

Baguley Hall Primary School Governing Body Meeting Minutes

School: Baguley Hall Primary School

Quorum: 5 (met at this meeting)

Chair: Carol Steedman

Clerk: Alyson Knowles

Date of meeting: 27 February 2024

Venue: Baguley Hall Primary School

Attendance

Name	Governor/Director type	'End of Term of Office' date	Present (P) / Apologies (Ap) / Absent (A)
Kate Bulman	Head Teacher (HT)	Ex Officio	P
Carol Steedman (Chair)	Partnership Governor	26/03/2024	P
Peter Renshaw (Vice Chair)	Co-opted Governor	26/03/2024	P
Vanessa Williams	Staff Governor	27/02/2028	P
Helen Stevens	Co-opted Governor	01/09/2026	P
Jennifer Gibson	Parent Governor	09/05/2026	P
Yanghong Huang	Co-opted Governor	26/03/2024	Ap
Pamela Cohen	Co-opted Governor	31/10/2027	Ap
Samantha Days	Co-opted Governor	27/02/2027	Ap

Others present

Name	Role
Alyson Knowles	Clerk, One Education
Anne-Marie Dorsey	School Business Manager (SBM)
Clair Goulding	Deputy Head Teacher
Peter Marshall	Observer

Agenda Items

1	Welcome & apologies		
The Chair welcomed governors to the meeting. The Chair introduced Vanessa Williams, new staff governor, and Paul Marshall, observer.			
Apologies were received and accepted from Samantha Days, Yanghong Huang and Pamela Cohen.			
	Actions or decisions	Owner	Timescale
2	Verbal declaration of interests		
There were no verbal declarations of interest relating to the agenda and no changes to annual declarations.			
	Actions or decisions	Owner	Timescale

3	Notification of confidential items or items for AOB		
No items were presented AOB and no confidential items presented.			
	Actions or decisions	Owner	Timescale

4	Minutes of the last meeting (21.11.2023)		
<p>A copy of the previous governing body meeting minutes was provided to Governors prior to the meeting for review. The minutes of the previous meeting were approved as an accurate record of the meeting and a copy signed for retention on file.</p> <p>The following matters arising were brought to the governors' attention:</p> <p>It is requested governors must inform the SBM they have read and understood part 1 of Keeping Children Safe in Education (KCSIE) (2023)</p> <p>Governors were also thanked for their attendance at the recent parents evening.</p>			
	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Minutes of the previous meeting (21.11.2023) approved 	Governing Body	
A	<ul style="list-style-type: none"> Governors to inform SBM they have read and understood KCSIE (2023) 	Governors	

5	Governance Matters		
<p>A number of documents were provided to governors prior to the meeting for review. The Chair introduced a number of items for consideration & discussion.</p> <p>Thanks were given to Geevar John (Parent Governor) who has resigned from their role. Geevar John has now moved with his family to Australia.</p> <p>The governing body has a number of vacancies. A potential parent governor has been identified and is due to meet with the HT in the near future. No other parent governor has been identified or volunteered for the role. Therefore a Parent Governor election has not taken place.</p> <p>The Chair and Vice Chair will be stepping down from their roles at the end of their current terms of office. Therefore, there will be further vacancies from March 2024. The governing body will require a further Local Authority (LA) governor. The Chair requested Helen Stevens consider changing designation from Co-opted Governor to LA governor, if an additional LA governor cannot be identified.</p> <p>The HT has also identified two prospective governors who are employed at Manchester Airport.</p> <p>The current Chair requested that governors consider the roles of Chair of Governors and Vice-Chair of Governors before the next meeting. Helen Stevens was asked to consider the role of Chair for the Standards Committee.</p> <p>Thanks were given to both Carol Steedman and Peter Renshaw for their service to the Governing body and the school.</p> <p>The following training sessions from One Education were presented to governors:</p> <ul style="list-style-type: none"> 14.03.2024 - Improving your effectiveness as a governor 			

- 20.03.2024 - Meeting the needs of vulnerable children including pupils with Special Educational Needs and Disabilities (SEND) and those meeting 'Pupil Premium' eligibility criteria
- 16.04.2024 - Manchester link governors network meeting

A link governor visit completed by the Chair had a literacy focus. The report was provided at the Standards Committee meeting for review. A further two link governor visits will take place in the near future focusing upon safeguarding and the wider curriculum.

The Vice Chair completed a link governor report during the autumn term for Special Educational Needs & Disabilities (SEND) and a meeting has taken place with the school's SEND co-ordinators.

The draft report was discussed with SEND co-ordinators. Due to time constraints and workloads the SEND Co-ordinators have not reviewed the report. The SEND Co-ordinators suggested to the Vice Chair this is due to the challenge of finding time to meet.

The Vice Chair advised that this report would provide future governors and the future link governors for SEND an overview of the SEND position of the school. The report provides governors with an overview of what is completed by the school, the extensive resources required and concludes by highlighting the issues and challenges the school faces. The report also provides a list of professionals and interventions for children with SEND

The school is currently supported by Ashgate SEND provision. The school has an excellent IT system for monitoring pupils with SEND. This system has been created by Ashgate school.

Q Can this system be adopted at Baguley Hall Primary School?

Unfortunately, Ashgate School stated they cannot share the monitoring system despite having a number of pupils on their waiting list from Baguley Hall Primary school. The HT will speak to the Senior Schools Quality Assurance (SSQA) officer. It is possible the system is not transferable.

The Chair thanked the Vice Chair for their hard work and commitment to the role.

The Chair has requested Samantha Days consider undertaking the role of SEND link governor/ Pamela Cohen has been assigned the role of pupil (PP) premium link governor and Helen Stevens has stated they are happy to take on a further link governor role.

Vanessa Williams left the meeting

The SBM stated that all governor information is up to date on the school website and the website is compliant.

Governors thanked the Chair for their update.

	Actions or decisions	Owner	Timescale
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6 Head Teachers Report

The HT provided the School on a Page (SOAP) document to governors prior to the meeting for review. The following items were highlighted for discussion.

6.1 School Context

The SOAP has not changed since the version provided to governors at the standards committee meeting on 16.01.2024.

The SOAP provides an overview of the school to support governors. Baguley Hall Primary School is a larger than average primary school with a mixed demographic. There are currently 531 pupils on roll. There will be a further data collection week beginning 11.03.2024 for the spring term.

	Autumn term 2023-24 % of pupils
PP	50%
Free School Meals (FSM)	50%
English as an additional language (EAL)	22%
SEND	26%
Educational Health Care Plan (EHCP)	7%
Emergency Funding	1%

6.2 2023-24 Pupil Progress (including disadvantaged pupils)

Termly pupil progress meetings are continuing to take place focusing on statutory outcomes for the end of the school year. This data will drive any Ofsted inspection. There is a clear improvement when comparing with last years attainment. Ofsted will look at the Inspection Data Summary Report (IDSL). This is the data overview used by the Department for Education and Ofsted.

Year 6 (Y6)

The Y6 team completed an in-depth review of Y6 pupil progress so far during this school year. Staff are focusing upon those of the cusp of gaining a good level of development and age-expected achievement. So far pupil are making sustained improvements and outcomes a likely to be strong.

In maths, staff are focusing on those who are close to achieving greater depth (GD) and those pupils where the most impact will be seen.

A staff member has now returned from long-term sickness absence – they are currently completing interventions to increase reading fluency. This is an additional intervention for Y6.

Meetings with parents for Y6 were well attended and all parents had the opportunity of attending one of the three meetings provided. Parents were also provided with revision books at a discount.

Homework is targeted in Y6 at learning objectives, with additional sessions each week especially for Maths as the curriculum continued to July rather than to when the statutory tests take place. There is an additional two months on contents if teachers adhere to the week-by-week plan.

At Easter, the school will be open for Y6 pupils during the second week of the holidays. Staff will be giving up holidays and therefore, the school will need to check on numbers of pupils interested before this is confirmed.

Early Years Foundation Stage (EYFS)

It is a very challenging task to reach the higher figures for EYFS. The aspirational target matches

the level achieved last academic year. Each child is being targeted and how each pupil can be supported to reach 60% good level of development (GLD). Many new starters are high level needs children or are new to the country and EAL. Those pupils are developing but as quickly as the school would like.

Year 1(Y1) & Year 2 (Y2)

Read, Write Inc and phonics schemes of work have proved very successful in Y1. The estimate for those reaching age related expectations is 82%. Y2 will continue to take the statutory tests at the end of the year despite now being optional.

Samantha Days joined the meeting.

6.3 School Development Plan (SDP)

The school is continuing to work with Crossacres Primary School (CPS). This is working very well and providing very useful.

Both geography and science *deep dives* are now complete. A reading *deep dive* has resulted in a lot of development work with CPS and their reading lead. Training was completed with staff and was well received. A further review will take place before the end of the spring term.

The DHT is teaching the scheme. There is more time for the children to practice reading fluency. Pupils track the text whilst the teacher is reading aloud and when asked they will 'jump in' and continue reading the text. Pupil reading fluency is increasing and progress can be seen. By following the text while the teacher reads, pupils are becoming more confident and pupils are able to hear expression. Ownership of the new scheme and staff confidence is increasing.

Visit from the SSQA- 27.02.2027

The visit completed today is a follow up from the last meeting with a focus on behaviour across the whole school. The SSQA Officer walked around the school and observed behaviour and behaviour management. A lot of good practice was highlighted – such as Rights Respecting status and the Peace Mandala. The SSQA officer advised there were a couple of classes where management and organisation were not as it should be, which was leading to a lack of engagement and therefore pupils are not securing knowledge and learning.

This was discussed with the Senior Leadership Team (SLT) and a further audit will be completed. Generally, the visit and review were very positive. The SSQA officer highlighted the positive ethos of the school, together with the nurture and support pupils receive. The secure relationships between pupils and staff was also identified as a positive within the school.

6.4 Safeguarding & Attendance

Status	Number of pupils
Children Looked After (LAC)	7
Child in Need (CIN)	8
Child Protection (CP)	5
Special Guardianship Order (SGO)	4
Early Help Assessment (EHA)	3
Team around the Family (TAF)	7

The safeguarding data provided to the standards committee on 16.01.2024 remains the same.

A year-to-date attendance report was provided to governors prior to the meeting for review.

	All Pupils	Reception	Y1	Y2	Y3	Y4	Y5	Y6
School	94.1%	92.1%	93.5%	94.9%	94.9%	93.6%	94.8%	94.8%
FFT National	94.2%	93.1%	94%	94.5%	94.7%	94.7%	94.5%	94.3%
Difference	-0.2%	-1.0%	-0.6%	+0.4%	+0.2%	-1.0%	+0.2%	+0.5%

The overall attendance of pupil across the school (NURS not included) is slightly below the national Fischer Family Trust (FFT) data with a difference of 0.2%. Y2, Y3, Y5 and Y6's class attendance percentage is higher than the FFT national percentage and classes are above the national average for attendance.

Reception class's attendance is significantly lower than the FFT national percentage for this age group.

6.5 Behaviour & Wellbeing

Pupil wellbeing is supported well across the school by the Children and Families Team and the SEND Team. A social inclusion meeting takes place regularly where concerns are discussed including the mood and attitude of the pupils. Following this meeting a pupil would be allocated for interventions and support.

A behaviour audit will take place which will include both a parent and a pupil voice activity.

Q Are there any other issues regarding wellbeing and behaviour?

The main issues are interactions on social media, age-inappropriate website and media sites outside of school. In many cases parents will look to school to manage these difficulties despite taking place when the children are at home. This is particularly a difficulty in Y5.

Internet safety week is completed and pupils are taught internet safety in PSHE and computing. Unfortunately, there are no parental controls in place on devices.

Staff wellbeing

Staff are working hard and therefore workload, especially when a lot of changes are being made, can impact upon staff wellbeing and stress. Sometimes the goal posts are moving as expectations move. The school maintains staff wellbeing strategies and provide support when staff are struggling.

Q Do staff feel able to say when they are struggling?

This often depends on the particular staff member. The school employs the Pulse System and all staff members are signed up. Each member of staff is buddied up with colleague who they can message if they are concerned or facing difficulties. Some staff are very honest and will use the system, others do not. Not all staff members wish to talk to someone at work, although staff will approach the HT if there are concerns regarding a colleague. The school has a very caring team.

A Y3 teacher will leave at Easter, they are relocating to London. There will also be a vacancy in Y5 after the holiday. These vacancies are potentially only for the summer term as SLT will be looking at the staffing structure for September during the summer term.

A teaching assistant (TA) has now completed her degree and has been accepted onto the Teach First Programme. The school would like this staff member to complete their training at Baguley Hall but this would mean working alongside a qualified teacher and currently staff cannot be stretched that thinly.

Governors noted the contents of the update and thanked the HT.

	Actions or decisions	Owner	Timescale

7 2024-25 School Calendar

A copy of the school calendar was provided to governors for review and approval.

No changes are required to the calendar and the calendar for 2024-25 was approved.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> 2024-2025 School Calendar approved 	Governing Body	

8 Resources Committee Meeting 30.1.2024

A copy of the resource committee meeting minutes and associated documents were provided to Governors prior to the meeting for review. The minutes were approved as an accurate record of the meeting.

The Period 9 budget monitoring was noted as follows:

In Year Revenue

Total Income Revenue	£3,744,168	
Total Expenditure	£3,905,860	
In year Balance	£161,692	Deficit
B/f from 2022/23	£267,315	Surplus
Cumulative c/f to 2023/24	£105,623	Surplus

In Year Capital

Total Income Capital	£9,529	
Total Expenditure	£18,644	
In year balance	£9,115	Deficit
B/f from 2022/23	£11,073	Surplus
Cumulative c/f to 2023/24	£1,958	Surplus

The budget changes were noted as follows:

Approved revenue and capital Budget	£126,176	Surplus
Net Changes made	£44,631	Deficit
Revised Budget	£170,807	Surplus
Bal b/f Revenue and Capital 22-23	£278,388	Deficit
Revenue and Capital Bal c/f 23-24	£107,581	Deficit

In respect of cash flow, it was noted that the cash flow will be healthy at the end of the financial year and that the school is able to meet its financial obligations.

The SBM provided the Schools Financial Value Standard (SFVS) Assurance Statement to governors for review and approval. The SFVS was approved and ratified.

No issues were raised for discussion. The budget changes, cashflow forecast and Period-9 monitoring were ratified.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Period-9 monitoring ratified 	Governing	

D	• Budget changes ratified	Body Governing Body	
D	• SFVS approved and ratified	Body Governing Body	
D	• Cashflow forecast ratified	Body Governing Body	

9	Standards Committee Meeting 16.01.2024		
A copy of the Standards Committee meeting minutes was provided to Governors prior to the meeting for review. No issues were raised for discussion.			
	Actions or decisions	Owner	Timescale

10	Finance Update		
The SBM advised that there were no financial updates for governors at this time.			
The SBM advised the budget statement for 202402025 is due on the 29 th February 2024 and therefore the school are still waiting for their budget.			
The SBM advised that staffing costs remain a big difficulty, but stated that once children with SEND are able to start at their allocated SEND provisions this will heavily impact on expenditure and income.			
A small saving due to the return of a teaching assistant from maternity leave who will replace the speech and language therapist (SALT).			
Governors noted the finance update and thanked the SBM.			
	Actions or decisions	Owner	Timescale

11	Policies (for approval)		
No policies were presented for approval.			
	Actions or decisions	Owner	Timescale

12	Confidential Items		
No confidential items were presented for discussion.			
	Actions or decisions	Owner	Timescale

13	AOB		
Thanks were given to the Chair of Governors and Vice-chair of Governors for their hard work, dedication and service to the governing body and the school.			
	Actions or decisions	Owner	Timescale

Date and time of next meeting:	Tuesday, 16th July 2024 at 4:30am/pm
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