



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: 12th December 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 (FG)	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
Lesley Gutteridge	Co-opted	22/03/25	P
Fatiha Bibi	Parent Governor	31/03/28	P
Dr Chisom Egedeuzu	Co-opted	13/03/27	P (virtual)
Helen Thompson	Foundation	07/09/25	P
Afeefah Ali	Co-opted	01/03/25	Ap
Murshid Jahan	Parent Governor	31/03/28	Ap

Others Present

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

Agenda Items

1	Apologies & Welcome
The Chair welcomed everyone to the meeting. Apologies were received and accepted from Murshid Jahan and Afeefah Ali.	

2	Verbal Declarations of Interest
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There were no declarations of interest expressed by governors regarding 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 two notifications of confidential items in item 7.

4 Minutes of Previous GB Meeting (19.09.24)

The Governing Body approved the minutes of (19.09.24) as an accurate record and the Chair signed a copy for retention on file in school.

Matters Arising

4.1 Page 2, item 6 – Matters Arising

Margaret Taylor's ex-officio governor role was discussed. The Foundation Governor (FG) has tried to call without success. No one has heard from her of late. The Chair is to write to her and the Foundation. The HT has contacted the Governance Lead at the Diocese regarding the replacement the ex-officio governor and reported that the Diocesan response had been that the ex-officio role is the Archdeacon's decision. The school is still waiting to hear from the diocese. The governors raised concerns about the lack of Christian link with the church and asked to keep this on the agenda for the next meeting.

Page 3, item 7 – Governance Matters. The link for training has not been sent yet. HT agreed to action this for governors to complete training for Safer Recruitment and Safeguarding.

Page 4, item 7 - Governance Matters. The HT confirmed the Safeguarding Link governor had been in to school and had a meeting with the HT. The HT had undertaken the SCR during visit.

Page 9, item 11 – Pupil Premium Statement. The HT reported that the data report to governors will be provided by Ms McCutchen's replacement, as she is now on Maternity Leave. The HT will liaise to arrange this.

Page 10, item 13 – Performance Management. The HT confirmed the set of questions had been sent to governors, support the governors with the Performance Management meeting.

Page 12, item 18 – AOB: The HT confirmed that the Quality Assurance (QA) spreadsheet had been circulated to governors.

4.2 Instrument of Government (IOG)

The Clerk confirmed that this had been sent to the HT, however, there was a date missing regarding when the order was made by the Local Authority (LA). The governors asked to the clerk to investigate this and report back to the HT.

	Actions or Decisions	Owner	Timescale
D	<ul style="list-style-type: none">Minutes of the previous GB meeting (19.09.24) were approved.	GB	
A	<ul style="list-style-type: none">Chair to write to Margaret Taylor	Chair	13 Feb 2024
A	<ul style="list-style-type: none">FG to try to contact Margaret Taylor again.	FG	13 Feb 2024
A	<ul style="list-style-type: none">HT to send link for 'The Key' to governors, for Safer Recruitment Training and Safeguarding Training.	HT	13 Feb 2024
A	<ul style="list-style-type: none">HT to liaise regarding data report for governors.	HT	13 Feb 2024

A	<ul style="list-style-type: none"> Clerk to contact the LA for the missing date on the IOG. 	Clerk	13 Feb 2024
A	<ul style="list-style-type: none"> Clerk to include the ex-officio governor vacancy on the next GB agenda. 	Clerk	13 Feb 2024

5 Headteacher's Report	
The HT provided his report with a focus on Leadership & Management matters. It included the following key areas: -	
<ul style="list-style-type: none"> Summary including school closure. Pupil Information Staffing Quality of Education Standards & Curriculum (S&M) including Validated data (L&M) Leadership & Management Behaviour and attitudes (including attendance) (L&M) Personal Development (S&C) 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 Priorities Quality Assurance Visit Acronyms 	
<u>Summary:</u>	
School closure: The HT reported to governors that there have been both strengths and challenges during the Autumn term. One of which was a boiler issue resulting in the school being closed from 20 th November –22 nd November 2024. Reporting procedures were followed and Business Continuity Plan was instigated.	
<u>Hiring the school premises:</u> It is anticipated that the school will be hired out for use over Christmas by Rushford Park. S.S.M.T Week 1 Christmas Holiday Club S.S.M.T Week 2 Christmas Holiday Club	
<u>Pupil Information:</u> Pupil numbers: There are currently 451 pupils on roll. A breakdown by year group was supplied within the HT report, with comparisons to Autumn 1 figures.	
Pupil movement: There has been movement amongst the pupil body with pupils joining the school from Pakistan, India and Bangladesh.	
Pupil Premium: The HT reported that the numbers of children qualifying for Pupil Premium (PP) has increased compared to last year. There are 20 more pupils this year qualifying for PP.	
<u>Staffing:</u>	

