

**PART ONE MINUTES  
OF THE LOCAL GOVERNING BODY MEETING – MEETING 4**

<b>Date</b>	<b>Thursday 12<sup>th</sup> January 2023 5:00pm</b>
<b>Venue:</b>	<b>The School</b>

<b>Attended (Governors):</b> Bridget Wall (BW) Simon Cotterill (SC) Lesley Dalzell (LD) Paul Deakin (PD) Pamela Larner (PL) Sarah Jeffery (SJ) Lauren Smith (LS) Catherine Williams (CW) Ann Hollingsbee (AH) Julie Griffiths (JG)	Vice Chair, chaired the meeting Principal Co-opted governor Co-opted governor Co-opted governor Staff governor-left at the end of part 1 Staff governor-left at the end of part 1 Parent governor Parent governor Co-opted governor
<b>Apologies</b> Lee Williams (CLW)	Chair of Governors
<b>Absent</b>	
<b>Also in attendance</b>	
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 Vice Chair opened the meeting and confirmed it was quorate. Apologies were received and accepted from Lee Williams.

<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 7 <sup>th</sup> December 2022 were agreed as an accurate record of the meeting, signed by the Vice Chair and retained by the school.
<b>DECISION</b>	<b>RESOLVED:</b> That the Part One minutes of the meeting held on 7 <sup>th</sup> December 2022 be accepted as a true and accurate record.

<b>AGENDA ITEM 4</b>	<b>REVIEW OUTSTANDING ACTIONS</b>
<b>Discussion:</b>	Governors reviewed the action log and discussed the following matters: <ul style="list-style-type: none"> <li>The invacuation procedure had not been carried out due to the lack of a site manager. This item was carried forward.</li> </ul>

	<ul style="list-style-type: none"> <li>JG was requested to re-send the governor training questionnaire.</li> <li>The Principal had contacted Knutsford Medical Practice but had not received a response. It was suggested that he approach the school nurse for advice on the guidance on time off school due to childhood illnesses.</li> </ul>
<b>ACTION</b>	<b>JG</b> to re-send the governor training questionnaire. <b>Principal</b> to contact the school nurse for guidance on time off school for childhood illnesses.
<b>DECISION</b>	<b>RESOLVED:</b> It was confirmed that all other actions, not addressed on this agenda, had been met and closed as appropriate.

<b>AGENDA ITEM 5</b>	<b>VISION AND STRATEGY</b>
<b>Discussion</b>	<p><b>SDP</b> The SDP had been circulated to governors prior to the meeting. The Principal explained that the SDP is created with the SLT. Subject action plans sit behind the document. It is an important document as Ofsted would use it to identify lines of enquiry for an inspection. The strategic goals cover 2021-25 and would take time to achieve. Improving children's aspirations had been added as a new focus.</p> <p>The previous inspection report from 2018 is the starting point for the SDP, even though the school has converted to an academy since then and is technically regarded as a new school.</p> <p><b>Q. How often is the SDP updated?</b> R. It is updated annually in the summer term. The SLT spend a day on this. However, it is monitored throughout the year and is a live document. The actions are regularly updated but the priorities are only reviewed annually. Actions are RAG rated and there are many items which are green on the plan.</p> <p><b>SEF</b> The school had evaluated its overall effectiveness as GOOD. Quality of Education-Good Behaviour and Attitudes-Outstanding Personal Development-Outstanding Leadership and Management-Good</p> <p>The Principal explained that attainment is not high enough for the school to be able to rate Q of E as outstanding. The school is aiming to be consistently good and to meet the needs of the community.</p> <p>The Principal outlined the main priorities for the school 2022-23:</p> <ul style="list-style-type: none"> <li>Improve boys' attainment in Reading and Writing</li> <li>Improve the attainment of disadvantaged pupils</li> <li>Reduce the barriers to learning for children with SEND</li> <li>Develop Foundation Subjects and the expertise of the children</li> <li>Mental health-this is an area which is becoming more important</li> <li>Curriculum development and the role of Middle Leaders</li> <li>Improve the physical environment in the Reception class</li> <li>Improve attendance</li> </ul> <p><b>SEND</b> <b>Q. Is the Explorers Class still operating?</b> R. No, but some children still receive bespoke interventions in small groups of 8-10 pupils with a teacher.</p>

**Q. Is this new approach having an impact?**

R. The progress of children with SEND is measured in a different way using PIVATS. The school is confident that these children are making progress.

