



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: 22 May 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
Lesley Gutteridge	Co-opted	13/02/29	P
Myra Sheiakh.	Parent Governor	06/02/29	P
Dr Chisom Egedeuzu	Co-opted	13/03/27	P
Murshid Jahan	Parent Governor	31/03/28	P
Afeefah Ali	Co-opted	13/03/25	P
Helen Thompson	Foundation	07/09/25	P
Charlie Mok	LA	31/01/27	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 Charlie Mok.	

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 two items of AOB declared for this meeting.

1. SCR check
2. Strategic Planning Survey.

4 Minutes of Previous GB Meeting (03.04.25)

4.1 Minutes of the last meeting:

The Governing Body approved the minutes of (03.04.25) as an accurate record and the Chair signed a copy for retention on file in school.

4.2 Matters Arising:

Item 4 Page 2- Prevent Training:

The governors noted that the prevent training had been completed by the relevant governors.

Item 4 Page 2- Subject reviews:

These are in process. The DT report for governors is in process.

Q: Are the governors reporting on non-core subjects?

Most visits have been completed, with humanities, Spanish and Computing being outstanding.

Item 6 Page 9 – TA contracts:

The new roles for TAs have been updated to accommodate breakfast club tasks, within their contracts.

Q: Do staff have to re-sign their contracts?

No.

Q: Do the contracts have to go to the unions?

No.

Item 9 Page 11 – Strategic Vision Dates:

These have been agreed and sent out to governors.

	Actions or Decisions	Owner	Timescale
D	<ul style="list-style-type: none">Minutes of the previous GB meeting (03.04.25) were approved.	GB	

5 Governance Matters

5.1 Vice chair's report:

The governors received a verbal report from the Vic chair highlighting the following: -

-The HT has had a meeting with the Director of Education (DofE) for the Statutory Inspection of Anglican and Methodist Schools (SIAMS) raising concerns about collective worship and the delivery of RE. The DofE was unaware of the situation and has assured the HT that the Diocese will be looking into this. In the meantime, the school has been made aware that the parish of St Agnes is now in an interregnum and the recruitment process is yet to start.

Q: How can we as governors and the school be assured that the replacement will be willing to sit on the governing body (GB)?

The governors were informed that the situation this time has arisen because it was not made clear to the priest, at the time of his appointment, of the expectation regarding involvement in school and it appears that it was not his role as post holder. The next applicant will be the priest of two churches, St John's and St Agnes. It has been recognised that the Diocese must provide support for the school.

Q: *What is the time scale for the recruitment and next appointment?*

This could be anytime during next year.

Q: *Is there a gap analysis?*

Yes, this has been discussed.

Q: *Can the governors request that Terry investigates the possibility of a recently retired clergy or HT of a Voluntary Aided School who might want to take on St Agnes in the interim of this new appointment?*

The school can ask the Area Dean and Helen Cowley, the governance representative at the Diocese. These people are aware of the school's position.

Q: *Has Margaret officially left St Agnes' Governing Body?*

Her term of office has ended, and it has not been possible to contact her. She is no longer a governor. The GIAS will be checked to ensure that this amendment has been made.

The governors felt that there needs to be a presence in school and asked for their concern to be noted.

5.2 Governance Membership:

Vacancies: There is an Ex-officio vacancy

Parent Election: Mteen Din's term of office expires 1.07.25. HT agreed to hold a parent election. 2 Foundation governor appointments due, July and September 2025 (forward notice).

5.3 Governor Training:

The governors noted that Lesley is attending the training provided through the Heads and Chairs meeting, which is provided by the Diocese. The governors were informed that the Diocese is promoting the Diocesan Certificate for Leadership of RE currently and that this might be considered. Regarding preparations and arrangements for SIAMS there is a video available for governors. It was agreed that the video be shared with governors.

The Safeguarding training will be completed, by all governors, in September 2025.

5.4 Governor Monitoring update:

5.4.1 Link governor reports:

-Collective worship: The report from this visit was available for governors to read prior to the meeting. Worship is well done with links appropriately made to the ethos of the school. During this visit Helen reported that she looked at the SEF for SIAMS also, in conjunction with the HT and Terry.

Q: Did Terry feel that the SEF responded to the needs of the school?

Yes, his response was very positive.

Q: Is the school still linked to Peace Mala?

Yes, this link was shown during the assembly.

Q: Were you able to visit classes on this occasion?

No, not on this occasion, however, it will be a focus for the next visit.

Q: Are there prayer and reflection displays in all classrooms?

Yes, they are in all classrooms. The governors noted the display in the classroom during the meeting.

5.4.2 Link governor dates for curriculum visits:

The remaining visits for DT, Art and Humanities have been scheduled for Summer 2.

5.5 Governance Improvement Plan:

This item is not applicable for the governing body.

