



| PART ONE MINUTES OF THE LOCAL GOVERNING BODY MEETING – MEETING 5 | |
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| Date | Wednesday 14th February 2024 5:00pm |
| Venue: | The School |

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| Attended (Governors): Bridget Wall (BW) Ann Hollingsbee (AH) Simon Cotterill (SC) Pamela Larner (PL) Sarah Jeffery Andrew Tully (AT) Laura Power (LP) Lesley Dalzell (LD) Catherine Williams (CW) | Chair Parent governor, Vice Chair Principal Co-opted governor-arrived at 5:10 pm Staff governor- left at the end of part 1 Co-opted governor Staff governor- left at the end of part 1 Co-opted governor Parent governor |
| Apologies None | |
| Absent n/a | |
| Also in attendance Sue Pomeroy (SP) Fiona McCall (SBM) | Clerk to governors School Business Manager -left at 5:20 pm |

| AGENDA ITEM 1 | WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE |
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| Discussion: | The Chair opened the meeting and confirmed it was quorate. There were no apologies to receive; all governors were present at the meeting. The Chair welcomed Laura Power to her first meeting as the new staff governor. |

| AGENDA ITEM 2 | DECLARATION OF PERSONAL AND PECUNIARY/BUSINESS INTEREST (Statutory) |
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| Discussion | There were no declarations of personal or pecuniary interest in relation to any of the agenda items. They were reminded 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 | Governors to re-confirm/update their declarations of interest on Governor Hub. |

| AGENDA ITEM 3 | PART ONE MINUTES OF MEETING |
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| Discussion: | The Part One minutes of the LGB Meeting held on 11 th January 2024 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 11 th January 2024 be accepted as a true and accurate record. |



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| AGENDA ITEM 4 | REVIEW OUTSTANDING ACTIONS |
| Discussion: | <p>Governors reviewed and updated the action log. The following actions were discussed:</p> <p>From the meeting held on 13.06.23-Item 3.7 The clerk reminded governors to upload their Prevent training certificates to Governor Hub and reported that she had contacted the Trust Governance Director to see whether she had received any training certificates from governors.</p> <p>From the meeting held on 11.01.24-Item 8 The Principal would ask for expressions of interest for one parent governor role.</p> |
| DECISION | RESOLVED: The action log had been appropriately updated. |

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| AGENDA ITEM 5 | HR/FINANCIAL/BUSINESS PERFORMANCE |
| | <p>The School Business Manager's Report had been circulated prior to the meeting on Governor Hub. The SBM highlighted the following points from her report:</p> <ul style="list-style-type: none"> • An in-depth meeting had been held with AT and DW to discuss the school's financial status. • A deficit budget of -£157,921 had been set for 2023-24 to use up reserves. • The school had invested in staffing (to allow Key Stage 2 classes to be split) and in IT equipment. • At the end of the autumn term 2023, income had exceeded budget projections by £16,586 due to increased SEN funding, donations, and grants. • The net expenditure is forecast lower than anticipated by £11,018 due to reduced utility costs and contract renegotiations. • The Nursery is forecasting financial challenges, with a notable £24,070 shortfall in income attributed to lower pupil numbers compared to the same period last year. The school has been cautious in its forecast for Nursery but is hopeful that pupil numbers will increase. The upcoming introduction of parents receiving 15 free hours of nursery funding for 2-year-olds in April, could hold significant potential to address this shortfall. The school is confident in the quality of the Nursery provision. However, it must be noted that there is a decline in the birth rate nationally and the new housing developments in the town have not resulted in increased pupil numbers at the school. • £21,470 from DFC funding has been used to fund the new IT equipment in the ICT suite leaving the remaining £11,761 unallocated at this time. • A donation of £7k was received from the PTA and used towards IT equipment. Clicker software had been purchased and is being used by all pupils. <p>Q. What is Clicker? R. It is a programme designed to support children's writing. It is especially good for children with SEND and reluctant writers. It is good for sentence building and links to all curriculum areas.</p> <p><i>PL arrived at 5:10 pm.</i></p> <ul style="list-style-type: none"> • Cheshire East will cease to provide a catering service after December 2024 and the school will then have to decide whether to use an alternative provider or bring the service in-house. The existing staff will be retained. • A grant analysis is provided on page 7 of the SBM's report. TPAG is a new grant to support the additional cost of the teachers' pay rise. £20,236 was received. • A grant will be available to cover the increase in the employer contribution for the Teachers' Pension scheme. The estimated additional cost from April – August 2024 is £12,386 and the school does not yet have any detail on how the grant will be calculated. |



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| | <ul style="list-style-type: none"> • The new ICT equipment needs adding to the asset register. • There were no GDPR breaches to report. • The Health and Safety review was conducted in December 2023 by Jeanne Fairbrother Associates and the school received a gold award. AT had conducted a Health and Safety walk with the Site manager and had produced a separate report. <p>To approve expenditure under the Scheme of Delegation There was no expenditure for approval at this meeting.</p> <p>Governors thanked FM for her report.</p> <p><i>FM left the meeting at 5:20 pm.</i></p> |
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| AGENDA ITEM 6 | EDUCATIONAL PERFORMANCE |
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| Discussion | <p>Information on school session times and term dates This item had been addressed at a previous meeting.</p> <p>SEND Update SJ had shared a report "SEN Report February 2024" prior to the meeting on Governor Hub. She spoke to her report:</p> <ul style="list-style-type: none"> • There are currently 62 children on the SEN register. 14 of these have an EHCP and there is a further application pending. Two of these are nursery children who have complex needs. One of them will transfer to a specialist setting in September 2024 and the school is challenging the local authority regarding the other child who also needs access to a specialist setting. There is one other child who has had their EHCP changed to specialist, and it is hoped that they will also transfer in September 2024, if the local authority is able to locate a suitable provision. • The school is seeing more complex needs at a younger age. There are more children on the SEN register in Nursery than ever before. <p>Q. Do most of children with SEND have speech and language needs? R. Not specifically. Communication is an issue, and the school is seeing more children on the autistic spectrum and with much more complex needs. Two children in Nursery require one to one support and one child in Reception needs a personalised curriculum.</p> <p>Q. Has the Covid-19 pandemic had an impact on SEND? R. It is difficult to say. There has been an increase in mental health needs since the pandemic.</p> <ul style="list-style-type: none"> • The school has some children with oppositional defiant disorder, two of whom have a diagnosis of autism. Even where an official diagnosis has not been received, the school still has to cope with challenging behaviours and think pro-actively about how pupils might react in different situations and employ suitable strategies. • Nurture provision provides additional support for children who are experiencing significant delays and who find it an increasing challenge to access maths and English learning within their year group. All of these groups are taught by qualified teachers and the children make good progress. There are currently four nurture groups including one for English which caters for mixed KS2 children and three for Maths – one for Years 3/4, one for Years 5/6 and one for Key Stage 1. The nurture group provision would need to be reviewed if the school cannot continue with split classes in Key Stage 2. <p>Q. Is the SENCO undertaking a dyslexia qualification? R. Yes, this will be beneficial as she will be able to complete diagnostic assessments in school.</p> |



Q. Are parents supportive of the school's work with SEND pupils?

R. Many are supportive, but there are some who think that the school could do more. The school tries to engage in open, honest conversations with parents. Parents often want an official diagnosis because they think it will guarantee extra provision in school for their child, but the school has usually put appropriate support and interventions in place before a diagnosis is received.

- Many intervention programmes are implemented in the afternoons to address small gaps in children's learning.
- Funding is becoming more of an issue as the local authority do not provide the full funding required by the school to meet SEND needs. Cheshire East is experiencing financial difficulties and is making cuts in all areas. Fewer EHCP's will be issued in future and fewer specialist places will be available.
- The school must be inclusive but also needs to provide a bespoke curriculum for some children to enable them to develop basic skills and to access the wider curriculum.
- The school is proud of how it caters for its pupils with SEND. The confidence and self-esteem of the children increases from being part of the nurture group. They can see that they are making progress.

Governors commented that the school is creative with its nurture provision and that the children benefit from being taught by a teacher rather than a teaching assistant. It is evident that the school has a caring approach.

Report on Teaching and Learning-LP (Computing)

LP provided a verbal update to governors:

- The school follows the Somerset scheme. This was chosen a few years ago and LP is in the process of updating it to include end points, skills progression etc.
- The ICT suite is timetabled, and each class uses it for one hour per week. It is used for TT Rockstars also.
- New computers have been installed in the ICT suite ready for Windows 11. The server and router have been updated.
- New i-pads have been delivered and the old ones have been distributed to the classes.
- E-safety is an integral part of the IT curriculum and permeates all activities. The police have run workshops for parents and the last one was attended by around 28 parents.
- E-safety week is observed in school.
- All children from Year 2 upwards have their own log in and the school can track their activity online. The use of individual passwords is being trialled with Year 1.
- LP has trained as a CEOP Education Ambassador.
- IT is constantly changing, and it is important to keep up to date with new developments.
- The school has a variety of resources such as Lego WeDo, BBC Micro:bit, Flexitree, data loggers and e-book creator. The school is also looking at 3D printing courses and would like to have a 3D printer in school.

Q. How does the Computing lead keep up to date with the latest developments?

R. She is a member of lots of forums and groups and attends training regularly. It is important to decide on the priorities for the school as there is an overwhelming choice of resources available.

Q. Does the computing lead receive non-contact time to develop the subject?

R. Yes, 45 minutes every other week.

Q. Do children with SEND use IT equipment?

R. Yes, they use equipment as appropriate and additional resources are available.

Q. Does the school discuss e-safety in assemblies?



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| | <p>R. It can be difficult to do this appropriately with a wide age-range of children. The school is more likely to talk to classes or small groups of children.</p> <p>Q. How can the school help parents? Some are not aware of the risks of their children using the internet.</p> <p>R. The school has a responsibility as part of safeguarding to keep children safe online. Children are taught what to do if they see something inappropriate online. In addition to the parental workshops, the school could consider signposting parents to relevant links and information.</p> <p>Q. Does the school also discuss with children what is a healthy amount of screen time?</p> <p>R. Yes, and it also discusses the types of apps which the children should be using. It is important the children are aware of both the positive and negative aspects of IT and that they participate in a balance of activities.</p> <p>Q. Does LP have the opportunity to meet with computing subject leads from the other CAT schools?</p> <p>R. It had been hoped to start this prior to Covid-19. The Trust is now looking at having subject leads across the Trust.</p> |
| ACTION | |

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| AGENDA ITEM 7 | 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 safeguarding curriculum update: Online safety This item was discussed under agenda item 6.</p> <p>Road Safety Parking outside school is an issue and the school is discussing this with its children's safeguarding group to gain their views. LD raised the consultation regarding the "20's Plenty" scheme in Knutsford and requested that the school promote it through its newsletter.</p> |
| ACTION | Principal to include link to the "20's Plenty" consultation in the newsletter. |

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| AGENDA ITEM 8 | GOVERNANCE AND RISK |
| Discussion | <p>Governor Training Governors noted that a new training link governor was required since Lauren Smith resigned.</p> <p>Governor Visit Reports The following monitoring reports had been shared prior to the meeting: AT-Health and Safety PL-EYFS CW-SEND</p> <p>AT -Health and Safety 22.01.24 AT highlighted the following points:</p> |



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| | <ul style="list-style-type: none"> • It had been good to walk around the site with the site manager. There were no significant issues to report. • The water closure is in an inaccessible place. • Some kitchen equipment is owned by Cheshire East and so they should carry out the necessary checks. The site manager would check this with Cheshire East. • Waste bins are positioned appropriately. <p>PL -EYFS 21.11.23 This visit had been reported on at a previous meeting.</p> <p>CW-SEND 24.01.24 CW highlighted the following points:</p> <ul style="list-style-type: none"> • It had been very impressive to see how the school is enabling all children to access the curriculum. • This is done through a variety of means such as the allocation of teaching assistants, placement of furniture and bespoke interventions. • She had visited the nurture provision. • The next visit would consider children's support and EHC plans. <p>BW informed governors that she checks the SCR termly with the SBM. A consistent format is used across the Trust. Ofsted did not raise any concerns around the SCR. A rolling programme of renewing DBS checks is in place.</p> <p>Declarations of Interest Governors were reminded to update/re-confirm their declarations of interest after each meeting.</p> <p>Membership</p> <ul style="list-style-type: none"> • Governors noted that no terms of office are due to expire before the next meeting. • Laura Power had been elected unopposed as staff governor with effect from 05.02.24-04.02.28 • The Principal would ask for expressions of interest for a parent governor. • Laura Power would be added to GIAS to replace Lauren Smith as staff governor. <p>The Principal would discuss clerking arrangements with the Trust for 2024-25. The school purchases clerking services from Cheshire East and the current clerk is leaving the service at the end of this academic year.</p> |
| ACTION | Principal to seek expressions of interest in a parent governor vacancy. |

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| AGENDA ITEM 10 | 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>Spring 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 LP left the meeting.
The meeting moved to the Part Two agenda.

Signed: Bridget Wall

Dated: 26.3.24