



PART ONE MINUTES OF THE LOCAL GOVERNING BODY MEETING – MEETING 9	
Date	Thursday 13th July 2023 5:00pm
Venue:	The School

Attended (Governors):	
Bridget Wall (BW) Ann Hollingsbee (AH) Simon Cotterill (SC) Sarah Jeffery (SJ) Lauren Smith (LS) Catherine Williams (CW) Lesley Dalzell (LD) Andrew Tully (AT) Lorraine Phillips (LP)	Chair Parent governor, Vice Chair Principal Staff governor- left at the end of part 1 Staff governor- left at the end of part 1 Parent governor Co-opted governor Co-opted governor Co-opted governor- left at the end of part 1
Apologies Pamela Larnar (PL) Paul Deakin (PD)	Co-opted governor Co-opted governor
Absent n/a	
Also in attendance	
Fiona McAll Diane Walley Sue Pomeroy (SP)	SBM- left at 5:36 pm CAT Academies Finance Manager-left at 5:36 pm Clerk to governors

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 Paul Deakin and Pamela Larnar.

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"> • There is one vacancy on the LGB which could be filled either with a co-opted governor or a parent governor. The Principal is following up on some potential candidates. • GIAS required updating as BW is listed twice. <p>Governor Training</p>



	<p>Skills audit-The clerk reported that there were two audits outstanding. The data dashboard from the completed ones had been uploaded to Governor Hub. The lowest scores had been around experience as a governor and as chair. This was unsurprising as there had been several recent new governor appointments. There were also some low scores on the question about confidence to serve on a panel. Governors were asked to review their own scores and consider training in those areas where they had scored themselves lower. SC and LS would also use the analysis to identify training for governors.</p> <p>The Chair informed governors that she had attended the NGA Conference in Manchester on 1st July 2023 and had attended workshops on strategy and safeguarding.</p> <p>Governor Visit Reports</p> <p>The following reports had been circulated on Governor Hub prior to the meeting:</p> <ul style="list-style-type: none"> • English, Maths, Safeguarding-BW • Middle Leaders- LD <p>LD highlighted the following points from her report:</p> <ul style="list-style-type: none"> • She had met with the Science Subject leader James Wilde. • He was pleased with the Learning without Limits programme but noted that it created additional expectations for staff. • He had worked on the Scientific Investigation Sheet and developed a marking code to ensure all staff were able to use the chosen sheet. • Support systems are in place for the subject leaders. • There are lots of staff meetings. • Subject leaders have the opportunity to deliver presentations. <p>LD identified the following questions from her visit:</p> <ul style="list-style-type: none"> • Are middle leaders given specific release time that reflects the demands of additional responsibilities? • Has the CPD programme for middle leaders been developed? <p>The Principal responded that subject leaders receive non-contact time in addition to their PPA time and that subject leadership is part of a teacher's time and duties. In terms of CDP, this does not necessarily mean going out of school to attend a course. The LWL programme is part of the CPD offered to staff. Coaching sessions occur twice per year. Subject leaders have a responsibility to identify their own training needs. These would be considered by the school according to budget and the school's priorities. The Principal would clarify the expectations of staff around CPD and what is already on offer.</p> <p>CW had visited school yesterday as part of her SEND link governor role. This was her first visit and she had gained an understanding of how the system works, funding issues, challenges for the school and the support available from CAT.</p> <p>Appoint HT Performance Management Panel</p> <p>It was confirmed that the Headteacher's performance management would be carried out by the Chair of the LGB and the CEO.</p> <p>Governor Impact Report</p> <p>The Principal and Chair would meet next week to complete this.</p>
<p>ACTION</p>	<p>Principal to update GIAS as BW is listed twice. Remaining governors to complete Prevent training.</p>

AGENDA ITEM 4	PART ONE MINUTES OF MEETING
Discussion:	The Part One minutes of the LGB Meeting held on 13 th June 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 13 th June 2023 be accepted as a true and accurate record.

AGENDA ITEM 5	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>Governors reviewed the action log:</p> <ul style="list-style-type: none"> • LP would complete the skills audit. AH would complete the one for single schools as she had completed the Trustees version in error. • Remaining governors would complete the Prevent training. • Governors were reminded to contact the chair for a one-to-one meeting if required. • The Principal had checked and "disadvantaged" is the accepted terminology. • The Principal would update the statistics on young carers on the school website.
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>School Business Manager's Report</p> <p>The report had been circulated on Governor Hub prior to the meeting. AT and the SBM had reviewed the report in detail. The SBM highlighted the following matters from her report:</p> <ul style="list-style-type: none"> • A deficit budget of £184,901 had been set in 2022-23 to use reserves and to allow for classes to be split if required. This had not been necessary and so savings had been made. • The proposed ICT investment had not been made in case the ICT suite had needed to be re-purposed as a classroom. • Additional income had been received. This included £16k of supplementary grant income (MSAG announced by the DfE in late December), an additional £15k in funding from Cheshire East Council for Ukrainian children which had not been foreseen/budgeted for at the start of the year. An increase of £9k for School Led Tutoring had paid for extra phonics lessons and the school had also added a residential trip to London which resulted in increased income from Parents. There was an increase in SEN and UIFSM funding totalling £24k and £6k donations. • The school is in a strong position for 2023-24. • This year, the school forecasts operating at an in-year deficit of £5,690. • CAT had assumed a pay award for teachers of 5%. This is now known to be 6.5%. • The pay award for support staff is still pending. The Trust has assumed it would be the same as last year. • It had been confirmed that the school would be unable to reduce its PAN until 2025. Therefore, the forecast figures would need to be reviewed in the next report. • Since the report was written, it had been necessary to split Years 3 and 4 to create an additional class and the school is currently advertising for an additional teacher. • Over the next three years, an overspend of £78k is predicted for main school but Nursery is making money. • Reserves are detailed on page 8 of the report. The main school reserve of £243,758 would support the deficit in the coming years.

	<ul style="list-style-type: none"> Capital projects- a new alarm system may be required as the fire alarm and intruder alarm do not communicate with each other. A solution has been found but a new system may still be required at a cost of around £16k. Three quotes would be obtained. <p>The Principal informed governors that the fluid nature of pupil numbers mean that the school had to be careful with its budget but it had still been able to spend on resources to benefit the children. The budget set would support the continuation of the nurture groups and the small staff: pupil ratios.</p> <p>GDPR Update CW had met with the SBM to review the checklist and speak to staff. Some changes had been identified since the SBM had joined the school.</p> <p>Risk Register RAMP indicators had been provided in the SBM's report to governors. Delivery of the budget has been classified as 6 Routine (risk) due to the changeover of Academy Business Manager in January 2023. The Business Manager has now become more established in their role and is more confident in the budget setting and delivery process.</p> <p>Capital Funding Plan Upgrades to technology would be a priority as well as investing in professional development opportunities for staff and reserving an amount for financial emergencies.</p> <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: Governors approved in principle the expenditure of around £16k on a new alarm system. <i>FM and DW left at 5:36 pm.</i></p>
DECISION	<p>RESOLVED</p> <ul style="list-style-type: none"> To recommend the budget for 2023-24 to the CAT board for approval. To approve in principle the expenditure for a new alarm system.

AGENDA ITEM	EDUCATIONAL PERFORMANCE															
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Discussion	<p>Update on summer term attainment and progress: The Principal informed governors that the school is very pleased with the statutory outcomes in 2023.</p> <ul style="list-style-type: none"> GLD-65% (on entry around 30%) Year 2-around national average. Year 1 phonics scencing-87% passed. Those who did not had recently joined the school or had SEND. Year 4 multiplication check-significantly above average. Year 6-strongest ever results (as below). <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Subject</th> <th>% EXP</th> <th>% GD</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>75%</td> <td>29%</td> </tr> <tr> <td>Maths</td> <td>82%</td> <td>39%</td> </tr> <tr> <td>Writing</td> <td>76%</td> <td>8/9%</td> </tr> <tr> <td>SPAG</td> <td>82%</td> <td>39%</td> </tr> </tbody> </table>	Subject	% EXP	% GD	Reading	75%	29%	Maths	82%	39%	Writing	76%	8/9%	SPAG	82%	39%
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	<ul style="list-style-type: none"> • Scores at GD have increased significantly. • The results are above national at EXP in all areas. • A high proportion of children who did not achieve EXP were either pupils with EAL or had recently joined the school. • The progress scores are not yet available, but the school expects to be in the top 25% nationally. • The staff have worked hard, and the results represent a team effort. All subjects are well-led. • Children with SEND had achieved well. • The school has not had the capacity to analyse internal data.
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AGENDA ITEM 6	SCHOOL IMPROVEMENT
Discussion	<p>Receive Record of Visits (RoVs) reports</p> <p>The Principal shared RoV 3 and highlighted the following points:</p> <ul style="list-style-type: none"> • The CEO had met with the Principal and Deputy on this visit. • Preparation for Ofsted had been discussed. • Attendance had been discussed and the CEO had challenged the school on the attendance of pupils with SEND and those entitled to PP funding. • The role of the school's Attendance Officer had been reviewed. • The curriculum had also been a focus of the visit and end points had been considered. The school considers the end points for a project in terms of the required skills and knowledge and teachers then plan backwards from these. • The school had already been working on identifying what areas the children understand well and which need further work. • The recent Ofsted inspection had confirmed that the school is on the right trajectory with the curriculum. • A staff meeting had been held last night on end points in the curriculum. This had been planned prior to the Ofsted visit. <p>Vision and Values Review</p> <p>The Principal shared the Quality Assurance document with governors which details the school's vision and strategy and main priorities.</p> <ul style="list-style-type: none"> • Good progress had been made against the priorities, but attendance remains a major focus. Improvements had been made in the area of persistent absenteeism. • The school is still awaiting data on SEND, gender and Pupil premium. • Aspiration would continue as a priority, but the focus may change. This area had come out well in the Ofsted inspection. • The speaking and listening priority may be amended. • The Safeguarding audit from the SCIES team had been very positive. All the actions relating to the Single Central Record had been completed. Ofsted had confirmed that the school's safeguarding procedures were very effective. • Governance is improving and developing. There are a good number of link monitoring visits taking place. <p>Risks:</p> <ul style="list-style-type: none"> • The school had received more first choice applications than other schools in the town, but it is a low birth rate year. Risk reduced from 12 to 9. • Capacity required to support safeguarding, attendance, family social care, pastoral/nature support for children and families – 9 High (reduced from 12 as the school have appointed an ASO and this has significantly increased capacity to support in this area). • Mobility-risk increased to 12 as increased mobility is adding more pressure on the school resources.

AGENDA ITEM 9	VISION AND STRATEGY
Discussion	Update on the SDP This item was discussed under agenda item 8.

AGENDA ITEM 10	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>Evaluation of Staff, pupil, parental survey results The Principal reported that the Ofsted Parent view survey had been very positive overall. 76 responses had been received. There was one dissenting voice.</p> <p>Q. Does the school engage with this individual? R. Yes, the school attempts to do so.</p> <p>Verbal feedback had been received from the Ofsted staff survey and again the responses had been overwhelmingly positive. The inspector had provided some guidance on the nature of the concerns of one member of staff which had been around well-being. All teachers had been emailed for feedback.</p> <p>The Principal thanked governors for their support and stated that the staff appreciate them coming into school. Ofsted had been a stressful experience for the staff, but the school had been pleased with the outcome which is an accurate reflection of the school's position.</p> <p>Staffing Structure Update The staffing structure is as detailed in the budget papers.</p>

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

AGENDA ITEM 11	DATE AND TIME OF NEXT MEETINGS
Discussion:	<p>The dates of the LGB meetings for 2023-24 were confirmed as:</p> <p>Autumn Thursday 21st September 2023 Thursday 19th October 2023 Wednesday 29th November 2023</p> <p>Spring Thursday 11th January 2024 Wednesday 14th February 2024 Tuesday 26th March 2024</p>



	<p>Summer Thursday 2nd May 2024 Thursday 13th June 2024 Thursday 11th July 2024</p> <p>All meetings to take place in school at 5:00 pm.</p>
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SJ and LS and LP left the meeting.

The meeting moved to the Part Two agenda.

Signed: Bridget Wall

Dated: 21.9.23