**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: 8 February 2021**

**Venue: Remotely via Zoom**

**Attendance**

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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 |
| Peter Renshaw | Co-Opted | 26/03/22 | P |
| Mike Allison | Partnership | 15/07/2023 | P |
| \*Laura Lodge | Co-opted | 01/09/2022 | P |
| Clair Goulding | Associate | 22/03/2023 | P |
| Yanghong Huang | Co-opted | 23/11/24 | P |
| Emma Small | Parent | 19/10/24 | P |
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| Katie McDwyer | LA governor | 30/11/2021 | Ap |
| Victoria Cook | Staff | 12/12/2024 | Ap |
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*\*Laura Lodge joined the meeting late – see Item 3*

*\*\*Left the meeting early – see item 4*

**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 everybody including Emma Small who was attending her first meeting as a parent governor.  Thanks were extended to Vicky Cook in her absence, for agreeing to stay on as staff governor. No other member of staff had expressed an interest in being the staff governor.  Apologies were received and accepted from Vicky Cook and Katie McDwyer. | | | |
|  | **Action decisions** | **Owner** | **Timescale** |
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| **2** | **Declaration of Pecuniary Interests** | | |
| There were no declarations of pecuniary interest expressed in connection with any item on the agenda. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **3** | **Minutes of the Previous Meetings and Matters Arising** | | |
| The minutes of the Full Governing Body meeting held on 23/11/20 were approved as an accurate record and a copy was retained on file to be signed when meetings resume in school.  Matters Arising.  Page 7  The PE and Sports Grant Plan has (following memory stick issues) recently been completed and will soon be circulated to governors.  The Pupil Premium Review Statement was delayed last year and there has been no update.  Page 10.  Qasim Zafar’s name corrected.  Page 11.  All forms have been returned.  The Minutes of the Extraordinary Governing Body Meeting held on 11/01/21 were approved as an accurate record and a copy was retained on file to be signed at a later date when meetings in school resume.  Matters Arising  Page 5  Peter Renshaw (PR) will write regarding Special Educational Needs and Disabilities (SEND) funding when life is back to a more normal.  *Q, Why is it that local delegated funding for special educational needs is not based on the number of children with SEND at a school?*  The HT commented that funding takes account of prior attainment and local deprivation.  SEND designation can be subjective and influenced by a school’s context and a child who might be considered SEND in one school, may not be in another. There is a rationale therefore to a consideration of factors such as local deprivation when allocating funding.  *\*Laura Lodge joined the meeting* | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Minutes of the meeting held on 23/11/20 approved. * Minutes of the Extraordinary Meeting 11/1/21 approved. | Gov. Body  Gov. Body |  |

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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:  The HT explained that many of the reports have previously been seen by governors and are included because they have had slight changes to reflect an updated position.  The Safeguarding and Pastoral Care Plan is new to governors and included because it provides a very clear summary of all the actions the school has taken.  The ‘Use of Zoom Remote Learning Risk Assessment Document’ outlines how all remote teaching is delivered ensuring safety for children and adults.  The use of a Waiting Room and the allocation of 2 adults to each zoom lesson helps to monitor participants and any activity.  The protocol documents have been updated recently and everything has gone well, with very few problems.  *Q. Companies such as EE are offering assistance for children without internet access. Would this be something the school may consider accessing?*  The initial connectivity issues for families have for the most part been resolved. The DfE has done a good job providing school with almost 90 additional laptops, which along with dongles, where necessary, have been distributed to families. Virgin provided data free sims, however these were not particularly useful because they could only be used on phones and tablets. Laptops are better devices for remote learning.  There are some harder to reach families who are not fully engaging with remote learning, however that is not a result of technology issues. Family support of home learning is crucial to its success.  The HT enters live zoom lessons on a Friday to present motivation certificates to children.  The HT referred to the Remote Learning Offer (included in the papers) and addressed during the Extraordinary Governing Body Meeting, 11/01/21  There are 3 daily zoom lessons for each year group.  Timetabled zoom lessons are staggered and recorded to help families with children in different year groups.  Children complete related tasks and upload work onto the VLE, which is then marked.  Additional tasks are provided through the week such as Times tables Rock Stars (TTRS), Reading, Spelling and PE challenges.  Remote learning mirrors lessons in school as far as possible to ensure continuity of provision.  Zoom rooms remain open so that the teacher can, if needed give additional support to a child or small group.  Over 50% of children are back in school, including all the Key Worker children and targeted vulnerable children which includes those with difficulty accessing remote provision. Some families face particular challenges, for example if there is a very new / young baby or where there are a number of siblings in the household.  The school has now reached capacity for the bubbles. 2 adults are needed for each bubble which helps to cover lunchtime provision.  Staff have been very accommodating and flexible.  *Q. Are safety topics built into the online learning?*  Yes. Online and e-safety is part of the Zoom Charter and staff are regularly reminded to focus on e-safety.  *\*\*Qasim Zafar left the meeting.*  On the evening of 4th January, the Prime Minister announced the 3rd National Lockdown, including the closing of primary schools.  Tuesday 5th January was used to prepare and put everything in place to move to remote learning.  Unlike the first lockdown, there is an expectation that all staff, including those with children, are in school at least some of the time. No staff are shielding.  Difficulties have been caused by some colleagues not having before or after school provision at their own children’s schools so there is flexibility with timetables to accommodate this.  Lateral flow tests are giving staff more confidence. Staff wellbeing remains a priority and although there are challenges, all the staff are supporting each other.  *Q. There are reports in the media of parents criticising their school’s remote learning. Has that been an issue at Baguley Hall?*  No. The school has received more compliments than normal. There are always areas that we can improve on and the school is making adjustments where necessary and to address unforeseen issues that have occasionally arisen.  Many adults attend the zoom lessons alongside their children to offer support and have been very positive.  The wellbeing of families continues to be a priority for the Child and Families (CAF) team, who keep closely in touch with families of concern, including home visits where children are not engaging.  The school is still offering the Walking Bus.  There has been no real impact on the budget. The school normally operates with a high level of staff and has been able to use the staff effectively to support bubbles in school and remote learning.  The school has had remarkably little staff absence with the average number of days absence for teachers being 0.32, which is less than half this time last year.  Support Staff at 9.57 is higher but the figure includes a small number of long term absence which accounts for the higher figure.  Colleagues who are on long term sick are supported through the school’s Attendance Monitoring Process, supported by Human Resources (HR).  The government is giving schools Catch Up Funding of about £80 per pupil from Reception to Year 6, amounting to around £37,000.  Teach First has provided an Academic Mentor who has been in place since the beginning of term and her focus is Read Write Inc (RWI) and Literacy interventions.  The school is also looking for someone from Teach First who can deliver maths interventions and hope to have that person in place ready for the reopening of schools.  The school is considering the use of ‘Third Space Maths Intervention’, which is an online intervention programme using 1-1 tutors in slots booked in advance. The cost is £55 per pupil and each child gets 12 sessions.  The school is also considering Maths and English 1-1 tutors to work with 3 children at a time when the school fully reopens.  *Q. How many students participate in each zoom lesson?*  A normal class amount, around 30.  There is a combined zoom for Nursery and Reception and that is the smallest zoom because most of the children are in school.  Catch up Funding can also be used to deliver 1-1 teaching and the school is looking for a suitable person to commence once school reopens fully.  Each child gets 15 hours (an hour a day over 3 weeks) of very intensive tuition.  There will probably be about 6 children in each Upper KS2 class that would be given the 1-1 support.  There are two zooms in Year 5, with one being a little smaller, to accommodate the number of children and to differentiate so that the individual needs of the children can be more easily addressed.  There are no more than 16 children in each bubble in school and there are currently 21 bubbles.  *Q. Are you going to discuss any of the other documents you circulated as part of the HT’s report?*  No, unless there are any questions.  *Q. One of the circulated documents mentioned that issues identified as part of parent voice are being dealt with. Can you explain further?*  After a little discussion it was established that the item the governor was referring to concerned staff voice and the promotion of staff well being.  *Q. Has the school carried out a parent response to establish how parents feel about the remote offer?*  No, however this can be done if it is the governors’ wish.  Governors suggested some questions to put to parents and the HT agreed to conduct a parent survey. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Conduct a parent survey. | HT |  |

