



BROAD OAK PRIMARY SCHOOL

**Full Governing Body Meeting
in-person and online**

Date of meeting: Wednesday 17th November 2021

Quorum: 7 (met at this meeting)

Chair: Chris Pyle

Clerk: Jenny Adie

Pages: 6

Signed: _____ **Date:** _____

1. Welcome, Present and Apologies

Present Governor	category	end of term	present(P)/apols(Ap)/absent(o)					
			15/9	17/11	13/1	17/3	5/5	7/7
Shabnam Mughal-Mohammed	Parent Governor	20/10/24	Ap	Ap				
Karen Page	Parent Governor	20/10/24	P	Ap				
Sheila Patel Webster	Parent Governor	20/10/24	P	P				
Sama Younis	Parent Governor	2/10/23	P	Ap				
Kevin Corteen	Headteacher	ex officio	P	P				
Lisa Walker	Staff Governor	14/1/22	P	P				
James Wilson	LA Governor	7/9/24	Ap	Ap				
Frank Atkinson	Co-opted Governor	25/2/24	P	P				
Kim Burrell	Co-opted Governor	7/9/24	Ap	P				
Ann Johnson	Co-opted Governor	4/5/22	P	P				
Richard Osler	Co-opted Governor	4/5/23	P	P				
Chris Pyle	Co-opted Governor	25/11/23	P	P				
Louise Staunton	Co-opted Governor	17/11/24	Ap	Ap				

This was a mixed in-person/online meeting, Chris Pyle and Frank Atkinson joined online.

Apologies
Shabnam Mughal Mohammed, Karen Page, James Wilson, Sama Younis.
Apologies formally accepted

In Attendance	
Clare Whiting	School Business Manager
Jenny Adie	Clerk

2. Pecuniary Interests

2.1 2021/22 Pecuniary Interests Register

Kim Burrell signed the Register.

Action	Clerk	
		To obtain signatures/declarations from Shabnam Mughal Mohammed, Louise Staunton and James Wilson, to complete the Register.

2.2 Declaration of any Pecuniary Interests in the items on this agenda

No Pecuniary Interests declared.

3. Minutes of the previous FGB Meeting, on 15th September

Minutes agreed as a correct record.

3.1 Matters arising from the minutes

None.

4. Headteacher's Report

There are 436 children on roll.

There are 9 leavers, some children left the country or City; 6 are transfers to other schools, 5 children placed here and now moving closer to home, 1 moving to another local school.

EYFS headlines

There are 7 areas of assessment. Staff calculated that GLD would have been 56%, 23 out of 41 pupils, they are pleased with these outcomes given the experience these children have had, with lockdown in their Nursery year and their Reception year. Looking at the children who did not reach the standard, for many the issue was personal and social development, they had limited opportunities to play with friends. For some it was around lack of engagement with home learning. If Staff had been able to get the children who were close to achieving, up to standard, GLD would have been 71%, close to national. They know the areas they need to develop and the Reception Teacher has moved up to Year 1 with the children, so they hope to close the gaps.

School Improvement Plan

The Plan was revised in April, but was collection of Action Plans, unwieldy to work with; they decided to strip out some of the plans.

They left all 4 areas that Ofsted make judgements in, but have 4 Key Priorities.

Attendance, children have to be here;

Reading is the window to all learning;

Curriculum development is ongoing, RO has mapped the Covid curriculum on to the intended curriculum.

The smaller SLT and smaller MLT after the Leadership restructure will need to embed.

Some Governors were able to join Staff at the recent INSET day. SIP areas were on tables, Staff put priorities and points on to them; these documents are now being used to create a final document which Leadership will use to hold themselves to account, a page per priority. When completed it will come to SIPC.

Q. Are other priorities continuing? Will Governors stay with their current areas of responsibility?

Yes, other priorities will continue, as well as the 4 main areas.

Q. When will the Plan be reviewed?

It is in the Staff Room, it is amended as required and then updated by the Subject Lead, it will come to SIPC meetings and be a standing item for FGB.

Q. There is no specific mention of Pupil Wellbeing? Should this be added as a Governors standing item? Or in the Plan?

KC agreed to look at where to fit this into existing priorities, or add as an additional priority. It could go within Personal Development. Much work is being done. They are working on a School book again, and work on friendship; Sandwell Charter work is continuing; re-evaluation is to be done in the spring term

Q. Can they find metrics for each area? So Governors can see progress?

Some are more straightforward than others. They will be able to show progress from starting points come the spring term; they will report benchmarks and progress against them. Some areas, for example Attendance, are easier; there are some areas with less data but they will still track progress.

