

**PART ONE MINUTES  
OF THE LOCAL GOVERNING BODY MEETING – MEETING 2**

**Date** Thursday 4<sup>th</sup> November 2021 5:00pm

**Venue:** The School

<b>Invited to Attend (Governors):</b>	
Simon Cotterill (SC) Lee Williams (CLW) Bridget Wall (BW) Lesley Dalzell (LD) Esther Holden (EH) Sarah Jeffery (SJ)	Principal Chair of Governors Co-opted governor Co-opted governor Staff governor-left at the end of Part 1 Staff governor-left at the end of Part 1
<b>Apologies</b> Cathryn Walley (CW) Julie Griffiths (JG)	Vice Chair of governors Co-opted governor
<b>Also in attendance</b>	
Sue Pomeroy Pamela Larner (PL)	Clerk to governors Observer- left at the end of Part 1

<b>AGENDA ITEM 1</b>	<b>WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE</b>
<b>Discussion:</b>	The Chair opened the meeting and confirmed that it was quorate. Governors agreed that the apologies received from CW and JG be accepted. Paul Deakin and Richard Woollam were absent from the meeting. The Chair welcomed Pamela Larner to the meeting as an observer who is interested in joining the board. Pamela has an extensive background in education and is currently a Year 3 teacher.

<b>AGENDA ITEM 2</b>	<b>DECLARATION OF PERSONAL AND PECUNIARY/BUSINESS INTEREST (Statutory)</b>
<b>Discussion:</b>	There were no declarations of personal and pecuniary interest in relation to any of the agenda items.

<b>AGENDA ITEM 3</b>	<b>PART ONE MINUTES OF MEETING</b>
<b>Discussion:</b>	The Part One minutes of the LGB Meeting held on 23 <sup>rd</sup> September 2021 were agreed as an accurate record of the meeting, signed by the Chair and retained by the school.
<b>DECISION</b>	<b>RESOLVED:</b> That the Part One minutes of the meeting held on 23 <sup>rd</sup> September 2021 be accepted as a true and accurate record.

<b>AGENDA ITEM 4</b>	<b>REVIEW OUTSTANDING ACTIONS</b>
<b>Discussion:</b>	Governors reviewed the action log: <ul style="list-style-type: none"> <li>The SBM is liaising with JG regarding a monitoring visit to check the asset register in the second half of the autumn term 2021.</li> <li>The impact statement is in draft form. The Principal will finalise and circulate the document.</li> <li>It was confirmed that EH, LD, SJ, Sc and RW have completed the NGA Safeguarding course. CLW is in the process of doing so. Remaining governors were requested to complete the course by the December 2021 meeting of the LGB.</li> <li>Governors were requested to read Part 1 and part 2 of KCSiE by the next meeting of the LGB. The Principal will circulate a link to the document.</li> </ul>



	<ul style="list-style-type: none"> <li>It was confirmed that the Trust will use the outcome of the summer term 2021 parental questionnaire for its data collection purposes. The school will issue its own version. A staff questionnaire is not required until the summer term 2022.</li> </ul>
<b>DECISION</b>	<b>RESOLVED:</b> It was confirmed that all other actions, not addressed on this agenda, were met and closed as appropriate.
<b>ACTIONS</b>	<ul style="list-style-type: none"> <li><b>Principal</b> to complete the Impact statement by the next meeting of the LGB in December 2021.</li> <li><b>Remaining governors</b> to complete the NGA Safeguarding course and to read Part 1 and part 2 of KCSiE by the next meeting.</li> <li><b>Principal</b> to email link to the KCSiE 2021 document.</li> <li><b>Clerk</b> to discuss induction training for governors with the Trust clerk.</li> <li><b>Principal</b> to invite pupils to attend a LGB meeting in the summer term.</li> <li><b>Principal</b> to arrange a Parental questionnaire for the autumn term 2021.</li> </ul>

<b>AGENDA ITEM 5</b>	<b>HR/FINANCIAL/BUSINESS PERFORMANCE</b>
<b>Discussion</b>	<p><b>Governor monitoring report on the asset register</b> The SBM is liaising with JG regarding a monitoring visit to check the asset register in the second half of the autumn term 2021. A report will be presented at the December 2021 meeting of the LGB.</p> <p><b>CAT internal audit report</b> Governors received the internal audit report which was circulated prior to the meeting.</p> <p><b>Approval of expenditure under the Scheme of Delegation</b> There were no items of expenditure to approve at this meeting.</p>
<b>ACTIONS</b>	<b>JG</b> to monitor the asset register and report to governors at the December 2021 LGB meeting.

<b>AGENDA ITEM 6</b>	<b>VISION AND STRATEGY</b>
<b>Discussion</b>	The new 3-year SDP and SEF have been shared with governors and these documents represent the vision of the school. Priority 7 on the SDP will be refined. Capacity issues have meant that the monitoring schedule has yet to be implemented. The Principal requested that governors contact him to arrange to visit school to carry out a monitoring visit. The monitoring schedule is available on Teams. The Chair offered to co-ordinate the timetable for governor monitoring visits.
<b>ACTIONS</b>	<b>Chair</b> to co-ordinate governor monitoring visits to school during the second half of the autumn term 2021.

<b>AGENDA ITEM 7</b>	<b>EDUCATIONAL PERFORMANCE</b>
<b>Discussion</b>	<p><b>Analysis of Pupil assessment Data</b> The "LGB Outcomes Report" was circulated on Teams prior to the meeting. The Principal explained that this report is in a new format from CAT. He spoke to the report:</p> <ul style="list-style-type: none"> <li>There has been no statutory data published since 2019 due to the Covid-19 pandemic.</li> <li>The school's current internal data is strong, and it is hoped that external data will be published in 2022.</li> <li>Strengths of the school are as follows: <ul style="list-style-type: none"> <li>➤ Progress is strong</li> <li>➤ The children generally enter Reception with low starting points and the school adds value each year and pupils are at national average for attainment by the end of Key Stage 2.</li> <li>➤ The school is in the top 10% nationally for progress</li> </ul> </li> <li>School demographics:</li> </ul>



- 266 pupils on roll, including Nursery
- Almost 20% of pupils have SEND (figure is 14% nationally)
- 3% (8 children) have an EHCP (above national)
- FSM -33%
- Absence-slightly above national
- Persistent absentees-above national
- School attendance currently is 94% against 91% nationally, The Principal noted that it has been difficult to address attendance issues during Covid-19.

**Q. Does the school need to maintain a focus on improving attendance?**

R. The focus now is on reducing the rates of persistent absenteeism. The school is checking the figures against those pre- Covid 19 to ascertain whether there are any patterns and is then providing support to families where required. Cheshire East are not supporting schools to issue Fixed Penalty Notices and families are aware of this.

**Q. Are some children not attending due to anxiety issues?**

R. Attachment issues are associated with poor attendance and it is often the parents who do not want their children to attend school. The situation has been exacerbated by Covid-19.

**Q. Does the school signpost parents to relevant support?**

R. Yes, but not all parents make use of the support available.

**Q. Have any children not returned to school at all following the full re-opening of schools?**

R. One family decided to opt for home education in September 2020. The school contacted the family in the summer term 2021 and the family has decided to continue with home education.

**Q. Does the school still have responsibility for children who are home educated?**

R. No, the responsibility lies with the Local Authority.

Other points to note from the report:

- A greater percentage of children reach EXP as they progress through the school.
- There was some regression from the summer term 2021 assessments to the baseline assessments in autumn 2021 and this was more evident in Key Stage 1 than in Key Stage 2.
- Phonics and speech and language are focus areas for Year 1 and Year 2.
- Boys are generally performing better than girls, apart from in Year 6 and this is a cohort specific issue.

**Q. Are there high achieving children in Year 5 and Year 6?**

R. The school is confident that these cohorts will achieve well. Assessments will be carried out in 2 weeks' time and then an intervention plan will be devised. The Principal and SJ will carry out extra support for Maths and Reading. The activities will be fun and enjoyable for the children.

**Q. Is there a different assessment system for children with SEND?**

R. Some children with SEND are unable to access the STAR reader and Power Maths assessments. Pivots are used instead for these children.

**Q. Why are some children unable to access the other assessments?**

R. Academically, they are not working at the level of the tests. Pivots deal with small steps of progress and help teachers identify next steps. SJ will share the Pivots system with the SEN governor on the next monitoring visit.

**Q. How does the school evidence progress for children with SEND?**

R. This is done through book scrutiny, reading progress and talking to the children. Not every child with SEND is assessed using Pivots; they are used for those children who are working significantly below the level of their year group.

**Q. Were there some issues with the STAR Maths assessments?**

R. Yes, the school believes that they are not accurate as they tend to inflate the attainment level of the children. The school's concerns have been discussed with the Trust and an away day is planned to review the assessment system.

**Q. What is EdShed?**

R. It is an online resource for teaching Maths, Spelling and Grammar. The school trialled it with Years 3 and 4 and it has now been rolled out across the whole school. It is being used for homework and the school has received positive feedback from staff and families.

**Q. Are all pupils able to access this online resource?**

R. The school surveyed families on their access to IT equipment during lockdown and very few families requested access to school devices. Children can complete their homework in school in the computer suite and some prefer to do this. Access to IT equipment is not the issue if homework has not been completed. Class teachers will speak to children and their families if there is an issue with homework not being completed.

**Q. Is the computer suite staffed when children are completing homework in there?**

R. It is not staffed as the number of pupils using it are low.

**Q. Are there any safeguarding issues around the independent use of the computers?**

R. The required filters and firewalls are in place and are regularly checked.

The Principal informed governors that the next pupil assessment point is 01.12.21 and that up-to-date information will be available at the next meeting of the LGB.

**Report on the annual Pupil Premium Strategy**

The Principal informed governors that the DfE has produced a new template for reporting on Pupil Premium and that the school has used this to publish its report on the school website. 39% of pupils in school are entitled to the funding, amounting to around £116,000. An extra £13,000 has been received for education recovery in response to Covid-19.

The PP Grant is spent on inclusion and nurture and the school has high expectations for its pupils who are entitled to PP funding. The school has spent all the grant and the progress of pupils entitled to the funding is stronger than that of non-PP pupils.

**Q. Is PP funding used to purchase IT equipment/devices?**

R. IT is generally not allocated to equipment as devices become outdated very quickly and may not be fully utilised at home. The majority of the funding is allocated to staffing to provide pastoral care and support and to run intervention programmes. If children feel safe and happy, they are then ready to learn. The school offers bespoke speech and language and early reading programmes.

**Sports Premium Report**

The Principal explained that the Sports Premium is a legacy of the 2012 Olympics. It is paid in two blocks, based on pupil numbers. It is used to fund sports coaching, CPD and resources.

**Q. Does the school hire the MUGA out to community groups?**

R. It is used by the Beavers but there is a limited hire market due to its size.

**Catch-Up Premium Report**



	<p>The Principal informed governors that the Catch-Up funding report has been published on the school website. The school will discuss whether to engage with the tutoring programmes available: National Tutoring Programme or School-led Tutoring. The school must evidence that extra staff have been employed to provide tutoring outside of the normal school day.</p> <p>The main focus of the school is to ensure that all children learn to read, and phonics and speech and language are priorities for the school.</p> <p><b>Q. Is the school still able to maintain a broad and balanced curriculum?</b> R. Quality First Teaching is provided in every classroom and the interventions are above and beyond this. Additional reading sessions take place in the afternoons and staff ensure that children do not miss the same lessons.</p> <p><b>Monitoring of Teaching and Learning</b> The Principal commented that a considerable amount of monitoring of teaching and learning takes place in school and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Recently the focus has been on the lowest 20% of readers.</li> <li>• The school has requested that the CEO monitors Foundation subjects and he will focus on Science and RE on his next visit.</li> <li>• Coaching is used to develop the action plans of the subject leaders.</li> <li>• The school is building its collection of resources to support the teaching of Foundation subjects. For example, the school is using Charanga throughout the school to teach Music.</li> </ul> <p><b>Q. Does this resource provide value for money?</b> R. Yes, it improves subject knowledge for non-specialists and provides consistency of approach to the teaching of the subject.</p>
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<b>AGENDA ITEM 8</b>	<b>COMPLIANCE AND SAFEGUARDING</b>
<b>Discussion</b>	<p><b>Chair's Action</b> There were no actions to report since the last meeting of the LGB.</p> <p><b>Principal's Action</b> There were no actions to report since the last meeting of the LGB.</p> <p><b>Safeguarding</b> The Principal provided an update:</p> <ul style="list-style-type: none"> <li>• Safeguarding was addressed at the September 2021 INSET day.</li> <li>• The CAT annual safeguarding report has been received. It provides information on training and reviews cases at different levels.</li> <li>• The SCiES team was invited to carry out an audit. This was a very thorough process, involving conversations with staff, parents, children and the Chair of the LGB. The ensuing report contains recommendations for the school. One was that staff should wear high vis jackets on the playground.</li> <li>• The use of CPOMS needs to be refined. There is a new app to enable teachers to view information on their own class and a system of alerts set up for SC and SJ. CAT uses CPOMS across its schools, so it is important to standardise its use to provide useful information to the Trust.</li> <li>• The Chair will check on progress to implement the recommendations from the SCiES report on his next safeguarding monitoring visit to school.</li> <li>• The Local Authority S175/157 audit was completed in the summer term 2021.</li> </ul> <p><b>Policies</b> Verbal Update on Policies</p> <ul style="list-style-type: none"> <li>• Behaviour Policy</li> </ul>

	<ul style="list-style-type: none"> <li>• Anti-bullying Policy</li> </ul> <p>The Principal reported that the Behaviour Policy is bespoke to the school and is currently under revision. It will be presented for review and approval at the next meeting of the LGB.</p> <p><b>Q. In the past governors received a Behaviour report? Is this still required?</b> R. No, behaviour is good in school and this is not required.</p> <p><b>Q. How is behaviour in the autumn term?</b> R. Behaviour is good. The current Year 3 class has presented some challenges in the past in terms of behaviour and this cohort has now been split into two groups; this has been beneficial.</p> <p>There have been no reported incidents of bullying in school in the autumn term 2021.</p>
<b>ACTIONS</b>	<ul style="list-style-type: none"> <li>• <b>Chair</b> to check that actions from the SCIES team report are implemented.</li> <li>• <b>Principal</b> to present the Behaviour Policy for approval at the next meeting of the LGB.</li> </ul>

<b>AGENDA ITEM 9</b>	<b>GOVERNANCE</b>
<b>Discussion</b>	<p><b>Governor Training</b> The clerk will consult with the Trust on induction training for new governors.</p> <p><b>Governor Visit Reports</b> There were no governor visit reports to receive.</p> <p><b>Annual Declarations of Pecuniary and Personal Interests</b> The following governors are still required to complete the annual declarations of Pecuniary Interest form: CLW CW RW JG PD</p> <p><b>Membership Review</b></p> <ul style="list-style-type: none"> <li>• There is one vacancy on the LGB for a co-opted governor following the resignation of Jenny Hopkinson 23.09.21. Pamela Larner is interested in this vacancy and will contact the Principal following this meeting to confirm whether she wants to join the board.</li> <li>• It was confirmed that Lesley Dalzell will serve a second 4- year term of office as a co-opted governor at the school with effect from 18.12.21.</li> </ul> <p><b>Governance Updates</b> The principal highlighted several items from the CEO's latest CAT Governance Update dated 04.11.21:</p> <ul style="list-style-type: none"> <li>• Curriculum plans are available on the school website</li> <li>• The Trust is considering how to expand the collaboration hubs</li> <li>• Teacher appraisal moderation meetings were held.</li> <li>• Pupil Premium updates were highlighted.</li> </ul>
<b>ACTIONS</b>	<ul style="list-style-type: none"> <li>• <b>Clerk</b> to discuss governor induction training with the Trust.</li> <li>• <b>Governors</b> to complete the Annual Declarations of Pecuniary and Personal Interests</li> </ul>

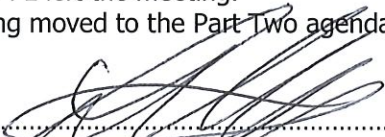
<b>AGENDA ITEM 10</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	<b>Term dates</b>



	The Principal informed governors that he met with other schools within the Trust to agree the term dates for 2022-23. The dates align with those of Cheshire East. INSET days were also agreed. Governors approved the dates.
<b>DECISION</b>	<b>RESOLVED: To approve the term dates for 2022-23.</b>

<b>AGENDA ITEM 11</b>	<b>DATE AND TIME OF NEXT MEETING</b>
<b>Discussion:</b>	The date of the next meeting was confirmed as Wednesday 8 <sup>th</sup> December 2021 at 5:00 pm. The meeting will take place in school, dependent on the latest Covid-19 guidance.

EH, SJ and PL left the meeting.  
The meeting moved to the Part Two agenda.

Signed: .....  


Dated: .....  
13/6/22