SJ explained that the school had moved away from providing 1:1 support for children with SEND as this can lead to over-reliance on an adult and makes transition to secondary school more difficult. Some schools use teaching assistants to support lower ability children but it is important that these pupils also receive interventions from the teacher.

**Writing**

LS informed governors that the school had invested in a new scheme to teach Writing called "Pathways to Write." It is used by other schools in the Trust and runs from Reception through to Year 6. LS explained that the scheme allows her as Writing lead to be aware of how Writing is taught throughout the school and to ensure consistency of approach. Mastery of skills is the focus of the scheme. It was trialled from September 2022 by LS and had now been implemented with all classes. There had been a positive response from staff. Quality texts are used and it has not involved any major changes.

**Q. Did the school need to purchase extra resources for the scheme?**

R. Yes. New books had been purchased and the staff and children are enjoying them. There is a unit on Shakespeare in every year group. The school is also looking for non-fiction texts to support topic work.

**Aspirations**

The Principal outlined the work being carried out in school by Great Places:

- Years 5 and 6 are involved.
- Great Places had provided funding for this project.
- Children are taught about the opportunities available as they grow into adulthood and the skills needed in life.
- The children would visit Manchester Airport and Great Places office where there would be opportunities to talk to different trades and professions. For example, the self-made owner of a beauty business would come into school and be interviewed by the children, and they would then visit the business.

**Mental Health**

The Principal explained that this is a priority for the school, covering staff, pupils, and parents. The mental health of parents has a significant impact on the children.

**Q. Does the school use a scheme for well-being?**

R. My Happy Mind from the NHS is in use.

**Q. Is time allocated for well-being on the timetable?**

R. Yes, it is timetabled.

**Leadership and Management**

The focus is on Middle Leaders and their capacity to grow and contribute to school improvement. Teachers are provided with non-contact time for their subjects and Maths and English leaders had received additional time. This obviously has an impact on the budget.

**Q. Does coaching still take place?**

R. Yes, SC has been doing this with the English and Maths leads and there are plans to re-introduce the coaching clinics.

	<p><b>Early Years</b> Some improvements had already been made to the Nursery environment. Flooring in Reception and the outdoor area were now focus areas. Staff had visited other schools in the Trust for ideas. Work had been hampered by the lack of an SBM in school.</p> <p><b>Attendance</b> Improving attendance is a major focus for the school and would be discussed under agenda item 9.</p>
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AGENDA ITEM 6	HR/FINANCIAL/BUSINESS PERFORMANCE
<b>Discussion</b>	<p><b>Approval of expenditure under the Scheme of Delegation</b> 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</p> <p>There was none to approve at this meeting.</p>

AGENDA ITEM 7	EDUCATIONAL PERFORMANCE
<b>Discussion</b>	<p><b>Pupil progress and attainment</b> The LGB Outcomes Analysis Autumn 2022 had been shared with governors prior to the meeting.</p> <p>The Principal highlighted the following points to governors:</p> <ul style="list-style-type: none"> <li>• Only 75% of the current pupils joined the school in Reception or lower. Many children join the school at a later stage, and this impacts the data. These children are often low attainers.</li> <li>• The school has 22.8% of children with SEND, compared to the national figure of 15.3%.</li> <li>• 35% of pupils claim FSM.</li> <li>• More children achieve EXP as they move through the school.</li> <li>• There is a dip in attainment in Year 6 due to the fact that children are now assessed on SAT's papers which are more difficult and due to the number of children joining this cohort over the past 18 months. 11 children had joined since the start of Year 5. The other schools in the Trust are full and do not have this level of pupil mobility.</li> <li>• Attainment would be 90%+ if the school did not have this mobility issue.</li> </ul> <p><b>Q. Is there more mobility this year than in previous years?</b> R. No. mobility is always an issue for the school.</p> <p><b>Q. Is there any information available on national figures for mobility?</b> R. The school does not have this information. It is generally an issue for schools which have spare places.</p> <p><b>Q. Is EAL an issue for the school?</b> R. Three children with EAL have joined the school since September 2022. They had very little spoken English.</p> <p><b>Progress</b> There is lots of red on the Year 2 progress chart. This had been discussed with the staff at pupil progress meetings. The school believes that this is due to the teachers being cautious in their assessments and is not concerned by the data. Progress in 2022 was average and was not as good as it had been in previous years.</p>

	<p><b>Key Groups</b>  Year 1-attainment of boys is higher than that of girls in all areas.  Year 2-attainment of girls is higher than that of boys.  Year 3-girls significantly lower than boys in maths. Disadvantaged children are significantly lower in all areas.  Year 4-no areas of significant variance.  Year 5-boys significantly higher than girls in Reading and Maths. Disadvantaged children are significantly lower in all areas.  Year 6- boys significantly higher than girls in Maths. Disadvantaged children are significantly lower in all areas.</p> <p>Interventions are in place to provide support and reduce gaps in attainment. Meetings are held with all class teachers to discuss every child and what support is required.</p> <p><b>Q. Has the attainment of disadvantaged children decreased since the Covid-9 pandemic?</b>  R. No, the school has not found that this is the case. It is important to remember that there is a high proportion of children with SEND in the disadvantaged group.</p> <p><b>SEND</b></p> <ul style="list-style-type: none"> <li>The progress of children with SEND is good and is a reflection of the quality provision on offer.</li> </ul> <p><b>Report on teaching and learning</b>  LS had outlined the developments in the teaching of Writing and Learning without Limits had been discussed at the December 2022 meeting of the LGB.</p>
<b>ACTION:</b>	

AGENDA ITEM 8	SCHOOL IMPROVEMENT
<b>Discussion</b>	<p><b>Outcomes of Pupil Voice activities</b>  The results from the Pupil Survey had been shared with governors prior to the meeting.</p> <p><b>Q. How often is a pupil survey administered?</b>  R. Once or twice per year.</p> <p>The Principal highlighted the following matters from the survey:</p> <ul style="list-style-type: none"> <li>Overall, the responses were good.</li> <li>The school had spoken to the small number of children who had provided negative responses to the questions. These children all have specific issues which are being addressed by the school.</li> <li>The school had reflected on the significant numbers of responses that indicated that children were not challenged in their learning. It was felt that this was related to the language the school uses when talking about challenge with the children. Teachers often seek to allay children's worries about things being too hard for them. It has been agreed to change the approach and discuss how to rise to a challenge and meet it going forward.</li> </ul>

AGENDA ITEM 9	COMPLIANCE AND SAFEGUARDING
<b>Discussion</b>	<p><b>Chair's Action</b>  There were no actions to report since the last meeting of the LGB.</p> <p><b>Principal's Action</b>  There were no actions to report since the last meeting of the LGB.</p>

**Report on Attendance**

The Principal provided an update:

- The new attendance strategy had been shared with parents. It is based on guidance from the DfE that the school should provide support and challenge but should not tolerate poor attendance.
- An attendance team had been established and each member has a specific role.
- 5-6 homes had been visited this week as part of the strategy to ensure that all children are in school. This has an impact on leadership capacity.

**Q. Can the school sustain this approach in the long-term?**

R. The only other option is for the school to employ another member of staff or to re-deploy an existing member of staff. The school is reluctant to follow the second option as it would remove support from learning interventions.

- One child has an attendance contract.
- Attendance is around the national figure, but persistent absenteeism (PA) is above national.
- The school has re-introduced attendance incentives. Classes with the highest attendance can bank money for an end of year treat.

**Q. Do families still take holidays in term-time?**

R. Yes and they are subject to a fixed penalty notice.

**Anonymised Medical Register**

This item was carried forward to the next meeting.

**Policies**-Verbal report on the First Aid Policy

The Principal informed governors that the policy is in place and is followed in school. A new fridge had been purchased to store ice packs.

**Update on Before and After School Provision**

The Principal stated that the provision is run by an external company and there were no issues to report. A document had been created for the provider to use to log any safeguarding incidents.

**Confirmation of planned residential visits**

The Principal informed governors that the following residential visits are planned:

Year 2-June 27<sup>th</sup> 223-1 night at Foxhowl

Year 4- May 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>- to Conwy

Year 6-July 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>-to London

Governors sought assurance that all the necessary risk assessments would be carried out. The Principal responded that this was the case, and that staff would carry out a pre-visit to London to check all the arrangements. Additional adults above the required ratios would accompany the London residential.

**Receive the S175 Audit**

The spring term CAT Safeguarding report had been shared prior to the meeting. The Principal explained that the Local Authority also require a S175 Safeguarding audit in the summer term.

SC and SJ had attended a considerable amount of Safeguarding training.

**ACTION:**

**Principal** to present the anonymised medical register at the February 2023 LGB meeting.

**AGENDA ITEM 10 | GOVERNANCE AND RISK**

<b>Discussion</b>	<p><b>Governor Training</b> Outcome of questionnaire from JG-carried forward.</p> <p>Skills audit analysis-carried forward.</p> <p><b>Governor Visit Reports</b> BW had carried out a SEND monitoring visit.</p> <p><b>Membership</b> It was noted that there is one vacancy on the LGB for a co-opted governor.</p> <p><b>Term dates 2023-24</b> The Principal shared the proposed term dates for 2023-24 on screen. He explained that the Trust can vary the number of days spent in school and had suggested finishing two days early for Christmas 2023 on Wednesday 20<sup>th</sup> December. This would mean that the children were in school for 188 days in 2023-24 and the staff for 193 days.</p> <p><b>Q. Is the school happy with the proposal for the children to have two fewer days in school?</b> R. Yes, as it is the last two days of the autumn term. This will minimise the impact of reduced teaching time.</p> <p><b>Q. Will these term dates be shared with the after-school provider?</b> R. Yes as soon as they have been agreed.</p> <p>Governors approved the term dates for 2023-24.</p> <p><b>Governor Hub</b> The Principal explained that the school had previously used the Governor Hub platform to share documents and information for meetings prior to joining the Trust. MS Teams had been used instead since that point. CAT had now decided to introduce Governor Hub for all its schools. Governors were requested to ensure that they are registered on Governor Hub. It would be used to share the documents from the next meeting in February 2023.</p>
<b>DECISION</b>	<b>Resolved:</b> That governors approved the term dates for 2023-24.
<b>ACTION</b>	<b>Governors</b> to register on Governor Hub if they had not already done so.

<b>AGENDA ITEM 11</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	There were no items of any other business agreed for consideration at the meeting.

<b>AGENDA ITEM 12</b>	<b>DATE AND TIME OF NEXT MEETINGS</b>
<b>Discussion:</b>	<p>The dates and times of the next meetings were confirmed as:</p> <p><b>Spring</b> Wednesday 15<sup>th</sup> February 2023 <b>Thursday 30<sup>th</sup> March 2023</b> (Please note that this is a change of date from Wednesday 29<sup>th</sup> March 2023).</p> <p><b>Summer</b> Thursday 4<sup>th</sup> May 2023 Thursday 8<sup>th</sup> June 2023</p>



	<p>Thursday 13<sup>th</sup> July 2023</p> <p>All meetings to take place at 5:00pm in school.</p>
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*SJ and LS left the meeting.*

The meeting moved to the Part Two agenda.

Signed: .....

Dated: .....