

**PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING – MEETING 7**

Date Thursday 25th March 2021 5:00pm

Venue: Via Teams

Invited to Attend (Governors):	
Simon Cotterill (SC) Lee Williams (CLW) Cathryn Walley (CW) Richard Woollam (RW) Patrick Jones (PJ) Julie Griffiths (JG) Lesley Dalzell (LD) 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 Staff governor Staff governor
Apologies Jenny Hopkinson (JH) Paul Deakin (PD)	Co-opted governor Co-opted governor
Also in attendance	
Sue Pomeroy	Clerk to governors

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	The Chair opened the meeting and confirmed that it was quorate. Governors agreed that the apologies received from JH and PD be accepted.

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

AGENDA ITEM 3	PART ONE MINUTES OF MEETING
Discussion:	The Part One minutes of the LGB Meeting held on 25 th February 2021 were agreed as an accurate record of the meeting. The Chair will sign a copy of the minutes and provide to the school for retention.
DECISION	RESOLVED: That the Part One minutes of the meeting held on 25 th February 2021 be accepted as a true and accurate record.

AGENDA ITEM 4	REVIEW OUTSTANDING ACTIONS
Discussion:	Governors reviewed the action log and the following matters were discussed: <ul style="list-style-type: none"> The Principal has completed a website compliance check. It was agreed that a governor should carry out a check in the summer term 2021 and the Chair offered to do this. Governors who have not completed the skills audit were asked to do so and email it to the Principal.
DECISION	RESOLVED: It was confirmed that all other actions were met and closed as appropriate.

AGENDA ITEM 5	HR/FINANCIAL PERFORMANCE
<p>Discussion</p>	<p>Staff Training A summary of staff training was uploaded to Governor Hub prior to the meeting. The Principal informed governors that a considerable amount of training has taken place, especially during lockdown. Areas covered include Safeguarding, Phonics, Early Reading and leadership. Two teachers have submitted their assignments to complete the National Professional Qualification for Middle Leadership (NPQML).</p> <p>Q. Are there costs involved with the training? R. Yes, the NPQML course is the most expensive but it is a recognised qualification which can provide the opportunity for teachers to progress to senior leadership roles. CPD forms part of the performance management process.</p> <p>Q. Has the training been of good quality? R. Yes, and it has been adapted to suit remote access.</p> <p>GDPR The Principal confirmed that there have been no GDPR issues or data breaches. CW (lead GDPR governor) will arrange a monitoring visit with the SBM in the summer term 2021.</p> <p>Approval of Expenditure under the Scheme of Delegation The Principal explained that the school is following CAT procedures in relation to obtaining quotes for the nursery re-development and for the OPAL programme. All relevant documentation is retained as required.</p>
<p>ACTIONS: ▪ CW to meet with the SBM in the summer term 2021 to monitor GDPR.</p>	

AGENDA ITEM 6	EDUCATIONAL PERFORMANCE
<p>Discussion</p>	<p>Update on Looked After Children The Principal confirmed that there are currently no looked after children on roll.</p> <p>Focus curriculum area (for action) Governors agreed that SEN provision should be the curriculum focus area for review. JG will visit Nurse to meet EH and then carry out a learning walk in school with the Principal.</p> <p>Update on SSDP priorities This item was addressed below under the "Headteacher's Report".</p> <p>Update on the wider re-opening of school The Principal uploaded a "Headteacher's Report" to Governor Hub prior to the meeting which addressed this item. He highlighted the following points to governors:</p> <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • There are no concerns within school but there are a considerable number occurring out of school which are taking up a significant amount of senior leadership time. The Covid-19 pandemic has resulted in an escalation of Safeguarding concerns and there are now 4 cases at Child Protection level. • Safeguarding is a standing item on the agenda at staff meetings. <p>Q. What is Early Help Brokerage (EHB)? R. It is part of the graduated approach to Safeguarding. There are thresholds to be met at each level. EHB replaced the CAF (Common Assessment Framework) and involves a multi professional</p>

approach, not including social care. A Family support worker is often involved at this stage. Cases may be escalated to Child in Need Level and then to Child Protection level.

Attendance

The school has noted a decrease in attendance each week since re-opening. Some families have yet to return full-time to school. The school is engaging with these families to address the reasons for poor attendance, which are complex. In some instances, the parents want to keep the children at home. The school decided to re-instate home visits where children are not attending, and this has resulted in an improvement in some children's attendance. The school is not issuing Fixed Penalty Notices as they are not supported by Cheshire East.

