



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: 10 July 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	08/07/29	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
Murshid Jahan	Parent Governor	31/03/28	P
Afeefah Ali	Co-opted	12/02/29	P
Helen Thompson	Foundation	07/09/25	P
Charlie Mok	LA	31/01/27	P
Dr Chisom Egedeuzu	Co-opted	13/03/27	Ap

Others Present

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

*Chris left the meeting at the end of item 7.

Agenda Items

1	Apologies & Welcome
The Chair welcomed everyone to the meeting. Apologies were received and accepted from Chisom Egedeuzu.	

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, except for Myra Sheiakh, who was asked to sign these in readiness for September 2025.

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 was one item of AOB declared for this meeting.

1. Building update

4 Minutes of Previous GB Meeting (22.05 25)

4.1 Minutes of the last meeting:

The Governing Body approved the minutes of (22.05.25) as an accurate record and the Chair signed a copy for retention on file in school. Mteen Din's term of office date was incorrect, and this was asked to be corrected.

4.2 Matters Arising:

Item 5.1 Chair's report:

The video regarding preparations for SIAMS will be forwarded to governors in readiness for the first meeting 2025-6.

Item 5.1 GIAS check has been completed.

Item 6 HT report: Thanks were expressed to staff and pupils for achieving the goals set for this academic year 2024-2025.

	Actions or Decisions	Owner	Timescale
D	<ul style="list-style-type: none">Minutes of the previous GB meeting (22.05.25) were approved.	GB	
A	<ul style="list-style-type: none">Mteen Din's term of office date was corrected.	Clerk	
A	<ul style="list-style-type: none">SIAMS video to be forwarded to governors in time for the first meeting in 2025-26.	HT	Oct 2, 2025

5 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 curriculum delivery has continued to be in line with the Quality Assurance (QA) schedule. All subjects have received the school's deep dive process, which has enable subject leaders to be better equipped to know where their subject is at, at St Agnes Primary School and therefore where developments are needed for improvements to be made.

The multiplication check was positive again showing a continued upward trend, which shows secure teaching. The external moderation was also very positive, showing teacher judgements to be robust.

An increase in enrichment and extra-curricular activities has been available, and has shown to be popular amongst the children, with increased numbers of pupils taking part.

Challenges:

Pupil attendance has been largely affected by illness in addition to the usual requests for term time holidays.

Early Years and Foundation Stage (EYFS) and Phonics scores are lower than previous years, which has highlighted significant pupil needs. This will continue to be monitored.

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 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 continues to be 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. Leavers and joiners' information was shown along with demographics in the HT report. There have been 62 new pupils admitted to the school this year and 64 pupils who have left.

Staffing:

The HT drew governor attention to the anonymised staffing structure for 2025/26, highlighting that: -

- Two Early Career Teachers and two teaching Assistants Level 2 have been appointed
- Maternity timelines
- The return of 2 long-term absent members of staff
- The long-term absence of a cleaner is being covered in house.
- An appendix detailing the staffing structure was available within the HT report.

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

Quality of Education Standards & Curriculum including Early Years:

The current school evaluation form SEF for Quality of Education (QofE) is good and is reported on further through the current SEF and SIP.

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.

All subjects have had a period of quality assurance and monitoring, with computing and music being the foci this term. The external moderation of writing highlighted strong teacher judgement and secure knowledge and understanding.

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, a full breakdown was noted in the HT report and governors have attended a governor strategy morning (27.06.25) which was a great success creating positive discussions towards the school's 5-year strategic plan. Governors worked through strengths, weaknesses, challenge and threats. These will be linked to school priorities in September for governors and staff.

Behaviour and Attitudes (B&A):

The current school evaluation form SEF for behaviour and attitudes is good and was reported on at the last meeting, (LGB 5). Priority remains: -

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: -

PA category	Autumn	Spring	Summer
Holidays	6.9% = 31 pupils	6.34% = 28 pupils	8 pupils at time of writing
Illness	46.9% = 190 pupils	55.75% = 223 pupils	114 pupils at time of writing.

The school will continue to address the high absence rates and PA rates and monitor frequently, as holiday requests continue to be made.

Mental Health and Wellbeing Week:

The governors noted that this began on 12.05.25 and has been appreciated by all staff. Leaders continue to review practices and collaborative planning, PPA and INSET aggregated sessions and working from home.

There have been no complaints to report to governors on.

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 breakfast club continues to be popular and grow. This has led to better pupil engagement.
- After school clubs have been popular also and enrichment opportunities have improved. The details were listed for governors in the HT report, with photos of pupils enjoying the diversity of clubs and enrichment opportunities available.
- A year 6 pupil wrote a poem and put it to music using AI. This was played for governors to hear. The library also continues to feature heavily in pupil visits.
- The school has also received gold level for its RRSA work in July.

