

Date: 7<sup>th</sup> December 2020  
 Time: 17.45  
 Venue: TEAMS

Clerk: Clare Vogt  
 Present: J Lawson (Chair), C Barber-Brown, C Ellender, J Maguire, A Metcalfe, S Mellor, N Mitchell, D Oberai, R Thompson, L Woolley

Action	Initials
Catch-Up Premium Spending Strategy Priority 6 to be rephrased to show all pupils	JM
Governors thanks and commendations to be conveyed to staff on their hard work and achievements during the Covid crisis	JM
Link Governors assigned an Autumn 2020 visit to undertake their visits in January/February and record using agreed templates	Link Govs
Management accounts to be circulated to Governors	CV
Contact the Council regarding the state of the ginnel from Gorseley Road	AM
Ensure the Sport Premium Report on the website is updated	JM
AC Annual Report to Trust Board to be populated with updates	LW/CV
Save the date for Teams training on 23 <sup>rd</sup> February 5.30-6.30	All
Governors' Training plan to be circulated	LW
GDPR training to be completed	SM
Links to NGA Pupil Premium module to be circulated	CV
NGA induction e-modules on becoming a Governor to be completed	DO/NM
Parent Council Minutes to be included with papers for future meetings under item 5	JM

Agenda – Part 1			
Category	Item	Documents on Teams	Action
<b>1</b>  <b>Governance Arrangements</b>	Apologies	There were no apologies received for absence.	
	AOB items	None.	
	Register of interests	The Register was reviewed and there were no changes to note.	
	Code of Conduct/ Acceptable use of IT policy	The Code of Conduct and Acceptable Use of IT Policy were given to NM who confirmed having read the documents and that the terms were acceptable.	
	Part 1 Minutes	The minutes of the meeting on 13 <sup>th</sup> October 2020 were <u>approved</u> as a correct record of the meeting. There were no matters arising.	
	Membership: Recruitment Update/	Governors <u>approved</u> the extension of the term of office on the Academy Committee for S Mellor (SM). Governors thanked SM for his continued commitment.	

2	Succession Planning	Governors noted that C Barber-Brown (CBB) would be leaving the Committee and that responsibility for training would need to be taken on by another Governor. The Vice-Chair position also needed to be filled and the suggestion was that training could sit within this role. A further suggestion was the Vice-Chair position could be split between two people. This should not be an onerous role and did not have to be regarded as a Chair-in-Waiting position. An invitation to Governors to take on the role was extended and it was noted that the position will need to be filled before the Spring Term.
	Trust Board Update	LW provided a verbal update as, due to the proximity of the last meeting, there was no written summary yet available. Governors were informed that the main focus was on risk and compliance, and policies.  JL thanked Governors for their co-operation with the 1-2-1 discussions which were proving extremely helpful.  D Oberai (DO), who had experienced technical difficulties, joined at this point.
	Strategic Priorities and Critical Success Factors (School Level)	<u>KPIs (statutory performance measures)</u> R Thompson (RT) talked Governors through the headline facts: <ul style="list-style-type: none"> <li>• KPIs had been set following the September baseline assessments. These were ambitious targets and not dissimilar to previous years. End of term assessments were currently being carried out and any significant changes will be reported.</li> <li>• The STA have released updated information on national assessments and there are some changes.</li> <li>• The baseline assessment for reception pupils will become statutory in September 2021 and as 'early adopters' of the new assessment, the EYFS Team were in a good position for this.</li> <li>• For Year 1 pupils who were now in Y2, assessments had been completed and the data was being analysed. This would be shared with Governors next time.</li> <li>• The STA had confirmed that SATs for KS1 would not take place and that teacher assessments would be used. There would be no changes to the pupils' usual routine nor any extra demands on pupils or teachers during the assessments.</li> <li>• For KS2, the SPAG test and Science teacher assessment requirement have been removed for this year.</li> <li>• The usual parent information session for Y6 would be held to provide information on SATs in May.</li> </ul> <p><b>Q: SM asked what will be the longer-term impact from the dip on KPIs and were they likely to go back up?</b></p>

		<p>A: RT said that the dip was short-term due to the exceptional circumstances of this year. Ambitions were strong with the aim to exceed national data. KPIs were also slightly lower due to the individual needs of the cohort. KS1 presented particular challenges for the team but extra support was in place and there had been a lot of hard work since September. This was being reviewed with teachers in pupil progress meetings. Targets had not been deflated to ensure that the team understood the expectation that all pupils catch up to at least their age related expectations.</p> <p>Performance measures would not be published by the Department for Education performance tables, although the data would be published in the in the ASP and IDSR.</p> <p><u>Targeted Support due to Covid</u></p> <p>Governors reviewed the Catch-Up Premium Spending Strategy and heard that £80 per pupil would be allocated, giving a total of £33k. Pupils who required extra support were being identified. Part-time staff had been asked to work extra half days to bolster specific year groups, with 4/5 members of staff doing this to allow class teachers to provide additional small group teaching for those pupils who need it most. The efficacy of this approach will be reviewed in the Spring Term.</p> <p>Discussions were taking place with FFT and Pearson to provide tutoring, the cost of which will be heavily subsidised by the Government. The target date to start is January and the tutoring will involve small groups and individuals.</p> <p>A Reading Lead had been appointed until the end of the 2021-22 academic year.</p> <p>Extra release time had been factored in for subject leaders. Mental health first-aider training had also taken place.</p> <p><b>Q: NM asked why Year 3 were experiencing particular social and emotional issues?</b></p> <p>A: J Maguire (JM) advised that this was no longer a major issue. It had been apparent in the first few weeks of term that Y3 had been particularly adversely affected by the pandemic disruption, as they did not return to school last term. The second half of Y2 is when the pupils make a lot of progress academically and in terms of maturity.</p> <p>L Woolley (LW) said that the Priority 6 strategy applied across the school and it was misleading to suggest it only related to Y3. This would be rephrased.</p> <p>JM confirmed that the document would be put online in the future. An Ofsted routine inspection would check whether the money had been put to good use. Governors agreed that this item should remain on the agenda for future meeting to track spend and impact.</p>	JM
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		<p><u>School Development Plan</u> Governors reviewed and discussed the School Development Plan.</p> <p>Governors were advised by JM that parents' evenings had taken place online and had gone well. Feedback had been positive from the first Parent Council Meeting.</p> <p>The new Reception children had settled in very well despite induction process disruptions.</p> <p>Parent workshops would take place after Christmas, looking at reading, phonics and remote learning/eSafety.</p> <p>Two new groups within the Pupil Parliament had been formed, namely an Arts Council and Department of Health and Care. The Parliament had been reorganised to include a Cabinet.</p> <p>In terms of the curriculum, LW's Executive Head visits were being used to bring subject leads in for coaching and to run through potential questions from Ofsted. Notes of Visit will be made available to Governors.</p> <p>The School was in contact with the British Council to twin with a French speaking school.</p> <p>Diversity is considered when putting curriculum bookshelves together. RT and JM were to meet to discuss this.</p> <p>CBB commented that it was remarkable how much progress had been made on PHSE since the required actions of 2017. However, it was important to ensure that what was taught in class was reflected in the playground. JM said that staff across the school were being involved in PHSE with specific training and designated roles. These included Faith Watkins who was Pupil Lead, Lucy Ratcliffe, PSHE Lead, Jethro Johnson, Computing Lead, and Miss Hooker, Race and Diversity Lead.</p> <p>Governors discussed how the staff/pupil voice could be heard in relation to the plan. Suggestions included:</p> <ul style="list-style-type: none"> <li>• During Link Governor visits</li> <li>• Short videos from staff/pupils</li> <li>• Looking at the recent pupil survey</li> <li>• The Cabinet could prepare a report which could be included in the papers to the Committee and reflected in the minutes</li> </ul> <p><u>Behaviour and Safeguarding, including Attendance</u> Governors reviewed the Behaviour and Safety Update for the Autumn Term.</p> <p>Governors heard that the behaviour survey would inform understanding of whether behaviour in the playground was the same as in the classroom. Governors were pleased to</p>	
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			<p>observe that the disruption with Covid had not seriously affected behaviour. SM remarked that, from a parent point of view, it was clear that there was a strong focus on diversity and PHSE this term and the results of this were impressive. LW said that the impact of parental support could not be underestimated nor was it taken for granted. This was borne out in the attendance figures which were better than in nearby areas such as Trafford.</p> <p>Governors conveyed their huge thanks to JM and the team for all their hard work carried out in particularly difficult circumstances. JM was asked to pass on Governors' comments and commendations to staff for their efforts.</p>	JM
3	Governor Monitoring	Records of Visits including Policy Implementation Reviews	<p>The Governor Links document was reviewed and was agreed as an accurate reflection of responsibilities.</p> <p>For visits allocated during the Autumn Term which had not been possible to do, Governors were asked to schedule these for the Spring Term. Governors should contact the subject lead to organise the visit but copy in JM. It was agreed that visits should be repeated each year. Guidance on approaching these visits would be given in the 1-2-1s with the Chair and a workshop could be arranged if required.</p> <p>LW advised that there was a template with structured questions for the Governors to use. Completed documents should be forwarded to JM for sign off and brought to the Committee for review. This could be in the form of a summary verbal update with a couple of key learning points which could be minuted.</p>	Link Govs
		Policies	There were no policies to review.	
		Finance Update including pupil numbers, bench marking and value for money	<p>The management accounts had not been circulated prior to the meeting and would be issued subsequently.</p> <p>Governors were advised that there were no major variances from what was expected.</p>	CV
		Health and Safety Update	<p><b>Q: AM queried who was responsible for pressure washing the land outside of the back gate?</b></p> <p>JM said it was the responsibility of the Council and it had been flagged up by the School for the ginnel to be pressure-washed as soon as possible. Parents had raised concerns about this area. It was agreed that it would be beneficial for AM to contact the Council separately, from a parent perspective, and press for the work to be done.</p>	AM
		Website Compliance	JM reported that the Governance, Pupil Premium funding and SEND pages had been updated. However, the Sport Premium data still required updating.	JM
		Risk Management	The Health and Safety Risk Assessment for Covid 19 was reviewed by Governors. LW advised that this was a live	

		during Covid	document and that the most recent iteration was when the national lockdown ended and regional tiers were operative. An assessment on the risk for singing had been carried out to bring some festive cheer, with mitigating actions such as using larger spaces and ensuring ventilation. The Trust Board had approved the risk assessment.	
		Governor Self Review of Impact	LW will share the AC Annual Report to the Trust Board with the Clerk. This will be completed with updates from today's meeting and reviewed at the next meeting. It was important that any challenges made at each meeting by Governors were recorded. It will be the responsibility of the Clerk to complete after each meeting. Governors agreed that the following items could be added: <ul style="list-style-type: none"> <li>• Triangulation of classroom teaching on behaviour and values in the playground and outside school</li> <li>• Taking steps to hear the pupil voice through videos or a written document from the Pupil Parliament Cabinet</li> </ul>	LW/CV
4	Governor Development	Training	Governors head that the aim of the MAT was to strengthen onboarding and training for all Governors and Trustees. The Trust had NGA Gold membership which gave access to e-learning. Modules would be set for Governors to complete. The first one Governors were being asked to complete ahead of the next meeting was the Pupil Premium Disadvantage module. A link for this will be circulated to Governors.  A training session for Governors on using Teams is scheduled for 23 <sup>rd</sup> Feb at 5.30pm. This would give guidance on using the dedicated Gorse Bank governance channel.  In relation to the GDPR training, most Governors had completed this but it was noted that SM still needed to do so.  LW will circulate the training plan and dates. A new Google form will be rolled out which will keep a running record of training undertaken. The Clerk will minute training undertaken at each meeting under this item in order to update this.  DO and NM were invited to complete governor induction e-modules. The Chair also referred everyone to the DfE guidance notes on role descriptors for Governors which are on the gov.uk website.	LW/CV  All  SM  LW/CV  DO/ NM
5	Community Engagement	Stakeholder engagement – pupils/parents	Governors agreed that it would be beneficial to have sight of the Parent Council minutes to understand what matters are being highlighted by parents. These will be included in future meeting papers.	JM
		Complaints	None	
		Media Coverage	Nothing to report	

		LA Director's Report	None	
	<b>AOB</b>		None	
	<b>Meeting Dates:</b>	Spring Summer	Tuesday 30.03.21 at 5:45pm Tuesday 13.07.21 at 5:45pm	

### 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
<b>1</b>	<b>Governance</b>	Part 2 Minutes	
	<b>Staff</b>	Staff vacancies/ appointments	
<b>2</b>	<b>AOB</b>		

### Impact of Meeting / Key Outcomes

- Governors approved the extension of the term of office on the Academy Committee for SM
- NM accepted the Governors' Code of Conduct and Acceptable Use of IT Policy
- Invitations were invited for the Vice-Chair role on the Committee
- Governors are putting in place a strategy for the pupil/staff voice to be heard
- ROVs were agreed for the forthcoming academic year
- Governors were asked to complete the NGA Pupil Premium Disadvantage training module by the next meeting
- Parent Council minutes are to be shared with Governors

Signed by the Chair:

