

**PART ONE MINUTES  
OF THE LOCAL GOVERNING BODY MEETING – MEETING 6**

<b>Date</b>	<b>Thursday 25<sup>th</sup> February 2021 5:00pm</b>
<b>Venue:</b>	<b>Via Teams</b>

<b>Invited to Attend (Governors):</b>	
Simon Cotterill (SC) Lee Williams (CLW) Cathryn Walley (CW) Richard Woollam (RW) Patrick Jones (PJ) Julie Griffiths (JG) Lesley Dalzell (LD) Paul Deakin (PD) Esther Holden (EH) Sarah Jeffery (SJ)	Principal Chair of Governors Vice Chair of governors Co-opted governor Co-opted governor Co-opted governor Co-opted governor Co-opted governor Co-opted governor Staff governor Staff governor
<b>Apologies</b> Jenny Hopkinson (JH)	Co-opted governor
<b>Also in attendance</b>	
Steve Ellis (SE) Luci Jones (LJ) Janet Myers (JM) Karen Crosland (KC)	CEO, CAT CFO, CAT Chair, CAT School Business Manager
Sue Pomeroy	Clerk to governors

<b>AGENDA ITEM 1</b>	<b>WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE</b>
<b>Discussion:</b>	The Chair opened the meeting and confirmed that it was quorate. Governors agreed that the apologies received from JH and SE be accepted.  The Chair welcomed Jane Myers and Luci Jones to their first meeting at the school. JM explained that she is the Chair of the Cheshire Academies Trust (CAT) board and that she also works for the National Governance Association. Governors were invited to contact her on <a href="mailto:chair@cheshireacademiestrust.co.uk">chair@cheshireacademiestrust.co.uk</a> with any queries. It was suggested that it would be useful to arrange a short training session for governors to explain the differences in governance as a Local Governing Board from that of a maintained school governing board. JM will liaise with SC, CLW and the clerk to arrange a date.
<b>ACTIONS:</b>	<ul style="list-style-type: none"> <li>To arrange a date for a governor training session.</li> </ul>

<b>AGENDA ITEM 2</b>	<b>DECLARATION OF PERSONAL AND PECUNIARY/BUSINESS INTEREST (Statutory)</b>
<b>Discussion:</b>	There were no declarations of personal and pecuniary interest in relation to any of the agenda items.

<b>AGENDA ITEM 3</b>	<b>PART ONE MINUTES OF MEETING</b>
<b>Discussion:</b>	The Part One minutes of the LGB Meeting held on 21 <sup>st</sup> January 2021 were agreed as an accurate record of the meeting. Julie Griffiths requested that her name be changed from Nichols to Griffiths

	on the minutes and on any future documents. The Chair will sign a copy of the minutes and provide to the school for retention.
<b>DECISION</b>	<b>RESOLVED:</b> That the Part One minutes of the meeting held on 21 <sup>st</sup> January 2021 be accepted as a true and accurate record.

<b>AGENDA ITEM 4</b>	<b>REVIEW OUTSTANDING ACTIONS</b>
<b>Discussion:</b>	<p>Governors reviewed the action log and the following matters were discussed:</p> <ul style="list-style-type: none"> <li>• It was agreed to postpone the governor monitoring visit by LD and RW until the school has fully re-opened.</li> <li>• The Principal and RW will meet to discuss governor training needs. The SBM informed governors that she has liaised with the Trust clerk to arrange NGA training for governors.</li> <li>• LD will forward the governor monitoring visit report to the Principal to upload to Governor Hub.</li> <li>• The skills audit is still outstanding. The Principal and Chair will follow up on this matter.</li> </ul>
<b>DECISION</b>	<b>RESOLVED:</b> It was confirmed that all other actions were met and closed as appropriate.

<b>AGENDA ITEM 5</b>	<b>HR/FINANCIAL PERFORMANCE</b>
<b>Discussion</b>	<p>Luci Jones Explained to governors that the Trust reports to the Education and Skills Funding Agency (ESFA) at a consolidated level, rather than on the individual financial position of each school within the Trust. Governors will notice some differences in terms of financial reporting going forward since conversion from a maintained school to academy status on 01.01.21. There are half termly meetings for the SBM's of each school in the Trust. These provide peer to peer support for the business managers and ensure consistency of reporting between the schools. Quality assessed information is then provided to the LGB by the SBM. In addition, the finance link governor meets with the Principal and SBM and provides a verbal report to governors. This ensures that one of the governors has a deeper understanding of the school's financial position and can share this with the LGB.</p> <p><b>Business Manager's Report</b></p> <p>The Business Manager's report was circulated via Governor Hub prior to the meeting and addressed the following items:</p> <ul style="list-style-type: none"> <li>• Mid-year review of the current financial year with a forecast out-turn</li> <li>• Expected budget for the next financial year</li> <li>• Update three-year forecast</li> <li>• Information from the auditor's management letter and/or internal audit</li> <li>• Information from the ICFP process</li> <li>• GDPR Update</li> <li>• Asset register</li> <li>• School Fund Audit Certificate</li> </ul> <p>KC highlighted the following points to governors:</p> <ul style="list-style-type: none"> <li>• The report is presented in a standardised Trust format.</li> <li>• Nursery and main school figures will now be reported separately, and the accounting period is based on the school year, rather than on the financial year.</li> <li>• The position at the end of 2021 is based on the Cheshire East (CE) budget papers, adjusted for the end point of August 2021.</li> <li>• The school is awaiting the final determination figures from CE but is expecting a carry forward of around £111,000. There will be a period of negotiation with CE until the end of April 2021.</li> </ul> <p><b>Q. Is the school anticipating any issues with CE over the final determination figure?</b></p>

R. There are some areas for discussion around bills for the work on the kitchen and boiler. The school has details of the costs involved and what was agreed in terms of payments. However, the school is not expecting any major issues.

- The Trust has a policy on reserves and the school is required to maintain a reserve of approximately one month's worth of payroll costs. The school is in a good position with regards to building up this reserve as it was able to use the £39,000 which was deposited in the Unofficial School Fund Account and has 5 years to make up the remainder of the required amount.
- The internal and external audit reports were circulated for information only; there are no actions for Manor Park as the audits were carried out prior to Manor Park joining CAT.
- Year 3 of the budget forecast is predicting a deficit. This is largely due to a reduction in pupil numbers; there are some large classes leaving and less pupils forecast to be admitted into Reception.
- The Asset Register has been uploaded to Governor Hub. The boiler and new kitchen items still need to be added. It is Trust policy for governors to carry out a spot check of items on the Asset Register. This will form part of the revised governor monitoring schedule. It was suggested that the Chair could do this as part of his regular monitoring visit to check the Single Central Record.
- The Unofficial School Fund audit certificate and accounts were circulated prior to the meeting. Governors noted receipt of these items.

**Link Finance Governor report-verbal**

JG informed governors that she met with The Principal and the SBM. She highlighted the following matters to governors:

- The school is in a surplus budget situation until 2022.
- The Nursery and main school finances are now reported on separately.

**Q. Additional Catch -Up Funding is expected to be announced for schools. How will the school allocate this funding?**

R. The breakdown of how the initial funding has been allocated is published on the school website. It has been used to fund extra staffing to deliver phonics and reading interventions to the younger children and to provide bespoke learning for SEN/D pupils. It is anticipated that any additional funding will be allocated in a similar way. The current lockdown has been for a shorter period of time than the first national closure of schools in 2020 and the school has invited many of its academically vulnerable children into school. Because of these factors, the school is hopeful that the gaps in learning will not be a significant as those experienced in 2020.

**Q. Has the children's access to computers at home improved from the first lockdown?**

R. The Trust applied for laptops from the DfE on behalf of all its schools, and the school has received more than 30. A local company also donated computers to the school. Every child who requested a device has received one. If a child has not accessed the remote learning on offer, it is not due to a lack of suitable equipment.

**Q. Will the laptops be returned when the school re-opens on 08.03.21?**

R. Yes, parents signed an agreement on the use of the equipment.

**Approval of expenditure under the Scheme of Delegation**

There were no items to report.

Luci Jones left the meeting at 5:45 pm.

**ACTIONS:**

- Governors to write to thank the local company for the computers. (SC to provide contact details).

