



**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 September 2023  
**Venue:** St Agnes, Slade Lade

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

O – joined online

M – joined via mobile phone

\*Left the meeting after item 10

### Others Present

Name	Role
Andrew Crosbie	Clerk, One Education
Sarah Oxley	Acting Deputy Head
Leanne Brown	Acting Deputy Head

### Agenda Items

<b>1</b>	<b>Apologies &amp; Welcome</b>
The Acting Chair welcomed everyone to the first meeting of the new academic year.	

Apologies for absence were received and accepted from Lesley Gutteridge, Helen Thompson, Bunnessa Haque and Margaret Taylor. Muna Chowdury was absent. Apologies were also received from church's new priest, Father Lee who is due to join GB as new Foundation Governor.

Margaret Taylor's ex-officio governor role was again discussed, given that her involvement in the GB has, for some time now, been compromised by her health and mobility and not being able to attend meetings online. The logical step would be for Father Lee to replace Margaret on the GB and it was suggested that Helen Thompson should discuss this directly with Margaret.

2	<b>Verbal Declarations of Interest</b>
<p>There were no declarations of interest expressed by governors with regard to any of the items raised on the agenda. Declaration of Pecuniary Interest forms were issued to all governors present for completion, signing and return to HT. Non attending governors to also be sent a copy of form for completion.</p>	

3	<b>Election of Chair and Vice Chair</b>		
<p>Helen Thompson has confirmed that, unfortunately, she is unable to continue as Chair of Governors this year. Following nominations, discussions in the meeting, and separately offline with Lesley Gutteridge, the following appointments were confirmed for this year: Cath Collinson will be Chair and Lesley will be Vice Chair.</p>			
	Actions or Decisions	Owner	Timescale
D	<ul style="list-style-type: none"> <li>Cath Collinson appointed as Chair of Governors for one year.</li> </ul>	GB	1 year
D	<ul style="list-style-type: none"> <li>Lesley Gutteridge appointed as Vice Chair of Governors for one year.</li> </ul>	GB	1 year

4	<b>Appointment of Clerk</b>		
<p>The Service Level Agreement with One Education to provide clerking services was confirmed for another year.</p>			
	Actions or Decisions	Owner	Timescale
D	<ul style="list-style-type: none"> <li>One Education re-appointed to provide clerking service.</li> </ul>	GB	1 year

5	<b>Minutes of Previous GB Meeting (13.07.23)</b>		
<p>The Governing Body approved the minutes of 13.07.23 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 6 Refresher training course information was circulated. 23/24 meeting dates were circulated. F&amp;R Committee membership has been confirmed and Committee Terms of Reference updated.</p>			
	Actions or Decisions	Owner	Timescale
D	<ul style="list-style-type: none"> <li>Minutes of the previous GB meeting were approved.</li> </ul>	GB	

D	<ul style="list-style-type: none"> <li>All matters arising have been completed.</li> </ul>	GB	
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<b>6</b>	<b>Headteacher's Report</b>
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HT provided his report with a focus on Leadership & Management matters. It included the following key areas:

- Summary
- Pupil Information
- Staffing
- Leadership & Management
- Standards & Curriculum
- Behaviour and attitudes (including attendance)
- Personal Development
- Safeguarding
- Pupil Premium
- Sports Premium
- Finance
- Premises
- Health & Safety
- Dates and events for diaries

The following was highlighted in discussion and in governors' questions:

**Successes**

The new academic year has started positively with all staff present and routines quickly put in place to ensure there is smooth running of the school. Parents are happy with the school despite the challenges.

**Challenges**

The transport aspect continues to present challenges, though there are now 4 coaches with one doing a double-back which has improved the service.

Due to the Co-op Academy's new intake which has increased numbers, the space available to St Agnes pupils and their timetable has greatly reduced.

*Q. Are the children's break and lunch time affected in any way by this?*

The school has moved timings around KS1 break and lunchtimes are earlier.

**Pupils on Roll**

There are currently 453 pupils on roll, up on September 2022 figure of 436, and the PAN is 465. School has had new intakes at the start of the year which is positive, but all of the new intakes are International New Arrivals (INA) which is a challenge as school is unable to familiarise and welcome the families properly.

*Q. Is the school limited to how many INA pupils join, compared to pupil intakes in other schools?*

No, school is below PAN so the priority is to fill spaces.

*Q. Are the reduced pupil numbers in Reception reflected across other cluster schools?*

Yes, discussion with other Longsight heads suggests it is a similar picture across the area, though St Agnes is doing slightly better than a couple of other cluster schools.

*Q. Why are numbers slightly above PAN in years 4, 5 and 6?*

Again, they are INA pupils taken on to try and make overall school PAN.

*Q. Are there sufficient tables and chairs to accommodate all pupils?*

Yes, classroom size and equipment is all ok and can accommodate an extra couple of pupils if necessary.

#### Staffing

Staffing structure was shared and is the same as last year, apart from the Deputy Head Teacher (DHT) role which has been advertised externally and is currently being covered by two Acting Deputies. All contracted staff have returned to school and settled well into their roles.

#### Quality of Education

The current SEF is Good and priorities have changed little since being reviewed last July.

#### Leadership and Management

The school improvement priorities were shared. Senior School Quality Assurance (SSQA) officer continues to be Sonia Schofield and QAP is Simon Taylor, who will visit once this year.

#### Behaviour and Attitudes

Whole school attendance is currently 92.19% with Persistent Absence (PA) at 28.13% and Severe Absence (SA) 1.46%. These figures reflect the national picture and there is huge pressure on the Local Authority to try and increase attendance figures.

*Q. How many actual pupils would account for the SA of 1.46%?*

4 pupils, for each of which there will be a detailed review carried out and, typically, Early Help involvement. One of these pupils is absent for medical reasons.

Statistically, SEN Support children have lower attendance than Non-SEN, but disadvantaged Pupil Premium pupils actually have better attendance than non-disadvantaged.

*Q. Is there any more the LA could be doing in terms of attendance?*

There is, but there are external pressures on the LA that mean its support is not as much as school would like. LA is increasingly reluctant to issue families with fines but they have not offered any alternative solution so the pressure remains on schools.

*Q. Would it be worthwhile the cluster setting up a network group to lobby the LA on this issue?*

Yes, there is a meeting of the network next week to try to identify any mutually beneficial opportunities.

#### Personal Development

The school is keen to provide opportunities in and outside which enrich the cultural capital of all pupils, including a wide range of clubs and extracurricular activities. Parents have enquired about what might be available in terms of before/after-school clubs.

*Q. Is there any specific budget available for such clubs?*

No, some creative accounting will be needed to try to support them.

*Q. Could Parent Groups get involved in running some clubs?*

No, as they would be unregulated from a safeguarding point of view.

*Q. Would it be worth issuing a questionnaire to PAG asking for their suggestions on children's main interests?*

No, HT would rather ask parents to identify preferences from what the school is making available.

In the first instance, school will identify staff members, with relevant skills, to get involved. There may need to be an option for parents to pay into a scheme to support clubs.

*Q. Could any of the Sports Premium funding be diverted to this area?*

No, it would not be sustainable to use funds in this way.

*Q. Could school consider links with Rushford Park facilities?*

There would still be a charge.

**Pupil Premium**

A copy of Link Governor's visit report was shared for information.

Budget allocation is £169,757 this academic year, up on last year's amount of £144,348, reflecting an increase in families qualifying for benefits.

*Q. Does school feel there may still be a number of pupils entitled to, but not applying for, PP, compared to say 4 years ago?*

There are a lot more families entitled to PP. The challenge is getting them to apply as a lot of them do not want to declare everything for various reasons. The school office sends out regular communications inviting parents to come and check for eligibility. All new arrivals are automatically asked to apply and check if they are eligible.

**Sports Premium**

This year's allocation is £19,580.

The Pupil Premium statement and the PE and Sports Premium statement will both be published in December.

**Safeguarding**

There are currently 1 Child Protection and 8 pupils (5 families) Children in Need.

**Finance**

An indicative Budget Statement was shared. The total school income is £2,613,375, which includes Teachers' Pay Additional Grant of £19,421 and Sports and Pupil Premium.

**Premises and Buildings**

The Hamilton Road site is looking great following extensive work over the summer holidays. The roofing has been repaired, the canopy installed and internal walls reinstated. It will still require some turf-laying and addition of wiring and utilities.

