

**PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING – MEETING 9**

Date	Thursday 27th May 2021 5:00pm
Venue:	Via Teams

Invited to Attend (Governors):	
Simon Cotterill (SC) Lee Williams (CLW) Cathryn Walley (CW) Richard Woollam (RW) Patrick Jones (PJ) Lesley Dalzell (LD) Paul Deakin (PD) Julie Griffiths (JG) Esther Holden (EH) Sarah Jeffery (SJ)	Principal Chair of Governors Vice Chair of governors Co-opted governor Co-opted governor Co-opted governor Co-opted governor-left at 6:08 pm Co-opted governor Staff governor-left at the end of part one Staff governor
Apologies	
Jenny Hopkinson (JH)	Co-opted governor
Also in attendance	
Karen Crosland Sue Pomeroy	School Business Manager-left at the end of part one 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 that it was quorate. Governors agreed that the apologies received from JH be accepted.

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 3	PART ONE MINUTES OF MEETING
Discussion:	The Part One minutes of the LGB Meeting held on 29 th April 2021 were agreed as an accurate record of the meeting. The Chair will sign a copy of the minutes and provide to the school for retention.
DECISION	RESOLVED: That the Part One minutes of the meeting held on 29 th April 2021 be accepted as a true and accurate record.

AGENDA ITEM 4	REVIEW OUTSTANDING ACTIONS
Discussion:	Governors reviewed the action log and the following matter was discussed: <ul style="list-style-type: none"> The Principal did not provide an update to governors on the final pupil admission numbers for September 2021 as the situation is fluid and the numbers keep changing. The school had

	expected to admit 27 children, but this has now reduced to 25. The school has worked hard on admissions to attract families to the school.
DECISION	RESOLVED: It was confirmed that all other actions were met and closed as appropriate.

Governors agreed to take Item 7 next to allow Miss Cernik to leave the meeting following her presentation.

AGENDA ITEM 7	EDUCATIONAL PERFORMANCE
Discussion	<p>Presentation from Miss Cernik on the Explorer class provision</p> <p>Miss Cernik shared a PowerPoint presentation with governors to outline how the provision for the children in the Explorer class operates:</p> <ul style="list-style-type: none"> • The children access the provision each morning and return to their own class in the afternoons. • The children engage in targeted motor skills and life skills, linked to their SSP's at the start of the session. • Daily phonics work is linked to their ability level. • Maths is based on planning from the National Centre for Excellence in the Teaching of Maths (NCETM). The children are taught in two groups. The children are mainly working at a Reception class level and P scales are used. Three children are working on Year 2 Maths, supported by SJ. • English is linked to a key text, as in the rest of school, and the children are mainly working at Reception/Year 1 level. • When the Key Stage 1 children in the class go to lunch, the Key Stage 2 children are engaged in reading, spelling and Maths practice. <p>Strengths of the Explorer Class Provision</p> <ul style="list-style-type: none"> • Ability to focus on small steps • Misconceptions can be addressed immediately • Planning is adaptable to the needs of the children • Special resources can be used • Learning is scaffolded • Access to the ICT suite • The children are happier in a small group and ready to engage in learning • All the children have made progress <p>Challenges of the Explorer Class Provision</p> <ul style="list-style-type: none"> • Timings of breaks and lunch for the different key stages • Lack of an interactive whiteboard • Finding enough space to carry out practical Maths activities in groups • Tailoring resources to meet individual needs • Transition between lessons and activities • Additional interventions mean that children may miss parts of lessons • Staffing <p>Next Steps</p> <ul style="list-style-type: none"> • To increase the independence of the children. This is linked to the classroom layout and the use of visual aids. • To introduce journals to display the children's independent work.

- To develop a floor book of the year.
- To install an interactive whiteboard which will be good for relaxation techniques.

Governors were invited to ask questions on the presentation:

Q. Can you explain what scaffolding is?

R. It is where the adult completes part of an activity and provides a structure for the child to complete the activity. Scaffolding is a technique used with all children. In most cases the scaffolding is removed to allow the children to work independently. The children accessing the Explorer provision require more scaffolding than most pupils.

Q. How many children are currently accessing the Explorer class?

R. There are 15 children.

Q. What is the capacity?

R. The capacity is 14.

Q. Do any of the other schools in the Trust operate such provision?

R. No. Bexton Primary School has Resource Provision, but this is funded differently by the Local Authority.

Q. What are the views of the Trust on the Explorer class?

R. The Trust has not expressed a view on the provision.

Q. Are any funds available to purchase an interactive whiteboard for the Explorer class?

R. There will be a spare one available next year when the two current Year 6 classes leave. The possibility of purchasing a projector in the meantime has been discussed.

Q. Is there anything the school/governors can do to alleviate the challenges?

R. Time is the most important resource. The provision needs to be well-structured and the classroom layout needs to be carefully planned.

It was suggested that a used/unwanted interactive whiteboard could be sourced for the Explorer class.

The Chair thanked Miss Cernik for her excellent and informative presentation.

Catch-Up Premium Report update

The report was shared prior to the meeting on Governor Hub. The Principal informed governors that the school has spent more than the funds allocated in order to provide the required interventions.

Q. Are the interventions listed in the report additional to what the school would usually provide?

R. Yes. There has been a significant increase in the amount of phonics and speech and language interventions provided by the school.

Q. Is there evidence of the impact of the interventions?

R. The school can evidence the impact of the interventions from its assessment data. In December 2020, the children were assessed at around national average. The evidence is also apparent when speaking to the children.

CEO visit report and update on the monitoring of teaching and learning

	<p>The CEO's visit report was circulated prior to the meeting on Governor Hub. The Principal highlighted the following points from the report to governors:</p> <ul style="list-style-type: none"> • The school asked the CEO to verify its judgements on the progress made in Maths. The school would now like to consolidate the work in Maths and move on to other areas. • The CEO wanted to hold discussions with Middle Leaders. • The visit involved a visit to every class, book scrutiny and discussions with subject leaders. • The CEO held challenging discussions with subject leaders who were able to justify the school's approach. • All areas of school were discussed. It was suggested that staff from EYFS visit other schools in the Trust to look at the learning environment. <p>Q. Did the CEO suggest any significant changes? R. No. There were some discussions about the use of schemes favoured by the CEO. The school did not always agree with the CEO's view and was able to justify its approach. The CEO listens to the school's views and takes into account the context of the school.</p>
ACTIONS:	<ul style="list-style-type: none"> • Principal to source a used interactive whiteboard for the Explorer class.

AGENDA ITEM 5	HR/FINANCIAL/BUSINESS PERFORMANCE
Discussion	<p>Teacher's mid-year appraisals. This item was addressed in part two of the meeting.</p> <p>HT Performance Management Panel - mid-year review. The HT Performance Management Panel has not previously held a mid-year review meeting. This will be implemented from 2021-22.</p>

AGENDA ITEM 6	VISION AND STRATEGY
Discussion	<p>School's vision moving forward The Principal explained that the school is in the process of reviewing its vision and has consulted with staff and children and would like views and ideas from governors. The Principal shared a PowerPoint presentation on the process so far:</p> <ul style="list-style-type: none"> • The current vision is "Make the most of every day". Many staff and children were unable to recall the vision statement. • Stakeholders were asked to share the strengths and challenges of the school. • Stakeholders were asked to think of the school being on a journey and how to get there. <p>LD informed governors that she had met with the School Council and reported that the children love coming to school and have good relationships with the staff. They were able to articulate the values of the school.</p> <p>Governors suggested the following ideas to be included in the school's vision:</p> <ul style="list-style-type: none"> • Inclusion • Achievement for all • Nurture • Curiosity and enthusiasm for learning • Academic progress • Learning for life <p>Governors were invited to email any further thoughts to the Principal.</p> <p>Q. Will the vision statement be available to the public?</p>

	<p>R. Yes, it will be on the school website and will be published on school documents. The children know the values of the school and the vision needs to be equally as well-known and should link to the children.</p> <p><i>PD left the meeting at 6:08 pm.</i></p>
ACTIONS:	<ul style="list-style-type: none"> • Governors to email further thoughts/ideas on the school vision to the Principal.

AGENDA ITEM 8	COMPLIANCE AND SAFEGUARDING
Discussion	<p>Chair's Action The Chair approved the purchase of the ChESS contracts for 2021-22.</p> <p>Principal's Action There was no Principal's action to note since the previous LGB meeting.</p> <p>CAT annual safeguarding update. The annual safeguarding update was circulated to governors prior to the meeting via Governor Hub. The Principal informed governors that this document collates all of elements of safeguarding within school. The Trust require completion of a Section 175 Audit and this annual audit, usually six months apart.</p> <p>The Chair added that he had met with the Principal on two occasions recently to complete the audit. He commented that a considerable amount of work is carried out in school on safeguarding and that detailed records are maintained.</p> <p>Verbal report on operation of the following policies:</p> <ul style="list-style-type: none"> ▪ Health and Safety Policy <p>The Principal explained that the school follows the CAT Health and Safety Policy and there are no issues to report to governors.</p> <p>Policies Governors received the following CAT Policies: Early Career Framework Children with Additional Health Needs</p> <p>Q. Does the school have any teachers who will be affected by the changes outlined in the Early Career Framework Policy? R. No.</p> <p>Q. Does the school have many children with additional health needs? R. No, not with significant additional health needs.</p>

