

**PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING – MEETING 5**

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| Date | Wednesday 16th February 2022 5:00pm |
| Venue: | Virtual |

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| 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) Bridget Wall (BW) Richard Woollam | Principal Chair of Governors Co-opted governor Staff governor-left at the end of part one Staff governor-left at the end of part one Vice Chair of governors Co-opted governor Co-opted governor Co-opted governor Co-opted governor |
| Apologies Paul Deakin | Co-opted governor |
| Also in attendance | |
| Steve Ellis Luci Jones Karen Crosland Sue Pomeroy | CEO, CAT-left at the end of part one CFO, CAT-left at 6:03 pm School Business Manager-left at 6:03 pm Clerk to governors |

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| 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 to accept the apologies received from Paul Deakin. |

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| 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. |

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| AGENDA ITEM 3 | PART ONE MINUTES OF MEETING |
| Discussion: | The Part One minutes of the LGB Meeting held on 13 th January 2022 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 13 th January 2022 be accepted as a true and accurate record. |
| ACTION | Chair to sign a copy of the minutes. |

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| AGENDA ITEM 4 | REVIEW OUTSTANDING ACTIONS |
| Discussion: | Governors reviewed the action log and discussed the following matters: <ul style="list-style-type: none"> • 2 items are carried forward to the summer term (pupils attending LGB and Nursery staff to provide update) • All other actions had been closed. |

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| DECISION | RESOLVED: It was confirmed that all other actions, not addressed on this agenda, were met and closed as appropriate. |
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| AGENDA ITEM 5 | HR/FINANCIAL/BUSINESS PERFORMANCE |
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| Discussion | <p>Business Manager's Report</p> <p>The School Business Manger circulated her report prior to the meeting via Teams. She shared the report on screen and highlighted the following matters to governors:</p> <ul style="list-style-type: none"> • The first page of the report provides a financial summary for 2021-22. • There has been an increase in the surplus position due to an increase in pupil numbers. The school will receive £54,000 extra funding in September 2022 for pupils recorded at the October 2021 census. • Reserve funds are held outside the main budget. <p>Q. Does the school have sufficient reserves?</p> <p>R. The current figure is just over £41,000. £1,500 will be added to the reserve each year until the target is reached. The reserve is built up over time so that it does not impact on the day-to-day finances of the school. This annual contribution would be re-assessed if any risks were identified.</p> <ul style="list-style-type: none"> • Variances were noted. Income in main school was £18,000 higher than predicted due to extra Pupil Premium (PP) funding and additional funding for EHCP's being received. Staffing was underspent by £61,000. This was due to a Teaching assistant being accounted for twice and there was a pay freeze for teachers where increments had been assumed in the original budget. <p>Q. Has this happened in all schools?</p> <p>R. The pay freeze for teachers was a national decision so has affected all schools. The Trust did discuss whether to make a pay award to teachers as it had been built into the budget, but the Trust Board has committed to aiding by national pay scales. The pay settlement for support staff has not been finalised and the Trust will pay the agreed rate when the details are finalised.</p> <p>Q. What is the timescale for pay awards?</p> <p>R. Teachers pay awards are applicable from September and those for support staff apply from April.</p> <p>The amount awarded in the previous year is always used as an assumption when setting budgets.</p> <ul style="list-style-type: none"> • There was nothing significant to report regarding indirect staffing costs. • The premises budget is overspent. £4,000 has been spent on the "beach" in the Nursery outdoor area and £10,500 to enlarge the reception teaching area to allow capacity if the Reception class is over 30. • Supplies and services is overspent as there was no line for PE in the budget. • There has been large uptake in the number of children eating a school meal which has resulted in an increased income of £13,000. • No budget was originally set for items such as placing job adverts. • Savings will be made from the appointment of the new site manager as the new contract is for fewer hours at a lower pay grade. <p>Q. Is it possible that, although there are initial savings from appointing a new site a manger on less hours, in the long term this will cost the school more as he will not have the hours to carry out some maintenance tasks such as painting in school?</p> <p>R. The new site manager is well-qualified to carry out a range of tasks which would have been contracted out in the past. He will have capacity in school holidays to complete maintenance tasks.</p> <p>Nursery</p> |

- There has been an increase in income due to 106 extra sessions being taken up, funded either by the LA or by parents. This amounts to £41,000.
- Holiday Zone has increased its payment to school.
- A pay grant for the Nursery teacher has been claimed.
- Additional funding from the Town Council of £1,5000 was received.
- The need for extra resources and external play equipment for Nursery has been discussed.
- An advert has been placed for an additional member of staff to ensure that pupil: staff ratios are maintained. Currently staffing from main school is re-allocated to cover in Nursery as required.
- The school is assuming that Nursery numbers will remain high. However, the school is aware that there is no reliable historical data on Nursery numbers and will ring-fence some funds in September 2022.
- 25 children from Nursery are transferring to Reception in September 2022. It is unclear yet as to whether all these places will be backfilled. Numbers tend to gradually build up gradually over the school year.

Governors commented that it is pleasing to see the improvement in the financial situation of the Nursery.

Q. What are the reasons for the increase in pupil numbers?

R. The school routinely asks parents on a termly basis how many sessions they require. This term existing parents have taken up extra sessions. It appears that numbers are recovering gradually following the Covid-19 pandemic. The school will track trends in numbers going forward to help with future planning.

Q. Has the Thursday session held at the Children's Centre led to any enquiries for Nursery places?

R. Yes, there have been some enquiries and it has raised awareness of the Nursery provision available at the school. A website for the Nursery is being considered to promote the provision.

Q. Is developing the Nursery still a priority for the school?

R. Yes, the school will continue to make further improvements to the internal and external environment. The aim is for Nursery to have a waiting list. The school could then look to increase the fees which have not changed for the past 6 years. The challenge for the school will be if numbers in each year group start to increase to around 33-34.

Q. Would the school then have to revert to mixed age year groups?

R. This is an option as it creates capacity for growth. However, it is not an ideal solution as the school has spent a considerable amount of time developing the curriculum on single- age year group model. Parents tend not to like mixed age classes but the PAN for the school is 45.

Q. Does the school have the physical space to admit more pupils?

R. Initially yes, but the school may have to consider how best to use the rooms allocated currently to Explorers and to the ICT suite. The school would like to retain the current use of these classrooms so an additional external classroom could be an option.

SE commented that it is important to model the potential increase in pupil numbers over the next few years to see when an external classroom may be required and to plan ahead for this eventuality. The vision for the school has always been to increase numbers so this is a positive position. The reputation of the school is growing in the local community.

Q. Is parental support important?

R. Yes, it is important that parents understand the decisions the school makes regarding pupil numbers and the class structure. If numbers continue to grow it is not realistic or sustainable to split year groups into 2 small classes.

Q. Is the school admitting pupils from the new housing developments?

R. Not yet, so this needs to be factored in.

It was noted that 25 first choice applications have been received for Reception places in September 2022 and admissions may rise to over 30.

Capital

- The school has started to spend the DFC funds. £8,715 has been committed and £4,500 is remaining. This year's allocation has not yet been received.
- The school has plans to replace the WIFI, purchase a new extractor fan for the server and replace computers in the ICT suite and provide new laptops for teachers.
- The new site manager may highlight further matters to be addressed.
- The contingency reserve stands at £49,000.
- Total funds stand at £220,922.

The new budget will be presented to the LGB in the summer term 2022.

Risk Assessments

- There are no issues with cash flow.
- There are no issues with budget delivery.
- Exceptional expenditure is high, as are staffing costs due to covering Covid-19 related absences.

Grants

- Income from grants is detailed in the report. All will be spent.

Q. Has new sports clothing been purchased?

R. Yes, PE kits for team events has been provided. It is important for the children to have the appropriate kit when representing the school. Items are logged in and out.

GDPR

- KC will attend training on 01.03.22 organised by LJ.
- Governors can access the training to be held for staff on 23.03.22.
- There are no breaches to report.

Health and Social Care Levy

- The government has announced a supplementary grant to meet the requirements of the Health and Social Care Levy and wider costs. There has been no further detail provided and the grant initially appears to outweigh the costs. It has not been included in the forecast due to the lack of detail.

Budget

- The budget setting process for 2022-23 will commence after Easter 2022.
- It is expected that the total General Annual Grant (GAG) will be around £52,000 higher than in the previous year, largely due to an increase in pupil numbers.

Link Finance Governor Report

JG monitored the asset register. Items were cross checked against the register and no issues were found.

Approval of expenditure under the Scheme of Delegation

The SBM informed governors that three quotes have been received for the proposed work to increase the capacity in the Reception classrooms. The quotes vary from £8,000 to £11,700. It is

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| | <p>proposed to accept the lowest quote so formal approval will not be required from the LGB. Work will commence over the summer holiday 2022 and take around 3 weeks to complete.</p> <p>Q. Is the selected contractor known to the school? R. Yes, they are a Cheshire East approved supplier.</p> <p>Q. Is planning permission required? R. No, the work is internal, so planning permission is not required. The school has applied for landlord's consent and Cheshire East are aware of the plans.</p> <p>Governors thanked KC for her report.</p> <p><i>KC and LJ left the meeting at 6:03 pm.</i></p> |
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| AGENDA ITEM 6 | EDUCATIONAL PERFORMANCE |
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| Discussion | <p>School Session times and term dates Information on session times and term dates was shared on Teams prior to the meeting.</p> <p>SEND Update SJ circulated a SEND report via Teams prior to the meeting. She spoke to her report:</p> <ul style="list-style-type: none"> • 54 children are on the SEND register. This represents a significant increase from last year when around 30 children were recorded as having SEND. • 9 children have an EHCP, with 3 further ones pending. This is the highest numbers of EHCP's the school has had and represents a high workload for the SENCO. • 45 children are on SEN support. They have support plans which are reviewed termly. Staff are given staff meeting time to do this. • 1 child in the nursery has complex needs and a child centred planning meeting is organised by the LA. • 3 needs assessments have been submitted and 2 or 3 more are likely to be prepared. • The Explorers provision is having a positive impact and some children are now able to access their own class for all or some lessons. One child who joined the school in Year 1 with very low phonics knowledge has returned to their year group following intensive support. One child is accessing English lessons in their own class and another child who joined the school in September 2021 is joining the Explorers class just for English lessons. The aim with the Explorers class was always for children to receive intensive support in order for them to access work in their year group. • The Provision map is available on Teams. It shows the wide range of interventions provided by the school in terms of both equipment and intervention programmes. • The teacher of the Explorers class is still working in her Learning Mentor role in the afternoons. • A SEND review has been carried out by CAT and the school is awaiting the report. A discussion was held regarding how to show progress for children who are making small steps. The school already has a process in place for this. <p>Q. Does Miss Cernik have the capacity to fulfil both the teacher role in Explorers and the Learning Mentor role, given that there has been an increase in the number of children with SEND? R. The numbers of children accessing Explorers has not increased and she is managing her Learning Mentor role well.</p> <p>Q. Is Miss Cernik happy with managing both roles? R. Yes, she has developed and managed both roles well. She is provided with planning time.</p> |

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| | <p>Q. Is the good work achieved in SEND reflected in the SEF? R. Yes, a priority for the school has been to develop SEND provision and outcomes.</p> <p>Governors commented that it is pleasing to see the progress made by the children in Explorers. As they often make small steps of progress, this is not always evident in the general pupil assessment reports.</p> <p>Monitoring of Teaching and Learning There were no updates for this meeting.</p> <p>Autumn Term Outcomes Analysis The Outcomes Analysis Document Autumn 2021 was shared via Teams prior to the meeting. The following points were highlighted:</p> <ul style="list-style-type: none"> • The Principal noted the impact of Covid-19, particularly on the younger children. • The school has more disadvantaged pupils than the other schools in the Trust. • Children enter school typically with low starting points in speaking and listening. • Attainment in phonics has improved and the school is in the 2nd quintile. This is now out of line with attainment in Reading which is in the 5th quintile (lowest 20%). The school now needs to focus on other skills such as comprehension. <p>SE commented that the attainment profile at Manor Park is different to the other schools in the Trust. Pupils here generally enter at below average starting points and the school adds value and progress is good. Attainment in the other 4 schools is generally higher. Attainment in phonics is similar across so the schools. The school have discussed this issue with SE. The phonics test is a particular test related to the mechanics of reading. The Reading SAT's test a much wider range of skills so they are not closely linked.</p> <p>Q. Is pupil assessment data shared across the schools in the Trust? R. Yes, it is made available to the Principals and discussed as part of the CEO visits to school.</p> <p>Q. Is progress shown in the pupil assessment data report? R. Yes, the Student Growth Percentiles (SGP's) demonstrate this. The school will be compared to similar schools.</p> |
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| AGENDA ITEM 7 | SCHOOL IMPROVEMENT |
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| Discussion | <p>Internal Data RAMP Curriculum mapping, sequencing and progression Behaviour and Attitudes</p> <p>The above items formed part of the CEO visit to school which took place on 14.02.22 and the Record of Visit (RoV 3) will be available at the next LGB meeting in March 2022. The curriculum was discussed, and significant improvements noted in the work of Middle Leaders and on sequencing of the Curriculum. The report will be positive and reflects the capacity of the SLT to make the required improvements.</p> <p>BW reported that she met with a member of the SLT and a group of children. There has been a considerable amount of work undertaken on the curriculum and the middle leader involvement was noted. The way in which subjects are taught is more meaningful.</p> |
| Action: | Clerk to circulate RoV 3 with the meeting papers for the March 2022 LGB meeting. |

| AGENDA ITEM 8 | COMPLIANCE AND SAFEGUARDING |
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| <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 had met with the CEO and the Principal on Monday 14th February regarding Safeguarding. The Section 175/157 Safeguarding Audit went well and there were no significant issues to report.</p> <p>Principal's Action There were no actions to report since the last meeting of the LGB.</p> <p>Pupil Survey Results Results will be presented at the next meeting of the LGB in March 2022.</p> <p>Safeguarding Update The Principal provided an update:</p> <ul style="list-style-type: none"> • The school has carried out a considerable amount of work on online safety. • Road safety and "Bikeability" have been covered. • There are no issues with Cyber security. • The school has a CCTV system. <p>Policies The anonymised medical register was shared with governors prior to the meeting.</p> |
| ACTIONS | |

| AGENDA ITEM 9 | GOVERNANCE AND RISK |
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| <p>Discussion</p> | <p>Governor Training</p> <ul style="list-style-type: none"> • PL has attended Governor induction courses with Cheshire East and reported that they were useful and informative. • LJ had advised that the NGA has good courses on GDPR. <p>SE requested that governor check that they have access to the NGA Learning Link and that he will provide a governor training spreadsheet. RW responded that one has already been started.</p> <p>Governor Visit Reports</p> <ul style="list-style-type: none"> • JG visited school to monitor the asset register. • EH monitored OPAL • BW met with Nicola Durban and a group of children to review curriculum developments. <p>Governance Updates The clerk highlighted a number of items from The Director's Spring term 2022 Report. Governors noted the report and asked the following questions:</p> <p>Q. Does the school have a Uniform Policy? R. The school does not have a defined policy but does follow the guidance recommended in the report.</p> <p>Q. Do staff need to use 2-part authentication to access their emails when using a browser on any device? R. The Trust will provide an update on cyber security.</p> |
| ACTIONS | |

- SE to provide update on CAT's work on cyber security.
- SE to provide the training spreadsheet.

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| AGENDA ITEM 9 | ANY OTHER BUSINESS |
| Discussion: | There were no items of any other business considered for discussion at the meeting. |

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| AGENDA ITEM 10 | DATE AND TIME OF NEXT MEETING |
| Discussion: | The date of the next meeting was confirmed as Wednesday 30 th March 2022 at 5:00 pm. Venue: The School |

EH and SE left the meeting.

The meeting moved to the Part Two agenda.

Signed:

C. Neek Williams

Dated: *13/6/2022*