AGENDA ITEM 6	EDUCATIONAL PERFORMANCE
<p><b>Discussion</b></p>	<p><b>Term dates and session times</b> The Principal informed governors that the term dates are available on the school website and that there are no anticipated changes to session times. Staggered timings for the start and end of the school day, and for lunchtime, will remain.</p> <p><b>Update on the monitoring of teaching and learning</b> The Principal noted that little monitoring of teaching and learning has taken place since the last meeting of the LGB. The children will be assessed when the school re-opens on 08.03.21 and the results will be reported to governors at the next meeting in March 2021.</p> <p><b>Feedback from the working group on remote learning and assessment</b> The working group met on 01.02.21 and RW produced a report from this meeting which was circulated via Governor Hub. He noted that all the necessary protocols were in place and that governors were impressed with what the school had achieved. CW commented that she had previously requested that the school address how to provide feedback to pupils on their remote learning and was pleased with the introduction of teams and the use of videos.</p> <p><b>Q. What are the initial thoughts of the teachers on the quality of the remote learning?</b> R. Overall, the engagement in remote learning has been high and the quality of the work has been good. However, it is difficult to make an accurate judgement as it depends on how much support parents offered to their children to complete the activities.</p> <p><b>Q. Have the numbers of children using the library increased?</b> R. No, not as much as the school had hoped. The school decided not to deliver books to children learning remotely as there is limited staffing capacity to do this. Many families already have enough books at home and the children who did come to use the library tended to be more able readers.</p> <p><b>Q. Does the school feel that families were worried about the risk of infection and so did not come to borrow books from school?</b> R. The school does not believe this to be the case. Some families had enough reading material at home and others chose not to take up the opportunity. Oxford Owl was also offered as a resource to children and it should be noted that a significant number of children have carried on attending school.</p> <p><b>Q. Has the remote learning been retained for future use?</b> R. Yes, the remote learning is available on the school website and on You Tube. Some of the core skills lessons will be appropriate for future use but most lessons were created as bespoke lessons for a particular class and will be of limited value to different groups of children.</p> <p>JG asked whether it would be appropriate for governors to write to staff in recognition of their hard work and professionalism during the Covid-19 pandemic. Governors agreed that this is a good idea and the Chair will liaise with the Principal to do this on behalf of the LGB.</p> <p><b>Update on SSDP priorities</b> The Principal informed governors that a new document has been prepared which combines the SEF and the SSDP. The SEF was previously a lengthy document and it is now more concise. New priorities have been identified for September 2021 and developing the Nursery is one of them. Each priority will have its own action plan.</p> <p><b>Q. Will governors have a monitoring role linked to the new priorities?</b> R. Yes, these are in the process of being decided.</p>

	<p><b>Q. When will the new document come into operation?</b> R. It is being introduced with immediate effect and will be complete by September 2021.</p>
<b>ACTIONS:</b>	The Chair to liaise with the Principal to write a letter of thanks to the staff.

<b>AGENDA ITEM 7</b>	<b>COMPLIANCE AND SAFEGUARDING</b>
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<b>Discussion</b>	<p><b>Chair's Action</b> There were no Chair's actions to report since the previous meeting.</p> <p><b>Principal's Action</b> There were no urgent Principal's actions to report since the previous meeting</p> <p><b>Safeguarding Update</b> The principal provided an update to governors:</p> <ul style="list-style-type: none"> <li>• Safeguarding documents from CAT are available on Governor Hub.</li> <li>• The Section 175 audit has been completed and provides a robust review of safeguarding. This will be updated twice per year.</li> <li>• A Teams protocol was shared with parents and staff and has been useful for all parties.</li> <li>• A considerable amount of work has gone into ensuring online safety.</li> <li>• The Chair has reviewed all the safeguarding documents.</li> <li>• Safeguarding is always the first item covered at staff briefings.</li> <li>• The school site is secure. Regular meetings are held with the site manager to review the school grounds.</li> <li>• CCTV has been installed and has proved helpful in addressing issues with parents.</li> <li>• A barrier to the school car park will be installed in the near future.</li> </ul> <p><b>Q. Is the necessary signage in place to provide information on the placement of the CCTV cameras?</b> R. Signs are displayed, and the school needs to check whether they are in the correct places. Information is being sought from CAT. The CCTV system is a secure, password protected system.</p> <p><b>Q. Is there any information on when the Children's Centre will re-open?</b> R. There is no definite date for the re-opening. It has been suggested that it could be any time between the end of March and June 2021. The Children's Centre staff will be issued with 8 staff passes to operate the electronic car park barrier. The school office will control access into the car park. Pedestrians will still be able to access the Children's Centre.</p> <p><b>Q. Is the school aware of the Children's Centres views on the installation of the electronic barrier?</b> R. The Centre is aware that it is being installed and that CE are funding 50% of the cost.</p> <p><b>Website compliance</b></p> <ul style="list-style-type: none"> <li>• The Principal informed governors that he has carried out a review of the website, using a CAT document, to check that it compliant. The majority of requirements are being met. SC will liaise with colleagues to check and complete outstanding items. <b>ACTION</b></li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• The SBM explained that a Health and Safety inspection is scheduled for next week. CE will carry out the inspection as the school bought back the service prior to conversion to academy status. This will be a remote meeting focussing on ensuring that the relevant paperwork is up to date. A virtual tour of the school may also be undertaken. Well-being will form part of the inspection.</li> </ul>
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	<ul style="list-style-type: none"> <li>The Health and Safety Policy is now provided by CAT. It covers all the schools in the MAT and has been approved by the Trust board. Governors received the policy and approved its adoption by the school.</li> </ul> <p><b>Q. Will the CAT Policy be acceptable for the CE Health and Safety inspection?</b> R. Yes, this will not be an issue. All statutory policies will now be provided by CAT.</p> <p><b>Q. Is the school expecting any issues to be raised and will a report be produced following the inspection?</b> R. The school is not expecting any significant actions from the inspection. A report will be produced and shared with governors.</p> <p><b>Evaluation of Parent survey results</b> The results from the recent Parent Survey were circulated via Governor Hub prior to the meeting. The Principal highlighted the following points from the report:</p> <ul style="list-style-type: none"> <li>A significant number of parents are happy with the remote learning offered by the school; no parents commented that there was insufficient content.</li> <li>Between 75-80% of parents said that they had a good supply of reading books at home.</li> <li>There were many positive comments which have been shared with staff.</li> <li>The school reacted quickly to comments from parents and changed its practice in some cases as a response.</li> <li>The school's remote learning provision meets the requirements of its community.</li> </ul> <p><b>Q. Is it a statutory requirement to carry out a Parental Survey?</b> R. No, but it is good practice and a way to engage with an important stakeholder. The latest partial closure of schools and the school's remote learning offer presented an appropriate opportunity to gather the views of parents.</p>
<b>ACTIONS:</b>	<ul style="list-style-type: none"> <li>SC to complete the outstanding items on the website compliancy check.</li> </ul>
<b>DECISION</b>	<b>RESOLVED:</b> Governors approved the adoption of the CAT Health and Safety Policy.

