

## ACADEMY COMMITTEE MEETING

Date: 7<sup>th</sup> December 2022  
 Time: 5.45pm  
 Venue: Gorseley Bank Primary School

Clerk: N Burgess  
 Present: G Ashworth, N Mitchell, F Bell, C Liu, Z Shah, J Lawson, J Maguire, L Woolley, S Mellor (via Teams), S Hatfield (via Teams) and T Bhakar

Action	Initials
To update the Register of Business Interests including on the website	NB
Governors to inform the Clerk of any changes to their Register of Business Interests	All
To circulate a summary document of the School Self Evaluation document	JM
To present the SEF at the next meeting	JM
Governors are reminded to send their completed ROV to the Clerk for retention	All
A summary of acronyms document to be added to the Teams area	NB
Governors are encouraged to consider any areas of training they feel would be of benefit to the committee	All
Governors are reminded to send their completed training certificates to the Clerk	All

Agenda – Part 1				
Category	Item	Notes	Action	
1	Governance Arrangements	Apologies	There were no apologies for this meeting.	
		AOB items	There were no other items of business not covered within the agenda for this meeting.	
		Register of interests	The Clerk will add C Liu to the Register of Business Interests and will arrange to update on the school website. Governors were reminded to inform the Clerk of any changes to their record.	NB All
		Code of Conduct/Acceptable Use for IT policy	Governors agreed to adhere to the Code of Conduct and Acceptable Use for IT Policy.	
		Part 1 minutes	The minutes of the meeting held 11 <sup>th</sup> October 2022 were <u>approved</u> as a correct record of the meeting.	

		<p><u>Matters arising</u></p> <p>Governors were reminded to complete the mandatory GDPR and Safeguarding training modules</p> <p>A Safeguarding visit to school has been completed by SM</p> <p>All actions from the previous meeting have been completed.</p>	
	Membership: Recruitment Update/Succession Planning	C Liu was welcomed to the first meeting as a newly appointed governor and T Bhakar as Clerk from the spring term.	
	Trust Board Update	<p>The Trust Board update from their October 2022 meeting was received by governors. Governors did not have any further questions.</p> <p>JL updated Governors on her attendance at the Governance, Oversight and Standards meeting. The focus had been to present the Annual Report to Trust Board for 2021-2022 on behalf of GBPS.</p> <p>Governors were reminded to save the date of 01/02/2023 for the Annual Governor Conference. There will be a session on the Annual Report to Trust Board contents within the conference, in addition to Link Governor visits and Governing with Impact.</p>	
	Link Governor Roles and Responsibilities	<ul style="list-style-type: none"> <li>• S Mellor was confirmed as Safeguarding Governor</li> <li>• C Liu was confirmed as STEM Governor which will incorporate the subject areas of Science, DT and Computing.</li> <li>• N Mitchell will now be Link Governor for Music</li> </ul> <p>The subject leads in school will contact their Link Governor to arrange a visit and will send the visit proforma in advance. Where possible a link visit should be completed before ACM3 meeting in March 2023.</p>	

2	School Performance & Accountability	<p>Review School Development Plan priorities</p> <p>Focus Priority: Inclusion</p>	<p>FB gave Governors an overview of Inclusion at GBPS.</p> <p>Inclusion is catergorised in 4 areas within the School Development Plan:</p> <ol style="list-style-type: none"> <li>1. Ambitious Curriculum</li> <li>2. Inclusive Attitudes</li> <li>3. Personal Development and Wellbeing (pupils)</li> <li>4. Personal Development and Wellbeing (staff)</li> </ol> <p>The Inclusion team is made up individuals from across the Trust who meet to share good practice across the schools. An Inclusion Conference took place at the October Inset Day, where Trauma was the focus.</p> <p>The school has a SEND Parent Champion Group. Currently there are 52 children in school who have a School Focus Plan (SFP).</p> <p><b>Q – The number of children with SFP is now 52, how are the children identified?</b></p> <p>A Early identification has increased due to staff training. If there is an additional need we meet with parents/carers. If a School Focus Plan is needed, we meet with parents 3 times a year, in addition to parents evenings. Having an SFP does not always mean there is a formal diagnosis.</p> <p><b>Q – How many parents/carers engage in the Parent Champion Group?</b></p> <p>A – 8 in total. We meet half termly and this will become more established over time. It is important that the parent voice is heard. Parental invites were sent to parent/carers of a child with an EHCP or a SFP.</p> <p><b>Q – Who attends from the school staff?</b></p> <p>A – A Turrell (SENDCo), F Bell (Assistant Head of Inclusion) and M Sackville-Ford (Trust Director of Inclusion).</p> <p>In terms of Disadvantaged (Pupil Premium) pupils the school retains a profile of each pupil eligible. Every parent/carer of a PP pupil knows their link in school is F Bell.</p> <p>PP pupils are offered a place on a club of their choice and engagement and uptake is good and is welcomed by parent/carers.</p> <p>PP children in years 2/3/5 are participating in the National Tutoring Programme for Maths and Reading intervention.</p>	
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			<p><b>Q – How many PP pupils have been identified?</b> A – There are 15 pupils at present.</p> <p><b>Q – How does this number compare to National Average?</b> A – We are 4% and national average is around 13%.</p> <p><b>Q – Has there been any reluctance to engage from parents/carers?</b> A – None.</p> <p><b>Q – What is the effect of the cost of living crisis and what are we doing to help?</b> A – We help where we can on an individual basis. We offer a space in a morning club. We also have a family support page on our website and will be able to analyse the traffic to this page in the spring term. We also are able to signpost parents/carers via the school newsletters. F Bell commented that staff are skilled at identifying families in need.</p> <p>Children who are EAL (English as an additional language) are assessed using the Bell Foundation materials. This provides tailored strategies to support the EAL children. All new to English children are also added to the Learning Village app.</p> <p><b>Q – How long do EAL children require additional support for?</b> A – It is dependent on the individual and their home language used. Learning Village can translate to their home language to assist their learning. The Bell Foundation assessment is very thorough and tracks the children and provides ongoing support.</p> <p>FB is part of the Trust Anti-Racism team. A Charter has been put together by the Trust. This will be introduced to all staff with an end goal, and what needs to be put in place to achieve this. A possibility for the future is an Anti-Racism parental group.</p> <p>A long discussion took place around the school approach to Anti-Racism and Governors felt reassured the school was doing everything possible.</p> <p>FB informed governors that the school also has a vulnerable pupil list which is regularly reviewed and changes all the time.</p> <p>The Gorsey Weekly also has an Inclusion focus.</p>	
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			Governors thanked FB for her presentation which they found to be helpful and reassuring to have an overview of everything the school has in place.	
		School Self Evaluation	<p>The School Self Evaluation document is work in progress and is being constantly reviewed and updated. JM agreed to circulate a one page overview to Governors for their information.</p> <p>It was noted that it was harder to receive an outstanding judgement than ever before. The Record of Visits by Governors form part of a sound base of evidence. The school are always ensuring they are good as they possibly can be.</p> <p><b>Q – Is the SEF based on Ofsted judgement areas? How do we rate ourselves?</b></p> <p>A – The advice given is to remove any gradings within the evaluation document. This aspect will be covered in more detail at the Annual Governor Conference in February. The full Self Evaluation document will be presented at the next meeting and the summary document will be circulated as soon as possible.</p>	<p>JM</p> <p>JM</p>

		Behaviour and Safeguarding including attendance	<p>The Behaviour &amp; Safeguarding and Attendance updates were circulated prior to the meeting.</p> <p>Governors were invited to ask any questions they may have regarding the updates.</p> <p><b>Governors were pleased to note the excellent attendance figures, which was 96.52% in the week prior to the meeting.</b> Leaders noted that although the percentage was good attendance was still work in progress. There are still numerous seasonal viruses around which affect attendance. Staff at school are regularly chasing parents and families regarding attendance and there are some back stories which leaders are aware of.</p> <p><b>Q – In terms of safeguarding issues are there any we need to be aware of or any issues of concern?</b> A – There have been 16 referrals to the DSL this academic year to date. Only one referral has been progressed to the Cheshire East Consultation Service (ChECS).</p> <p><b>Q – Have any of the referrals made related to staff?</b> A – None</p> <p>Governors were assured that staff are always mindful that they are able to raise a concern if necessary and know how to do this. The Whistleblowing Policy is available to all staff.</p> <p><b>Q – In terms of restricted physical interventions do staff feel they know how to intervene in the right way?</b> A – Yes, there has been training for staff and there are clear protocols in place. This is also a subject for part of a staff Inset day each year where a section is dedicated to this. The training is for 6 hours and is done on a rolling programme across all 3 primary schools in the Trust. There is a Trust policy in place.</p>	
3	Governor Monitoring	Record of visits	<p>Visits have now been completed for Safeguarding, English, Geography and RE.</p> <p>Governors were reminded to send their completed ROV to the Clerk for retention. The documents will be uploaded into a file within the Teams area to allow all governors to be able to view.</p>	All

	Policies	There were no policies for approval at this meeting.	
	Safeguarding and SEND Kink Governor updates	SM has completed a Safeguarding visit to school. The Single Central Register (SCR) was reviewed. A schedule of foci for the visits for the rest of the academic year was agreed. Key areas include Safer Recruitment, Peer on Peer abuse and Allegations. As part of a visit SM will also speak to pupils in school.	
	Monitor Sport Premium spending to ensure it improves the attainment of eligible pupils	There are no further updates at the present time. The published document is on the school website up to July 2022.  <b>Q – Has there been any significant changes in funding?</b> A – None to date.	
	Finance update – including pupil numbers, bench marking and value for money	The management accounts to 31 <sup>st</sup> August 2022 were circulated prior to the meeting. The Chair asked JM if there were any specific areas to draw the attention of Governors to? There are no concerns at present. The reserves recorded are for works which will be completed around school.  <b>Q – Are the schools energy costs due to rise?</b> A – We are confident that we can recoup the deficit amount due to an ongoing dispute with the provider and incorrect charges applied.  <b>Q – The accounts are obviously to the end of the financial year. When will we be able to see a more up to date accurate picture?</b> A – A more updated set of accounts will be available for the next meeting. The £36k deficit is due to capital projects which are being completed.  Governors had no further questions.	
	Health and Safety	The Health and Safety report was circulated prior to the meeting and Governors did not have any further questions as they felt the detail in the report was sufficient.	

		Check website compliance (publication of all required details on Governance and SEND Report/Pupil Premium Strategy/Sport Premium Report	<p>The website is compliant in terms of the publication of statutory documents. The Pupil Premium updated report will be on the website by the end of the month.</p> <p>The Governance section of the website was reviewed and updated by the Clerk earlier in the autumn term.</p>	
		Governor Self Review of Impact	<p>A new report is in progress from September 2022 and will be updated following each meeting.</p> <p>Governors are asked to inform the Clerk of any items they feel should be included in the report ongoing. Areas where Governors feel they have made impact should be noted for inclusion in the report.</p> <p>There will also be a section of the Annual Governor Conference dedicated to completing the reports.</p> <p>Governors discussed items to include in the report, e.g. records of visits noted, knowledge of the statutory phonics systematic programme and the support available to pupils as part of inclusion, following the presentation earlier in the meeting.</p>	
4	Governor Development	Review Trust Training Plan	<p>A reminder was given to please complete the GDPR and Safeguarding modules by the end of the year. Governors should contact the Clerk if they have any problems in accessing the training.</p> <p>Training prior to the start of the meeting was discussed. It was agreed that some training is already included within the agenda items and that should any committee training be required it would be identified separately ongoing.</p> <p>It was felt an acronym document would be useful for all Governors, this will be added to the Teams area.</p> <p>Governors were asked to consider any areas of training they felt would be of benefit to the committee and to inform the Clerk.</p>	<p>NB</p> <p>All</p>



		Clerk to minute any training undertaken by Governors since the last meeting	Governors are reminded to please send their certificates to the Clerk to enable the training log to be updated.	All
5	Community Engagement	Stakeholder engagement	<p>There is no further update to add to the Parental Engagement Strategy at present.</p> <p>Parent Champion group meetings are already happening.</p> <p>A restructure of the Parent Council meetings has taken place. An agenda is set and feedback is sought on specific subjects and ideas shared.</p> <p><b>Q – Where are we up to on the Governors newsletter?</b> A – This has not yet been done. We need to consider what would be included, currently any items are included in the weekly update.</p> <p>Governors asked to be emailed details of any events in school which they could attend.</p>	
	AOB		<p><b>Q – Are school trips and visits taking place again now after Covid?</b> A – Yes they are back on including residential. We also have visits to school taking place again. There is an Author visit in January and it is planned to be one visit per term. The cost is £3 to parents for the whole year with support available for disadvantaged pupils to ensure they can participate.</p> <p>A reminder the date for the Annual Governor Conference is 1<sup>st</sup> February 2023 – further details to follow.</p>	
	Meeting Dates:	To note	<p>Monday 20<sup>th</sup> March 2023 at 5.45pm Monday 10<sup>th</sup> July 2023 at 5.45pm</p>	

Impact of Meeting / Key Outcomes
C Liu was welcomed to the first meeting as a newly appointed Governor
Governors received a comprehensive presentation of Inclusion at GBPS
Governors reviewed the Safeguarding and Attendance updates
Records of visits were received for Safeguarding, English, Geography and PE
SM updated Governors on the recent Safeguarding review in school
Governors received a finance update

Meeting closed at 7.20pm

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20.03.2023

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