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| **5** | **2021/22 School Calendar** | | |
| The HT presented a revised School Calendar for 2021/22. The original 2020/21 calendar had been approved at the Governor Meeting 23/11/20.  Following discussion with staff, there were a few changes which the HT outlined. The cahnges included finishing later than originally planned at Christmas, and finishing earlier at the end of the summer term. The revised calendar includes the inset days.  *Q. Have the original dates been sent to parents?*  No.  No further issues were raised and governors approved the calendar. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * 2021-22 School Calendar approved | Governing Body |  |

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| **6** | **Committee Meetings – Feedback and Updates** | | |
| The Standards and Curriculum Meeting that had originally been scheduled to take place 11/01/21 was postponed and will now take place on 29/03/21.  Resources Committee meeting 25/1/21  Draft minutes, along with associated papers, were circulated in advance of the meeting. A number of items had been approved at committee level. These require Governing Body ratification.  The SBM provided governors with an updated Budget / CFR Report with the meeting papers and circulated in advance.  Period 9 Budget Monitoring  Revenue Income £ 3,149,184  Revenue Expenditure £ 3,071,474  Revenue In Year balance £ 77,710 surplus  B/f from 2019/20 £ 171,886 surplus  Cumulative c/f £ 249,596 surplus  Capital Income - £ 9,841  Capital Expenditure - £ 37,400  Capital In Year balance £ 27,559 deficit  B/f from 2018/19 £ 35,189 surplus  Cumulative c/f £ 7,630 surplus  Projected year end cumulative balances – including brought forward amounts from 2019/20  Revenue £ 249,596 surplus  Capital £ 7,630 surplus  Total Cumulative Balance £ 257,226 surplus  No issues were raised, and the Period 9 monitoring was ratified.  Budget Changes  The changes made to 31st December 2020 amount to savings of £11,234 on the school’s Financial Monitoring System (FMS).  No issues were raised, and the budget changes were ratified.  Cashflow forecast  A credit balance is forecast and the school is able to meet its liabilities throughout the year.  No issues were raised and the cashflow forecast was ratified.  Schools Financial Value Standard (SFVS)  Amendments suggested by governors at the Resources Committee meeting are included in the SFVS. The amended SFVS was sent to governors in advance of today’s meeting.  No issues were raised, and the SFVS was ratified. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Period 9 Monitoring ratified * Budget changes ratified * Cashflow forecast ratified * SFVS ratified | Gov. Body  Gov. Body  Gov. Body  Gov. Body |  |

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| **7.** | **Governing Board Housekeeping** | | |
| Governor Vacancies  There is one Parent Governor Vacancy and one Co-opted Governor vacancy.  *Q. Has any parent expressed an interest in becoming a governor?*  No. The HT has recently approached parents directly and will let governors know the outcome.  Vicky Cook has agreed to stay on as staff governor. No other member of staff expressed an interest in the role.  Governor Visits  There have been no governor visits.  The Chair asked Link Governors to try and conduct a remote visit within the next term and to contact the staff member concerned directly to make the arrangements.  Governor Training  The HT informed governors that the Safeguarding Lead (Jenny) is happy to deliver safeguarding training remotely to governors on a Tuesday between 3.30 and 4.30pm.  Governors agreed a date – Tuesday 9th March 2021, at 3.30pm  The Chair reminded governors of training opportunities available as webinars from Governors For Schools and from One Education. Governors to contact the Chair for more information | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Link Governors to arrange a remote visit with the appropriate member of staff. * Safeguarding Training for Governors 09/03/21 | Link Govs.  Gov. Body |  |