Work is scheduled to end 6th October, followed by a week of snagging.

*Q. Will there be a follow-up assessment of site in 12 months times?*

Yes.

It is proposed to do a decant from Co-op 12<sup>th</sup> October, with a formal re-opening with an INSET Day on 30<sup>th</sup> October, and pupils returning 31<sup>st</sup> October.

*Q. Who signs off the refurbishment work?*

The LA signs it off, and, once all certification is in place, this is handed back and becomes school's responsibility again. Facilities Manager is visiting the site regularly to check on progress and suggest improvements.

*Q. Has all invoicing and payment around the relocation been resolved?*

Yes, it has all been settled to date.

*Q. Does school need any help from governors with the move back in?*

No, but thanks for the offer.

*Q. Can school not retain the Slade Lane site?*

There are huge budget implications which the school simply cannot afford. HT is still liaising with the LA on viability of retaining this site but it will take time.

*Q. When will Early Years pupils return to Hamilton Road?*

There has been no decision yet on viability of staying at Slade Lane but it is likely there will be a staggered return of EYFS pupils, with Reception possibly returning in November. Longer term, school would like to continue with Slade Lane site. If it was retained, the building would need further improvements and development, but if it can be made financially viable it would be ideal for 2-3 year old children.

*Q. Does the equipment in Slade Lane belong to St Agnes?*

Yes, it would need to be returned if site is not retained.

#### Health and Safety

There was an incident on 17<sup>th</sup> July when a coach was driven into electric gates at the Co-op, shattering windows and resulting in minor cuts to some pupils.

*Q. Is the driver still driving St Agnes children?*

No, the driver has been removed from school coaches and Bullocks coach company is undertaking its own disciplinary procedures.

*Q. Have there been any insurance claims from parents?*

Fortunately not.

*Q. Are there any additional cost implications for St Agnes?*

No, the incident will go through both parties' insurance companies.

#### Data Headlines

Performance data headlines for 2023 were shared in report appendix. Governors congratulated everyone for doing very well, despite the challenges of the past few months.

Chair thanked HT for his comprehensive update.

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

<b>7</b>	<b>School Improvement Plan</b>
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HT circulated a RAG-rated copy of the latest SIP for information. This will be reviewed in October by SLT and priorities RAG-rated each term.

*Q. Does this get circulated anywhere other than internally?*

Ofsted will sometimes look at it but is mainly for school and governors to track.

*Q. Is the definition of RAG rating quite clear and consistent?*

Yes, it will be collectively reviewed at the end of each term by SLT and a consistent RAG rating agreed.

*Q. Can this RAG definition be confirmed for governors?*

Yes, Head Teacher will advise.

*Q. Do these school priorities filter down into Personal Development Reviews (PDRs)?*

Yes, there are links to priorities for all staff, especially at leadership level, whilst middle leaders and the rest of the staff also know their own targets based on this plan.

*Q. In terms of Behaviour and Attitudes, where there is just one priority listed, is there a need for anything more specific for example the behaviour of Y6 boys?*

Behaviour does need to be constantly reviewed in terms of specific cohorts. This has dropped a little during the Co-op move but does need to be re-introduced.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>A</b>	<ul style="list-style-type: none"> <li>RAG rating definition to be outlined to governors.</li> </ul>	HT	

<b>8</b>	<b>Performance Management</b>
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The HT's Performance Management review is scheduled for Friday 1<sup>st</sup> December at 9.30am. The Committee will comprise Cath, Lesley, Afeefah and Muna.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	<ul style="list-style-type: none"> <li>HTPM review to take place 1<sup>st</sup> December 2023.</li> </ul>	GB	

<b>9</b>	<b>GB Housekeeping</b>
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Governor Vacancies

The GB has its full complement of governors, subject to confirmation on Father Lee and Margaret Taylor's roles in the future.

Committee Memberships

The Finance & Resources Committee was confirmed as: Charlie (Chair), Cath, Lesley, Afeefah, Muna and Chisom. It will meet 3 times this year on 12<sup>th</sup> October, 1<sup>st</sup> February and 9<sup>th</sup> May.

The Pay Committee was confirmed as: Helen, Lesley and Afeefah. It will meet on Friday 20<sup>th</sup> October at 1.30pm.

Declaration of Pecuniary Interest Forms

Governors present completed and returned signed forms. HT to issue to remaining governors for them to complete and return asap.

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Finance and Resources and Pay Committee memberships confirmed.</li> </ul>	GB	
<b>A</b>	<ul style="list-style-type: none"> <li>Declaration of Pecuniary Interest Forms to be completed by all governors.</li> </ul>	GB	

## 10 Policies for approval

The following policies were shared for approval with any changes or new versions highlighted in discussion:

### Attendance Policy

This is a model LA policy with minor amendments highlighted in yellow. Policy approved.

### Behaviour Policy

No changes. Policy approved.

### Data Protection Policy

This is a new Global Policing policy. Policy approved.

### Dealing with Allegations of Abuse Against People who work with Children

No changes. Policy approved.

### Designated Teacher for LAC Policy

No changes. Policy approved.

### Grievance, Bullying and Harassment Policy and Procedure

This is a new model LA policy which is more streamlined and relevant than previous One Education version. It was noted that Lesley Gutteridge has worked on previous grievance case relevant to this policy and she needs to specifically review it outside of this meeting.

### Low Level Concerns Policy

This includes new KCSIE Sept 2023 references, but is not at whistleblowing level. Policy approved.

### Online Safety Policy

*Q. Does section 6.3 of this policy, concerning the potential removal of electronic devices if improperly used, concern just students or staff too?*

Though the wording is a little ambiguous, filtering and monitoring systems apply to everyone on site so device removal should affect children and staff. Policy approved.

### Safeguarding and Child Protection Policy

This is a model LA policy which has been tailored to St Agnes and includes some of the biggest changes, specifically in relation to section on filtering and monitoring.

*Q. Does it need to include staff names?*

Yes, specifically the names of the school's DSL team.

Policy approved.

### School Uniform Policy

Policy approved.

*\*Afeefah left the meeting*

	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	<ul style="list-style-type: none"><li>Attendance Policy approved.</li></ul>	GB	
<b>D</b>		GB	



D	• Behaviour Policy and Statement of Behaviour Principles approved.	GB	
D	• Data Protection Policy approved.	GB	
D	• Dealing with Allegations of Abuse Against People who work with Children Policy approved.	GB	
A	• Designated Teacher for LAC Policy approved.	GB	
D	• Grievance, Bullying and Harassment Policy approved, subject to review by Lesley Gutteridge.	GB	
D	• Low Level Concerns Policy approved.	GB	
D	• Online Safety Policy approved.	GB	
D	• Safeguarding and Child Protection Policy approved.	GB	
D	• School Uniform Policy approved.	GB	

11	HT Wellbeing		
Governors asked HT to update on his own mental wellbeing and that of his team.			
HT advised that all is good, despite the stresses and logistical challenges of the dual site, which will hopefully be rectified soon.			
HT also advised that he has applied to become an Ofsted Inspector, a post which will require some intensive training involving 8 days and which he has deferred until January 2024 after the return to one school site has been completed.			
<i>Q. Once he becomes an inspector, how much time will be needed outside of the school?</i> About one inspection per term.			
HT advised that the training is very intensive and, as well as invaluable CPD, it will also give him a great insight into Ofsted focus areas.			
<i>Q. Is this school funded?</i> No, HT would be employed by Ofsted.			
<i>Q. Is it quite common for HT's to join the Ofsted inspector pool?</i> Yes, it is felt that HT's have a better appreciation and perspective on what is currently happening in schools.			
<i>Q. How might this be impacted by suggested changes to the current Ofsted system?</i> Though there is some talk of changes, it is always likely to continue in a similar format.			
Governors wished HT well with this opportunity.			
	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>

12	AOB		
HT advised that school curriculum needs to improve its SIAMS/Church focus, even though it is not on the Diocese inspection list this year. HT suggested that the arrival of Father Lee as the church's new priest will help with this objective.			
	<b>Actions or Decisions</b>	<b>Owner</b>	<b>Timescale</b>
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**Date and Time of Next Meeting:**

**Thursday 7<sup>th</sup> December 2023 4.30pm back at  
Hamilton Road site**