****

**Baguley Hall Primary School**

**Governing Board Meeting Minutes**

**School: Baguley Hall Primary School**

**Quorum: 8 (met at this meeting)**

**Chair: Jennifer Gibson**

**Clerk: Alyson Knowles**

**Date of meeting: 17.07.2024**

**Venue: Baguley Hall Primary School**

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Director type** | **‘End of Term of Office’ date** | **Present (P) /**  **Apologies (Ap)**  **/ Absent (A)** |
| Kate Bulman | Head Teacher | Ex Officio | P |
| Jennifer Gibson | Chair of Governors (Chair) | 09/05/2026 | P |
| Cheryl Fox | Local Authority Governor | 17/07/2028 | P |
| Paul Marshall | Co-opted Governor | 27/02/2028 | P |
| Samantha Days | Co-opted Governor | 27/02/2027 | P |
| Yanghong Huang | Co-opted Governor | 23/11/2024 | P |
| Claire Goulding | Staff Governor | 22/03/2027 | P |
| John Walmsley | Parent Governor | 15/05/2028 | P |
| Pamela Cowen | Partnership Governor | 18/09/2027 | P |
|  |  |  |  |
| Helen Stevens | Co-opted Governor | 22/11/2025 | AP |
| Vanessa Williams | Staff Governor | 27/02/2028 | AP |
| John Keyes | Co-opted Governor | 18/06/2028 | AP |

**Others present**

|  |  |
| --- | --- |
| **Name** | **Role** |
| Alyson Knowles | Clerk, One Education |
| Austin Pass | Managing Director (MD) of Fingertips ICT solutions Ltd. |

**Agenda Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Apologies** | | |
| The HT welcomed Governors to the meeting. Apologies were received and accepted from Helen Stevens, Vanessa Williams, and John Keyes.  Austin Pass, MD of Fingertips ICT Solutions was welcomed to the meeting and presented to the Governing Body.  Austin was invited to present to Governors on the role of filtering and monitoring the digital systems within the school. The company provided a mechanism to prevent and stop objectional content from being accessed by pupils and staff. This takes place using a category-based filter which monitors and identified what pupils have attempted to access.  This is reviewed by the HT and Fingertips Solutions regularly.  Governors were asked for questions.  *Q Is there a specific report for Governors?*  The company can provide Governors with a report and the system can do this. The HT has access to the school's dashboard, and this can be generated as a PDF. The company can autogenerate this for Governor's meetings.  *Q Is this expensive?*  The price is set on the number of pupils on roll at the school. This is approximately £2 per pupil.  Austin Pass was thanked for his presentation  This is a cloud-based platform – clever mechanism for a cloud – monitored inside and outside of schools. Monitored also at home.  *Q Do pupils have a password?*  Pupils have their own credentials which are monitored. Pupils would not be accessing any device without an adult. Adult supervision is especially important.  Mr Pass was thanked by the HT and Governors for his presentation.  *Mr Pass left the meeting.* | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2** | **Verbal declaration of interest in an item on this agenda and changes to annual declarations.** | | |
| There were no declarations of interest pertaining to any of the agenda items and no changes to annual declarations. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3** | **Election of Chair of Governors** | | |
| The HT nominated Jennifer Gibson to the role of Chair of Governors this was seconded by Samantha Days.  Jennifer Gibson stood unopposed for the role and was elected to the role of Chair of Governors. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| D | * Jennifer Gibson was elected to the role of Chair of Governors | Governing Body (GB) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4** | **Notification of confidential items or items for AOB** | | |
| The following items were added to the agenda for AOB:  Procurement proposals for approval  Printer and photocopies leases  Fire-door replacement  Play equipment removal and replacement  Service Level Agreements (SLAs) for approval  Swimming Pool  HR support | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5** | **Minutes of the previous meeting and matters arising** | | |
| The minutes of the previous meeting were provided to Governors prior to the meeting for review. The minutes of the last meeting were approved as an accurate record, subject to the following amendments. A copy of the minutes will be signed, and a copy kept on record.  Page 1  Peter Marshall should read as Paul Marshall and Pamela Cohen should read Cowen.  There were no further matters arising. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| A | * Minutes of the last meeting approved | GB |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **6** | **Governance matters** | | |
| The Chair introduced a number of items for consideration.  Governor vacancies & Governor Training  There are a number of new Governors who have recently joined the board of governors. The Governing Body has one vacancy. This vacancy should soon be filled once the HT has met with a prospective Governor.  Governors are requested to complete mandatory safeguarding training. All Governors are required to read and understand part 1 of Keeping Children Safe in Education (KCSIE) (2024) once this becomes statutory guidance on 2nd September 2024.  A list of training courses should be accessed by Governors. Governors should contact the School Business Manager (SBM) to arrange attendance.  All new Governors must also complete the Governor induction training provided by One Education Ltd.  Governor Monitoring  The following link roles are assigned to long standing Governors:  Special Educational Needs & Disabilities (SEND) – Samantha Days  Safeguarding – Jennifer Gibson  Maths & Numeracy - Yanghong Huang  Curriculum – Helen Stevens  Additional link Governor roles will be available, and appointments made during the new term in September 2024.  The HT advised the school will be entering a new Ofsted window in July 2025.  Governors noted the update, and thanks were given to the HT. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| A  A  A  A | * All Governors to complete mandatory safeguarding training * All Governors to read and understand part 1 of KCSIE (2024) * HT to email available Governor training courses      * All newly appointed Governor to complete induction training | Governors  Governors  HT  Governors | ASAP  September  ASAP  ASAP |

|  |  |  |  |
| --- | --- | --- | --- |
| **7** | **HT’s Report** | | |
| Prior to the meeting the following documents were provided to Governors for review:  School on a Page (SOAP) summer term 2024  School Development Plan 2023-2024 (SDP)  Reception (REC) Class data  The HT presented her report, and the following points were highlighted in discussion.  School context  There are currently 541 pupils on role, this is an increase in 10 pupils from Autumn term, but 5 pupils have left the school since the Spring. As expected, the number of pupils has increase throughout the year, however fewer pupils are expected for nursery (NURS) and REC (2024-25) compared to the number of Y6 pupils transitioning to high school. 75 pupils will leave the school to move to secondary school and 59 pupils will be joining the school in September 2024.   |  |  |  | | --- | --- | --- | | Pupil Category | Spring term (Feb 2024)   * % of pupils | Summer term (July 2024).\/   * % of pupils | | Pupil Premium (PP) | 52% | 52% | | Free School Meals (FSM) | 52% | 52% | | English as an additional language (EAL) | 36% | 36% | | Special Educational needs (SEND) | 28% | 28% | | Education Health Care Plan (EHCP) | 9% | 10% | | Early years funding (EYF) | 1% | 1% |   The SOAP provides a summary from the SDP, funding and tracking information and attainments data for age related expectations from Early Year Foundation Stage (EYFA) to Year 6 (Y6).  The number of pupils with SEND remains high and is increasing, this includes pupils joining the school. This is a trend across the UK especially on EYFS. There are also a number of pupils joining NURS who already have an EHCP in place. Usually this will be completed once the child joins the school. Increasingly needs are being identified at an earlier stage. The number of PP pupils remains stable.  The national average for pupils with EHCPs is 4%, the school's percentage is 12%. This is a significant difference. Local Authority (LA) provides additional funding. The school receives higher funding than other schools. This equates to approximately £10,000 per pupil with an EHCP.  *Q What is PP?*  PP pupils are those pupils who are in receipt of FSM or have at some point in their school lives. The pupil will remain PP even if they no longer receive FSM. Pupils retain their entitlement as the impact of depravation and poverty is on-going.  There has been a significant increase in EAL pupils.  *Q Does the school receive additional funding for EAL pupils?*  This forms a part of the school funding formula provided by the LA. The funding is added to the budget prior to the money being received by the school.  No further questions were asked regarding the SOAP data provided.  Safeguarding & Attendance   |  |  | | --- | --- | | Child Designation | Pupil numbers | | LAC | 7 | | Special Guardianship Order (SGO) | 5 | | Child Protection (CP) | 4 | | Child in Need (CIN) | 5 | | Team around the Family (TAF) | 9 | | EHA | 8 | | Early Years outreach (EYO) | 2 |   Support is provided by the Child & Families Team (Pastoral Team). The team provide support to vulnerable families including Looked after Children (LAC) and those undertaking an Early Help Assessment (EHA) – these forms 8% of the school community. The team also provides workshops for parents, a walking bus and mental health support for pupils.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Attendance | National average % | Autumn Term | Spring term (Feb 2024) | Summer term (July 20204) | Persistent Absentee % | |  | 94% | 94.3% | 94% | 93.5% | 18.7% |   The school are really pleased with the achievement in attendance this academic year. The school has made an increase of 1% when compared to the same period 2023-24. Attendance is a continuing issue in the Wythenshawe area. Attendance sweeps with the LA statutory attendance team are now complete for Y6 transition. The school identified 40 pupils across all year groups and 40 visits took place by two teams. The team supports pupils daily.  There are a lot of children who have achieved 90% attendance and therefore are missing 10% of their education (4 weeks). Pupils with 90% attendance are classified as Persistent Absentees (PA). this figure has decreased compared to last year by 3.8% which is a significant improvement. During 2021-22 academic year this figure was very high at 27%.  Statutory Outcomes  The progress made by pupils in each year group has increased and is more in line with LA % of good level of development (GLD).  Percentage of pupils reaching the expected Standard (EXS)   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **2022-23** | **2022-23** | **2022-23** | **2023-24** | | Year Group | EXS % Baguley Hall Primary School | EXS % LA | EXS % National Average | EXS % Baguley Hall Primary School | | EYFS GLD | 52% | 59% | 67% | 57% | | Year 1 (Y1) Phonics | 78% | 74% | 79% | 83% | | **Key stage 1 (KS1)** |  |  |  |  | | Reading | 65% | 62% | 68% |  | | Writing | 47% | 52% | 60% |  | | Maths | 69% | 64% | 70% |  | | **Key Stage 2 (KS2)** |  |  |  |  | | Reading | 57% | 68% | 73% | 65% | | Writing | 56% | 62% | 71% | 69% | | Maths | 60% | 68% | 73% | 72% | | Reading, Writing & Maths | 44% | 51% | 59% | 57% |   Y1 & Reception (REC) Phonics  In Y1 79% of pupils passed the screening tests for phonics. By removing the Zebras group this figure increases to 83%. The results show that phonics is strong in the school. If the Zebras group and those who are not within their age cohort are removed from the data a further increase is seen up to 87%. These results are above the national average.  In REC 57% passed the phonics screening, without Zebras group this increases to 60%. Removing Zebras and those with an EHCP this further increases to 64%. In EYFS & REC, 63% are reaching a good level of development.  KS1 Progress  The data for progress in KS1 was not available for the meeting. The HT raised the following points for discussion.  Year 4 (Y4) multiplication checks are complete. Those attaining the pass mark of 100% has increase from 2022-23 (33 pupils). 80% of pupils in the year group attained 50% or more. This is a significant increase.  Significant improvements can be seen in Y1 maths progress, Maths in Y1 is strong.  KS 2 Progress  The school are particularly pleased with the improvement in progress and statutory testing at the end of Ks2. The SATS papers have been analysed and 1 pupil’s paper will be submitted for remarking. A small number of pupils missed the passing grade by 1 mark.   |  |  |  | | --- | --- | --- | | Subject area | National average % | Baguley Hall Primary School % | | Reading | 72% | 65% | | Maths | 73% | 72% |   It is difficult to teach the full curriculum to pupils prior to the tests in May, therefore Y6 had some gaps in knowledge. The school provides booster classes from December. The Power Maths curriculum is strong, and the pace is quick. There were some topics not covered in Y4 &Y5. The statistics topic was particularly challenging, therefore moving forward an additional maths lesson will be provided for KS2 during 2024-25.  The media reports for the Y6 SATS results showed that achievement was improving but results have not returned to pre-pandemic levels. The school's data is showing that progress and achievement in reading, maths and writing is better than 2019-2020. This is very pleasing to see.  Governors thanked the school for the support provided to Y6 including additional support and booster classes.  Testing of pupils takes place each term, the spring testing in maths focused up Fractions. Year groups during this time were provided with additional maths lessons to ensure all units are completed.  Pupil progress meetings continue to take place regularly. Writing continues to be a challenge across the school. Each class will complete a unit for writing, where the unit will be taught progressively for 2-3 weeks. This will usually take the form of a narrative, or report or a piece of writing focused up explanation. In other subject areas, children receive the opportunity to repeat each style of writing. This will be used to inform pupil progress meetings. Teachers assess by looking at the following questions:  What can the children actually do when writing independently?  What are we going to do next?  Children are provided with the opportunity to review, revise, and edit their writing. This ensures that pupils can spot and edit common errors in their writing. Reminders are given by class teachers.  The school intends to retain the current teaching of writing but amend and change the assessment to make this more comparable.  School Development Plan  Governors are asked to review the actions of the SDP. The actions within the SDP are colour coded to show updates.  No further questions were asked, and Governors thanked the HT for the update. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| A | * Governors to review SDP updates and actions | Governors | September 2024 |

|  |  |  |  |
| --- | --- | --- | --- |
| **8** | **Resources Committee Meeting 21.05.2024** | | |
| The minutes of the meeting, 2023-24 Budget Closedown, 2024-25 Budget, 3-year forecast and 2024-25 Staffing Structure were provided prior to the meeting for review.  No questions were asked.  Governors reviewed and ratified the following:  2023-24 Budget Closedown  2024-25 Budget  3-year Budget forecast  2024-25 Staffing Structure.  Governors thanked the HT for the update. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| A  A  A  A | * 2023-24 Budget Closedown ratified * 2024-25 Budget ratified * 3-year Forecast ratified      * 2024-25 Staffing structure ratified | GB  GB  GB  GB |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **9** | **Standards & Curriculum Meeting 14.05.2024** | | |
| The minutes of the Standards & Curriculum Meeting (15.05.2024) were provided to Governors prior to the meeting. No items were raised for discussion. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **10** | **Schedule of Meetings 2024-25** | | |
| The Schedule of meetings was provided to Governors for information. The schedule of meeting was approved during the previous Governing Body meeting.  The CoG and a further two Governors (non-staff governors) must attend the Pay committee scheduled for 1st October 2024. Paul Marshall, Sam Days and Jennifer Gibson agreed to attend the annual Pay committee meeting. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **8** | **AOB** | | |
| The following items were added to the agenda for AOB:  Procurement proposals for approval  As the following leases and contracts exceed £2,000 the approval of the Board of Governors must be sought. The related documentation and quotes were provided to Governors prior to the meeting for review.  Printer and photocopies leases  Quotes for printer and photocopier leases were provided to Governors for the Resources Committee meeting 15.05.2024. It was agreed the approval would be reviewed by Governors and submitted for approval at today's meeting.  The preferred contract is with Agilico Workplace Technology.  Printer & photocopier lease with Agilico approved.  Fire-door replacement  This is a heavy cost for the school as most fire doors require replacement. The school has received quotes and are prioritising those which have been deemed unsafe.  Fire-door replacement contract approved  Play Equipment replacement  Pennine Playground are an established company with a good track record. Pennine Playgrounds will re-edge the current play area and ensure it is safe.  *Q Is there a warranty? Are you happy with the work in EYFS?*  Yes, the Wet Pour surface shrinks overtime ad comes away from the edge. This will be trimmed and replaced. This will be completed over the summer holidays.  Pennine Playground contract approved.  Service Level Agreements (SLAs) for approval  The current list of SLAs and each contract rational were provided to Governors for review prior to the meeting.  The SLAs relate to the services commissioned by the school. These are very varied. There are two agreements requiring Governor approval as they are more than £2,000.  HR Support    One Education Ltd provide our HR support. The school have considered alternatives including costings and comparisons. One Education HR support is the preferred choice. One Education provide value for money.  Governors approved the SLA for HR support from One Education.  Swimming Facilities  *Q Swimming pool? Will this replace the previous swimming provision?*  Yes, this will replace the current provision. The previous swimming provision was costing the school a considerable amount of time, staffing, and resources. Swim4School provide an onsite alternative to leisure centre swimming classes.  The company provide a swimming pool and trained instructors. This is a robust marquee which will be set up on the all-weather pitches. They are supported by United Utilities and provide the school with 2 weeks of access for staff and pupils.  This saves a lot of money approximately £5,000, time and staffing. It is very secure.  Governors approved the SLA for Swim4School.  Governors thanked the HT for the update. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| D  D  D  D | * Governors approved the SLA – Swim4School * Governors approved the SLA – One Education HR support * Governors approved the lease – Agilico Workplace Technology * Governors approved the contract – Pennine Playgrounds | GB  GB  GB  GB |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Confidential appendix** | | |
| No confidential items were added to the agenda for discussion. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Date and time of next meeting:** | **Tuesday, 19th November 2024 @ 4:30pm** |