



BROAD OAK PRIMARY SCHOOL

Full Governing Body Meeting

At School, with an online link available for Governors unable to attend in person

Date of meeting: Thursday 12th May 2022

Quorum: 5 (met at this meeting)

Chair: Chris Pyle

Clerk: Jenny Adie

Pages: 8

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	12/5	7/7
Shabnam Mughal-Mohammed	Parent Governor	20/10/24	Ap	Ap	P	P	P	
Karen Page	Parent Governor	20/10/24	P	Ap	P	P	P	
Sheila Patel Webster	Parent Governor	20/10/24	P	P	P	P	P	
Sama Younis	Parent Governor	2/10/23	P	Ap	P	Ap	resigned	
Kevin Corteen	Headteacher	ex officio	P	P	P	P	P	
Lisa Walker	Staff Governor	14/1/26	P	P	P	P	P	
James Wilson	LA Governor	7/9/24	Ap	Ap	P	P	P	
Frank Atkinson	Co-opted Governor	25/2/24	P	P	A	P	P	
Kim Burrell	Co-opted Governor	7/9/24	Ap	P	Ap	resigned		
Ann Johnson	Co-opted Governor	4/5/22	P	P	P	P	P	
Richard Osler	Co-opted Governor	4/5/23	P	P	P	Ap	P	
Chris Pyle	Co-opted Governor	25/11/23	P	P	P	P	P	
Louise Staunton	Co-opted Governor	17/11/24	Ap	Ap	P	P	resigned	

James Wilson and Ann Johnson joined the meeting online.

Apologies
None

In Attendance	
Katie Walker	Acting School Business Manager
Jenny Adie	Clerk

2. Declaration of any Pecuniary Interests in the items on this agenda

No Pecuniary Interests declared.

3. Minutes of the previous FGB Meetings, on 17th March and 24th March

Minutes agreed as a correct record.

3.1 Matters arising from the minutes

None.

4. Headteacher's Report

Sent out with papers.

Pupil Numbers

4 new pupils have joined the School since Monday, when the Report was written.

36 offers of Reception places were made, 34 are confirmed, one has turned down the place, they are unable to contact one. There were 5 late applications from children already in Broad Oak Nursery, and one application from a child in Nursery, with siblings at Broad Oak, who is a Stockport resident and was offered a Stockport place. The family will be appealing. There may be other late applications, they expect numbers to be about 45.

Quality of Education

Quality of Education is a limiting judgement, and was graded RI.

Staff were reworking the Intent document for vertical grouping, Ofsted saw that this was in place; Implementation and monitoring are not yet in place, it was unfortunate timing.

Year 6 SATs were this week, the children stepped up to the new situation. There were six children not at the standard to sit the tests, after the pandemic.

Progress made in the last 12 months is very good for some children; data will come to SIPC.

Ann Johnson came in to do the SATs security inspection yesterday.

SIP Priority 1, Attendance: data is in the Report.

Attendance is 93.8%, an 0.5% drop; there have been different holiday patterns with Parrs Wood this year and some families took their children out.

KC discussed dates with the Lead Inspector, who was surprised that Manchester was not firmer with Parrs Wood about matching holiday dates.

There is the same number of PA children as last year, it looks like an increase as there are fewer children on roll.

Priority 2, Reading: Phonics work is going well, School has been accepted for 50% matched funding from the English Hub and they have been invited to be a Partner school, so will get 6 days free support.

Priority 3, Curriculum: subjects are taught progressively. Variance was the issue at Inspection. Debi Bailey will be supporting, and the SSQA will come in to do work with Subject Leaders.

Behaviour shows the same pattern across the year.

There have been no more exclusions since Governors last met.

There is an FFT graph in the Report, School figures are in line with the FFT picture.

Personal Development

Care and Welfare: there have been 16 Child Protection incidents recorded on CPOMs since the last meeting; there is the same number of families and open cases.

Mental Health and Wellbeing: Sandwell Quality Mark activities with pupil and parent groups are to take place after half term.

