



| PART ONE MINUTES OF THE LOCAL GOVERNING BODY MEETING – MEETING 1 | |
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| Date | Thursday 21st September 2023 5:00pm |
| Venue: | The School |

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

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| 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 Sarah Jeffery and Lorraine Phillips. |

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| 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. Governors were reminded to complete and return the MS form distributed by the Trust Governance Professional. They were also requested to confirm/update their declarations of interest on Governor Hub following each meeting of the LGB. This is to comply with a recommendation from the external auditors. |
| ACTION | <i>Remaining governors to update declarations of interest.</i> |

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| AGENDA ITEM 3 | PART ONE MINUTES OF MEETING |
| Discussion: | The Part One minutes of the LGB Meeting held on 13 th July 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 July 2023 be accepted as a true and accurate record. |

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| AGENDA ITEM 4 | REVIEW OUTSTANDING ACTIONS |
| Discussion: | Governors reviewed and updated the action log. SJ would be invited to give a presentation on Learning without Limits at the October 2023 meeting of the LGB. |
| DECISION | RESOLVED: It was confirmed that all actions, not addressed on this agenda, had been met and closed as appropriate. |
| ACTION | Clerk to add an item to the October 2023 LGB agenda for SJ to deliver a presentation on LWL. |

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| AGENDA ITEM 5 | HR/FINANCIAL/BUSINESS PERFORMANCE |
| | <p>Verbal update on school admission numbers The Principal reported that 28 children had been admitted into Reception in September 2023. The school had been pleased with this number. Ten children had joined the school since July 2023 and four had left. The children who had joined had presented with significant needs in terms of EAL/SEND.</p> <p>Nursery numbers are stable and are similar to last year. They will increase throughout the year.</p> <p>The school is still experiencing pressures due to the PAN being set at 45. The Admissions Policy 2025 had been revised to reduce the PAN to 30. Consultation would take place for six weeks in October 2023.</p> <p>Verbal update on Staff and Pupil attendance 2022-23 The Principal informed governors that attendance had been above national for each term in 2022-23 and that the rate of persistent absenteeism had reduced. It had been a positive start to the new academic year. The school is following its usual procedures and the appointment of a dedicated attendance support officer had had a positive impact on attendance rates and alleviated pressure on the SLT.</p> <p>There were no issues to report with staff attendance.</p> <p>To approve expenditure under the Scheme of Delegation <i>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</i></p> <p>None for approval at this meeting</p> |

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| AGENDA ITEM 6 | VISION AND STRATEGY |
| Discussion | <p>Review of completed SDP/SEF The Principal shared the SDP from 2022-2023 with governors and explained how the Key Performance Indicators (KPIs) had been RAG rated.</p> <p>Quality of Education</p> <ul style="list-style-type: none"> Boys Writing/Reading-GREEN. External validation had demonstrated that this is a strength of the school. However, it will remain as a focus. Provision for disadvantaged pupils-GREEN. Performance of this group of pupils is above national average and the school supports its disadvantaged families in many ways. This area will always be a focus for the school. |



