



# St Agnes C.E. Primary School

## Governing Body Meeting

### Minutes

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

**Chair:** Cath Collinson

**Clerk:** Margaret Bennett

**Date of Meeting:** 19<sup>th</sup> September 2024

**Venue:** St Agnes

#### Attendance

Name	Governor Type	End of Term of Office Date	Present (P) Apologies (AP) Absent (A)
Shoab Uddin	Head Teacher (HT)	NA	P
Cath Collinson (Chair)	Foundation	21/09/25	P
Mteen Din	Parent Governor	01/07/25	P
Iram Ahmed	Staff Governor	31/03/25	P
Charlie Mok	LA	31/01/27	P
Afeefah Ali	Co-opted	01/03/25	P
Lesley Gutteridge	Co-opted	22/03/25	P
Fatiha Bibi	Parent Governor	31/03/28	P
Murshid Jahan	Parent Governor	31/03/28	P
Helen Thompson	Foundation	07/09/25	A
Dr Chisom Egedeuzu	Co-opted	16/03/27	A

#### Others Present

Name	Role
Margaret Bennett	Clerk, One Education
Jo Douglas	Clerk, One Education
Chris O'Keefe	Deputy Headteacher (DHT)

#### Agenda Items

##### 1 Apologies & Welcome

The clerk welcomed everyone to the first meeting of the new academic year. No apologies for absence were received. It was reported that Father Lee, who it was hoped would be able to join the Governing Body (GB) as a new Foundation Governor, has declined for this year.

## 2 | Verbal Declarations of Interest

There were no declarations of interest expressed by governors with regard to any of the items raised on the agenda.

There were no changes to annual declared interests

There were no changes relating to disclosure and barring service (DBS) declarations.

## 3 | Notification of confidential items or items for any other business (AOB)

There were no notifications of confidential items or AOB.

## 4 | Election of Chair and Vice Chair

The governors agreed to an open ballot and a term of office of one year. The clerk invited nominations for the position of Chair.

Cath Collinson was nominated, seconded and unanimously elected as Chair.

The Chair invited nominations for the position of Vice Chair.

Lesley Gutteridge was nominated, seconded and unanimously elected as Vice Chair

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
D	<ul style="list-style-type: none"><li>Cath Collinson appointed as Chair of Governors</li></ul>	GB	1 year
D	<ul style="list-style-type: none"><li>Lesley Gutteridge appointed as Vice Chair of Governors</li></ul>	GB	1 year

## 5 | Appointment of Clerk

The Service Level Agreement with One Education to provide clerking services was confirmed for another year.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
D	<ul style="list-style-type: none"><li>One Education re-appointed to provide clerking service.</li></ul>	GB	1 year

## 6 | Minutes of Previous GB Meeting (22.07.24)

The Governing Body approved the minutes of 22.07.24 as an accurate record and the Chair signed a copy for retention on file in school.

### Matters Arising

Page 9, item 8 - GB Housekeeping

Margaret Taylor's ex-officio governor role was discussed, as her term of office is now expired.

The HT has contacted the Governance Lead at the Diocese regarding a replacement ex-officio governor but has not yet received any communication in response. The Chair agreed to write to Margaret Taylor to thank her for contribution during her time in post.

Page 9, item 8 – GB Housekeeping

The link governor roles will be discussed under item 7 of the agenda.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
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D	<ul style="list-style-type: none"> <li>Minutes of the previous GB meeting were approved.</li> </ul>	GB	
A	<ul style="list-style-type: none"> <li>Chair to write to Margaret Taylor</li> </ul>	Chair	

<b>7 Governance Matters</b>			
<u>Chairs report</u>			
There was nothing to report at this time.			
<u>Terms of reference</u>			
The Terms of Reference was circulated in advance of the meeting for review. The HT confirmed that no changes have been made. The governors approved the Terms of Reference.			
<u>Code of Conduct</u>			
The Code of Conduct was circulated in advance of the meeting for review. The HT confirmed that no changes have been made. The governors approved and adopted the Code of Conduct.			
<u>Annual Declaration of Interests</u>			
The annual Declaration of Interest form was circulated during the meeting for completion and returned to the HT for retention on file. Those not present will be asked to complete the form at a later date.			
<u>Annual Confirmation of Eligibility</u>			
The annual Confirmation of Eligibility form was circulated during the meeting for completion and returned to the HT for retention on file. Those not present will be asked to complete the form at a later date.			
<u>Governor skills audit</u>			
It was reported that the governors had been asked to complete this at the last meeting in July; however, not all governors had completed this. The aim is that all governors will complete this annually.			
<u>Instrument of Government review</u>			
This document was not available to governors at this meeting. The clerk agreed to send a copy to the Headteacher. However, it was agreed that no changes to the GB's constitution are required at this time.			
<u>Committee memberships</u>			
The Headteacher advised that the meeting format remains unchanged, with 6 GB meetings and 3 finance committee meetings. Each GB will have a focus area.			
The committee memberships were noted as follows:			
Finance committee: Charlie Mok, Lesley Gutteridge, Afeefah Ali, Chisom Egedeuzu, Fateha Bibi, Cath Collinson and Murshid Jahan.			
Pay Committee: Lesley Gutteridge, Afeefah Ali, Helen Thompson and Cath Collinson. Quorum is 3 out of 4 for this committee.			
Pay appeals: Charlie Mok.			
HT Performance Management (PM) Committee: Afeefah Ali, Lesley Gutteridge, Helen Thompson and Cath Collinson.			

HT PM Appeal: Charlie Mok.

#### Memorandum of understanding

The Headteacher confirmed that a Collaboration Agreement is in place with Alma Park and Oswald Road. The Collaboration Agreement will be shared with governors for information.

#### Link governor roles

The schedule of meetings, which highlights the link governor roles, was circulated in advance of the meeting.

The Headteacher agreed to support governors with arranging link visits. The HT will also amend the schedule of meetings to show link areas and committees separately.

#### Governors' terms of office ending

Lesley Gutteridge's term of office is due to expire on the 21<sup>st</sup> March 2025 and Afeefah Ali's term of office is due to expire on the 1<sup>st</sup> March 2025. Re-appointment will be discussed in the Spring term.

Governor vacancies: There is one ex-officio vacancy and school is waiting for a response from the diocese.

#### Governor appointments

None to report.

#### Governor training

- Lesley Gutteridge has completed Safer Recruitment and Prevent training.
- Safeguarding training: Governors were asked to complete this, if they had not already done so.
- Safer recruitment: Governors were urged to complete this training via 'The Key'. The HT agreed to send the link for governors.
- Governors were signposted to the One Education training brochure.

#### Governor monitoring

Link visits have already been discussed.

#### Governor Pen Portraits

The governors were asked to complete this so it could be loaded on to the website.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
A	<ul style="list-style-type: none"><li>• Clerk to send the Instrument of Government to the Headteacher</li></ul>	Clerk	Sep 24
A	<ul style="list-style-type: none"><li>• Forward to Collaboration Agreement to governors</li></ul>	HT	Dec 24
A	<ul style="list-style-type: none"><li>• Support and liaise with staff for link visits</li></ul>	HT	Dec 24
A	<ul style="list-style-type: none"><li>• Send link to governors for safer recruitment training</li></ul>	HT	Dec 24
D	<ul style="list-style-type: none"><li>• Finance and Resources and Pay Committee memberships confirmed</li></ul>	GB	One year

## **8. Headteacher's Report**

The HT provided his report with a focus on Leadership & Management matters. It included the following key areas: -

- Summary
- Pupil Information
- Staffing
- Quality of Education (Standards & Curriculum)
- (L&M) Leadership & Management
- Behaviour and attitudes (including attendance) (L&M)
- Personal Development (Standards & Curriculum)
- Special Educational Needs and/or Disabilities (SEND) (L&M)
- Safeguarding (including incidents of bullying and F&M)
- CPD
- Finance
- Premises
- Health and Safety
- Dates and events for diaries
- Acronyms

The following was highlighted in discussion and through governors' questions.

#### Successes

The start to the year has been relatively smooth, with all staff in place as planned. There has been a positive welcome from all families and pupils, who are excited to be back.

There have been no more leaks relating to the roof issue.

Reception is almost full, which is really encouraging, as it has not been full for the past few years.

#### Challenges

A few families are still away on term time holiday and requests for absence have already been made by a number of families for the various holidays.

New intakes in Nursery and Reception are displaying significantly high needs. Assessments will take place to identify needs and work the local special schools is continuing.

*Q: A number of high schools are now taking a two-week holiday in the autumn term (October). This will obviously have an impact on attendance. How does the school address this?*

High schools that are within a Trust can set their own holidays. Heads can raise concerns with the Local Authority (LA).

*Q: How will this be monitored?*

It will be tracked robustly throughout the year for patterns and for particular families, especially for persistent absence. The school has already received six requests for leave in October and Easter and requests are considered individually. This is an ongoing issue and a national concern. Attendance at the end of last year did improve (93.2%). Attendance this year to date is good.

*Q: What are the reasons for absence?*

Illness and holidays are the main reasons given.

## Pupil information

Reception has one vacancy only, which is very promising. Currently there are 447 pupils on roll. The Published Admission Number (PAN) is 465.

### *Q: What is the reason for being below PAN?*

This is as a result of low birth rates. Birth rates are on the rise as a result of Covid. Additionally, new families are constantly arriving into the local area. International new arrivals (INAs) have an impact on pupil numbers and pupil starting points.

A governor highlighted that hopefully the parent coffee mornings will enable dialogue with parents from all year groups, and possibly link in with positive parental involvement.

## Priorities

The HT shared the school's priorities with governors, which were noted as follows:

- Priority 1 (Quality of Education)  
To improve outcomes and progress through curriculum, teaching and assessment by:  
Enhancing the curriculum to meet the needs of all pupils including those who are identified as vulnerable  
Strengthening the consistency of high-quality teaching to improve pupil outcomes and progress  
Strengthening assessment practices to track pupil outcomes effectively
- Priority 2 (Behaviour & Attitudes)  
To continue to reduce the rate of absence and persistent absence  
To strengthen the school's consistent approach and high expectations for pupils' behaviour and conduct, particularly low-level disruptions
- Priority 3 (Personal Development)  
To enhance access to a wider-range of experience for pupils  
Continue to provide opportunities in and outside of school which enrich the cultural capital and experience for all pupils  
Widen the range of clubs and extra-curricular activities

Priority 4 (Leadership & Management)  
Leaders should ensure that they enable pupils to develop their reading fluency more securely by providing them with reading books that more closely match their phonics knowledge  
Leaders should continue with their work to develop appropriate strategies to ensure that pupils embed knowledge successfully in their long-term memory in this minority of subjects

- Priority 5 (Quality of Education)  
Improve outcomes in Early Years good level of development

The priority is to improve outcomes. The aim is to improve the standards to reflect national average and to narrow the gaps in learning. The headline data will be reviewed at the next Standards Committee meeting and the school will share their plans on how to narrow the gaps. The Quality Assurance Professional (QAP) was contacted and has been made aware of the school's improvement plans.

Attendance remains a focus for this year to improve whole school attendance and persistent absences. The school tracks attendance robustly and escalation processes are in place. The school also monitors students who are classed as persistently absent (below 90% attendance) and severely absent (below 50% attendance).

*Q: In respect of Leadership & Management, it states that leaders should ensure that they enable pupils to develop their reading fluency. Have current pupils started their reading journey? Do pupils pick up from where they left in the summer, or do they need to be re-assessed?*

In Early Years and Key Stage 1, reading materials are linked to the phonics programme. Little Wandle will ensure books match the sounds pupils are learning. Key Stage 2 undertake assessments at the start of the term to determine which book band series they will start on.

*Q: In respect of behaviour and embedding the St. Agnes Way, how is this being addressed?*

This is being addressed through assemblies, 1:1 pupil discussion, within the classroom and through staff training. Workshops are planned for this term to share with families what the St Agnes Way is.

*Q: Under personal development, the report mentions the Year 6 residential. Why does the Year 6 residential take place in September, as this is an expensive time for parents and high school open evening events and grammar school assessments are taking place? Could this take place at the end of the academic year instead?*

The HT explained the benefits of the timing at the beginning of the year, such as the forging of relationships and testing of boundaries. Additionally, the cost of the trip is cheaper at this time of year in comparison to the summer term. The Governors agreed it should be reviewed and also noted that the appetite for the trip this year is very positive on the whole, with a pleasing take up.

Pupils are being provided with wider experiences through clubs, which contribute to a school performance at the end of the year.

*Q: Has the breakfast club stopped?*

Yes. Unfortunately, due to lack of take up, the breakfast club was not financially viable.

## SEND

The number of children entering the school with SEND is high. Overall, there are eight pupils with an Education, Health & Care Plan (EHCP), 104 pupils receive SEN support and there are six pupils with severe medical needs.

## Safeguarding

All staff have completed safeguarding training.

The safeguarding data was noted as follows for September 2024:

Child Protection	-	0
Child in Need	-	4
Looked After Children (LAC)	-	1
Early Help Assessment	-	0

## Continuing Professional Development (CPD)

The record of CPD for the academic year to date was provided for information. It was highlighted that there are children in school with diabetes and epilepsy. The relevant training has been given to support staff with the needs of these children.

## Finance

BACS is now up and running and this will replace the issuing of cheques. The finance update was noted as follows:

Balance brought forward: £67,306.09

Actual income: £1,431,094.14

Actual Expenditure: £1,329,451.96

Balance: £168,948.27

Revenue total: £168,948.27

Plus Capital: £20,970.40

Total balance to date: £189,918.67

A finance audit was completed before the end of the school year and the school is awaiting the final report.

*Q: Does the school have a cash handling policy?*

The school has a Petty Cash Policy and this can be extended to cover all financial aspects.

## Premises and Building:

The HT reported the building is in good order. There have been no further leaks due to the roof; however, there could potentially be leaks to other aspects of the building which are due to be investigated by the Local Authority (LA).

## Health and Safety:

There were no incidents or accidents to report.

## Quality Assurance (QA) visit:

There will be a QA visit on 1<sup>st</sup> October. The focus will be on attendance and safeguarding.

Governors were asked to attend if available. The HT agreed to send a visit template to governors for information.

## Staffing

There have been no changes to the staffing structure.

## School Improvement Plan (SIP)

The SIP was circulated in advance of the meeting for information.

There were no further questions. HT was thanked for his report.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>A</b>	HT to send links to governors for Safeguarding training.	HT	For next meeting
<b>A</b>	HT to send template to governors for the QA visit.	HT	Before the QA visit.

<b>9</b>	<b>Finance update</b>		
This item was discussed as part of the HT's report.			
	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>

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## 10 Scheme of Financial Delegation

The HT confirmed that there are no changes to the Financial Scheme of Delegation since it was approved in May 2024.

	Actions or Decisions	Owner	Timescale

## 11 Pupil Premium Statement

The Pupil Premium Strategy Statement for 2023-26 was circulated in advance of the meeting for information.

This is a three-year plan which is reviewed on an annual basis. The plan is also re-visited every term to ensure this is progressing well and continues to be fit for purpose.

The HT highlighted the main six challenges, the intended outcomes, linked activities and the evidence to support this. The HT confirmed that the allocated funding has been spent in line with the budget.

In respect of targeted support, additional Teaching Assistants (TAs) are in place to support disadvantaged pupils. All targeted support is backed by evidence.

In respect of wellbeing, there is a dedicated mental health and wellbeing champion in school, as this is an important priority for the school.

School trips also form part of the plan.

The monitoring of the Pupil Premium Plan is undertaken by the LA Governor. A written report on this review, which includes the impact of the strategy, is provided to the governors.

The governor asked if Rachael could be asked to report on data mid-year. The HT agreed to liaise with Rachael regarding presenting mid-year data.

No issues were raised and the Pupil Premium Statement was approved. The HT confirmed that the plan will be uploaded to the school's website.

	Actions or Decisions	Owner	Timescale
D	<ul style="list-style-type: none"> <li>Pupil Premium Statement approved</li> </ul>	GB	
A	<ul style="list-style-type: none"> <li>Liaise with Rachael regarding presenting a mid-year data report to governors.</li> </ul>	HT	

## 12 PE and Sports Grant Statement

The PE and Sports Grant Statement was circulated in advance of the meeting for information. The plan is also available on the school's website.

The plan has been RAG (red/amber/green rated).

*Q: Does the published version on the website include the RAG rating?*

Yes.

**Q: Does the red highlight indicate items that are not complete?**  
Yes, incomplete items will feed into the following year's plan.

**Q: Did the school manage to spend the full grant last year?**  
Yes, as this includes outdoor experiences.

In respect of Key Indicator 5 (increased participation in competitive sport), this area requires improvement. The aim is to increase the number of competitions with other local schools. £2,000 has been allocated to this area and will be carried over to next year.

**Q: How is the space managed at lunchtime to ensure pupils have space to be active. Are the sports coaches still being used?**

Overall, there are 120 pupils outside over lunchtime in 3 slots. The school has taken on two sports coaches who have been deployed in the playground. There are two clubs running every day to alleviate the numbers in the playground. The school offers a great breadth of experiences over the lunchtime period.

**Q: How does this work?**

The lunchtime is timetabled to support specific year groups and is zoned according to activities. The school has also employed coaches from Rushford Park to support additional sports and girls' football. The system is working well.

Projected expenditure: £19,630

Actual expenditure: £24,082

No further questions were raised. The Governors approved the PE & Sports Grant Statement.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	• PE & Sports Grant Statement approved	GB	

<b>13 Performance Management</b>			
The HT gave a brief overview of this meeting and what would be required of governors. The Headteacher's Performance Management Committee has been agreed and the school's QAP will also be in attendance. It was proposed that the meeting will take place on 15 <sup>th</sup> November 2024. The HT agreed to email the QAP and confirm the date with the appropriate Governors.			

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>A</b>	• HT to liaise with QAP and governors to confirm date and time of HT Performance Management	HT	Oct 24

<b>14 IT</b>			
The HT gave a brief overview of the following:			
Filtering and Monitoring compliance review: This is carried out with NGL every year. A daily report is received from Smooth Wall and tracked by NGL, the HT and IT. Outcomes are shared with staff and governors.			

Cyber security: The school is insured with RPA. Cyber Security processes are in place and the school is compliant. The school also uses a cyber alert company and monthly reports are received. It was agreed the safeguarding governor should undertake a review of the processes and monitoring and will schedule a visit to undertake this. A review of the Single Central Record (SCR) can be undertaken on the same day.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>A</b>	<ul style="list-style-type: none"> <li>Safeguarding governor to undertake a review of cyber security and SCR</li> </ul>	LG	

<b>15</b>	<b>Business Continuity Plan</b>	
The HT advised that no changes have been made, other than staff names. The plan is based on the standard LA model. The school has a critical incident team and there is an incident log at the back of the document.		
<p><i>Q: Does this include evacuation?</i>  Yes. The school has lockdown procedures in place.</p>		
	<b>Actions or Decisions</b>	<b>Owner</b>

<b>16</b>	<b>Policies for approval</b>	
The following policies were shared for approval, together with the executive summary of changes. The HT also shared the school's policy review schedule for information, in order to assure the Governors that there is a robust review system in place.		
<ul style="list-style-type: none"> <li>Admissions Policy (previously shared in May 2024)</li> <li>Attendance Policy This is a model LA policy. The HT provided an overview of the changes, which reflect the new attendance guidance.</li> <li>Keeping Children Safe in Education (KCSIE) – updated September 2024. The KCSIE links to the Safeguarding Policy. The Governors were reminded to read the updated guidance.</li> <li>Behaviour Policy including Statement of Behaviour Principles.</li> <li>Dealing with Allegations of Abuse Against People who work with Children</li> <li>Designated Teacher for LAC Policy</li> <li>Grievance, Bullying and Harassment Policy and Procedure</li> <li>Low Level Concerns Policy</li> <li>Online Safety Policy</li> <li>Safeguarding and Child Protection Policy</li> <li>SEND report</li> <li>School Uniform Policy</li> <li>Staff Code of Conduct</li> <li>Supporting Pupils with Medical Conditions including Administration of Medicines</li> </ul>		
<p><i>Q: Does the Behaviour Policy and principles reflect the St. Agnes Way?</i>  Yes.  No issues were raised and the above policies were approved.</p>		

It was noted that the Pay Policy will be presented to the Pay Committee for approval.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Admissions Policy approved</li> </ul>	GB	One year
<b>D</b>	<ul style="list-style-type: none"> <li>Attendance Policy approved</li> </ul>	GB	One year
<b>D</b>	<ul style="list-style-type: none"> <li>Behaviour Policy approved</li> </ul>	GB	One year
<b>D</b>	<ul style="list-style-type: none"> <li>Dealing with Allegations of Abuse Against People who work with Children Policy approved</li> </ul>	GB	One year

D	• Designated Teacher for LAC Policy approved	GB	One year
D	• Grievance, Bullying and Harassment Policy approved	GB	One year
D	• Low Level Concerns Policy approved	GB	One year
D	• Online Safety Policy approved	GB	One year
D	• Safeguarding and Child Protection Policy approved	GB	One year
D	• SEND Report approved	GB	One year
D	• School Uniform Policy approved	GB	One year
D	• Staff Code of Conduct approved	GB	One year
D	• Supporting Pupils with Medical Conditions approved	GB	One year

## 17 Confidential Items

There were no confidential items.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>

## 18 AOB

### Wellbeing

It was noted that HT/Senior Leadership Team (SLT) Wellbeing is a standing agenda item.

The Governors asked the HT to update on the mental wellbeing of himself and that of his team. The HT reported that although there have been challenges, the start to the academic year has gone well. There are pressures, but appropriate processes of support are in place. The HT has external supervision through the Department of Education once a term, which is helpful. All staff members are working positively together. Phase leaders are supportive and are providing positive work experiences.

Workloads are being monitored to ensure these are acceptable. Mental health support is available to staff if required.

The Governors asked that if there were any issues, to please raise these with the GB.

### Ofsted update

The overall judgement format has been removed. The new inspection framework is being updated and it is likely this will be available next year. The inspections will no longer include deep dives into subjects, there will be focus areas instead based on the needs of the school.

Additionally, if concerns are raised during an inspection around safeguarding, the school will have a 3-month window to rectify any issues and the inspectors will then return to review again.

### Quality Assurance Schedule Spreadsheet:

The spreadsheet was shared at the meeting. The HT will circulate the calendar of meetings to governors. The Governors advised that they would prefer to be invited into the school, rather than scheduling a visit themselves.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
A	• Circulate Quality Assurance Schedule Spreadsheet.	HT	Oct 24

**Date and Time of Next Meeting:**

**Thursday 12<sup>th</sup> December 2024 4.30pm in school.**

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