

**PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING – MEETING 1**

Date	Thursday 23rd September 2021 5:00pm
Venue:	The School

Invited to Attend (Governors):	
Simon Cotterill (SC) Lee Williams (CLW) Cathryn Walley (CW) Richard Woollam (RW) Bridget Wall (BW) Lesley Dalzell (LD) Julie Griffiths (JG) Esther Holden (EH) Sarah Jeffery (SJ)	Principal Chair of Governors Vice Chair of governors-joined at 5:27 pm Co-opted governor-left at 6:35 pm Co-opted governor Co-opted governor Co-opted governor Staff governor Staff governor
Apologies Paul Deakin (PD)	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 that the apologies received from PD be accepted. The Chair welcomed Bridget Wall to her first meeting of the LGB.
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. Governors were asked to complete the annual declarations of pecuniary interest via Microsoft Forms.
ACTIONS:	Clerk to forward a link via Microsoft Forms to the annual declarations of interest form.
AGENDA ITEM 3	PART ONE MINUTES OF MEETING
Discussion:	The Part One minutes of the LGB Meeting held on 8 th July 2021 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 8 th July 2021 be accepted as a true and accurate record.
AGENDA ITEM 4	REVIEW OUTSTANDING ACTIONS
Discussion:	Governors reviewed the action log: The following actions are to be carried over: <ul style="list-style-type: none"> • JG to arrange a visit to monitor the asset register in the autumn term 2021. • SBM to circulate the internal audit report when available. • Principal and Chair to complete the impact statement (for November 2021 meeting)

	The following matter arising was discussed: Jenny Hopkinson has resigned from the board due to personal commitments with effect from 23.09.21. The Chair has conveyed his thanks for her service as a governor at the school. The Principal has identified a potential new governor.
DECISION	RESOLVED: It was confirmed that all other actions were met and closed as appropriate.
ACTIONS	<ul style="list-style-type: none"> • Principal to write to JH. • Principal to approach potential new governor.

AGENDA ITEM 5	HR/FINANCIAL/BUSINESS PERFORMANCE
Discussion	<p>Verbal update on school admission numbers The Principal informed governors that pupil numbers have increased across the school and there are now 264 on roll. Nursery numbers have also increased significantly. Ten children have joined the school from Reception upwards and this influx of children presents challenges as it is difficult to plan in advance.</p> <p>The Year 3 class had 31 pupils and, by Monday, will have increased to 36 with a further child expected to join the Year group in January 2022. Five of these children attend Explorers in the mornings but return to their own class in the afternoons. The school has made the decision to split the Year 3 class into 2 smaller classes and an advertisement has been placed for a teacher to start after the October half term 2021 holiday. Parents and children have been consulted and friendship groups considered. Each class will be mixed ability. The teacher of the Explorers class will teach half of the Year 3 class in the afternoons until the October half term holiday. Her Learning Mentor work will be covered by teaching assistants. The school has several spare classrooms to accommodate the 2nd Year 3 class and is considering the best option.</p> <p>Q. What was the reaction of Year 3 parents to the class being split? R. The feedback has been positive, and parents agreed with the decision.</p> <p>Q. Is there a limit on class size for this age group? R. There is no legal limit, but the school decided that 36 was too large a group to allow for Quality First Teaching. The school would admit up to 60 children in Year 3 now that they are to be taught in two classes.</p> <p>Q. Will the new teacher be appointed on a temporary contract? R. Yes.</p> <p>Q. Would the Trust be able to help by providing a teacher? R. Yes, if one was available. However, it is good to use an existing teacher from within school as the children are familiar with her.</p> <p>EH informed governors that Nursery numbers have increased, and the 2-year-old room is full. These children will move up to Nursery 3 in January 2022 and the school has received enquiries for places to fill the vacancies in the 2-year old room.</p> <p>Q. Does the school need to increase capacity for 2-year-old provision? R. The maximum number of children is 12, and this is determined by the square footage available.</p> <p>Q. Is the Nursery financially viable if it is full? R. Yes, this is the case.</p> <p>EH explained that there is a constant turnover of children in the 2-year-old room as there is an intake each term. The numbers in Nursery 3 start low, and then build up.</p>

Q. What is the maximum number of children permitted in Nursery 3?

R. 26. This is determined on a staffing ratio of 1:13. There is space to admit more children, but a further member of staff would be required to maintain the ratio of staff to children.

The Principal informed governors that Covid-19 had had a significant impact on the numbers of children attending Nursery and numbers are now recovering. Nursery numbers have risen from 21 when he first joined the school 5 years ago to 39 now. The total number of children on roll has also increased over this time from 212 to 264.

