**Baguley Hall Primary School**

**Governing Body Meeting Minutes**

**School: Baguley Hall Primary School**

**Quorum: 5 (met at this meeting)**

**Chair: Paul Marshall**

**Clerk: Alyson Knowles**

**Date of meeting: 25.02.2025**

**Venue: Baguley Hall Primary School**

**Attendance**

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| **Name** | **Director type** | **‘End of Term of Office’ date** | **Present (P) /**  **Apologies (Ap)**  **/ Absent (A)** |
| Kate Bulman | Head Teacher (HT) | Ex Officio | P |
| Paul Marshall | Partnership Governor/ Chair of Governors | 17/06/2028 | P |
| Cheryl Fox | Co-opted Governor/ Vice Chair of Governors | 16/07/2028 | P |
| John Walmsley | Parent Governor | 15/07/2028 | P |
| John Keyes | Local Authority (LA) Governor | 17/06/2028 | P |
| Pamela Cowen | Partnership Governor | 30/10/2027 | P |
| Caroline Hewitt | Co-opted Governor | 13/01/2029 | P |
| Claire Golding | Staff Governor | 18/11/2028 | P |
| Helen Stevens | Co-opted Governor | 21/11/2025 | P |
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| Yanghong Huang | Co-opted Governor | 23/11/2028 | AP |
| Samantha Days | Co-opted Governor | 26/02/2027 | AP |

**Others present**

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| **Name** | **Role** |
| Anne-Marie Dorsey | School Business Manager (SBM) |
| Alyson Knowles | Clerk, One Education |
| Helen Whittaker | Observer, One Education |

**Agenda Items**

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| **1** | **Apologies** | | |
| The Chair welcomed governors to the meeting. Apologies were received and accepted from Yanghong Huang and Samantha Days. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **2** | **Verbal declaration of interest in an item on this agenda and changes to annual declarations.** | | |
| There were no declarations of interest pertaining to any of the agenda items and no changes to annual declarations. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **3** | **Notification of confidential items or items for AOB/** | | |
| The following items were added for AOB:  HT recruitment update. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **4** | **Minutes of the previous meeting and matters arising** | | |
| The minutes of the last meeting were approved as an accurate record, subject to the following amendment. Once amended the minutes will be signed and a copy retained on file.  Page 9  Text 2,5000 should read 2,500  There were no matters arising. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Minutes of the last meeting approved | Governing Body (GB) |  |

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| **5** | **Governance matters** | | |
| The Chair introduced the following items for discussion.   1. Governor vacancies   There is currently one vacancy for a parent governor. The advert was sent out to parents. The school did not receive any interest in the role from parents. The HT approached the teaching team for candidate suggestions and the HT is contacting those suggested one by one.  A parent-friendly overview of the role of parent governor is available. The HT will forward this to the suggested candidates.  5.2 Governor training  The Senior Schools Quality Assurance (SSQA) Officer will be providing virtual training to governors on Tuesday 4th March 2025. The focus will be on the role of the governing body during an Ofsted inspection and will cover what questions may be asked. The HT will forward the link to all governors.  5.3 School Website Compliance review  The SBM has reviewed the website and this is compliant.  *Q Is this compliance just for governors?*  Yes, the school was provided with a list of items which must be present on the website. The website is compliant. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| A  A | * Candidates for the role of parent governor to be contacted. * Link to Ofsted training on 04.03.2025 to be emailed to governors | HT  HT | ASAP  ASAP |

