

**PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING – MEETING 5**

Date	Wednesday 15th February 2023 5:00pm
Venue:	The School

Attended (Governors): Bridget Wall (BW) Lee Williams (CLW) Sarah Jeffery (SJ) Lauren Smith (LS) Catherine Williams (CW) Ann Hollingsbee (AH) Julie Griffiths (JG)	Vice Chair, chaired the meeting Chair, arrived at 5:11 pm, left at 6:08 pm Staff governor Staff governor-left at the end of part 1 Parent governor Parent governor Co-opted governor
Apologies Simon Cotterill (SC) Lesley Dalzell (LD) Paul Deakin (PD)	Principal Co-opted governor Co-opted governor
Absent Pamela Larner (PL)	Co-opted governor
Also in attendance	
Diane Walley (DW) Fiona McAll (FM) Sue Pomeroy (SP)	Academies Finance Manager School Business Manager Clerk to governors

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	The Vice Chair opened the meeting and confirmed it was quorate. Apologies were received and accepted from Simon Cotterill, Paul Deakin and Lesley Dalzell. The newly appointed School Business Manager, Fiona McAll was welcomed to her first meeting.

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 12 th January 2023 were agreed as an accurate record of the meeting, signed by the Vice Chair and retained by the school.
DECISION	RESOLVED: That the Part One minutes of the meeting held on 12 th January 2023 be accepted as a true and accurate record.

AGENDA ITEM 4	REVIEW OUTSTANDING ACTIONS
----------------------	-----------------------------------

Discussion:	The action log had been updated and circulated prior to the meeting.
DECISION	RESOLVED: It was confirmed that all actions, not addressed on this agenda, had been met and closed as appropriate.

AGENDA ITEM 5	HR/FINANCIAL/BUSINESS PERFORMANCE
Discussion	<p>Business Manager's Report</p> <p>DW presented the Business Manager's Report which had been shared via Governor Hub prior to the meeting. She highlighted the following points:</p> <ul style="list-style-type: none"> This year, the school is forecast to operate at an in-year deficit of £88,700. The original budget was set at an in-year deficit of £133,523. This deficit budget is a planned investment of part of the £249,448 revenue reserves brought forward on 1st September 2022. They are being spent on premises (EYFS refurbishment £37k, staff room refurbishment/new PPA Room £14k), IT (classroom laptops/iPads £20k) and appointment of a new Attendance and Safeguarding Officer (ASO) from April 2023 (£12k). The original main school budget also included additional staffing appointments in the event that the Reception pupil intake exceeded thirty children. These appointments were not required and account for the reduction in the planned deficit of £47,426. Despite the in-year investment of revenue reserves, the school is expected to hold a revenue reserve balance of £160,748 at the end of the financial year. Delivery of the budget has been classified as 9 High (risk) due to the changeover of School Business Manager in January 2023. This is expected to return to 6 Routine by the end of the summer term as the Business Manager becomes more established in their role. <p>Q. Presumably the school cannot continue to spend at this level in future years? R. That is correct. A deficit budget was a planned decision was for one year.</p> <p>Q. Did the school admit fewer children than expected into the Reception class in September 2022? R. Pupil numbers in Reception are always uncertain. In 2022 there were higher than usual numbers so the school had been prepared for the possibility that numbers may exceed 30 in the Reception class, in which case extra staffing would have been required to fulfil infant class size limits.</p> <p>It was noted that 27 first choice applications had already been received for September 2023 so it was likely that numbers could exceed 30 for 2023-24. A programme of refurbishment in EYFS could potentially attract more children. Numbers in Nursery had increased since the completion of the Nursery refurbishment.</p> <p>Q. Does the school have any information on the number of applications across the other Knutsford schools for next year? R. No, the school does not have this information.</p> <p>Q. Is there any information in the Business Manager's Report on the 3-year forecast? R. No, this is presented in the autumn term and spring term reports.</p> <p>Q. Was the Recovery Premium linked to Covid-19 and is it expected to be received next year?</p>

R. Initially it was linked to Covid-19 and the Trust is expecting that the schools will receive it next year.

Q. The National Tutoring Programme-is it used to deliver tuition outside of the school day?

R. No, tuition is delivered within the school day but is additional to normal teaching.

Governors requested that the conditions of the NTP grant be checked. **ACTION**

- There are 11 children in school with an EHCP. If 1:1 support was provided for all these children, then the funding received would not cover this level of support.

Q. Is there a delay in processing EHCP applications?

R. Yes, they should be processed within 20 weeks but often take longer. The school usually puts the required support in place before the funding is received.

