

**PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING – MEETING 1**

Date	Thursday 22nd September 2022 5:00pm
Venue:	The School

Attended (Governors):	
Lee Williams (CLW) Simon Cotterill (SC) Bridget Wall (BW)	Chair of Governors Principal Co-opted governor-Vice chair from item 10, left at the end of part one
Pamela Larner (PL) Paul Deakin (PD) Sarah Jeffery (SJ) Lesley Dalzell (LD)	Co-opted governor Co-opted governor Staff governor-left at the end of part one Co-opted governor
Apologies Esther Holden (EH)	Co-opted governor
Absent Julie Griffiths (JG)	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 to accept the apologies received from Esther Holden. Julie Griffiths was not present at the meeting and no apologies were received.

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. All governors had completed the annual declarations of interest, except JG.
ACTION:	Clerk to remind JG to complete the annual declarations of pecuniary interest and to provide a summary report to CAT.

AGENDA ITEM 3	PART ONE MINUTES OF MEETING
Discussion:	The Part One minutes of the LGB Meeting held on 11 th July 2022 were agreed as an accurate record of the meeting, signed by the Chair and retained by the school.
DECISION	RESOLVED: That the Part One minutes of the meeting held on 11 th July 2022 be accepted as a true and accurate record.

AGENDA ITEM 4	REVIEW OUTSTANDING ACTIONS
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Discussion:	<p>Governors reviewed the action log and discussed the following matters:</p> <ul style="list-style-type: none"> • The clerk was requested to check with CAT that the RAMP document uploaded for this meeting was the same as the Risk Register. • Two parents had shown an interest in the vacant parent governor position. • Governors were asked to identify suitable candidates for the vacant co-opted position. The Principal would advertise the vacancy on Inspiring Governance and Governors for Schools. • The clerk was requested to re-send the example Impact Statement to the Principal and Chair.
DECISION	RESOLVED: It was confirmed that all other actions, not addressed on this agenda, had been met and closed as appropriate.
ACTION:	<ul style="list-style-type: none"> • Principal to advertise the vacant staff governor position. • Principal to advertise the vacant co-opted vacancy on Inspiring Governance and Governors for Schools. • Clerk to re-send the example Impact Statement. • Clerk to check with CAT re the status of the RAMP document.

AGENDA ITEM 5	HR/FINANCIAL/BUSINESS PERFORMANCE
Discussion	<ul style="list-style-type: none"> • Admission numbers The Principal informed governors that there are 270 children on roll, including Nursery. 27 children were admitted into the Reception class in September 2022. Key Stage 2 classes had been arranged into mixed age classes. Three parents had contacted the school with concerns and one child had had been moved into a different class as a result. Nursery numbers are above those reported last September and in the summer term there had been a waiting list for some sessions. A separate website for the Nursery would go live in the next few weeks. 5 Ukrainian children had been admitted to the school. The school has had to consider how to deliver the curriculum to children who do not speak English. <p>Q. Does the school receive extra funding to support the Ukrainian children? R. No, and there is also no EAL support available.</p> <p>Q. How many different languages are now spoken in school? R. Around 15 or 16.</p> <p>Q. Are parents able to provide support with language acquisition? R. The school generally finds that the children cope well and start to absorb the language, particularly the younger children.</p> <p>Q. Is the Knutsford Hub still running? R. Yes. It will undergo a review and will be re-branded.</p> <p>Q. Had the school initially been worried about the numbers coming into Reception in September 2022? R. Yes, the situation with admission numbers for Reception is always uncertain and subject to change. 23 children had originally registered a first-choice preference. 25 is what the school budgets for, so anything above this is good.</p> <p>Q. Has the school experienced any impact on pupil numbers from the new housing developments in the town? R. Not as yet. However, it is expected that admission patterns would change when other local schools admit children from the developments in their catchment area. This would mean that children in Manor Park's catchment area would come to the school, rather than being admitted to other schools in Knutsford.</p>

