



# Celebrating Difference, Achieving Together

## Full Governing Body Meeting Thursday 28<sup>th</sup> September 2023 at 4.30pm Minutes

### Present

Afshan Ahmed	Parent Governor
Michael Coates	Co-opted Governor
David Cooke	LA Governor – Vice Chair
Grace Dobson-Hughes	Co-opted Governor
Sam Howell	Staff Governor
Fran Jones	Co-opted Governor
Khadija Kalsoom	Parent Governor
Steve Parkinson	Parent Governor
Sameed Rezayan	Co-opted Governor
Richard Williams	Headteacher
<i>Vacancy</i>	<i>Co-opted Governor</i>
<i>Vacancy</i>	<i>Co-opted Governor</i>
<i>Vacancy</i>	<i>Parent Governor</i>

### In attendance:

Kathy Crotty	Clerk
Kathy Hughes	Deputy Headteacher

*Any text in red bold italics represents Governor question (Q); challenge (C); Governor and/or clerk support (S). Black bold upright represents decisions and actions.*

### 1. Welcome & Introductions

Michael Coates welcomed all Governors to the meeting.

### 2. Elect for chair for this meeting

There was one nomination for Michael Coates.

Michael Coates was elected chair for this meeting.

### 3. Apologies for Absence

All Governors were present.

### 4. Declarations of Non/Pecuniary Interest

Fran Jones has one child in the school. Afshan Ahmed and Steve Parkinson each have two children in the school.

There were no other declarations other than those previously reported on the annual declaration and the school website.

## 5. Items of any other business

There were no items of any other business declared for this meeting.

## 6. Minutes of last meeting held 22<sup>nd</sup> June 2023 & matters arising

**The minutes of the meeting held 22<sup>nd</sup> June 2023 were approved as an accurate record.**

Action: Governors agreed to discuss reducing the GB from 13 to 12 removing one parent governor at the September meeting. This was discussed at the recent awayday, and it has been agreed to keep the same number of governors.

**Q: If there are too many parents governors can a parent governor move to be a co-opted governor?**

Yes. A parents term of office is four years even if their child left the school before the end of the term of office. This would depend on their being a vacancy. There are no governor terms of office ending until 2025.

Action: Clerk to find out why governors have access denied to visits/reports on TG. Governors were emailed on 23.08.23 to show how to see the link governor reports.

Action: Headteacher to include all governors to the staff INSET update training on safeguarding in September 2023 which is undertaken online with the National College. This has been actioned. The email has been shared to give the link to the National College training. Governors were asked to upload their certificate and training information on TG. The Safeguarding policy and KCSiE update 2023 will be shared.

Action: Clerk to ensure the link governor list approved at the first meeting of the academic year includes a PSED link Governor.

This was discussed at the awayday and is reported in item 10.

## 7. Election of chair, vice chair and committee chairs.

There was one nomination for chair for Michael Coates

**Michael Coates was duly elected as chair until the first Governing Body meeting of the next academic year (Autumn Term 2024)**

There was one nomination for vice chair for Afshan Ahmed

**Afshan Ahmed was duly elected as Vice Chair until the first Governing Body meeting of the next academic year (Autumn Term 2024)**

There was one nomination for chair of the Quality of Education Committee for Fran Jones  
**Fran Jones was duly elected as Chair of the QE Committee until the first Governing Body meeting of the next academic year (Autumn Term 2024)**

There was one nomination for vice chair of the Quality of Education Committee for Steve Parkinson

**Steve Parkinson was duly elected as Vice Chair of the QE Committee until the first Governing Body meeting of the next academic year (Autumn Term 2024)**

There was one nomination for chair of the Staffing, Budget & Premises Committee for Grace Dobson-Hughes

**Grace Dobson-Hughes was duly elected as Chair of the S,B&P Committee until the first Governing Body meeting of the next academic year (Autumn Term 2024)**

There was one nomination for vice chair of the Staffing, Budget & Premises Committee for David Cooke.

