

**PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING – MEETING 10**

Date	Thursday 8th July 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) 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-joined at 5:10 pm Staff governor-left at the end of part one Staff governor
Apologies	
Jenny Hopkinson (JH) Paul Deakin (PD)	Co-opted governor Co-opted governor
Also in attendance	
Steve Ellis Karen Crosland Bridget Wall James Wilde Sue Pomeroy	CEO, CAT-joined at 5:40 pm School Business Manager-left at the end of part one Observing-left at the end of part one Y6 teacher (observing)-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. PD sent apologies after the meeting. The Chair welcomed Bridget Wall and James Wilde to the meeting. Bridget Wall has been identified as a potential new governor to replace PJ whose term of office expires on 31.08.21. She is a teacher with a long and varied career. She has also worked on mental health and well-being projects with pupils at the school.

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 27 th May 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 27 th May 2021 be accepted as a true and accurate record.

AGENDA ITEM 4	REVIEW OUTSTANDING ACTIONS
Discussion:	Governors reviewed the action log and the following matters were discussed: <ul style="list-style-type: none"> • The action to source a used interactive whiteboard for the Explorer class is carried forward. KC will contact the school's IT technician to follow up on this. • Governors were reminded to complete the NGA Safeguarding course by October 2021. RW will re-send the link if required. The Principal will identify a SCIES course for the Chair to complete.
DECISION	RESOLVED: It was confirmed that all other actions were met and closed as appropriate.
ACTION	<ul style="list-style-type: none"> • SBM to contact IT technician regarding sourcing a used interactive whiteboard for the Explorer Class. • Principal to contact SCIES team regarding a safeguarding course for the Chair to complete. • Governors to contact RW if they require the link to the NGA safeguarding course.

JG joined at 5:10 pm.

AGENDA ITEM 5	HR/FINANCIAL/BUSINESS PERFORMANCE
Discussion	<p>Report from link finance governor</p> <p>JG provided an update to governors:</p> <ul style="list-style-type: none"> • A meeting was held with JG, KC, LJ, SE, and the Principal to consider the budget • KC produced a Business Manager's report which was circulated prior to the meeting via MS Teams • The 3-year budget plan is positive overall • 2021-22 and 2022-23 are showing in-year deficits. This is based on worse-case scenarios and is largely due to the Nursery figures. The Nursery is a beneficial aspect of the school as it attracts pupils into the school, provides a good educational foundation and the staff have a positive impact. However, it does run at a deficit and represents a cost to the school. This is not a new situation and has been highlighted since conversion to academy status as the Trust stipulates that Nursery finances be reported separately to the main school figures. The Nursery would need to be full every day to avoid running at a deficit and this is an unrealistic expectation. • No school visits/residential are planned to take place this academic year. A full refund of £1,487.98 was received for the deposit paid for the cancelled Year 6 residential. • The settlement figure owing to school from Cheshire East at 31/12/20 is now confirmed at £127,109. This was £15,000 more than estimated due to an autumn term Nursery funding adjustment and alignment of ChESS charges. • DFC funding of £6,650 was received in June 2021. There are no plans to spend this in the current academic year and it will be carried forward into next year. • Grant Expenditure: <ul style="list-style-type: none"> • Covid-19 Catch Up Grant of £17,600 has all been allocated • Sports Grant - £11,873. £11,491 has been spent/committed and £382 will be carried over to 2021/2022. The funding has been used for CPD, coaching, new equipment, clothing and storage. • Pupil Premium (PP) funding of £105,942 has been used to narrow the gap and has funded the Learning Mentor, staffing to run intervention programmes, small class breakout sessions, one to one work and on children accessing extra-curricular clubs which provide additional experiences for the children. • A governor is required to monitor the asset register. JG offered to do this. • An internal audit took place around six weeks ago and the school is awaiting the formal report. No issues were highlighted. • Schools Financial Benchmarking Tool-the DfE have updated their benchmarking tool which can be used by governors to benchmark their schools' financial and performance position against relevant comparators. It is more useful now as it contains current data but still does not provide any contextual information.

	<ul style="list-style-type: none"> The combined 3-year budget forecast is showing a deficit of around £11,000 at the end of 2023-24. <p>Governors were asked to recommend the 2021-22 budget, with a net surplus £153,769, for approval by the Trust board.</p> <p>Q. Are there any areas in which the school would like to invest but is prevented from doing so by budgetary restraints?</p> <p>R. The main priorities are books, IT and outdoor learning (OPAL project). There are grants available to the school and the MPSA has been approached to support the school to purchase new books.</p> <p>Governors thanked JG for the update and KC for the detailed Business Manager's report.</p> <p>The Risk Register and GDPR were addressed in the School Business Manager's Report.</p> <p>The Capital Funding Plan was deferred until the autumn term 2021.</p>
DECISION	RESOLVED: That the 2021-22 budget be recommended to the CAT board for approval.
ACTIONS:	<ul style="list-style-type: none"> JG to monitor the asset register in the autumn term 2021. KC to circulate the audit report when it becomes available.

AGENDA ITEM 6	VISION AND STRATEGY
Discussion	<p>Update on CAT/LGB Vision</p> <p>The Principal informed governors that the school's revised vision has been finalised and is ready to be shared with all stakeholders.</p> <p>SDP Update</p> <p>The Principal informed governors that the SDP was uploaded to the calendar on MS Team yesterday. The SEF and SDP are now combined into one document. Some priorities have been rolled forward from the previous SDP.</p> <p>Main priorities: Quality of Education-phonics, Reading, SEN Behaviour-OPAL project Leadership and Management- strategic development of the Nursery, curriculum development and the role of middle leaders EYFS-new framework and outcomes</p> <p><i>SE joined at 5:40 pm</i></p> <p>The Principal explained that the SLT are all involved in drawing up the SDP.</p>
ACTIONS:	<ul style="list-style-type: none"> Principal to organise the governance files on MS Teams to replace the current Governor Hub structure.

AGENDA ITEM 7	EDUCATIONAL PERFORMANCE
Discussion	<p>Update on summer term pupil attainment and progress</p> <p>The Principal provided an update to governors on pupil progress:</p> <ul style="list-style-type: none"> All pupils have been assessed using Star Assessments and teacher assessments. The STAR assessments are computer based for Reading and Maths. Traditional test papers have also been used and a final judgement made. The school is pleased with the results from the entry data from the autumn term 2020. The impact on Writing from the lockdown is taking longer to address than in other subjects.

- The impact of the lockdown is most evident in those children who did not engage with the remote learning. The children who were in school during the spring 2021 lockdown and those who did engage with remote learning reached expected levels.
- The school has implemented significant intervention programmes to achieve these results. Covid-19 Catch-Up funding has been used to fund additional adults to deliver phonic interventions.
- Year 6 data is strong.
- 83% of Year 2 children passes the phonic test.

Q. Is the phonics result around national average?

R. Yes, although there is no official data for this year. The school has made good progress with phonics over recent years; it has risen from around mid-60% to mid-80%. It is important to remember that the phonic test took place later than in previous years; in the autumn of Year 2 rather than summer of Year 1.

Q. Is more detailed assessment data usually made available to governors?

R. Yes, but there is currently limited capacity in the SLT currently due to Covid-19 related issues. The Year 6 Reading, Writing Maths combined figure is 72% and is around the national average. This represents a significant increase from several years ago when the combined figure was in the mid-50's. The school is expecting this upward trend to continue.

Q. Will the school be setting pupil attainment targets in the autumn term 2021?

R. Yes, aspirational targets will be set using existing data and FFT targets. There will be no Key Stage 1 prior attainment data available for some Year groups. There is a core group of pupils who are below expected levels and who will require additional support from the school.

Q. Is this group of pupils likely to engage with support programmes?

R. The school is confident that it can deliver bespoke programmes effectively to these pupils as long as attendance in school remains good and pupils are not required to isolate.

Q. Is there any value in sharing the good news about pupil attainment with the wider community?

R. It could be worth sharing this with parents in the end of year newsletter, but the school needs to be cautious about sharing unvalidated data.

Q. Has the school needed to narrow the curriculum in order to achieve these results?

R. The school has generally followed the full curriculum, but some minor aspects have not been covered. For example, swimming lessons have not been taught. There has been an increased need for pastoral support as the school has seen an increase in domestic violence and safeguarding incidents which have an impact on SLT capacity.

- The school is experiencing attendance issues with a core group of children and is following the Attendance Policy. Fixed Penalty Notices are recommended in the policy, but Cheshire East do not support issuing them.
- The development of Foundation subjects and middle leaders will be a focus for 2021-22 and INSET time will be allocated to this.
- A coaching day was held for all subject leaders. It was a valuable session and will be repeated each term.
- Sports week was held and was greatly enjoyed by the children.
- The school has been successful in its EHCP applications and there are now six children in school with a plan and a further three expected. Some of these children are in the Explorers class whilst others have emotional and social issues. The funding associated with EHCP's helps with the running costs of the Explorers class.

AGENDA ITEM 8	COMPLIANCE AND SAFEGUARDING
Discussion	<p>Chair's Action There was no Chair's action to report since the previous meeting.</p> <p>Principal's Action There was no Chair's action to report since the previous meeting.</p> <p>Quality Assurance Document Governors approved the Quality Assurance Document which had been prepared by the Principal and the Chair.</p> <p>Staff Survey Results The school received 22 responses to the staff survey which was based on the OFSTED questions. The results were positive.</p> <p>Q. How many staff were issued with the survey? R. Around 32. It was an anonymous survey.</p> <p>The results have been shared with the staff. The staff know that the SLT is very supportive and they are confident that they have someone to speak to if they have concerns. It has been a challenging year, but it is a happy school with staff who care for the children.</p> <p>Governors commented that the survey results are pleasing, considering that staff morale was low several years ago when the current Principal was appointed. The Principal responded that the SLT is not complacent and regularly reviews the situation. The Trust have also offered well-being support and incentives to staff which have been greatly appreciated.</p> <p>The past three weeks have been difficult with staff having to self-isolate, but everyone has worked together to ensure the smooth running of the school.</p> <p>Staffing Structure The staffing structure is available on Teams. Reports have been issued to parents and parents and children informed of which class they will be in next year and who their teacher will be. Several teachers in Key Stage 2 have changed year group. Staff were asked for their preference and the school was able to accommodate most requests.</p> <p>Q. Will the school keep the classes the same next year? R. It is good for staff to move year group, but not too often. The current arrangements will be maintained as far as possible next year.</p> <p>Parent Survey Results The Principal reported that the results of the Parents Survey are also positive. 47 responses were received, and the majority agreed or strongly agreed that the school is doing a good job. The comments have been shared with staff.</p> <p>Q. The views of parents and staff are positive: has the school noticed a change in how the school is perceived in the wider community? R. Nursery numbers are increasing but there is still a negative perception of the school in the wider community. It is disappointing that families who visit the school and are impressed with the education on offer, then do not choose the school for their children.</p> <p>SE commented that the school is now highly regarded by parents in the immediate community and this was not the case in the past. The next step is to aim for all families in the catchment area to choose the school and then to reach out to the wider community.</p>

	<p>Annual Report from Safeguarding Governor It was confirmed that the Principal and Chair (also the safeguarding governor) had met to complete the report. The Chair commented that he is pleased with the school's approach to safeguarding and that there are robust procedures in place to deal with concerns.</p> <p>Safeguarding record of visit The Safeguarding record of visit from SE is available on Teams. SE discussed CPD for staff with the Principal and areas for improvement.</p> <p>SE highlighted the following safeguarding matters to governors:</p> <ul style="list-style-type: none"> • Governors are required to complete the NGA safeguarding course • On-line safety is a priority. There have been two instances across the trust of parenting issues related to the use of social media. • Governors need to be aware of the risks from radicalisation and extremism. • A Trust-wide annual safeguarding report is produced. • Governors are required to read part one of the Keeping Children Safe in Education (KCSiE) document. The principal stated that the SCIES team have provided an update which will form part of the INSET day in September 2021. <p>Policies Governors received the CAT Governor Expenses Policy which had been circulated prior to the meeting.</p>
--	---

AGENDA ITEM 9	GOVERNANCE
Discussion	<p>LGB Membership PJ's term of office expires on 31.08.21. The Principal and Chair thanked PJ for his long service as a governor and support to the school. PJ stated his intention to continue to support the school.</p> <p>Bridget Wall was appointed as a Co-opted governor with effect from 01.09.21 for a period of 4 years.</p> <p>Nominations for Vice Chair CW was nominated for the role of Vice Chair in the election to be held in the autumn term 2021.</p> <p>HT Performance Management Panel The panel was confirmed as SE, CLW and a Trustee.</p> <p>Governor Attendance Governor attendance is good. The clerk circulated an attendance report prior to the meeting. The Principal will contact JH to ascertain whether she wants to continue as a governor.</p> <p>Review of Governance The clerk will re-send the example of a Governance Review from another school in the Trust. A review will be presented to the LGB at the meeting in September 2021.</p> <p>Governor Training The Principal will complete the NSPCC Safer Recruitment course.</p> <p>Governor Visit Reports There were no further visit reports to receive since the last meeting of the LGB. Governors have been unable to visit the school due to positive Covid-19 cases.</p>

	<p>Governance Updates SE highlighted the following matters:</p> <ul style="list-style-type: none"> • A PowerPoint presentation and training materials are available in the Governor Hub section on Teams. They provide an insight into the OFSTED framework and how schools are using it for self-evaluation. • The Governor Hub section on Teams also contains a range of information for the LGB such as NGA training links, OFSTED materials, the LGB planner, website audit materials and LGB Scheme of Delegation. • The Trust is planning to offer at least one governor training session per term. • Training needs are discussed at the Chairs' meeting. • A letter from SE to the staff is available for governors to view on Teams. <p>SE reminded governors to contact him if they have any queries or concerns.</p> <p>The Principal informed governors that the school offered support to other schools last term on phonics, Power Maths and OPAL. SE stated that it is important that the schools in the Trust know where expertise lies and are able to share and support each other.</p>
<p>ACTIONS</p>	<ul style="list-style-type: none"> • Principal to contact JH re LGB membership • Clerk to re-send governance review example. • Principal and Chair to complete the impact statement for the September 2021 LGB meeting.

<p>AGENDA ITEM 10</p>	<p>ANY OTHER BUSINESS</p>
<p>Discussion:</p>	<p>There were no items of any other business tabled for discussion at the meeting.</p>

<p>AGENDA ITEM 11</p>	<p>DATE AND TIME OF NEXT MEETING</p>
<p>Discussion:</p>	<p>The dates and times of the LGB meetings for 2021-22 were agreed as follows:</p> <p>Autumn Term 2021 23rd September 2021 4th November 2021 8th December 2021</p> <p>Spring Term 2022 13th January 2022 16th February 2022 30th March 2022</p> <p>Summer Term 2022 5th May 2022 9th June 2022 14th July 2022</p> <p>All meetings to commence at 5:00 pm.</p>

James Wilde, Bridget Wall, Karen Crosland and Esther Holden left the meeting.

The meeting moved to the Part Two agenda.



Signed:

Dated: 23/9/21