	Actions or Decisions	Owner	Timescale
A	Video regarding preparations for SIAMS to be forwarded to governors	HT/Vicechair	
A	GIAS to be amended/ ensure that it shows an ex-officio vacancy.	SBM	
A	Parent Election due to parent governor expiry 1.7.25	HT	

6 Headteacher's report

The HT provided his report, which was circulated in advance of the meeting for governor's questions to be included in the discussion. It included the key areas below and the following area of discussion: -

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

- Acronyms

Summary:

The school is running smoothly with teaching and learning at the forefront. Engagement with parents is continuing to grow. There is focus on the school's identity in terms of SIAMS and Pre-SIAM visit by the Deputy Director of Education. This visit was very positive. Challenges include attendance and in year pupil movement, due to external factors.

Pupil Information:

Pupil numbers: There are currently 436 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 movement is because of high rents and people living too far away to be able, realistically, to get their children to school at St Agnes' to fulfil their place. The number on roll is the lowest ever known. This will affect the budget from the October census. Leavers and joiners' information was shown along with demographics in the HT report.

Q: Are there stats for mean / median time with school from the pupils who left this academic year?

Not currently, but we can look at that for individual pupils.

Out of 70 pupils who have left since the start of the year, 54 of those have not been in the school for more than a year – 77%. A quarter of the pupils currently in school are newcomers. Special Educational Needs and Disabilities (SEND) numbers are also above average with Pupil Premium (PP) at 50%.

Absence:

Absence figures were provided by year group.

Q: Why is absence so high in Early Years?

Attendance is not taken seriously enough. Illnesses due to infections is prevalent.

Staffing:

The HT drew governor attention to the anonymised staffing structure for 2025/26, which has not changed. There is one teacher vacancy pending. The advert will go out for a main pay scale teacher with recruitment in Summer 2.

Q: Why is there a teacher vacancy?

Because they have left to go to another school.

Q: With the numbers of pupils leaving, will this affect staffing ratios?

Not now.

Q: Do we need more 1:1 teachers?

If they were properly funded, yes. Funding however, does not reflect the needs of the pupils.

The governors noted the staffing absences from September 2024 to May 2025.

Quality of Education Standards & Curriculum including Early Years:

The current school evaluation form SEF for Quality of Education (QofE) is good and will be reported on in LGB 6.

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

The QoE 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.

First quality teaching and learning development is provided through staff meeting schedule. Both teachers and TAs receive this support.

The implementation programme has secure effective deployment across the school, with bespoke training offered where necessary.

CPD continues to be priority for staff to develop pedagogy based on research thus driving the school's priority areas. Two teachers have begun National Professional Qualifications (NPQs) in teaching and leading Primary Maths.

-Teaching Assistants (TAs) have received training on Little Wandle, which has been very successful.

-Teachers have received training in behaviour management, to ensure that policies are being used effectively and it is understood how they (the policies) link to the ethos of the school.

Q: Does the school pay for the NPQ training?

No, this is fully funded by the DfE.

Q: Is this what teachers request themselves?

Enrolments on these courses come out of appraisals and gaps identified by teachers themselves.

The school is to be moderated this year for writing, which will take place in June. An assessment group has been set up to support with this.

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)
SEN Support	92.66%	7.34%	24.43%	0.22%
Non-SEN	92.92%	7.08%	26.94%	0%
Disadvantaged	93.17%	6.83%	24.25%	1.06%
Non-Disadvantaged	92.45	7.55	27.23%	0%

The school will continue to address the high absence rates and PA rates and monitor frequently.

Holiday requests continue to be made for summer half term and the main summer period. 13 pupils took holidays in term time over the Easter period and 10 fines have been issued. The school has two pupils who are displaying emotional based school avoidance EBSA. Staff are to receive training on how to support these pupils and their families.

Q: Does the data identify the absence as holiday vs illness?

No, not in this report, but this could be considered in the monitoring meetings.

Q: Does the attitude to learning link with attendance?

Pupils have an excellent attitude to their learning. Illness and holidays are the main reasons for absence. The school recently held an attendance meeting to which no parents came, despite there being a LA representative to talk about the importance of attendance.

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.

PA category	Autumn	Spring	Summer
Holidays	6.9% = 31 pupils	6.34% = 28 pupils	Completed in summer 2
Illness	46.9% = 190 pupils	55.75% = 223 pupils	Completed in summer 2

Mental Health and Wellbeing Week:

The governors noted that this began on 12.05.25.

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 pupils have experienced trips to Formby Beach and Highfield Country Park to name a few. A detailed list was available in the HT report for governors to see.

The activity club was well attended during the Easter holidays with 80% of disadvantaged benefiting from the provision.

Personal Development will be reported on in LGB 6 next term.

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 22.25%, which equates to 97 pupils. This is higher than the National Average (13%). There are 12 pupils in the school who have an EHCP in place. This is higher than the national average of 4.3%.

The governors noted that one child with an EHCP has left the school. A pupil with an EHCP has joined Reception. There are now four pupils with EHCPs across the Reception cohort.

Safeguarding:

Data for this is as follows, with additional information available within the HT report: -

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

Summer Fair: Saturday 5th July 2025 (11-3.30pm) - the governors were invited to this.

Reports to Parents: Friday 11th July 2025

St Agnes Got Talent: Friday 17th July 2025 - the governors were invited to this.