**David Cooke was duly elected as Vice Chair of the S,B&P Committee until the first Governing Body meeting of the next academic year (Autumn Term 2024)**

## 8. Governor Vacancies

There are three governor vacancies, two co-opted and one elected parent vacancy. The awayday identified where there are skills gaps hopefully to be filled by the co-opted governors, there is a gap with expertise in premises and a gap in finance and accounting expertise.

**Action: Headteacher to call for nominations to fill the parent governor vacancy.**

**Action: clerk to send governor induction information to Afshan Ahmed for potential new governors.**

## 9. Agree Terms of Reference of all committees

**Q: Is the chairs committee continuing?**

Yes.

The terms of reference were changed to specify the Staffing, Budget, and Premises Committee would meet five times per year (not six) and one report will be presented at FGB (full governing body)

**Governors formally approved the terms of reference for 2023/24**

## 10. Agree committee membership

**Governors approved the following committee membership:**

Staffing & Budget, Premises	Quality of Education	Pay Committee
Afshan Ahmed	Sam Howell	Michael Coates
Michael Coates	Fran Jones - Chair	Afshan Ahmed
David Cooke – vice chair	Khadija Kalsoom	Grace Dobson-Hughes
Grace Dobson-Hughes - Chair	Steve Parkinson – vice chair	
Richard Williams	Sameed Rezayan	
	Richard Williams	

## 11. Link governor roles for 2023/24

Governors formally agreed the following roles linked to the SDP (School Development Plan)

Area of Responsibility	Governor	Relevant Committee	Staff member
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Safeguarding / SCR / Attendance	Khadija Kalsoom	FGB	Richard Williams
SEND	Fran Jones	FGB & QE	Anna Fenton
Pupil Premium / Our Children ( <i>looked after children</i> )	Fran Jones	FGB & QE	Richard Williams
Premises & Environment	David Cooke	S,B,&P	Richard Williams/Anne Smyth
EYFS	Grace Dobson Hughes	QE	Kathy Hughes
Foundation Subjects – Art, History and PE	David Cooke	QE	Neil Grant Lucy Hand Annie Holmes
Wellbeing Restorative Approaches Healthy schools	Steve Parkinson	FGB & SB&P	Richard Williams
Assessment	Afshan/ new Parent Gov	QE	Kathy Hughes
Writing	Afsan Ahmed	QE	Kathryn Solley
PSED	Sameed Rezayan	FGB & QE	Richard Williams

**Q: When is a good time for governors to review subjects?**

Spring term is ideal giving time for subject leaders to have embedded initiatives.

A new parent has expressed interest becoming a governor and her skills set is pedagogy in a secondary high school. If this person joins the GB she can be the link governor for assessment, Afshan Ahmed will monitor this in the interim.

**C: Do we need a link governor for maths?**

The school does well in maths and this is not a priority. The school does well also in reading. Writing is a priority area.

Premises working group

The awayday discussion led to a proposal for a separate group to undertake the significant amount of work on the premises, there is an ambitious teaching and learning aim and a relatively new leadership. Expertise from outside would be welcomed.

**Q: Are there any legal requirements regarding the environment and premises or is this to enhance the children's learning?**

There are some compliance issues which are ongoing, and the aim is to improve the learning environment for children. The fencing of the site needs to be more intruder – proof. There needs to be a longer term plan, the staffing and budget committee reviewed plans devised by parents in 2019.

Numbers of pupils are declining and this impacts on the budget but also increases the need for the school to market the provision.

**Q: Is this working group strategic?**

It might be a task and finish group to devise a five year plan to feed this into S,B&P. Fran Jones is approaching a colleague with relevant expertise and the clerk suggested this person becomes an Associate Governor.

Volunteers for the working group were David Cooke Steve Parkinson and Frans colleague. Laura Dean a parent will be approached.

## 12. Headteacher report

### Admissions

There is much mobility in the school and a significant issue is families moving out of the area due to rising rent costs.