	<ul style="list-style-type: none"> Update on Staff and Pupil attendance Staff attendance The Principal informed governors that there were no issues to report. Pupil attendance In 2021-22, attendance was above the national average. Persistent absenteeism is around 17%. This means that children are in school for less than 90% of the time. Attendance is therefore back on the SDP as a priority area for the school. All pupils with attendance below 90% have received a letter setting out the school's concerns and the support available. The Principal and Deputy have carried out home visits and brought children into school. Q. How much time do the home visits take? R. Around three hours. The school has developed an attendance team and will carry out home visits as required. Q. Is there a policy about transporting children in staff cars? R. The school ensures that two people always carry out the visits in accordance with safeguarding procedures. Q. Is an Education Welfare Officer available to offer support? The school previously into this service but was not happy with the quality of the service and so has developed its own attendance team. Risk Register The RAMP document had been updated and uploaded to Teams prior to the meeting. The Principal explained that the risks are assessed each term and there is generally little change in the level of risk. Some factors, such as high levels of Covid-19 amongst staff in the spring term 2022 did present an increased risk to staffing at that time. Most areas on the document are rated green. There are some items rated yellow such as pupil numbers throughout school, Key Stage 1 data, and pupil numbers in Nursery. Q. What impact will the increase in utility bills have on the school budget? R. These were factored into the budget when it was prepared in the summer term 2022. However, the school did not budget for the 5% increase in teachers' salaries or the one-off payment for support staff and these will have an impact on the budget. The school budget is healthy. GDPR link governor report Governors received the report prepared by the link governor (CW). There were no significant issues to highlight. The clerk was requested to check whether the report should be provided to CAT. To approve expenditure under the Scheme of Delegation Principals to provide details of any expenditure requiring approval under the Scheme of Delegation. Governors to review quotes (2 minimum) and approve any item of expenditure over and above £10,000 or over £2000 where the academy does not intend to use the cheapest quote There was none to approve at this meeting.
ACTION:	Clerk to check whether the GDPR report should be provided to CAT.

AGENDA ITEM 6.	VISION AND STRATEGY
	Review of completed SDP/SEF The updated SDP had been circulated on Teams prior to the meeting. The Principal provided an summary of the changes:

- Maths, Phonics and OPAL had been removed as priorities.
- Attendance, Mental Health and Aspiration had been added.
- The rest of the priorities from 2021-22 remain on the SDP.

As part of the work on Aspiration, Greater Places are running a project in school on aspiration and the workplace. Funding is available and there are four modules which cover workplace skills, interviews and visits to workplaces. The children will visit Manchester Airport as part of this project. It will run every year with Year 5 and Year 6 children. In the 2nd year the Year 6 children will act as coaches to the Year 5s.

The Principal provided an update on the Learning without Limits project:

- An INSET day was held at Chester University in September 2022. It involved an introduction from the CEO on the Trust and sessions on Learning without Limits and how the brain works. It set the tone for the work to be carried out in school.
- Last night a joint session was held with Bexton Primary School, run by Mick Waters. He is a nationally renowned expert on curriculum matters. He spent the day in school and spoke to teachers to address their concerns about the project. He then led a twilight session for staff of both schools. The SLT followed this up with a day discussing curriculum development.
- The project will have a significant impact on teaching and learning. The aim is for children to be actively involved in their learning.
- Teachers expressed some initial concerns that it would lead to an increase in workload, but the intention is to reduce workload and allow teachers to be more creative.

Q Is CAT supportive of this project?

R. The school has made its own decisions on how to move forward with the project, but CAT is supportive of the Learning without Limits framework.

Q. How would OFSTED view this project?

R. The school is concerned with developing the curriculum and ensuring that children are not passive learners. The view of OFSTED is not the primary concern.

Q. What was the cost of the Mick Waters' session?

R. He has not requested payment.

AGENDA ITEM 7	EDUCATIONAL PERFORMANCE
Discussion	<p>Statutory Outcomes for Pupils</p> <p>Pupil assessment data had been shared prior to the meeting on Teams and had been discussed at the July 2022 LGB meeting. The Principal provided an update:</p> <ul style="list-style-type: none"> • GLD-60%. This represents good progress from the on-entry data of 25%. The national figure had dipped in 2022 but the school is still below national. • Phonics-93%. This represents very strong performance and was above national. Children who did not pass the phonics screening had significant SEND or EAL needs. • KS1 data was low as these children had been affected most by the Covid-19 pandemic. The school would focus on improving outcomes for this cohort. Reading-57% Maths-67% Writing-53%. • KS2 data represents the highest attainment figures the school has ever achieved. RWM Combibed-68% (above national) Writing-79% Grammar, Spelling and Punctuation=84% Reading-76% Maths-81%

Attainment in Reading and Maths at GD was good.
Progress scores in KS2 were not as high as in previous years but attainment was the highest ever recorded at the school.

Q. Has the CEO expressed a view on the progress scores?

R. The CEO is not overly concerned as these are scores from one year only. The school is expecting strong progress from the current Year 6 cohort.

Q. Does the school have any comparison data on progress from other schools?

R. Trust-wide progress is higher in 2022 in the other schools. There is no further data available.

Internal outcomes

Internal data had been circulated today prior to the meeting. The Principal provided an update:

- Reading and Maths scores are stronger than those in Writing.
- Attainment rises as the children progress through the school.
- Progress is strong throughout school.
- 22% of Year 5 children had no previous data recorded in school.
- Boys' attainment in Reading and Writing is lower than that of girls. The school is considering how to support the boys to achieve more. This is a difficult area and is linked to expectations and experiences outside of school.
- The attainment of disadvantaged children is lower in all areas than non-disadvantaged. The school is aware of this, and it is a priority.
- SEND children make good progress but not as good as non-SEND.

AGENDA ITEM 8	COMPLIANCE AND SAFEGUARDING
Discussion	<ul style="list-style-type: none"> • Chair's Action There were no actions to report since the last meeting of the LGB. • Principal's Action There were no actions to report since the last meeting of the LGB. • Policies Governors received the updated CAT Safeguarding Policy. • Verbal report on RSE Policy, Equality Policy The Principal reported that the RSE and Equality Policies are in place. RSE is being delivered in school. The Principal would check that the most up to date version of the Equality Policy has been published. • Arrangements for collecting views of stakeholders CAT administer a staff survey centrally. Pupil and parent surveys are carried out termly. Discussions are taking place with CAT on different means of collecting stakeholder views and the appropriate frequency of surveys. • KCSIE All governors present at the meeting confirmed they had read part 1one and two of KCSIE 2022. EH and JG to complete the confirmation. • Arrangements for governors to complete Safeguarding training All governors are required to complete the NGA Learning Link module on Safeguarding by 30th September 2022 and to forward a copy of the certificate to the clerk. These would then be provided to CAT.

ACTION:	<p>Principal to check that the updated Equality Policy has been published. Remaining governors to confirm they have read KCSiE 2022. Governors to complete the NGA safeguarding course and forward the certificate to the clerk. Principal to send link to NGA safeguarding course and reminder to complete.</p>
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AGENDA ITEM 9	GOVERNANCE AND RISK
Discussion	<ul style="list-style-type: none"> • Election of Chair CLW was elected as Chair of the LGB for a term of one year, or until the first LGB meeting of the autumn term 2023. • Election of Vice Chair BW was elected as Vice Chair of the LGB for a term of one year, or until the first LGB meeting of the autumn term 2023. • Annual Declarations It was confirmed that all governors had completed the annual declarations of interest. • Code of Conduct All governors, except EH had confirmed that they agreed to abide by the Code of conduct and that they met the eligibility criteria to be a governor. • Governor link Roles This item was deferred until the next meeting of the LGB in November 2022. • Governor monitoring programme The Principal would prepare a monitoring schedule for the next meeting of the LGB in November 2022. <p>To confirm:</p> <ul style="list-style-type: none"> ▪ Membership of the Pay Panel was confirmed as CLW, PD and PL. ▪ The clerk would check that Governor details on GIAS are up to date and the Principal would check the school website. <p>To review:</p> <ul style="list-style-type: none"> ▪ Terms of office-It was noted that Esther Holden’s term of office as co-opted governor expires 16.11.22 ▪ Changes to LGB membership-Governors noted the resignation of Cathryn Walley as parent governor w/e from 23.09.22. They expressed their thanks to her for her service to the school as a governor. ▪ Vacancies The following vacancies were noted: 1 x staff, 1 x co-opted, 1 x parent governor ▪ Skills Audit-The Principal would consider the previous skills audit. ▪ Annual Planner Governors noted the LGB annual planner which had been circulated prior to the meeting. ▪ LGB Impact Statement This was discussed under agenda item 4. ▪ Governor Training This was discussed under agenda item 8. ▪ Governor Visit Reports There were no reports to receive at this meeting.
ACTIONS	<p>EH to complete confirmations. Governors to confirm link roles at the November LGB meeting.</p>

Principal to prepare a monitoring schedule for the next meeting of the LGB in November 2022.
Clerk and Principal to check that governance details on GIAS and the school website are up to date.
Principal to analyse the previous skills audit.

AGENDA ITEM 10	ANY OTHER BUSINESS
<p>Discussion:</p>	<p>Governors agreed to discuss the following items of any other business:</p> <ul style="list-style-type: none"> Residential visits Food bank <p>Residential visits The Principal confirmed that the following residential visits had been booked:</p> <ul style="list-style-type: none"> Year 2 27th-28th June 2023 at Foxhowl Year 4 15th -17th May 2023 at Menai Year 6 3rd-5th July 2023 to London <p>It was confirmed that all appropriate risk assessments would be carried and submitted to Cheshire East through the Evolve system. Letters had been sent to parents to allow for a long pay period. Children entitled to Pupil Premium would pay 50% of the cost.</p> <p>Governors approved the visits.</p> <p>Food bank The Principal explained that the school was involved with a food bank project in conjunction with the Children’s Centre. A van would visit once per week and people will be invited to attend. They pay £7.50 for three bags of food. The school would open up the hall for refreshments.</p> <p>Q. Is this project aimed just at parents at the school? R. No, it is a community project.</p> <p>Q. How often will the van visit? R. Every week, even in school holidays.</p> <p>Q. Is the school involved in the organisation of the project? R. No, but it will offer refreshments to bring people into school.</p>

AGENDA ITEM 11	DATE AND TIME OF NEXT MEETINGS
<p>Discussion:</p>	<p>The date and time of the next meeting was confirmed as:</p> <p>3rd November 2022 5:00 pm</p>

SJ and BW left the meeting.

The meeting moved to the Part Two agenda.

Signed:

Dated: