



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

Quorum: 6 (Met at this meeting)
Chair: Lesley Gutteridge (Acting)
Clerk: Andrew Crosbie
Date of Meeting: 7 December 2023
Venue: St Agnes

Attendance

Name	Governor Type	End of Term of Office Date	Present (P) Apologies (AP) Absent (A)
Shoab Uddin*	Head Teacher (HT)	NA	P
Lesley Gutteridge (Acting Chair)	Co-opted	22/03/25	P
Muna Chowdury	Parent Governor	02/04/24	P
Mteen Din	Parent Governor	01/07/25	P
Iram Ahmed*	Staff Governor	31/03/25	P
Charlie Mok	LA	31/01/27	P
Helen Thompson	Foundation	07/09/25	P
Bunnessa Haque	Parent Governor	02/04/24	P
Cath Collinson	Foundation	21/09/25	Ap
Dr Chisom Egedezu	Co-opted	16/03/27	Ap
Margaret Taylor	Ex-officio	01/09/24	Ap
Afeefah Ali	Co-opted	01/03/25	Ap

Others Present

Name	Role
Andrew Crosbie	Clerk, One Education
Sarah Oxley* **	Acting Deputy Head (ADH)

*Left the meeting for confidential item 3

**Left the meeting after item 6

Agenda Items

1	Apologies & Welcome
	Apologies for absence were received and accepted from Cath Collinson, Chisom Egedezu, Afeefah Ali and Margaret Taylor. In Cath's absence, Vice Chair, Lesley Gutteridge acted as Chair. Apologies were also received for church's new priest, Father Lee who is due to join GB as new Foundation Governor.

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2	Verbal Declarations of Interest		
<p>There were no declarations of interest expressed by governors with regard to any of the items raised on the agenda. Some governors have still not completed and returned their Declaration of Pecuniary Interest forms which are now well overdue. HT has a record of those that haven't and will re-issue them with a copy of the form for completion.</p>			

3	AOB – HT's Performance Management Review		
<p>*All staff present were asked to leave the meeting whilst a confidential matter was discussed. A confidential appendix has been produced capturing these discussions.</p>			
	Actions or Decisions	Owner	Timescale
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4	Minutes of Previous GB Meeting (21.09.23)		
<p>The Governing Body approved the minutes of 21.09.23 as an accurate record and Acting Chair signed a copy for retention on file in school.</p> <p><u>Matters Arising</u> Page 8, item 10 Lesley Gutteridge has separately reviewed the Grievance, Bullying and Harassment Policy and confirmed this is now appropriate. Policy was approved.</p>			
	Actions or Decisions	Owner	Timescale
D	• Minutes of the previous GB meeting were approved.	GB	
D	• Grievance, Bullying and Harassment Policy approved.	GB	

5	Headteacher's Report		
<p>HT provided his report with a focus on Standards & Curriculum matters. It included the following key areas:</p> <ul style="list-style-type: none"> - Summary - Pupil Information - Staffing - Leadership & Management - Standards & Curriculum - Behaviour and attitudes (including attendance) - Personal Development - Safeguarding - Finance - Premises - Health & Safety - Dates and events for diaries <p>The following was highlighted in discussion and in governors' questions:</p>			

Successes

The de-cant back to St Agnes from Co-op and Slade Lane worked extremely well with all staff helping to ensure the school was made ready to welcome everyone back after half term.

An open afternoon for parents was well attended and allowed families to see the school, meet their children's teachers and visit the classrooms. Children arrived back into school very smoothly. Governors congratulated staff and pupils who made this smooth return possible.

The school celebrated the Gold Award for Peace Mala, which is a huge achievement.

Challenges

This has, however, been an extremely difficult term with the loss of a TA who suffered a stroke whilst in school and sadly passed away in hospital. Supporting affected staff, maintaining morale and wellbeing has therefore been at the forefront of efforts by SLT and involved staff.

Due to this loss, and other absences, getting cover has been difficult and is being addressed. Recruitment has started which will hopefully alleviate pressures.

Pupil absence is also a huge concern. Illness, as well as term time holidays, continues to be the issue. Staff absence has also been high after a positive start, with various illnesses, including some Covid-related, a problem.

Pupil Information

Q. Were there any changes between the September 2023 figures and numbers submitted in Autumn census?

School now has 455 at census, 2 more pupils than September, which is positive.

There are currently 154 PP pupils, 154 FSM pupils, 6 EHCP and 94 SEN pupils.

Attendance

Whole school attendance is currently 91.6%, compared with 95.04% in Manchester and 94.8% nationally. PA is 22.16% compared with Manchester's 95.4% and SA is 3.44%, compared with 2.28% nationally.

Safeguarding

There are 2 pupils in Child Protection, 4 Children in Need and 2 Looked After Children who are subject to a care order.

There were no further questions on the report and Chair thanked HT for his comprehensive update.

	Actions or Decisions	Owner	Timescale

6	Pupil Performance
	<p>ADH provided an update on Pupil Performance with the following highlighted in discussion:</p> <p>Teacher assessments were completed at the end of Autumn 1 before school left the Co-op. The data is, perhaps understandably, lower than usual, reflecting the impact of the past year's school move. It provides key performance information to inform action planning and a baseline from which to progress.</p>

Upper KS2 data is a bit more resilient. The way of assessing has changed and school is trying to monitor whether children are on track at each point, so would be expected to be quite low.

Q. Is it the case that Y2, sitting SATs, have the lowest figures.

Yes, the biggest priority and success story in KS1 has been Phonics, where a lot of work has been done, and Writing has not quite caught up. There will be a push now to try and get children to apply Phonics learning to improve writing.

Within Early Years, 27% of Nursery and 30% of Reception are on track to achieve prime areas of learning. Progress has been impacted by the large number of children with highly complex SEND needs within this cohort.

The Phonics scheme and Mastering Numbers for Maths is now embedded and shows impact on progress as children come into KS1.

Current assessments show 62% of Y1 pupils are on track (61% at the end of last year) and it is expected this will increase further. Y1 interventions and Reading groups are working well to address gaps in learning and helping children who missed early teaching of the scheme in Reception to catch-up.

A traffic lights rated progress matrix was shared which is used to quickly identify pupils at risk of underperforming. It runs from Red which is Below, through Amber - Working Below, Green - Expected and Blue which is Greater Depth. Teachers work with phase leaders to develop Class Action Plans which address any needs.

Pupil mobility is having an increasing impact on data. For example, 17 of the 60 pupils in Y2 have only arrived in the past 12 months and only 71% have been at St Agnes since Reception, with 70% at St Agnes from Reception in Y6. If International New Arrivals do not have any English to start with then it presents an extra layer of challenge.

St Agnes is now receiving a different profile of INA family and, though some pupils make fantastic progress in learning a new language within a year, this is progress that is unfortunately not measured.

Q. Why is this progress not captured?

It could be but the DfE has no interest in measuring this progress.

Chair thanked ADH for her update.

***Sarah Oxley left the meeting*

	Actions or Decisions	Owner	Timescale
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7	Committee Reports
	<p>Pay Committee 20.10.23 Minutes were shared from this meeting, summarising pay performance recommendations made for 20 staff. All pay grade increases were ratified by GB and will be backdated to September 1st 2023.</p> <p>F&R Committee 19.10.23</p>

Minutes were shared from this meeting, including review of Period 6 Budget Monitoring which showed a healthy surplus of £93k thanks to prudent financial management.

SBM anticipated that by end November all outstanding invoices relating to the relocation should be reimbursed by the LA, including final coach costs.

HT proposed a number of school fundraising initiatives at the meeting, including the Breakfast Club which has been up and running for past 4 weeks. Attendance is slow but growing. By the time of the next F&R Committee meeting, the school should be able to update on Lettings Policy and external use of school buildings.

	Actions or Decisions	Owner	Timescale
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8	Pupil Premium Statement		
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HT shared a copy of the latest Pupil Premium Statement which shows 34% of pupils at St Agnes are eligible based on October census, and funding allocation is £169,757.

The document includes school's statement of intent, detailed challenges, intended outcomes and proposed activity this academic year with budget allocation for each.

Statement was approved for publication on the school website by the end of December.

	Actions or Decisions	Owner	Timescale
D	• Pupil Premium statement approved for website publication.	GB	Dec 2023

9	Sports Premium Statement		
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The Sports Premium Action Plan was shared highlighting 5 key indicators of improvement and a total budget of £19,560.

Q. Has there been any decision yet on long term provision of this funding?

No, it is continuing for now but without any government clarity on whether it will be retained in the future.

Q. Given the limitations of the school buildings, and the lack now of the rooftop playground, can the school still maintain a minimum of 2 hours' P.E. provision per week?

It remains a challenge.

Q. Is Rushford Park still an option?

Yes, potentially in the Spring and Summer when weather is better. It has provided good whole year group provision in the past.

Q. Will school be able to use the outside roof space?

Only for limited more 'static' exercises such as yoga. Pupils are, unfortunately, now prohibited from running round this space. It is now officially referred to as a roof terrace, but using it for a family 'Movie Night' in the summer might be one positive option.

Q. Can families still choose to donate towards St Agnes funds and can this be used to support Pupil Premium or Sports Premium?

Yes they can donate but it has to be used to support whole school activities such as, for example, school trips. Families have, however, not been contributing and a reminder needs to be issued in the next newsletter.

The Sports Premium Action plan was approved by governors for publication on the school website by end of December.

	Actions or Decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Sports Premium Action Plan approved for website publication. 	GB	Dec 2023

10 School Improvement Plan

HT shared a copy of this RAG-rated SIP which is a living document revisited regularly by the SLT and now including data up to the end of 2023. Many of the items remain on Amber with work still to be done.

Q. How often is the document reviewed?

At the end of each term by SLT.

There will be a focus on introducing more Link Governor visits next term which tie in with the SIP, starting with English.

The SIP will be reviewed in much more detail at the February meeting when more progress will have been made.

	Actions or Decisions	Owner	Timescale
A	<ul style="list-style-type: none"> SIP to be reviewed in detail at next GB meeting. 	HT	15/02/24

11 Policies

Hyperlinks within the online agenda were shared for the following policies requiring approval: Any changes to the documents were highlighted on the front page but were, in most cases minimal or unchanged.

Complaints Policy
Policy approved.

Children with Health Needs

Q. Are there still any children in school with chronic health needs?

Only a couple. One requires regular insulin and one in Early Years has cystic fibrosis. The policy ensures that there is a qualified member of staff to oversee, for example, administration of medication.

Policy approved.

Disciplinary & Dismissal Policy

The Staff Dismissal and Appeals Committees will comprise governors not previously involved in any disciplinary or dismissal panels.

Policy approved.

ECT Induction

Unchanged Policy approved.

Exclusion Policy

Fixed Term Exclusions are now referred to as Suspensions.
Policy approved.

First Aid Policy

The upper playground must now be referred to in this policy as a 'roof terrace'.
Policy approved.

Pay Policy

This was approved by Pay Committee and ratified by GB.

Teacher Appraisal Policy

This was approved by Pay Committee and ratified by GB. It has now been shared with staff.

	Actions or Decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Complaints Policy approved. 	GB	
D	<ul style="list-style-type: none"> Children with Health Needs Policy approved. 	GB	
D	<ul style="list-style-type: none"> Disciplinary and Dismissal Policy approved. 	GB	
D	<ul style="list-style-type: none"> ECT Induction Policy approved. 	GB	
D	<ul style="list-style-type: none"> Exclusion Policy approved. 	GB	
D	<ul style="list-style-type: none"> First Aid Policy approved. 	GB	
D	<ul style="list-style-type: none"> Pay Policy ratified. 	GB	
D	<ul style="list-style-type: none"> Teacher Appraisal Policy ratified. 	GB	

12 GB Housekeeping

Governor Vacancies

The GB has its full complement of governors, subject to confirmation on Father Lee and Margaret Taylor's roles in the future. Helen agreed to raise this issue with the Diocese which needs to confirm Foundation Governor roles within the GB.

Link Governor Visits

Acting Chair confirmed she recently attended school to oversee Single Central Record (SCR) review and make senior leaders aware of its contents. The SCR has been unaffected by the move or the recent technical issues and is currently accurate, up to date and well maintained. She also tried, unsuccessfully to access the latest Chairs' Briefing.

Link Governors now need to get back into a regular routine of school visits next term. HT will re-issue a calendar of appropriate visit times and provide relevant staff contact for each link so governors can make contact.

Governor Training

One Parent Governor has had difficulty accessing online Safeguarding training. HT to re-issue another link for her to try, otherwise there is the option to access the training in person, in school.

	Actions or Decisions	Owner	Timescale
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A	<ul style="list-style-type: none"> • Link Governor visits calendar and staff contacts to be circulated. 	HT	
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12	HT Wellbeing		
<p>Acting Chair suggested that HT and his team were probably exhausted after the challenges of the past term and were ready for the Christmas break. She proposed that, with just 6 school days left before breaking up for the holidays, the school should abandon regular lessons and try to have some more fun activities for the children. HT was happy to take up this proposal.</p> <p>It is hoped that the arrival of the new Deputy Head Teacher in January will also reduce the workload burden on the HT.</p> <p>HT confirmed that it has been a strange and very turbulent term trying to meet the high needs of many of the pupils in challenging site conditions, with even the return to the old school site overshadowed by the sudden death of a member of staff. Acting Chair reminded HT that all governors are always available if he needs to talk or raise any issues.</p>			
	Actions or Decisions	Owner	Timescale

13	AOB		
None.			
	Actions or Decisions	Owner	Timescale
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Date and Time of Next Meeting:	<p>Thursday 15th February 2024 4.30pm at Hamilton Road site. Charlie gave his apologies as he will be on holiday.</p>
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