

# Governing Body Meeting Minutes

**School: St Agnes CE Primary School**

**Quorum: 5**

**Chair: Helen Thompson**

**Clerk: Andrew Crosbie**

**Date of meeting: 21 March 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
Shelley Lynton*	Acting Deputy Headteacher (DHT)	N/A	P
Helen Thompson	Foundation (Chair)	07/09/22	P
Charlie Mok	LA Governor	31/10/19	P
Lesley Gutteridge	Co-opted Governor	22/03/21	P
Aurangzeb Farooq	Parent	10/02/20	P
Afeefah Ali	Co-opted Governor	01/03/22	P
Bethan Jones	Co-opted Governor	01/09/22	P
Margaret Taylor	Foundation	01/09/20	P
Catherine Collinson**	Parent (Vice Chair)	01/03/21	P
Anwar Gulzar***	Parent	10/02/20	P
Rev Eugenia Adoyo	Foundation	N/A	A
Sarah Oxley	Staff Governor	01/03/22	Ap

\*Left the meeting before confidential AOB item 12.4

\*\*Joined the meeting at the start of item 6

\*\*\*Left the meeting at the start of item 6

## Others present

Name	Role
Andrew Crosbie	Clerk (One Education)

Shane O'Neill***	Global Policing
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\*\*\*\*Joined the meeting for item 4 only.

## Agenda Items

<b>1</b>	<b>Apologies &amp; Welcome</b>		
The Clerk welcomed everyone to the meeting. There were apologies from Sarah Oxley and Cath Collinson advised she would be arriving late.			
	<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 Meeting (06.12.18) and Matters Arising</b>		
The minutes of the previous meeting (06.12.18) were approved as an accurate record and a copy was signed for retention on file.			
<u>Matters Arising</u>			
Page 6, item 7 HT has updated the SIP with a new strategic objectives column.			
Page 9, item 11 The report on the Single Central Record spot check was referenced in the Ofsted inspection and no longer needs to be circulated.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Minutes of last meeting 06.12.18 approved and signed.</li> <li>SIP updated to include objectives column.</li> </ul>	Governing Body  HT	

<b>4</b>	<b>GDPR - Global Policing Presentation</b>		
Shane O'Neill was welcomed to the meeting to update governors on his company, Global Policing, and the work it is doing with the school in respect of GDPR.			
Global Policing is responsible for ensuring adherence to GDPR and is currently supporting some 100 schools across Manchester. It began working with St Agnes in May 2018, completing a thorough review of all school systems, as well as third party organisations it works with, before drawing up a comprehensive action plan. Once an audit has been completed next week, all actions will have been completed.			
Global Policing would also be responsible for handling the process following any GDPR breaches, though there have been none yet at the school. Full data access requests, usually brought as the result of a dispute, can be very costly and time			

consuming to a school and, fortunately, there has only been one to date at St Agnes.

As part of the Education Act, schools have a legal responsibility to retain all information on a pupil until they are aged 18, or 25 for a child with safeguarding concerns or special educational needs (SEN). No parent can ask for a child's information to be deleted.

Employees' information must be held throughout their time with an organisation. The day after an employee leaves the school they can ask for their information to be deleted but this would immediately disqualify them from subsequently requesting a reference.

Individuals can ask to see any personal information that is held which includes two pieces of named data, for example forename and surname. Anonymised or initialed information is preferable. Sensitive information, for example an individual's ethnicity, political persuasion or sexuality should be carefully protected. The medical conditions of pupils should not be publicly on view, unless it is essential that all teachers are aware of a condition and parental consent has been given.

The fines attached to serious GDPR breaches can be very severe, up to £0.5m for schools, far more for commercial organisations. Any breaches must be reported within a specific period of time and, provided it has been an honest mistake and is fully reported, fines would be unlikely. The larger risk is compensation-based legislation.

Within a school, GDPR responsibility rests with the Data Controller, who, at St Agnes, is the Head Teacher. It is the responsibility of all staff and governors to ensure that the Data Controller is being effective and fully compliant with GDPR. Shane is able to provide a regular update for inclusion in the HT's report to governors.

Chair advised that, at a recent LA Chairs meeting it had been suggested that governors should regularly review the school's Information Asset Register (IAR). Shane advised that the IAR deals with mitigation against high risk processes, of which there are very few in schools.

Q. Is there any data being collected and retained on children that has no legal basis?

No, as long as the information held by the school is linked to education and welfare of pupils it is legitimate. The main issue is ensuring that third parties do not misuse the data, so any requests for data should be robustly challenged.

Q. If staff, or governors, lose a phone containing emails, does this need to be reported as a potential breach?

This has been covered in staff training on GDPR. If a phone is pin-protected or uses fingerprint recognition then it should be reported as an internal breach. If the phone has no password protection then it is a more serious breach and needs a full report.

It is therefore important that staff and governors consider the content of their emails at all times and referencing named individuals, for example pupils, should be avoided where possible. If an email document does include a list of names, it should ideally be encrypted in a password-protected document. A common issue is the forwarding on or replying to emails which creates an email trail containing information not intended for all recipients.

Wherever staff use a personal mobile phone to access school emails they need to ensure they are staff password protected. Again, this will have been part of staff training and any new staff joining should be given this training asap. Staff should not be using pen drives.

Shane also advised governors to protect information received as part of governors meetings. They should be advised against printing off meeting minutes and advised to only hold paper copies of documents that are relevant.

Governors thanked Shane for his comprehensive update and advice.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>GDPR training to be offered, ASAP, to all new staff.</li> </ul>	HT	

## **5 Ofsted Inspection**

Although governors held an extraordinary meeting on the day of the Ofsted announcement, a copy of the full report was circulated for review. The inspection confirmed the school's overall effectiveness as Requires Improvement.

Q. Has there been any adverse reaction to the report from parents?

A meeting was promptly held with parents to allow open discussion on the report and there were some very valid questions and concerns raised. Though challenging, most parents' response was very positive. There were concerns as to why the school had gone from Outstanding in 2012 and HT had sought to explain the process of changes the school has gone through in recent years.

Only one family had decided to remove their children from St Agnes and send them to private school.

Q. What has been the reaction of staff?

There was initially great disappointment and a sense that the report was not a true reflection of the enormous hard work undertaken. However, staff remain very supportive of the HT and his senior leadership team. Because the report was quite specific about highlighting subject areas in need of development, one to one meetings have been held with certain staff that may be feeling most vulnerable.

The school has also tried to draw on the many positive messages that came out of the report.

Q. Might being an RI school open doors to any potential LA funding or service provision?

Not yet, but the development of NPQML qualifications for middle leaders, as recommended, is one area where some funding may be available.

The impact of the Ofsted report will be documented elsewhere in today's meeting.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

*\*\*Cath Collinson joined the meeting.*

*\*\*\*Anwar Gulzar left the meeting.*

## **6 | Head Teacher's Report**

A copy of the HT's report was circulated in advance to governors and the following issues were raised in discussion:

Page 3, Item 1 - Pupil Information

Q. Are the two free places in Nursery likely to be filled?

Yes, these places will be filled shortly.

Q. What are the reasons for more leavers?

Distance has been the reason for 3 leavers and one had a safeguarding issue. One child has left the country.

Page 4, Item 2.4 -2.6 - Staffing

Q. What actions are being taken to improve staff attendance?

2 of the absences have been unavoidable. One teacher was absent due to injury and one teacher underwent surgery. Both were part time staff. The school does try to ensure consistency of teaching and minimise the cost of supply teachers which are not always to the standard required. In the case of the staff member off with injury, teaching cover was provided by the Assistant Head.

Governors expressed disappointment that, whilst these circumstances were unavoidable, it is more often part time staff that are going absent and having the biggest impact on school costs.

Q. Are any absences in relation to work related stress?

Yes, one teacher has returned from long term absence on a phased return managed by HR. The teacher initially returned for half a day for the first 3 days and then gradually built up their timetable. They were kept away from situations that had triggered the original stress.

Page 4, item 2.7,2.8

Q. In terms of staff taking maternity leave, have either of them considered shared parental leave with their partners?

This does not refer to the post-natal leave period, in both cases staff are leaving to have their babies.

Page 4, item 3 - SEN

Q. Can the impact of SEN interventions be mapped or accessed for governors to have a better understanding of SEN needs?

The Chair and SEN Link Governor confirmed that she had visited the school and seen the interventions in practice. She now intends to return early next term to review the impact of the interventions and will report this back to the Governing Body. It was noted that the following quote in the Ofsted report affirmed the impact of interventions: *Pupils with SEND learn successfully because of the skillful help that they receive in lessons and in support sessions.*

Page 5, item 4 – Attendance

Q. What are the reasons for high Persistent Absence?

PA is currently 11.8% which is an increase on previous PA of 9%, up on Manchester at 10.4% and on National at 9.6%. The school continues to get a lot of holiday requests (14) and one child, who has been off school for 23 consecutive days, has now been taken off roll, though this has been taken to appeal. Another child taken off roll before half term is also going through the appeal process.

Q. What years are the worst for PA?

It is across the school but, currently, Reception and Y2 are the worst.

Q. Is there a parent perception that absence is not as serious until a child reaches KS2?

No, this is not a factor.

Q. What can the school do to prevent this unacceptable level of absence?

It is a case of maintaining ongoing dialogue with parents. HT has discussed this issue with the heads of other schools with a large SE Asian population and it is a problem common to them all.

Vice Chair praised HT for the very good parent consultations which update on children's attendance in school. However, she felt that a child with 94.4% attendance should not be reported to the parent as Good, compared to a child with 100% attendance reported only as Very Good.

HT confirmed that the children themselves are very well aware of attendance targets. A carnival event is planned in April, exclusively for pupils with 100% attendance. Because this will take place during the school day it will reinforce the importance of attendance to those pupils whose poor attendance has prevented participation in the carnival.

HT reported that another constant challenge is to try and restrict absence through persistent illness. This is often the fault of over-protective parents. There is a percentage of pupils that do have serious medical conditions and have to take time off for hospital visits, but there are others who are kept off school with very minor ailments.

Q. Are these persistently sick children referred to the school nurse?

Yes they are and evidence is also requested from parents in terms of doctors' notes or prescriptions.

Page 6, item 9 – Quality of Teaching

Q. How come the teaching of Spanish has been introduced?

Previously French was the modern language taught but the French teacher left the school. Another member of staff is a native Spanish speaker who is a TA in the morning and teaches Spanish to KS2 in the afternoon.

Q. When did Spanish start?

Just before half term in Spring Term 1. The lessons are taught exclusively in Spanish, the pupils really enjoy them and the staff member has proved a real asset to the school.

Page 7, item 11.8 – CPD

Q. What is RRS?

Rights Respecting Schools. The school began the RRS programme with a bronze award three years ago and got the silver award in 2017.

Page 7, item 14.1 - Other items

In light of the GDPR presentation, it was noted that visitors were named in full in the report. It was agreed that, in future reports, names would be initialised alongside role or title of individual.

It was also noted that Appendix 1 Staff List, page 10 lists full names and job titles of all staff. These too, to be initialised if they need including at all.

Page 8, item 14.7

Vice Chair advised that, despite initial teething problems, Parentmail, a new communication system between school and parents, is a much better system for booking parent consultations and messages.

Q. Does the school have any provision for Y6 pupils sitting SATS throughout Ramadan?

School's advice will be the same as last year, recommending no fasting for Y6 pupils unless obligatory. A parent workshop will be held to explain this.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>In compliance with GDPR, staff and visitors names to be initialised in future reports.</li> </ul>	HT	
	<ul style="list-style-type: none"> <li>Parent workshop to be arranged to offer Ramadan advice to parents of Y6 SATS pupils.</li> </ul>	HT	

<b>7</b>	<b>School Improvement Plan</b>
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Following the Ofsted report, the SIP is now colour coded, with the success criteria highlighted in blue to show aspects recognised as strengths in the Ofsted report and the aspects highlighted in grey as areas for development.

Q. When will the SIP next be reviewed?

Just after Easter and linked with the budget proposals.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>SIP review to be produced start Summer Term, aligned to budget proposals.</li> </ul>	HT	May 2019

<b>8</b>	<b>Committee Reports</b>
	<p>Two committee meetings have been held this term and the Committee Chairs provided a summary of key discussions.</p> <p><u>8.1 Standards &amp; Curriculum 21.09.19 Cath Collinson</u></p> <p>The main focus of the meeting had been an update on in-house data and pupil progress. It was noted that boys are performing significantly below girls in most year groups and that SEND is a major factor, with the majority of SEND pupils being boys.</p> <p>It was noted that, in line with Ofsted comments, whole curriculum coverage must now be a real focus in future meetings. English and Maths are still very important, because they are not yet at National, but a progress tracking system must also be in place for all other subjects.</p> <p>The SIP was also discussed and it was agreed that this now provides a very useful overview of exactly who is responsible for delivering the necessary tasks within the school plan. The SIP is also a useful document for Link Governors to refer to ahead of any planned school visits.</p> <p><u>8.2 Finance &amp; Resources 04.02.19 Lesley Gutteridge</u></p> <p>The Finance meeting was held shortly after the Ofsted visit was confirmed, and the day before the actual inspection itself, so it was a much quicker meeting than planned.</p> <p>Period 9 Budget Monitoring was reviewed and there was concern that agency supply teaching staff budget is £43k overspent. There is, however, still a very healthy carry forward surplus. The SFVS was signed off for submission to the LA.</p> <p>A termly staffing update provided a useful breakdown summary of permanent/supply/temporary staff, as well as the full and part-time split.</p> <p>There were plans to take on a new administration apprentice, using the Apprenticeship Levy, and an 18 year old has subsequently started and is doing very well.</p> <p>The sprinkler system repairs have all be completed and paid for, however the final cost was almost double the original quote.</p> <p>Q. Why was this so much more expensive? Additional and unavoidable repair items were identified as the project progressed. The work was essential and had to be undertaken urgently for insurance purposes.</p> <p>Q. Does the work come with a warranty?</p>



Warranty details need to be confirmed but an after-care programme has been agreed with the contractors.

Q. Does the sprinkler system cover the entire building?  
Yes.

The Accessibility Plan was also approved, however some areas for improvement were identified, for example, wheelchair assembly points.

Q. Are any of the staff or pupils wheelchair users?  
No.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

**9 | Policies for Review**

**9.1 Admissions Arrangements**

The only change to this policy is the date.

Page 3 – Applicants should apply direct to St Agnes Primary for a Nursery place. The guidelines for accepting Nursery admissions see siblings as having priority, followed by radius and those living in closest proximity to the school.

The majority of admissions are siblings, although numbers this year are just over half, compared with three quarters last year. This reflects the changing profile of the local community.

Q. Do the radius details need greater clarification in case they are challenged by a parent?

They are based on Manchester City Council guidelines.

It was noted that the school will need to have its admissions criteria for Nursery published to mirror its criteria for applicants seeking a place in Y6 from Reception. This will be published on the school website.

Page 5, second paragraph.

Delete 'ADVICE' and finish the sentence.

Subject to this minor amendment, governors approved the Admissions Arrangements.

**9.2 Teachers Pay Policy**

This statutory policy was reviewed in detail and approved by the Finance Committee. LGB ratified its approval.

Q. Does the Pay Policy only apply to teachers?

Teachers' pay is determined by the National Joint Council (NJC) pay and conditions document. Pay is linked to appraisal and performance management

systems and reviewed annually. Although support staff are referred to in the Pay Policy, their pay negotiations are driven by the unions and decisions are out of the school's hands.

### 9.3 SEND Report

The changes to page 3 of the SEND report were highlighted on a front cover summary sheet, which was welcomed by the governors.

The SEND Report was approved by governors.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Admissions Arrangements policy approved by governors.</li> </ul>	LGB	
	<ul style="list-style-type: none"> <li>Teachers Pay Policy ratified by governors.</li> </ul>	LGB	
	<ul style="list-style-type: none"> <li>SEND Report approved by governors.</li> </ul>	LGB	

## **10 | Governing Body Housekeeping**

Chair was pleased to report there are now no vacancies on the Governing Body.

### 10.1 Link Governor Visits

Zeb attended a Maths Link visit in February.

Afeefah attended an EYFS Link visit and walk through in January.

Cath to attend an English Link visit on 25<sup>th</sup> March.

Charlie to attend a PP & Sports Premium Link visit to be arranged later in early Summer Term.

Helen to attend a SEN Link visit in early Summer Term.

Eugeniah to attend an SMSC Link visit in early Summer Term.