Attendance

Attendance was 94.8% up to when the Report written; there are currently 78 pupils at risk of Persistent Absence, this seems high, they will need to keep close eye on it across the year.

Half term 1 has individual class attendance, there are some classes where attendance is low.

For schools using FFT, data is taken on a weekly basis; benchmarking is only against other schools using FFT, not all schools. They are broadly in line with other schools, lower attendance is a national picture.

There is some difference between boys and girls. School works with the families. Some figures are due to Lates. There are also some families with really low attendance; the School will use Panels, and wants support from the LA on what else could do for impact. There are families where parents need more support, but have not co-operated with Early Help, and have not kept up attendance improvements supported by Staff. This is a Safeguarding concern, but Social Services have just closed the file.

Q. Are there greater demands on the system than before?

They think there are, but this does not apply to attendance, which just goes through the fining route, but there is an underlying family support and safeguarding issue. The School keeps records to show work done, and referrals.

common incidents within each of 3 broad bands

There was one 2-day exclusion at the time of writing, there has now been a second for the same child.

They recognise that the child is in the wrong setting, there is a meeting next week. The parents agree with the School that this is not the right setting.

There were 11 Child Protection incidents last half term. 78 children are being monitored on CPOMS, referrals have been done since the Report was written. The numbers are the same as last year.

There is training on the National College which Staff have done, it is also available to Governors.

KC and LW have completed the Safeguarding Audit, which generates an Action Plan; they will meet with KP termly to review progress.

Q. Is there anything that Governors can do to support? Please ask.

Q. About the classes with lower attendance, 1B and 5B, with 91%?

There are key children in these classes, one with 17% attendance due to family issues, there are others living at a distance who are often late. The class generally has attendance similar to others.

LW and Natalie have been monitoring attendance weekly. Some children came back late at the beginning of term, the figures are improving with time. There are some parents taking children out for holidays, less now than in the summer, but there are still some going, saying they could not go during

Covid. Systems are back in place, and fines. The fines are per parent, per child. It is a parent misunderstanding that taking younger children out does not affect their education.

Q. About the apparently high figures for children accessing activities outside School in Years 4 and 6 and Acorns.

The figures are generated by SIMS. Clare explained that the figures are due to a Year 4 trip which left early, and Year 6 children taking the 11+, both educational activities.

Leadership and Management

The major Leadership and Management focus is the restructure. SLT are taking-on Leadership of the core curriculum, the Maths and English Leads are very knowledgeable and experienced, they can share expertise and upskill the Teachers, but SLT also need their knowledge; they are presently working as an extended Leadership Team, building knowledge.

Covid

There were 4 confirmed positives in half term 1, though there may be many more unidentified cases. The system is more streamlined now, with a weekly record to be completed not a form per case.

There have been 3 confirmed Staff cases, all over half term.

Q. Do they still write out to the Class if there is a positive case?

They use SeeSaw to inform parents and ask them to watch for symptoms. There are many seasonal coughs and colds now; School is giving information about the main Covid symptoms, and phoning parents for information when children come in with a cough.

There is new paperwork including outbreak management, and bubbles, and separate playtimes. They have not had to do this so far.

Q. Do they have Lateral Flow tests to hand out?

Not for families, though they have given them to parents if concerned; they have tests in School for Staff.

School Community

There is an SEN pupil in Saplings who cannot access mainstream and is awaiting specialist provision. Thaley has secured some additional funding while the child remains at Broad Oak. A setting has been identified but there is no place. The LA has agreed to fully-fund a Supply Teacher, this is done directly with the Agency, not through the School budget, and will not lead to employment obligations to the Teacher.

School had a Friendship Museum in the week beginning 1st November, based on the book 'The Boy, the Mole, the Fox and the Horse'; it was well-received and very well-attended by families. This is a first step towards being more open.

They are doing online Parents Meetings, using time-limited slots; this has the advantage that it leads to focussed conversation.

There has been fantastic fundraising again from the Hearts Trail. This year Year 2 incorporated the Trail into their Geography teaching, using maps and doing the trail. This led to promotion and the children enjoyed it.

4.1 Schools Resources Management Adviser Report update

The draft was discussed at Resources Committee. CW has done amendments and they know that the final Report has been shared with the EFSA, but it has not yet come to School.

5. Governors' Committees Reports

The School Improvement Plan Committee did not meet.

Action	Kim Burrell Kevin Corteen	To agree a date for an SIPC meeting.
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5.1 Resources Committee 8 November 2021

Clare Whiting reported.