Q. How much senior leadership time is taken up with home visits?

R. It can take between 4-5 hours. The school telephones the family in the first instance and will then visit the home if there is no response. 10 different visits have been carried out over the past 3 weeks.

Q. Are the home visits necessary?

R. The school believes that they are but is conscious that they can have an adverse effect on the school's relationship with a family.

Q. Does the school log all this information on CPOMS?

R. Yes.

Q. Is there enough capacity in the senior leadership team (SLT) to continue with these home visits?

R. The SLT needs to be involved with these visits as they involve safeguarding concerns. Other agencies and professionals involved with the family are approached but they also do not always have the capacity to respond. It is important that the school can document all its actions in the event of a future investigation.

Staffing

- One member of staff is shielding and is due back in school on 1st April 2021. All other staff are back in school full-time.
- The staff survey results were positive overall. The group of staff who felt that their workload had increased was the support staff, even though they were working less hours during lockdown.
- The school has introduced a "lie-in" raffle which is a random draw and allows staff to come in to work at 10:00 am for one day. The "shout out" board has been reinstated; positive comments are posted in the staff room about an individual staff member. This is well-received by the staff and enhances well-being.

Q. The survey showed that 5% of staff had concerns. Was this one member of staff?

R. Yes.

Q. Has this individual approached the senior leadership team with their concerns?

R. No.

Extra-Curricular activities

- The school is planning to expand its provision of extra-curricular activities after the Easter holiday 2021. Sports clubs will commence, along with music tuition through the Love Music Trust. A sports week is also planned but it is uncertain yet as to whether parents will be allowed to attend. The school felt that it was not appropriate to resume swimming lessons at this time.

Q. Why was it considered inappropriate to resume swimming lessons?

R. There are Covid-19 restrictions to consider and it requires a considerable amount of time to organise swimming lessons. The school did not have the capacity to do this at a time when it was uncertain whether or not swimming lessons would be permitted under Covid-19 guidance.

Q. Does the school have plans in place for a leaving event for the Year 6 children?

R. Yes, this has been discussed with the SLT. It is unlikely that there will be an end of term performance, but an assembly and awards night are planned. A barbeque and rounders event has also been discussed.

- A Comic Relief event raised £500. The event was enjoyed by the children and governors, parents and staff were all involved. An article was published in the local newspaper.

SSDP

- The SLT met to agree the priorities for the next 2 years. Some priorities are carried forward from the previous SSDP and some are new.
- The educational focus is on Early Rearing, phonics and the wider curriculum.
- The focus for the summer term 2021 is on vision and expectations. A staff meeting is planned for early in the summer term 2021 to agree a vision.
- Summer term staff meetings are planned to look at English and Maths. In the autumn term 2021 the focus will switch to the wider curriculum.
- Timetables have already been prepared and Middle leaders joined the SLT to share ideas.

Q. Does the school have concerns about the provision of Speech and Language therapy in the Early Years?

R. This is an issue across the school. Difficulties are still apparent in children Years 3 and 4. There are a considerable number of children with speech and language issues and the demand for therapy has increased. When children are referred for therapy, the school is dependent on parents taking the children to the appointments. A Teaching Assistant has accessed speech and language training this year and is working full-time in school to supplement the speech therapy available to the children.

Q. Is this an issue nationally?

R. Yes, many young children are spending long periods of time on digital devices and are not interacting face to face with others. The Nursery uses the Welcome training programme which identifies children who require speech and language interventions and suggests appropriate activities. These activities are shared with parents as it is important that the work carried out in school is replicated at home. Additional staff have been appointed to deliver daily phonic interventions and speech and language activities in both Key Stage 1 and Key Stage 2 where appropriate. Some children are making slow progress, even with all this extra provision.

EH explained that, prior to Covid-19 restrictions, parents were invited to "stay and play" sessions in the Nursery which were language focussed. The Family Support worker and Children's Centre staff were also invited. Parental attendance at these sessions was variable. The school also modelled suggested activities for a parent and provided the use of a room in school.

Q. Could the school suggest a topic for the children to talk about at home?

R. This is difficult to manage with young children. The school does send a newsletter home with the children which outlines the topics covered and suggests activities to carry out at home.

Academic update for the Spring term 2021

This item was deferred until the April 2021 meeting of the LGB.