Helen and Afeefah confirmed they had attended an LA Chairs Network briefing where the following was highlighted:

There will be a new Ofsted consultation framework from September 2019 which will see a review of inspection headings. There will be less focus on outcomes, more focus on curriculum delivery and quality. Any short inspection planned would involve an Ofsted inspector arriving the previous afternoon for a pre-inspection visit.

There was discussion of SATS administration and lessons learnt from last year, when there was evidence of some malpractice in Manchester schools. LA is seeking assurances from schools about the exam processes in place. HTs, for example, should not be invigilators as this prevents them from effective monitoring.

HT at St Agnes is not an invigilator. Governors are no longer allowed to attend and monitor exams as they may be called to investigate potential malpractice at a later date. It has been suggested that some teachers are 'over-aiding' pupils, for example by the way they look at them during an exam. As a result, staff should no longer 'patrol' the exam room but have designated stations in the room.

### 10.2 Training

As members of Manchester Governors Association (MGA), St Agnes governors are able to attend their training events. Chair updated on her attendance at a recent presentation from an external speaker on SEND. The content was very interesting and Chair will circulate copy of slide presentation to governors. Chair will also continue to circulate list of future training dates

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>• Summer term Link Governor visits to be arranged.</li> <li>• MGA SEND presentation slides to be circulated.</li> <li>• MGA training dates schedule to be circulated.</li> </ul>	Chair/Charlie Mok/Eugeniah Adoyo Chair  Chair	

## 11 HT Wellbeing

Governors asked HT how he is feeling, especially in response to the Ofsted inspection and report.

HT confirmed that the inspection had been a very intense couple of days and the impact of the report on all staff in the school cannot be underestimated.

In the aftermath, it has been important to take time to reflect on the Ofsted findings and then try and pick himself, and his team, up and renew efforts to improve. It had been very difficult breaking the news to staff, particularly after all their hard work.

DHT agreed that it had been heartbreaking news for the staff who took the report as a personal attack on their school. There was a constant influx of enquiries from staff as to why the school was considered RI, particularly from those staff whose subjects were referenced as needing improvement. HT and DHT had taken turns to speak to staff and they are already showing great resilience and a determination to address the issues raised.

HT thanked the governors for their attendance and assistance throughout the inspection.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>• HT wellbeing to remain an ongoing agenda item.</li> </ul>	Clerk	

**12 | AOB**

**12.1 Relationship & Sex Education (R&SE)**

This is a very topical issue, around which there is currently a lot of misinformation and misgivings, and the school has two meetings planned with parents on 22<sup>nd</sup> March to discuss the school's approach and the resources that will be used.

Whilst there has been no evidence to date at St Agnes of the negativity shown at other schools around the country, there is some parental anxiety and the meetings will be used to gauge the feeling of parents and offer reassurance.

Vice Chair advised that she herself found the content of some of the proposed books quite alarming, given the age of the pupils being targeted. It will be important to explain to parents precisely what needs to be taught by law.

Much of the media coverage has carried a lot of negative messages about the inappropriateness of content and HT acknowledged there could potentially be a backlash from parents at tomorrow's meetings, particularly given the ethnic and religious profile of the school.

The message from the school will be that any R&SE content will be age appropriate and linked into the principles of St Agnes as a Rights Respecting School. There will be no overt promotion or discussion of sexual orientation, but pupils do need to be comfortable acknowledging and discussing their own feelings and emotions.

**12.2 Gareth Elswood consultancy**

HT advised that Gareth has offered to renew his consultancy services with the school post-Easter if required. HT undecided on whether this is necessary at this stage.

Q. Would there be a cost involved?

Yes. Gareth was initially brought in to support HT through his first year as acting head, but the support ended early last Easter. Not all the allocated budget was used so there are no real financial implications if Gareth is reappointed. Decision deferred for now.

**12.3 10<sup>th</sup> Anniversary School Building**

The 10<sup>th</sup> anniversary of the school building will be marked with an event on Wednesday 27<sup>th</sup> March, 9.30 – 11.00am, which will include the burying of a time capsule. All governors are welcome to attend.

**12.4 Confidential item**

*\*HT and DHT left the room while a confidential item was discussed. This item has been minuted separately as a confidential appendix.*

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

**Date and time of next meeting: Thursday 4<sup>th</sup> July 2019 @ 6.00pm**