Q. How many children were admitted into the Reception class in September 2021?

R. 28 children were admitted. Some require SEN/pastoral support, and this has added to the safeguarding workload.

Attendance

Attendance currently stands at 95.4% and is good compared to other schools. The Covid-19 pandemic has presented challenges around attendance and parents are confused by the advice from different agencies and interpret it in different ways. The school completes a daily attendance return for the DfE.

Q. Does the school still have an issue with levels of non-attendance?

R. This is still an issue of persistent absenteeism with a small group of pupils, but the school has the skill set to deal with attendance and no longer buys back support from the Local Authority.

**AGENDA ITEM
6**

VISION AND STRATEGY

Discussion

Review of completed SDP/SEF

The Principal informed governors that the SDP was uploaded to the calendar on MS Teams in the summer term 2021. There were no further updates to receive at this meeting.

**AGENDA ITEM
7**

EDUCATIONAL PERFORMANCE

Discussion

Report on internal assessment outcomes

The Principal provided an update:

- The baseline assessment has been completed.
- The school uses STAR assessments for Reading and Maths and has experienced technical issues with the package which have prevented an analysis of the data taking place. This will be presented at the next meeting of the LGB.
- The school moderates the Maths results obtained from the STAR assessments as it tends to produce higher scores than where the school assesses the level of the children.
- The school found low levels of pupil regression over the summer holidays.
- New children joining the school have been assessed and this will provide a baseline to show progress.
- The Principal and Deputy Headteacher will run booster classes in the spring term 2022.

Q. Is assessment data collected by the Trust?

R. Yes, and it is shared with all the schools.

Q. Do all the schools in the Trust use the same assessment package?

R. Yes, and the Principal is in conversation with the CEO over some of the issues raised.

Q. What targets have been set for 2022 SAT's results?

	R. The school is aiming for FFT 20 targets which would put the school in the top 20% nationally for progress. The target is to achieve the national figure for EXP, with GD at 20%+. The combined Reading, Writing, Maths target is 70%.
ACTIONS	Clerk to add analysis of pupil assessment data to the agenda for the LGB meeting in November 2021.
AGENDA ITEM 8	COMPLIANCE AND SAFEGUARDING
Discussion	<p>Chair's Action The Chair reported that he had been involved in the Principal's performance management. He also attended a meeting with the Principal, Deputy Headteacher and Peter Woodhouse, link trustee at CAT. This was a productive meeting where the school was able to outline its challenges and the context of the school.</p> <p>Principal's Action There were no actions to report since the last meeting of the LGB.</p> <p>Verbal Update on Policies The Principal informed governors that the RSE Policy is in place and that consultation with parents took place. The Equality Policy is also in place.</p> <p>All staff have signed to say they have read the following documents:</p> <ul style="list-style-type: none"> • Child Protection Policy • Keeping Children Safe in Education (KCSiE) part 1 • Code of Conduct • Risk Assessments <p>Governors were requested to complete the NGA Safeguarding course and read part 1 of the KCSiE document before the next meeting.</p> <p>Views of Stakeholders The Principal reported that it is planned to issue termly surveys to parents and staff. The Trust has suggested using the OFSTED questions, but governors felt that the questions may need to be tailored to reflect the school's circumstances and issues. It was also suggested that i-pads could be put out at parents' evenings to gather feedback.</p> <p>Q. Has the school considered holding parent forums? R. There are issues with levels of engagement and the school's capacity to hold such events. The school has found that parental engagement in surveys is high.</p> <p>Pupil voice is regularly sought. Subject leaders do this as part of their monitoring and EH will seek pupils' views as part of the OPAL project. LD will also speak to the School Council members in December 2021.</p> <p>Q. Could pupils be invited to speak to governors at a future meeting? R. Yes, this can be arranged for the spring term 2022.</p> <p>Policies Governors received the CAT Safeguarding Policy and Privacy Notice.</p>
ACTIONS	<ul style="list-style-type: none"> • Governors to complete the NGA Safeguarding course and read part 1 of KCSiE before the next meeting of the LGB in November 2021. • Principal to discuss the content of staff and parents' questionnaires with the Trust. • LD to meet with the School Council in December 2021.

- **Principal to invite pupils to a LGB meeting in the spring term 2022 (Clerk to add to agenda).**

AGENDA ITEM 9	GOVERNANCE																				
Discussion	<p>Election of Vice Chair CW was elected as Vice Chair of the LGB for a period of one year, or until the first meeting of the LGB in the autumn term 2022.</p> <p>Covid-19 Risk Assessment and Outbreak Management Plan Governors received the updated Covid-19 risk assessments and Outbreak Management Plan. The Principal informed governors that the school is running normally and that inter school sports have resumed.</p> <p>Annual Declarations and Code of Conduct The clerk will circulate the Annual Declaration of interest form via Microsoft forms for governors to complete.</p> <p>Governors confirmed that they had read the revised Code of Conduct and agreed to abide by it. The Chair signed a copy of the code on behalf of the board.</p> <p>Governor link roles and Monitoring Programme Governor link roles were confirmed as:</p> <table border="1" data-bbox="336 1016 1495 1352"> <thead> <tr> <th>Governor</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Lee Williams</td> <td>Safeguarding and Attendance</td> </tr> <tr> <td>Cathryn Walley</td> <td>Maths, English, GDPR</td> </tr> <tr> <td>Bridget Wall</td> <td>Curriculum/EYFS</td> </tr> <tr> <td>Paul Deakin</td> <td>Pupil Premium, Pastoral</td> </tr> <tr> <td>Lesley Dalzell</td> <td>Pastoral/Curriculum</td> </tr> <tr> <td>Richard Woollam</td> <td>Governor Training/Middle Leadership</td> </tr> <tr> <td>Julie Griffiths</td> <td>SEN</td> </tr> <tr> <td>Esther holden</td> <td>PE/Sport</td> </tr> <tr> <td>Sarah Jeffery</td> <td>Health and Safety</td> </tr> </tbody> </table> <p>The Principal has prepared a monitoring schedule and uploaded it to TEAMS. Governors were encouraged to visit school during the autumn term 2021.</p> <p>Pay Committee Membership of the Pay Committee was confirmed as CLW, JG, RW.</p> <p>Membership Review</p> <ul style="list-style-type: none"> • There is one vacancy on the LGB for a co-opted governor following the resignation of Jenny Hopkinson 23.09.21. • The term of office of Lesley Dalzell as a co-opted governor expires on 17.12.21. LD has indicated she is willing to stand for a further term of office. • BW has an enhanced DBS certificate and subscribes to the update service. The school has used the service to check her certificate. • Jenny Hopkinson needs removing from governance information on GIAS and the school website. <p>Skills Audit The Principal confirmed that this has been completed.</p> <p>Annual Planner</p>	Governor	Role	Lee Williams	Safeguarding and Attendance	Cathryn Walley	Maths, English, GDPR	Bridget Wall	Curriculum/EYFS	Paul Deakin	Pupil Premium, Pastoral	Lesley Dalzell	Pastoral/Curriculum	Richard Woollam	Governor Training/Middle Leadership	Julie Griffiths	SEN	Esther holden	PE/Sport	Sarah Jeffery	Health and Safety
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This document is available on TEAMS.

LGB Impact statement-addressed under agenda item 4.

Governor Training

- The Principal will identify suitable induction courses for BW. An induction programme is being developed by the Trust.
- Governors were reminded to attend the Cheshire East Governor's Forum on 30.09.21.
RW left the meeting at 6:35 pm.

Governance Updates

The clerk highlighted a number of items from the autumn term report 2021 and the following points were discussed:

- Item 1.9 OFSTED review of sexual abuse in schools and colleges.
The Principal informed governors that the report had been discussed at length with staff at the INSET day in September 2021. The school is aware that this is an issue for all schools and is working on online safety to address some problems which have arisen through the use of social media in Years 5 and 6.
- Item 3.9 Using Pupil Premium
The Principal confirmed that the school will use the required PP template when publishing its report online.

ACTIONS

- **School** to update governor information on the school website and GIAS.
- **Principal** to identify suitable induction courses for BW.

**AGENDA
ITEM 10**

ANY OTHER BUSINESS

Discussion:

There were no items of any other business tabled for discussion at the meeting.

**AGENDA
ITEM 11**

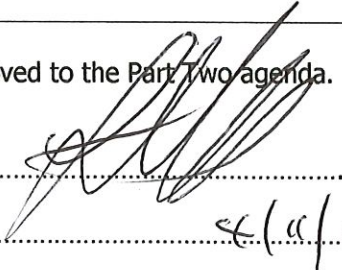
DATE AND TIME OF NEXT MEETING

Discussion:

The date of the next meeting was confirmed as Thursday 4th November 2021 at 5:00 pm. The meeting will take place in school, dependent on the latest Covid-19 guidance.

The meeting moved to the Part Two agenda.

Signed:



C. Neek Williams

Dated: *4/11/21*