<b>AGENDA ITEM 8</b>	<b>GOVERNANCE</b>
<b>Discussion</b>	<p><b>LGB membership</b></p> <ul style="list-style-type: none"> <li>The clerk confirmed that there have been no changes to the membership of the governing board since the last meeting and no terms of office which are due to expire.</li> <li>The Principal noted that since conversion to academy status in January 2021, two experienced governors have left the board and two new appointments have been made. This presents an opportunity to review governor link roles. The Principal and the Chair will meet to discuss re-allocating link roles. <b>ACTION</b></li> <li>JG offered to cover the SEN governor link role whilst JH is unavailable in the summer term 2021. She will contact the school's SENCO. <b>ACTION</b></li> </ul> <p>PJ commented that with the flat LGB structure operated by the school, governors do not have the opportunity to chair a meeting and this has consequences for succession planning. JM responded that an option is to ask different governors to chair part or all of a meeting. This will be discussed further at a future meeting. <b>ACTION</b></p> <p><b>Governor Training</b> The Chair stressed the importance of governors engaging with training. The Principal and RW are liaising on developing a governor training programme and how to make better use of the resources offered by the NGA. The Trust also offers training and EH attended a session on the Scheme of Delegation on 22.02.21.</p>

	<p>The clerk informed governors that a meeting for link governors (SEN/D, PP, Safeguarding and GDPR) is planned for 03.03.21 at 6:30 pm via Teams. The Trust clerk will provide further details.</p> <p><b>Governor Visit Reports</b> There were no further reports to receive.</p>
<b>ACTIONS:</b>	<ul style="list-style-type: none"> <li>• SC and CLW to meet to discuss governor link role responsibilities.</li> <li>• To discuss governor succession planning.</li> <li>• JG to liaise with the SENCO.</li> </ul>

<b>AGENDA ITEM 9</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	<p><b>Parents Evening</b> <b>Q. Is the school planning to hold a virtual Parents Evening?</b> R. No information has been provided to parents yet, but the plan is to hold meetings via Teams prior to the Easter holiday 2021. Telephone calls will also be offered if necessary.</p>

<b>AGENDA ITEM 10</b>	<b>DATE AND TIME OF NEXT MEETING</b>
<b>Discussion:</b>	Thursday 25 <sup>th</sup> March 2021 5:00 pm

JM left the meeting at the end of Part One.

The meeting moved to the Part Two agenda.

Signed:  .....

Dated: 19/5/21 .....