**Baguley Hall Primary School**

**Governing Body Meeting Minutes**

**School: Baguley Hall Primary School**

**Quorum: 6 (Met at this meeting)**

**Chair: Carol Steedman**

**Clerk: Colette Garner**

**Date of meeting: 12/07/21**

**Venue: Remotely via zoom**

**Attendance (Remotely via zoom)**

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| **Name** | **Designate**  **Governor type** | **‘End of Term of Office’ date** | **Present (P)/apologies (Ap)/absent (A)** |
| Kate Bulman | Headteacher (HT) | N/A | P |
| Carol Steedman | Partnership (Chair) | 23/03/2023 | P |
| Qasim Zafar | Co-opted | 20/05/2023 | P |
| Victoria Cook | Staff | 12/12/2020 | P |
| \*Mike Allison | Partnership | 15/07/2023 | P |
| Laura Lodge | Co-opted | 01/09/2022 | P |
| Claire Goulding | Associate | 22/03/2023 | P |
| Peter Renshaw | Co-opted | 26/03/2022 | P |
| Yanghong Huang | Co-opted | 23/11/24 | P |
| \*\*Katie McDwyer | LA governor | 30/11/2021 | P |
| Emma Small | Parent | 19/10/24 | P |
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| Kayleigh Spencer | Parent | 19/04/2025 | A |

*\*Joined the meeting late. See item 4*

*\*\* Left the meeting early. See item 5*

**Others present**

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| **Name** | **Role** |
| Colette Garner | Clerk (One Education) |
| Anne-Marie Dorsey | School Business Manager (SBM) |

**Agenda Items**

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| **1** | **Welcome and apologies** | | |
| The Chair welcomed everyone to the meeting.  There were no apologies for absence. | | | |
|  | **Action decisions** | **Owner** | **Timescale** |
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| **2** | **Declarations of Interest** | | |
| There were no declarations of interest expressed in connection with any item on the agenda. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **3** | **Minutes of the Previous Meeting (8/2/21) and Matters Arising** | | |
| The minutes of the Governing Body meeting held on 8/2/21 were approved as an accurate record and a copy was retained on file to be signed when meetings resume in school.  Matters Arising  Page 5  A Parent Survey was conducted, and the results will be shared later in the meeting.  Page 8  The Accessibility Plan has been completed. The HT will circulate to governors. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Minutes of the meeting held on 8/2/21 approved * Send Access Plan to governors   (plan emailed to governors 13/7/21) | Gov. Body  HT |  |

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| **4** | **Headteacher’s Report** | | |
| The HT’s report was presented through several documents, circulated in advance and included in the meeting papers. The following points/issues were raised:  Covid Update  The new covid variant has had quite an impact especially since half term.  There have been changes since the report was written with a further class being sent home, in addition to the 4 classes and 9 staff outlined in the report.  There have also been 17 staff, not related to in-school bubbles, who have been absent due to covid related issues such as having to isolate.  Fortunately, no one related to the school has been very poorly with covid, even if they have had symptoms.  One colleague is pregnant and in her 3rd trimester working from home. She has been able to teach isolating groups remotely.  Covid Response Parent Survey (included in the meeting papers).  The school asked 4 questions and responses were received from 102 people to each question with the percentage of positive responses between 95.1% and 81.37%.  The survey feedback matched what the school expected from a previous Well Being activity.  *Q. Were the ‘no’ responses to each question received from the same people?*  Responses were anonymous and the school does not know who responded.  *Q. Although responses were anonymous, did the respondents answer no to all 4 questions?*  The HT explained that she didn’t look at all the answers, just at the collated figures, but could do that exercise if governors would like her to.  Governors stated that would not be necessary.  (Follow up email to governors from HT 13/7/21. Only one respondent said No to all 4 questions. 16 said No to just 1 question.)  *Q. Was there an opportunity for respondents to add comments / explanations for their choice of answer and if not, why because that information would be interesting?*  No. The HT explained that the school had parent feedback information from the recent past and didn’t feel it necessary and that a simple yes / no survey would suffice.  Governors commented that hopefully the school will not have the need to continue with remote learning in the future.  Safeguarding Update  The safeguarding workload has gone up considerably during the pandemic as outlined on the overview provided by the Safeguarding Team and included in the meeting papers.  In March 2020, prior to covid there were 16 families with mental health issues compared to 25 families currently with mental health issues.  Domestic Violence has more than doubled from 4 pre-covid to 11 during covid.  There have been 7 new cases of Team Around the Child since the beginning of covid.  Police Encompass reports for domestic violence in families have risen from 3 in the months before covid to 32 since the start of the pandemic.  *Q. Do the numbers relate to individual children or families?*  The numbers relate to families. The number of children affected is higher and considerably more than pre-covid.  *Q. The increase in numbers and associated increase in workload is staggering. How are the staff coping?*  Staff are coping. Changes in school organisation during the pandemic, especially Wednesday afternoon Planning, Preparation and Assessment (PPA) time, has freed up time for support staff to handle the additional workload however this will not be the case next year.  Assessment and Progress Update  The national 2021 assessments will not take place due to the pandemic.  Progress data will be reported at the Standards Committee meeting in September.  End of year assessments have been completed and the school had hoped to share summary data with governors, however there have been delays to the standardisation process by the test providers (Rising Stars) and standardisation data/scores will not be available until August.  The assessment data will be used to group pupils and plan interventions which will start immediately in September.  Interventions include ‘Lightning Squad’, a reading intervention developed by Fischer Family Trust (FFT).  The LA has publicised a training programme ‘Making the Difference’ aimed at supporting catch up for disadvantaged learners. The programme will support the school’s development priorities.  Year 1 (Y1) phonic checks are underway. The children will be tested again in phonics in Y2 Autumn term and results reported to the Local Authority (LA).  *Q. Has the school got any outcome data from the tutoring programme in school?*  Not yet. The data should soon be available. The Deputy HT will contact the provider for post test results.  *Q. Are the Assessments used in school comparable to other schools?*  Yes. There are a small number of recommended companies that provide standardised school tests and assessments and almost all schools use these tests to assess attainment and progress.  Quality of Education / Curriculum Update  The Maths and Literacy Teams continue to work hard to support colleagues.  Power Maths has been introduced into all year groups.  Read Write Inc (RWI) and Language and Literacy is ongoing with consultant training visits.  The English Hub continues to provide support and advice and, happy with where the school is up to on its phonics journey, is changing the focus to reading for pleasure, providing lots of support and ideas to promote enjoyment of reading.  Isolating colleagues are continuing the writing of foundation subjects’ schemes of work.  The RE deep dive has been postponed because the subject leader is absent..  The Science deep dive was last week and went very well.  The Curriculum Lead has been supporting subject leaders with their audits and action plans.  Covid has slowed down the subject monitoring rolling programme with Art, DT and Geography all delayed.  The rolling programme will continue next year with a planned subject deep dive each half term.  ***\*\*Mike Allison joined the meeting.***  *Q. Do the Deep Dives highlight shortcomings in aspects of the curriculum?*  The HT referred to the Reading Deep Dive Report, included in the meeting papers and to previous Deep Dive Reports (Maths) which have been shared with governors. The Reports are very comprehensive and provide a summary, including next steps for improvement.  The school’s Deep Dive approach to evaluating the curriculum is not standard practice across other schools. The approach is an excellent way to develop leadership, evaluate and improve provision and raise standards as well as helping staff to be prepared if ofsted visit.  The Literacy Link Governor referred to her recent zoom visit, 17/5/21 (report included in the meeting papers) and was very positive about the Reading deep dive and her discussions with staff which demonstrated their in-depth knowledge of the issues.  Attendance  Accurate reporting and recording has been a challenge.  An X code has been used for any Covid related absence from school throughout the pandemic, including lockdowns, isolations and bubble closures.  The attendance figure to date is 93.63% (excluding X codes ie covid related absence).  This figure compares with 93.79% in 2018/19.  The attendance figure to date including X codes (all covid related absence) drops to 75.32%  Some children will have attended all zooms whilst on an X code, others none, despite the school’s best efforts. Staff clocked up 1,000 miles on visits to non-attenders.  Many of the school’s most vulnerable children have missed months of their education.  Persistent Absence (PA) 11.52% which includes all the ‘usual’ families even if they have been reporting an X code reason.  It has been very difficult to challenge families who report that their children are absent because of a covid related issue.  *Q. How do the figures compare to other schools in the area?*  There are no local comparison figures, however local schools will be facing similar issues.  FFT compares to national figures, where the trends are the same.  School considered marking non-attenders on zoom remote lessons as absent but decided that the X code was more appropriate.  The repercussions of lost learning will be long lasting for some children.  School Development Plan 2020/21 (Included in the papers)  The pandemic has delayed much of the planned objectives which will roll over to next year.  The Governors’ own planned Vision day had to be postponed.  The plan is colour coded, with Green indicating action completed; Red yet to be actioned and Blue provides a current update. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **5.** | **Staffing Structure 2021-22** | | |
| The HT presented the Staffing Structure, included in the papers and circulated in advance of the meeting. Staffing updates are given regularly and include verbal reports at the last two resources committee meetings, 10/5/21 and 21/6/21. The following points were raised:  Reception numbers remain below 60.  Reception classes are organised to ensure that there is space capacity if additional children join the school throughout the year. There are two Reception classes (23 and 24 children) and one mixed Reception / Year 1 class (21 children).  The 52 place nursery has 39 children, with one teacher and three TAs.  The Speech, Language and Communication bubble will continue for children in Early Years.  Year 1 children will transition back into mainstream classes, with some going into the Reception/Year 1 bubble, which will have additional staff to support children with additional needs in the mainstream setting.  There is no targeted special needs element to Year 1 and Year 1/2 classes.  The Nurture Bubble will continue, but not as a class. Children will be in mainstream classes linked to the Nurture support which they will be able to access for part of the day.  Children who are not managing in their mainstream class will be taken out and taught 1-1 by their support worker.  Family social mealtime lunches will be provided in the Nurture room for identified children.  Afternoons will consist of a Nurture driven curriculum accessed in the Nurture room for children across the school who will benefit from the developing provision.  Continuous Professional Development (CPD) will develop nurture strategies to support children and lead to a nurture focus in every interaction with children.  Educational and Health Care Plan (EHCP) children will be included in their Year 6 classes, with support in class and time outside the class if needed.  A TA who is retiring in October will continue with FFT Reading intervention for the first half term.  Another adult who is returning from Maternity Leave will be doing Speech and Language interventions.  Computing lessons will recommence. The Computer teacher will also provide some cover.  One teacher will be on Maternity Leave.  The two Special Educational Needs and Disabilities Coordinators (SENDCOs), who share the role will also teach in classes.  Three full time Teaching Assistants (TAs) are leaving to train as teachers.  The restructure, brought about by staff changes and different ways of working because of the pandemic, has meant that not all leaving staff need to be replaced and the school has saved a little money.  ***\*Katie McDwyer left the meeting.***  *Q. Has any additional support been provided to mixed age group classes given the need for teachers to know the curriculum for both age groups?*  Each class works differently depending on the needs and abilities of the children, for example the Year 1/2 class delivers a specific curriculum to each age group and the teacher and TA alternate on different days.  In the Year 3/4 class all the children are working within the Year 3 curriculum.  Foundation Subjects’ 2-year cycles work well with mixed age group classes.  *Q. The school has several part time teachers, which is a positive for the individual’s work life balance and wellbeing. What are the benefits and / or drawbacks of part time teachers?*  Lack of consistency can have an effect on the social and emotional needs of children. There needs to be very careful planning and time spent organising classes and deciding which children to place in particular classes, mindful of different personalities.  School also ensures that teachers sharing a class have a cross over time when both are in school to aid communication.  There were no further questions and governors approved the Staffing Structure. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Staffing Structure 2021-22 approved. | Gov. Body |  |