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| **6** | **HT’s/Principal’s Report** | | |
| The HT presented his/her report, and the following points were raised in discussion.  School context  The School on a Page document has been updated for the spring term.     |  |  |  |  |  | | --- | --- | --- | --- | --- | | Category of pupil | National Average | School Autumn Term | School Spring Term | End of 2023-24 Year | | Pupils On Roll |  | 507 | 510 | 541 | | Pupil Premium (PP) | 24% | 51% | 54% | 52% | | Free School Meals (FSM) | 24% | 50% | 53% | 52% | | English as an Additional Language (EAL) | 20% | 35% | 43% | 36% | | Special Educational Needs & Disabilities (SEND) | 17.1% | 25% | 26% | 28% | | EHCP | 4% | 9% | 9% | 12% |     The SOAP data shows there is an increase in pupils with EAL and an increase in those eligible for FSM. The numbers of pupils with SEND have remained the same.  There are currently 510 pupils on roll this is an increase on pupil numbers in 2023. At the end of last year, the number of pupils on roll stood at 541.  The number of pupils is lower than the same period during 2023-24.  *Q When will falling pupil numbers impact on the school budget?*  The budget is based on October census numbers. However, the number of pupils needs to be increased.  Two pupils will be joining Key Stage 2 (KS2) and proactive marketing for Early Year Foundation Stage (EYFS) including open evenings and display banners/ flyers. It is hoped the school will receive enough applications sufficient to offer 3 groups and secure pupil number for Reception (REC).  The school received 45 first place applications and 90 second or third choice requests.  There is a dilemma for the school as the school cannot have over 90 pupils in each year group. Adaptations have been possible in the past due to pupils requiring a place in Zebras class due to their higher-level needs.  Children and families’ data provided information regarding safeguarding, family support and social care involvement.  A questionnaire sent to parents shows three pupils are classed as young carers. This number has increase from one. This is specifically those children who care for a parent or sibling with additional needs.  There are 8 pupils who are supported by an Early Help Assessment (EHA).  Pupil Progress  Autumn data was provided to governors for review. Spelling, punctuation, and grammar assessments will be completed with Year 6 (Y6). This will be the last Y6 assessment SATS. Following this final assessment all other year groups will complete assessments. The results will feed into the data review during spring 2.  School Improvement Plan (SIP)  The SIP was updated at the end of the Autumn term.  Curriculum leaders are now provided with dedicated planning time. Crossacres Primary School will continue to provide support working to support curriculum leaders looking at books and lesson implementation to ensure consistency of teaching.  Voice of the child activities will take place to gather data on information retention and learning.  The SLT has identified subject areas for Ofsted deep dives which will include reading, science, history, and geography.  The HT is due to attend the support and challenge meeting with the Local Authority the Crossacres Primary School HT will also attend to support.  The Ofsted inspection outcome letter was provided to the SSQA and LA. The letter was positive, and inspectors are happy with the progress since the last inspection.  It is likely that progress would continue following the 2018-19 academic year, unfortunately this progression was impacted by Covid-19. Prior to 2018 progress data had improved by 15%.  The *Science of Learning* training is continuing at part of continued professional development (CPD). A whole school session will be delivered discussing responsive and adaptive teaching and summative assessment  No questions were asked by governors.  Behaviour & Learning  Some pupils on roll are supported externally by alternative provision. There are a high number of pupils with Education & Health Care Plans (EHCP).  25% of pupils have Special Educational Needs and Disabilities (SEND) and 12% of pupils have an EHCP.  1 in 8 pupils at the school have an education plan. The SSQA report stated that this is not evident when walking around the school.  The support provided by schools is highly effective but there are some pupils which the school cannot meet need. Some pupil's difficulties increase throughout the school day and therefore display difficult behaviours.  Two pupils are supported in the community by Navigators. This support is targeted to a pupil's individual needs.  One pupil is supported at the Hive, an intervention provision based at Newall Green Primary School. The provision supports pupils to regulate behaviour and emotions with the intention of reintegration back to mainstream education. Currently the pupil attends the Hive 4 days a week and Baguley Hall Primary School one day a week.  One pupil will not return to the school following intervention placement at Newall Green Primary School. The school are currently consulting with other schools both within the LA and the surrounding authorities. It is hoped a placement may be found in Stockport.  A pupil’s placement has recently ended due to the behaviour of the child. This pupil is on a fixed term exclusion. Work and one to one tuition is being provided focusing on English, maths, topic work and reading for pleasure. The pupil has been referred to Navigators for support in the community and the LA are supporting the search for an alternative placement.  Parent and pupil surveys  Prior to the meeting the outcomes of the parent and pupil surveys were provided for review.  The school is delighted by the response to surveys, only 18 parents completed the Ofsted parent surveys during the inspection.  A larger number of parents have responded this time, and the parents are reporting that the school has many strengths. The school can see the individual anonymised responses entered by parents.  *Q Is the school able to see the individual responses when completing the Ofsted parent survey?*  No, this information is not fed back to the school in detail. The schools survey can provide challenge with their own data.  *Q How often are the surveys completed? Is this a one-off exercise?*  The survey is sent to parents and pupils annually.  The school received 50 responses to the survey. Some pupils misunderstood some of the questions during the pupil survey but again the responses are positive. Further work will be completed to gather pupil voice through the school council.  The pupil premium statement was provided to governors prior to the meeting for review. Governors approved the pupil premium statement.  No further questions were asked. Governors noted the contents of the update and thanked the HT. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| D | * Pupil premium statement approved. | GB |  |

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| **7** | **2025-26 School Calendar** | | |
| The proposed 2025-26 school calendar was provided to governors for review.  The proposed calendar matches the recommended calendar provided by Manchester City Council (MCC).  The calendar also includes proposed governor's meetings and INSET days for school staff. This requires confirmation and approval by 1st May 2025. The new HT will need to review and confirm these dates.  The proposed calendar to be presented at the next Governing Body meeting on 15th July 2025. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| D | * Present the school calendar at the next GB meeting | LGB/HT | 15.07.25 |

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| **8** | **Resources Committee meeting 28.01.2025** | | |
| The Chair provided a brief overview of the committee meeting. The SBM provided a financial update during item 10.  The following items were presented for ratification.  Governors ratified the nine-month budget monitoring  Governors ratified the cashflow forecast  Governors ratified the three-year budget projections  The Schools Financial Values Standard (SFVS) will be finalised and presented to the next resources committee meeting on 20.05.2025. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| D  D  D | * Nine-month budget monitoring approved * Cashflow forecast approved * Three-year budget projections approved * SFVS to be presented to Resources committee for approval | GB  GB  GB  SBM/ HT | 20.05.2025 |

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| **9** | **Standards Committee meeting 14.01.2025** | | |
| The Chair provided a brief overview of the meeting  No questions were asked.  Governors noted the contents of the overview and thanked the Chair. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **10** | **Finance Update** | | |
| The SBM provided a verbal update of the school's financial position.   |  |  |  |  | | --- | --- | --- | --- | |  | Original Budget | Period 9 | | | Revenue Income | £3,924,491 | £4,118,633 | | Revenue Expenditure | £3,946,526 | £4,107,402 | | In Year | £ 22,035 deficit | £ 11,231 surplus | | Brought Forward | £ 184,136 | £ 184,136 | | Cumulative Carry Forward | £ 162,101 | £ 195,367 |   The SBM advised of the following budget changes.  The Looked After Children (LAC) funding adjustments are checked and agreed with the LA.  The school will receive the additional funding.  The FSM vouchers for February half term are reflected in the budget changes.  There is an increase in the letting contracts for the sports hall and the schoolhouse and some adjustments on contracts.  The school budget currently has a carry forward of £208,000 and the nine-month budget monitoring was submitted to the LA earlier in the spring term.  Governors noted the content of the update and thanked the SBM. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **11** | **Policies (for approval)** | | |
| The HT provided a verbal update regarding the policies of the school. No policies presented for approval.  The school is statutory obligated to have several specific policies. An audit of the school policies is now completed. The school has all the required policies in place which were reviewed this year or last year.  A full review of all policies will take place and policies requiring approval will be presented at the next governing body meeting in July 2025. All further policies for approval will be mapped out, updated, and presented to governors throughout the year.  Governors noted the update and thanked the HT. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **12** | **AOB** | | |
| *The following item was presented for AOB*  HT recruitment update  Following the initial advert, the school received 6 applications. Unfortunately, 5 of the 6 applicants withdrew their interest in the role due to offers received from other schools and conflicting interview dates.  A second advert has been placed including with Times Education Supplement (TES) Jobs. This has resulted in more application being received and 6 further notifications of interest. There are a number of applicants who will be visiting the school next week.  This is encouraging.  The closing date for applications is 10.03.2025.  Governors thanked the chair for the update. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **Date and time of next meeting:** | **Tuesday, 15th July 2025 at 4:30pm** |