



**St Agnes C.E. Primary School**  
**Governing Body Meeting**  
**Minutes**

**Quorum:** 6 (Met at this meeting)  
**Chair:** Cath Collinson  
**Clerk:** Andrew Crosbie  
**Date of Meeting:** 21 March 2024  
**Venue:** Hybrid – St Agnes and Teams (O)

### 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	21/09/25	P
Lesley Gutteridge	Co-opted	22/03/25	P
Muna Chowdury (O)	Parent Governor	02/04/24	P
Mteen Din	Parent Governor	01/07/25	P
Iram Ahmed	Staff Governor	31/03/25	P
Charlie Mok (O)	LA	31/01/27	P
Helen Thompson (O)	Foundation	07/09/25	P
Bunnessa Haque	Parent Governor	02/04/24	P
Afeefah Ali (O)	Co-opted	01/03/25	P
Dr Chisom Egedeuzu	Co-opted	16/03/27	A
Margaret Taylor	Ex-officio	01/09/24	A

### Others Present

Name	Role
Andrew Crosbie	Clerk, One Education
Chris O'Keefe	Deputy Head Teacher (DHT)
Leanne Brown*	Assistant Head Teacher (AHT)

*\*Joined the meeting for item 4.*

### Agenda Items

1	Apologies & Welcome
Chair welcomed everyone to the meeting, especially Bunnessa and Muna, attending for the final time. There were no apologies but Chisom and Margaret were both absent.	

<b>2</b>	<b>Verbal Declarations of Interest</b>
There were no declarations of interest expressed by governors with regard to any of the items raised on the agenda.	

<b>3</b>	<b>Minutes of Previous GB Meeting (15.02.24)</b>
The Governing Body approved the minutes of 15.02.24 as an accurate record.	
Chair signed a copy for retention on file in school.	
<u>Matters Arising</u>	
Page 2, item 3	
Two new parent governors, both mothers, have now been recruited and will meet with HT and Chair on 22 <sup>nd</sup> March. Their roles will be effective from April.	
Page 6, item 5	
Chisom still needs to complete his Safeguarding training and his DBS check. HT is trying to coordinate a date for him to come into school to complete both.	
Page 8, item 8	
The Premises Hire Policy is still awaiting final feedback and approval from Legal Team so will be deferred until the next meeting.	
Page 9, item 9	
Helen did share details of the Chairs' Briefing meetings. Lesley is hoping to attend the next online meeting on 26 <sup>th</sup> March and any other governors interested in attending should advise Helen.	
The skills audit will issued and completed in the summer term, once the new parent governors have been inducted.	

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Minutes of the previous GB meeting were approved.</li> </ul>	GB	April 24
<b>D</b>	<ul style="list-style-type: none"> <li>Appointment of two new parent governors confirmed.</li> </ul>	HT	
<b>A</b>	<ul style="list-style-type: none"> <li>Outstanding mandatory safeguarding training and DBS check to be completed by one governor.</li> </ul>	HT/Chisom Egedezu	
<b>A</b>	<ul style="list-style-type: none"> <li>Premises Hire Policy deferred until next GB meeting.</li> </ul>	HT	
<b>A</b>	<ul style="list-style-type: none"> <li>Skills Audit deferred until summer term.</li> </ul>	GB	

<b>4</b>	<b>School Improvement Plan</b>
Quality of Education & Personal Development	
HT shared a copy of the plan showing progress made during the Spring term to date. There will be no outcomes available until the next round of data.	
Quality of Education – Curriculum	

DHT and AHT shared a PowerPoint presentation on Curriculum plan, with the following highlighted in discussion:

A SWOT analysis was conducted on the current curriculum offering from Nursery to Y6, from which school's 'Our Vision' was produced identifying the gold standard curriculum offering.

The positives highlighted included school's improved focus on History and Geography, post 2019 Ofsted inspection, which has developed knowledge points and helped subject leads embed these in all subjects.

PSHRE is another curriculum strength, as is the Phonics programme based around Little Wandle, and Mastering Number.