The HT drew governor attention to the absence rates. The school has experienced increased staff absences since the last Governing Body (GB) meeting, particularly in the EYFs department. The data breakdown was available to view.

Q: What can be done to support staff well-being?

Well-being strategies have been put in place for staff members through Health Assured.

Q: Is this linked to employer relations?

It is work related stress and an ongoing medical condition and as employer, the school is doing all it can to support staff members.

Q: Do we use WORKNEST to support this?

Yes, it is our HR provider.

Quality of Education Standards & Curriculum (S&M) including Validated data

The Validated Data was shared with the governors and is listed below: -

<u>Subject</u>	<u>Percentage % score</u>
Reading	52%
Writing	57%
Maths	52%
Science	64%
Combined	36%

These results will be published on the website and the governors were informed that information about greater depth scores were available for them to review within the HT report.

There were no further questions.

Behaviour and Attitudes:

The governors were informed that behaviour is monitored through ARBOR and this has been rolled out to the whole school.

Attendance continues to be of concern with whole school attendance figures shown below: -

	Attendance	Absence rate	Persistently absent (PA)	Severely absent (SA)
St Agnes	93.83%	6.18%	21.61%	0.88%
National	93.95%	6.05%	18.5%	2.43%
Manchester	95.38%	4.62%	14.34%	1.54%

The governors were informed that the attendance for SEN and disadvantaged pupils does not show much variance overall as shown in the HT report.

Q: What action is the school taking with regarding persistent and severe absences?

These are tracked and monitored daily, and deep dives are completed to ascertain reasons for absence. The safeguarding team is involved with the lower attendees and case studies have been created. The lowest attendee has a percentage of 39% and outside agencies have been involved. Holidays have also had an impact on attendance and actions taken by the school have been supported by parents.

Personal Development (S&C):

A range of clubs have been offered in the Autumn term, and these are to continue into the Spring term. A free breakfast club has now been started and there are already up to 30 pupils

attending this regularly. The governors reported that the pupils are keen to attend this as they can do their homework there too.

Additional enriching visits have been organised, such as: -

-Church visits

-Christmas and Christingle services

-Vaccinations (Flu) has seen an increase in uptake

- A full breakdown of visits and experiences is available in the HT report.

Pupils with SEND:

The HT reported that the provision for SEND has expanded since October half term, due to increasing levels of need. The percentage of pupils requiring SEN support is now 21.3%, which equates to 96 pupils. This is higher than the National Average (14.1%). Pupils with EHCP in process amount to 5, a child in Reception has arrived in the school with an EHCP in place and 6 children are on the EY SEN pathway. There are 9 pupils in the school who have an EHCP in place.

Safeguarding:

Data for this is as follows: -

CPOMS record	September 2024	December 2024
Child Protection	0	0
Child in Need	4	0
Looked After Children (LAC)	1	1
Early Help Assessment	0	1
Number of cases closed	0	3

The governors were reminded that Prevent and Safeguarding Training is still available for governors to attend, and governors were encouraged to book on.

CPD:

Q: How is this completed?

This is done through in house training opportunities and is linked to the SDP. The governors were shown the detailed list of CPD provided from 02.09.2024 - 03.12.2024.

Finance:

The governors were informed of the following figure as of 04.12.2024: -

Balance brought forward £67306.09.

Actual income £1980087.94.

Actual Expenditure £166232.17.

Summary:

Revenue £166232.17

Plus Capital £20969.90

Total Balance to date £187202.07

Q: Has the audit report arrived yet in school?

No, the final audit report, from the audit in July, is still outstanding. It is hoped that the additional information needed will enable this to be provided soon.

Premises:

The new parts for the boiler appear to have resolved the boiler issue.

