

**PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING – MEETING 7**

Date	Thursday 5th May 2022 5:00pm
Venue:	Teams

Invited to Attend (Governors):	
Simon Cotterill (SC) Esther Holden (EH) Sarah Jeffery (SJ) Pamela Larner (PL) Lesley Dalzell (LD) Julie Griffiths (JG) Cathryn Walley (CW)	Principal Co-opted governor Staff governor-left at the end of part one Co-opted governor Co-opted governor Co-opted governor Vice Chair of governors, chaired the meeting
Apologies Lee Williams (CLW) Bridget Wall (BW) Paul Deakin	Chair of Governors Co-opted governor Co-opted governor
Absent None	
Also in attendance	
Sue Pomeroy Shelley Hoyle (SH) Lauren Sweeney (LS)	Clerk to governors Nursery 3 teacher-left at 5:25 pm Nursery 2 teacher-left at 5:25 pm

- Governors agreed to take agenda items out of order to allow the nursery staff to leave following their presentation. Agenda item 5 "Presentation from Nursery staff to update governors on the recent improvements to the provision" was considered first.

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	The Vice Chair opened the meeting and confirmed that it was quorate. Governors agreed to accept the apologies received from Lee Williams, Bridget Wall and Paul Deakin.
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 30 th March 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 30 th March 2022 be accepted as a true and accurate record.
ACTION	Chair to sign a copy of the previous minutes and provide to the school for retention.
AGENDA ITEM 4	REVIEW OUTSTANDING ACTIONS

Discussion:	<p>Governors reviewed the action log and discussed the following matters:</p> <ul style="list-style-type: none"> • Staff had been invited to give a presentation on early reading/phonics at the June 2022 LGB meeting. • Pupils had been invited to the July 2022 LGB meeting. • The school had experienced technical issues with administering the pupil survey. The results would be reported at the next meeting. • The skills audit and identification of governor training needs was carried forward. JG offered to take on the role of training governor in the short term and consider the training needs of the LGB.
DECISION	RESOLVED: It was confirmed that all other actions, not addressed on this agenda, had been met and closed as appropriate.
ACTION	<ul style="list-style-type: none"> • Principal to report the pupil survey results at the June 2022 LGB meeting.

AGENDA ITEM	EDUCATIONAL PERFORMANCE
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Discussion	<ul style="list-style-type: none"> • Presentation from Nursery staff to update governors on the recent improvements to the provision <p>SH and LS informed governors that the recent developments to the Nursery provision had resulted in an improved learning environment which closely matched the revised EYFS framework. Other schools had visited the Nursery provision with a view to emulating what has been achieved. The installation of the Astro turf outside had made a significant difference to how the space is used; it is now used constantly and is a wonderful addition to the provision. The next steps are to develop the spinney area for outdoor learning and to progress the Knutsford Hub.</p> <p>Photographs had been taken from recent "stay and play" sessions and there are plans in process for the Nursery to have its own website. The aim is to achieve a waiting list for places at the Nursery which will increase demand and have a positive impact on admission numbers into Reception. There are 27 children due to be admitted into Reception in September 2022 and around 25 of them have previously attended Nursery.</p> <p>Q. Are these children local to the school? R. The majority are local children.</p> <p>Q. Are there any plans to hold open days to showcase the provision. R. There is scope to do this, and the school will consider it further. Parents have been invited for stay and play sessions and the school is holding a Play Festival on 21st May at 1:00 pm -2:30 pm. Governors are invited to this event.</p> <p>Governors thanked SH and LS for their presentation. PL commented that she had been very impressed with the Nursery provision when she had visited school.</p> <p><i>SH and LS left the meeting at 5:25 pm.</i></p> <ul style="list-style-type: none"> • Information on pupil admission numbers This was covered in the section above. • Update on spring term pupil attainment and progress The Principal reported that he had met CW and BW last week to review the pupil attainment and progress information. He explained that the school follows the Trust proforma for reporting such data and highlighted the following points: <ul style="list-style-type: none"> ➢ Mobility remains a challenging issue for the school. 10 children joined in one term and 6 or 7 left. These children can be removed from the data set when carrying out any analysis. Progress is only considered where the school has 2 sets of data for individual pupils.