Curriculum progress must be set within the broader context of the school upheaval and relocation of sites which had a big impact on all staff and pupils and did cause some trauma. The focus is now on re-developing a team culture which was slightly fractured during this upheaval.

The 'Vision' has now been developed into the St Agnes Culture, along with a plan of how to achieve this. DHT is now overseeing curriculum as a senior source of support, and data, pupil books, pupil voice and staff voice will all be looked at to help structure future actions and empower subject leads and middle leaders.

The school will re-establish cluster links with local schools and has already reached out to Bridegley for EYFS support.

The first subject review consultation has already taken place for Maths and was a very positive, team-led review. An induction booklet handbook has also been produced which will be very useful reference for newer members of staff, to help them better understand the St Agnes Culture and Vision.

The key areas which will be of immediate curriculum focus are Phonics, Vocabulary, English and Maths.

A Staff Governor noted the impact during Covid and the school move on pupils missing out on first hand experiences and trips, which always help to improve engagement, as do visits into school from outside parties, including ex-students. There are, of course financial and budgeting restraints on this activity.

Chair agreed that, however strong the curriculum, it is bought-in services and external experiences that pupils will always remember despite all the teachers' hard work.

Another governor liked the idea of former students coming back into school to update on their progress post-school.

HT agreed that all of this helps to prepare students for the future, starting with their move to high school. The Aspiration Day in the past has been really successful in highlighting different jobs and occupations, so that children can, from an early age, understand different career opportunities.

*Q. Does the school try to tie-in trips to aspects of curriculum?*

Yes, it is beneficial if pupils can appreciate that certain curriculum topics will involve specific external trips. A recent Y4 river trip to Glossop was a hugely successful example of this. Some SEND children that really struggle in the classroom, come to life and thrive in real life setting situations.

*Q. Will this Curriculum Update be brought back to governors for discussion?*

Yes, there will be a progress report in Autumn term.

*Q. Will school survey teachers to get their thoughts on curriculum impact?*

Yes, this has started with the first subject review in Maths, involving AHT getting the views of staff and the pupils' voice. The next subject review will be in English, followed by other subjects.

Chair thanked DHT and AHT for their presentation.

*\*AHT left the meeting*

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

## **5 Policies for Review and Approval**

An executive summary of minor changes to the following policies was shared:

**Risk Assessment Policy**

Minor amendments were noted and the policy approved.

**Behaviour for Learning Policy**

The main changes to this concern addition of 'The St Agnes Way' content. Policy was approved but will be brought back to governors again in September.

**Flexible Working Request Policy**

There have been a number of new legal changes introduced, effective from 6<sup>th</sup> April, which have been included in the policy. One of them concerns always consulting an employee before rejecting a flexible working request, which HT confirmed he already does anyway.

*Q. Has there been a significant increase in flexible working requests?*

Yes, in common with national trend, there has been an increase post-Covid.

*Q. Are requests concerned with hours of work, part time opportunities or unpaid leave?*

There are a combination of reasons for flexible working requests including job share or reduced hours. It does have a big impact and needs careful management, hence the need for a detailed policy to restrict the impact on operations.

*Q. Are all flexible working requests decided by HT?*

Yes, but in consultation with staff, and HT is always open to initially trialling for a period.

*Q. If, for example, a refused request followed a change of circumstances such as maternity, or affected childcare arrangements, do staff have an appeal option?*

Yes, there is an appeals process. Childcare is one example where flexible working has been offered on a trial basis. If there is an appeal and governors are involved, they must not have had any previous knowledge of the case.

This policy was approved.

The following are both standard LA policies:

Determined Admission Arrangements for Community and Voluntary Controlled Primary Schools 2024-25

Determined Co-ordinated Scheme 25-26

It was noted that school does not determine its own admissions anyway, so both these LA policies were approved.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Risk Assessment Policy approved.</li> </ul>	GB	
<b>D</b>	<ul style="list-style-type: none"> <li>Behaviour for Learning Policy approved.</li> </ul>	GB	
<b>D</b>	<ul style="list-style-type: none"> <li>Flexible Working Policy approved.</li> </ul>	GB	
<b>D</b>	<ul style="list-style-type: none"> <li>Determined Admission Arrangements for Community and Voluntary Controlled Primary Schools 2024-25 approved.</li> </ul>	GB	
<b>D</b>	<ul style="list-style-type: none"> <li>Determined Co-ordinated Scheme 2025-26 approved.</li> </ul>	GB	

## **6 GB Housekeeping**

Governor Vacancies

Recruitment of two new Parent Governors confirmed and effective from April 2024.

Link Governor Visits

Lesley Gutteridge visited school on Monday 18<sup>th</sup> March to accompany Sonja Butterworth on a QA visit around Behaviour and Attitudes, followed in afternoon by safeguarding meeting with DSL (DHT). Her visit included some very useful conversations over lunch with Y2 pupils. Lesley will submit her Behaviour & Attitudes report to next meeting.

Mteen has spoken to the Geography and History Leads, which was very positive, but now needs to arrange in-school meetings with both.

Lesley proposed that the current visit report form is quite daunting and needs to be simplified. The aide memoire shared by HT at this meeting was considered much more useful.

HT advised he has been shadowing Ofsted inspectors on some recent visits and established a good idea of inspectors' line of questioning which will help inform any future inspection at St Agnes. No inspection is imminent, it will probably be next academic year.

Lesley advised that school needs to re-establish closer links with the church and increase its SIAMS programme. HT has discussed this recently with the Diocese.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>A</b>	<ul style="list-style-type: none"> <li>Behaviour and Attitudes Link Report to be brought to next meeting.</li> </ul>	Lesley Gutteridge	02/05/24
<b>A</b>	<ul style="list-style-type: none"> <li>Link Governor Visit Report Form to be simplified.</li> </ul>	HT	

<b>7</b>	<b>HT Wellbeing</b>		
HT confirmed that, whilst very busy, everything is going fine and he is, as ever, being well supported by his leadership team.			
	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
	•		

<b>8</b>	<b>AOB</b>		
<p><b>BACS Payment System</b> Governors were asked to note that School Business Manager (SBM) is setting up a BACS online payment system to replace cheque payments. Governors approved this decision.</p> <p><b>Scheme of Financial Delegation</b> SBM has been shared some findings of a recent LA audit by another school and noted a couple of recommendations she can include in St Agnes's Scheme of Financial Delegation and Operational Financial Procedures Manual.</p> <p>When it comes to ordering of goods and services, HT and SBM can no longer be the signatories, this responsibility now falling to a Senior Management Team Member e.g. one of the Assistant Head Teachers.</p> <p><i>Q. Will the AHT's have enough information on, for example, purchase limits?</i> Yes, they will be briefed on this by HT or SBM.</p> <p>Change of signatories section in Scheme of Financial Delegation approved.</p> <p><b>Operational Financial Procedures Manual</b> Within this manual, it must now state who the school's 4 authorised signatories are for accepting goods delivered to the administration office.</p> <p><i>Q. Are there any potential GDPR issues with having staff names next to their signatures in the Manual?</i> No, only their names will appear in the manual. Their signatures will only be needed on the delivery docket.</p> <p>Governors approved this change to the Operational Financial Procedures Manual.</p> <p><b>Parent Governors Presentation</b> Chair noted that this was the final meeting for parent governors, Bunnessa and Muna, whose terms of office are now at an end. Both were thanked for their excellent service as governors and presented with floral bouquets. Bunnessa thanked HT and governors for all their help in what has been an interesting but very rewarding term of office across and beyond the Covid period. Muna thanked everyone and said it had been a privilege to be a governor and had taught her a lot. She wished St Agnes every success in the future.</p>			
	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	• BACS Payment System introduction approved.	GB	
<b>D</b>	• Scheme of Financial Delegation amendments approved.	GB	
<b>D</b>	• Operational Financial Procedures Manual amendments approved.	GB	

**Date and Time of Next Meetings:**

**F&R Meeting Thursday 2<sup>nd</sup> May 2024 at 4.30pm**

**Full GB Thursday 23<sup>rd</sup> May at 4.30pm**