



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: 13th February 2025

Venue: St Agnes C of E Primary School

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	13/02/29	P
Fatiha Bibi	Parent Governor	31/03/28	P
Dr Chisom Egedeuzu	Co-opted	13/03/27	P (virtual)
Murshid Jahan	Parent Governor	31/03/28	P
Afeefah Ali	Co-opted	13/03/25	Ap
Helen Thompson	Foundation	07/09/25	Ap
Margaret Taylor	Ex-Officio		A

Others Present

Name	Role
Margaret Bennett	Clerk, One Education

Agenda Items

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

2	Verbal Declarations of Interest
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There were no declarations of interest expressed by governors regarding any of the items 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 confidential items pertaining to the agenda.

There were no items of AOB declared for this meeting.

4 | Minutes of Previous GB Meeting (12.12.24)

The Governing Body approved the minutes of (12.12.24) as an accurate record and the Chair signed a copy for retention on file in school.

Matters Arising

4 Page 2- Foundation governor:

The governors asked for an update regarding Margaret Taylor's ex-officio governor role was discussed. The HT reported that there are no further updates at present. The HT has been in contact with the diocese. The governors continued to raise concerns about the lack of Christian link with the church and asked to keep this on the agenda for the next meeting especially as the school will be subject to a Statutory Inspection of Anglican and Methodist Schools (SIAMS).

Item 4 Page 2– 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 by the next meeting.

Item 4 Page 2 – Instrument of Governance (IOG):

The Clerk reported that the relevant conversation was had with the Local Authority (LA). The date is never put on the document, however there had been a mistake in the IOG and this has been rectified and sent to the HT direct, so that it can be put on the website.

Item 4 Page 8 – Sports Premium Statement:

The governors were informed that the governor visit will take place in the summer term.

	Actions or Decisions	Owner	Timescale
D	<ul style="list-style-type: none">Minutes of the previous GB meeting (12.12.24) were approved.	GB	
A	<ul style="list-style-type: none">HT to send link for 'The Key' to governors, for Safer Recruitment Training and Safeguarding Training.	HT	3 April 2025
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 include the ex-officio governor vacancy and the implications for SIAMS on the next GB agenda.	Clerk	3 April 2025
D	<ul style="list-style-type: none">The governor visit regarding the sports Premium Statement will take place in the summer term. Date to be arranged.	HT and Link governor.	Summer Term

5 | Governance Matters

5.1 Chair's report:

The governors were informed that there had been a parent governor election, due to Fatiha Bibi's resignation. She is now a member of staff and therefore unable to stand as a parent governor. The new parent governor is Myra Sheiakh. Her term of office is 07.02.25 - 6.02.29. This new governor has started her induction process.

Governor vacancies:

-Ex-officio vacancy: Please see item 4.

-Co-option of Afeefah Ali and Lesley Gutteridge: Both governors were willing to stand again as co-opted governors. Afeefah Ali and Lesley Gutteridge were unanimously appointed for a further term as co-opted governors. Their terms of office will run from 13.02.25 - 12.02.29.

5.2 Co-option of Afeefah Ali and Lesley Gutteridge:

Please see item 5.1.

5.3 Governor Training:

-Part 2 of assessment workshop: Part 2 of the Assessment Workshop was deferred to the next meeting due to staff absence. This will feed into the data drop, which will be available for governors at the next meeting.

-Update on Safer Recruitment and Safeguarding training: The HT reported that the governors have been sent the link for the Safer Recruitment and Prevent Training links. Helen Thompson has completed the Prevent Training. The chair is to complete this by the next meeting. (3rd April 2025) The Safeguarding training will be completed, by all governor, in September 2025.

5.4 Governor Monitoring update:

5.4.1 Link governor reports:

Governors reported that they had visited the school and spoken with staff and pupils as well as visiting classes, where they experienced the teaching and learning of maths. The conversations with children from years four to six had been enlightening in a positive way. The governors had had the opportunity to look at books and talk with the maths subject lead, who was happy with the way maths was being taught through the school. The governors saw that maths working walls are evident in all classrooms, where pupils can re-visit teacher examples of previous and current strategies.

The priorities raised within the report were: -

-How are staff members upskilled in the teaching and supporting of maths in the school?

-Numeracy and oracy retrieval in the early years.

-Familiarity with concepts and progress indicators within the scheme

The key issues raised within the report were: -

-The governors need to know how data is used to inform school improvement planning.

That governors need to understand and be aware of how the range of evidence is used to form judgements and their accuracy.

How are staff members upskilled in the teaching and supporting of maths in the school.

5.4.2 Quality of Education (Q of E) for Art and DT update:

The HT reported that the Q of E will be completed in Summer 1. The DHT will liaise with governors to arrange and complete this.

The link governor for Science has their Q of E visit arranged for Spring 2.

5.5 School Website Compliance Review:

The school uses School Spider to complete compliance the checker for the website. The website is review at the beginning of the year showed that the policies were in review. There is currently 5% of the website, which is being updated. This is concerning the curriculum, as the school is updating and fine-tuning progression documents. The HT showed governors how School Spider works as a compliance checker.

5.6 Get information about Schools Review (GIAS):

The HT reported that the school completes this review every 60 days. The clerk was asked to complete a GIAS check for the next meeting.

	Actions or Decisions	Owner	Timescale
A	Part 2 of assessment workshop to be deferred to a separate meeting. DHT to liaise with governors, date to be arranged.	DHT/ GB	3 April 25
D	Data drop to be presented at the next meeting	DHT/ GB	3 April 25
A	The Chair is to complete the Prevent Training by the next GB meeting.	Chair	3 April 25
A	The DHT will liaise with governors to arrange a visit for governors to complete a Q of E visit for Art and DT in Summer 1.	DHT GB	3 April 25
A	Link governor for Science is to complete Q of E in Spring 2.	GB	3 April 25
A	Clerk to complete a GIAS check by the next GB meeting.	Clerk	3 April 25

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Headteacher's report

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

- 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 monitoring)
- CPD
- Finance
- Premises
- Health and Safety
- Dates and events for diaries
- Priorities
- Acronyms

Summary:

Parent engagement opportunities: The parent engagement opportunities continue to build in strength in the form of workshops and coffee mornings. Challenges continue to be faced regarding absence rates of both pupils and staff.

Pupil Information:

Pupil numbers: There are currently 447 pupils on roll. (12 pupils have left since the HT report was written) A breakdown by year group was supplied within the HT report, with comparisons to Autumn 2 figures and PAN figures. The demographics were reported to be revealing and demonstrate the challenges faced by the school and the changing context of the community.

Q: Are the fluctuating pupil numbers affecting the budget?

Not currently.

Staffing:

The HT drew governor attention to the absence rates. It was confirmed that one of the absences has been shared as being work related. The school absence management related procedures are in place with support and guidance from HR provider.

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

The current school evaluation form SEF for Quality of Education (Q of E) is good and will be reported on in LGB 4.

The Q of E school improvement priority is Priority 1- to improve outcomes and progress through curriculum, teaching and assessment.

The Q of E school improvement priority in Early Years is priority 5- to improve outcomes in Early Years to good level of development.

Leadership and Management (L&M):

The current school evaluation form SEF for L&M is good.

The Q of E school improvement priority is Priority 4 – Leaders to ensure they enable pupils to develop reading fluency securely by the provision of reading books regarding phonics. And that long term memory is developed to embed knowledge.

There have been ongoing programmes to improve teacher knowledge and pedagogy in addition to upskilling newer members of staff. This has been mirrored with Teaching Assistants (TA) also to support effective deployment of TAs across the school. Little Wandle has been used to developed phonics CPD for newer staff. One teacher has achieved the SENCO qualification, NASENCO. Two teachers have completed NPQs in Leading Teaching and Leading Behaviour, which are middle leadership qualifications. These developments show how the school is creating a sustainable leadership model.

Behaviour and Attitudes (B&A):

The current school evaluation form SEF for behaviour and attitudes is good.

The B&A school improvement priority is Priority 2 – To continue to reduce the rate of absence and persistent absence.

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

	Attendance	Absence rate	Persistently absent (PA)	Severely absent (SA)
St Agnes	92.95%	7.05%	25.35%	1.13%
National	93.5%	6.5%	19.2%	No figure to report
Manchester	94.44%	5.56%	18.90%	1.06%

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

The absences were reported as pupil illnesses and family holidays. Requests for holidays in term time are high. 28 pupils had holiday in term time at the end of last term. Fines have been issued, and one child has been taken off roll, due to 20 unauthorised absences.

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Q: When a pupil is taken off roll, do they show up as having left St Agnes, or is that after a certain length of time?

Once they have triggered the 20-day absence their name is not on the register anymore, so no codes are applied. Until then they are marked absent.

Q: How many pupils equates to 1%?

This is 13 pupils across the school.

Q: What happens if a pupil wants to re-apply to the school?

The HT explained the system by using the scenario in year five. The LA is informed once the pupil is removed, and the parent is given the option to home school or wait for a place to become available. Pupils can be prioritised if they are under Social Services or are Looked After Children (LAC).

Q: Am I right in thinking that the difference between the attendance at St Agnes and that of the National average is 0.55%?

Yes.

Q: Illness is still a major cause for low attendance, is there any more family support to get children back to school?

The school has had the LA attend coffee mornings to support parents, as well as increasing the promotion of advice and guidance from the Health Service.

PA category	Autumn	Spring	Summer
Holidays	6.9% = 31 pupils	6.34% = 28 pupils	
Illness	46.9% = 190 pupils	55.75% = 223 pupils	

Personal Development (S&C):

Current SEF for Personal Development is good.

The Personal Development school improvement priority is Priority 3 – enhance access to a wider range of experiences for pupils.

Personal Development will be reported on in LGB 4.

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 21.32%, which

equates to 94 pupils. This is higher than the National Average (13%). There are 10 pupils in the school who have an EHCP in place. This is higher than the national average of 4.3%.

Q: Would it be beneficial for the school if more pupils in receipt of an EHCP?

It would be beneficial for the children as this attracts additional funding for a child, which means that the school can provide the adequate and necessary support.

Q: Have you noticed a change in parental views regarding special needs?

The school has noticed that parents are more open to hearing about additional needs and specialist provision.

Q: Does the school have the space to apply for more EHCPs?

It takes several months for an EHCP to be applied for using the Assess, Plan, Do, Review process. There is also a shortfall in the budget also as maximum funding is £8,000 and the cost of a TA is £24,000. This shortfall is consumed by the school.

Safeguarding:

Data for this is as follows: -

CPOMS record	September 2024	February 2025
Child Protection	0	0
Child in Need	4	1
Looked After Children (LAC)	1	1
Early Help Assessment	0	0
Number of cases closed	0	0

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

CPD:

The vast majority of CPD is accessed online via the school's subscription to CPD providers such as The Key and National College. The HT report gave a breakdown of CPD undertaken by staff.

Finance:

The governors were referred to item 7 on the agenda.

Premises:

The governors were referred to item 7 on the agenda.

Health and Safety:

The governors were referred to item 7 on the agenda.

Dates and Events:

The governors were given the dates for key events, such as Half term, Ramadan, World Book Day, Easter Holidays and Parent Consultation Week.

PA category	Autumn	Spring	Summer
Holidays	6.9% = 31 pupils	6.34% = 28 pupils	
Illness	46.9% = 190 pupils	55.75% = 223 pupils	

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

There was a discussion about the need to agree the date for the next data drop. It was agreed that the DHT would liaise with governors to agree a date in the week beginning

	Actions or Decisions	Owner	Timescale
D	DHT will liaise with governors to agree a date for the data drop.	DHT and GB	
D	HT to send out the data training date	HT	For the week beginning 17.03.25

7 Finance update

The Chair of the finance committee gave a brief review of the Period 9 monitoring of the budget at the last finance meeting.

7.1 Period 9 monitoring:

The books balanced and all costs could be met. There was a surplus of £102,000 at the end of the 9th month and the projected outturn was £56,000.

7.2 Budget changes:

There has been movement between cost centres to manage costs arising from staff absences. The school continues to hold a sum of money for the City Council and the school is wanting this to be re-imbursed as soon as possible, whilst acknowledging that the school has frequently asked the City Council about this to be resolved.

The surplus does not meet the 8% clawback threshold.

7.3 SFVS:

The SFVS is outstanding and is due to be completed over email in readiness for the 31 March deadline.

7.4 2025-26 budget: The budget was approved. The governors were asked to note that this will be tight due to rises in cost of living.

7.5 Premises: The governors were informed that there had been a further leak in the KS1 Boys toilets. This is being dealt with. The Finance committee noted the maintenance schedule that the school will be working towards to deal with end-of-life appliances and repairs which will eat into the budget.

Q: can the school look at sponsorships to cover replacements/costs of laptops and iPads, which might help when needing to replace ovens?

Yes, the school can explore grants that are available to offset these costs against larger items.

	Actions or Decisions	Owner	Timescale
D	Share SFVS with all governors via email for comments and questions.	HT and GB	March 2025

8 Policies for approval			
The following policy was circulated to governors in advance of the meeting for approval: -			
-Data Protection: The HT reported that there are no changes to this policy. Governor approved the Data Protection Policy.			
-Pay Policy: The HT reported that this policy is still with the unions. The HT is liaising with LA about when it will be available for approval and for staff to have access to it.			

	Actions or Decisions	Owner	Timescale
D	Data Protection Policy: Approved by governors.	GB	Annual

9 AOB			
There were no items of AOB declared at this meeting.			
There were no confidential items declared at this meeting.			

	Actions or Decisions	Owner	Timescale

Date and Time of Next Meeting:	<u>Thursday 3rd April 2025 at 4.30pm in school.</u>
	Thursday 22 nd May 2025 at 4.30pm in school.
	Thursday 10 th July 2025 at 4.30pm in school.

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