



Emmanuel Holcombe CE Primary School
Full Governing Body Meeting
Thursday 24 November 2022



Present Amy Longstaff (Acting Headteacher)
Jo Venn
Robert Airey
Lisa Wilson
Sarah Lawrence
Jan Thomond
Glad Cooper
Paul Sumison

Ruth Onyekaba (Observer)
Katherine Ashworth (Clerk)

Apologies

Tom Hardcastle, David Hulme, Keith Jones

Welcome and prayer

The meeting was opened with a prayer.

1 Housekeeping

Confidentiality – all discussions are to remain confidential.
Code of conduct was noted by governors

2 Appointment of chair of governors

This appointment has already been agreed and ratified as Lisa Wilson

3 Appointment of vice chair of governors

This appointment has already been agreed and ratified as Tom Hardcastle.

4 Review of vacancies on the governing body

There are currently no vacancies.

5 Minutes of the previous meeting

The minutes are available on governors teams and agreed as an accurate record.

Any governors who were absent at the previous meeting to sign KCSIE, Pecuniary Interests, and Code of Conduct.

Training: One lunchtime staff member has been given links to relevant courses, but these are not yet complete. Agreed that she will be asked to do this in school time.

Governors to provide a pen portrait: There are some outstanding – those who have not yet completed to provide ASAP to the acting headteacher.

Temporary contract: The acting headteacher confirmed that the Peelers member of staff is not on a temporary contract.

Website review: A governor has completed this check but the website is ever evolving. It was Ofsted compliant.

Policy review: Attendance policy, safeguarding policy and intimate care policy have all been approved. A governor noted she has a problem with her email. A staff member will look into this.

Governors completing and returning and evaluation forms: This is in reference to evaluating the meeting. It was discussed that would be a useful however It's only of use if the responses are evaluated. Clerk to chase up previous responses with governors support.

The observer commented that a governor impact statement may be useful to offer an opportunity to reflect on impact and comment any learning points? Governors agreed to trial this at the end of the meeting.

6 KCSIE

Training date reminder was given.

7 Complaints procedure

Complaints procedure: This has been completed and will continue to use the updated guidance. This now Includes serial and unreasonable complaints.

8 Admissions arrangements

The acting headteacher noted that there has been lots of tours and interest in the school. Deadline 15 January 2023 for applications. 10 children are in pre-school currently (11 in January) which is an increase throughout the year and a positive if those families chose the school. Reception is currently full, but there are low numbers in Y1/2 (10 in each year group). There is a falling roll overall across Bury.

Admissions agreed at 15. Pre-school capped at 13.

9 Attendance policy

The school have populated the Bury policy. It was noted that part of the Ofsted process was focussed on attendance. Current PA is 12.5% - Bury wide is 20% (primary and secondary) but we still need to reduce this. Acting headteacher is writing to parents using the Ofsted language, support, sympathise, but do not tolerate. The attendance team in school is Tim and Acting headteacher. The office team are the front line in this process, and they support it well. Diane (TA) has taken a pastoral role for further support.

The acting headteacher advised that a text is sent to parents to reward 100% attendance that re-sets on a half termly basis.

The attendance lead and acting headteacher have devised a system to track attendance. Contact has been made with families where attendance has dropped under 95%. It was noted that during the early stages of autumn term – each day has a higher impact. There have been several requests for trips that have been re-arranged due to covid. These remain unauthorised – unless exceptional circumstances. This will also be brought to parent forum.

A governor asked if 12.5% is increased post covid? It was advised that there has been a pattern emerging over a number of years. The previous year 6 cohort had poor attendance.

The observer commented that it be interesting to see if children are on SEND register – are medical appointments affecting attendance? Can adjustments be made? Due to low pupil role each child counts as a larger percentage.

10 Governor self-evaluation

It was noted that many governors attended the safeguarding training on Tuesday and there is a number of other course that need to be completed. Some governors reported difficulty in accessing some courses and this will be looked into. Governors were requested to ensure that all certificates are emailed to the office who will keep a central record.

The skills matrix is due to be done in spring/summer term.

Training courses were noted to be found at the link: www.burygd.co.uk

11 BGA

No items to report. Governors are welcome to join forthcoming meetings.

12 SEF overview

The SEF is on teams and paper copies of the overview were circulated to governors. Some points were highlighted for discussion:

It was noted that there was nothing that Ofsted raised that the school were not aware of, which was reassuring. School are aware that KS1 and writing is a focus. Actions are already in place e.g. the new English curriculum and new phonics scheme. The data tells us that EYFS/KS1 needs further work. The Ofsted report confirmed that handwriting and letter formation is an area for development. An external consultant is working with the school. Continuous provision has improved and the next step is looking at what each child needs to do by the end of reception to succeed in the next key stage. The priority is early reading and phonics to ensure this is embedded.

Subject leadership is developing. History was the strongest foundation subject and Ofsted agreed with this. Governors are aware that the school block foundation subjects and a rationale is in place as to why this is the case.

A governor asked if all subjects are equally balanced within the subject blocking? What subjects it works well for? Where does it not work well? Would some subjects benefit from more frequent refreshers. How often are the subjects re-visited? A lengthy discussion took place regarding subject blocking, the rationale behind this and how staff have agreed the subjects together was covered.

The observer advised that a key part of the graded inspection will be retention and retrieval of knowledge. It was noted the rationale is strong and Ofsted were satisfied, but it can't be assumed that this will work forever. The acting headteacher advised that if Ofsted return and knowledge is being retained well with positive outcomes this will not be an issue. If they see evidence that it isn't working – there will be a problem. We need to ensure this is continually monitored and revisited to ensure it is still working.

The acting headteacher advised several discussions have taken place previously about blocking, but with Ofsted looming, embedding English and Maths and all the other changes it was not felt to be the right time to make significant changes. It was

also discussed that statutory duties (safeguarding, health and safety) had to be a priority. Had this work not taken place there would have been a very different outcome from the inspection. The safeguarding baseline completed in June was that of an inadequate school. Things have moved a long way from here and swift action has been taken to address issues. Governors thanked the acting headteacher for her hard work. The acting headteacher acknowledged the support from Gorsefield which supported the work to happen.

It was discussed that the children have a rich wider curriculum offer, however school continue to offer opportunities to have exposure to other perspectives of the world e.g. news round, pen pals, music and culture week.

A governor asked if an addition could be made to the leadership management strengths section to make reference that governors are also supportive in addition to being well trained and holding the school to account.

The observer advised that the phonics scheme is new and there needs to be a focus on assessment, groupings and fidelity to programme which will then impact the KS1 data. It was noted that if phonics and the English schemes are not embedded the children will struggle to access the rest of the curriculum. Staff were commended for their hard work and the fact they go above and beyond for the school.

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Headteacher's report

Some key highlights were discussed as part of the headteacher's report.

SEND: There are increasing SEND needs at the school. The SENDCO is working hard and SEND support was noted to be strong by Ofsted and the parent forum where the hard work was acknowledged and commended. There will be 6 EHCPs in school with 3 applications are pending. The acting headteacher advised that we have to meet the needs of the children and this means the school needs at least one more member of staff. The budget consultant is looking at this.

Staffing: The staffing structure was discussed. One staff member is now working 5 days per week and another has finished. Other staff cover is in place and this has made a saving of £100 per week.

An update was given on the current staffing issues. The governors assured the acting headteacher that wellbeing of staff is paramount.

Training: There has been a huge amount of staff training. This is a further indication of what staff give to school.

Links, trips and visits: What the children experience beyond the classroom is strong and testament to again to the staff.

Peelers: Peelers are now moving to an app booking system where parents need to book and pre-pay. Gorsefield are supporting with the management of Peelers. There is an impact from the support staff pay rises – so costs will need to rise. It has already been agreed that this budget will now sit separately from the school budget.

SAR: A subject access report has been received. It was agreed by governors to pay for the redaction of the documents.

Holiday pattern: The pattern for 23-24 was agreed. PAD days will be the first two days in September, the last day in July and disaggregated days to finish on 20 December. Governors are in agreement to approve.

Christmas lunch: 7 December. Governors offered their support to supervise – timings to be confirmed. This was appreciated by school staff.

Building update: Three quotes have been received for the canopy at around £16k. The PTA feel that can support the majority of the cost. There is around £900 in DFC.

Three quotes for the fire door quotes have been received – just for modification is £3k. Tomax are the cheapest quote. It was noted that Tomax have done some mortar testing on the brickwork and there may require further work in the future.

The acting headteacher advised that the OL3 communication has been good. The snagging list for land has been questioned as it appears that a new contractor has been asked to do the snagging. **Question of who will pick up the costs for this?** The email will be reviewed and the acting headteacher will ask OL3 about this.

Governors agreed to go ahead with the fire door. This is a safety requirement. Investment in early years is vital so governors gave the go ahead with this also.

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School Support

A discussion was held regarding the ongoing support from FA1, including the funding of this support. Governors agreed that there are further conversations that need to take place regarding this and actions were agreed.

Meeting was closed at 9.15pm with a prayer.