

PART ONE MINUTES OF THE LOCAL GOVERNING BODY MEETING – MEETING 8	
Date	Tuesday 13th June 2023 5:00pm
Venue:	The School

Attended (Governors):	
Bridget Wall (BW)	Chair
Ann Hollingsbee (AH)	Parent governor, Vice Chair
Simon Cotterill (SC)	Principal
Sarah Jeffery (SJ)	Staff governor - left at the end of part 1
Catherine Williams (CW)	Parent governor
Julie Griffiths (JG)	Co-opted governor
Lesley Dalzell (LD)	Co-opted governor
Pamela Larner (PL)	Co-opted governor
Andrew Tully (AT)	Co-opted governor
Paul Deakin (PD)	Co-opted governor
Lorraine Phillips (LP)	Co-opted governor-appointed at item 3
Apologies	
Lauren Smith (LS)	Staff governor
Absent	
n/a	
Also in attendance	
Sue Pomeroy (SP)	Clerk to governors
Marc Booker (MB)	Clerk, observing

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	The Chair opened the meeting and confirmed it was quorate. Apologies were received and accepted from Lauren Smith. The Chair introduced Lorraine Phillips as a potential new co-opted governor. Lorraine has lived in Knutsford for 20 years and has a counselling practice. She has previous experience of working in schools and as a parent governor.

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

AGENDA ITEM 3	GOVERNANCE AND RISK
Discussion	<p>Membership</p> <ul style="list-style-type: none"> JG confirmed her resignation as a co-opted governor from the end of this meeting. The Chair thanked her for her service to the school and presented her with a card. Lorraine Phillips was appointed as a co-opted governor for a 4-year term of office, 13.06.23-12.06.27. There would now be one vacancy on the LGB which could be filled either with a co-opted governor or a parent governor. GIAS required updating to remove JG and add LP.



	<p>Governor Link Roles Governor link roles were reviewed and 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,</td> </tr> <tr> <td>Ann Hollingsbee</td> <td>Maths, English, Curriculum</td> </tr> <tr> <td>Pamela Lerner</td> <td>EYFS</td> </tr> <tr> <td>Paul Deakin</td> <td>Pastoral</td> </tr> <tr> <td>Lesley Dalzell</td> <td>Middle Leadership, PE and Sport, OPAL</td> </tr> <tr> <td>Lauren Smith</td> <td>Governor Training</td> </tr> <tr> <td>Lorraine Phillips</td> <td>Pupil Premium</td> </tr> <tr> <td>Catherine Williams</td> <td>GDPR, SEND</td> </tr> <tr> <td>Andrew Tully</td> <td>Finance link governor, Health and Safety</td> </tr> </tbody> </table> <p>Governor Training</p> <ul style="list-style-type: none"> The clerk requested that the remaining governors complete the NGA skills audit and return to sue.pomeroy@cheshireeast.gov.uk. Governors were reminded to complete the Cyber Security training and forward the Certificate to the Trust clerk Debbie.tomkinson@cheshireacademiestrust.co.uk <p>Governor Visit Reports There were no reports to receive at this meeting. AT confirmed he had arranged to meet the SBM for the Trust finance report and CW confirmed that she had arranged a GDPR meeting with the SBM.</p> <p>Meeting Dates 2023-24 The clerk had circulated proposed meeting dates prior to the meeting. These were confirmed and the clerk would add them to the Governor Hub calendar.</p> <p>Governor expenses There were no expenses to review.</p> <p>Governor attendance The clerk had circulated an attendance report prior to the meeting. Governor attendance is generally good and there were no issues to report.</p> <p>Review of Governance The Principal and Chair would meet to complete the Impact Report for 2022-23.</p> <p>One-to-one meetings between Chair and Governors. The Chair invited governors to contact her to arrange one-to-one meetings if required.</p>	Governor	Role	Bridget Wall	Safeguarding, Attendance,	Ann Hollingsbee	Maths, English, Curriculum	Pamela Lerner	EYFS	Paul Deakin	Pastoral	Lesley Dalzell	Middle Leadership, PE and Sport, OPAL	Lauren Smith	Governor Training	Lorraine Phillips	Pupil Premium	Catherine Williams	GDPR, SEND	Andrew Tully	Finance link governor, Health and Safety
Governor	Role																				
Bridget Wall	Safeguarding, Attendance,																				
Ann Hollingsbee	Maths, English, Curriculum																				
Pamela Lerner	EYFS																				
Paul Deakin	Pastoral																				
Lesley Dalzell	Middle Leadership, PE and Sport, OPAL																				
Lauren Smith	Governor Training																				
Lorraine Phillips	Pupil Premium																				
Catherine Williams	GDPR, SEND																				
Andrew Tully	Finance link governor, Health and Safety																				
DECISION	Resolved: To appoint LP as a co-opted governor for a four-year term of office 13.06.23-12.06.27.																				
ACTION	<p>Clerk to add LP to Governor Hub and to forward the Governor induction pack.</p> <p>Principal /LS to confirm that the DBS and Section 128 checks had been carried out for LP.</p> <p>Principal to identify suitable training courses for governors.</p> <p>Clerk to add 2023-24 meeting dates to the Governor Hub calendar.</p> <p>Principal and Chair to complete the Impact Report for the July 2023 LGB meeting.</p> <p>Remaining governors to complete the NGA skills audit and return to the clerk.</p> <p>Governors to arrange one-to-one meetings with the Chair.</p> <p>School to update GIAS remove IC and add LP</p>																				

AGENDA ITEM 4	PART ONE MINUTES OF MEETING
Discussion:	The Part One minutes of the LGB Meeting held on 4 th May 2023 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 4 th May 2023 be accepted as a true and accurate record.

AGENDA ITEM 5	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 6	HR/FINANCIAL/BUSINESS PERFORMANCE
Discussion	<p>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</p> <p>There was none to approve at this meeting.</p>

AGENDA ITEM 7	EDUCATIONAL PERFORMANCE
Discussion	<p>Verbal Update on Learning without Limits (LWL) SJ provided an update:</p> <ul style="list-style-type: none"> • The school is 18 months into the programme. • It involves a different way of looking at teaching and is a collaborative approach. It aims to make the children more involved in their own learning and links to the school's values. • It is a CAT initiative and is being led by ND and SJ in school. • CAT have provided training. • One staff meeting each half term has been devoted to LWL. Lots of strategies are built into the staff meetings so staff can practise using them. The strategies were in evidence in the classrooms on a recent learning walk. • A curriculum clinic was held following a training morning on LWL where teachers met with SJ and ND to consider skills and knowledge in different subjects. • LWL covers many areas of school life such as behaviour and celebrations, in addition to learning. Changes would be made to the Behaviour Policy in September 2023 as a result of the work on LWL. • The school reviewed the use of extrinsic rewards such as stickers and found that there was too much emphasis on these as opposed to intrinsic rewards. This was discussed with the children who said that they would do their best whether an extrinsic reward was on offer or not. • The behaviour chart system would be modified in September 2023. The children did not like the public nature of the chart and some reported that they felt it was unfair if they didn't move up the chart and a small minority said that on occasions they would deliberately try to get on to amber. The new system would be less public. <p>Q. Will the school monitor the impact of the revised behaviour chart system? R. The child would initially receive a warning, referring to the school's values. If the unwanted behaviour persisted the class teacher would make a mental note and have a quiet word with the child. A system would still be in place to contact parents if required.</p>



	<p>Q. How would positive behaviour be recognised? R. Each class would have a recognition board. The teacher would decide on two values per day and recognise children who have displayed these.</p> <p>Q. Will any rewards be available for the children? R. This is still under discussion but is likely to take the form of class-based rewards to recognise teamwork. The children like the idea of still being recognised for a "personal best". The school is considering how to ensure consistency in a reward system and to make rewards more intrinsic. The house points system would be retained.</p> <p>Q. Would parents be informed of the changes to the behaviour chart system? R. Yes, a clear rationale for the changes will be provided. The school will consider holding an open evening in the autumn term 2023.</p> <p>Q. Would the school consider making phone calls to parents to celebrate good behaviour? R. The school is considering the best way to share good news with parents. Post cards home would be one option.</p> <p>Q. Has the school delivered a presentation to parents on LWL? R. No, but this is a good idea. The school will plan an open evening to present information on LWL and the revised rewards system in the autumn term 2023.</p> <p>Q. Does the Reception class induction pack contain information on LWL? R. The current one does not but it will be included in future packs.</p>
ACTION	Principal to plan an open evening for parents in autumn 2023 on LWL and the rewards system.

AGENDA ITEM 8	VISION AND STRATEGY
Discussion	<p>Update on progress towards Equality Objectives The Principal shared the school's objectives on screen from the website. He explained that the school has a diverse pupil population and aims to meet the needs of all the children. The progress and attainment of groups of pupils is analysed each term. Major areas for the school to consider are children in receipt of Pupil Premium, Children with SEND and children with EAL.</p> <p>Governors asked whether there was an alternative term to "disadvantaged" and queried whether the data on the number of children who are young carers was correct.</p> <p>It was agreed that no changes were required to the Equality Objectives.</p>
ACTION	<p>Principal to research alternative terms to "disadvantaged." Principal to check the number of young carers in school.</p>

AGENDA ITEM 9	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>Verbal report on the operation of the following policies:</p> <ul style="list-style-type: none"> • Health and Safety Policy • ECT Policy • Attendance Policy <p>Health and Safety Policy The Principal informed governors that the policy is in place and is followed by the school.</p> <p>ECT Policy The school has two Early Career Teachers (ECTs) in school.</p> <p>Q. Is the policy effective? R. Yes, the ECTs receive a significant amount of support.</p> <p>Attendance Policy The Attendance Policy had been revised in January 2023 and had been discussed at length in previous meetings. The school is following the policy and remains focussed on reducing the rates of persistent absenteeism (PA).</p> <p>Verbal Update on Children with Additional Medical Needs Information had been provided at a previous meeting. There were no further updates for this meeting.</p> <p>Health and Safety Audit Report The Cheshire East audit had been delayed due to staffing issues and the review is scheduled to take place before the end of the summer term 2023. The Trust had bought into an alternative Health and Safety provider for 2023-24. AT would be involved in the audit.</p> <p>Annual Report from Safeguarding Governor The Chair informed governors that the school had requested a Safeguarding audit from the SCiES team. It had been a positive and thorough experience. The team had spoken to parents, staff and children, reviewed policies and recording systems including CPOMS. The review had been very positive about the ethos and culture in school around safeguarding and they had noted significant improvements in the school over recent years.</p> <p>The Principal shared the recommended actions from the report. He explained that he had asked the SCiES team to refer to the KCSiE document in their recommendations. There were some actions relating to the Single Central Record (SCR) which had been raised with the Trust as the school follows the CAT guidance on maintaining the SCR. It had been highlighted that staff and governors should complete the Prevent training.</p> <p>Q. Does the Chair have the capacity to fulfil the link Safeguarding governor role? The SCiES report had raised that it is not always appropriate for the Chair to carry out this role. R. The Chair would continue in the link governor role for safeguarding in the short term and governor link roles would be reviewed once new governors had gained more experience.</p> <p>Pupil Attendance Report This item had been discussed in detail at the last meeting and there were no further updates for this meeting.</p>
ACTION	Clerk to circulate link for governors to complete the Prevent training.



AGENDA ITEM 10	ANY OTHER BUSINESS
Discussion:	The Chair informed governors that she has some slides from a presentation prepared by another school in the Trust on governor readiness for an Ofsted inspection. She would share these with the Principal and it would be discussed at an LGB meeting in the autumn term 2023.
ACTION	To consider governor readiness for an Ofsted inspection. (BW has slides) Clerk to add to agenda in autumn 2023.

AGENDA ITEM 11	DATE AND TIME OF NEXT MEETINGS
Discussion:	The date and time of the remaining LGB meeting for 2022-23 was confirmed as: Thursday 13 th July 2023, 5:00pm in school

SJ left the meeting.

The meeting moved to the Part Two agenda.

Signed: Budgetwall
Dated: 13.7.23