



Cheshire Academies Trust
Inspiring hearts and minds



Our children will show even greater academic progress, emotional resilience and have benefitted from a wider and richer curriculum

PART ONE MINUTES OF THE LOCAL GOVERNING BODY MEETING – MEETING 1	
Date	Wednesday 15th September 2021 Start time: 4.30pm to meet staff. LGB meeting to begin at 5pm
Venue:	Boughton Heath

Invited to Attend (Governors):	
Kate Lee (KL)	Co-opted governor/Chair of Governors
Jon Lenton (JL)	Principal
Alex Forsey (AF)	Parent governor
Rob Herd (RH)	Co-opted governor
Andrew Vaughan (AW)	Parent governor
Victoria Roper (VR)	Co-opted governor
Katrina Barlow (KB)	Staff governor
Muriel Breugelmans	Parent governor
Helen Patterson	Parent governor
Brenda Rewhorn (BR)	Co-opted Governor
James Ferguson (JF)	Co-opted Governor
Also in Attendance:	
Debbie Tomkinson	Trust Clerk

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	KL welcomed all to the meeting. BR and JF were welcomed as new co-opted governors.

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY/BUSINESS INTEREST (Statutory)
Discussion:	Governors were asked to complete the Annual Declarations of Personal and Pecuniary Interest. No interests with any of the agenda items were declared.
ACTIONS	
Governors to complete the annual declarations of personal and pecuniary interest	

AGENDA ITEM 3	ELECTION OF CHAIR AND VICE CHAIR

	<p>KL was nominated as Chair of the LGB. She left the meeting whilst governors considered her nomination and her appointment was unanimously approved</p> <p>MB was nominated as Vice Chair of the LGB. She left the meeting whilst governors considered her nomination and her appointment was unanimously approved.</p>
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AGENDA ITEM 3	PART ONE MINUTES OF MEETING – JULY 2020
Discussion:	The Part One minutes of the meeting of 14 th July 2020 were circulated in advance of the meeting and accepted as a true and accurate record. All agreed.
	RESOLVED: That the Part One Minutes – 14th July 2021 be accepted as a true and accurate record. All agreed.

AGENDA ITEM 4	MATTERS ARISING
Discussion:	<p>All governors to complete Safeguarding Training for Governors. Governors to complete safeguarding training for this year. Governors were asked to let RH know when the training has been completed. Governors were asked to complete this by the November meeting. ONGOING</p> <p>SDP to be included on the September 2021 agenda. COMPLETED</p> <p>Governor safeguarding training to be included in the QA document COMPLETE</p> <p>KL to circulate Impact Statement for governors' comments. COMPLETE</p> <p>Governor training to be added into Quality Assurance document. COMPLETE</p> <p>Up-to-date financial information to be included in the Quality Assurance document. COMPLETE</p> <p>Nominations for Chair and Vice Chair to be received prior to the September meeting.</p> <p>KL, AF, RH and MB to meet to discuss the Ofsted Framework and Ofsted Ready Plan. COMPLETE</p> <p>Governors requested that JL clarify the rationale for the additional two Inset days. JL advised that the reason for the additional Inset day was because schools were due to return on a Friday as they had received an additional holiday for the Queen's Jubilee. The Trust were of the view that in the circumstances it would be more appropriate for children to return to school on the Monday. JL advised that this was a one-off situation and would not be repeated. COMPLETE</p>

AGENDA ITEM 5	GOVERNANCE AND RISK
Discussion	<p><u>Ofsted Action Plan</u></p> <p>A working party of governors met with JL and senior leaders to complete the Ofsted Inspection Ready plan. Governors were asked to familiarise themselves with the content of the document which has been split into different headings with details of where to find relevant evidence.</p> <p>It was agreed that it would be useful for governors to complete a practical activity in relation to the inspection process with the format to be discussed at the next LGB meeting.</p> <p>It was also agreed that Ofsted would be included as a standing agenda item.</p> <p><u>Link Governors</u></p> <p>The following link governors were agreed:</p> <p>Safeguarding - HP Finance - VR</p>

Health and Safety – AF
SEND - KL
Curriculum – RH and BR
Data Protection - MB
PPG and LAC - AV
Governor Training - JF

Clerk to provide up-to-date role descriptions for the link roles.