The stakeholder voice for Wrap Around Care provision has been completed. The results are to be found in the HT report. There were 7 responses to this.

Health and Safety:

The school has experienced outbreaks of chicken pox, hand, foot and mouth, slapped cheek and measles. These have been reported to the NHS and advice and guidance has been followed.

Q: Has measles been reported?

Yes, this was done, however this is having to be chased up as the GP did not report as they should have done.

Dates and Events:

The governors were given the dates for the Christmas period.

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

Quality Assurance Visit:

Q: Is there anything else to highlight from this meeting?

The governors were part of this meeting also.

1. To improve outcomes in Early Years good level of development

2. Continue to embed Little Wandle phonics programme and further develop tracking for 'forever children'.
3. Further develop robust tracking for combined subjects and track 'forever children' alongside the whole cohort to show and celebrate their progress.
4. Keep attendance as a focus for this year to improve whole school attendance and persistent absences.
5. Continue to track attendance robustly and ensure escalation processes are in place and where families choose to keep their children at home, or go on extended holidays, ensure that the school is doing all it can to keep disruption to education at a minimum.

There were no further questions, and the governors thanked the HT for his report.

	Actions or Decisions	Owner	Timescale
D	•		

6 Pupil Performance – presentation and workshop

The DHT presented his report on pupil performance to the governors.

The difference between summative and formative assessment was explained as was the school's use of 'ABA' Always Be Assessing process.

Formative assessment is completed using whiteboards, hands up and open questioning.

Summative assessment is completed by using National Foundation for Educational Research (NFER) papers. All assessment is scaffolded by asking four questions: -

How?

By combining formative and summative assessment.

When?

There are three data drops per year. Autumn 2, Spring 2 and Summer 2.

Why?

It is important to be inspirational.

Who for?

The pupils, the class teacher, subject leads and phase leaders.

The governors were shown how teachers input the data onto 'Insight', for reading writing and maths and how the following gradings are used.

-WTS WTS WTS+

-GDS GDS GDS+

-EXP EXP EXP+

From the data input the school holds pupil progress meetings so that pupil progress can be tracked, and the following is devised to support pupil progress.

1. Class action plans are made with the class teacher and the phase leader. These are fluid and reviewed regularly.
2. Subject reviews are done by subject leads comparing data by gender, SEND, English as an Additional Language (EAL) and PP, which breaks the data down further.
3. Overviews are made giving headlines. It was agreed to consider this at the next meeting by looking at specific year groups in a workshop.

Q: How are you improving combined scores?

This is being done by deploying staff, TAs, across the school according to their skills rather than being class based. Also, by ensuring that all staff members are clear about what progression looks like from Nursery through to Y6.

Q: How do you recall for assessment purposes?

All lessons have a Learning Objective (LO) and there is a recall of previous learning before the new lesson begins. This also ensures that all staff are working together to create a consistent approach to teaching and learning, and moderation between staff ensures standardisation across the school.

Q: Can you compare formative against summative assessment, what if they are not the same?

This is where teacher judgement is very important as assessments might include subjects not yet taught. Formative assessment builds up a picture of progression throughout the year. Governors thanked the DHT for his presentation about assessment.

	Actions or Decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Governors to continue assessment process through workshop. 	DHT and GB	13 Feb.2025

7 Committee reports

7.1 Pay committee (17.10.24):

DHT and HT left the room. Confidential item was shared and have been minuted separately to these minutes. See item 14.

7.2 F&R Committee (17.10.24)

Key points were shared with the governors: -

-Money has been moved to cover absences.

-Books are balancing

-Cashflow is at the lowest point it has been, and whilst governors felt a little nervous about this no alarms have needed to be raised.

-SFVS will need to be shared with new governors.

-Final Audit report is still outstanding. See HT report.

7.3 HT Performance Management Update.

This was a positive meeting. Details are within the confidential item. See item 14.

	Actions or Decisions	Owner	Timescale
D	Share SFVS with new governors	GB	13 Feb 2025

8 Pupil Premium Statement (PPS)

The HT reported to governors that the (PPS) is now completed and available on the website. It was agreed that it would be appropriate to set a date for the next data drop at the next GB meeting.