Y6 Graduation Event: Friday 18th July 2025 - the governors were invited to lead with this.

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

	Actions or Decisions	Owner	Timescale
	None.		

7 Strategic Vision

The HT presented the PESTLE analysis, which had been circulated in advance of the meeting and highlighted the following There was a discussion and the following was agreed: -

-Filtering and Monitoring: It was agreed that Filtering and Monitoring needs to be included within the technology section.

-Climate Action Plan: The governors noted that all schools now require to have a Climate Action Plan. For this to be actioned there will need to be a Sustainability Lead. A link governor was requested for this. Afeefah agreed to fulfil this role.

Q: Where does the SIAMS and faith element fit into this document?

This can be fitted into the Social Section.

-SIAMS: It was agreed that SIAMS will be incorporated into the Social Section.

	Actions or Decisions	Owner	Timescale
D	Sustainability link governor agreed Afeefah Ali.	GB	

8 SIAMS

The SEF for SIAMS has been completed and it was shared with governors highlighting the following points: -

Context:

1. Who are we?
2. What is our purpose?

The inspection questions (IQs) were also considered. The SEF will be revisited periodically to be developed, as it is a working document.

Q: How can global citizens be addressed?

This will be done through aspiration week, when past pupils will be invited to come in to school to talk about their achievements and working lives. Afeefah agreed to come in to school to support this.

Q: Is there any place for 'Ready, Respectful, Safe'?

Yes, within IQs four and five.

Q: Are governors included in the SIAMS inspection?

Yes, they are.

There were no further governor questions.

	Actions or Decisions	Owner	Timescale
	• None		

9 | Resource Committee meeting (08.05.25)

In the absence of the Chair of the finance committee, Leslie Gutteridge gave a brief review of the budget closedown from the last finance meeting (08.05.05). However, governors were asked to note that there have been amendments to the 2025-2026 budget and are as follows: -

The 2024-25 budget closedown is correct.

The 2025-26 three-year budget plan has been amended, and a copy was made available for governors, which shows that: -

-There has been an increase in IT Support SLA. This has increased from £5000 to £11,000, due to new three-year contracts comprising of additional online features which are part of the Finance package.

-Support Staff costs had to be re-entered on to the system due to an error on access System with the pay scales.

-The carry forward is now £15,374, for 2027-28 budget, which means that the deficit budget has been brought forward by a year.

Q: Do the governors need to ask Nadra for more details, with breakdown of changes and ask about the 4% uplift for teachers' pay?

No, it is not necessary currently.

There was a discussion about all staff revised figures.

The governors agreed the 2025-26 budget and it was signed for submission to the Local Authority (LA).

Staff absence:

One members of staff has returned full time. One member of staff may return part time; there are no time scales for this return currently.

Audit report:

The school has received the draft audit report, and the school has sent its response. The school is waiting for the LA to respond.

Scheme of financial Delegation:

The FSM must reconcile with ACCESS, so the Scheme of Financial Delegation will be available in the Autumn Term.

SIP:

The budget shows expenditure in line with the priorities within the SIP.

Staffing structure:

There is nothing further to add from the HT report.

Benchmarking:

Identifies that the school is spending 72% of its budget on staffing, which is below schools of comparable size.

Building:

-Roof: Manchester City Council (MCC) is to look at the roof due to water ingress.

Income generation:

This year income generation has totalled £12,000.

Q: Where has this come from?

Rushford Park holiday clubs. The school has also been approached by Antioch Church, for the use of the hall on a Sunday. This is to be a two-month trial period initially. Also, the breakfast club trial been successful with up to 50 pupils per day. The breakfast club will be reviewed in June.

There were no further governor questions.

	Actions or Decisions	Owner	Timescale
A	The 2025-26 budget was signed for submission to the Local Authority.	GB	Annual

10 Policies for approval

The following policy was circulated to governors in advance of the meeting for approval: -

-Pay Policy: This policy has two main changes: -

1. Removal of performance related pay.
2. Review of teacher appraisal arrangements. The governors approved this policy.

- Policy Executive Summary: The governors approved this policy summary.

	Actions or Decisions	Owner	Timescale
D	Pay Policy: Approved by governors.	GB	Annual
D	Policy Executive Summary: Approved by governors.	GB	Annual

**11/1
2 Confidential items/
AOB**

There were no confidential items declared at this meeting.

There were two items of AOB declared at this meeting: -

1. GB Strategic planning day survey: The governors agreed a date of Friday 27 June 2025 from 9-12.30pm. Charlie and Chisom are to be informed.
2. SCR check: This has been completed with Nadra, focusing on trades people and visitors. A visitor with no DBS will not be allowed into the school. A tradesman without a DBS will

be allowed into the school and will be escorted to their place of work and back out of the building again.			
	Actions or Decisions	Owner	Timescale
A	Charlie and Chisom to be informed of the GB Strategic planning day survey.	HT	

Date and Time of Next Meeting:	Thursday 10th July 2025 at 4.30pm in school.
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