

**PRIVATE AND CONFIDENTIAL**

**GORSEY BANK PRIMARY SCHOOL**

**LOCAL ACADEMY COMMITTEE**

**Tuesday 21 May 2019, 6.15pm**

**PART I MINUTES**

Clerk: R Clare

Present:

Carol Ellender

Catherine Barber-Brown

Chris Stubbs

Colin Shepherd

Joe Maguire

Julie Lawson                      Chair

Lisa Woolley

<b>Action</b>	<b>Initials</b>
The Governors agreed that they would also be called a 'Local Academy Committee' in the future to align across the Trust.	All
Governors discussed the timing for meetings next year and agreed that next year there will be four meetings rather than five.	LW/JL
L Woolley stated a governor will need to take over the governor visit schedule.	All
A revised finance document will be presented at the Summer Governors meeting. A governor requested for the document to show the actuals up to the end of May/June.	LW
The Chair stated that the 'Duties and Responsibilities' document requires an update. LW and JM will review this document.	LW/JM
It was agreed that CBB will circulate the annual skills audit.	CBB
Governors reviewed a draft letter for the recruitment of governors. Governors commented that they liked the format of the letter. The Chair will finalise the letter	JL
The Annual Report to parents is normally sent to parents in line with Open Evening on 10 July 2019. The Chair will work upon this report.	JL

<b>No/ Category</b>	<b>Item</b>	<b>Notes</b>	<b>Action (initial)</b>
<b>Pre-Board Training</b>		<p>L Woolley provided a training session on Governance. L Woolley is the lead for Governance for the Trust. A quote from a recent NGA magazine was shared that showed the importance of school improvement, safeguarding and the local community in the role of school governors.</p> <p>The model for Governance for the Trust was shared. L Woolley stated that the introduction of a Governance and Oversight Committee was important and would play an important role in the exchanging of information between the Trust and Local Academy Committee. The Trust is keen to have a Primary Representative on that Committee. The role and responsibilities of Trustees and the Local Academy Governors was shared. The Local Governing Bodies for the new schools will be called an 'Academy Committee' from the beginning to fit with the recommended functions. <b>The Governors agreed that they would also be called an 'Academy Committee'</b></p>	All

			<p><b>in the future to align across the Trust.</b> The Academy Committee will mainly focus on the quality of education going forward and this is where governor's' time would be best spent.</p> <p>At a previous meeting the new Scheme of Delegation was shared. L Woolley explained that a number of NGA and other Trust models had been reviewed to find the most appropriate model for the Trust. A working group of LM, LW, CN, WM and MV had developed the new model. The original Scheme of Delegation recommended by Browne Jacobson was ready for a 'refresh'. L Woolley explained that the Scheme of Delegation was particularly important for the new Free Schools, as during the opening process the DfE scrutinise governance arrangements.</p> <p>L Woolley stated that the agenda and minute format will be reviewed so they are aligned across the Trust and linked to the Scheme of Delegation. L Woolley stated that the Governor Link roles for SEND and Safeguarding were important and there is not as much emphasis on the subject link roles. L Woolley asked governors if they would be happy for new governors for CHPS to attend the Gorse Bank governors meetings as observers to support them in their new roles. A schedule of business will be formed to outline all the information. Governors commented positively on the recently published newsletter for the Trust.</p>	
1	Governance	Apologies	The Chair welcomed governors to the meeting. Apologies for absence were received for A Metcalfe and Simeon Mellor.	
		AOB items	There were no any other business items raised.	
		Conflicts of interest	There were no conflicts of interest declared at the meeting.	
		Trust update	The next Trustees meeting is taking place on 6 June 2019 and a report will be tabled at the Summer Governors meeting.	
		Part 1 Minutes 12.3.19	<p>The Part 1 Minutes of the meeting held on 12 March 2019 were approved as an accurate record.</p> <p>The actions from the previous meeting were reviewed. All actions had either been completed or would be discussed under items on the agenda for this meeting.</p>	
3	Performance & Accountability	Pupil outcomes	<p><b>Governors discussed the timing for meetings next year and agreed that next year there will be four meetings rather than five.</b> The meetings will be aligned to the structure of the other schools within the Trust and scheduled around important assessment points.</p> <p>Governors were informed that the Phonics Screening test will be taking place on 10 June 2019. S Mellor will be observing the Phonics Screening check process.</p> <p>The SATs were reported to have run smoothly. Two governors visited the school to observe the process. A LA representative from Cheshire East carried out a spot check which included checking students extra time and log in sheets. Classrooms were set up the week before in preparation for SATs week. Governors noted that the school had carefully considered the arrangements and pupils were</p>	LW/JL

		sat in their normal classrooms to ensure that they were comfortable and happy.	
	School Improvement	A revised GED will be reviewed at the Summer Governors meeting.	
	School Self Evaluation	<p>J Maguire provided an update on the School Development Plan 2018-19. It was noted that:</p> <ul style="list-style-type: none"> <li>• SMT are ensuring that meetings are purposeful to identify 'what's working well' and 'even better if'. Ideas are reflected in the Monitoring/Professional Learning Meeting Schedules and LGB meeting agendas</li> <li>• Subject Leader meetings continue to take place with SMT ensuring a Curriculum focus on pupil progress</li> <li>• The impact so far will form the focus for the Summer Term Inset</li> <li>• Four teachers are enrolled on the NPQML which include Science, Computing, RRSA and Curriculum Leads to help structure respective projects</li> <li>• Book shelves continue to be used to engage pupils with curriculum themes</li> <li>• Subject Leaders have been asked to create a 7 year overview to map out full coverage and progression over time.</li> <li>• Two afternoon sessions have taken place to communicate the vision for an engaging curriculum alongside the need to maintain quality and to increase the effectiveness in relation to Ofsted 3 I's (Intent, Implementation and Impact) and to ensure that all teachers are responsible and support leaderships values</li> <li>• The 3 I's are incorporated into all documents</li> </ul> <p><b>Q: Are the Subject Leaders stable or will there be some movement?</b></p> <p>It was reported that Subject Leaders can vary over time, but currently there is consistency within subjects. One Subject Leader is in their first year, whilst one has been in place for several years. It was reported that established members of staff lead on Mathematics or English and this tends to be the high performers and the Head and Deputy are involved in these areas. The core Subject Leaders will be the same for next year.</p> <p><b>Q: What is the impact on the children? What would the children notice that is better than last year?</b></p> <p>The quality and breath of the books used as part of the curriculum is better than last year as they are linked to each theme as well as to the RRSA focus where possible. Both the presentation and collection of the children's work is better. It was confirmed that pupils are asked to complete a student survey and the results from these are incorporated into the GED. Their opinion is also evidenced in their one page profiles in preparation for their next class.</p> <p>The SMT are currently reviewing vision versus reality in order to refresh the wider strategy for 2019/20. A wider group activity will take place at the June INSET to incorporate the views of all staff. Feedback from the group activity is shared with staff and governors at one of the planned Inset sessions.</p> <p>The School SEF (GED) will be shared at the next meeting.</p>	

		Behaviour and Safeguarding update including attendance	<p>J Maguire reported that the school has now been awarded the Bronze Rights Respecting Schools Award and next steps are underway with an aim of achieving Silver by the end of 2019. J Maguire informed governors that the whole school attendance is currently 97.01% year to date and similar to the attendance in other years. Where a student falls below 95% attendance, a conversation will take place with their parents. If a pupil is absent for more than 10 sessions Cheshire East are notify and usually issue fines. The Chair reported that she has visited the schools and carried out a check on the attendance process and confirmed that it was very thorough.</p> <p>Joe Maguire, Ryan Thompson and Caroline Hall (School Services Manager) have recently attended full day Safer Recruitment Training. Feedback from training is shared with all staff. Actions arising from the training have been implemented. An electronic system for monitoring safeguarding and behaviour across school has been purchased, but the school is currently waiting on technical configuration to begin use. This will be implemented so that it can be launched and ready to use in September. The paper format remains an effective system in the mean-time.</p> <p><b>Q: Did the school do anything specific in the lead up to SATs to account for pupils' mental health?</b> Croissants and ice cream were provided for children sitting their SATs. Classroom arrangements were well thought out to support their well-being. Mental Health is high on the school's agenda and is incorporated all year round.</p> <p><b>Q: Is there emotional support in place to support the new Pastoral Manager?</b> She took up post in April and is in the process of meeting with staff and parents to discuss pupils who had previously been supported along with any other pupils who may benefit from her support. She has been booked on a number of training courses and is meeting regularly with J Maguire to ensure she settles into her role quickly and effectively. She supports the other SEN TAs effectively.</p>	
5	Challenge	Link Governor ROVs due this term:	<p>The Chair has completed a Safeguarding visit and will upload the completed visit form to Trust Governor. The Science visit has been completed and the mathematics visit has been arranged.</p> <p><b>L Woolley stated a governor will need to take over the governor visit schedule.</b> The schedule currently goes up to 2020 and is stored on Trust Governor.</p>	All
Finance update		<p>A Finance update was shared with governors. The update did not show the actuals for 2018/19. <b>A revised document will be presented at the Summer Governors meeting. A governor requested for the document to show the actuals up to the end of May/June.</b></p> <p>L Woolley explained that S Taylor, Finance Director, meets with the Heads of School and the Primary Trust Finance Director is invited to attend the meeting.</p>	LW	
Health and Safety		A Health and Safety update was provided. It was reported that the MUGA was completed a day ahead of schedule over the Easter		

