

AGENDA ITEM 3	GOVERNANCE AND RISK
Discussion	<p>Election of Chair Bridget Wall had been nominated for the position of Chair of the LGB. Following a vote, she was duly elected as Chair until the first meeting of the LGB in the autumn term 2024.</p> <p>Election of Vice Chair Ann Hollingsbee was nominated for the position of Vice Chair of the LGB. Following a vote, she was duly elected as Vice Chair until the first meeting of the LGB in the autumn term 2024.</p> <p>Membership</p>

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 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONTINUATION WHETHER MEETING IS QUORATE
Discussion:	The Vice Chair opened the meeting and confirmed it was quorate. Apologies were received and accepted from Paul Deakin. Andrew Tully was welcomed to the meeting as a potential new governor.

Attended (Governors):	Bridget Wall (BW) Simon Cotterill (SC) Sarah Jeffery (SJ) Lauren Smith (LS) Catherine Williams (CW) Ann Hollingsbee (AH) Julie Griffiths (JG) Lesley Datzell (LD) Pamela Larner (PL) Andrew Tully (AT)
Apoologies	Paul Deakin (PD)
Absent	n/a
Also in attendance	Chair-appointed at item 3 Principal Staff governor- left at 6:41 pm Staff governor- left at the end of part 1 Parent governor Parent governor Co-opted governor Co-opted governor Co-opted governor Co-opted governor Co-opted governor Co-opted governor Co-opted governor Co-opted governor Co-opted governor Co-opted governor Clerk to governors

Date	Thursday 30 th March 2023 5:00pm
Venue:	The School
PART ONE MINUTES OF THE LOCAL GOVERNING BODY MEETING – MEETING 6	



AGENDA ITEM 4	Discussion: The Part One minutes of the LGB Meeting held on 15 th February 2023 were agreed as an accurate record of the meeting, signed by the Chair and retained by the school.
PART ONE MINUTES OF MEETING	

ACTION	
<p>The clerk reminded governors to complete the Self-evaluation form which the Trust clerk had circulated. Governors requested that the link to the document be re-sent.</p> <p>PD had met with the Principal and a group of children to discuss the Raising Aspirations Programme which is being run with Great Places. The children were able to talk eloquently about the programme and what they had learned. A meeting had been held with the High School to discuss how the programme could be continued.</p> <p>The Principal explained that, as part of this work on raising aspirations, roles for the children such as librarians and play leaders would be advertised and the children would submit an application and be interviewed.</p> <p>The clerk reminded governors to complete the Self-evaluation form which the Trust clerk had circulated. Governors requested that the link to the document be re-sent.</p>	<p>Maths (SEND)</p> <p>AH had met with the lead teacher for Maths. The teaching structure for the SEND children had changed this year and they are now being taught in a small group with a teacher, rather than with a teaching assistant. The Cheshire East SEND Maths research project would visit the school on 16.03.23 to observe the provision.</p> <p>PD had met with the Principal and a group of children to discuss the Raising Aspirations Programme which is being run with Great Places. The children were able to talk eloquently about the programme and what they had learned. A meeting had been held with the High School to discuss how the programme could be continued.</p> <p>The staff are enjoying using the scheme and that it is reducing teacher workload. The library had been re-vamped as part of the work on reading for pleasure.</p> <p>AH had met with the English lead teacher and discussed the new writing scheme. She noted that the staff are enjoying using the scheme and that it is reducing teacher workload. The library had been re-vamped as part of the work on reading for pleasure.</p> <p>English: Governor Hub.</p> <p>AH had carried out monitoring visits for English and Maths. The reports had been uploaded to Governor Hub.</p> <p>Governor Visit Reports</p> <ul style="list-style-type: none"> • The clerk would circulate the link to the NGA skills audit in the summer term 2023. • JW expressed an interest in completing the NGA course for Chairs. The clerk would provide the details. • JG distributed paper copies of the training questionnaire. She would analyse these after the meeting. <p>Governor Training</p> <ul style="list-style-type: none"> • AT was appointed as the link finance governor. • Governor link roles would be reviewed at the next meeting of the LGB. <p>Governor Link Roles</p> <ul style="list-style-type: none"> • The Principal introduced Andrew Tully who is interested in joining the board. He has a finance background and is the parent of a child in Year 6. Governors agreed to co-opt him on to the LGB for a period of four years-30.03.23-29.03.27. • It was noted that Lee Williams had resigned as a parent governor on 15.02.23. • It was noted that Julie Griffiths intends to resign as a co-opted governor on 31.08.23. • There are now 11 governors on the board and the maximum allowed by CAT is 12. Therefore, there is one vacancy which could be filled by either a parent or co-opted governor.
<p>School to carry out the required DBS and Section 128 checks for AT.</p> <p>Clerk to provide details of the NGA chairs' course to BW.</p> <p>Clerk to send link to NGA skills audit in summer term 2023.</p> <p>Clerk to ask the Trust clerk to re-send the self-evaluation link.</p>	



<p>DECISION RESOLVED: That the Part One minutes of the meeting held on 15th February 2023 be accepted as a true and accurate record.</p>	
<p>AGENDA ITEM 5 REVIEW OUTSTANDING ACTIONS</p>	
<p>Discussion: The action log had been updated and circulated prior to the meeting.</p>	
<p>DECISION RESOLVED: It was confirmed that all actions, not addressed on this agenda, had been met and closed as appropriate.</p>	
<p>AGENDA ITEM 6 HR/FINANCIAL/BUSINESS PERFORMANCE</p>	<p>Discussion</p>
<p>Update on staff training</p> <p>The Principal shared the staff training records on screen. He explained that a significant amount of training had taken place, linked to the SDP.</p> <ul style="list-style-type: none"> All staff had updated their Basic Awareness Safeguarding training, Prevent and Cyber Security training. EFSS staff had had training on Maths (via the Maths subject lead) and had made changes to the classroom environment and to their teaching. They had also had language training as speech and language are very important in Nursery. Nursery staff meet every two weeks and training is disseminated. SD receives and delivers training on Read, Write, Inc. She does not teach a group and so is able to mentor and coach other staff members. Autism training had been completed. ND and SJ are delivering training on Learning Without Limits (LWL). Staff are very positive, and it is having an impact on teaching and learning and bringing the curriculum to life. ND and SJ undergo training themselves, and then adapt it to make it bespoke to the school. LS had received training on Pathways to Write and then disseminated this to staff. <p>Q. Is an external provider used for sports teaching?</p> <p>R. An external provider delivers one lesson per week and the staff teach the other lesson.</p> <ul style="list-style-type: none"> Cheshire East delivered a large number of Safeguarding courses online over a period of a week and these were used by the Pastoral/Safeguarding team. Some training is free, some is bought in and some is available through the Trust. <p>Governors commented that it is important for training to be disseminated to benefit all staff. The Principal explained that next year the focus would be on embedding initiatives, rather than introducing new ones.</p> <p>Q. Does the school have any further training needs?</p> <p>R. There is much more work to do on LWL. Also, specific areas within Reading or Writing and some bespoke support for individual teachers.</p> <p>Asset Register</p> <p>JG would liaise with the new Finance link governor to arrange monitoring of the asset register in the summer term 2023.</p> <p>GDPR</p> <p>CW would liaise with the SBM. The Principal agreed to contact the CFO to enquire whether there is a standard format to follow for the governor GDPR visit to school.</p>	



<p>The parental survey is administered by the school but all the schools in the Trust use the same set of questions. Again, the results portray a positive picture. The school would follow up with the very small number of parents who had disagreed or strongly disagreed with a statement.</p> <p>The parent governors commented that the design of the survey means that if they had not experienced a particular issue or had no concerns, they were unsure how to answer and responded with the neutral option.</p>	<p>Discussion</p> <p>8</p> <p>AGENDA ITEM</p> <p>SCHOOL IMPROVEMENT</p>
<p>Review of parental/staff/pupil survey results</p> <p>Results from the parental and staff surveys had been shared prior to the meeting. No results were available from the pupil survey.</p> <p>The Principal explained that the staff survey is administered by the Trust and is based on the Ofsted staff questionnaire. The results show a positive picture, and many lovely comments were made by the staff. The school works hard to value all its staff and the staff room would be improved in September 2023.</p> <p>Q. Are the comments from just one person?</p> <p>R. No, they are from six different people.</p>	

<p>Update on Looked After Children</p> <p>SJ provided an update:</p> <ul style="list-style-type: none"> • There are three Looked after Children in school. Two are siblings. • Two are in Key Stage 1 and one is in Key Stage 2. • The two siblings moved to the school around one year ago. • One had been at the school for a long period before becoming Looked After. • Regular Personal Education Plan meetings are held, and academic targets set. • The school does not receive any extra funding for Looked After Children unless there is a specific need which has been identified, evidenced, and costed. <p>Curriculum focus area</p> <p>Governors agreed Reading for Pleasure as the curriculum focus.</p> <p>Q. Is there a dyslexic section in the library?</p> <p>R. No, but children can take overlays in there if they regularly use them. The whole area is sensory and calm.</p> <p>Clerk to add Reading for Pleasure to the May 2023 LGB agenda.</p>	<p>Discussion</p> <p>7</p> <p>AGENDA ITEM</p> <p>EDUCATIONAL PERFORMANCE</p>
<p>ACTION</p> <ul style="list-style-type: none"> • CW to arrange GDPR monitoring with the SBM. • Principal to contact Luci Jones regarding the format of the GDPR link governor monitoring visit. 	

<p>Approval of expenditure under the Scheme of Delegation</p> <p>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>	<p>ACTION</p>
<p>There was none to approve at this meeting.</p>	



<p>Q. How many responses had been received? R. 54-this is over 30%.</p> <p>Q. Does the survey contain a question about how likely parents are to recommend the school to others? R. The survey is split into three parts and this question would be included in the summer term questionnaire.</p> <p>Q. Do the survey responses inform the school's work? R. The school does respond to the surveys. It could be a good idea to issue a more bespoke survey looking at particular aspects of the school's work such as SEND or curriculum provision.</p> <p>Q. Is there a space for parents to add any other comments? R. This has been done in the past and is a good idea.</p> <p>Q. Does the school usually receive a higher response rate to the Ofsted parental questionnaire? R. Yes, around 50% of parents usually respond to the Ofsted survey.</p> <p>Q. When is the Ofsted survey issued? R. Once the school receives notification of an Ofsted inspection, all parents would receive a link to parent view with a covering letter. The school also sends a separate note, highlighting the importance of completing the survey.</p> <p>SDP Review The Principal informed governors that there were no significant changes to note to the SDP. The SLT had started to look at priorities for 2023-24. They had held an away day to consider strategic priorities. There would be little change for 2023-24 as the emphasis would be on embedding current initiatives. The Trust is considering reducing the size of the SDP document and a Trust wide meeting would be held in June 2023 to discuss this.</p> <p>Governors commented that the school had progressed from aiming to be the school for choice for the local community and was now focussed on doing what it believes is right for the children and the community.</p> <p>Pupil Attendance Improving pupil attendance is a major challenge for the school and the impact of the recent initiatives has yet to be seen. The Principal shared attendance information on screen with governors: Persistent absence (PA) is classed as attendance below 90%. 17% of pupils at the school have an attendance rate of below 90%. This is below the national figure and needs to improve.</p> <p>Q. Has the Covid-19 pandemic had an adverse effect on attendance? R. Yes, this is a national issue. Attendance had been a priority for the school for four years and just prior to Covid, the school achieved its target of increasing its figure to 96%. Since Covid the school's overall attendance is higher than national but has not recovered to pre-pandemic levels. Disadvantaged pupils and those with SEND have significantly lower rates of attendance.</p> <p>Q. Are attendance issues part of the problem? R. Yes.</p> <p>Attendance for the spring term 2023 stood at 94.5% and this had decreased from the autumn term.</p>	
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Chair's Action There were no actions to report since the last meeting of the LGB.	SEND Review Report
Discussion	
COMPLIANCE AND SAFEGUARDING	

<p>Q. Do parents attend the attendance panel meetings?</p> <p>R. Often parents choose not to attend the meeting. A contract is agreed at the meeting and the outcome is still the same if the parent does not attend.</p> <p>Q. Who sits on the panel?</p> <p>R. The Principal and Deputy Headteacher.</p> <p>Q. If the parents attend the meeting, is it useful?</p> <p>R. It is too early to say. Some parents think that 85-90% attendance is acceptable.</p> <p>Q. Are parents aware of the impact of poor attendance?</p> <p>R. Yes, the school has informed them.</p> <ul style="list-style-type: none"> • The attendance of some children was an issue prior to the Covid-19 pandemic and school has become "optional" for some families; • More parents are working from home and so it is easier for them to keep their children off school. <p>Q. Other schools within the Trust do not face the same challenges with attendance. Can the school connect with other schools facing the same issues?</p> <p>R. This is a good idea. It is a long, slow process to improve the attendance of PA children.</p> <ul style="list-style-type: none"> • Letters have been issued to parents under the new procedure and some are unhappy about receiving them. The school will authorise absence if there is evidence of genuine illness. This could be a photograph of prescribed medicine. • Attendance support from Cheshire East has re-started. • Two prosecution notices had been issued. These are issued if attendance is below 75%. <p>Q. If children are late, does this affect their attendance figure?</p> <p>R. Yes if children arrive after 9:30 am it counts as a half day absence.</p> <p>Q. Does the school issue warnings about lateness?</p> <p>R. Yes, this would be included, and the school would highlight what the child has missed and how this relates to educational performance.</p> <p>Q. What does the new attendance officer role involve?</p> <p>R. An Attendance Support Officer (ASO) has been appointed who was previously an admin assistant at the school involved with monitoring attendance. A meeting is held every Monday with the ASO and SC and SJ to analyse attendance.</p>	
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Signed: *[Signature]*
 Dated: 4.4.23

The meeting moved to the Part Two agenda.

LS left the meeting.

AGENDA ITEM 12	Discussion: The dates and times of the next meetings were confirmed as: Summer Thursday 4 th May 2023 Thursday 8 th June 2023 Thursday 13 th July 2023 All meetings to take place at 5:00pm in school.
DATE AND TIME OF NEXT MEETINGS	

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

AGENDA ITEM 10	<p>The Principal informed governors that the Trust SEND review had been postponed. He also explained that the school was planning to hold a Manor Park SEND conference. This would be open to all parents and some classrooms would be open and specific SEND provision on display.</p> <p>Q. Could this give the impression that Manor Park is a school for children with SEND? R. The school's SEND provision is good but some of the current parents do not value it. The aim is to promote the school's bespoke provision to its current parents.</p> <p><i>SL left the meeting at 6:41 pm.</i></p> <p>Q. Does the school still hold SEND meetings for parents? R. No, coffee mornings used to be arranged but they did not help parents to understand the SEND provision.</p> <p>Quality Assurance document The QAR document had been circulated prior to the meeting and the Principal also shared it on screen during the meeting. Governors noted the document.</p> <p>Update on Children with Additional Medical Needs There was no further update to receive at this meeting.</p>
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