

PART ONE MINUTES OF THE LOCAL GOVERNING BODY MEETING – MEETING 8	
Date	Wednesday 12th June 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) Lesley Dalzell (LD) Catherine Williams (CW) Michelle Boyd (MB)	Chair Parent governor, Vice Chair Principal Co-opted governor Staff governor Staff governor-left at the end of part 1 Co-opted governor Parent governor Parent governor
Apologies Andrew Tully (AT)	Co-opted governor
Absent n/a	
Also in attendance	
Sue Pomeroy (SP) Fiona McCall (FM)	Clerk to governors. SBM, left at 5:39 pm

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.
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 2 nd May 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 2 nd May 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.
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AGENDA ITEM 5	EDUCATIONAL PERFORMANCE
Discussion	<p>Receive peer review report-24.04.24</p> <p>The report had been shared on Governor Hub prior to the meeting. The Principal highlighted the following points:</p> <ul style="list-style-type: none"> • The review had been a positive experience for the school. • The team had consisted of four members-Kate Doyle, Jill Sach, Laura Robinson and Jess Thomson. • It had reviewed science, writing and SEND and disadvantaged pupils across all subjects. • The school has already started to address the areas of development highlighted in the report. The school agrees with the findings of the review but some of the improvements required are minor tweaks. The curriculum for the nurture group is the main area. SJ would visit Hebden Green Special School to look at their Pathways Curriculum to see whether it could be adapted for use with the nurture group. • The main issues to consider with the nurture group are, is it inclusive, is it affordable, does it have an impact? The school are committed to maintaining the nurture group provision and will adapt it according to the staffing capacity available. • Kate Doyle (Director of Education) had commented on the consistent approach followed in many areas across the school, for example in phonics, and has recommended that other schools in the Trust visit to observe practice at Manor Park. <p>Q. Does the review and the highlighted areas link to the SQM and the projects?</p> <p>R. The SLT had already started to review the SQM and evaluate the projects. There were no items in the report which were significant enough to warrant a separate project.</p>
ACTION	

AGENDA ITEM 6	HR/FINANCIAL/BUSINESS PERFORMANCE
	<p>School Business Manager's Report</p> <p>The report had been shared on Governor Hub prior to the meeting. The SBM informed governors that she had met with AT to review the budget and that he did not have any concerns. She highlighted the following matters from her report:</p> <ul style="list-style-type: none"> • Income exceeded budget projections by £35,570, resulting from grants including Homes for Ukraine, MSAG (Mainstream Schools Additional Grant) and TPECG (Teachers' Pension Employer Contribution Grant). • There was an overspend on staffing due to additional teaching assistants. • Indirect staffing costs were also overspent due to increases in pension and national insurance costs. • Savings were made on premises costs due to the school employing an assistant caretaker. • Supplies and services was overspent, partly due to the purchasing of Clicker. This is an investment over 3 years to benefit the pupils. • The forecast outturn for 2023-24 is an overspend of £136k. • There had been concern over a reduction in pupil numbers in the Nursery. However, these have now improved. The forecast outturn for Nursery for 2023-24 is £26k. It needs to be remembered that all costs for nursery come out of the main school budget. • Revenue summary-net expenditure-£110k overspend. • All the desktop computers in the ICT suite have been upgraded at a cost of £21k. • The asset register would be reviewed by the SBM in the summer holidays 2024.



	<ul style="list-style-type: none"> • GDPR-CW and FM would meet to review by the end of this academic year. There had been no reportable breaches. <p>Budget setting 2024-25</p> <ul style="list-style-type: none"> • The proposed budget is included in the report for governors to recommend to the Trust Board for approval. • Grant income is detailed in the report. • The school will have one class per year group. • An increase in teacher costs of 3% has been assumed. The teachers pay award for 2024-25 has not yet been announced. • The support staff pay award has also not yet been settled. An increase of £1,290 per pay point has been assumed. • 2024-25-Main school net expenditure is an overspend of £36k. • 2024-25 Nursery net expenditure is £10k. Pupil numbers in Nursery are expected to remain stable over the next three years. Session fees will rise from £14 to £16 but this is still less than other providers in the town. • From September 2025, following the consultation process, Manor Park's PAN will reduce to 210 to allow the school to become one form entry. <p>Q. Could the school then refuse to admit pupils if a year group is full? R. The PAN applies only to the year of entry. The school may experience more admissions appeals and will need to ensure that appropriate procedures are followed.</p> <p>Q. What are pupil numbers like in other local Nurseries? R. The school does not have this information. It is aware that the pre-school at Egerton is joining the main school.</p> <p>Q. What is happening with the Knutsford Hub/Children's Centre? R. A new teacher will be in Nursery from September 2024 and will review and Nursery Hub in the children's centre and develop it alongside the school's SLT.</p> <p>Risk Register (for information) The SBM explained that RAMP indicators had been revised.</p> <p>Capital Funding Plan for the next academic year for governors' information. Capital-With a carry forward of £11,761 the school will focus on building improvements. The children's bathrooms on the ground floor need refurbishing, and it is planned to repurpose a spare classroom into a dedicated art room. A recent DfE site visit had identified the toilets as needing upgrading.</p> <p>Governors recommended the 2024-25 budget to the Trust Board for approval.</p> <p>Approval of expenditure under the Scheme of Delegation: Headteachers 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.</p> <p>There was no expenditure to approve at this meeting.</p> <p>Governors thanked the SBM for her report.</p> <p>FM left the meeting at 5:39 pm.</p>
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AGENDA ITEM 7	VISION AND STRATEGY
Discussion	Update on Equality Objectives This item was deferred to the July 2024 LGB meeting
ACTION	Clerk to add update on equality objectives to the July LGB agenda. SC to provide a report on equality objectives at the July 2024 LGB meeting.

AGENDA ITEM 8	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>CAT Annual Safeguarding Update The report had been shared on Governor Hub prior to the meeting. The Principal highlighted the following points:</p> <ul style="list-style-type: none"> • Staff had received First Aid training at an INSET Day last week. Following this the SLT had made minor adjustments to procedures. • Mrs Thatcher is continuing to grow and develop in the DSL role. She is taking on more responsibility for higher level safeguarding issues but will still feedback to SLT. For example, she will complete the S175 Safeguarding audit. • Attendance at Manor Park is higher than the whole Trust average, although PA is also higher. • In light of the Head Teacher leaving the school in the Summer, the SLT will be reviewing whether to increase the number of staff trained in safer recruitment. • The S175 safeguarding audit has been completed. • The Single Central Record is up to date. BW would check it on her next visit on 28.06.24. • Neglect is the main safeguarding concern and emotional abuse is a growing issue. This is often linked to parental mental health issues. <p>Q. Does the school receive notification from the police regarding domestic violence incidents? R. Yes, the school receives an email from the police. Once the school has been contacted it will contact the adults involved and offer help.</p> <p>Q. Are notifications received at a consistent level across the year, or does it vary? R. There is generally an increase at Christmas time and during the summer holidays.</p> <p>Q. Does the curriculum cover domestic violence? R. Not specifically but what constitutes healthy and unhealthy relationships is discussed. Children in school also know who to contact if they have concerns. This is usually their class teacher.</p> <p>Q. Do staff receive training on domestic violence? R. The Level 2 safeguarding course includes training on this.</p> <p>Safeguarding link governor visit report BW will carry out a monitoring visit on 28.06.24 and will report back to governors at the next meeting.</p> <p>Termly update on suspensions/exclusions The principal informed governors that there had been one fixed term suspension of two days.</p>



	<p>Q. Has the child returned to school? R. Yes. A return to school meeting took place and the provision was reviewed. A bespoke plan is now in place.</p> <p>Q. Has the suspension had an impact? R. Suspension alone will not have an impact, but the school had to issue the suspension in line with its Behaviour Policy.</p> <p>Q. What will happen if there is another incident? R. A further suspension could be issued.</p>
ACTION	BW to provide safeguarding link governor report at the next LGB meeting in July 2024

AGENDA ITEM 9	GOVERNANCE AND RISK
Discussion	<p>Governor Training</p> <ul style="list-style-type: none"> 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. BW had had a one to one with Janet Myers (Chair of CAT Trust Board) which had been very useful. BW had completed the NGA Chair's course. Governor roles and responsibilities would be discussed at the July 2024 meeting to ensure roles had been allocated for the start of the new school year. <p>Governor Visit Reports There were no reports to receive at this meeting.</p> <p>Assessment Link Role It was confirmed that BW and AH would take on responsibility for assessment. BW would arrange a meeting with the assessment lead in school.</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. Michelle Boyd was appointed as a parent governor with effect from 12.06.24. It was confirmed that her DBS check had been completed. There are two vacancies on the LGB which could be filled by either one parent or co-opted governors (one or two). The clerk would ask the Trust clerk to add Michelle Boyd to GIAS. The school need to add her to the website. <p>Meeting Dates</p> <ul style="list-style-type: none"> Suggested meeting dates for 2024-25 had been circulated. Amendments were requested and the clerk would liaise with the Trust clerk over the pattern of meetings and dates for 2024-25. <p>Governor expenses</p> <ul style="list-style-type: none"> There were no expenses to review. <p>LGB Impact Statement</p> <ul style="list-style-type: none"> It was noted that the impact statement for 2022-23 required uploading to the school website. BW would complete the statement for 2022-23.
ACTION	<p>Clerk to add governor link roles to the July 2024 LGB agenda.</p> <p>Clerk to contact Trust clerk re meeting dates.</p> <p>BW to arrange meeting with assessment link governors and assessment lead.</p>



DVT to complete impact statement.
SC to upload previous impact statement to the school, website.
Clerk to complete actions for the new governor.

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 date of the remaining LGB meeting for 2023-24 was confirmed as: Thursday 11 th July 2024 at 5:00 pm.

The meeting moved to the Part Two agenda.

Signed: Bridget Wall
Dated: 11-7-24