

# Extraordinary Governing Body Meeting Minutes

School: St Agnes CE Primary School

Quorum: 5

Chair: Helen Thompson

Clerk: Andrew Crosbie

Date of meeting: 23 May 2019

Venue: St Agnes CE Primary School

## Attendance

Name	Governor type	'End of Term of Office' date	Present (P)/apologies (Ap)/absent (A)
Shoab Uddin	Acting Headteacher (HT)	N/A	P
Helen Thompson	Foundation (Chair)	07/09/22	P
Charlie Mok	LA	31/10/19	P
Lesley Gutteridge	Co-opted	22/03/21	P
Afeefah Ali	Co-opted	01/03/22	P
Margaret Taylor	Foundation	01/09/20	P
Catherine Collinson	Parent (Vice Chair)	01/03/21	P
Bethan Jones	Co-opted	01/09/22	P
Rev Eugenia Adoyo	Foundation	N/A	P
Aurangzeb Farooq	Parent	10/02/20	Ap
Anwar Gulzar	Parent	10/02/20	Ap
Sarah Oxley	Staff	01/03/22	Ap

## Others present

Name	Role
Andrew Crosbie	Clerk (One Education)
Nigel Bancroft	Shadow Clerk (One Education)
Shelley Lynton	Acting Deputy Headteacher
Gareth Elswood	School Adviser

## Agenda Items

<b>1</b>	<b>Apologies &amp; Welcome</b>		
The Chair welcomed everyone to the meeting. Apologies were accepted from Aurangzeb Farooq, Anwar Gulzar and Sarah Oxley.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>2</b>	<b>Declaration of Interest</b>		
There were no pecuniary interests expressed regarding any of the agenda items.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>3</b>	<b>Minutes of Previous Meetings and Matters Arising</b>		
<u>GB Meeting 21.03.19</u>			
The minutes of this meeting (21.03.19) were approved as an accurate record and a copy was signed for retention on file.			
Matters Arising			
Page 2, item 3			
The SIP has been updated post-Ofsted and is the main item in today's meeting.			
Page 4, item 4			
GDPR training is now offered as standard to all new staff as soon as they start.			
Page 7, item 6			
In compliance with GDPR, staff and visitors names are now initialised in all reports. A parent workshop to offer Ramadan advice was held ahead of KS2 SATS			
Page 11, item 10.1			
Charlie Mok has link governor visits to discuss Sports Premium and Pupil Premium arranged for June. Eugenia to try and arrange a SMSC link governor visit this term. Helen to arrange another SEN link visit this term.			
Page 11, item 10.2			
Chair confirmed she has issued an invitation this week to a Finance for Governors training session being organised by MGA. This will be a very useful training opportunity for all governors, not just those on the Finance committee. It will take place at the Irish Heritage Centre in Cheetham Hill and 2 governor places are available. Any governors interested to contact Chair.			
Page 12, item 12.4			
The confidential item appendix has not been circulated to the wider governing body but has been approved by the Chair.			
<u>Extraordinary GB Meeting 25.04.19</u>			
The minutes of this meeting were approved as an accurate record and a copy was signed for retention on file. Any matters arising will be discussed in today's meeting.			

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Minutes of recent meetings 21.03.19 and 25.04.19 were approved and signed.</li> <li>SEN and SMSC Link Governor visits to be arranged for summer term.</li> </ul>	Governing Body  Chair/Eugeniah	

<b>4</b>	<b>Post OFSTED Action Planning Update</b>
	<p>Gareth Elswood updated governors on the purpose of the post-Ofsted action plan, which is essentially intended to help get the school back to a 'Good' Ofsted rating and give governors confidence that their actions are having an impact.</p> <p>Gareth confirmed he has had regular meetings with HT to develop the action plan and to identify priorities. He thanked the senior leadership team and all school staff for their very positive attitude throughout the planning process. It is evident that they are all fully committed to getting the school back on track after the initial disappointment of the Ofsted inspection.</p> <p>Following a previous meeting, which included a training session to help governors understand the implications of 'Requires Improvement' (RI), tonight's meeting is about setting the road map for delivery of the action plan.</p> <p>As well as numerous one-to-one meetings with HT, Gareth has also had various subject development meetings with subject leaders, some of which are new to their posts. More recently, one-to-one interviews have been carried out with subject leaders enabling them to share their feedback. These interviews confirmed a number of very capable staff, highly confident when talking about their specific subject areas. However, it also identified some staff who are in need of more support and a higher level of challenge from the leadership team.</p> <p>Although the Ofsted RI judgement included some positive feedback, for example safeguarding and EYFS were both graded 'Good', other areas including Governance and Leadership were not and now need to strive to achieve Good.</p> <p>Page 2 of the Action Plan includes a Vision Statement and governors were reminded to read through this statement and ensure they are happy to support all aspects of it.</p> <p>Page 4 of the Plan summarises the School Context. This essentially provides governors with a reference document overview of the school and the ideal briefing script if and when the follow-up Ofsted inspection takes place.</p> <p>Page 5 of the Plan provides a School Summary, tracking key information for the past 3 years from 2016.</p> <p>Page 6 of the Plan outlines the 5 priority areas, identified by the HT:</p>

- Priority 1 and 2 – quality of education
- Priority 3 – leadership and management
- Priority 4 – behaviour and attitudes
- Priority 5 – early years

Leadership and Management was identified as a priority by the Ofsted inspection. EYFS was graded Good but HT is keen to ensure this remains a priority. Behaviour and Attitudes was also not something identified as an issue by Ofsted but HT believes it is important this too remains a priority.

Pages 7 to 15 of the Plan provide the detail behind each priority. The sections highlighted in red indicate the key questions governors should be asking to hold the leadership team to account throughout the year. Gareth reiterated that for a school to move from RI back to Good, significant, ongoing momentum is needed and therefore Governors need to refer to this document regularly and certainly at every governors' meeting throughout the year.

Gareth commended this draft document to the governing body as their own School Improvement Plan (SIP) and governing body agreed they were all happy with the update.

The second part of the meeting saw the governors divided into 3 group of 3 to discuss specific priorities before sharing key discussion points with the whole group.

Priorities 1 - Bethan, Shelly and Eugenia:

Governors should consider attending Quarterly Assurance reviews in order to assess and compare the consistency of external and internal reviews.

Governors should challenge some of the support plans that are in place for less than good teaching staff, but should all ensure effective reward and recognition for good staff.

Governors recognised there is an assumption that everyone understands education terminology. This is not always the case. Taking time to ensure governors understand basics, for example 'what does a Learning Walk actually entail?' is essential.

Priority 2 – Afeefah, Lesley and Charlie

Governors need to understand the assessment process when it comes to attainment and progress. What is different, what are the success criteria?

Priority 3 – Helen, Margaret and Cath

The governors' meetings calendar needs to be more aligned with the school calendar so that, appropriate reports and feedback on, for example, link governor visits or learning walks, can be brought to these meetings.

Senior leaders need to be more closely monitoring middle leaders. Governors need to be regularly checking what is being done, is it what was expected and, if not, why not?

When it comes to finalising committees for next year, it must be ensured that every governor is on at least one committee.

With respect to this final comment, Gareth proposed it would be useful for the SIP to include a couple of appendices, one which spells out all the Link Governor roles and another which carries the monitoring schedule for governor involvement across the calendar year. These will help map out all governors' responsibilities within the action plan and ensure these are shared rather than falling to a few individuals.

Gareth advised that he had listened in to the various sub-group conversations and will type up his summary of what he heard being discussed.

Gareth also advised that, together with HT, he will try to include some budgetary considerations within the SIP. At the moment there are only very loose costings included but each priority requires a more explicit financial breakdown.

Gareth also advised governors that they should desist from ever asking the HT for a broad brush update on SIP progress. 'Shallow discussion is poor discussion' and therefore it will be far more beneficial for governors to challenge on specific aspects or priorities within the plan.

When preparing agendas for GB and committee meetings, Chairs and Clerk need to ensure that aspects of the SIP are identified and prioritised for discussion. If meetings go into detail on specific aspects then HT advised that progress against all other priorities in the SIP will be provided in a RAG-rated summary.

Gareth also advised governors that there will be occasions when 'events' will change the priorities of the leadership team, and potentially switch the focus of the SIP, for example responding to exam results. By the time of the next GB meeting in July, the first raw, unvalidated results will be available for review.

Helen thanked everyone for attending the meeting and Gareth for his contributions.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>• Link Governor and monitoring schedule appendices to be included in the SIP.</li> </ul>	Gareth Elswood/HT	
	<ul style="list-style-type: none"> <li>• Summary of sub-group discussions to be written up and shared with HT.</li> </ul>	Gareth Elswood	
	<ul style="list-style-type: none"> <li>• Budget allocations to be included in the SIP.</li> </ul>	Gareth Elswood/HT	

<b>5</b>	<b>AOB</b>
None	

			<b>Timescale</b>
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<b>Date and time of next meeting:</b>	<b>Thursday 11<sup>th</sup> July 2019 @ 6pm.</b>
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