The Committee had a budget update, the deficit has moved from £576,000 to £505,000. The budget was discussed in detail. The new Catering provider has only sent only one invoice yet, they will get a better idea of income and costs as they continue.

The SRMA gave some broad recommendations: to reduce the number of Teaching staff as the School is moving towards 1.5 form entry; also issues around TA contracts. They are not overspending. they need a focus on income generation, they need to look at a Site Management Staff arrangement to optimise income possibilities. The Report was costed but not in detail.

The new SSQA, Sonia Schofield, came into School with a member of OneEducation HR. They looked at the Report, they were supportive, they confirmed that the School has to manage numbers, but they operate as a school, they cannot just cut staffing. The LA want to see modelling on the Recovery Plan, to see how they could change Teacher numbers. They were pushing income, which increases awareness of the School as well as earning. They want to get systems in place for weekend working, for example.

The LA is asking for a conversion date, this changes the conversation as the LA would then talk to the Trust.

KC spoke to Kevin Simpson, he wants to look first at getting additional children in, they need about 58 children to keep at 2-form entry.

Q. Is School doing Open Days, and other activities?

They are looking at what they can do, this was discussed at INSET.

Premises

The front car park has been taken over by the team working on the new Kitchen, probably until about May, but they hope the new Kitchen will open at February half term.

Roofers will be in working on classroom flat roofs from Monday, until about Feb but say will be watertight within about 4 weeks.

Q. Is this a permanent job, or more patching?

A new permanent roof with a 30-year guarantee. The only cost to the School is the additional insurance for major schemes that is not included in the new DfE insurance the School has taken; this will cost £2-3000 but there will still be a saving on the old City Council insurance.

5.2 Pay Committee on 8 November

Chris Pyle reported

KC went through anonymised reports, the Committee agreed the Headteacher's recommendations.

6. Policies for Approval**6.1 Safeguarding Policy**

This needs re-dating to 2021, and the Safeguarding Governor's name put on, and LADO information.

Governors agreed to ratify the Safeguarding Policy subject to the amendments above.

6.2 Behaviour Policy

The main change is around lunchtime sanctions.

Governors agreed to ratify the Behaviour Policy subject to the amendments above.

7. Academisation update

The application was to be heard tomorrow, but this will not now happen. It needs to go to 2 Headteacher Boards because the Trust is in a different area. The DfE have a copy of the SMRA Report, and want more information from the Trust on how they will help with the deficit. KC had a conversation with Kevin Simpson, it is a good application, they think Broad Oak is a good fit with the Trust, but need a Deficit Recovery Plan update. This will go to the LA on 24 November, there will then be a meeting with the Finance Lead for the Trust to add-in lines to show support to be given by the Trust. They have to show that the deficit can be recovered in given timeframe; with the SMRA recommendations they can do this but now need to show how changes will be brought in, there will not be immediate movement. The EFSA wants assurance by Christmas that the Trust can support the deficit. School is continuing to work with the Trust; Staff are involved with SLT days, Subject Leaders are working collaboratively, so they already have some benefits of being with the Trust.

8. Any other business

8.1 Term dates for the 2022/23 school year

Dates tabled.

Manchester are trying to align the Greater Manchester Local Authorities' calendars, but it is a problem that Academies can set their own dates and KC does not yet know Parrs Wood's dates.

The calendar has INSET days on 1 and 2 September, and they like to have one after autumn 1 half term to review work so far. KC also proposes 3 January, and they normally allocate one day as a report writing day to recognise Staff work, and put this on the last day of term.

KC asked for formal approval but with the proviso they may need to amend this when they have dates information from Parrs Wood.

Governors agreed the term dates for 2022/23.

8.2 LA letter, Official Financial Notice to Improve

At a meeting with the LA on the Deficit Recovery Plan, Rena Kohli said that the School was operating under a Financial Notice to Improve; a new letter says that the Notice is a reissue, but School has not previously had a letter so KC is asking for this to be corrected.

This means monthly monitoring, regular reporting, and the LA may send a representative to Resources Committee meetings. They know the School has financial problems, and was given advice not to restructure at particular times, and joining the Trust has been protracted, so the LA feel they should act now. It was the School's initiative to ask for SMRA report, and the Report shows that the School is not wasting money.

Q. Does the Financial Improvement Notice come to KC or to the Governors?

It should be to the Chair, it is actually to KC.

Q. What is the Governors' position?

The Clerk explained that Governors are not liable if they have been working in good faith, have been kept informed, and are discussing the financial position. They can show that this is the case.

next meeting

Thursday 13th January 2022

Thursday 17th March

Thursday 12th May

Thursday 7th July