LGB Membership

Governors terms of office were received and noted by governors. The term of office for AF expires in November and JL to arrange parent governor elections for the beginning of December.

There is currently a vacancy for one governor. Under the provisions of the Scheme of Delegation the vacancy could be filled by either a staff governor or a further co-opted governor. It was agreed that it would be beneficial for there to be an additional staff governor. JL to send details of the staff governor vacancy.

It was agreed that the Assistant Headteachers would be invited to attend meetings as observers from time to time.

Suggested dates for governor one-to-ones were circulated in advance of the meeting. Governors were asked to email KL with their availability.

Skills Audit

The updated Skills Audit from the NGA was circulated in advance of the meeting. Governors were asked to complete this before the next LGB meeting. Clerk to collate the results of the audit.

LGB Annual Planner

Governors received and noted the updated LGB annual planner. It was noted that the link trustee for Boughton Heath Academy (BHA) is Mike Giffin.

LGB Impact Statement – 2020/21

The LGB Impact Statement for 2020/21 was circulated in advance of the meeting. It was agreed that JL would insert a table of results for the end of 2019 but subject to this amendment, the LGB approved the statement. JL to upload completed document onto the school website.

Pay Panel

It was agreed that HP, VR and AF would form the Pay Panel.

Code of Conduct 2021/22

The NGA's updated Code of Conduct was circulated in advance of the meeting and approved by governors.

Scheme of Delegation and Terms of Reference

The Scheme of Delegation and Terms of reference were received and noted by governors.

<p>ACTIONS</p> <p>Governors to discuss a practical Ofsted activity</p> <p>Ofsted to be included as a standing agenda item</p> <p>Governors to email KL with availability for one-to-one meetings</p> <p>JL to arrange for parent governor elections</p> <p>JL to arrange for staff governor elections</p> <p>Governors to complete skills audit and clerk to collate results</p> <p>JL to upload Impact Statement onto website</p>	<p>RESOLVED: That HP, AF and VR would form the Pay Panel</p> <p>RESOLVED: Governors agreed to adopt the NGA Code of Conduct</p>
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AGENDA ITEM 6	EDUCATIONAL PERFORMANCE
<p>Discussion</p>	<p>Covid-19 Update</p> <p>The risk assessment was updated over the summer holidays in line with government guidance. A sensible and precautionary approach has been taken</p> <p>Classes are no longer required to be in 'bubbles' but as the school is open plan, screens have been kept as a precautionary measure. Unnecessary mixing is limited and assemblies will take place in key stage or class groups.</p> <p>All risk assessments have been shared with staff.</p> <p>Much of the previous guidance that was in place for schools has been removed. Schools are no longer responsible for contact tracing. The guidance advises that face masks should not be worn. JL was of the view that it was important that there is a safe and happy environment for staff to work in and staff are able to make their own decisions as to whether they want to wear a mask.</p> <p>Q: The issue of face coverings has been identified as a low risk in the risk assessment. Should this be a medium risk?</p> <p>A: The option for staff to make their own decision goes against the guidance in a precautionary way. Schools have been told that masks are not required but staff are given the option to wear a mask to further reduce the risk.</p> <p>Governors agreed this was a low risk based on current government guidance.</p> <p>All schools are required to have outbreak management plans which details what measures are required in certain scenarios. If the school is required to go into lockdown the same measures that were in place for previous lockdowns will be implemented.</p> <p>Hygiene measures are the same as detailed on previous risk assessments as is the cleaning regime.</p> <p>Co2 monitors are due to be installed during the October half-term. In the meantime, doors are kept open when staff are present.</p>