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| **6** | **Committee Meetings – Feedback and Update** | | |
| Budget Update  An updated CFR was included for governors’ information in the Governing Body Meeting (12/7/21) supporting papers.  Committee Feedback  Draft minutes and papers from committee meetings were circulated in advance of the meeting.  A number of items were reviewed and approved by the committees and require Governing Body ratification.  Standards and Curriculum Committee Virtual Meeting 19/04/21  Behaviour Policy  No issues were raised and governors ratified the Behaviour Policy  Relationships and Sex Education (RSE) Policy  No issues were raised and governors ratified the RSE policy.  Resources Committee Virtual meeting 10/05/21  The minutes provided an overview of the meeting. The 2020/21 Budget Closedown had been approved by the committee and requires Governing Body ratification.  2020/21 Budget Closedown  Revenue Income £ 3,183,126  Revenue Expenditure £ 2,962,291  In Year £ 220,835 Surplus  B/f from 2019/20 £ 171,886 Surplus  Cumulative c/f £ 392,721 Surplus  Capital Income £ 9841  Capital Expenditure £ 17,672  In Year £ 7831 Deficit  B/f from 2019/20 £ 35,189 Surplus  Cumulative c/f £ 27,358 Surplus  Year end cumulative balances, to be carried forward to 2021/22  Revenue £ 392,721 Surplus  Capital £ 27,358 Surplus  Total cumulative Balance £ 420,079 Surplus  No issues were raised and governors ratified the 2020/21 budget closedown.  Analysis of Reserves  The school’s budget surplus for 2020/21 is £420,079 which is above the allowable 8% surplus (£203,975), resulting in an excess surplus of £216,104.  The SBM had provided a slightly revised Analysis of Reserves Report as the total on the front page did not tally with the list of works on the second page.  No further issues were raised and governors ratified the Analysis of Reserves.  2019/20 Sports Premium and Evaluation Report  No issues were raised and governors ratified the reports  2020/21 Sports Premium Planning Report  No issues were raised and governors ratified thereport  Pupil Premium 2019/20 Evaluation and 2020/21 Planning Report  No issues were raised and governors ratified the reports.  Resources Committee Virtual meeting 21/06/21  2021 – 22 budget  2021/22 In Year:  Revenue Income £ 3,107,284  Revenue Expenditure £ 3,269,050  In Year £ 161,766 deficit  B/f from 2020/21 £ 392,720 surplus  Cumulative Revenue total c/f £ 230,954 surplus  Capital Income £ 9,841  Total Expenditure £ 18,627  Capital In Year balance £ 8,786 deficit  Capital b/fwd from 2020/21 £ 27,357 surplus  Capital Cumulative balance £ 18,571 surplus  In Year Balances  Revenue £ 161,766 deficit  Capital £ 8,786 deficit  Total £ 170,552 deficit  Cumulative Balances – including b/fwds from 2020/21  Revenue £ 230,954 surplus  Capital £ 18,571 surplus  Total Cumulative Balance £ 249,525 surplus  No issues were raised and 2021/22 budget was ratified.  3 Year Budget Projections  The school’s 3 Year budget forecast is showing a balanced budget in Year 1 and Year 2 with a predicted deficit in Year 3.  From experience, formulas and the financial picture change and it is very unlikely to be in deficit by 2023-24. The budget will be closely monitored.  No issues were raised and governors ratified the 3-year budget forecast.  Service Level Agreements (SLAs) List 2021-22  No issues were raised and governors ratified the SLAs  Scheme of Financial Delegation  No issues were raised and governors ratified the Scheme of Financial Delegation    Financial Procedures Manual  No issues were raised and governors ratified the Financial Procedures Manual. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Behaviour Policy ratified * RSE Policy ratified * 2020/21 budget closedown ratified * Analysis of Reserves ratified * 2019-20 Sports Premium and Evaluation Report ratified * 2020/21 Sports Premium Planning Report ratified * Pupil Premium 2019-20 Evaluation & 2020-21 Planning Report ratified * 2021-22 budget ratified * 3 year budget projections ratified * SLAs 2021-22 ratified * Scheme of financial Delegation ratified * Financial Procedures Manual ratified | Gov. Body  Gov. Body  Gov. Body  Gov. Body  Gov. Body  Gov. Body  Gov. Body  Gov. Body  Gov. Body  Gov. Body  Gov. Body  Gov. Body |  |

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| **7.** | **Policies** | | |
| No policies were presented for review or approval. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **7.** | **Governing Body (GB) Housekeeping** | | |
| Governor Vacancies  There is one Co-opted Governor vacancy. There is a possibility of a new governor through Manchester Governor Support Unit which the Chair will pursue.  Governor Visits  Literacy Link Governor Visit 17/5/21  Laura Lodge met remotely (on zoom) with the literacy team and provided a written report which is included in the meeting papers. The focus of her visit was to understand the impact of the disruption caused by the pandemic on children’s progress and attainment in English and  to understand the actions the school is taking to support pupils to recover lost learning.  Laura was very positive about the work the school is doing.  Laura offered to send governors a link to the new DfE Reading Framework which is easy to read and gives a good understanding of the fundamental importance of reading to education.  (Link emailed to governors following the meeting)  SEND Link Governor Visit 17/5/21  Peter Renshaw met the two SENDCOs and provided a written report to governors which is included in the meeting papers.  Peter highlighted the following points from his report.  An unexpected silver lining of the pandemic has been that group Zoom video calls have opened some parents’ eyes to how their children are performing in comparison with their peers.  The SENDCOs believe that this has made discussions with parents about their children’s progress easier than they might otherwise have been.  The SENDCOs have offered to present an annual report to governors from next year which will provide an overview of SEND provision throughout the year.  Governor Training  Governors are notified of training opportunities when available.  The Chair asked governors to report any governor training that they attend to the SBM so that an up to date record can be kept.  Governors Academic Calendar including Schedule of Meetings 2021-22  Governors agreed the dates for 2021-22. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Send details of any training to the SBM | Governors |  |

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| **8.** | **Any other business** | | |
| Governor Day in school  Governors agreed to a day in school, working with senior leadership reviewing and developing a shared vision, ethos and the long term aims for the school.  The chosen date is Monday 18th October which is also the date of the Resources Committee meeting.  Carpet Quotations  The SBM had provided, in advance of the meeting, an overview of quotations received for new carpets and references have been requested.  The quote from DLS Flooring (£31,824.05) which happens to be the cheapest quote received, is the Site Manager’s and SBM’s preferred supplier, subject to satisfactory references being received.  Governors approved DLS Flooring for the provision of new carpets.  Thanks  The Chair expressed her gratitude to the HT and staff for steering the school through a very difficult and challenging year.  The Chair thanked governors for their time, interest and expertise that they voluntarily give to the school.  Governors expressed their thanks to Carol for the excellent job that she does as Chair. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Governor Vision day, Monday 18/10/21 * DLS Flooring to provide the new carpets subject to satisfactory references, approved. | Gov. Body  Gov. Body |  |

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| **Date and time of next meeting:** | Monday 22 November 2021 at 4.30pm |