

**PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING – MEETING 8**

Date	Thursday 29th April 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) 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 Staff governor Staff governor
Apologies Jenny Hopkinson (JH) Julie Griffiths (JG)	Co-opted governor Co-opted governor
Also in attendance	
Steve Ellis Sue Pomeroy	CEO, CAT-left at the end of part one 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 JG 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 March 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 March 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 governor safeguarding audit will be completed by the Principal and the Chair and will be reported on at the July LGB meeting. Around 50% of governors have returned the skills audit to the Principal. The Chair will follow up with the remaining governors to complete the audit and the Principal will collate the results. ACTION

	<ul style="list-style-type: none"> The SBM will contact CW regarding a GDPR governor monitoring visit. ACTION Governors are not accessing their school email addresses. The CEO requested that governors use the school email address for official governor communication. This will also provide governors with access to a wide range of Trust resources on Teams. Governor Hub will cease to be used for governor communication by the end of the summer term 2021. The Principal will re-circulate the details of governor email addresses and how to log in. Governors were requested to use them to log into Teams. ACTION PJ will contact N. Durban to arrange a curriculum monitoring visit. ACTION
DECISION	RESOLVED: It was confirmed that all other actions were met and closed as appropriate.

AGENDA ITEM 5	VISION AND STRATEGY
Discussion	<p>Update on SDP/Strategy</p> <p>The Principal provided an update to governors:</p> <ul style="list-style-type: none"> The school is pleased with the progress against the targets on the SDP, especially considering the Covid-19 restrictions. The OPAL project and development of the subject leaders have continued to move forward. The previous plan has been RAG rated and any items in red are due to Covid -19 restrictions preventing certain activities from happening. A new joint SEF/SDP document is in process and the school aims to finalise this by the end of the summer term 2021. <p>Q. Will the new document be RAG rated?</p> <p>R. Yes, this review method provides a quick overview of progress against the targets. There is also a review section on the document to explain the impact of the actions.</p> <p>Q. Would the school consider arranging local visits for the children as residential visits are not possible under Covid-19 restrictions?</p> <p>R. Yes, local visits are planned, and the school is also inviting visitors into school to provide curriculum enhancement.</p> <p>The CEO confirmed that none of the schools in the Trust are carrying out residential visits in this academic year.</p>

AGENDA ITEM 6	EDUCATIONAL PERFORMANCE
Discussion	<p>Information on Pupil Admissions</p> <p>The Principal informed governors that the school has received 21 first choice applications, mainly from children who currently attend Nursery. One child, who has significant needs, will remain in Nursery and not take up the place in Reception. There are 6 late applications from the LA and the school does not have any details of these applicants.</p> <p>The school is disappointed with the number of applications and has held a meeting with the Trust and Bexton Primary to consider ways of increasing pupil numbers. It is important the raise the profile of the school and its achievements to change people's perceptions. Pupil performance data is key and unfortunately the school will not have attainment data for 2 years due to Covid-19 when it was expecting strong results.</p> <p>Q. What are admission numbers like in schools in the local area?</p> <p>R. Local school are full for September 2021.</p> <p>Q. What are admission numbers across Cheshire East looking like?</p> <p>R. Admission numbers for Cheshire East have decreased overall for 2021-22.</p>

Q. When will the school know the final admission number for September 2021?

R. On 31.04.21. The school has prepared packs and a video for the new starters.

Governors requested that the Principal inform them of final admission numbers once they are known.

Q. As the school is not full, will it face pupil mobility issues?

R. Yes. Children moving into the area in-year will be allocated a place at Manor Park. This can affect relationships within a class and skew the data. There are likely to be further changes over the summer term and the school will not know the final admission number until September. It is difficult to plan and budget with this level of uncertainty.

Q. Is it possible in the future to publicise joint activities with Bexton Primary and raise the profile of the school?

R. This is possible but difficult to achieve currently due to Covid-19 restrictions. The school has created a social media team to increase the profile of the school.

Update on Spring Term pupil attainment and progress

Pupil attainment data was uploaded to Governor Hub prior to the meeting. The Principal highlighted the following points to governors:

- The format of the report has been revised to include a general update and demographic information.
- The number of disadvantaged children in school has increased.
- The number of children with SEN/D in school has increased.
- Attendance has increased.
- The children in Reception had low starting points and the progress is looking good.
- Attainment and progress throughout school is steady.
- The impact of the second lockdown on pupil performance was reduced by ensuring that the majority of vulnerable children attended school.
- The school found that those children who attended school during the latest lockdown, and those who were at home but engaged in the remote learning, have not regressed. There was a group of children who were at home and did not engage in the remote learning who have regressed and present the biggest challenge to the school.

Q. Did 50% of pupils attend school during the latest lockdown?

R. 50% of certain year groups were in school. The vast majority of vulnerable children attended and if they did not, it is because they chose not to.

Q. Is it correct that only 20% of Year 6 children attended school and there was no regression in their learning?

R. This is correct. The children engaged fully with the remote learning. Power Maths books were sent home and the children received core skills lessons each week.

Q. Does the Year 6 data from the school reflect the national picture?

R. This information is not available. However, it is indicative of the picture across the 5 schools in the Trust.

Report on Teaching and Learning

The CEO commented that there is no consistent thread across the Trust when looking at pupil performance over the lockdown. Writing is the subject which was most impacted by the lockdown. Pupils at Manor Park demonstrated the most progress of the schools in the Trust. A meeting was held with the Principal and the Chair to consider the recovery plan. The Education Endowment Foundation estimate that it could take four terms for pupils to make up the lost learning.

	<p>SJ explained that pupil mobility is a major issue for the school; many pupils have been admitted who have been placed on the SEN register. This places extra pressure on the school.</p> <p>Q. There are variations in the results in different subjects across the year groups. Are these a reflection of a particular cohort or the strengths of the teacher? How is the school addressing these?</p> <p>R. The school has identified areas where more progress is required, and interventions are in place for some children. Pupils are discussed in detail at pupil progress meetings. Teachers share good practice. There is no evidence to support the view that lack of progress is due to teaching quality.</p> <p>Q. The Explorer Group appears to be very successful. Is it sustainable?</p> <p>R. The school can maintain the provision for the next academic year. Beyond this it is uncertain and will depend on budgetary constraints. 32 children will leave Year 6 in July 2021 and 21 are due to be admitted into Reception in September and this obviously has an adverse effect on the budget. It is important to remember that the school does not receive additional funding for the Explorer group.</p> <p>Q. Is there any guidance for schools for when the current social distancing requirements end?</p> <p>R. There is no new guidance at present. The school is hopeful that if the situation continues to improve, that bubbles will not be necessary in September 2021. The Trust provides up to date information and guidance to the school.</p> <p>Report from SEN/D link governor</p> <p>JG was not present at the meeting but had uploaded her SEN/D monitoring report to Governor Hub prior to the meeting. The focus of her visit was communication. The school is developing its own speech and language programme as some families do not engage with official speech therapy provision. She held discussions with the SENCO, with Nursery staff and with the teacher of the Explorer Group.</p> <p>SJ informed governors that it is a logistical challenge to deliver quality SEN provision. The school planned to accommodate 8-10 children in the Explorer Group and there are now 13-14. The school will need to consider how to manage this in the new academic year as there will be children currently in Reception who would also benefit from access to the Explorer Group. The school aims for all children to develop basic skills by the time they leave in Year 6.</p> <p>Governors requested that the teacher of the Explorer Group be invited to a future LGB meeting to give a presentation.</p>
ACTIONS:	<ul style="list-style-type: none"> • Principal to inform governors of the final pupil admission number for September 2021. • Principal to invite the teacher of the Explorer Group to a future LGB meeting.

AGENDA ITEM	COMPLIANCE AND SAFEGUARDING
7	
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>Policies Governors received the Admissions Policy which has been ratified by the Trust. The CEO explained that it is a central, statutory policy with some amendments to reflect the fact that the school is in Cheshire East along with Bexton Primary, whilst the other schools in the Trust are located in</p>

	<p>Cheshire West. The new policy applies to admission to the school in September 2022. The Trust took legal advice when drawing up the policy and it went to consultation for the required period. No comments were received.</p> <p>The over-subscription criteria are as follows:</p> <ol style="list-style-type: none"> 1. Looked after children/Previously Looked After 2. Siblings 3. Member of staff's child 4. All other children (basically distance from the school). <p>In-year applications will go to the LA and then come to the school for consideration.</p> <p>Report on attendance/Pupil numbers An attendance report was uploaded to Governor Hub prior to the meeting.</p> <p>The Principal informed governors that attendance has increased. It stood at 96.2% overall in the autumn term 2020 and fell slightly to 95.7% in the spring term 2021. There are a small number of pupils with poor attendance who impact on the overall figures. The school is working with other agencies to provide support to these children and their families. All information is logged and shared as appropriate. The school is not issuing Fixed Penalty Notices as they are not supported by the LA.</p> <p>There are 219 children on roll and numbers in Nursery are increasing.</p> <p>Annual safeguarding governor report This item was addressed under agenda item 4.</p> <p>Health and Safety Visit The CEO confirmed that ideally this visit should take place as part of the annual health and safety audit from the LA. The school will ensure that this happens in future.</p> <p>Health and Safety Inspection Report Governors received the Health and Safety inspection report which was uploaded to Governor Hub prior to the meeting. Governors noted that there were very few actions contained within the report.</p>
ACTIONS:	<ul style="list-style-type: none"> • SBM/Principal to invite the link governor to the Health and Safety inspection visit each year.

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 before the next meeting. PJ asked when his term of office expires and confirmed that he will stand down as a governor at this point as he has served more than two terms on the board. <p>Governor Training The Trust clerk requested feedback on the training provided by the Trust. Those governors who had attended reported that it was informative and that there was a good mix of information and opportunities for discussion.</p> <p>Analysis of Governor Skills Audit This item was addressed under agenda item 4.</p> <p>Governor Visit Reports</p>

	The visit report from JG was discussed under agenda item 6. There were no further reports to receive.
ACTIONS:	<ul style="list-style-type: none"> • Clerk to check when PJ's term of office expires. • Clerk to feedback to the trust clerk on the training.

AGENDA ITEM 9	ANY OTHER BUSINESS
Discussion:	The CEO informed invited governors to attend a meeting to refine the Trust's vision. The Trust want to involve all governors so that they are able to articulate the vision.
ACTIONS:	• CEO to circulate details of the meeting to be held on 18.05.21 at 6:00 pm.

AGENDA ITEM 10	DATE AND TIME OF NEXT MEETING
Discussion:	Thursday 27 th May 2021 5:00 pm

The meeting moved to the Part Two agenda.

Signed: 

Dated: 19/5/2021