	<p>Q: Is the reason for only having doors open when staff are in attendance because of the risk of someone getting into the grounds?</p> <p>A: There have been some anti-vaccination protests that have taken place in local schools and it is not impossible that they would look at an open door as an opportunity to get into the building. JL wanted to ensure that children were not put at risk and staff do not have to deal with such a situation.</p> <p>Q: Is the fence around the school high enough?</p> <p>A: It is high enough to act as a deterrent. All of the feedback that JL has received is that the grounds are now more secure. Since the new fence has been installed there have been no issues of vandalism or trespassing.</p> <p>JL confirmed that staff are undertaking lateral flow tests twice per week.</p> <p>Attendance for pupils is compulsory. Children who were abroad and not able to return home are now back in school.</p> <p>There is a comprehensive system of pupil well-being support and this includes support for children who have suffered trauma.</p> <p>Much of the government guidance on vulnerable people as been removed. All staff have seen the risk assessment and if anyone has any concerns they are able to talk to JL or a female member of staff.</p> <p>Schools meals continue to be provided in a covid-safe environment</p> <p>It is difficult to get risk assessments for school trips and so school trips are not taking place at the moment.</p> <p>Q: Are academies still required to get approval from the local authority for school trips?</p> <p>A: Yes, educational visits need approval from the local authority's Evolve system.</p> <p>Q: Is it possible to maximise local opportunities?</p> <p>A: It will be possible to visit areas such as Caldby Valley and in this case JL or a senior member of staff would also attend to ensure covid safety and to allow the teacher to focus on the educational aspect of the visit.</p> <p>Pupil attendance</p> <p>Pupil attendance is compulsory and has been very high. Where children are required to isolate, remote learning will begin straight away. The government guidance is clear that even if there is covid in a household, children do not have to isolate. All parents should arrange for a pcr test where their child has been in contact with a confirmed case of Covid but as long as the children are symptom free they should be in school.</p> <p>Q: Is there any social distancing in place for that child in the classroom?</p> <p>A: No as children should not be segregated.</p>
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AGENDA ITEM 7	VISION AND STRATEGY
Discussion	<p>School Development Plan/Self-Evaluation Form</p> <p>The SEF/SDP for the previous academic year was circulated in advance of the meeting. Some of the priorities for last year will carry on this year, some are no longer relevant and some have been met in full.</p> <p>JL stated that the lockdown in January has more impact on the children than the first lockdown. If this second lockdown had not occurred, outcomes data would have reverted to pre-covid levels.</p>

It was recognised that there had been some fantastic successes for the school including the support it provided to children with remote learning and wellbeing.

This year's SDP/SEF was circulated in advance of the meeting and provided governors with an overview of the progression of the school over the next three years. There are two key elements – the connected and the discrete curriculum. There has been a review of the curriculum over the past six months and some elements have been realigned. The changes to the curriculum will be discussed in depth in a future meeting.

MB joined the meeting remotely.

Q: Are the KPIs quantifiable enough to judge against?

A: The blanket indicators at the top of the document are more general but further specific indicators including bespoke elements for each of the subjects are included within the rest of the document.

Q: IS the SPG of 50 high enough?

A: Yes, it is a progress measure for a year. If it is set too high it looks as though children have failed early on. Underneath this is the progress measure that a child will make. It is a progress measure for all children. Some children who are working above the level for their age are not able to show progress and so the captures all children. If children achieve this it means they are doing as well as the top 50% of children nationally. Have I recorded this accurately?

Q: What has been the SGP for the last three years?

A: They generally fluctuate and it has dipped over the last two years but if children are making 50 SGP or above they will be making good progress. JL to confirm SPG for the previous three years.

Q: Do the KPIs match the vision of getting better?

A: Getting better is one part of the school vision as is developing the whole child. Schools are judged on the attainment measures but they are high enough for this year. Staff know how well children are doing because of the internal data and this year it will be necessary to go with the norm nationally given the impact of Covid.

Q: When will children have caught up?

A: Writing is the only subject where children need to catch-up and that is in the action plan. JL was confident that by working collaboratively as a MAT children would catch-up in writing.

Q: In 3rd year should the school be looking to aim higher?

A: It could be that a specific percentage point could be included in year three. For this year the target of being above national comparators is appropriate as it shows that Boughton Heath is performing better than other schools nationally.

It was agreed that the personal development KPI should incorporate staff as well as children as it is important that staff have the confidence to take risks.

Q: How is the success of personal development measured?

A: It was included because of the importance of the mental health and well-being of children and it is not something that can be measured quantitatively.

There was a discussion about whether the KPIs were KPIs and not just actions. It was agreed that within the document there were quantifiable measures to measure against.

	<p>Q: Is it accurate that 100% of children past the phonics test over the past two years? A: It was confirmed it was.</p> <p>Q: In the new SDP should the target for phonics be 100%. A: The aim is for 100% of children to pass the phonics test but over the past two years, children have missed nursery and have come in with lower language ability. There are also a number of children with additional needs and it would not be right to say they have failed when they may have made excellent progress.</p> <p>Q: School has achieved excellent results in the EYFS. What is driving the change of the phonics programme and what is the school trying to improve? A: The change has been made as research has shown that children learn better if they have a consistent scheme. The Floppies scheme has been chosen as it still allows teachers to be creative. There will be children who will have covid gaps and so it is vital there is a consistent scheme used across the school which aligns the phonics with the children's reading books.</p> <p>Q: Will there be any issues in implementing the changes? A: Parents were informed of the changes which were put in place in the summer term for implementation in September. Whenever there is a change in teaching programmes there will be a year group who may be affected. In this case, the teaching and sequencing remains the same it is just the scheme that has changed.</p> <p>Q: A lot of investment has been made in the outdoor area but this is not mentioned in the SDP? A: The use of the sports areas will be contained within the curriculum and Sports Premium reports. Attainment and Progress in PE will be reflected in the OPAL KPI.</p> <p>Governors noted that the priority for monitoring this academic year is writing.</p> <p>Governors approved the SDP/SEF.</p>
	<p>ACTIONS</p> <p>JL to advise on what the SPG was in the previous three years.</p>
DECISION	RESOLVED: Governors approved the SDP/SEF for 2021/22

AGENDA ITEM 8	HR/FINANCIAL PERFORMANCE
Discussion	<p>Admissions</p> <p>JL confirmed that the Reception class is full with a waiting list of 14.</p> <p>There are currently 223 children on roll. There has been an influx of children over the summer. There are three spaces in Y3.</p> <p>Staff Attendance</p> <p>JL confirmed that staff attendance was 100%</p> <p>To approve expenditure under the Scheme of Delegation</p> <p>There were no items of expenditure requiring approval under the Scheme of Delegation.</p>

AGENDA ITEM 9	COMPLIANCE AND SAFEGUARDING
Discussion:	Policies

Safeguarding Policy

The Safeguarding Policy was circulated in advance of the meeting. It was noted that the policy stated that governors were responsible for making sure that the school has up-to-date contact details for pupils. HP to discuss this during the safeguarding visit.

It was confirmed that during her safeguarding visits, HP does see the safeguarding training records.

Governors approved the Safeguarding Policy.

Trustee and Governor Privacy Policy

Trustees received and approved the Trustee and Governor Privacy Policy.

Relationships and Sex Education and Equality Policies

Governors received a verbal report on the operation of the Relationships and Sex Education (RSE) and Equality policies. RSE is implemented throughout the curriculum and in all year groups and is based on No Outsiders resources. All year groups will receive RSE weeks and assemblies.

Equality and diversity is celebrated throughout the school. All children, regardless of any protected characteristics, will receive the full provision and equality and diversity is seen in the books that children have access to.

Stakeholder Engagement

Governors discussed how the views of stakeholders will be collected. KL attends the parent forum meetings and an invitation was extended to other governors. Governors recognised the importance of regular communication with parents.

There were discussions about the format of the staff survey and there are plans to create a termly survey of staff.

A junior leadership team has been launched where a group of Y5 and Y6 pupils will look at more serious aspects of school life. The School Council will continue to run and children in this group focus on fundraising matters. It was suggested that an annual survey could be sent to pupils.

RESOLVED: That the Safeguarding Policy be approved

RESOLVED: That the Trustees and Governor Privacy Policy be approved

AGENDA ITEM 10	DATE OF NEXT MEETING
Discussion:	Wednesday 13 th October 2021 at 6.30pm