- Attainment is below national average, but the children have low starting points and make good progress.
- Data from the STAR assessments does not always match with other sources of data that the school holds for the children.
- Attainment in Year 6 is looking positive. SAT's take place next week and the school is still working hard to ensure that more children achieve EXP.
- The school has identified boys with English as their first language as a focus group. The school has a high number of working-class boys and is considering ways of engaging with this group and helping them to see the importance of education. The Covid-19 pandemic had limited the experiences and opportunities of the children. The heightened use of social media in lockdown also had the effect of limiting experiences. The school would look to invite visitors into school to raise aspirations and work with the community to broaden horizons. Money would be allocated in the budget to support this project.
- The SLT highlighted some inconsistencies in progress figures across the school and met with teachers individually to discuss possible reasons for this. Part of the conversation was relating to the actual delivery of the test. This was found to be different in each classroom so this is an area which would be revisited to ensure that the children are well-prepared for the expectations of Year 6.
- The school follows all the correct procedures for the administration of the SAT's tests.

Q. Do any children require adaptations to enable them to access the tests?

R. Some children require the tests to be put onto different coloured papers.

Governors commented that the Breakfast Club for Year 6 children in SAT's week is a great idea to help the children prepare for the tests.

CW informed governors that she and BW had discussed the idea of introducing Year 5 children to SAT's questions at their meeting with the Principal. This could be useful, but care needs to be taken not to cause anxiety for the Year 5 children.

• **Report on teaching and learning**

There was nothing further to report at this meeting.

AGENDA ITEM 6 VISION AND STRATEGY

Update on progress against the SDP/Strategy

The Principal provided an update:

- The SDP had been updated and made available on Teams
- The staff are to be commended for driving improvements under the difficult circumstances of the Covid-19 pandemic. Many items on the plan are highlighted in green.
- Covid restrictions are easing, and it is now becoming possible to carry out items on the plan such as teachers observing each other in the classroom. Some items will remain on the SDP such as SEND, assessment, curriculum development and Writing.
- The SLT will set aside a day to revise the SDP; it will not be a totally new document but will be updated to meet the identified needs of the school.
- Writing is the core subject which requires the most attention. The children enter school with issues with motor skills and communication skills.

Q. The children have experienced a lack of opportunities of the past 2 years due to Covid-19. Will this have a negative impact on Writing outcomes?

R. It is likely to have a negative impact in all areas. Some children did not engage fully in the remote learning offer. The SAT's will test 4 years of education which the children have not received.

	<p>Q. The world of some children became very narrow in lockdown. Surely this will have an adverse impact on their Writing. R. The lack of a wide vocabulary is a significant barrier for many children in developing their Reading and Writing skills and lockdown will have exacerbated this.</p> <p>Q. Does the school have the capacity to deliver the interventions detailed in the SDP? R. This was an issue for the school in the spring term 2022 as staff absences were high and the school prioritised keeping the classes running and so had to reduce the number of interventions it could offer. It is also difficult to find the right staff to deliver intervention programmes.</p> <p>Q. If staff sickness rates improve, will the school then be able to deliver the intervention programmes? R. There are still challenges with staff illness as 2 members of staff have been absent with Covid this week. Their absence was covered but there are consequences on overall capacity. It is difficult to source supply cover.</p>
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AGENDA ITEM 7	HR/FINANCIAL/BUSINESS PERFORMANCE
	<ul style="list-style-type: none"> • Review of teacher's mid-year appraisals The Principal confirmed that he had carried out mid-term appraisal reviews for teaching staff. • HT Performance Management Panel-mid-term review The Principal confirmed that a mid-term review had been held with the Chair and the CEO of CAT. • To approve expenditure under the Scheme of Delegation This item was addressed under agenda item 9.

AGENDA ITEM 8	SCHOOL IMPROVEMENT
Discussion	<ul style="list-style-type: none"> • Internal data This item was addressed under agenda item 6. • Pupil Survey Results The results were not available at this meeting due to technical issues in administering the survey. It will be re-done, and the results presented at the next meeting of the LGB in June 2022. • SEND Review The CAT SEND review had been circulated on Teams prior to the meeting. SJ highlighted the following points from the report: <ul style="list-style-type: none"> ➢ The CEO and a SENCO from one of the other schools in the Trust carried out the review. ➢ There were many positive comments in the report. ➢ The review raised concerns around the inclusion aspect of the Explorer's provision as core subjects are taught to this group out of their home class. ➢ The school still believes that the Explorers class is beneficial to the children but has taken on board the comments from the review and will carry out further research prior to implementing any changes to the way the provision operates. ➢ The CEO introduced SC and SJ to a Headteacher of a specialist provision school who stressed the importance of meeting the needs of the children to ensure that they make progress and can access the curriculum. She would be able to recommend someone to quality assure the Explorers provision. ➢ The school maintains the belief that some children require specialist teaching for Maths and English. This is important to build their self-esteem.

- One change that will be made is to remove the cross-phase teaching in Explorers and to divide the children into Key Stage 1, Lower key Stage 2 and Upper Key Stage 2 groups.
- The Explorers group is its own class, and the children register there. This makes it possible to manage numbers over 30 in Key Stage 1 if necessary.
- The school has seen a positive impact on attendance for children in the Explorers group.

Q. Did the school have the opportunity to comment on the draft SEND report?

R. The school reflected on the report and then requested a further meeting with the CEO, rather than asking for changes to be made to the report. The school agrees with many elements in the report and is thinking more about its approach to inclusion.

Q. No assessment data was discussed in the SEND review. Does the school hold this data?

R. Yes, PIVATS are used to assess small steps of progress. The information is now collated on an EXCEL spreadsheet.

The SEND link governor commented that she had been impressed with the Explorers provision when she had visited school and that any changes made should be right for the school and the children. Governors also thanked the SENCO and her team for all their hard work.

RoV 4 and 5 had been included on the agenda and the school was unclear whether these had been received from CAT. The clerk would check.

ACTION: Clerk to check with CAT on whether RoV 4 and 5 had been received.

AGENDA ITEM 9 COMPLIANCE AND SAFEGUARDING

Discussion

- **Chair's Action**
 - There were no actions to report since the last meeting of the LGB.
- **Principal's Action**
 - There were no actions to report since the last meeting of the LGB.
- **Report on attendance/pupil numbers**

Information had been posted on Teams today which showed that the school's attendance was 94.5%, compared to the national figure of 91.8%. The Principal reported the following:

 - 711 days had been lost over 2 terms due to Covid.
 - It had been very challenging to manage staff absence.
 - The attendance of disadvantaged children was lower than that of non-disadvantaged.
 - Children with SEND in the Explorers provision attend well.
 - The school is supporting children who are persistent absentees. There is social care involvement with one child and SC or SJ visit within 1 hour if the child is absent. This had happened once recently.

Q. Does the school have the capacity to carry out these home visits?

R. Yes, it is manageable at this level.

- **Health and Safety Visit**

The Principal would contact the Chair to carry out a Health and Safety monitoring visit.

- **Policies**

CAT HR Policy Review

	Governors noted the changes to the CAT HR policies and commented that they were pleased that a Menopause Policy had been included.
ACTIONS	Principal to contact CLW to arrange a Health and Safety monitoring visit.
AGENDA ITEM 10	GOVERNANCE AND RISK
Discussion	<ul style="list-style-type: none"> • Membership Governors noted the resignation of Richard Woollam as a co-opted governor from the board with effect from 19.04.22 and thanked him for his service as a governor at the school. Governors were asked to approach suitable contacts who may be interested in serving on the LGB. It was noted that there are no terms of office due to expire before the next meeting of the LGB. • Governor Training (for discussion) JG will send a questionnaire to governors regarding training. • Governor Visit Reports The following governor monitoring visits had taken place: <ul style="list-style-type: none"> ➢ PL-Early Years. PL reported that she had looked at children's books and considered how the Early Years Framework had been adapted to suit the needs of the children. She would visit again and produce a written report. ➢ BW had carried out two visits and produced a report which had been circulated on Teams. ➢ EH -OPAL. A report had been circulated on Teams. EH noted that it was a good visit and she had spoken to pupils about their experience of the OPAL project. • Appointment of the clerk to the LGB for 2022-23 Governors approved the appointment of the Cheshire East clerk for 2022-23. • CAT consultation on Central Services The following questions were raised: Q. Are nursery pupils included in the head count as they are funded at lower levels and are not all full time. Q. Secondly, is there a mechanism by which schools joining the Trust who require additional support and thus a higher percentage of CEO time are charged at a higher rate initially. Governors agreed to consider the consultation report further and submit any questions to the Principal. The clerk would collate the questions to pass on to the CFO at CAT. • NGA 16 Questions for LGB's The NGA questions had been circulated prior to the meeting. Governors considered the first 7 questions at this meeting and will discuss the remaining questions over the final 2 meetings of 2021-22. <p>Academy committee structure and practice</p> <ol style="list-style-type: none"> 1. Governance culture The academy committee is a committed team, is well led and acts professionally. <ul style="list-style-type: none"> ➢ Governor attendance is good. ➢ Governors carry out monitoring visits. ➢ Governors offer support and challenge. ➢ Governors read papers in advance of the meetings. 2. People

There is a role description for academy committee members which is used to recruit new and diverse committee members with the right skills and who reflect our local community.

- Governors were unsure if role descriptors are in place for governors. JG would check.
- New governors are recruited with specific skills in mind.

3. Size

The academy committee is the right size for carrying out its role.

- The LGB generally has few vacancies.
- Succession planning is on the agenda for the next LGB meeting.
- The board has sufficient governors to take on responsibilities for link roles.

4. Governance professional

The trust employs a dedicated governance professional who provides advice and guidance to our academy committee.

- The governance professional knows the school well and liaises with the Trust to produce agendas.
- Agendas, minutes and actions logs are produced in a timely manner and distributed.
- Queries are answered quickly.

5. Guidance documents

There is a range of trust-specific documents – including a scheme of delegation – that explains our role and helps us to fulfil it.

- The Scheme of Delegation is clear and comprehensive.
- There are a range of quality assurance documents to ensure that the board fulfils its duties.

6. Induction and ongoing development

There is quality induction for new academy committee members and a culture of ongoing governance training and development.

- Revised induction materials are being produced with the Trust. The clerk would meet with the Trust clerk to review these.
- There are sometimes capacity issues with governors being able to complete training. The school is more concerned that governors attend meetings and come into school.
- However, it was acknowledged that it is important for governors to attend relevant training.
- The Trust has provided training for governors.

7. Communication

Our academy committee is able to communicate effectively with the trust board and the trusts' executive leader.

- The CEO and CFO regularly attend LGB meetings.
- The CEO produces regular strategic updates.
- The link Trustee had visited the school.
- There are regular meetings with the CEO and the Chairs of the LGB's.

DECISION	Resolved: Governors approved the appointment of the Cheshire East clerk for 2022-23.
ACTIONS	JG to send a training questionnaire to governors. Governors to submit questions on the Central Services consultation to the Principal. Clerk to meet with the Trust clerk regarding induction materials.

AGENDA ITEM 9	ANY OTHER BUSINESS
Discussion:	Purchase of ChESS contracts The SBM had requested that governors review and approve the purchase of the ChESS contracts to the value of £10,649. These include IT systems, clerking and safeguarding services.

	<p>Q. Is the school happy with the services provided and have alternatives been considered? R. The school is very satisfied with the service provided by the SCIES team and would not want to change this. The school is also satisfied with the clerking provision.</p>
DECISION	Resolved: Governors approved the purchase of contracts through ChESS for services to the school.

AGENDA ITEM 10	DATE AND TIME OF NEXT MEETINGS
Discussion:	<p>The date and times of the remaining meetings of the LGB in 2021-22 were confirmed as: Thursday 9th June 2022 at 5:00 pm Monday 11th July 2022 at 5:00 pm (please note that this is a change of date from Thursday 14th July 2022) Venue: The School.</p>

SJ left the meeting.

The meeting moved to the Part Two agenda.

Signed:  ce

Dated: 9/6/22