

**PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING – MEETING 4**

Date	Thursday 13th January 2022 5:00pm
Venue:	Virtual

Invited to Attend (Governors):	
Simon Cotterill (SC) Lee Williams (CLW) Lesley Dalzell (LD) Esther Holden (EH) Sarah Jeffery (SJ) Cathryn Walley (CW) Julie Griffiths (JG) Pamela Larner (PL) Paul Deakin Bridget Wall (BW) Richard Woollam	Principal Chair of Governors Co-opted governor Staff governor-left at the end of Part 1 Staff governor-left at 6:05 pm Vice Chair of governors Co-opted governor-joined at 5:15 pm Co-opted governor Co-opted governor Co-opted governor Co-opted governor
Apologies none	
Also in attendance	
Sue Pomeroy	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. All governors were present; there were no apologies to receive.

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. JG, PL and RW were requested to complete their annual declarations of interest.
ACTIONS	Clerk to re-send Declarations of Interest form to JG, PL and RW. Above governors to return form before next meeting of the LGB.

AGENDA ITEM 3	PART ONE MINUTES OF MEETING
Discussion:	The Part One minutes of the LGB Meeting held on 8 th December 2021 were agreed as an accurate record of the meeting. The Chair will sign a copy and provide to the school for retention.
DECISION	RESOLVED: That the Part One minutes of the meeting held on 8 th December 2021 be accepted as a true and accurate record.
ACTION	Chair to sign a copy of the minutes.

AGENDA ITEM 4	REVIEW OUTSTANDING ACTIONS
Discussion:	Governors reviewed the action log and discussed the following matters: <ul style="list-style-type: none"> The Chair was been unable to monitor the asset register in the autumn term 2021. He will carry out this action in the next few weeks and report back to governors at the February 2022 LGB meeting.

	<ul style="list-style-type: none"> The Principal reported that the current SDP is already fully costed and that a further "wishlist" for expenditure is not required. The school has spent money on improvements over recent years and the reasons for being prudent with the reserves were documented at the previous meeting. <p><i>JG joined the meeting at 5:15 pm.</i></p> <p>Governors commented that they agreed with maintaining the present level of reserves to allow the school to meet the challenges of fluctuating pupil numbers.</p>
DECISION	RESOLVED: It was confirmed that all other actions, not addressed on this agenda, were met and closed as appropriate.
ACTIONS	<ul style="list-style-type: none"> Chair to monitor the asset register.

AGENDA ITEM	VISION AND STRATEGY
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Discussion	<p>Update on progress against the SDP/Strategy</p> <p>The Principal explained that the SDP has been RAG rated and uploaded to Teams. The plan was developed by the SLT. Following the CEO's first monitoring visit in the autumn term 2021 (RoV 1), an additional priority was added. On his next visit, the CEO will spend time with the SLT carrying out book scrutiny.</p> <p>Q. Is the school pro-active in drawing up the agenda for the CEO's visits?</p> <p>R. It is a balance, and this is the school's first full year as part of the Trust. The CEO has a set agenda for each visit, but the school can add additional items.</p> <p>Governors commented that RoV 1 reads well.</p> <p>The school reviewed Foundation subjects at the INSET Day and evaluated the first term of the implementation of the new curriculum. Workshops were held for all teachers and professional conversations ensued. Following this, changes were made in Years 5 and 6. It is an exciting time in school for subject leaders. The CEO spent time with 2 subject leaders in the style of an OFSTED inspection and this was a good experience for them.</p> <p>Peer reviews with colleagues from other schools within the Trust are also taking place. Focus areas such as speech and language, Reading and phonics are agreed first with the CEO. The Principal explained that it is difficult to source good quality training to meet the specific needs of the school. It is often more beneficial for the school to utilise its own staff to deliver training to colleagues. This was done on the INSET Day in September 2021. A Coaching Day was also held, and this provided opportunities for quality professional discussions and forms part of the CPD programme. It is often better value for money to pay for supply cover to release staff to deliver its own CPD, rather than to buy in external training. The school's curriculum is bespoke to meet the needs of the pupils and the community so external training is not always relevant.</p> <p>Q. Are there instances where children are repeating topics on a 2-year cycle?</p> <p>R. No, the school no longer operates a 2- year topic cycle. The curriculum plan is robust and ensures that areas of learning are systematically built on, but areas are not repeated. This used to be more of an issue when the school had split year groups.</p> <p>Q. What do the colours on the RAG rating mean?</p> <p>R. Green means that something is happening now, yellow means that something has started and red shows that no actions have yet been taken.</p> <p>Q. Peer to peer sharing is red on the plan. Why is this?</p> <p>R. Staff and pupil absences due to Covid-19 have impacted the school's ability to implement this fully. Some elements have started such as learning walks in phonics, guided reading and Maths. It</p>

	<p>is hoped that Covid restrictions will have eased in the summer term and the school can then address this action.</p> <p>Q. How does the school rate its effectiveness? R. Early Years and the Quality of Education are judged to be "good", so Leadership and Management is correspondingly "good".</p> <p>Q. Is staff training happening across the Trust? R. This is being developed. Hubs have been established for Maths, Early Years, SEND and Literacy. There are areas on Teams where resources can be shared. There are issues around staff capacity and is important not to join too many things at once.</p> <p>Costings for "wishlist" items This was addressed under agenda item 4.</p>
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AGENDA ITEM 6	HR/FINANCIAL/BUSINESS PERFORMANCE
Discussion	<p>Governor monitoring report on the asset register This was addressed under agenda item 4.</p> <p>Approval of expenditure under the Scheme of Delegation There were no items requiring approval at this meeting.</p>

AGENDA ITEM 7	EDUCATIONAL PERFORMANCE
Discussion	<p>Report on Pupil Progress and Attainment Pupil data was presented and discussed at the December 2021 LGB meeting. The school has always produced its pupil assessment data quickly but under CAT's schedule, this would normally be shared at the January 2022 meeting of the LGB.</p> <p>The Principal reported that CW and BW visited school to discuss the data report. They analysed the data and learned the background of how the report is produced. The following points were noted:</p> <ul style="list-style-type: none"> • Progress throughout the school is strong. • Pupil mobility has a significant impact on results. • Support is in place for children to achieve EXP and to move from EXP to GD. • There are very few children whose progress is of concern and the school is monitoring the situation closely. • Overall, there is a dip in results in Year 2 and Year 6 compared to previous years. The school is confident that this is largely due to teachers being cautious in their assessments and expects that results will improve in the spring term 2022. SJ and SC are providing support by running booster groups. • The school has discussed the feelings of Year 6 pupils regarding the pandemic and SAT's tests. Their learning was disrupted in Years 4, 5 and 6 by the pandemic but there are no adaptations planned to the tests. It is expected that the level thresholds may be adjusted, and all schools nationally are in the same position. <p>Q. So the spring term data is an important milestone? R. Yes, there is then only around 6 weeks of teaching time before the children sit the SAT tests. The FFT 20 targets which the school works to are high, and some children are required to make a significant amount of progress over the next 4 months to achieve their targets. The target is 90% in some areas and it must be remembered that many of these children have missed out on half of their normal schooling in Key Stage 2.</p>

	<p>The Principal informed governors that a meeting was held with all the schools in the Trust to discuss how assessments are carried out. It was agreed to retain STAR Maths assessments for now and some of the thresholds were changed. The CEO listened to the views of the individual schools and there was an understanding that each school may use different approaches to show progress.</p> <p>Q. Do all schools run booster sessions prior to the SAT's tests. R. Most school do this.</p>
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AGENDA ITEM 8	SCHOOL IMPROVEMENT
Discussion	<p>I lost connection at the beginning of this section.</p> <p>RoV 1 and RoV 2 were shared with governors via Teams prior to the meeting. The Principal explained that the majority of the second visit was devoted to curriculum discussions and review of pupil data, including FFT data.</p> <p>The CEO offers excellent support and challenge to the school on these visits. Curriculum documents were reviewed and areas for improvement identified. The CEO also held discussions with the Science and RE subject leaders. He asked challenging questions and the meetings were very useful.</p> <p>Q. Some items in the report are highlighted in grey. Why is this? R. It was identified that some targets in the subject leaders' action plans needed refining to make them quantifiable.</p> <p>Q. Are the action plans closed off? R. Some actions are not possible due to capacity within school. For example, the CEO recommended including other members of staff in pupil progress meetings. Other members of staff are now included but it has not been possible to widen the participation as far as was suggested.</p> <p>Q. Would it be a good idea to remove actions which are not applicable/appropriate for the school? R. Yes, the SLT can analyse what has been achieved and review/amend the actions to see whether they are still required.</p> <p>Q. Does the CEO review the actions from his previous visit from the last RoV and consider actions/next steps? R. The school is still in the early stages of its relationship with the Trust and so is not familiar with the school improvement process over a full year. The agenda for each visit is agreed in advance with the CEO. The school is provided with the RoV report and can suggest amendments.</p> <p>Q. What is the date of the CEO's next visit? R. 14th February 2022. He will also look at the Section 175/157 audit on this visit.</p> <p><i>SJ left the meeting at 6:05 pm.</i></p> <p>The Principal commented that the school is moving forward and making good progress. The provision for the core subjects is securely in place and the school is now considering curriculum provision for the Foundation subjects. The school's self-evaluation is "good" with some outstanding elements. It does excellent work with the local community.</p>

AGENDA ITEM 9	COMPLIANCE AND SAFEGUARDING
<p>Discussion</p>	<p>Chair's Action There were no actions to report since the last meeting of the LGB. The Chair reported that he will attend school for the completion of the S175/157 Safeguarding audit.</p> <p>Principal's Action There were no actions to report since the last meeting of the LGB.</p> <p>Attendance The Principal informed governors that Covid-19 has had a significant impact on attendance in 2021-22. 87 children have had time off school, and this equates to 4 days per child. 350 days of education have been lost. 37 staff days have been recorded due to Covid-19 and the school has had to pay to cover staff absences. Around 40% of pupils have been affected.</p> <p>Q. How does this compare to other schools? R. The school does not have this information. The school has historically maintained a high focus on pupil attendance and is still following up on persistent absentees. The current circumstances around Covid-19 are not right to re-introduce incentives to improve attendance.</p> <p>Q. The High School are not enforcing the 5-day isolation rule. Is the school doing the same? R. Yes. The school is expecting further guidance on this and will send information to parents on Friday.</p> <p>Q. Has the school experienced an increase in the rate of persistent absenteeism over the past 8 months? R. Yes, this has increased from pre-Covid-19 levels. It is a very complex situation. Some children have experienced greater anxiety and attachment issues. Other families do not value education, especially after a period of absence. The school holds candid, robust conversations with parents but there is a balance to be struck as the school needs to maintain good, long-term relationships with families.</p> <p>Policies</p> <p>CAT Menopause Policy Governors had been asked to offer comments on the CAT Menopause Policy. They noted that it is a detailed policy and good to see that this issue, which has been raised nationally, is being addressed by the Trust. This is particularly important in a predominantly female workplace. The clerk will forward the comments to the Trust.</p> <p>First Aid Policy The Principal provided a verbal update on the operation of the First aid Policy:</p> <ul style="list-style-type: none"> • The school adheres to the policy. • Practice is regularly reviewed. • Training is ongoing, for paediatric First Aid also. • The school maintains a medical register for its pupils. An anonymised version will be presented at the next meeting of the LGB. <p>Before and After School Provision The Principal provided an update on the operation of the Before and After School Provision:</p> <ul style="list-style-type: none"> • It is operating well. • It was open over the Christmas holiday. • Numbers attending have increased. • The school agreed an income from the provider.

	<ul style="list-style-type: none"> The school is happy with the provider. Having an outside provider means that the school does not have to deal with administrative and staffing issues. <p>Residential Visits The Principal confirmed that 3 residential visits are planned as follows:</p> <ul style="list-style-type: none"> Year 4 March 2022 Menai Year 6 Menai May/June 2022? Year 2 Fowhowl June 2022 <p>Two thirds of the Year 4 cohort have confirmed that they are participating in the visit.</p> <p>Q. Why are some children not taking part in the visit? R. There are several reasons why parents do not consent to their children taking part in residential visits. The school subsidises the cost of visits for all children and then halves the subsidised cost for pupils entitled to Pupil Premium. All visits are run at a loss and this is the only school in the Trust which does this. The majority of Year 6 children participate in the residential.</p> <p>Q. The Year 6 visit was paid for when the children were in Year 4 and it was postponed due to Covid-19. Has the cost of the visit increased in this time and if so, have the costs been passed on to parents? R. Parents are not required to make any additional payment for this visit.</p> <p>Parent Survey Results The Parent Survey Results were shared on Teams prior to the meeting. Overall, the response to the survey was positive. The Chair has discussed the outcomes with the Principal. One respondent disagreed with the statements and the school is certain that this relates to one individual and an incident which occurred on the playground.</p> <p>Q. Has the school received any comments from the Trust on the survey results? R. CAT have responded that it is a strong, encouraging survey.</p> <p>Q. Could the survey results be included in the literature which is circulated to new parents? R. Yes, this is a good idea.</p> <p>The Principal informed governors that all the required risk assessments are completed for residential visits, and extra checks are required for visits involving water-based activities.</p> <p>Covid-19 Update Risk assessments are updated regularly. Attendance issues related to Covid-19 were addressed under agenda item 9 and a general update was provided in the HEADTEACHER'S REPORT TO GOVERNORS – PART 1 December 2021.</p>
ACTIONS	<ul style="list-style-type: none"> Principal to present anonymised medical register at the next meeting of the LGB. Clerk to forward comments on the CAT Menopause Policy to the Trust.

AGENDA ITEM 10	GOVERNANCE AND RISK
Discussion	<p>Governor Training</p> <ul style="list-style-type: none"> PL and LD attended the CAT training on assessment on 11.01.22. They reported that it was a very useful session which covered a lot of information. The Deputy Headteacher from one of the other schools in the Trust shared data with governors and the CEO explained the different reports and how governors can identify trends in performance for different groups of pupils. <p>Q. Was the training recorded?</p>

	<p>R. The Principal will check with the Trust. It is likely that slides will be shared on Teams.</p> <ul style="list-style-type: none"> It was confirmed that the school did not buy back Cheshire East training for 2021-22. PL has booked on the Cheshire East governor induction modules and the school will be charged for these. BW will also book on these modules. Any governors who have not yet done so were reminded to complete the NGA Safeguarding course. <p>Governor Visit Reports CW and BW visited school to discuss the pupil data outcomes with the Principal. The Principal reminded governors that the new governor monitoring schedule is available on Teams.</p> <p>Appointment of a governor responsible for assessment CW was appointed as the governor responsible for assessment.</p> <p>Governance Updates The clerk confirmed that the Director's Report will be available for the next meeting of the LGB in February 2022.</p>
ACTIONS	<ul style="list-style-type: none"> Principal to check whether the CAT governor assessment training was recorded.

AGENDA ITEM 9	ANY OTHER BUSINESS
Discussion:	<p>New School Logo The Principal explained that the school is considering changing the school logo and has begun a conversation with stakeholders. Example logos were shared with governors and comments invited.</p> <p>Q. Is the school also considering further changes to the uniform in terms of colours and the items specified to be worn? For parents this is more important than the logo. R. The logo is the first step in the process and this may lead to further changes being considered.</p>
ACTIONS	<ul style="list-style-type: none"> Governors to email the Principal with comments on the proposed new school logo.

AGENDA ITEM 10	DATE AND TIME OF NEXT MEETING
Discussion:	The date of the next meeting was confirmed as Wednesday 16 th February 2022 at 5:00 pm. Venue: Remote via Teams

EH left the meeting.

The meeting moved to the Part Two agenda.

Signed: 

Dated: 13/6/2022