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| | <ul style="list-style-type: none"> • Early identification of SEND-GREEN. This area has improved significantly over the past 3-4 years. The school has a dedicated SENCO, discusses SEND at staff meetings and makes use of visiting experts. Staff are provided with additional time to complete support plans. The school experiences a high level of SEND and it is a challenge to meet the needs from the existing budget. For example, nurture groups are currently run by teachers which ensures high quality, but this may not be sustainable in the long term. <p>Q. Why is there such a high level of SEND in school?</p> <p>R. This is a national issue, and it is difficult to provide reasons. It may be for the younger children that the Covid-19 pandemic presented additional challenges. The school has 25% of its pupils with an EHCP and this is above the national figure of 17%. Mainstream education is not the most suitable placement for children with more severe SEND but it is a lengthy process for the school to evidence that it cannot meet need and for a specialist placement to be provided by the local authority.</p> <ul style="list-style-type: none"> • Develop subject knowledge and expertise of teachers in foundation subjects-YELLOW. Further work is required on identifying "end points" in a project and planning for how the children will reach them. SJ and ND are leading this work. <p>Q. What is meant by an "end point?"</p> <p>R. It is a statement of what the children should have achieved by the end of the project.</p> <p>Personal Development</p> <ul style="list-style-type: none"> • Review and embed the profile and understanding of positive mental health and wellbeing - GREEN. The NHS are providing support for Years 5 and 6. Swans, a charity, has provided funding for a mental health practitioner in school for half a day per week. They are hoping to obtain match funding to increase this to a full day. Pupils up until Year 4 would also be targeted and staff would also be able to access the service. <p>Effectiveness of leadership and management</p> <ul style="list-style-type: none"> • Continue to develop the Manor Park Curriculum through effective Middle Leadership-YELLOW. Middle leadership is very effective in the core subjects. The school now needs to consider how to support middle leaders to work strategically across the school in Foundation subjects which is much more difficult. <p>Early Years</p> <ul style="list-style-type: none"> • Develop Reception and Nursery environment to engage the natural curiosity of children-GREEN. <p>Safeguarding</p> <ul style="list-style-type: none"> • Support children and families to reduce persistence absences and increase overall attendance of vulnerable children-YELLOW. Ongoing. <p>The Principal informed governors that the Trust had moved to a new system called Strategic Quality Management (SQM) to replace the previous SDP format. He shared the SQM document on screen and explained that it is a working document and is still under development. There is a statement of intent, critical success factors and projects which link to the success factors. Some of the projects are still in development and these would replace the current action plans. The Principal and Deputy Headteacher would attend further training on the new system tomorrow and then feedback to staff.</p> <p>Q. The statement of intent states that all children should exceed their potential. Is this worded correctly?</p> <p>R. It is concerned with setting high expectations and helping children to realise that they can achieve more than they think they can. The wording can be reviewed as the document is still in the development stages.</p> |
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| AGENDA ITEM 7 | EDUCATIONAL PERFORMANCE |
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| <p>Discussion</p> | <p>The Principal shared the following documents on screen: SOAP and LGB Outcomes Analysis. He highlighted the following points from the reports:</p> <ul style="list-style-type: none"> • The data demonstrates the progress made by the pupils throughout their time at the school. GLD was 62%. This is normal for the school and is good considering attainment on entry. • Year 1 phonics result was 86%. This was affected by pupil mobility but is above national. • Key Stage 1 results dipped in the previous year and are now back around national figures. The school had no writers at GD in Key Stage 1. There was not enough consistent evidence to award GD. • The RWM combined score at Key Stage 2 was above national. Maths is consistently above the national figure and the percentage achieving GD was very good and better than originally predicted by the school. • GPS was above national, and spelling is a strength of the school. <p>Q. Does the school follow a spelling programme? R. Yes, EdShed is used. It was introduced when last year's Year 6 cohort were in Year 3, and it has had an impact on results.</p> <ul style="list-style-type: none"> • Progress scores at Key Sage 2: <ul style="list-style-type: none"> ➢ Reading-1.1 average ➢ Writing-2.3-sig+ ➢ Maths-2.4-sig+ • Mobility has a significant impact on results. The school finds that attainment data supplied by previous schools is not always accurate and some children have moved school several times prior to joining Manor Park. • There was a dip in results at Year 3. This is not uncommon and the school will investigate the reasons. <p>Q. Is the dip at Year 3 cohort specific? There may be a number of factors. Year 2 children are assessed against national standards and there is often a dip when the children are adjusting to new expectations in Year 3. Year 3 introduces new material which is consolidated and embedded in Year 4.</p> <ul style="list-style-type: none"> • There is a significant gap in attainment in all areas for disadvantaged pupils. Progress scores for disadvantaged children match those of non-disadvantaged and the challenge for the school is how to ensure that disadvantaged children make greater progress. • Children with SEND make good progress. • Overall, results were good. |
| <p>ACTION:</p> | <p>Principal to share the Year 4 multiplication check results with governors.</p> |
| AGENDA ITEM 8 | COMPLIANCE AND SAFEGUARDING |
| <p>Discussion</p> | <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>Policies</p> |



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| | <p>Governors noted the Safeguarding Policy which had been circulated prior to the meeting. The Principal informed governors that a safeguarding review had been carried out by the Trust and there were no issues to report.</p> <p>There were no changes to report to the operation of the following policies: RSE Policy Equality Policy</p> <p>Views of Stakeholders The Principal informed governors that staff and parent questionnaires are organised by the Trust and that the staff questionnaire had been outsourced to a new company. The school is able to survey on additional questions if required. Pupil questionnaires are organised by the school and views of children are also sought through pupil voice activities and the School Council. In terms of collecting the views of parents, the school does this at parents' evenings, open days and through its open-door policy.</p> <p>Q. Does the school still send a weekly newsletter to parents? R. This is now sent on a monthly basis.</p> <p>Governor training Any governors who had not done so were reminded to confirm that they had read Keeping Children Safe in Education 2023 and to complete the NGA safeguarding course. Governors should upload their certificate to Governor Hub.</p> |
| ACTION | Governors to complete NGA safeguarding course and upload certificate to Governor Hub. |

| AGENDA ITEM 9 | GOVERNANCE AND RISK | | | | | | | | | | | | | | | | | | | | |
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| Discussion | <p>Code of Conduct Any governors who had not done so were reminded to confirm that they agree to abide by the Trust Code of Conduct. The revised code had been shared on Governor Hub prior to the meeting. SC shared the document on screen and highlighted the changes.</p> <p>Governor Link Roles The link roles were confirmed as:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Governor</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Bridget Wall</td> <td>Safeguarding, Attendance, Curriculum/OPAL</td> </tr> <tr> <td>Ann Hollingsbee</td> <td>Curriculum (Maths, English)</td> </tr> <tr> <td>Pamela Larner</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</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 Monitoring Programme The Principal had shared the monitoring programme 2023-24 prior to the meeting.</p> <p>Pay Panel Membership of the Pay Panel was confirmed as PL, AT and BW.</p> <p>Membership</p> | Governor | Role | Bridget Wall | Safeguarding, Attendance, Curriculum/OPAL | Ann Hollingsbee | Curriculum (Maths, English) | Pamela Larner | EYFS | Paul Deakin | Pastoral | Lesley Dalzell | Middle Leadership, PE and Sport | 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, Curriculum/OPAL | | | | | | | | | | | | | | | | | | | | |
| Ann Hollingsbee | Curriculum (Maths, English) | | | | | | | | | | | | | | | | | | | | |
| Pamela Larner | EYFS | | | | | | | | | | | | | | | | | | | | |
| Paul Deakin | Pastoral | | | | | | | | | | | | | | | | | | | | |
| Lesley Dalzell | Middle Leadership, PE and Sport | | | | | | | | | | | | | | | | | | | | |
| Lauren Smith | Governor Training | | | | | | | | | | | | | | | | | | | | |
| Lorraine Phillips | Pupil Premium | | | | | | | | | | | | | | | | | | | | |
| Catherine Williams | GDPR, SEND | | | | | | | | | | | | | | | | | | | | |
| Andrew Tully | Finance link governor, Health and Safety | | | | | | | | | | | | | | | | | | | | |



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| | <ul style="list-style-type: none"> • There were no terms of office due to expire before the next meeting. • PD informed the LGB that he intended to resign as a co-opted governor due to pressure of work. He would write to the clerk in the coming week to confirm his resignation. • There would then be two vacancies on the LGB which could be filled either with co-opted governors or parent governors. The Principal would follow up on some potential candidates and approach local businesses such as Great Places and Barclays. The skills audit would be used to identify any skills gaps. It was noted that governance details on the school website required updating. • There were no governor visit reports to receive at this meeting. <p>Governor Impact Statement The Principal and Chair would arrange to meet to complete this.</p> <p>Governor training The Principal and LS had identified a suitable training course for each governor and circulated the information. Governors were reminded about completing Prevent training and the NGA Safeguarding course.</p> |
| ACTION | Principal to update governor details on the school website. |

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

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| 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 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> |

LS left the meeting.
The meeting moved to the Part Two agenda.

Signed: Bridget Waco

Dated: 19.10.23