**Q: *There is much mobility in Yr2, is this due to families moving out of the area?***

In Yr1 there were three HI (hearing impaired) children who are moving into St. Andrews.

**Q: *If there is an in-year transfer, what happens to the funding?***

5<sup>th</sup> October is census day and this date determines funding for 2024/25. The office staff work hard to enrol before this date but there is a net deficit.

**Q: *Governors asked what an INA is.***

This is an international new arrival. There is a steady number of INA children, the school retains the L4 TA (teaching assistant) who works with NIA children in the afternoons for specific language development.

Leavers impacts on pupil premium funding along with SEND children.

There is an unprecedented number of early years children with SEND needs and this impacts on the budget. Acorns in the community room has six to eight children.

**Q: *Is this pandemic related?***

This could be pandemic related and seems to be a national issue. There are eight children who will need assessments and the process for EHCPs can take a year.

**Q: *What is the process for assessment of additional needs?***

An Educational Psychologist is commissioned to assess and identifies what the child needs, a setting is not specified. Schools are expected to meet the needs identified. Some communities feel a stigma with the need for special education and resist the assessment. There are children in nursery and reception who are not toilet trained and drinking from bottles.

**Q: *If an EHCP (education, health, and care plan) is confirmed, does funding follow immediately?***

The total funding if a plan is granted is approximately £13,000 and a TA for 1:1 support is double these costs. This is a national issue and the latest government agenda is to reduce the number of EHCPs being issued. MCC needs a 40% increase on the SEND budget to meet the statutory needs. The LA is looking at more creative ways of supporting due to budget pressures.

### SDP Update

**C: *Wellbeing was RAG (red, amber, green) rated green. The Ofsted inspection may have influenced the responses. How can you ensure the validity of the responses? How do you ensure wellbeing is maintained as good?***

This is rated green as the actions were met, this is not peoples identification of their wellbeing. The staff surveys will continue to be implemented twice each year.

**Q: Is there anything to learn from exit interviews?**

These will be discussed at the Staffing, Budget & Premises Committee.

**Q: the 2023/24 SDP a final document or work in progress?**

This is a working document which changes.

**Q: The SDP identifies engaging south Asian community, is this the largest ethnic population in the school?**

Yes, the Headteacher outlined the countries of origin of children in this school.

**Q: Is Afghanistan counted with South Asian?**

Yes

The Headteacher reported 45% of children are Pakistani heritage. The school is working with the Afghan community.

**Action: Headteacher to share data on ethnicity in the school.**

Governors noted the personal development success criteria needs to match with the action, girls access two hours of PE.

**Q: Is the Daily Mile a new initiative or has this already been undertaken?**

This is done but not daily. The sports coach tried to do this with the breakfast club. The children walked or ran a mile using a trundle around the school premises, this was logistically difficult and took away learning time. Some children could run this, and some children were very slow. There were staffing implications.

**Q: Do other schools do the daily mile?**

Yes other schools do this, the school sites vary.

**C: Regarding the provision of clubs, the plan is for TAs to 'encourage' girls, is this a weak objective?**

It was agreed to change this to 'target girls' rather than encourage girls.

**S: Governors noted attendance is excellent and PA (persistent absence) rates are good at Alma Park.**

Premises Update

There has been much refurbishment over the summer including repointing.

**Q: Is there accountability with the people who repaired the roof?**

Yes the school is working with MCC (Manchester City Council) who have spent much on the roof. The repairs were done in sections.

Attainment data for 2022/23

The combined data for KS2 is 64% which is 5% above the national average. EYFS now in line with the national average and phonics is in line with national.

**Q: Governors asked about the new resources for phonics and catch up, what are the views on the Little Wandle programme?**

This has brought consistency and the increased time on reading has improved the outcomes for children.

**Q: Last year there was a member of staff focused on attainment, will someone do the same this year?**

Reception last year had a greater need.

**Q: Are you going to review the e-books to improve parental engagement?**

The e-books are not a significant cost and are cheaper than paper books. It is equally hard to know the engagement in reading paper books. Books at home often do not get returned to school, the e-book route mitigates against this. Little Wandle is proving better at the school teaching children to read. Parents are encouraged to read for pleasure with their children.

Governors who were parents were aware of parent views on e-books. The upcoming parents workshop will explain the rationale.

KS1 results were poor reflecting INA children and SEND. In the Yr4 multiplication checks the school is in line or above the national average with all three measures. The three measures compared are full marks; 20 plus, and mean score.

The combined results for KS2 has increased by 9% and is now above national. Writing attainment has increased by 13% and this was acknowledged as a testament to all staff in the school, not just the Yr6 staff. There is no gender attainment gap and disadvantaged attainment is in line with national data. The progress scores of plus 3.5 puts the school near the top 10% nationally.

**C: There is an attainment gap between disadvantaged and non-disadvantaged, what is the balance of expectation? Governors were concerned about this attainment gap.**

The number of children on average in each group has 20 – 25% disadvantaged in line with national. This can mean each child is a larger percentage. The pupil progress meetings reviews each individual child.

**Q: How do you define disadvantaged**

A disadvantaged child is a child who has been eligible for FSM (free school meals) at any time whilst a pupil (Ever6) and Looked After Children.

**Q: Does it include SEND children?**

The disadvantaged category does not include SEND but many SEND are also disadvantaged (eligible for FSM).

**C: Governors questioned if the pupil premium strategy is effective as the gap should be reducing?**

Yes, the gap should be reducing, the gap should not exist. Reading is part of the strategy along with the Wellcome initiative as well as the school becoming communication friendly.

**C: Governors were concerned the pupil premium funding is spread too thin. Is the funding being used effectively?**

The school targets all children who need support, not just disadvantaged. The thresholds for pupil premium and free school meals have changed and is extremely low at

approximately £7,000 PA. There are many more disadvantaged children than pupil premium funds.

### 13. Governing Body Matters

Governors were reminded to complete declarations on Trust Governor for Non/Pecuniary Interest; Governor Eligibility; and to confirm they have read and understood Prevent and KCSiE (Keeping Children Safe in Education).

Governors were reminded to upload their training on their Trust Governor profile.

### 14. Policies for Review & Approval

Safeguarding Policy from MCC

**Governors formally adopted the LA Safeguarding Policy**

There is not a separate child on child abuse as this is incorporated.

RSHE Policy (Relationship sex health education)

The changes since the last approval have been highlighted.

**Q: What is included in this curriculum?**

Celebrating diversity and recognising different families exist including transitioned parents.

**Q: What years is this covered?**

Yr3 and Yr4

**Governors formally approved the RSHE Policy**

### 15. Any Other Business

**Q: Is academisation still an issue?**

Manchester LA is not prioritising academisation.

### 16. Dates of 2023/24 meetings: Thursdays at 4.30pm

Full Governing Body

- 7<sup>th</sup> December 2023
- 21<sup>st</sup> March 2024
- 4<sup>th</sup> July 2024

Staffing, Budget & Premises

- 19<sup>th</sup> October 2023
- 30<sup>th</sup> November 2023
- 8<sup>th</sup> February 2024
- 25<sup>th</sup> April 2024
- 20<sup>th</sup> June 2024

Quality of Education

- 9<sup>th</sup> November 2023
- 7<sup>th</sup> March 2024
- 2<sup>nd</sup> May 2024

Pay Committee

- 19<sup>th</sup> October 2023



**Signed: Michael Coates**

**Date: 7<sup>th</sup> December 2023**

***Summary of actions***

- Action: Headteacher to call for nominations to fill the parent governor vacancy.
- Action: clerk to send governor induction information to Afshan Ahmed for potential new governors. This has been actioned on the 29.09.23.
- Action: Headteacher to share data on ethnicity in the school.