



ACADEMY COMMITTEE MEETING

Date: Tuesday 11th October 2022
 Time: 5.45pm
 Venue: Gorseley Bank Primary School

Clerk: N Burgess
 Present: J Lawson, N Mitchell, L Woolley, Z Shah, G Ashworth, F Bell, H Thompson and J Maguire

	Action	Initials
1	Governors are asked to report any change in their record on the Register of Business Interests to the Clerk	All
1	Clerk to email the Acceptable Use for IT policy to Governors not present at the meeting	NB
2	Governors are asked to complete the mandatory Safeguarding and GDPR training modules by 31.10.2022	All
2	Find out the name of the Virtual School Head for Cheshire East	FB
2	To include the number of pupils on the vulnerable list and highest category groups in the Safeguarding Update	JM/FB
3	Governors to view the Sports Premium spend document on the school website prior to discussion at the next meeting	All
3	Governors asked for a further update on EAL pupils at the next meeting	JM
3	Update the Annual Report to Trust Board following this meeting	NB
3	Governors are invited to inform the Clerk of any additional items they would like to be included in the Annual Report to Trust Board	All
4	Governors are requested to send their training certificates to the Clerk for retention	All
5	Governors asked to be kept informed of the dates of any parent workshops being held at the school with a view to attending where possible.	JM

Agenda – Part 1			
Category	Item	Notes	Action
1	Governance Arrangements	Apologies	Apologies were received and accepted from S Mellor and S Hatfield.
		AOB items	There were no other items of business not included on the agenda for this meeting. Governors would like to record their thanks to previous Clerk C Vogt for her work at Gorseley Bank.
		Register of interests	Governors were asked to report any changes in their record held to the Clerk

	Code of Conduct	There have been no changes and Governors are asked to adhere to the Code of Conduct at the first meeting of the academic year. Governors <u>agreed</u> to adhere to the Code.	
	Acceptable Use Policy	Governors <u>agreed</u> to the Acceptable Use Policy for IT. The clerk will email Governors not present to request their agreement to adhere to the policy.	Clerk
	Part 1 minutes	The minutes of the meeting held 12 th July 2022 were <u>approved</u> as a correct record of the meeting subject to a minor amendment to the wording on page 4. Matters arising: There has been no further correspondence with WHS. This will be revisited in the Spring term The update communication from Governors to parents will be drafted and issued A Safeguarding visit will be arranged for this term	
	Membership: Recruitment Update/Succession Planning	A new Governor, C Liu, has been appointed and will join the Academy Committee at the next meeting	
	Scheme of Delegation	The Scheme of Delegation was circulated prior to the meeting and there were no material changes to note.	
	Trust Board Update	Governors received the Trust Board updates from the May and July 2022 meetings and there were no further questions.	
	Link Governor Roles and Responsibilities	Link Governor roles and responsibilities were reviewed and discussed. GA felt that being link for Music could be a conflict of interest due to her role in school. It was agreed that NM would be the Link Governor for Music. Q – JL asked if there had been any visits this term? A – ZS and the Head of School were meeting in the week following this meeting. It was noted that SEND and Behaviour meetings would need to be carried out as soon as possible, and by ACM 3 at the latest. A Maths meeting is due to be completed by the next meeting of this committee.	

