



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: 3rd April 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	30/03/26	P
Charlie Mok	LA	31/01/27	P
Dr Chisom Egedeuzu	Co-opted	13/03/27	P (virtual)
Mrya Sheiakh	Parent Governor	6/02/29	P
Afeefah Ali	Co-opted	12/02/29	P
Lesley Gutteridge	Co-opted	12/02/29	P
Iram Ahmed	Staff Governor	30/03/26	Ap
Murshid Jahan	Parent Governor	31/03/28	Ap
Helen Thompson	Foundation	07/09/25	A
Margaret Taylor	Ex-Officio		A

*Present from item 6.

Others Present

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

*Present only for item 7, which was taken at the beginning of the agenda

Agenda Items

1	Apologies & Welcome
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The Chair welcomed everyone to the meeting and the new parent governor Myra Sheiakh was introduced to the Governing Body. Apologies were received and accepted from Murshid Jahan and Iram Ahmed. Helen Thomspson was marked as absent from this meeting.

2 | Verbal Declarations of Interest

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 (13.02.25)

The Governing Body approved the minutes of (13.02.25) as an accurate record and the Chair signed a copy for retention on file in school.

Matters Arising:

-Safer Recruitment Training:

This information has been sent to governors.

-Training with DHT:

This took place with governors on 27.03.25.

-Prevent Training:

This is still outstanding got the Chair.

-Subject Reviews:

These will take place in the first week back for curriculum areas Art and DT. after the Easter holidays. The DHT agreed to make email introductions.

-RE and Collective Worship visit:

Helen Thompson has agreed to make this visit in to school. A date has been arranged for the 29.04.25.

-Foundation governor:

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).

-Sports Premium Statement:

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

-Get Information about Schools (GIAS):

The HT reported that the GIAS has been reviewed and is up to date.

	Actions or Decisions	Owner	Timescale
D	<ul style="list-style-type: none">Minutes of the previous GB meeting (13.02.25) were approved.	GB	
A	<ul style="list-style-type: none">DHT to make email introductions for curriculum visit taking place after Easter.	DHT	W/B 22 April 2025
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	22 May 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 Chair reported that there was nothing additional to report at this meeting.

5.2 Governor vacancies:

Ex-officio vacancy remains. There are no further updates to report as the school has not received any information from the Diocese regarding Margaret. See matters arising. There are no further governor vacancies.

5.3 Governor Training:

-Part 2 of assessment workshop: Part 2 was completed on 27.03.25. The final part of the training on assessment, which feeds into the data drop was completed at today's GB 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. (21 May 2025) The Safeguarding training will be completed, by all governors, in September 2025.

5.4 Governor Monitoring update:

Data drop will be reported on in item 7. Link visits for Art and DT will be arranged for Summer Term 1.

5.5 Governance Improvement Plan:

The governors reported that a Governance Improvement Plan is not applicable to St Agnes Primary School GB. However, the governors felt that the vacancy provided through the absence of the diocesan representative was pressing and wanted this to be minutes as such. It was agreed that preparations needed to be made in readiness for the Statutory Inspection of Anglican and Methodist Schools (SIAMS) visit, which will happen at some point in the next academic year. The HT informed governors that the framework has been changed and that it can be looked up online. Governors were reminded that a separate School Evaluation Form (SEF) would need to be completed for this inspection. There was a discussion about what preparations and how soon these might be made. It was agreed to run the first session towards the SIAMS during Summer Term 2.

5.6 Get information about Schools Review (GIAS):

The HT reported that the school completes this review every 60 days. The clerk reported that this had been reviewed and was up to date, (see item 4 Matters Arising).

*Mteen Din joined the meeting at this point.

	Actions or Decisions	Owner	Timescale
A	The Chair is to complete the Prevent Training by the next GB meeting.	Chair	22 May 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	DHT GB	W/B 22 April 25
D	Begin the preparation process for SIAMS in summer term 2	HT and GB.	Summer Term 2.

6

Headteacher's report

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

- Summary including successes and challenges
- Pupil Information and context
- Quality of Education Standards including that of Early Years Priorities against School Improvement Plan (SIP) and School Evaluation Form (SEF)
- Leadership & Management (L&M) including priority 4 and wellbeing
- Behaviour and attitudes (including attendance) (L&M)
- Personal Development against the SIP
- Special Educational Needs and/or Disabilities (SEND)
- Safeguarding (including incidents of bullying and monitoring)
- CPD opportunities
- Finance update
- Premises
- Health and Safety
- Dates and events for diaries
- Acronyms

Summary:

The summary considered successes and challenges. Notable improvements have been made in pupil progress and attainment compared to previous the term across all phases. Science week raised the profile of science in the school as well as at home with increased parental engagement with experiments and activities at home. There has been high participation with professional development sessions, which in turn has improved teaching practice and confidence. Notable challenges include balancing the need in terms of resources and staffing for 1:1 pupil support against existing provisions such as interventions and the impact that this has across the school. Persistent absences continue to be a challenge due to extended holidays near the Easter Holiday period.

Pupil Information:

Pupil numbers: There are currently 438 pupils on roll. 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.

Pupil numbers have been on a downward trend over the last half term. The example of pupil numbers in Year Two was shared with governors. The pupil number in Year Two is now 49.

Q: What are cluster schools saying about this trend?

People are genuinely moving away to alternative authorities.

Q: Has the school had any interest in Nursery places?

The school has received 45 applications for part-time places. There are a higher number of afternoon compared to morning slots. Further invites are being sent out in the summer term.

Q: At what point do low pupil numbers become a problem?

The October Census is the point at which funding could be impacted. Some schools have had to re-structure the number of classes by introducing split class sizes. The figures to watch are the Year Six leavers and Nursery Starters.

Q: When are Reception places issued?

Reception places are issued in April 2025.

Q: Is the school oversubscribed for Reception places?

No, the school is undersubscribed now as the transience has increased.

Q: What can be done for families taking holidays in term time?

The school is doing all it can to support families with this. It is a long-term issue and one that is not going to be changed easily. Nationally, since Covid 19, the figure is 18%. The school has run coffee mornings to inform parents with information from the LA about the importance of learning and being in school. Messages are sent home from school through Class Dojo, as the impact of lost learning is huge.

Q: Is there any chance of changing the number of days before a child is taken off roll earlier?

No, as the 20-day cut off is set by the local Authority (LA).

Q: Can academies set their own number of days?

No. The numbers of days are set nationally.

The HT suggested that it might be appropriate for some governors, who have an interest in pupil attendance to attend an attendance meeting in conjunction with the Senior Leadership Team (SLT) to gain further insight.

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

The Q of E whole 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.

The quality assurance (QA) cycle is in place to work on the priorities above with a sharp focus on pupil outcomes as the driving force. The governors noted the following QA points and actions: -

-Whole school focus on adaptive teaching and strategic questioning strategies

-Subject reviews, which includes – scrutinising data, lesson drop ins, pupils voice, staff voice, feedback and next steps.

-The Individual Learning Plan (ILP) provision, reviews and deployment of staff has been considered and the challenges faced.

-SLT have carried out phase drop ins and book-looks to moderate and monitor teaching and learning across the school.

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. Staff feedback from consultations were carried out in March 2025, which had an overwhelmingly positive response from pupils and staff alike.

Regarding wellbeing, governors noted the following developments: -

All staff have a wellbeing day

Teachers can take their PPA off site.

Subject leads have a half day to lead their subject.

Meetings are planned out in advance with timely changes made if needed.

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. This will be reported on at the next governing body (GB) meeting.

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

The governors noted that there have been six level two behaviour incidents, occurring at lunchtime. The behaviour blueprint was followed, and the issues were resolved. The SLT has undertaken monitoring to review flashpoints and triggers.

There have been no parental complaints, since the start of the academic year.

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.

The governors noted that there has been an increase in the offer of after school clubs this year in addition to other enrichment opportunities to raise the cultural capital.

The governors noted that the school is managing to improve engagement with parents through after school clubs. The HT report indicated a range of developments. There has been a strong parental engagement during Eid.

Q: Is this the first time the school has had an Eid assembly incorporating food?

Yes, it has been very interactive this year.

Q: Does the school know how many pupils have signed up for breakfast club?

More than 70 pupils have signed up for it.

Q: Is this because the breakfast club is free?

Potentially this might be the case.

Q: Are nursery pupils included in the offer?

The Nursery is not included in the offer; however, some parents have expressed a wish for their Nursery child to be included. This is not an option now due to the ratios required for nursery aged children, which would mean additional staffing, which the school cannot provide currently.

Q: *How is the school staffing the breakfast club?*

The school is using teaching assistants (TAs) within their contracted hours, which means that one day per week TAs are staffing breakfast club rather than preparing resources. As there are two TAs per year group no phases without support for the resourcing of lessons. The school continues to balance the pupil need with support staff available.

Q: *Will the HT please ensure that the staffing of the breakfast club is included within the TA job descriptions?*

Yes, contracts can be investigated.

Q: *Which TA contracts would be affected by the breakfast club role?*

It is TA2 and TA3 members of staff who are affected by the staffing of the breakfast club.

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 higher than the National Average (13%). There are 11 pupils in the school who have an EHCP in place and one pupil at referral stage. This is higher than the national average of 4.3%. The SENDCo is working effectively to identify and secure the funding that pupils require.

Q: *Who decides whether a pupil should receive mainstream or specialist provision?*

LA decides this, but parents can appeal this to try to obtain another placement. A nurture group is currently running for pupils who are pre five years of age to help to support families.

Safeguarding:

Data for this is as follows: -

CPOMS record	September 2024	December 2025	March 2025
Child Protection	0	0	0
Child in Need	4	0	0
Looked After Children (LAC)	1	1	1
Early Help Assessment	0	1	1
Number of cases closed	0	3	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 financial update as of March 2025

Balance brought forward £67306.09

Actual Income	£3020525.52
Balance	£194544.12

Summary:

Revenue	£194544.12
Plus Capital	£8415.88

Premises:

The governors noted that the school is awaiting the LA survey pertaining to ongoing issues with site specific leaks in certain classrooms, which will be assessed during the Easter Holiday.

Health and Safety:

The governors noted that on w/b 24.03.25 a workspace assessment was undertaken to review and meet the requirement for display screen use.

Dates and Events:

The governors were given the dates for key events, such as half term, Ramadan, World Book Day, Easter Holidays, Parent Consultation Week, May Bank Holidays and KS2 SATs.

The governors were invited to support the pupils during SATs w/b 12 May 2025. Governors offered to support with this - Mteen Din, Myra Sheiakh and Leslie Gutteridge.

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)

	Actions or Decisions	Owner	Timescale
A	<ul style="list-style-type: none"> • HT to incorporate the new role for TAs in breakfast club, into their contracts. 	GB/HT	22 May 2025

7 Data presentation (Years One to Six)	
Item 7 was moved to the beginning of the agenda to allow for the DHT to leave the meeting once it was concluded.	
The DHT provided a recap to governors of the training received on 27 March 2025 and followed this with Attainment, which showed outcomes for Autumn and Spring.	
<p>The governors noted that: -</p> <ul style="list-style-type: none"> -The trends are throughout the whole school. -There is a shift in the numbers of pupils working towards (WT) to working at (WA) and those at Greater Depth (GD). -This is a healthier picture, and the school is in a much better position compared to this time last year. -The Insight report provides previous and current attainment for each year group for Reading, Writing and Maths. -Previous 'expected' percentage results for each year group was shared for Reading, Writing and Maths with a comparison percentage for 'expected', now. -Where anomalies were shown, contexts were explained. -The combined figures for Y6 cohort have risen from 12% to 29%. -Eight pupils are new arrivals and the governor were informed that these pupils will be disapplied. The governors felt that the figure show good progress and that the quality of teaching has impacted on the pupil progress made. 	
The governors noted that the gap in attainment of Pupil Premium (PP) pupils, against those pupils who are not PP, has narrowed.	
The governors noted that the SEND pupils are making excellent progress in their attainment.	
<p><i>Q: Is there a gender split?</i> Greater depth attainment is higher in girls than boys now.</p>	
<p><i>Q: What are the grey area on the chart?</i> This is where pupils have joined the school during this academic year.</p>	
<p><i>Q: Do pupils in the red band have intervention or special provision?</i> Yes, these pupils might have an EHCP, or other SEND need, which may require 1:1 support.</p>	
It is expected that the curriculum report will include data details now that training has been completed.	
<p><i>Chris O'Keefe left the meeting at the end of his data presentation.</i></p>	

	Actions or Decisions	Owner	Timescale

8 Strategic Vision

The HT presented governors with the following strategic vision: -

Considering the 3–5-year plan, there needs to be thoughts and discussions about how the school can survive and thrive, especially with the budget constraints the school will face, along with other schools in the next three years.

Vision and values: What are the school's vision and values? Does the vision or values need to be adapted in any way?

Reflecting on staffing changes and curriculum demands: Should the school look to collaborate more with other Church of England (CofE) schools? The example given was the training needed for writing. Can a more structured format with collaboration be developed to share the costs of the training and provide additional continuing professional development (CPD) opportunities for staff to engage in rather than the staff feel they need to leave to find their CPD opportunities elsewhere.

Q: Do you know of any challenges?

These will be questions we will share and ask.

The HT reported that governors, Local Authority (LA) and Diocese would need to agree for this to work. Governors agreed with the exploration of opportunities.

	Actions or Decisions	Owner	Timescale
D	Governors agreed for the exploration of opportunities to develop collaboration approaches as part of a Strategic Vision.	GB /HT	

9 School calendar 2025-2026

The 2025-2026 calendar was approved at Christmas.

	Actions or Decisions	Owner	Timescale
D	The 2025-2026 calendar approved in Autumn 2 (2024).	GB	Annual

10 Finance Update

Budget changes: Any budget changes were reported on in the HT report.

SFVS: The SFVS was completed on time and submitted to the Local Authority (LA).

2025-26 Budget: The 2025-26 budget was reported on in the HT report.

	Actions or Decisions	Owner	Timescale

11 Policies for approval

The following policies were circulated to governors in advance of the meeting for approval: -

-Risk Assessment Policy: The HT reported that there are no changes to this policy. Governors approved the Risk Assessment Policy.

-Relationships Education Policy: The HT reported that there is a PowerPoint on the website that shows the language and the curriculum. Parents are informed when more sensitive areas are to be taught. Governors approved the Relationships Education Policy.

	Actions or Decisions	Owner	Timescale
D	Risk Assessment Policy: Approved by governors.	GB	Annual
D	Relationships Education Policy: Approved by governors.	GB	Annual

9 AOB

There were no items of AOB declared at this meeting, except that the HT agreed to send out dates to governors regarding the strategic vision.

There were no confidential items declared at this meeting.

	Actions or Decisions	Owner	Timescale
A	HT to send dates to governors regarding the Strategic Vision.	GB/HT	

Date and Time of Next Meeting:

Thursday 22nd May 2025 at 4.30pm in school.
Thursday 10th July 2025 at 4.30pm in school.