- The school needs to consider options for improving its IT facilities. It may be possible to retain the use of the ICT suite, or it may be necessary to move to a mobile system if the ICT suite is required to accommodate higher pupil numbers. The ICT suite is popular with the staff as 32 computers are available which allows for a whole class to be taught in there.

Link Finance Governor Report

JG informed governors that she would be standing down as link finance governor with immediate effect. Other governors were requested to consider taking on this role and to contact the Principal if they were interested. **ACTION** DW advised that governor finance training would be provided at Gayton Primary School in April 2023.

- DW explained that the asset register is updated and constantly checked by the admin team.
- FM would act as the lead for GDPR in school. The CFO is the DPO for the Trust.
- It was confirmed that CW was the link governor for GDPR. DW advised that training was available in March 2023 at Kelsall Primary School.
- Assumptions had had to be made for teacher and support staff pay increases when considering the budget for 2023-24. It was difficult to predict these increases, especially for support staff.

Q. Have the proposed increases for support staff been factored into the outturn figures?

R. Yes, from April to March. Teacher pay increases are processed in September.

Q. Is this Business Manager's Report different to the one governors had previously received?

R. No, the format may be different, but the type of information presented has not changed. The autumn term report considers the previous year's outturn, and the accounts are closed pre-audit. The spring term report forms a mid-year review to see whether the school is on track to deliver the budget and the new budget is set and approved in the summer term.

Approval of 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.

	<i>DW and FM left the meeting at 5:48 pm.</i>
ACTION	<ul style="list-style-type: none"> • Principal to check the conditions of the NTP grant. • Governors to contact the Principal if they wished to take on the role of Finance link governor.

AGENDA ITEM 6	EDUCATIONAL PERFORMANCE
Discussion	<p>School Session times and term dates It was confirmed that the term dates had been discussed and approved at the January 2023 meeting of the LGB.</p> <p>SEND Update SJ provided an update to governors:</p> <ul style="list-style-type: none"> • There are 65 children on the SEN register. • 11 children have an EHCP and there is one more application pending. This is for a child in Year 6 who joined the school last year. It is important to have the EHCP in place for when the child transfers to high school. • Two children in Nursery 2 have significant and complex needs and are in receipt of inclusion funding. One of these children will require an EHCP. • Eight children have a confirmed diagnosis of autism. • Six children have a confirmed diagnosis of ADHD. • 4 children have a confirmed diagnosis of dyslexia through a private assessment. <p>Q. Does the Trust provide dyslexia assessments? R. No, but this could be discussed.</p> <p>Q. Are there some children in school with dyslexic tendencies who do not have an official diagnosis? R. Yes, the school can administer a screening programme for children with dyslexic tendencies and puts strategies in place to support these children such as touch typing and task lists to aid organisational skills and processing. It is important the children develop their own coping strategies.</p> <ul style="list-style-type: none"> • 17 children from Year 1 to Year 6 have Speech and Language needs. 50 intervention sessions per week are carried out and additional SALT provision is in place in Nursery and Reception. • Five children have access to a SALT therapist, in accordance with their EHCP. • Speech and language is a high priority area for the school. • Nurture provision is in place for Maths and English. It is designed to provide additional support for children with significant delay in cognition and learning who either have an EHCP in place or a have an application pending for an EHCP. The aim of the provision is for the children to make as much progress as possible and to become independent learners. The support is provided in a small group setting by a teacher and teaching assistant. • School support plans are reviewed termly. Staff meeting time is used to provide support for teachers to write targets. • Support is provided at lunchtime for children who wish to access it. <p>Q. What happens when children transfer to high school regarding lunchtime support if they have been used to having this at primary school? R. The school has very good links with the learning mentor at the high school and the children are well supported with transition.</p> <ul style="list-style-type: none"> • A CAT SEND review would take place on 10.03.23. This would be led by the Headteacher from Hebden Green Special School and take place over a whole day. The school must complete an audit prior to the review day.

CLW informed governors that he intended to resign with immediate effect as Chair of the LGB due to work commitments. He would discuss his position as a governor on the board with the Principal. SJ thanked CLW for his service as Chair of the LGB and his support for the school.

CLW left the meeting at 6:08 pm.

Update on the monitoring of teaching and learning

SJ provided an update to governors:

- Monitoring had taken place for English and Maths in the form of book scrutiny and learning walks.
- Pupil voice had been collected for Art.
- A learning walk for IT had taken place.

AGENDA ITEM 7	SCHOOL IMPROVEMENT
Discussion	<p>RAMP</p> <p>SJ shared the RAMP document on screen. This had been circulated to governors prior to the meeting. She highlighted some areas which had been classified as higher risk:</p> <ul style="list-style-type: none"> • Pupil numbers fluctuate and the school has high pupil mobility. • Key Stage 1 results were low in 2022 but this is not a concern as the children continue to make progress to reach EXP by the end of Key Stage 2. <p>Q. Do the children enter school with low starting points?</p> <p>R. Yes, this is the case.</p> <ul style="list-style-type: none"> • The school has robust systems in place for Safeguarding. The CPOMs system works well. • Governors visit school regularly, but governor training is an area to develop. • The school had unfilled vacancies in key areas, but appointments had been made recently to these roles. <p>Curriculum mapping, sequencing, and progression</p> <p>SJ shared the curriculum information on screen from the school website. She confirmed that the school operates a 2-year cycle as there are mixed age groups in Key Stage 2. Year Group overviews for Year A are available on the website. These detail curriculum coverage, books used and key skills to be taught.</p> <p>Governors commented that the information is comprehensive and parent friendly and suggested that it should be promoted more widely with parents.</p> <p>Q. Years 3 and 4 are studying the same curriculum this year. What will happen next year?</p> <p>R. They will move to Cycle B. The school has not yet decided how the classes will be organised in 2023-24. The 2-year cycle will remain, even if there are single year group classes.</p> <p>The CEO of the Trust had visited school in February to look at the curriculum and the school's work on Learning Without Limits (LWL). He had praised the work being carried out on LWL and had recommended that another school visit to observe the good practice. The CEO had made some suggestions for development and also looked at staffing and attendance. The Record of Visit (RoV) was not yet available.</p> <p>Behaviour and Attitudes</p>

	SJ confirmed that behaviour and attitudes in school are very good.
--	--

AGENDA ITEM 8	COMPLIANCE AND SAFEGUARDING
Discussion	<p>Chair's Action There were no actions to report since the last meeting of the LGB.</p> <p>Principal's Action There were no actions to report since the last meeting of the LGB.</p> <p>Safeguarding Update</p> <ul style="list-style-type: none"> • SJ informed governors that the school had participated in on-line safety week. All teachers had delivered a session with their class on "on-line lives". • SC, SJ and LS had undergone a significant amount of training from the SCiES team on domestic abuse, online safety, making referrals, managing allegations and coercive control. • Road safety is taught as part of the PSHE curriculum. • The fire safety officer had visited school recently. <p>School Security Update SJ reported that school security is good. The site is fenced, and CCTV and new signage are in place.</p> <p>Anonymised Medical Register The anonymised medical register had been shared with governors prior to the meeting.</p> <p>Q. How is relevant information shared with supply teachers? R. A "class on a page document" is shared with supply staff. Class teachers are fully aware of any issues with the children in their class.</p>

AGENDA ITEM 9	GOVERNANCE AND RISK
Discussion	<p>Governor Training Outcome of questionnaire from JG-carried forward. JG would re-send the questionnaire.</p> <p>Skills audit analysis-carried forward.</p> <p>Governor Visit Reports BW had carried out a SEND monitoring visit. This was her second visit and this time she had looked at how the physical space in school is used to support children and provide intervention programmes. On her next visit she would speak to some children. The visit report would be available on Governor Hub.</p> <p>BW and CW had visited to school to discuss the curriculum information available on the school website. They had met with Nicola Durben and learned how golden threads are developed through the curriculum.</p> <p>Membership It was noted that there is one vacancy on the LGB for a co-opted governor. JG and CLW would consider whether they would remain as governors on the LGB. This could potentially leave further vacancies for a parent governor and one more co-opted governor.</p> <p>Governors commented that it would be beneficial to recruit governors from more diverse backgrounds.</p>

ACTION	JG to re-send the training questionnaire. Clerk to add election of chair to March 2023 LGB agenda.
---------------	---

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

AGENDA ITEM 12	DATE AND TIME OF NEXT MEETINGS
Discussion:	<p>The dates and times of the next meetings were confirmed as:</p> <p>Spring Thursday 30th March 2023 (Please note that this is a change of date from Wednesday 29th March 2023).</p> <p>Summer Thursday 4th May 2023 Thursday 8th June 2023 Thursday 13th July 2023</p> <p>All meetings to take place at 5:00pm in school.</p>

LS left the meeting.

The meeting moved to the Part Two agenda.

Signed:

Dated: