



PART ONE MINUTES OF THE LOCAL GOVERNING BODY MEETING – MEETING 7	
<b>Date</b>	Thursday 4 <sup>th</sup> May 2023 5:00pm
<b>Venue:</b>	The School

<b>Attended (Governors):</b>	
Bridget Wall (BW)	Chair
Simon Cotterill (SC)	Principal
Sarah Jeffery (SJ)	Staff governor- left at the end of part 1
Lauren Smith (LS)	Staff governor-left at the end of part 1
Catherine Williams (CW)	Parent governor
Ann Hollingsbee (AH)	Parent governor, Vice Chair
Julie Griffiths (JG)	Co-opted governor
Lesley Dalzell (LD)	Co-opted governor
Pamela Larnar (PL)	Co-opted governor
<b>Apologies</b>	
Andrew Tully (AT)	Co-opted governor
<b>Absent</b>	
Paul Deakin (PD)	Co-opted governor
<b>Also in attendance</b>	
Sue Pomeroy (SP)	Clerk to governors

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
<b>Discussion:</b>	The Chair opened the meeting and confirmed it was quorate. Apologies were received and accepted from Andrew Tully. Paul Deakin was not present at the meeting and no apologies had been received.

AGENDA ITEM 2	DECLARATION OF PERSONAL AND PECUNIARY/BUSINESS INTEREST (Statutory)
<b>Discussion</b>	There were no declarations of personal or pecuniary interest in relation to any of the agenda items.

AGENDA ITEM 3	GOVERNANCE AND RISK
<b>Discussion</b>	<p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• JG confirmed that she would resign as a co-opted governor following the next meeting of the LGB on 13.06.23. There would then be two vacancies on the board. The Principal had identified a potential candidate who would attend the next meeting.</li> <li>• The clerk confirmed that governor details are up to date on GIAS.</li> <li>• The Principal would inform staff of recent changes to the membership of the LGB.</li> </ul>



	<p><b>Governor Link Roles</b> Governor link roles were agreed as below:</p> <table border="1"> <thead> <tr> <th>Governor</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Bridget Wall</td> <td>Safeguarding, Attendance, Curriculum (Foundation), OPAL</td> </tr> <tr> <td>Ann Hollingsbee</td> <td>Maths, English, Curriculum</td> </tr> <tr> <td>Pamela Larnar</td> <td>EYFS</td> </tr> <tr> <td>Paul Deakin</td> <td>Pupil Premium</td> </tr> <tr> <td>Lesley Dalzell</td> <td>Middle Leadership</td> </tr> <tr> <td>Lauren Smith</td> <td>Governor Training</td> </tr> <tr> <td>Vacancy</td> <td>Pastoral</td> </tr> <tr> <td>Catherine Williams</td> <td>GDPR, SEN</td> </tr> <tr> <td>Andrew Tully</td> <td>Finance link governor, Health and Safety</td> </tr> </tbody> </table> <p><b>Governor Training</b></p> <ul style="list-style-type: none"> <li>JG had analysed the results of the training questionnaire issued to governors. She shared a RAG rated document with governors highlighting gaps and where governors had expressed an interest in completing a course.</li> <li>The Principal and LS would meet to identify a course for each governor to attend, related to their link role.</li> <li>The clerk requested that governors complete the NGA skills audit and return to <a href="mailto:sue.pomeroy@cheshireeast.gov.uk">sue.pomeroy@cheshireeast.gov.uk</a>.</li> </ul> <p><b>Governor Visit Reports</b> There were no reports to receive at this meeting.</p> <p><b>Appointment of Clerk</b> Governors agreed to retain the services of the Cheshire East clerk for 2023-24.</p>	Governor	Role	Bridget Wall	Safeguarding, Attendance, Curriculum (Foundation), OPAL	Ann Hollingsbee	Maths, English, Curriculum	Pamela Larnar	EYFS	Paul Deakin	Pupil Premium	Lesley Dalzell	Middle Leadership	Lauren Smith	Governor Training	Vacancy	Pastoral	Catherine Williams	GDPR, SEN	Andrew Tully	Finance link governor, Health and Safety
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<b>DECISION</b>	To retain the services of the Cheshire East clerk for 2023-24.																				
<b>ACTION</b>	<b>Principal</b> to inform staff of changes to the membership of the LGB. <b>Governors</b> to complete the skills audit and return to the clerk.																				
<b>AGENDA ITEM 4</b>	<b>PART ONE MINUTES OF MEETING</b>																				
<b>Discussion:</b>	The Part One minutes of the LGB Meeting held on 30 <sup>th</sup> March 2023 were agreed as an accurate record of the meeting, signed by the Chair and retained by the school.																				
<b>DECISION</b>	<b>RESOLVED:</b> That the Part One minutes of the meeting held on 30 <sup>th</sup> March 2023 be accepted as a true and accurate record.																				
<b>AGENDA ITEM 5</b>	<b>REVIEW OUTSTANDING ACTIONS</b>																				
<b>Discussion:</b>	The action log had been updated and circulated prior to the meeting.																				
<b>DECISION</b>	<b>RESOLVED:</b> It was confirmed that all actions, not addressed on this agenda, had been met and closed as appropriate.																				
<b>AGENDA ITEM 6</b>	<b>HR/FINANCIAL/BUSINESS PERFORMANCE</b>																				
<b>Discussion</b>	<b>Review of mid-year teacher appraisal</b>																				



	<p>The Principal would arrange a meeting with the members of the Pay Panel to carry out a mid-year review. The clerk was requested to check the membership of the Pay Panel.</p> <p><b>Headteacher Performance Management-mid-year review</b> SC confirmed that his mid-year appraisal had taken place with the CEO.</p> <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>
<b>ACTION</b>	<b>Principal</b> to arrange a meeting with the members of the Pay Panel to carry out a mid-year review.

<b>AGENDA ITEM</b> <b>7</b>	<b>EDUCATIONAL PERFORMANCE</b>
<b>Discussion</b>	<p><b>Review of Curriculum focus area-Reading for pleasure</b></p> <p>The Principal explained that Reading for Pleasure is a focus area for the school this year. LS is the subject lead for this area, and she provided an update to governors on the project:</p> <ul style="list-style-type: none"> <li>• She had attended a course on "Transforming your school's reading culture", led by Lacey Green Literacy Hub. It had consisted of six sessions which involved reviewing the latest research and sharing strategies with colleagues. An action plan had been produced to move the school forward. It had been decided to focus on developing the library to ensure that it is used effectively. £2,000 had been spent on resources and phonics teaching had been moved from the library to the school hall.</li> </ul> <p>Governors moved to the school library to see the recent changes to the environment. They commented that the space was comfortable, calm and inviting for the children.</p> <p>LS continued to explain how the library works:</p> <ul style="list-style-type: none"> <li>• The STAR reading test completed by the children provides a range of books for them to choose from. There is a wider range of books available now.</li> <li>• When the children have finished a book, they can do an online quiz.</li> <li>• Each class has two timetabled sessions per week in the library. The teacher reads to the children on one of those sessions and the children read independently in the other session.</li> <li>• The library is open at break times and lunchtime.</li> <li>• Golden tickets are placed in books.</li> <li>• There is a display where children can record their thoughts about a book.</li> <li>• There is a display of teacher recommendations.</li> <li>• Slips are available for children to recommend books.</li> <li>• There are ten librarians who come into the library every day. The Reception class mystery reader uses the library.</li> <li>• Staff knowledge of children's literature has improved.</li> <li>• Teachers now read every day to the class. This is timetabled for straight after lunch. It has increased children's engagement in reading.</li> <li>• Prizes are available for the word millionaires. These are calculated from the online quizzes.</li> <li>• Colleagues from another school had visited and been very impressed with the library.</li> </ul> <p><b>Q. Have parents had the opportunity to visit the library?</b></p>



R. Yes, they had visited earlier this evening for the first time. Going forward it will be open for parents and children every Thursday.

**Q. How does the school support parents who are non-readers?**

R. The school is not currently aware of any parents who are non-readers. A flyer signposting parents for help has been put up in school and sent home.

**Q. What about parents who can't read English?**

R. The children with EAL usually have one parent who is a good English speaker. Guidance is given to specific websites and documents are sent home in the home language. The children with EAL have made rapid progress.

**Q. How many children use the library at break times?**

R. The number varies. The library was very busy at first when the weather was bad. It is often the same group of children who use the library regularly.

**Q. How long are the sessions for each class in the library?**

R. 20 minutes when the teacher is reading to the children and 30 minutes when children are reading their own books.

**Q. How do the teachers decide what to read to the class?**

R. The school is developing a reading spine which is an online document. In September 2023 each class will have a recommended reading list for their class. This will be a working document.

**Q. Is the school involved with Knutsford Library?**

R. Yes, the Reception class visit every year and the school is looking to extend this next year.

**Q. Are the librarians Year 6 children?**

R. They are from Year 5. Next year the children will complete an application and interview for the role.

**Q. Are the children able to choose from different genres of books?**

R. Yes, fiction, non-fiction, poetry and graphic novels are all available. The poetry selection needs to be expanded.

Governors thanked LS for her hard work on developing the library.

**Pupil Admission Numbers**

The Principal informed governors that the school had received 28 first choice applications for September 2023 and that this was very positive. One application may be deferred due to significant needs. Three other local schools had not met their PAN.

**Q. Is it a low birth year?**

R. It appears to be. However, it is a positive picture for the school.

Mobility continues to be a challenge for the school. Since July 2022, 12 children had left the school and 21 had joined. The children who leave have often attended the school for a number of years and have achieved a good level of attainment. Those who join are usually from abroad or are disadvantaged. This presents challenges for the SEND/pastoral team and can affect the dynamics of a class and adds extra stress for the teacher.

Governors discussed whether the school should consider reducing its PAN from 45 to 30. Currently, new children arriving in Knutsford are allocated a place at the school because it is the only school



in the town with vacancies. Is the PAN was reduced to 30, then Year 1 would be the only Year group with available places.

**Q. Are any local schools considering increasing their PAN?**

R. The school does not have this information.

**Q. Is the school expecting to admit more children from the new housing estates being built in the town?**

R. The school has not seen an impact on pupil numbers from the new housing developments.

It was noted that the school would need to go out to consultation to reduce its PAN.

**Spring term pupil attainment and progress**

Spring term pupil attainment and progress data had been shared with governors prior to the meeting. The Principal highlighted the following points:

- 25% of the Year 6 cohort did not start at the school in Reception. 22% have SEND, with 4% having an EHCP.
- Attendance is just below the national figure.
- The school aims for children showing as orange (just below EXP) to achieve EXP and for some children on green to progress to blue (GD).
- It is expected that attainment would rise in the summer term.
- More children achieve EXP as they move through the school. Year 1 attainment is currently low but is expected to improve. Quality First teaching, good teaching assistants and a thorough curriculum are all in place to support improvement.

**Q. Is this pattern of attainment like that of previous years?**

R. Yes. It takes longer to embed skills in Writing.

- The attainment of disadvantaged children is significantly lower than that of non-disadvantaged. They have lower starting points, and it is a challenge to ensure that they reach EXP. The progress of disadvantaged children is generally higher, although this is not currently the case in Reading.
- A considerable amount of support is offered to disadvantaged children.
- The progress of children with SEND is very good from their starting points. The school has moved forward with its SEND provision over the past five years.
- The attainment gap in Writing between boys and girls has remained static. The new Writing scheme is engaging for boys and the Learning Without Limits (LWL) programme includes strategies to engage boys.
- The Reception cohort were at 30% GLD on entry. This had risen to 46% in the spring term and is expected to be around 60% in the summer 2023.

**Q. Is this a similar picture to last year?**

R. Yes. The Nursery has a positive impact on children's progress.

**Q. Is the school happy with the data?**

R. The attainment and progress data is as the school expects. The school understands the barriers to learning and does all it can to address them. The school is judged on its Year 6 data, and this depends very much on how the children perform on the day.

**Q. Has the school received any feedback on its attainment data from the Trust?**

R. No, not on the spring term data. The Trust's school peer review had taken place yesterday. It was a much more positive experience than last year.

	<p><b>Q. Why was it better this year?</b> R. The school had fed back its comments to the CEO last year as it felt that the report was unfair and had not been carried out by "peers". The process had changed this year and was much more positive and supportive. The review was carried out by the CEO, and English and Maths leads from other schools in the Trust. Positive feedback was received. Maths was judged to be a strength of the school with a few areas to develop. Writing is in a good position.</p> <p><b>Q. Is this an annual process?</b> R. Yes.</p> <p><b>Q. Do the English and Maths leads from the school have the opportunity to visit other schools in the Trust as part of a peer review?</b> R. Yes, LS was involved in the peer review at Bexton and found that it was a useful CPD exercise.</p> <p><b>Report on teaching and learning</b> RoV 2 had been shared with governors prior to the meeting. The Principal explained that the school self-evaluates as a good school and is a very good school for its community. The following matters had ben discussed during RoV 2:</p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Pupil numbers</li> <li>• SATs results</li> <li>• LWL</li> </ul> <p>SJ had worked with the CEO to develop an action plan for LWL for how the school wants to progress with this project. The plan is linked to the curriculum and details staff training. The staff meet once per half term to build the strategies for LWL. The CEO had been impressed with the approach to staff training and the peer review had noted that the LWL approach was evident in the teaching of English and some aspects of Maths. The aim is to develop expert teachers and engaged learners.</p> <p><b>Q. Is LWL delivered directly by the Trust?</b> R. The trainer is the consultant Director of Education for the Trust who is employed for two days per week. The Trust has provided good opportunities for the school to develop LWL.</p> <p><i>Governors requested further information on the LWL initiative, and it was agreed that SJ would deliver a presentation in the autumn term 2023.</i></p>
<b>ACTION</b>	<b>SJ</b> to deliver a presentation to governors on LWL in the autumn term 2023.

<b>AGENDA ITEM 8</b>	<b>SCHOOL IMPROVEMENT</b>
<b>Discussion</b>	<b>Internal data RAMP Curriculum</b> This item was covered under agenda item 7.

<b>AGENDA ITEM 9</b>	<b>VISION AND STRATEGY</b>
<b>Discussion</b>	<b>Progress against the SDP</b> The SDP had been shared prior to the meeting. The Principal informed governors that most targets had been actioned and that a new plan would be produced in conjunction with the Trust in June 2023. It was planned that this would be a more concise document.

<b>AGENDA ITEM 10</b>	<b>COMPLIANCE AND SAFEGUARDING</b>
<b>Discussion</b>	<b>Chair's Action</b>





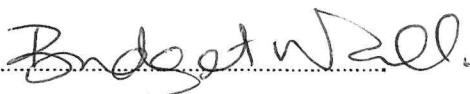
	<p>There were no actions to report since the last meeting of the LGB.</p> <p><b>Principal's Action</b> There were no actions to report since the last meeting of the LGB.</p> <p><b>Health and Safety Visit</b> AT would arrange a Health and Safety visit. The Chair would inform him of the requirement to do this.</p> <p><b>Pupil Attendance spring term</b> The Principal shared a FFT document on attendance on screen with governors.</p> <ul style="list-style-type: none"> <li>• The data covered September 2023 to the present time. Attendance stands at 94.5% which is just above national, although the national figure is lower than pre-Covid.</li> <li>• Persistent absenteeism is of concern but is improving.</li> <li>• The attendance of disadvantaged children is 92% and needs addressing. The school has a new policy and procedures in place and has employed an Attendance Support Officer (ASO). Home visits also take place.</li> <li>• Covid-19 has had an impact. More parents are now working at home on a Friday and pupil attendance on Fridays is a national issue.</li> <li>• The school looked at a sample of its PA pupils to assess the impact of the new policy and procedures. There had been some improvements and further action is taken if no impact is seen.</li> <li>• Fixed Penalty Notices and prosecution notices are issued where attendance falls below a certain level.</li> <li>• The appointment of the ASO has reduced the workload of SC and SJ.</li> </ul> <p><b>Pupil mobility / numbers</b> This was addressed under agenda item 7.</p>
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<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>Summer</b></p> <p>Thursday 13<sup>th</sup> June 2023 (re-arranged from 8<sup>th</sup> June) Thursday 13<sup>th</sup> July 2023</p> <p>All meetings to take place at 5:00pm in school.</p>

LS and SJ left the meeting.

The meeting moved to the Part Two agenda.

Signed: 



Dated: .....