

PRIVATE AND CONFIDENTIAL

ACADEMY COMMITTEE MEETING

Date: 9 July 2019
Time: 18.15pm
Venue: Gorseley Bank Primary School

Clerk: Rebecca Clare
Present: C Barber-Brown, C Stubbs, C Ellender, C Shepherd, J Lawson, A Metcalfe, J Maguire, S Mellor, L Woolley
In attendance: R Thompson

Action	Initials
A new Code of Conduct for all Academy Committees within the Laurus Trust will be shared at the autumn term meeting.	LW
S Mellor offered to be the Safer Recruitment Governor. JL offered to review Safer Recruitment as part of her next Safeguarding visit.	SM/JL
CBB requested that JM check if she needed refresher training for Safeguarding. JM will ask Kat to contact the governors who are in need of the training.	JM
LW, JM and JL will meet at the beginning of September to create a Schedule of Business and will incorporate policy reviews and link governors into the schedule.	LW/JM/JL
JM will forward potential new governor details to RC so that he can be added to Trust Governor. (New Governor contact details).	JM
S Mellor agreed to be the new SEN Governor and will visit the school in early September to see the SEN teaching in different classrooms.	JM
JL asked for an update at the next meeting on links to behaviour and outcomes and parent/teacher/pupil discussions	JM
It was agreed that JM, LW and JL will meet in October to draft the Risk Register for Gorseley Bank.	JM/LW/JL
All governors were asked to complete their Skills Audit on Trust Governor by the end of July.	All
JM reported that he had not received the LA Director's Report for some time. RC will contact Cheshire East to see if it is still being produced.	RC

Agenda – Part 1			
Category	Item	Documents on Trust Governor	Action
1	Apologies	<p>There were no apologies for absence. Zoe was invited to attend the meeting as an observer. Zoe is a governor for Cheadle Hulme Primary School and will shadow the Gorseley Bank Academy Committee until the Spring Term. It was reported that CHPS have appointed three new governors to their Academy Committee so far.</p> <p>JL informed the Academy Committee that C Windsor has resigned as a governor due to a change in role at work. The Academy Committee would like to record their thanks to C Windsor for his commitment to the</p>	
Governance Arrangements			

		school, particularly in relation to his eSafety work.	
	AOB items	There were no Any Other Business items.	
	Register of interests	There were no changes to the Register of Business interests.	
	Code of Conduct	A new Code of Conduct for all Academy Committees within the Laurus Trust will be shared at the autumn term meeting.	LW
	Part 1 Minutes	<p>The Part 1 minutes of the meeting held on 21 May 2019 were approved as an accurate record. The Academy Committee reviewed the matters arising from the previous meeting. The Annual Report will be discussed under the agenda. JM confirmed that the school keep a record of Governor attendance. JM confirmed that all sessions for the NPQML are now complete and the final assessments will be submitted in September. Gorse Bank are still working towards the Silver RRSA Award and it is anticipated that this will be achieved during the autumn term.</p> <p>There is new guidance on Safer Recruitment and JM stated that it is best practice to have a link governor for this area. S Mellor offered to be the Safer Recruitment Governor. JL offered to review Safer Recruitment as part of her next Safeguarding visit. CBB requested that JM check if she needed refresher training for Safeguarding. JM will ask Kat to contact the governors who are in need of the training.</p> <p>LW, JM and JL will meet at the beginning of September to create a Schedule of Business and will incorporate policy reviews and link governors into the schedule.</p> <p>It was agreed that the PHSE visit will be delayed until the autumn term in order to link the visit with RRSA.</p>	SM JL JM LW/JM/JL
	Membership: Recruitment Update/ Succession Planning	<p>A potential governor was invited to the school to meet with JL and JM. He is an optician and worked within the local community. He has two children at a school in Trafford. JM will forward his details to RC so that he can be added to Trust Governor.</p> <p>The Laurus Trust continues to work with Inspiring Governance in order to recruit governors for schools across the Trust. JL has received interest from three potential governors. It was agreed that all governors would complete the skills audit prior to making any recommendations so any skills gaps could be identified. The Academy Committee can have up to</p>	JM

			11 Governors. There are currently 6 non-staff governors, 1 teaching governor and 2 parent governors. Tim Munro has also identified a possible governor from Wilmslow High School. The relationship with Wilmslow High School has always been a positive one.	
		Scheme of Delegation	The Scheme of Delegation was received in advance of the meeting. There were no changes to the document other than formatting and clearer delegation of powers.	
		Trust Board Update	The Trust Board summary was shared in advance of the meeting. LW stated that the recent Trust Board meeting had a Governance focus. The Trust Board Skills Audit was reviewed and Trustees were realigned to Committees. A useful Trust Summary was received which shared an update on all schools within the Laurus Trust and their pupil numbers for September. LW confirmed that Hazel Grove High School will be joining the Trust from September 2019 and a site has been identified in Stockport for the AP school. The Laurus Trust is in talks about a number of potential projects including Primary Schools. The schools have different situations. The geographical link is important to the Laurus Trust.	
2	School Performance & Accountability	Pupil Outcomes (across the curriculum)	<p>JM provided an update on Pupil Outcomes. The Key Stage 2 results had been received today and therefore the school had not yet had chance to review the results in detail but would share the main points.</p> <p>JM reported that 85% of pupils had achieved a 'Good Level of Development' in the Early Years. Only two pupils did not pass their Phonics Screening test (both of whom have an EHCP) putting the total pass rate at 97%.</p> <p>For KS1, 85% of pupils had achieved the 'Expected Standard' for reading, writing and mathematics. In reading, 49% of pupils had achieved the 'Greater Depth', in writing 31% had achieved the 'Greater Depth' and in mathematics 44% of pupils had achieved the 'Greater Depth'.</p> <p>The KS2 results were shared with the school today. In reading, 95% of pupils had achieved the 'Expected Standard', in writing 92% had achieved the 'Expected Standard' and in mathematics 97% had achieved the 'Expected Standard'. For reading, writing and mathematics combined, 92% of pupils have achieved the 'Expected Standard'.</p>	

			<p>In reading, 54% of pupils had achieved 'Greater Depth', in writing 29% of pupils had achieved 'Greater Depth' and in mathematics 56% of pupils had achieved 'Greater Depth'. For reading, writing and mathematics combined, 17% of pupils have achieved 'Greater Depth'. The average scaled score for reading was 110 and for mathematics was 111. JM reported that the school had exceeded their KPIs. Girls had performed better than boys in writing both in attainment and progress. Out of the 17 children who achieved 'Greater Depth', 14 were girls.</p> <p>The governors congratulated the staff on their fantastic set of results.</p> <p>JM thanked RT for leading the writing which had been externally moderated and well done. JM reported that the 1 disadvantaged pupil achieved well.</p> <p>Q: When do parents find out their results? Parents will be given the results on Thursday and the report will be shared at the learning review meetings next Tuesday.</p> <p>JM reported that there is one result in particular which is of surprise and this will be discussed with the parent of the child in question to avoid any shock upon receiving the results.</p> <p>A governor commented on the excellent support that the school had provided during the SATs.</p>	
	School Improvement		<p>The 2018/19 School Development Plan was shared in advance of the meeting. JM confirmed that the plan will look very different next year with the curriculum intent being the focus.</p> <p>Q: What evidence have we got of curriculum intent? Governors could use the pupil survey, GED, staff voice, bookshelves in every classroom and curriculum coverage.</p> <p>Governors reviewed the priorities for the 2019/20 School Development Plan. The priorities were approved.</p> <p>Q: What is the feedback on the MUGA? Both parents and children have commented positively on the MUGA. The MUGA is used to support the curriculum and for after school</p>	

		<p>activities. The school is currently in talks with an external company about using the area until 4.30pm. It cannot be used after this time as it is not floodlit.</p> <p>Governors discussed the SEN report that is produced during the autumn term. C Stubbs is the link for this area and will need replacing as it is his last meeting. S Mellor agreed to be the new SEN Governor and will visit the school in early September to see the SEN teaching in different classrooms.</p>	SM
	School Self Evaluation	<p>The GED was received in advance of the meeting. JL asked for an update at the next meeting on links to behaviour and outcomes and parent/teacher/pupil discussions. Governors were informed that for 2019/20 both CHPS and Gorse Bank will have the same four priorities. The schools will share good practice, but how they deal with the priorities will be different for each school. The House System will be rebranded next year. The midday assistants will receive behaviour training in order to improve confidence in dealing with culture and respect. There will continue to be a focus on one priority within the SDP at each Academy Committee.</p>	JL
	Behaviour and Safeguarding Update including Attendance	<p>Governors received an update on Behaviour and Safeguarding including an update on attendance. The eCadet work continues in school. There is an update to Keeping Children Safe relating to digital technology and E Safety. The document has been reviewed and the school are already meeting what is being suggested. It was reported the CPOMS is up and running. A governor asked for a former staff member's name to be removed from the Safeguarding poster.</p> <p>The school continue to engage with Operation Encompass. There has been between 4 and 8 incidents reported where police have been called to a home. It was noted that it is normally due to a domestic disturbance. The school receive the basic information, for example if the children were at home when the disturbance took place. There has been no impact in school.</p> <p>JM reported that the INSET day will focus on Keeping Children Safe and CPOMS.</p>	
3	Governor Monitoring	Records of Visits including Policy Implementation Reviews	A Metcalfe had visited the school during Science week. There were no Policy Implementation Reviews to note.
		Finance Update	LW shared a Finance Update that S Taylor had

	including pupil numbers, bench marking and value for money	prepared. Governors noted that the new format was much more useful as the document shared the spending in-year. The budget showed an in year surplus of £63K. LW reported that S Taylor was meeting regularly with the Heads of School and the meetings were useful for sharing information. The Laurus Trust will submit the budget to the ESFA. The school is still waiting to hear if the pension grant will be provided in future years. The other income included the donations from LFET.	
	Health and Safety Update	The Health and Safety update was received and governors noted the content of the report.	
	Website Compliance	P Murphy (Compliance Officer for the Laurus Trust) will be reviewing the website. JL stated that the staff list and roles and responsibilities of the Academy Committee will need to be updated. LW confirmed that this will be made a priority.	
	Risk Register/Mgt	It was agreed that JM, LW and JL will meet in October to draft the Risk Register for Gorsey Bank. The Risk Register will be shared with the Trust as a precedent for the other Academy Committees.	JM/LW/JL
	Governor Self Review of Impact	JL provided an impact document that she had produced. The template could be shared with the Governance, Oversight and Standards Committee so that all Academy Committees within the Laurus Trust use the same template. It was agreed that school improvement should be monitored at each meeting and captured in order to share with the Trust Board. It was agreed that the Academy Committee should have three succinct actions next year. JL suggested sharing the RoV reports in the meeting to show impact. The GED and pupil surveys were useful documents to use to show impact. It was recommended that curriculum intent may be a good measure to monitor as it will have a direct impact on the pupils. A governor suggested capturing information on well-being of governors and staff. Governors agreed that it was important to succession plan for the Vice Chair. LW informed governors that CN will be meeting with SM about joining the Governance, Oversight and Standards Committee as a Primary representative. The Committee agreed that although an external review of Governance had not taken place, this had been achieved through the appointment of a new Chair and the addition of the Governance, Oversight and Standards Committee to add rigour. JL will prepare the Annual Report and share with	

			governors.	
4	Governor Develop	Training Governor Verbal Update	All governors were asked to complete their Skills Audit on Trust Governor by the end of July.	All
5	Community Engagement	Link Governor Verbal Update	The Community Link Governors reported that there has been an increase in the use of Twitter. A Metcalfe visited the school during Science week. A new governor will be appointed to the Academy Committee who works in the local community.	
		LA Director's Report	JM reported that he had not received the LA Director's Report for some time. RC will contact Cheshire East to see if it is still being produced.	RC
	AOB		There were no Any Other Business items.	
	Meeting Dates:	Autumn 1 Autumn 2 Spring Summer 1 Summer 2	The dates for the meetings for next academic year were agreed as the following: Autumn 1 – 15 October 2019 Autumn 2 – 9 December 2019 Spring – 31 March 2020 Summer – 14 July 2020 JL thanked C Stubbs for his long serving commitment to Gorseley Bank. This will be his last meeting as a Governor.	

Agenda – Part 2

The press and members of the public to be excluded from the meeting at this point under 2003 (school governance procedures) (education) regulations because of the confidential nature of the business to be transacted.

Category	Item	Documents on Trust Governor	Action
1	Governance	Part 2 Minutes	
	Staff	Staff vacancies/ appointments	
2	AOB		

Impact of Meeting / Key Outcomes

The excellent outcomes for pupils were shared.
Governors approved the key priorities in the SDP for 2019/20.

A new governor will be joining the Academy Committee.
An improved template for the finance report was reviewed.
Governors reviewed ways that they can measure impact.

Signed by Chair of Academy Committee:

Date: