

PART ONE MINUTES OF THE LOCAL GOVERNING BODY MEETING – MEETING 7	
Date	Thursday 2 nd May 2024 5:00pm
Venue:	The School

Attended (Governors): Bridget Wall (BW) Ann Hollingsbee (AH) Simon Cotterill (SC) Pamela Larner (PL) Sarah Jeffery (SJ) Laura Power (LP) Andrew Tully (AT) Lesley Dalzell (LD) Catherine Williams (CW) Apologies n/a Absent n/a	Chair Parent governor, Vice Chair Principal Co-opted governor Staff governor Staff governor-left at the end of part 1 Co-opted governor Co-opted governor Parent governor
Also in attendance Sue Pomeroy (SP) Debbie Tomkinson (DT) Michelle Boyd	Clerk to governors CAT Director of Governance-left at the end of part 1 Potential new governor, observing-left at the end of part 1

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. All governors were present at the meeting; there were no apologies to receive. The Chair welcomed Debbie Tomkinson and Michelle Boyd to the meeting and asked governors to introduce themselves.

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 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
Discussion:	The Part One minutes of the LGB Meeting held on 26 th March 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 26 th March 2024 be accepted as a true and accurate record.

AGENDA ITEM 4	REVIEW OUTSTANDING ACTIONS
Discussion:	Governors reviewed and updated the action log.
DECISION	RESOLVED: The action log had been appropriately updated.

AGENDA ITEM 5	EDUCATIONAL PERFORMANCE
Discussion	<p>Information on Reception admission numbers The Principal reported that 45 applications for Reception places in September 2024 had been received in total, 23 of which were first choice applications. The rest are a mixture of second and third choices. There was a waiting list of 8 as of this morning. One family who had accepted a place for a child in Nursery have moved. Numbers could change before September 2024.</p> <p>Admission numbers across Knutsford are down and none of the Primary Schools are expecting to be full.</p> <p>Update on Spring Term pupil attainment and progress The LGB outcomes report had been circulated on Governor Hub prior to the meeting. BW confirmed that she had visited school to discuss the report with SC.</p> <p>The Principal explained that the school has moved from using the Insight assessment system to using FFT at the request of the Trust. The Trust justified its choice of FFT, but the school is finding it difficult to navigate and to interpret the information it provides. The school has retained the Insight system and will use it alongside FFT.</p> <p>Q. Are other schools in the Trust experiencing the same issues? R. It is a mixed picture. The school is aware that another school is also retaining Insight.</p> <p>The Principal highlighted the following points:</p> <ul style="list-style-type: none"> • Attendance has increased this year. • The children from Year 1 to Year 6 complete age-appropriate assessments in Reading and Maths. Writing assessment is ongoing. • A raw score is achieved which is then converted to a scale and standardised. • Teachers then apply their knowledge of the child to reach a teacher assessed grade. • The school has found that the majority of the children achieve better on the tests than on teacher assessment. <p>Q. Is the school aware of the reasons for the mismatch? R. It could be that the test level thresholds are not correct or that the paper is too easy. All the tests are NFER which is a national product with a large data base. The school is investigating whether other products are available and is talking to other schools about what they use.</p> <ul style="list-style-type: none"> • Pupil progress meetings are held with individual teachers and SJ and SC. The progress of all children is considered, alongside a focus on groups such as disadvantaged. SEND, gender etc. <p>Q. Has the school discussed the issues with the other schools in the Trust and with the CEO? R. At present there is not an assessment hub within the Trust and so the issues with the assessment system have not been formally discussed. The Principal will raise the matter with the CEO.</p> <p>Q. There are a number of areas highlighted as red in the report. Is the school concerned?</p>

	<p>R. Writing is the area of concern. It takes a long time for the children to make progress in this area and for the school to see the evidence. The SLT are having conversations with teachers over whether they should be assessing the children on where they are now or where they are predicted to be by the end of the year.</p> <ul style="list-style-type: none"> A different system of assessment is used for children with SEND. They make smaller steps of progress and Pivots is used to record these. <p>Q. Has the school seen any evidence of a positive impact of the vocabulary project on children's Writing?</p> <p>R. The school has noted an impact on reading and in conversation with pupils. The work on vocabulary was noted in the recent peer review visit. The target words are regularly highlighted in assemblies.</p> <p>Q. Is Pathways to Write fully embedded?</p> <p>R. Yes.</p> <p>Q. Would the school consider also using Pathways to Read?</p> <p>R. This is not required as reading is not an area of concern in school. Also, the subject leader is on maternity leave and this would not be a good time to introduce a change.</p> <p>Assessment link governor report BW had discussed the data report with SC. Governors discussed whether a panel of governors could fulfil the assessment link governor role.</p>
ACTION	<p>Principal to discuss issues with the FFT assessment system and NFER tests with other HT's and CEO.</p> <p>Principal to discuss the possibility of forming an assessment hub with the CEO.</p>

AGENDA ITEM 6	HR/FINANCIAL/BUSINESS PERFORMANCE
	<p>Approval of expenditure under the Scheme of Delegation There was no expenditure for approval at this meeting.</p> <p>Update on teacher's mid-year appraisals The Principal confirmed that mid-year appraisal reviews had taken place.</p> <p>Update on Headteacher's mid-year performance management review The Principal confirmed that his mid-year performance management review had taken place.</p>
ACTION	Principal to check whether there are any items of expenditure to approve at the next meeting.

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>SEND CAT Review</p>

	<p>The CEO had confirmed that there was no SEND CAT Review to receive and therefore, that there would not be a SEND Link Governor Report.</p> <p>SEND Link Governor Report See above.</p> <p>The Principal informed governors that a CAT Peer Review had taken place (date?). This is an annual event and involves 3-4 staff from the Trust and other CAT schools spending the day in school to look at specific areas. Writing and Science were chosen as the areas for the review, with a particular focus on children entitled to Pupil Premium funding and those with SEND. The report has not yet been received but the verbal feedback was very positive, and the CEO rang the school to extend his congratulations. The Director of Education, who led the review, has since contacted the school to request that staff from other schools come to observe the practice at Manor Park. Next steps will be included in the report. Positive aspects highlighted included:</p> <ul style="list-style-type: none"> • Consistency • Behaviour • Transition points • Caring attitude of staff • Standard of teaching <p>Report on impact of changes to Behaviour Policy The Principal explained that the Behaviour Policy had been revised in the summer term 2023 and the changes implemented in the autumn term 2023. Further reviews had taken place at the end of the autumn term 2023 and spring term 2024. A final review would take place in summer term 2024.</p> <p>The Principal highlighted the following points:</p> <ul style="list-style-type: none"> • Overall, behaviour and attitudes to learning are good in school. • There has been a positive impact in the classroom and learning behaviours are discussed. • There are a few issues at lunchtimes, and this is a common problem in schools. • Parents are now contacted by telephone if there is a need to discuss their child's behaviour, rather than being approached on the playground. <p>Q. Do the play leaders follow the Behaviour Policy? R. They have received training and have a feedback system. They know to approach a member of the SLT rather than a class teacher if there is an issue they need support with.</p> <ul style="list-style-type: none"> • The aim to reduce the number of children being sent to members of the SLT for behavioural issues has had some impact on teacher workload. There is a set process for referring children to the SLT. <p>Q. Has the school introduced anything to replace stars/stickers? R. Postcards are sent home and there is a recognition wall and a reward assembly on Friday. The school wanted to move away from the notion of children doing things just to receive a sticker. House points are now a greater feature, and the winner is announced each week.</p> <p>Q. How can the school ensure that parents know if their children are doing well? Some do not talk to their parents about what happens at school. R. The school would consider this and look into the recognition stickers suggested by BW.</p>
ACTION	Principal to consider use of recognition stickers.
AGENDA ITEM 8	GOVERNANCE AND RISK

<p>Discussion</p>	<p>Governor Training Governors noted the CAT Governor Conference to be held on 21st June 2024 at 9:00 am-12:30 pm. Venue: Whitby Hall, Ellesmere Port. DT stated that it is hoped to make this an annual event.</p> <p>The clerk reported that she had checked the training requirements for the safeguarding link governor with the Director of Governance and there are none beyond completing the NGA course.</p> <p>DT provided a governance update:</p> <ul style="list-style-type: none"> • A training programme is being developed with essential courses for link governors and this would be issued shortly. • Governors should also use the skills audit to identify appropriate courses on the NGA Learning Link. • As the Trust grows, it is moving away from having link Trustees to establishing hubs for areas such as SEND, Safeguarding and Health and Safety. These hubs would meet once per term on Teams with the link Trustee for each area. This is being trialled and invitations would shortly be sent to safeguarding and SEND link governors. • The annual planner has been revised and there is an option to reduce from nine LGB meetings per year to seven. Governors can decide and the clerk inform DT. <p>Governor Visit Reports AH-English The report had been shared on Governor Hub. AH highlighted the following points from her report:</p> <ul style="list-style-type: none"> • This had been a short visit to see the handover between the subject leader who is going on maternity leave and the teacher who is taking over in her absence. • There has been lots of communication and transition time planned in for the handover. <p>Q. Is the teacher taking over as subject leader experienced? R. Yes, she is a Year 6 teacher and has a good understanding of the end points in Primary School. She will receive appropriate support in the role.</p> <p>CW informed governors that she had visited school yesterday in her role as SEND link governor. She provided a verbal report to the meeting:</p> <ul style="list-style-type: none"> • She had reviewed the SEND action plan. • Discussions had taken place around the changes to the funding and the introduction of a banding system and the implications of this for the children. • A further visit will take place in the summer term 2024. The school is in discussion with a special school over the use of a scheme for English for pupils with SEND. It will be adapted to suit the needs of the children at the school if staff feel that it is appropriate. • The school provides bespoke SEND provision which meets the needs of the children, but it will be challenging to maintain this level of provision due to budgetary issues. <p>CW had also spoken to the SBM to arrange a GDPR link visit.</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. • There were no changes to the membership of the board. • There are three vacancies on the LGB. The Principal had asked for expressions of interest in the parent governor vacancy but none had been received. Michelle Boyd had subsequently been approached as a potential parent governor and had attended this meeting as an observer. She would contact the Principal following the meeting to confirm whether she wanted to join the board. <p>Appointment of Clerk 2024-25</p>
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	It was confirmed that CAT would provide clerking services to the school for 2024-25. Governance details It was confirmed that governor details are up to date on GIAS and on the school website.
ACTION	Governors to decide whether to reduce the number of meetings from 9 to 7 in 2024-25. Governors to appoint a panel of governors to fulfil the assessment link role.
AGENDA ITEM 10	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:	The dates of the LGB meetings for 2023-24 were confirmed as: Wednesday 12 th June 2024 (This is a change from the original date of 13th June 2024) Thursday 11 th July 2024 All meetings to take place in school at 5:00 pm.

The meeting moved to the Part Two agenda.

Signed: Budget Wall
Dated: 12-6-24