Leadership and Management

The **SIP Priority 4** is transition to new Leadership structure and new ways of working. The 3 Working Parties have been developing protocols and policies, which are now completed and have been shared with Staff.

Leadership and Management was graded RI because Quality of Education is limiting. An area for improvement is variance in standards of leadership of Foundation Subjects.

EYFS was graded RI, not due to Quality of Teaching, but because Subject Leaders did not have knowledge of how their subject was taught in Early Years.

Covid

There has been a reduction in identified cases, but KC thinks children are coming in without testing. Staff are still testing positive. The Nursery was closed for one day.

KC tried to show Inspectors the impact of Covid on planned monitoring and development, for example the Computing Lead was off when he was meant to do this in Early Years. They have kept classes open but this conceals the impact of absences.

Staffing

The agreed Staff redundancies have been accepted.

School has a new Caretaker, an ex-pupil who lives very locally.

Mrs Singh in Year 2 and Mr Nolan are leaving at the end of term.

4.1 Ofsted Draft Report

Report and cover letter attached

KC feels that the new structure of the Report does the School a favour in some ways. When the Report goes to parents it needs a covering letter with the positive things important to parents.

They have prioritised basic skills on return from Covid, Ofsted agreed that the work is solid and good and the children are making the progress they want to see.

The Inspector said Staff know the children well, and Governors knew about what was happening with the curriculum.

CP thought that in the meeting there was much positive feedback, which was toned down in the Report. KC explained that this would in part be because the Report cannot identify individuals and some comments would have done this, for example saying MFL is strong, there is only one MFL Teacher.

There is variability of where subjects are; some, for example MFL, are well developed; others are not yet developed; there are new Leads, some are still developing Intent.

KC hopes that all a parent wants to hear is in the first paragraph: a child will leave the school literate, numerate and ready to move on, and they are working on other areas.

Q. What is the Report saying they are not seeing, that they wanted to see?

It is different in different subjects. SLT are monitoring and going into classes, but School is still working in bubbles so Middle Leaders had not yet gone in to other classes. It would have been different if the Inspection had been later. There were things that could not happen because of Covid, some Subject Inspections could not happen because Leads were off with Covid at the time.

Q. It is about developing the Subject Leads so they know their subject inside out?

Yes, and monitoring in the classroom; work is planned but not yet monitored at Subject Lead level. The Inspector took issue with the monitoring during remote teaching. Subject Leads were not able to monitor because they had too many responsibilities at the time, with teaching, preparing lessons, they could not do everything. The SLT did monitor.

Q. About what happens next?

An HMI will come in to look at identified areas, then there will be a subsequent Inspection, though this may be complicated by academisation. There is an 18-month to 3-year window for the Inspection.

Q. Assuming academisation was not there, how quickly would there be another full Inspection?

18months to 2 years.

They have been building subjects from the ground up; in some subjects the sequencing is not there, they do not have time to do it, they are looking at buying-in schemes and amending them for Broad Oak.

First responses

SLT have met with every Subject Lead, part of the Inspection or not, about where development is, and next steps, and all Subject Leads have been given a half day in EYFS to see the origins of their subjects; this had been done at an INSET day but not live with the children in School. All have now been in and this will be repeated regularly.

They did a Professional Development meeting for Staff, 'Understanding and responding to the Inspection'.

The implications of being judged RI

KC has contacted Kevin Simpson at Aspire, he has been very supportive; he said this is a snapshot, he will do all he can to support Broad Oak going forward.

There is LA involvement from Debi Bailey and the SSQA, and an HMI, maybe in July, maybe September.

They will need to manage parents' expectations.

Broad Oak has quite good outcomes in comparison with local schools, but this becomes even more important now. They will include NFER test results on children's reports.

Impact on Staff

They have talked about the process of transition, people's responses and emotions, and how to get to acceptance and positivity.

Key areas for improvement

It is all about knowledge, they have tried to map knowledge on to the skills base they were using.