2	School Performance & Accountability	Share School Development Plan priorities	<p>This is currently year 2 of the School Development Plan which has been updated ongoing.</p> <p>The SDP is split into 4 key priorities:</p> <ol style="list-style-type: none"> 1. Ambitious curriculum 2. Inclusive attitudes 3. Personal Development and Wellbeing (pupils) 4. Professional Development and Wellbeing (staff) <p>In terms of curriculum coverage and impact, in lower KS2 there is rotation teaching for French/PE/Computing and Art.</p> <p>A significant amount of work has been done around the Rosenshine Principles of Instruction. We have been able to establish a set sequence for lessons:</p> <ul style="list-style-type: none"> • Recall and retrieval • New learning • Guided pupil practice to • Independent pupil practice <p>This applies to all lessons in all year groups.</p> <p>There has been a valuable input from HT and FB to plan interventions which are very specific, these interventions can then be measured in terms of their impact.</p> <p>The start to the new school day at 8.45 has made a difference, this allows time to be spent on SPAG, handwriting and reviewing core skills.</p> <p>Q – How is this going? A – It is going very well. Initially some parents had feedback that this was a rush in a morning. Since September JM has observed a calm and purposeful environment on walkabout.</p> <p>Governors were informed of the Laurus Leadership Conference which had taken place at the end of September. The conference was intended to work on the Trust vision, as well as an opportunity for team building. The SLT from each school in the Trust and Central Services Leads had all attended.</p> <p>The conference was an opportunity for us to drill into what is most important. Reading was identified as an area and how we move pupils to where they should be.</p> <p>Q – Are we comparable with other schools in the Trust with reading?</p>
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		<p>A – Yes we are with Cheadle Hulme Primary school although they do not have year 6 at present. There are only a small number of children in each year group who are not at the expected standard and interventions are in place to help them catch up.</p> <p>Q – How do we monitor and measure the impact of the SDP?</p> <p>A – The SDP will be RAG rated before each Academy Committee meeting to allow Governors to review against the version presented at the previous meeting.</p> <p>Q – If this is a 2 year plan when will the next version of the SDP be presented?</p> <p>A – The SDP is due to be reviewed and revised in September 2023. There will be some carryover from the current plan.</p>	
	Set and ensure delivery of the school curricula and assessment in line with the Trust approach	JM gave verbal confirmation that the school follows the National Curriculum in line with the Trust approach.	

		<p>Headline Performance (statutory performance measures)</p>	<p>The data presented has been updated in the last couple of days. The last available data for comparison is 2019.</p> <p>JM commented that it was a really positive set of results. Phonics screening results were good and it will be useful to be able to measure these going forward.</p> <p>Q – Is there any data for other schools in Cheshire East to compare to?</p> <p>A – It is very limited as it does not have to be published. It is good to note that we are 10th in Cheshire East schools for Phonics results.</p> <p>At KS1 there are currently no national average figures to be able to compare to. There is work to be done to be higher in terms of greater depth. There are some cohort specific needs which are to be considered when analysing the data eg, identified groups, summer birthdays</p> <p>Q – From the 2019 data, is there a pattern?</p> <p>A – National guidance is that schools should be aiming to get back to 2019 levels and improve from there. It was noted that the school 2019 benchmark figures were an excellent set of results.</p> <p>National average data has been published for KS2 results. The school are very proud of the results achieved by the pupils, which all exceed National Average. The 88% for R/W/M at expected level is the 5th highest in Cheshire East. The aim is for at least 90%, or above, in all measures.</p> <p>The school needs to maintain the good standard and if externally moderated this backs up the judgement. External moderation normally takes place every 3 – 4 years and was last done in 2019.</p> <p>Q – In Maths boys scored 90% at expected as opposed to girls 93%, but for higher boys were 55% as opposed to girls 48%, is this unusual?</p> <p>A – The national trend is for boys to outperform girls in Maths. There was no specific trends for us in previous years when the data was reviewed. It is hoped that the national figures will be available for comparison by ACM2</p> <p>In terms of the data for SEN the figures relate to one specific case, which cannot be discussed further so as not to be able to identify individuals.</p>	
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		<p>The school achieved 20% R/W/M at higher standard. External national average data is not yet available to monitor and track against the internal data.</p> <p><u>KPIs</u> Governors were issued with the school KPIs for 2022-2023 prior to the meeting. It was agreed that the targets were ambitious and aspirational. Targets are always based on the current cohort but are also always ambitious for all pupils. It was commented it would be a more normal year for all after the two previous years disruption.</p> <p>The targets for KS2 are slightly lower for this year due to being cohort specific and have been agreed with the Executive Head. Year 6 are split into 3 teaching groups and there are 3 teachers for English and Maths. A detailed Year 6 Action Plan has been compiled and baseline assessments completed with the pupils. This has allowed for reflective planning and teaching to take place. This happened at the end of the previous academic year, when the pupils were in year 5, which allowed for an immediate start in September.</p> <p>NM commented that he had seen the Year 6 Action Plan. The next meeting with the Executive Head will be taking place 16.01.2023. JL will also be attending and all Governors were invited.</p> <p>Q – Do Governors need to be aware of the profile of the cohort? A – There are 2 EHCP in the year group.</p>	
	Behaviour and Safeguarding	<p>There has been some work done on the Safeguarding Policy, as recommended by Cheshire East.</p> <p>Safeguarding training was given to all new starters in September, and refresher training to all other staff, in line with KCSIE.</p> <p>Q – How do you recommend we, as Governors, are knowledgeable about KCSIE? A – There is mandatory training for all Governors to complete and the link to access is included in the agenda for this meeting. Governors are requested to complete the training by 31.10.2022.</p> <p>Certificates of completion should be sent to the Clerk.</p>	All