ACTIONS:

- JG to arrange a SEN visit to school.

AGENDA ITEM 7	COMPLIANCE AND SAFEGUARDING
Discussion	<p>Chair's Action There were no Chair's actions to report since the previous meeting.</p> <p>Principal's Action There were no urgent Principal's actions to report since the previous meeting</p> <p>Covid-19 Update</p> <ul style="list-style-type: none"> The Principal informed governors that the Risk Assessment for the full re-opening of school was shared with staff and circulated to governors. A Trust-wide staff survey was carried out which focussed on well-being during lockdown. <p>Q. Will this survey be repeated? R. The Trust may require one to be completed in the summer term. It is not yet known what the focus would be.</p> <p>Annual Safeguarding Governor Report</p> <ul style="list-style-type: none"> The Principal confirmed that the Section 175 Safeguarding audit was completed and submitted to CAT. The clerk will check the arrangements for the completion of the Annual Safeguarding Governor Report with the Trust clerk. <p>Approval of Quality Assurance Document</p> <ul style="list-style-type: none"> The document was completed and circulated to governors prior to the meeting.
ACTIONS:	<ul style="list-style-type: none"> Clerk to check the arrangements for the completion of the Annual Safeguarding Governor Report.
DECISION	RESOLVED: That the Quality Assurance Document be approved by governors.

AGENDA ITEM 8	GOVERNANCE
Discussion	<p>LGB membership</p> <ul style="list-style-type: none"> 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. <p>Governor Training</p> <ul style="list-style-type: none"> The Principal reported that he and the training governor RW have been in contact. It is planned to suggest suitable courses for governors to compete. Governors were requested to contact the Principal to arrange governor monitoring visits in the summer term 2021. The NGA training link is now live, and governors were requested to register for the NGA training by 0.03.21. RW asked the clerk to remind the Trust clerk to contact him regarding governor training. <p>Governor Skills Audit This item as addressed under agenda item 4.</p> <p>Governor Visit Reports The following governor visit reports were received:</p> <ul style="list-style-type: none"> PD-Pupil Premium EH, SJ-OPAL CLW-SCR check

	<p><u>Pupil Premium</u> PD met with SC and discussed the challenges of attendance for children entitled to Pupil Premium funding. A report was circulated via Governor Hub prior to the meeting.</p> <p><u>OPAL</u></p> <ul style="list-style-type: none"> EH and SJ explained that Covid-19 restrictions have slowed the progress of the OPAL project. For example, the children should be responsible for putting their own equipment out, but they are unable to cross zones on the playground. A meeting is planned for the end of April 2021 to consider how to develop the school grounds. A wild area has been marked out and paths and different zones designed. There are cost implications with the project. <p>Governors suggested that the MPSA could be approached to contribute funds to purchase consumable items for the OPAL project. EH and SJ replied that the long-term aim is that consumable items will be donated to the school.</p> <p>Q. What are the plans for the wild area? R. There will be wildflowers, picnic tables, beehives etc...</p> <p><u>SCR check</u> The Chair reported that he monitored the SCR and found it to be up to date and well-organised. He also discussed safeguarding issues in general and the Complaints Policy as part of this visit.</p> <p>Q. Is the aim that all the schools within CAT will use a standardised format for the SCR? R. An online format is planned which links with the HR software.</p>
ACTIONS:	<ul style="list-style-type: none"> Governors to contact the Principal to arrange monitoring visits in the summer term 2021. Governors to register for NGA training by 30.03.21. The clerk to request that the Trust clerk contact RW.

AGENDA ITEM 9	ANY OTHER BUSINESS
Discussion:	<ul style="list-style-type: none"> Update on academy conversion <p>Governors requested a review on the school's first term as an academy within CAT. The Principal responded that it has gone well; the trust is very supportive and more "hands on" than the Local Authority. There have been some challenges with extra paperwork required for the Principal to complete and extra meetings to attend. There have been significant changes for the SBM in her role.</p> <p>Pupil numbers have been identified as the largest risk to the school A meeting was held with the CEO of CAT to discuss ways to increase pupil numbers.</p>
ACTIONS:	<ul style="list-style-type: none"> To invite the SBM to outline the changes to her role since joining CAT.

AGENDA ITEM 10	DATE AND TIME OF NEXT MEETING
Discussion:	Thursday 29 th April 2021 5:00 pm

The meeting moved to the Part Two agenda.

Signed:

Dated: 19/5/26