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 21.6%, which equates to 94 pupils. This is higher than the National Average (14.8%). There are 13 pupils in the school who have an EHCP in place. This is higher than the national average of 3.5%.

The governors noted the breakdown of SEN specific needs and referrals made as detailed in the HT report.

Safeguarding:

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

CPOMS record	September 2024	February 2025	May 2025	July 2025
Child Protection	0	0	0	0
Child in Need	4	1	1	2
Looked After Children (LAC)	1	1	1	0
Early Help Assessment	0	0	0	1
Number of cases closed	0	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 noted that the budget officer had met with the School Business Manager (SBM) and the year-end closedown, and report had been sent to the LA.

Budget brought forward: £67,306 from 2023/2024.

Income: £3,008,341

Expenditure: £2,977,443

Budget carried forward: £98203 to 2025/2026.

Premises:

The governors were referred to item 12- AOB on the agenda.

Health and Safety:

The governors noted that: -

- Lockdown has been completed
- Evacuation has been completed.

There were no further questions.

Dates and Events:

The governors were given the dates for key events, such as: -

30.06-31.08 2025 Building Works to the roof

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.

Monday 1 September 2025 INSET day.

Tuesday 2 September school opens.

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.		

6 Data 2024-2025

Data information was circulated to governors in advance of the meeting, and which highlighted the following: -

- A whole school overview
- Phase overviews for attainment and progress, which included the forever children.
- End of KS 2 data.
- The three data drops revealing progress for Reading, Writing and Maths.
- Attainment of pupils, for St Agnes forever children.

Phase attainment for KS1: -

<u>Curriculum Area.</u>	<u>Below</u>	<u>Working towards</u>	<u>Expected</u>	
Absent				
Reading %	14	28	50	8
Writing %	15	24	58	3
Maths %	12	24	56	8

Comparisons were made with forever and non-forever pupils. The governors noted that the forever pupils are achieving higher than the non-forever pupils. The data showed a very positive picture in terms of outcomes. LKS2 and UKS2 data was also shared with governors. It was noted that the trends for St Agnes' forever pupils is a strength and it was noted that plans are in place for pupils who join the school.

Q: Does the school think that there will be an impact for Nursery becoming part time?

We have asked other schools who also do this. Stanley Grove and CrowCroft Park have not had a negative impact, also, pupils who have some Nursery provision achieve better generally. The school recognises that the outcome will not be known for a Year.

End of KS data was presented to governors against last year: -

<u>Curriculum Area.</u>	2024	2025	National Average
Reading %	52	70	75
Writing %	57	56	72
Maths %	52	70	74
SPAG.	66	70	73
Science	64		
Combined %	36	48	62

Pupils achieving the higher standard: -

<u>Curriculum Area.</u>	2024	2025	National Average
Reading %	12	24	33
Writing %	9	2	12
Maths %	9	18	26

SPAG	19	20	29
Science	64		
Combined %	36	48	62

These results show a positive story in terms of attainment against the National figures. The school is moving in the right direction. Pupils who stay at St Agnes show excellent progress. The governors wanted to send their congratulations to staff and thanks for their hard work and commitment to the pupils. The governors stated that the data clearly shows the difference being at St Agnes School for a child's primary education.

The high percentage of transience is of concern, and this was shared by governors also. It was recognised that it is hard for teaching staff to improve pupil outcomes when pupils have been at other schools.

Q: What does combined mean?

This is the combined score for Maths, Reading and Writing. The governors notes that the SPAG mark is not included in the combined score and that science teacher judgment was outstanding.

The data for disadvantaged pupils was also presented for governors and the governors noted that of the 436 pupils 214 pupils are disadvantaged, and 149 pupils of the 436 pupils are forever pupils.

To complete the minutes, it was requested that the clerk be sent the data.

There were no further governor questions or comments.

	Actions or Decisions	Owner	Timescale
A	Send the clerk the data to enable accurate minutes.	Chris O'Keefe	

7 Resource Committee meeting (08.05.25)

The Chair of finance asked governors to note that the latest updated figures were in the HT report and that it was good that all governors were informed of the changes required to the budget and that there have been no changes since the last meeting. The governors were informed that the latest urgent spends, namely that of the boiler, will be considered in item 12, AOB under 'Premises'.

Chris O'Keefe left the meeting at this point.

	Actions or Decisions	Owner	Timescale

8 Policies for approval

The following policies was circulated to governors in advance of the meeting for approval: -
The governors were informed that there were no changes to these policies apart from dates.
Freedom of Information in conjunction with global policing: The governors approved this policy

Premises Hire: The governors approved this policy.

	Actions or Decisions	Owner	Timescale

D	Freedom of information in conjunction with Global Policing: Approved	LGB	Annual
D	Premises Hire: Approved	GB	Annual

9	Governance Matters								
<u>9.1 Chair's report:</u> The governors received a verbal report from the Chair highlighting the following: - There has been excellent communication with the HT about the events in school.									
<u>9.2 Governance Membership:</u> Vacancies: There is an Ex-officio vacancy Parent Election: There was a parent election on Wednesday of this week (9.07.2025). There were two candidates: - Mteen Din and Mr Farooq. Mteen Din was successful as parent governor. Her term of office is 09.07.2025- 08.07.2029. Thanks were expressed to all parents who voted. The governors were informed that no votes were counted if they were not in envelopes. Clerk gave a forward notice of the 2 Foundation governor appointments, which are due, in July and September 2025. The governors were informed that the Parochial Church Council will be responding to one of the vacancies. The other would be arranged at Diocesan level, and this would require Cath Collinson to apply to the Diocese via Ruth Gent. Helen Thompson will contact the Diocese to ensure the application form is sent out to Cath Collinson.									
<u>9.3 Governor Training:</u> There is nothing further to add except that the Safeguarding training will be completed, by all governors, in September 2025.									
<u>9.4 Link governor monitoring:</u> Link visit for Music has been completed. The Pupil Premium Sports Report will be available in the autumn term.									
<table border="1"> <thead> <tr> <th></th> <th>Actions or Decisions</th> <th>Owner</th> <th>Timescale</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Pupil Premium Sports Report: available in the autumn term.</td> <td>GB</td> <td>Autumn term</td> </tr> </tbody> </table>			Actions or Decisions	Owner	Timescale	A	Pupil Premium Sports Report: available in the autumn term.	GB	Autumn term
	Actions or Decisions	Owner	Timescale						
A	Pupil Premium Sports Report: available in the autumn term.	GB	Autumn term						
10	Schedule of Governing Body (GB) meetings for 2025-2026								
The following dates were approved for the next year's GB meetings. All meetings continue to be on Thursdays except for the final GB of the year, in July.									
<u>10.1: GB meeting dates:</u> <ul style="list-style-type: none"> - October 2 at 4.30pm - December 11 at 4.30pm - March 26 at 1.30pm - May 21 at 4.30pm - Wednesday July 8 									
<u>10.2 Resource Committee meeting dates:</u> <ul style="list-style-type: none"> - October 23 at 4.30pm - February 5 at 4.30pm - May 7 at 4.30pm 									

10.3 Pay Committee Date:			
– October 23 at 3.00pm			
	Actions or Decisions	Owner	Timescale
D	GB meeting dates and times approved.	LGB	

11/1 2	Confidential items/ AOB		
There were no confidential items declared at this meeting.			
There was one item of AOB declared at this meeting: -			
<p>1. Premises:</p> <ul style="list-style-type: none"> – The governors were informed that the school has received an adjusted timings for the building work. – The school has had a boiler failure, on Wednesday 8th July. The repair could not be accelerated as there was no hot water or water pressure. Advice had been sought from the Local Authority (LA). After discussion with LA and following health and safety (H&S) guidance it was agreed to close the school until the boiler is repaired. The order for the new boiler has been processed and will be on the school site on Monday 14th July. It has been agreed with the LA, that the earliest the school can be re-opened is Wednesday 16th July 2025. 			
<p><i>Q: What will the cost of a new boiler be?</i> It will cost £14,000.</p> <p><i>Q: What does the £14,000 cover?</i> It will cover the installation and the restoring of services.</p> <p><i>Q: Is home learning taking place online?</i> Yes, there is provision. Teachers have been directed to provide learning online for their pupils. This was confirmed by parent governors at the meeting. Work has been created across the curriculum and photos have been encouraged to be taken. Year 6 activities have also been planned for when the school reopens.</p> <p><i>Q: How can the school be sure that work is taking place and people are not going away on holiday during the nice weather?</i> This has been monitored by the teachers through the engagement of their pupils. The school cannot prevent families from taking holiday during this period, but it has been the families known already to the school who have taken advantage of the school closure.</p> <p><i>Q: How will this situation affect the rental of the hall?</i> It will not affect the Sunday rental. Also, the planned holiday club will also be able to continue, but with a more limited capacity.</p> <p><i>Q: How much money did the Summer Fair raise?</i> The summer fair raised a total of £2,500, despite the inclement weather.</p> <p>The governors were informed of the Friday leavers assembly and volunteers were confirmed to make the presentations to the Year 6 pupils, (Helen, Cath and Leslie).</p>			
	Actions or Decisions	Owner	Timescale
A			

Date and Time of Next Meeting:	<p>LGB: Thursday 2nd October 2025 at 4.30pm in school.</p> <p>Pay Committee October 23 at 3.00pm</p> <p>Resources: October 23 at 4.30pm</p> <p>LGB: December 11 at 4.30pm</p>
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