

ACADEMY COMMITTEE MEETING

Date: Monday, 6th December 2021
 Time: 5.45pm
 Venue: Gorseley Bank Primary School
 Clerk: Clare Vogt
 Present: J Lawson (Chair), C Ellender, J Maguire, S Mellor, A Metcalfe, N Mitchell, Z Shah, F Watkins, L Woolley

Assistant Head of Inclusion

Item	Action	Initials
1.1.	Register of Interests to be updated with ZS's details and additional business interest of the Chair	Clerk
1.2	ZS to confirm acceptance via email to the Clerk of the Code of Conduct and Acceptable Use Policy for IT.	Clerk
1.3	Link Governor roles to be reviewed and the restructure confirmed at the next meeting.	All/Clerk
2.1	Safeguarding slides to be sent to the Clerk for upload to Teams.	JM/Clerk
2.2	Details of SCIES safeguarding training to be provided to Governors.	JM
3.1	Reading/Phonics, SEND and DT/Science RoVs to be added to agenda for next meeting.	Clerk
3.2	H&S Update to be uploaded to Teams	Clerk
4.1	Training session on potential Ofsted questions to Governors to be arranged at the start of ACM3	Clerk

Agenda – Part 1

Category	Item	Notes	Action
1 Governance Arrangements	Apologies	Apologies were received and <u>approved</u> from S Hatfield. The Chair welcomed Z Shah to the Academy Committee (AC) as a new Governor. A round table introduction was made. The Committee heard that ZS, who has a child at the school, was to be co-opted as Governor, rather than apply for election as Parent Governor, due to having an excellent skill set. The Committee were informed that ZS teaches English at a grammar school in Leeds and is a KS3 co-ordinator. ZS has previous experience of being a Governor both as a parent and co-opted.	

		AOB items	None.	
		Register of Interests	<p>The Clerk informed Governors that the Register of Interests will require updating for Z Shah (ZS).</p> <p>The Clerk was informed that a further amendment will be required to update a new business interest of the Chair.</p> <p>Action 1.1: Clerk to Update Register of Interests with ZS's details and Chair's additional business interest.</p>	Clerk
		Code of Conduct/Acceptable Use Policy for IT	<p>Governors noted these policies to which they had previously indicated acceptance. The Clerk advised that ZS will be asked to confirm acceptance via email of these.</p> <p>Action 1.2: ZS to be requested to confirm acceptance via email of the Code of Conduct and Acceptable Use Policy for IT.</p>	Clerk/ZS
		Part 1 Minutes	<p>The Part 1 minutes of the meeting on 12th October 2021 were <u>approved</u> as a true and accurate record.</p> <p><u>Matters arising</u></p> <p>In relation to action 1.2, N Mitchell (NM) advised that the communication to parents was in draft form and would be discussed later in the meeting.</p> <p>For action 1.3, a discussion about capacity had taken place with the Chair and plans for moving forward made. Governors heard that NM and S Mellor (SM) had agreed to share the role of Vice Chair.</p> <p>Resolved: Governors approved the appointment of NM and SM as Co-Vice Chairs.</p> <p>Governors noted that all other actions had been completed.</p>	
		Membership: Recruitment Update/Succession Planning	<p>Governors noted that it was A Metcalfe's (AM) last meeting which left NM as the only Parent Governor.</p> <p>L Woolley (LW) advised that the Scheme of Delegation allowed for up to 3 Parent Governors on the AC.</p> <p>Resolved: Governors agreed that a Parent Governor election should take place in the New Year.</p> <p>Governors were informed that D Oberai had stepped down from the AC and would no</p>	

			<p>longer attend meetings.</p> <p>The Chair reported that discussions were still taking place with an ex-parent of the school who was a Headteacher at a secondary school for special needs and interested in becoming a Governor.</p>	
		Scheme of Delegation	Governors noted there were no changes to the Scheme of Delegation.	
		Trust Board Update	The Trust Board report from October 2021 was noted by Governors.	
		Link Governor Roles & Responsibilities	<p>Governors discussed a realignment of the Link governor roles to cover AM's and DO's departure, as well as incorporating a Trips and Visits Link Governor who will be responsible for approving external trips.</p> <p>Resolved: NM appointed as Trips and Visits Governor and ZS as Link Governor for Art, Enrichment Curriculum and PE.</p> <p>Discussion also took place about having an Early Years (EY) Link Governor.</p> <p>It was agreed that Governors would review the Link Governor roles of AM and the EY position and advise the Chair or Head if they wished to take on any of these.</p> <p>Action 1.3: Link Governor roles to be reviewed and the restructure confirmed at the next meeting.</p>	All/Clerk
2	School Performance & Accountability	School Development Priorities & Focus	<p><u>2.1 School Development Plan</u></p> <p><u>Priority 2: Inclusive Attitudes</u></p> <p>As Assistant Head of Inclusion F Watkins (FW) presented this item. Key points were:</p> <ul style="list-style-type: none"> • An inset day had taken place in November to develop the culture of inclusion and diversity. Topics covered included SEND and racism. • C Ellender was the EAL lead and had introduced Bell Foundation resources. This charity for inclusion offered a language teaching assessment framework and classroom strategies for language development. • Staff had attended Black Curriculum training • LGBTQ+ training was scheduled next. 	

Q: The Chair asked who is delivering the LGBTQ+ training and has there been any feedback from the inset day?

A: Altius are the training provider. After the inset day, teachers are more aware that they can discuss and seek advice regarding disadvantaged pupils, as well as understanding how monies are spent. They have more ownership on what the children need.

- The school was reviewing the timetable of events, focusing on themes such as identity, belonging etc. to ensure diversity.
- FW had been speaking to the Pupil Premium lead for the Trust to review policies and practices.
- The bookshelves were being refreshed to ensure diversity.

Q: SM asked how is diversity tracked through the school and built into the curriculum?

A: JM said the bookshelves are key, as so much of the children’s writing is based on the texts. The range of books has evolved with more texts on neuro-diversity.

Q: The Chair wondered if this extended to LGBTQ+?

A: JM said although the RSE framework for Sex Education is very well established, careful consideration needs to be given on how to incorporate LGBTQ+ into the curriculum. There are not many good books on the subject. FW said that Altius will be approached for their guidance.

Q: The Chair queried if a child questioning their sexuality has someone in school they can approach?

A: JM said that the school is confident that a child could be supported. Lucy Ratcliffe is the lead for this, and children already discuss self-image and relationships as part of the curriculum.

Q: The Chair wanted to know what support will be given to parents on the topic of LGBTQ+?

A: FW said that lessons were always shared with parents for their input. Discussion ensued about the best way of involving parents, as workshop attendance and consultation response was typically low. It was important to address parents’ concerns

			<p>and explain the rationale behind what was being taught. The Gorsey Weekly could perhaps be used to communicate to parents how the school was dealing with the subject. Also, details could be provided at specific events such as parents' evenings or where there was heavy footfall, perhaps in the form of a stand. LW suggested that parents could be directed to ask their children five things they had learned that week to promote discussion on the topic. Homework could also generate parental involvement.</p> <p>Q: SM asked how do we know we have the right balance from the child's point of view and how can balance and inclusivity be measured?</p> <p>A: LW said this is reviewed by Ofsted who require evidence of the PHSE framework. The school also listens to the pupil voice and monitors behaviour to check any potential issues.</p>	
		Pupil Premium Strategy	<p>FW presented this item and key points were:</p> <ul style="list-style-type: none"> • This was a new template from the DfE. • There were 16 children on the Pupil Premium Register. • Not all face every one of the seven barriers and some are high attaining but still need support. • Half of the budget was spent on teaching support. • Pupil Premium profiles were created for each child and given to staff. These showed current interventions and how Pupil Premium money was being used. They were reviewed three times per year. <p>Q: The Chair asked who prepares the profiles?</p> <p>A: The teacher does this as they know the children best. Parents are asked to contribute by including information such as what their child enjoys doing.</p> <ul style="list-style-type: none"> • Interventions do not just support Pupil Premium children but everyone. • Schools are held to account by having to publish the strategy on their website 	

		<p>Q: NM asked how is allocation of the Pupil Premium grant decided? A: JM said the allocation is decided internally and checked off by Sarah Taylor in the Trust's Finance Team.</p> <p>Q: The Chair wondered if the 16 Pupil Premium children were spread across the school? A: Yes, although there is none in Y3.</p> <p>Governors thanked FW for all the hard work in preparing the strategy.</p>	
	Safeguarding Training Update	<p>JM presented safeguarding training slides on screen which had previously been shared with staff. These included key findings from the Ofsted report into sexual abuse in schools.</p> <p>Action 2.1: Safeguarding slides to be sent to the Clerk for upload to Teams.</p> <p>AM had to leave the meeting at 18.57. The AC gave thanks to AC for his hard work as Governor and expressed regret in losing him from the AC.</p> <p>Governors discussed the need to be aware that sexual abuse may be happening even if not readily apparent.</p> <p>Governors were advised that extended training for staff run by SCiES would be taking place which Governors were welcome to attend.</p> <p>Action 2.3: Details of SCiES safeguarding training to be provided to Governors.</p> <p>JM said that SCiES were conducting an audit in January and it would be helpful to have a Governor review this.</p> <p>Governors discussed how to encourage children to be able to speak freely on a difficult subject. Worry boxes were provided in all classrooms and JM advised that it was made explicit to children what behaviour was not acceptable. It was suggested that older children from secondary schools were very well placed to work effectively with younger children, if given the right training. It was easier for younger children to open up to another non-adult.</p>	<p>JM/ Clerk</p> <p>JM</p>
	Behaviour and Safeguarding Update (including attendance)	<p><u>Behaviour and Safeguarding Update</u> Governors noted the update.</p>	

3	Governor Monitoring	Records of Visit	<p><u>Safeguarding RoV</u> Governors noted the RoV.</p> <p>SM will undertake a Reading/Phonics visit in January. SEND and DT/Science visits also needed to be completed in the New Year.</p> <p>Action 3.1: Reading/Phonics, SEND and DT/Science RoVs to be added to agenda for next meeting.</p>	Clerk
		Policy Reviews	<p><u>Learning Outside the Classroom</u> Q: SM asked if the policy was common across other primary schools?</p> <p>Yes, JM advised that the policy had been devised using a Cheshire East template through EVOLVE. It would allow for local visits and walks to take place. Individual risk assessments would be carried out each time.</p> <p>Residential or overseas trips would be approved separately by the Trips and Visits Governor.</p> <p>Resolved: Governors approved the Learning Outside the Classroom Policy.</p>	
		Finance Update	<p>Governors reviewed the latest published Management Accounts from October 2021.</p> <p>Q: SM asked what has happened with the surplus which is showing as only £15k?</p> <p>A: JM said this is in-year budgeted surplus; the overall surplus is £263k which is showing on JM's copy of the accounts but not on the document provided to Governors.</p> <p>Q: Governors asked why has there been underspend on educational support?</p> <p>A: Two LSAs had just been recruited and two Assistant Heads appointed.</p> <p>Q: Governors asked what happens with monies not spent. Does this mean that budgets in future are adjusted?</p> <p>A: LW said monies can be ringfenced for projects. There is also a reserves policy to maintain. The Trust was aware that Gorseley Bank was an older school and allocated additional monies for improvement to ensure Health and Safety (H&S). Reserves were accrued for capital items not for staffing.</p>	
		Health & Safety	<p>JM shared the H&S update online. All actions had been rag rated and will be carried out in the next 18 months to 2 years.</p> <p>Action 3.2: Clerk to upload H&S update to Teams</p>	Clerk

		Governor Self-Review of Impact	Governors highlighted areas to be included in the Annual AC Report to the Trust Board. Action: 3.3: Clerk to update Annual AC Report to the Trust Board	Clerk
4	Governor Development	Training	JL remarked that the curriculum session on 1 st December had been very useful in providing a Trust overview and in meeting other Governors. The main focus was on preparation for Ofsted and questions that might be asked. Action 4.1: Add agenda item to next meeting for Governors to review pertinent questions which could be asked by Ofsted.	Clerk
		Governor Roles & Responsibilities	This item was discussed earlier in the agenda.	
5	Community Engagement	Stakeholder Engagement (Staff/Parents/Pupils/ Governors)	<u>Rights Respecting Schools Gold Award Report</u> Governors noted the report and passed on their congratulations to the school for the excellent award. Q: The Chair asked what are the next steps for the school? A: JM said the school will continue to embed the Pupil Parliament and pair up with other suitable schools. Q: ZS asked if the school had explored Connecting Classrooms? A: Yes. <u>Start of Year Communication – draft</u> NM advised that a draft would be ready by next Monday. Governors discussed the content of the draft. It was suggested that it should be kept to a page and could include a welcome to newer Governors. Also, to advise that a Parent-Governor election would take place in the New Year and invite anyone interested to speak to JM.	
	AOB		There being no other business to discuss, the meeting closed at 19.41 pm.	
	Meeting Dates:	ACM3: Tuesday 29.03.22 ACM4: Tuesday 12.07.22	All meetings will start at 5:45pm	

Impact of Meeting / Key Outcomes

- Z Shah was welcomed to the Academy Committee as a co-opted Governor
- A Metcalfe stepped down as Governor and was thanked for his services
- N Mitchell and S Mellor appointed as Co-Vice Chairs
- Governors agreed to hold a Parent-Governor election early in 2022
- NM appointed as Trips and Visits Governor and Z Shah as Link Governor for Art, Enrichment Curriculum and PE
- Governors to review the Link Governor roles for the New Year
- The Pupil Premium Strategy was reviewed in detail by the Committee
- Governors received Safeguarding Update training
- Governors approved the Learning Outside the Classroom Policy
- The Committee congratulated the school on the Rights Respecting Schools gold award

Chair Signature:



Date:

29.03.22