time Admin Staff members, overlapping on Wednesday, would give Katie Walker time to work on Finance on Wednesdays. One presently part-time member of Staff does not want to go full-time but will be asked to do some extra hours. If not, her contract ends in December.

Events

The Kindness Walk raised over £2,600; the money will be used to improve the playground space.

The Book Fair raise £700; the School will get a 50% discount on books purchased using their commission; books will be used to provide prizes for the weekly Reading Raffle.

The Spooky Disco is this week.

The Christmas Fair is on 12th December, with Reindeer, and Christmas Market stalls.

8. Governing Body Committee reports

8.1 Resources Committee 14 October 2025

Minutes sent out with papers, for information.

9. SEND Report and Policy

Sent out with papers.

Around one quarter of pupils have some SEND need. There are four Looked-After Children.

There are 3 EHCPs applied-for, 3 more going through Plan/Do /Review

There were 30 Consultations last year. The Units are full, KC thinks the need coming to School now is higher. One member of Staff is off long-term sick, her job was covered last year but this year they are not covering, there are five members of Staff between the units, not enough to support children into mainstream, so no children are accessing mainstream at present.

School has worked with a Play Therapist for a number of years, but from Parent feedback, and children choosing not to go, this is now to be changed. The service was through EQE, which provided no feedback on confidentiality grounds

They are moving to a different model, not with a Therapist but with Mentors; feedback will be provided at intervals to enable assessment of effectiveness. **(Karen Page left the meeting at 18.06)**

Supervision for both of the Resourced Provision classes is provided by EQE. School will use them over the next 18 months to train Staff in Lego Therapy and other areas to address issues sooner.

The Policy has been updated, to go on the website.

Governors agreed to ratify the SEND Policy.

10. Academisation update

In the summer holiday KC was called to a meeting where he was told that the DfE has knocked-back the application on the grounds of the deficit. The deficit has been there the whole time the School has waited for academisation. Kevin Simpson at the Trust is willing to take on the deficit with plans for repayment.

The DfE has asked for resubmission in 12 months time. KS has told them that they will not do this, the application is still open, Broad Oak has been working with the Trust for some years and they should work with the LA to address the problem. The DfE is insistent on repayment in 3 years but this cannot be done.

The Provision costs the School budget a lot of money, but the LA has said that the Provision cannot be closed without a Consultation, which they are not willing to have. An alternative would be to close the Nursery but the LA does not want to do this either.

KS has written to Vicky Beard, above the Schools Commissioner, with information showing that Broad Oak can afford the topslice to the Trust, which tapers upwards over 3 years. Katie Walker is looking at aligning SLAs with the Trust. They have already moved from SIMS to Arbor, and Assessment has been changed to DC Pro. These contracts will be covered by the topslice paid to the Trust.

The tone of the LA's communication has been less aggressive than before. There is nothing more the School can cut. There is a meeting on 10th November for KC, CP, KS and SW. KS will be asking the DfE to direct Manchester to write-off the deficit, which has been done before. KC hopes for movement as a result of this meeting. The terms of the loan need to be extended for Broad Oak to be able to repay it. Numbers fluctuate and the Provision takes money from the School. KS's view is that the School's job is to serve the children presently here, not take money from this budget to repay past losses.

11. Buildings update

When the last roofing work was done the water tanks were replaced. A Legionella Report has shown there are issues, the system is not fit for purpose. Manchester want the School to pay for replacement, but the LA commissioned the work, which is not up to standard and should be responsible for putting it right.

12. Policies for approval

Policies (except 12.3) sent out with papers.

12.1 Teachers' Pay Policy

All of the pay ranges are the standard recommended ones. A change to the Policy is a Governors decision required on whether to maintain or leave out Performance related Pay. Resources Committee agreed to leave this out.

Governors agreed the Resources Committee decision to leave out performance-related pay; Governors agreed to ratify the Teachers Pay Policy.

12.2 Attendance Policy

This is the standard Manchester Policy.

The incorrect date on the front will be amended.

Governors agreed to ratify the Attendance Policy.

12.3 Child Protection/Safeguarding Policy

This is not yet ready due to pressure of Safeguarding work

12.4 Governor Visits Policy

This is updated with Link Governor information but there are no other changes.

Governors agreed to ratify the Governor Visits Policy.

Action	Clerk	To put approval of the Child Protection/Safeguarding Policy on to the next agenda.
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13. Governors**13.1 Appointment of Lisa Walker as a Co-opted Governor until academisation**

Taken at the start of the meeting.

13.2 Training

KC will add the updated Safeguarding training to the National College materials.

14. Any other business

None.

next meeting: Thursday 27th November

Tuesday 27th January 2026

Tuesday 31st March

Thursday 21st May

Thursday 9th July