	update	<p>holidays and the inaugural match took place on 3 May 2019. New grass seeds have been spread around the borders and until these start taking hold, the school will continue with tape around the edges of the frame. New playground markings have been completed, including the 'Year' numbers on the upper and lower playgrounds to ensure that the children have clear direction on where to stand during evacuation procedures.</p> <p>J Maguire provided an update on the Conway incident. Parents had been very supportive and it was reported that members of staff on the trip had acted brilliantly. The pupils had been calm. Members of staff who were in school and did not go on the trip were also well supported. B Peck who is the Communications lead for the Trust had provided excellent advice and the Senior Officers at the LA had also been supportive. It was confirmed that parents will be offered a part-refund for the trip.</p>	
	Website compliance	The website was reported to be up to date. <b>The Chair stated that the 'Duties and Responsibilities' document requires an update. LW and JM will review this document.</b>	LW and JM
	Risk Register	<b>L Woolley, J Maguire and J Lawson met to review the Risk Register. Now the Trust document is in place, the school Risk Register will be developed further and shared at the Summer Governors meeting.</b>	LW/JM
	Governance Self Review of Impact	<p>Governors discussed the Governance Self Review of Impact. L Woolley stated that in future the Local Academy Committee would be expected to report to Trustees once a year on their impact. It was agreed that this should be a continuous process and could be linked to the Annual Report to Parents. Governors stated that a number of documents could be used to evidence impact including record of training, governor visits, 1:1 meetings with the Chair and impact recorded at every meeting.</p> <p>It was suggested that the review could be linked to the GED or Ofsted core aims. It was agreed that there could be personal contributions and the Chair could bring the final document together.</p>	
	Training update To consider outcome of Annual Skills review and self-evaluation	<p><b>It was agreed that CBB will circulate the annual skills audit.</b></p> <p><b>Governors reviewed a draft letter for the recruitment of governors. Governors commented that they liked the format of the letter. The Chair will finalise the letter.</b> L Woolley reported that the job description for Governors for the Trust has now been finalised and the two documents could go alongside each other</p> <p><b>The Annual Report to Parents is normally sent to parents in line with Open Evening on 10 July 2019. The Chair will work upon this report.</b></p> <p>Governors noted that C Stubbs term of office is due to expire at the end of the academic year. <b>The Chair acknowledged the outstanding contribution to Gorse Bank of both C Shepherd and C Stubbs.</b></p>	<p>CBB</p> <p>JL</p> <p>JL</p>

7	Development	Periodic 360 Review - Chair	The Chair stated that whilst Governors are reviewing the skills audit then it may be a good opportunity to review the performance of the Chair at the same time. The Chair suggested that this could be done through discussion with the governors at a meeting.	
8	Stakeholders and Community	Communications and Community Link Governor	S Mellor, the Communications and Community Link Governor, was not in attendance at the meeting. Governors discussed the Conway trip and that there had not been much discussion from parents or the local community about it. Governors noted that this was because the school handled the process extremely well.	
9	AOB		There were no items to discuss under Any Other Business.	
10	Next Meetings	Dates: Summer 2 09/07/19	The final meeting of the year will take place on 9 July 2019.  The meeting schedule for the following year will be finalised at the final meeting of the year.	

## Confidential Appendix

No/ Category	Item	Notes	Action
1	Staff	Staff vacancies/ap pointment	A member of staff has returned from maternity leave and a member of support staff has been recruited.
2	AOB		There were no items under Any Other Business.

### Impact of Meeting / Key Outcomes

- Governors noted that the SATs process had run smoothly
- A detailed report on the steps to embed the 3 I's throughout the Curriculum
- Subject Leads and Professional Development for staff was discussed
- A detailed report on Behaviour and Safeguarding including attendance was received

**Signed by the Chair:**

**Date:**