

ACADEMY COMMITTEE MEETING

Date: Tuesday, 29th March 2022
 Time: 5.45pm
 Venue: Gorseley Bank Primary School
 Clerk: Clare Vogt
 Present: J Lawson (Chair), G Ashworth, F Bell, S Hatfield, J Maguire, S Mellor, N Mitchell, Z Shah, L Woolley

Item	Action	Initials
1.1.	Governors will approach any suitable contacts for the co-opted Governor role and advise JM of any interested candidates.	All
1.2	An ROVs folder to be set up in the Gorseley Bank Teams folder and previous ROVs to be obtained from JM for inclusion	Clerk
2.1	Detailed attendance data to be provided to the AC at the next meeting.	JM
3.1	Governors to be provided with benchmarking figures for primaries at ACM4	JM
3.2	AC Annual Report to the Trust Board to be updated	Clerk
4.1	Caroline Hall to be contacted to check what training Governors may have completed and the training log updated.	JM
P2a	Staffing structure to be provided for ACM4	JM
P2b	Kids Club update to be included in papers for ACM4	JM

Agenda – Part 1			
Category	Item	Notes	Action
Training	Governance & Inspection Training	<p>Governors confirmed having read the Inspection slides on the Laurus Institute platform and felt suitably briefed ready for an Ofsted inspection.</p> <p>Q: S Mellor (SM) asked if all documentation on the website was up-to-date for when the inspection was called?</p> <p>A: J Maguire (JM) confirmed it was. There was no update on when the inspection was likely to take place. Governors were assured that the school had a process in place for when the call concerning the inspection was made.</p>	
Governance Arrangements	Apologies	<p>SM chaired the meeting at this point due to the Chair being delayed.</p> <p>G Ashworth (GA) was welcomed to the</p>	

		meeting as the newly-elected Staff Governor. Z Shah (ZS) joined the meeting via Teams videolink. Apologies were received and <u>approved</u> from S Hatfield (SH).	
	AOB items	SM confirmed that the following item could be added to the agenda: <ul style="list-style-type: none"> • SATs week in May 	
	Register of interests	The Clerk advised that the Register of Interests will be updated with GA's details when received.	
	Part 1 Minutes	The Part 1 minutes of the meeting on 6th December 2021 were <u>approved</u> as a true and accurate record. <u>Matters arising</u> None.	
	Membership: Recruitment Update/Succession Planning	The Chair arrived with apologies for being late and then conducted the meeting. L Woolley (LW) advised that SH and Chair were the only non-parent governors on the Gorse Bank Academy Committee (AC). The suggestion was to co-opt another non-parent Governor to share the workload of the AC. A parent governor election could then be held in the Autumn. Discussion ensued about when the last parent governor election had taken place and it was noted that SM had been the last elected parent governor but had since been co-opted. Governors considered it was important to have balance on the Committee and that recruiting a non-parent Governor was a priority. JM will re-contact Manchester Airport to check interest. <u>Resolved:</u> Governors agreed that a non-parent Governor should be actively co-opted and that a parent-governor election should take place in the Autumn Term. <u>Action 1.1:</u> Governors will approach any suitable contacts for the co-opted role and advise JM of any interested candidates.	
	Governor Visits Protocol	The Committee noted the protocol for Governor visits.	

		Academic Links	Governors received and noted the Academic Links document. LW advised that the new ROV should be used for future link visits.	
		Staff Governor Role	The Committee noted the new guidance for Staff Governors.	
		Trust Board Update	The Trust Board reports from December 2021 and February 2022 were noted by Governors.	
		Link Governor Roles & Responsibilities	<p>Governors reviewed Link Governor roles with JM proposing a reshuffle to utilise ZS's expertise in English. The following new roles were agreed:</p> <ul style="list-style-type: none"> • Reading/Phonics – ZS • Life/Work Balance - ZS • STEM – SM • Arts and Wider Opportunities - GA • Humanities – N Mitchell (NM) <p>JM recommended that next term the Link Governor visits should be:</p> <ul style="list-style-type: none"> • SM/ZS joint handover visit for Reading/Phonics • SM: Science and Computing • SH: Inclusion • NM: Geography • GA: Art • JL: EAL <p>Action 1.2: An ROVs folder to be set up in the Gorseley Bank Teams folder and previous ROVs to be obtained from JM for inclusion.</p>	Clerk
2	School Performance and Accountability	School Development Priorities & Focus	<p><u>SDP: Focus on Personal Development and Wellbeing of Pupils</u></p> <p>F Bell (FB) highlighted three key strategies:</p> <ul style="list-style-type: none"> • Provision at playtime: children had been asked what activities they would like to do. New equipment had been ordered and activities were being changed weekly. These included archery and bowling. <p>Q: ZS asked if the space was now being equally used by boys and girls, given the comment that boys had been predominantly using the area to play football?</p> <p>A: FB said an area had been set aside specially for girls to play football, although boys and girls could play together if they wished. The new equipment was equally used by both</p>	

			<p>boys and girls. Play leaders, involving children from Y5 and Y6, were in place, as well as a Midday Assistant in each area. SM commented on having heard positive feedback on the new playground activities and choice available.</p> <ul style="list-style-type: none"> • The Gold Rights Respecting visit was being celebrated. • For the RSE framework, a consultation with parents had taken place. Parents were informed about the curriculum, including LBGT+ inclusion. The PHSE page on the website was being updated and would offer support for families/carers. The Committee felt it was important for parents to be encouraged to look at the website. Also for the school to assess understanding and knowledge with parents and children. JM said the page would go live after Easter. It would be publicised in the Gorsey Weekly and on social media. LW said the pupil voice would be heard regarding the RSE curriculum to ensure it was addressing what was required and children’s needs. <p>Q: The Chair asked if events had been arranged for parents to discuss the RSE curriculum?</p> <p>A: LW said a questionnaire had been sent to parents and a video comms released as this was done prior to the changes becoming statutory in September when schools were still restricting visitors on site.</p>	
		<p>Ensure Delivery of School Curricula and Assessment (in line with Trust’s approach)</p> <p>Ensure Curriculum Policies (RE & Relationships, Sex Education), Behaviour & Welfare are in line with Statutory Guidance</p>	<p>Governors noted that the school curricula and policies were being followed.</p> <p>https://www.gorseybank.org.uk/curriculum/#:~:text=Curriculum%20Statement&text=We%20believe%20that%20the%20National,that%20our%20children%20will%20need</p> <p>https://www.gorseybank.org.uk/policies/</p>	

		School Self-Evaluation	<p>SEND Audit</p> <p>SM said the structure of the report was useful in terms of understanding focus but would like better understanding of how SEND provision compared to other schools.</p> <p>LW said audits were being undertaken across all the Trust schools. The two experts who had conducted the Gorsey Bank audit were very happy with the provision, although the Trust and school were not complacent and would be continuing to enhance provision. The SENDco from the two Trust primaries will be liaising and supporting each other. JM said that the outcomes for SEND children will be provided at ACM4.</p> <p>Q: Governors asked what was the impact of COVID on SEND pupils?</p> <p>A: FB said there was a specific SEND document relating to this which had been prepared by the school. The recommendation from the audit had been to provide a more consolidated menu in addition to individual interventions. FB said there were a broad range of needs across the cohort. Children were making progress but it was individual in terms of the goals being set to reflect ambition for all pupils.</p> <p>Q: The Chair asked what provision was in place for other vulnerable children needing additional support but not classed as SEND?</p> <p>LW said there was a notable increase in vulnerable pupils following the pandemic, with 97 children now on the list. This represented almost a quarter of the school. The school was addressing a wide range of needs from EHCP children to those pupils whose home life had been affected by Covid in terms of redundancies, parental illness, impact on family set-ups etc. It was clear that many children were now struggling on social, emotional and mental health grounds. The new playground provision had been put in place to assist with this, as well as whole school focus elsewhere.</p> <p>Q: SM asked if everything was in place at school and Trust Board level to manage this?</p> <p>A: LW said that additional staffing was being prioritised in terms of how the school budget is being used to mitigate this. Further details would be outlined in Part 2.</p>	
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			<p>Q: The Chair asked about the impact on staff on dealing with vulnerable children and what support was being offered by the school?</p> <p>A: JM said staff were being supported in a number of ways including Professional learning to develop their expertise and having additional adults to run interventions. The Leadership Team (LT) had also reviewed the Marking and Feedback policy to lessen teachers' workload without losing impact on pupil progress. There was a staff wellbeing team which looked at feedback and dealt with any specific requirements. Pastoral support was offered from the LT and from the Trust. Mel Flood from HR attends the school annually to brief staff on Trust support including the free Education Assistance Programme. This offers services such as financial guidance, bereavement support and counselling. Employees can self-refer anonymously through the HR hub.</p> <p><u>Safeguarding Audit Summary</u></p> <p>JM said the audit had been reassuring but had presented healthy challenge and helpful tips to enhance provision. A rag-rated document with actions had been prepared following the audit and would be linked to the School Development Plan. Many of the actions had been completed quickly.</p> <p>Q: The Chair asked if the issue of aligning the Local Authority and school safeguarding policies had been resolved?</p> <p>A: LW said the Trust Board had decided that it was preferable to make the policy school specific and this was in the process of being updated.</p>	
		Behaviour & Safeguarding Update	<p>SM commented that attendance figures looked impressive given the impact of Covid. JM said the school was not satisfied with the 95% attendance rate which had gone down following the pandemic. Whilst this figure was well above the national average, the aim was to return to at least 96/97% pre-Covid attendance. LW added that there were some trends emerging which the school did not wished to become long-term ones. This included more parents taking children out of school during term time for holidays. There</p>	

		Behaviour & Safeguarding Update	<p>had also been an increase in long-weekenders, with children absent on Fridays and Mondays. The school was putting strategies in place to deal with this and it was hoped the situation would settle following the Covid disruption.</p> <p>Governors asked for detailed attendance data to be included in the next Head's report for further scrutiny.</p> <p>Action 2.1: Detailed attendance data to be provided to the AC at the next meeting.</p> <p>Q: The Chair asked what was the current impact of Covid on staff absence?</p> <p>A: Governors heard that there were still significant issues with Covid staff absence but staff were supporting each other, covering where necessary.</p>	JM
3	Governor Monitoring	Records of Visit	<p><u>Safeguarding</u></p> <p>The Chair advised that a playground visit had been undertaken. Children were asked what they were enjoying and there had been animated feedback. Questions on cyber security had been raised and it had been reassuring to hear that a particular issue had been successfully dealt with by the school.</p> <p>Governors noted the Safeguarding ROV.</p>	
		Policy Reviews	<p><u>Uniform Policy</u></p> <p>JM advised that there was a Government requirement from September for schools to offer more than one supplier for better parental choice and cost-efficiency, as well as second-hand uniform provision. The latter was now being formalised for a termly sale by the PTA. Uniform was not gender specific and branded items were kept to a minimum.</p> <p>Q: SM asked how the school was choosing an additional supplier?</p> <p>A: JM said two other suppliers had been approached and suitability would be based on cost and service efficiency, ensuring that the school did not expend time in dealing with uniform provision.</p> <p>Resolved: Governors approved the updated Uniform Policy.</p>	

	Finance Update	<p>Governors reviewed the latest published Management Accounts from December 2021 and January 2022.</p> <p>JM added that a meeting took place yesterday with Sarah Taylor from Finance who was happy with the school's current position.</p> <p>Q: JL asked if there were any benchmarking figures which Governors could see?</p> <p>A: LW said a DfE tool was used for benchmarking. Heads all received benchmarking on key criteria for other LT schools and similar schools elsewhere.</p> <p>Action 3.1: Governors to be provided with benchmarking figures for primaries at ACM4.</p>	JM
	Health & Safety	The Health & Safety Update was received and noted by the Committee.	
	Check Website Compliance (publication of required details on Governance & SEND/Pupil Premium Strategy/Sport Premium)	<p>https://www.gorseybank.org.uk/governance/ https://www.gorseybank.org.uk/statutory-reports/</p> <p>Governors noted that the website was compliant in these areas.</p>	
	Governor Self-Review of Impact	<p><u>Framework for AC Chair Discussions</u></p> <p>SM advised that the Governance, Oversight and Standards Committee (GO&S) had scheduled for AC Chairs to attend their meetings over the next year. This was to ensure two-way communication between the ACs and the Trust, as well as providing a view of AC work and impact across the Trust. Appropriate support could then be provided where required. The Chair from Cheadle Hulme High School had attended first and this had been useful in assessing discussion points for the future. The framework outlined points that would be raised during the Chair presentation.</p> <p>LW advised that the Gorsey Bank AC Chair was scheduled to attend the next GO&S meeting on the 16th June. Governors were</p>	

			<p>invited to advise any topics they would like raising at that meeting. SM said it would be useful to share information across the Trust on ROVs. The potential to have more shared training sessions for all Trust Governors was suggested. The AC agreed that it would also be useful for the Chair to comment on impact of local governance at Gorsey Bank.</p> <p><u>Annual AC Report to Trust Board 2020-22</u> Governors provided suggestions for updating the reported based on the impact of today's meeting. The Clerk was also asked to ensure that the RSE curriculum discussion and challenges from the last meeting were included.</p> <p>Action 3.2: Annual AC Report to Trust Board to be updated.</p>	Clerk
4	Governor Development	Training	<p>Recommended training for Governors prior to ACM4 was Pupil Success & Wellbeing EYFS (Primary) NGA Module: https://laurustrust.sharepoint.com/sites/LT-LaurusInstitute/SitePages/Trustee-Governor-Training-Plan.aspx</p> <p>Action 4.1: Caroline Hall to be contacted to check what training Governors may have completed and the training log updated.</p>	Clerk
5	Community Engagement	Stakeholder Engagement (Staff/Parents/Pupils/ Governors)	<p>JW advised that end-of-year surveys would take place in the Summer Term.</p> <p>Governors heard that a Trust-wide tender for school catering was in process and the successful organisation would be chosen by a panel to commence in September. The School Food Company would not be bidding as the new contract would be too large. Pupil and staff voice was being heard, as well as factoring in the Kids Club offer.</p> <p>Q: NM asked how the Trust would ensure balance between cost and quality? A: LW said the bidders were being tasked to provide specific costs on real-life scenarios. The Trust was looking for provision of better quality food and how the catering offer could link with the curriculum.</p>	

			<p>Governors discussed how parents could be made more aware of what their children were eating and be encouraged to have healthy options. FB said, where possible, children were steered in the right direction but it was more important to ensure that children ate their food rather than go hungry. ZS suggested that trying new healthy options could be linked to house points which was considered a good idea by the school.</p> <p>Q: The Chair asked if food science was taught as part of the curriculum?</p> <p>A: The school covers this in at least one DT unit per year and it is brought into the curriculum elsewhere, for example in Science and PE.</p>	
	AOB		<p>JM advised that SATS week would be taking place this year, week commencing 9th May, Monday until Thursday. Governors were asked if they could spare an hour or so to attend the school to oversee the process. The following days were suggested:</p> <ul style="list-style-type: none"> • Monday – SM • Tuesday/Wednesday – ZS <p>NM is out of the country that week and unable to assist.</p>	
	Meeting Dates:	ACM4: Tuesday 12.07.22	All meetings will start 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	Notes	Action
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Impact of Meeting / Key Outcomes

- The AC will seek to recruit a co-opted Governor and hold a Parent Governor election in the Autumn term
- Link Governor roles were reallocated to ensure Governor expertise was fully utilised
- Link Governor visits for Reading/Phonics, Science and Computing, Inclusion, Geography, Art and EAL will take place next term
- Governors asked for clarification on the measures in place to deal with increased need for vulnerable children following the Covid pandemic
- Governors requested reassurance that resources were in place to support the additional pressure on staff as Covid persisted
- A schedule for Governors to attend to oversee SATs week in May was agreed
- Staff development and succession planning were discussed
- Governors were concerned about current lower attendance levels and asked for detailed attendance data to be provided at ACM4

Chair Signature:



Date:

12.07.22