			<p>Q – Have you had any contact with the Virtual School Head?</p> <p>A – We have to send Child In Need reports to the Virtual School Head. FB undertook to find out the name of the Virtual School Head so that Governors are aware.</p>	FB
			<p>JM updated the report further since circulating to confirm that 3 children in school now have an EHA (Early Health Assessment).</p> <p>Governors were pleased to note there were no issues to report on the summary of serious behaviour incidents/Equality issues from 2021-2022.</p> <p>Q – What training have staff received to recognise the signs of domestic abuse?</p> <p>A – Our school are part of Operation Encompass. Staff also receive updated safeguarding briefings throughout the year at staff briefing. In addition, the Pastoral Manager supports staff.</p> <p>Reports post Covid show that there has been an increase in incidents of domestic abuse nationally but so far this is not the case at Gorsey Bank.</p> <p>Any pupils who were identified last year are on the vulnerable pupil list. At the end of the last academic year all class teachers had a detailed handover with the previous class teacher.</p> <p>Governors requested that the numbers of pupils on the vulnerable list, and the highest category groups, be included within the safeguarding update.</p>	JM

			<p>Q – In terms of low level concerns, do staff know how to report a concern?</p> <p>A – Yes most definitely, the absolute baseline is that there is no such thing as a niggle. If in doubt talk to the Designated Safeguarding Lead.</p> <p>Q – Is there a policy in place if a staff member raises a concern, about a colleague, and how are they supported?</p> <p>A – There are a number of lines of communication available. The Whistleblowing Policy, all staff have to read this, and other key policies, annually and sign a declaration to confirm this has been done.</p> <p>There can also be safeguarding input from JM as Designated Safeguarding Lead, or FB as Deputy Designated Safeguarding Lead.</p> <p>There is also pastoral support available, including from our HR Team, and Employee Assistance programme which is available to all employees.</p> <p>We can also refer to Occupation Health, even if it is a personal issue, so that staff can always know there is somebody they can speak to.</p> <p><u>Attendance</u></p> <p>Current attendance is 97.4%. An attendance meeting will be taking place the week following this meeting, with Head of School and Welfare Assistant to update where the school stands so far this term and to discuss any issues.</p> <p>Q – Can you see patterns of illness?</p> <p>A – Yes we can look at specific classes and review alongside the vulnerable pupils list, and also persistent absentees. The disadvantaged data relates to 2 specific children and we know the back story of these individuals.</p>	
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3	Governor Monitoring	Record of visits	<p><u>Executive Head Visit</u></p> <p>A formal note of the Visits are made termly. This then allows follow up and actions to be taken forward.</p> <p>The new MIS system (Bromcom) will be more useful in providing specific data which can be analysed further. The system was implemented across the Trust in September and is working well.</p> <p>Governors offered thanks to LW for the comprehensive report which they felt was a useful report to read.</p> <p>NM confirmed that he had undertaken 2 Link Governor visits and would submit the Record of Visits.</p> <p>ZS that she had observed the children to be calm and relaxed at the breakfast clubs run for Year 6 pupils prior to SATs, and that it was lovely to witness.</p>	
		Policies	Governors <u>approved</u> the updated Safeguarding Policy.	
		Safeguarding and SEND Link Governor updates	Link Governor meetings will be done by the next meeting and updates will be given at ACM2.	
		Monitor Sport Premium spending to ensure it improves the attainment of eligible pupils	The Sports Premium spend has been published on the school website and Governors are encouraged to view prior to discussion at the next meeting.	All

		<p>Finance update – including pupil numbers, bench marking and value for money</p>	<p>The in-year deficit is shown as £63k.</p> <p>Reserves are used to fund capital projects in school. At present there is an extension to the quad area being completed. This will create a new room which will be a really valuable multi-purpose space.</p> <p>Q – Have there been any pupils who have relocated from outside of the UK?</p> <p>A – We have had some new pupils, in different year groups, from Hong Kong but not from Ukraine.</p> <p>We assess new to England children and plan interventions accordingly. The school have purchased an app to support this.</p> <p>EAL funding can be accessed if a pupils home language is not English. This funding is only applicable for the first 3 years.</p> <p>Governors asked for a further update to be included in the Inclusion section of the SDP for the next meeting.</p>	JM
		<p>Health and Safety</p>	<p>The report was circulated prior to the meeting and Governors did not have any questions to raise.</p>	
		<p>Risk Register Management</p>	<p>The School Risk Register is a regular agenda item for review.</p> <p>Q – Are there any significant changes Governors should note?</p> <p>A – There have been no changes since the RR was presented to Governors at the meeting in July 2022.</p>	

		Check website compliance (publication of all required details on Governance and SEND Report/Pupil Premium Strategy/Sport Premium Report	<p>It was confirmed that all statutory information is published on the school website.</p> <p>The Governance Handbook, and Competency Framework for Governors were circulated for reference prior to the meeting.</p>	
		Governor Self Review of Impact	<p>Governors agreed to sign off the report for the year 2021-2022. JL will be attending the Governance, Oversight and Standards Committee meeting later in the month to present the report to Trustees.</p> <p>A new report will be completed for this academic year and will be updated following this meeting.</p> <p>Governors would like to include: SATS analysis of headline figures Performance action plan following the visit of the Executive Head Involvement of the wider SLT in meetings Good challenge on Safeguarding, EAL and Vulnerable pupils Monitoring of KPIs Review of finances</p> <p>Governors are encouraged to inform the Clerk of any further items they would like to include in the report.</p>	<p>Clerk</p> <p>All</p>
4	Governor Development	Review Trust Training Plan	Governors are asked to complete the mandatory modules of Safeguarding and GDPR training by 31 st October 2022.	

		Clerk to minute any training undertaken by Governors since the last meeting	Governors are requested to send their training certificates to the clerk to update the training records.	All
5	Community Engagement	Stakeholder engagement	<p>Parental Engagement Strategy document was circulated prior to the meeting.</p> <p>The document has been broken down into identified areas of focus for the school and the associated follow up actions necessary.</p> <p>One area identified was that some parents felt they did not know exactly where their child was in terms of progress.</p> <p>JM informed Governors that My Child at School (MCAS) is an app which in the future the school will be launching for parents. There will be some form of reporting via the app throughout the year, in addition to the end of year school report.</p> <p>Q – When will the app be launched? A – Possibly in the Spring term when we have fully tested the functionality.</p> <p>Q – Is the Parent Engagement Strategy document just for Governors? A – It is also for use for staff and is a central point for communication.</p> <p>Q – Is there a Parents SEND Champion group meeting? A – Yes there is a meeting tomorrow and there will be additional meetings over the coming year.</p> <p>JL asked to be kept informed of the dates for the future meetings and she would attend in the Spring term.</p>	JM/FB
	AOB		There was no other items of business for this meeting.	
	Meeting Dates:	To note	<p>Wednesday 7th December 2022 at 5.45pm</p> <p>Monday 20th March 2023 at 5.45pm</p> <p>Monday 10th July 2023 at 5.45pm</p>	

Impact of Meeting / Key Outcomes
Governors reviewed the School Development Plan
Governors received an overview of the Headline Performance Figures
KPIs for the academic year 2022-2023 were presented to Governors
The report from the monitoring visit by the Executive Head Primary was reviewed
Governors approved the updated Safeguarding Policy
Governors will be completing Safeguarding and GDPR training modules

Meeting closed at 7.15pm

Signed by the Chair



07.12.2022