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| **8.** | **POLICIES for Review and Approval** | | |
| Complaints Policy  The policy was circulated in advance of the meeting. The HT explained that the policy was a standard policy from One Education and that the school pays a Service Level Agreement (SLA) for HR Support from One Education, therefore it makes sense to adopt their standard policy.  *Q. Is the school concerned about whether the policy is user friendly?*  We do want people to be able to understand the policy and it is quite clear.  *Q. The policy contains specific forms as part of the appendices. Would it be essential for teachers to use the forms for recording incidents?*  The information required on the forms is, in many cases, the same as the information that teachers will record on the schools current Child Protection Online Monitoring System (CPOMS), and duplication would not be necessary, although the form can be used and then the information uploaded onto CPOMS.  There were no further questions and governors approved the Complaints Policy.  Data Protection Policy  There is a statutory requirement to review the policy every 2 years. The policy was originally sourced from The Key and following consultation with Manchester City Council (MCC), Data Protection Officer (DPO) was tweaked to reflect Baguley Hall.  There were no questions and governors approved the Data Protection Policy.  Accessibility Policy 2021 - 2024  The Accessibility Policy was circulated in advance of the meeting. There is a requirement for the policy to have a development update every 3 years. A template has been obtained from The Key which links to the audit which was commissioned by the school in 2018, details of which will form the Access Plan which is nearing completion and will be circulated when complete.  There were no questions and governors approved the Accessibility Policy 2021 / 2024.  Equality Information and Objectives Statement 2021 – 2024  There is a requirement for the statement to be updated every 4 years. The updated statement was circulated in advance of the meeting.  There were no questions and governors approved the Equality and Objectives Statement 2021 2024.  Admissions Policy 2022.  The policy was circulated in advance of the meeting.  There have been no changes to the policy other than the date.  There were no questions and governors approved the 2022 Admissions Policy. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Complaints Policy approved * Data Protection Policy approved * Accessibility Policy approved * Equality Information and Objectives Statement 2021-24 approved * Admissions Policy 2022 approved | Gov. Body  Gov. Body  Gov. Body  Gov. Body  Gov. Body |  |

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| **9.** | **Any other business** | | |
| Grounds maintenance quotes  The SBM had circulated and included in the meeting papers details of 5 different quotes for the school’s ground maintenance contract.  The school has been using Jacques and although there have been a few issues, the service has not been poor.  A review of the contract has been undertaken to consider alternatives and ensure good value. The Site Manager has met with all the companies invited to quote and Cropper is the preferred contractor.  A positive reference has been obtained from St Peter’s who use Cropper.  The quote from Cropper was well put together with all the necessary documentation included.  The quote from Cropper is slightly more expensive than the other quotes but is the company that the school feels most confident about.  *Q. From memory, didn’t Jacques remove all the grass cuttings as part of their contract?*  Yes. Cropper would remove the first cut but subsequent cuts would be very fine and left for mulch. Assurances have been given that leaving the finely cut grass will not cause a problem. There is a cost implication if all the cuttings are taken away.  *Q. Could the cuttings be composted?*  Composts take a lot of managing and need someone to look after them and the school does not currently wish to go down that route.  *Q. Can we accept that quote subject to the satisfactory fine second cut of grass, in the hope that there is not a problem with grass cuttings all over the school.*  Yes.  There were no further questions and governors approved Cropper as the Grounds Maintenance Contractor.  Computing SLA  The Apex SLA for the school’s Information Technology (IT) Curriculum Support has always been extremely competitive.  The company have reviewed costs which have increased along with an enhanced service. Apex are intending to employ a Technician with 15 years’ experience, specifically for schools.  The school is reluctant to move away from Apex even though the cost is now higher than quotes from alternative providers because the school has confidence in Apex.  Apex has always delivered an excellent service and, with all the additional demands on school caused by the pandemic, the school leadership does not consider that now is the time to switch and are asking for governor support to continue with Apex even though the costs are higher than alternatives by about £1,700.  *Q. What is the total cost?*  £11,882, including internet and backups.  The contract will be reviewed again in 12 months.  Governors confirmed their approval of the Apex SLA.  School House  *Q. How is work on the school house going?*  The work on the school house is progressing well and quotes are currently being sought for Rewiring and for Painting and Decorating. The Rewiring quotes are below the threshold for governor approval. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Grounds Maintenance Contractor, Cropper approved. * Apex SLA approved. | Gov. Body  Gov. Body |  |

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| **Date and time of next meeting:** | Monday 12th July 2021 at 4.30pm |