AGENDA ITEM 9	GOVERNANCE
Discussion	<p>LGB membership There were no changes to report to the membership of the LGB. It was noted that PJ's term of office as a co-opted governor expires on 31.08.21. The school is looking to recruit a governor with an educational background.</p> <p>Appointment of Clerk Governors approved the appointment of the Cheshire East clerk for 2021-22.</p> <p>Admissions Committee and terms of reference</p>

Governors agreed that the Admissions Committee will consist of:
Paul Deakin
Julie Griffiths
Richard Woollam

The draft terms of reference for the committee were approved by the LGB.

LGB Meeting dates for the next academic year

Governors agreed the suggested list of meeting dates circulated via Governor Hub prior to the meeting.

Review of governor expenses

It was confirmed that no claims for governor expenses have been received. The clerk will check whether CAT have a standard policy.

Governor Training

The Principal reported that he had received the majority of the skills' audits from governors and had analysed the results. The analysis showed that the LGB has a broad range of skills and experience. However, when PJ's term of office expires on 31.08.21, the LGB will require another governor with an educational background.

Q. Is there any training which governor could attend to develop their knowledge in this area?

R. There are relevant courses on areas like understanding data and the curriculum. This does not replace having a working knowledge of a school.

The Principal and RW met following the completion of the skills audit to prepare a training schedule for governors. Safeguarding was highlighted as a focus area. All governors (except staff governors) were requested to complete the NGA course, "Safeguarding; The Governor's Role" by October half term 2021. The chair will source a higher-level course to complete.

RW reminded governors to access the certificate once they have completed a training course.

Governor Visit Reports

Governor visit reports were received from PJ, LD and PD.

PJ-Curriculum-21.05.21

PJ's report was circulated prior to the meeting via Governor Hub. PJ informed governors that this was a follow up to a meeting he and LD held with Nicola Durban in January 2021 via Zoom. On this recent visit PJ was able to examine planning documents for Foundation subjects in detail. It was beneficial to see the involvement of subject leaders and the way in which the school is developing Foundation subjects.

PD-Pupil Premium and the impact of Covid-19-27.05.21

The Principal informed governors that PD visited the school earlier today to examine the impact of Covid-19 and the associated lockdowns and the link with children entitled to Pupil Premium funding. He spoke to children and it was a useful session.

LD-School Council-21.05.21

LD informed governors that she met with the School Council and discussed their ideas and thoughts about the school. The children talked about the Assembly project and their involvement with Knutsford Town Council on a recycling project. They suggested ideas to improve the school, such as providing additional library books and zoning of the playground. They were very enthusiastic about the OPAL project and use of the spinney and allotment.

	<p>Governance Updates-Cheshire East Director's Report, CAT Strategic Update The clerk highlighted a number of items from the Director of Education's summer term 2021 report and from CAT's Strategic Updates. Governors noted the items.</p>
ACTIONS:	<ul style="list-style-type: none"> • Clerk to check whether CAT have a standard policy for Governor Expenses. • Governors to complete the NGA Safeguarding course. • Chair to complete a higher-level Safeguarding course.

AGENDA ITEM 10	ANY OTHER BUSINESS
Discussion:	<p>Approval of car park barrier expenditure The SBM informed governors that the costs for the installation of the car park barrier formed part of the transfer agreement with Cheshire East when the school converted to academy status. The total cost was £10,160.30 and Cheshire East contributed £5,400. The school would like the work to be complete for the start of the autumn term 2021.</p> <p>Governors approved the expenditure.</p> <p>Q. How will staff at the Children's Centre access the car park? R. The Children's Centre will be provided with 8 fobs to operate the barrier.</p>

AGENDA ITEM 10	DATE AND TIME OF NEXT MEETING
Discussion:	Thursday 8 th July 2021 5:00 pm

KC and EH left the meeting.

The meeting moved to the Part Two agenda.

Signed: 

Lee Williams

Dated: 14/7/21