They have talked about what it means in practice, and sequencing.

They were still keeping with Cornerstones but have now decided that individual subjects are key. For example Science is taught in the autumn term then not revisited. If Staff teach at all levels at the same time sequencing would be more obvious. They are now looking at pairing of subjects, to be taught at the same time in all Year Groups, this will make Subject Lead monitoring easier and will work for professional development, Teachers will be able to work on a subject area before it comes up.

Q. Are there other schools they can work with?

Yes. They are already working with other Trust schools, they have not yet met in person but this will start again from September.

They need to promote a culture of openness, trust, mutual support and responsibility for change. The protocols and policies from the Staff Working Groups will be crucial.

They have developed 7 questions for reflection:

how to ensure fair and consistent coverage of subjects

how select content for a spiral curriculum and mixed-age classes

assessment

how do we quality assure, not just the curriculum but suitability, and fit with values

how to organise Staff meetings for good professional development

questions 6 and 7 are to do with development of Subject Leads

KC put on the table the flipchart papers with Staff suggestions in response to the questions, Staff and SLT have the same ideas.

Q. There are some great ideas, how will they proceed with them?

They will have to move to an Action Response Plan.

After this meeting they had initial conversations with Leaders, they thought schemes were the way forward for consistency. They have started with DT, there is a scheme in use in several Trust schools, with tutorial videos for Teachers with less confidence, and videos to show the skills to the children. The Scheme has 2 models, one for straight through and one for a spiral curriculum for mixed age classes, and the work goes down to Early Years.

They will look at using Kerpow for Computing, Art and Design, DT, Music. For the main subjects they are looking at Rising Stars. A scheme is not the answer to everything, they want the work to be for Broad Oak children, and want Teachers to have confidence that the sequencing is right.

For example for History, the first term is local History all through the School, then the UK, then wider; they can use the scheme units rearranged to do this.

RO looked at the provenance of the authors of schemes. Those involved with Rising Stars are influential in their Subject Associations, confident in their knowledge of their areas. RO has been making spreadsheets with links, they want to have Teachers clear by the middle of June about what they will be teaching in September, both order and content.

Timetabling is difficult, there is never enough time; they will map out exactly what is being taught, and when and where, so nothing is missed.

For RE they will stay with SACRE, and they use iMatters, both are very good.

Q. Will they stay with what they are doing for Maths and English?

They will develop and build on what they are doing well. Next spring they will start to work with Lisa, the English Lead for the Trust, and with Helen at Wilbraham for Maths.

Q. Is RO doing planning?

Not planning, but sequencing and developing.

Q. Will Subject Leads get release time to develop their subject areas?

It is clear from the flipchart posters that Staff want guidance, and want to know what will be monitored; RO will develop a schedule so this is clear. For example for DT, they will launch in the last week of half term with mechanisms and structures, the Lead will get the first experience of monitoring. When RO has mapped the plans Teachers will know exactly what they will be doing when.

Q. Are the vertical classes from September an additional challenge?

Yes, and numbers are challenge, there would have been 28/29 children in the classes in Years 5/6, but on the present numbers this is now 32/33. A curriculum that is designed for vertical grouping will help. Maths will be a challenge, it is prescribed for a Year Group, while other subject areas are for a Key Stage.

Q. About the Early Years curriculum?

The prime areas are strong, Nursery and Reception organisation will depend on numbers. The Inspection picked out having clear end points for Nursery, this is not how they work but they will need to change.

Q. When are Staff likely to know the size of classes, how it is going to work?

KC hopes early next half term, they have put in several SLT days, this will be after resignations have closed so they know who they will have. They will look at numbers, KC may say that they cannot take more Year 5 and Year 6 children.

Q. At what point are they full? 31/32, or higher numbers?

KC does not want classes over 30, though if children come in on appeal that is different for planning. They will look at numbers, possibly even keep Year 5 and Year 6 separate, which will cause different problems. They want to have the whole year mapped out so all Staff know what they are doing and when.

