

**PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING – MEETING 6**

Date	Wednesday 30th March 2022 5:00pm
Venue:	The School

Invited to Attend (Governors):	
Simon Cotterill (SC) Lee Williams (CLW) Esther Holden (EH) Sarah Jeffery (SJ) Pamela Larner (PL) Bridget Wall (BW) Paul Deakin	Principal Chair of Governors Co-opted governor Staff governor-left at the end of part one Co-opted governor Co-opted governor Co-opted governor
Apologies Lesley Dalzell (LD) Julie Griffiths (JG) Cathryn Walley (CW)	Co-opted governor Co-opted governor Vice Chair of governors
Absent Richard Woollam	Co-opted governor
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. Governors agreed to accept the apologies received from Lesley Dalzell, Julie Griffiths and Cathryn Walley.

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 16 th February 2022 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 16 th February 2022 be accepted as a true and accurate record.

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, not addressed on the agenda, had been met and closed as appropriate.

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
Discussion	<p>Verbal update on staff training to include any staff training that has taken place or to identify and training needs.</p> <p>The Principal provided an update on staff training:</p> <ul style="list-style-type: none"> • In-house training had taken place on developing the curriculum and on safeguarding. • Coaching Clinics had also taken place. Most training had been directed towards curriculum development. • INSET had been planned with the Trust on "Learning without Limits". • "Learning without Limits" considers pedagogy and how children learn. Members of the SLT are participating in training which would be cascaded to the rest of the staff. This is a Trust - wide initiative. <p>Q. Who is providing the training for Learning without Limits? R. The Headteacher from one of the schools due to join the Trust is providing the training.</p> <p>Q. Why is the training focused on curriculum development? R. This is the priority area for school improvement, particularly on developing Foundation subjects. The school is working on ensuring that the curriculum is engaging and challenging and offers opportunities for investigative learning.</p> <p>Lead GDPR governor to make arrangements for a meeting with the Business Manager. The SBM would contact the lead governor for GDPR to arrange a visit.</p> <p>Approval of expenditure under the Scheme of Delegation The SBM had provided details prior to the meeting on the costs of Sports Coaching for governor approval. Three quotes had been obtained and the preferred provider was ASM with whom the school has a good relationship. The cost would be £11,000. The other quotes obtained were £9,900 and £10,500.</p>
DECISION	RESOLVED: Governors approved expenditure of £11,000 for ASM to provide sports coaching.
ACTION	SBM to contact CW regarding a GDPR meeting.

AGENDA ITEM 6	EDUCATIONAL PERFORMANCE
Discussion	<p>To receive an update on Looked After Children (for discussion)</p> <p>SJ provided an update to governors:</p> <ul style="list-style-type: none"> • There are currently 2 Looked After Children in school. • The 2 children are siblings and are in a long -term placement and have recently joined the school. • One of the children has SEND. • There are significant attachment issues. • Social care had previously been involved with the children. • The first PEP had been completed. • Virtual School is responsible for Looked After Children within Cheshire East. Transition support had been provided from their mentor and the school's Learning Mentor will add them to her case load. <p>Q. Does the school receive additional funding to support Looked After Children? R. The children receive Pupil Premium (PP)+ funding. Virtual School would also provide additional funding for a specific purpose such as Learning Mentor support.</p>

	<p>Q. How long have the children been in the foster placement? R. They have been placed with the foster carer (who is a relative) for around one year. The children previously attended school in Macclesfield.</p> <p>To agree a curriculum focus area (for action) Governors agreed phonics and early reading as the focus area. Staff would be asked to attend an LGB meeting in the summer term to give a presentation to governors. The clerk would check with the Trust on whether there is a particular format to follow for the curriculum focus area.</p>
ACTION	<p>Principal to invite staff to give a presentation on Early Reading and phonics at an LGB meeting in the summer term 2022. Clerk to contact the Trust clerk regarding the format of the curriculum focus area.</p>

AGENDA ITEM	SCHOOL IMPROVEMENT
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Discussion	<p>Review parental / pupil / staff survey results The Principal advised that the pupil survey results were not available for this meeting and would be presented at the May 2022 meeting of the LGB.</p> <p>The staff survey had been carried out centrally through the Trust and the results were positive. There were 2 areas which had received a "disagree" response. One of these related to support staff not receiving enough CPD. The school would discuss this issue further with support staff as they may feel that CPD involves going out of school on a course when there are other forms of training provided by the school.</p> <p>Q. Is training shared across the Trust? R. The SLT work together to align priorities and identify where schools can support each other. For example, staff from the school visited another school in the Trust to look at their Nursery provision and other schools have come to Manor Park to observe the phonics teaching.</p> <p>Comments from the Parental survey were generally positive.</p> <p>Q. There is a response of "strongly disagree". Does this relate to an individual with a grievance? R. Yes, one parent is not happy with the provision offered to their child. Communication with the parent had broken down and the Chair had been involved and encouraged further dialogue. The school has offered opportunities for discussion.</p> <p>Q. Has mediation been offered to this parent? R. The school continues to offer opportunities to discuss the issues. The situation was exacerbated by Covid-19 as the school was not able to offer the provision that the parent wanted.</p> <p>SDP Review The Principal explained that the priorities on the SDP would be reviewed over the coming weeks. Foundation subjects, SEND and Early Years would continue to be priorities, but the actions would change. The focus would move from Nursery to Reception. A new green paper had been published on SEND and the school would review its provision, taking this into account.</p> <p>An updated SDP would be presented to governors at the final LGB meeting of 2021-22 in July.</p> <p>Attendance The Principal reported that attendance had improved in the spring term 2022 and the school's figures compare well against the national data. However, the impact of Covid-19 had been significant; 366 pupil days had been missed in a 12-week term. Absence in the spring term 2022</p>

	<p>was worse than that in the autumn term 2021. The autumn term 2021 was a 15-week term and 344 days had been lost. This amounted to an average of 5 days per pupil and is in addition to 2 national lockdowns.</p> <p>In terms of staff absence, 37 days were lost in the autumn 2021 term, just to Covid -19, and 94 days in the spring term 2022. Not all these staff absences were teaching staff. Supply cover had been difficult to source, and the school had to cover staff absence internally. This had had an adverse impact on the capacity of the leadership team and on the implementation of the booster programmes.</p> <p>Governors commented that the impact of Covid-19 during 2021-22 is not always fully recognised as there had not been any national lockdowns and schools had remained open.</p>
ACTION:	Principal to present pupil survey results at the May 2022 meeting of the LGB.

AGENDA ITEM 8	COMPLIANCE AND SAFEGUARDING
Discussion	<p>Chair's Action The Chair reported that he had attended the Chairs' meeting organised by CAT and had been involved in the mid-term appraisal review for the Principal's performance management.</p> <p>Principal's Action There were no actions to report since the last meeting of the LGB.</p> <p>Arrange annual safeguarding governor report (to be reported to LGB in June.) The Principal and the Chair would meet to complete the annual Safeguarding Report.</p> <p>To receive the completed Quality Assurance document (for approval) The Quality Assurance Document had been circulated via Teams prior to the meeting. The Principal noted that it is updated termly. It was noted that the date on the document needs to be changed.</p> <p>The Principal informed governors that the school is expecting around 28 children to be admitted to the Reception class in September 2022. Mobility would remain an issue until the school was full. Other schools in the town are at PAN so when new families move into the area their children are placed at Manor Park. A Year 6 child is due to join the school for 5 weeks and will take the SAT's at the school. This child will be included in the school's results but has never been taught at the school.</p> <p>Governors commented that they recognise the challenges faced by the school due to pupil mobility. If children move school often their needs are not always identified and addressed.</p> <p>The RAMP indicators identify low pupil numbers as a risk to the school. The school is aware of this and had instigated actions to address the situation.</p> <p>Q. Are plans in place to address the top 5 risks identified by the Trust? R. Yes.</p> <p>Q. Is a risk assessment required on the likelihood and impact of a plane crash, given the school's proximity to Manchester airport? R. The school had previously been advised that such a risk assessment is not required.</p>

	<p>Termly update on Children with Additional Medical Needs Attendance Policy (verbal update)</p> <p>The Principal informed governors that the school is currently working through the report from the CAT SEND review and that the report would be presented at the May 2022 meeting of the LGB.</p> <p>Policies</p> <ul style="list-style-type: none"> Academy CCTV Policy <p>The Principal noted that the school is required to explicitly inform parents that CCTV is in operation at the school and to place a sign by every camera. The school would adapt its practice to meet the requirements of the policy.</p> <p>Q. How is the CCTV monitored? R. It is done internally with the site manager.</p>
DECISION	<p>RESOLVED: Governors approved the Quality Assurance Document</p> <p>RESOLVED: Governors approved the CCTV Policy</p>
ACTIONS	<p>Principal and Chair to meet to complete the Safeguarding Report.</p> <p>Principal to circulate the SEND review for the MAY 2022 LGB meeting.</p>

AGENDA ITEM 9	GOVERNANCE AND RISK
Discussion	<p>Membership</p> <p>Governors noted the resignation of Esther Holden as staff governor on 4th March 2022 due to her leaving her employment at the school. EH had requested to be co-opted onto the LGB. The clerk raised the matter with the Trust Board who agreed that she could become a co-opted governor until 16.11.22 when her term of office as a staff governor would have expired. She has served at least two terms of office as a governor at the school which is the maximum allowed under the Scheme of Delegation.</p> <p>Governor Training (for discussion)</p> <p>Governors commented that this is an area which needs developing. The priority is on safeguarding.</p> <p>A skills audit would be carried out in the summer term 2022 and a training plan developed following this. The clerk suggested using the revised NGA self-assessment questions at its summer term 2022 LGB meetings.</p> <p>Governor Visit Reports</p> <p>BW and PL had carried out Governor monitoring visits and would send their reports to the clerk to be circulated to governors.</p> <p>PD would arrange a monitoring visit on Pupil Premium?</p> <p>EH would carry out a monitoring visit looking at pupil voice regarding the OPAL project.</p> <p>CAT Strategic Update-update on cyber security</p> <p>Information had been received from CAT.</p>
ACTIONS	<ul style="list-style-type: none"> Governors to send monitoring reports to the clerk for circulation. Principal to arrange a skills audit and work with the Chair to identify training needs. Principal to consider using the NGA 15 questions at the summer term LGB meetings.

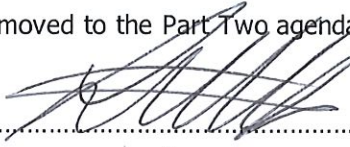
AGENDA ITEM 9	ANY OTHER BUSINESS
Discussion:	There were no items of any other business considered for discussion at the meeting.

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

SJ left the meeting.

The meeting moved to the Part Two agenda.

Signed: 

Dated: 13/6/2022