	Actions or Decisions	Owner	Timescale
D	Agree a date for the next data drop.	HT and GB	13 Feb 2025

9 Sports Premium Statement (SPS)

The HT reported to governors that the (SPS) is now completed and available on the website. The governors were informed that there are still some limiting factors, due to the building, in terms of outdoor experience for pupils. A governor visit is planned for the summer term.

	Actions or Decisions	Owner	Timescale
A	SPS link governor visit has been planned in the diary	HT and GB	Summer Term 2025

10	SIP		
The HT took governors through the RAG rated document and confirmed that the school is on track in its response to the priorities.			
	Actions or Decisions	Owner	Timescale

11	Policies for approval		
The following policies were shared for approval, together with the executive summary of changes. The HT also reminded the governors of the school's policy review schedule for information, to assure the Governors that there is a robust review system in place.			
<ul style="list-style-type: none"> • Capability Policy: Policy approved. • Children with Health Needs Policy: There were no changes to this document. Policy approved. • Disciplinary and Dismissal Policy: There were no changes to this document. Policy approved. • ECT Induction Policy: There were no changes to this document. Policy approved. • Exclusion Policy: There were no changes to this document. Policy approved. • First Aid Policy: There were no changes to this document. Policy approved. • Pay Policy from Pay Committee: The governors were informed that the school has still to hear back from the Local Authority (LA), so this policy could not be approved or ratified. • Teacher Appraisal Policy: With amendments to pages three and nine, to fit the school timetables, this policy was ratified. The HT took governors through the changes referencing performance related pay. Pay progression now refers to the movement from Main pay scale (MPS) to Upper pay scale (UPS). 			

	Actions or Decisions	Owner	Timescale
D	Capability Policy: Approved	GB	One year
D	Children with Health Needs Policy: Approved	GB	One year
D	Disciplinary and Dismissal Policy: Approved	GB	One year
D	ECT Induction Policy: Approved	GB	One year
D	Exclusion Policy: Approved	GB	One year
D	First Aid Policy: Approved	GB	One year
A	Pay Policy: Agenda item	Clerk	13.02.25
D	Teacher Appraisal Policy: Ratified	GB	One year

12	Governing Body Housekeeping	
12.1 The GB membership and Ex Officio governor update: This was completed in item 4. The Chair reported that there was nothing further to add.		

12.2 Link governor visits: The HT reported that link governor visits had been completed today, (12.12.24). It was agreed to defer this item to the next meeting (13.02.25), so that reports to governors could be shared. The Governors were encouraged to contact the school to plan for visits. Regarding quality of education (QoE), there is also a visit of governors planned for the Spring term, where the focus will be Art and DT. The Subject Leads will be asked to send out an email with relevant dates.

12.3 Governor training: The Chair reported that the focus of the chair's briefing had been regarding changes in Ofsted procedures and SEND.

12.4 Governor Monitoring: The governors agreed that this will take place in the Summer Term

12.4 Governor Skills audit: The governors agreed that the skills audit will be monitored in the Summer Term.

12.5 IOG: This was discussed and actioned in item 4 and the clerk is to liaise with the LA and report back.

12.6 Collaboration Agreement: The HT reported that there is a collaboration agreement between St Agnes, Alma Park and Oswald Road, to support with governor personnel in the event of exclusions.

	Actions or Decisions	Owner	Timescale
A	<ul style="list-style-type: none"> Link governor reports to be shared at the next GB meeting. 	GB	13 Feb 2025
D	<ul style="list-style-type: none"> Q of E visits for Art and DT to be arranged through subject leads 	GB	13 Feb 2025
D	<ul style="list-style-type: none"> Governor monitoring to take place in summer 1. Governor Skills Audit to take place in summer 1 	GB	22 May 25

13 HT wellbeing			
	Actions or Decisions	Owner	Timescale

14 Confidential Items			
	Actions or Decisions	Owner	Timescale

15 AOB			
	The HT presented the calendar of dates for 2025-2026 to the governors. The governors approved these dates.		

	Actions or Decisions	Owner	Timescale
D	• Calendar of dates approved.	GB	

Date and Time of Next Meeting:	Thursday 13th February 2025 at 4.30pm in school. Thursday 20 th March 2025 at 4.30pm in school. Thursday 22 nd May 2025 at 4.30pm in school. Thursday 10 th July 2025 at 4.30pm in school.
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