In the meeting the Inspector said Governors support was 'good'. It is disappointing that the Report is less positive. The Inspector said that the minutes show challenge.

4.2 CPD

attached

This sits with Peer-to-Peer support and Communications, it is for information.

4.3 Staffing restructure update

Miss Trolley and Mrs Jinead are taking voluntary redundancy, also 3 LOs; all have accepted.

TAs have been told that pay protection has been extended to 6 months, and have been offered the option to take it over 12 months, less money for the longer time.

Q. What were TAs told? That each person has a choice, or it is a group decision?

They were told it was a group decision, a few wanted individual choice. KC pointed out that they were not entitled to anything on their terms of service, but Governors have decided to make an offer.

12 months will be better for cash flow, it also avoids someone taking all the money in 6 months and then leaving. If a member of Staff leaves part way through the year it is their choice.

KW brought the information: there is a majority, ten people, for 12 months; two would prefer it for 6

months. There was discussion, Governors agreed to give individuals their preference, this will be good for retention. KC will check this out with HR, there should not be any problem with Payroll.

(Karen Page left the meeting at 18.20)

5. Academisation update

This is still waiting for Headteacher Boards in June and July. Kevin Simpson is off with Long Covid, KC has been in touch with his Deputy, Helen Scott. The School's contact at the DfE is on leave at present so the date is not yet confirmed.

6. Budget Plan

6.1 2021/22 Budget closedown

Sent out with papers.

The LA asked Clare Whiting to do this before she left.

The School changed Caterers this year so the income from Catering looks like a big loss, but the money goes direct to the Caterers now; the reduction in income is reflected in the expenses.

Energy costs: KW is in discussion about the Nursery energy bill, Wardens have been hooked up to the Nursery supply, bill has gone up from £100 to over £1,000, KW will do costings and get some of this back.

E19 is expenditure across the School on paper and other items.

Q. What are the changes that have been made to make a difference of £21,000?

KW is not certain, it is hard to say in this category, she will get back to CP about it.

E26 is down £15,000, they have tried to cover within School and have spent less on Supply Teaching Staff

The overall figure was about £473,000 at period 9 and is actually £467,000, so this shows that monitoring is working.

6.2 2022/23 draft Budget

Sent out with papers.

This does not show the savings planned, as they have severance to pay, and protected pay, but there will be future savings.

The Pay Award for Support Staff is 1.75%, and 3% for Teachers from September, based on Teachers at M1 being at £30,000 by 2024

Q. The 3-year budget shows a loss of a million over 3 years, do they expect that the LA will not accept this? What is the relevance to Governors?

Governors cannot accept a deficit budget. The updated Deficit Recovery Plan will come to Resources but they have to submit a budget in the meantime.

Q. 106, Other Government Grants, is down from £56,000 to zero?

This was a Grant to help with energy and other costs as a one-off payment.

Q. What assumptions are they making for Reception numbers?

45 children, they are fairly confident they will fill the places.

Q. About additional funding for Acorns: School asked for £30,000, and was offered £8,000; is this in the budget?

Yes. They gave the LA the real cost of running Acorns, the LA said they thought that Acorns was funded appropriately, but then came back on the last day and said there was another school the same size as Broad Oak but it receives £8,000 more, so they gave that money and will continue to give it.

Q. 104, what is this?

Capital income; they had clawback of funding used for Acorns, over the last 5 years the Capital funding has been used to offset the clawback, this year it is in as Capital.

7. Buildings update

The Company who did the roof and the windows are in dispute with MCC so the School has not been given any of the warranties, nor was there a handover and walkround with Staff. When School came back in April they may have taken on responsibility for the building.

The corridor roof has no leaks, but water still pools on top, it has nowhere to run off as the roof is not pitched. They have taken this to the LA.

The roof works for the Hall are still planned for the summer holiday.

The Kitchen work is by Wardens, School has had a very good experience with them; handover has been delayed twice already, and there is another delay today with boxing-in pipes. There will be sandwiches for 2 weeks while Staff have training on the new equipment, it should be ready by 9th June. The old Kitchen has to be demolished so the new Kitchen will not open till that is done.

8. Policies for approval**8.1 Peer to Peer Support Policy**

Governors agreed to ratify the Peer to Peer Support Policy.
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8.2 Communications Protocol

Governors agreed to ratify the Communications Protocol

9. Governors**9.1 Co-opted Governor vacancies**

Kim Burrell and Louise Staunton have both resigned due to pressure of work.

KC has spoken to KB about interested colleagues, she has not come back to him about this, but has said she will be happy to work with the School on wellbeing.

The 2 skill sets lost with the resignations are wellbeing and finance but KB could be appointed as an Associate Governor, to be called on when work in her specialist area is being discussed.

The ex-Headteacher from St Paul's, Jan Sorohan, has worked with KC on vertical grouping, and has expressed interest in being a Governor. She will be coming into school to do some work in the next couple of weeks but will not have a professional connection after this.

Governors agreed that KC should ask Jan Sorohan to join the Governing Body.

The Clerk will advertise the other vacancy with Governors for Schools.

Action	Clerk	To advertise the Co-opted Governor vacancy with Governors for Schools.
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9.2 Parent Governor vacancy

This is not definite, Sama Younis has talked about resignation but not confirmed it.

If SY has resigned there will need to be a Parent Governor election in September.

Action	Clerk	To put the Parent Governor vacancy on to the next agenda.
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10. Deficit Support Plan

School was asked with 4 days notice to update the Plan. It was submitted in February, they were given no feedback, then asked the day before Ofsted to update the Plan. They put in some changes, and have since received another Financial Notice to Improve. This is supportive, the LA has put an SLA in place; Louise Staunton and the Senior Financial Officer from Parrs Wood will be in School once a week working on a robust Deficit Recovery Plan, with LS supervising. Clare Whiting has her own Company as well as working part time, she came in to support Katie Walker but the LA said it was a conflict of interest to buy-in her time and offered the SLA. There is a stipulation in the Notice for Improvement that a member of the Finance Team will come to Resources meetings and maybe FGB meetings, this will be Anne Summerfield. There will be a follow-up meeting soon to finalise arrangements. The LA say that there are some lines in the Plan that need to be tightened. 2 days before the Easter holiday School was asked to put in proposal for the Sensory Service; they asked other schools about hiring charges, did basic calculations and added-in utilities, and put in for £115,000 per year. The LA said that £80,000 would be more realistic.

LS is bringing-in a Company who can do a realistic costing; they have done a first visit and will advise on altering the building for someone else's use. They are paying utilities on the building now, and will not be using the classrooms from September. The Sensory Service want to take out the children's toilets and turn one into office space, one into adult toilets. **(James Wilson left the meeting at 18.57)** Getting the work done might be more useful for the School in future, they have been advised that the building is a useable space if the changes are made.

School will be paying £600 for the work to advise on getting the best lease.

It was suggested that the building use SLA should contain a disclaimer about reviewing utility costs as they go up.

FA advised that if this was a commercial situation, the incoming tenant would usually commission the work to change the building, and the agreement would contain a clause that they had to put back before leaving. The Consultants will advise on this.

Q. Will there be Office Staff in the building, not children? Will they have a DBS?

Most are Teachers. There will not be children here.

Q. About deficit recovery: what is the ultimate aim? To make sure they have done their best? Or make major additional cuts to reach a target?

It is supportive, but also to have regular weekly overview. A major challenge was to get a Recovery Plan that ran over 3 years, the LA have now said that they recognise that there is a lot of work to do over the next 2 years, and do not want the school to be in a position where they are not able to resource the curriculum; they have agreed to a Plan running over 4 years.

Q. It mentions staffing review, does this mean additional cuts?

No. They will be looking at pay anomalies, not restructure. They will look at the SMRA recommendations to see if what has been done is right.

11. Any other business

None.

next meeting: Thursday 7th July