

PRIVATE AND CONFIDENTIAL ACADEMY COMMITTEE MEETING

Date: 29th September 2020
 Time: 16:30 pm
 Venue: Cheadle Hulme Primary School

Clerk: Michelle Dyer
 Present: C Nevin (Chair), L Wooley, E Drake, I Ince, Z Tatton, N Samuels
 In attendance:

Action	Initials
Chase the Trust Board Meeting Summary with NB	MD
Clerk to circulate the Governor Self Review of Impact Annual Report Template to the Governors	MD
Make the primary school websites consistent regards to headings and placement of the Governance section	LW
All Governors are to complete the GDPR training via Educare before the 9 th October	All
Governors to discuss training needs at the December meeting.	All

Agenda – Part 1			
Category	Item	Documents on Trust Governor	Action
Governance Arrangements	Apologies	There were no apologies for absence received.	
	AOB items	There were no other items of business to raise.	
	Register of interests	The clerk circulated the register prior to the meeting and Governors were asked to let the clerk know of any changes to their record.	MD
	Code of Conduct	The code of conduct was circulated prior to the meeting and noted by the Governors. There has been no change to this document. All governors agree to adhere to it.	
	Part 1 Minutes	<p>The minutes were <u>approved</u> as an accurate record of the meeting held 7th July 2020.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> • To Inform the clerk of any changes to the Register of Business Interests. • To look at the CHPS and Trust website to view the Governance section. 	All

		Membership: Recruitment Update/ Succession Planning	The appointment of new Governors is an ongoing process, the HoS will put forward names of any suitable candidates. The appointment of one parent Governor and one community Governor is needed within the academic year. It was discussed that it is important to inform potential Governors of the work involved in the position before they commit to the role. Existing Governors have been asked to put forward the names of any suitable candidates that they may know.	All
		Scheme of Delegation	The Scheme of Delegation is published on the Trust website and is an important document that needs to be reviewed on a regular basis.	All
		Trust Board Update	The document was not available for the meeting, the clerk is to chase up with the relevant person as to when this will be available	MD
		Link Governor roles and responsibilities	Parent Governor ZT has been appointed as the link SEND Governor and she will liaise with the school's SEN Teacher. Community Governor NS has been appointed as the link Safeguarding Governor and will liaise with HoS, ED. Q: Are there any other appointments currently needed? A: Appointing a Curriculum link Governor would be desirable once we have increased the AC's membership.	ST/NS
2	School Performance & Accountability	Pupil Outcomes (across the curriculum)	Q: How has the new academic year gone so far? A: During a normal academic year we would have assessments in autumn, spring and summer with parent meetings in the summer and an end of year assessment. Due to the situation with Covid-19 we have now introduced the baseline model which year groups have been tasked to undertake within the first four weeks of the autumn term. A discussion took place regarding the focus being on Year 2 phonics, it was stated by HoS ED that the Year 2 pupils will complete the rest of Year 1 that they missed due to Covid-19 by the end of this term and Year 2 will be completed in December 2020. Regarding maths and reading Year 2 pupils will sit the National Foundation of Educational Research (NFER) Year 1 summer paper. Year 1 pupils will undertake the Phase Three phonics	

		<p>check, writing assessments and alphabet checks as well as individual reads.</p> <p>Reception pupils will be using the early adopter programme and work on baseline assessments. PPR's will happen in the first six weeks regarding what strategies need putting into place, whilst the autumn assessments will still take place following the baseline assessments. The outcomes of the assessments will be available at December's meeting.</p>	
	<p>Strategic Priorities and Critical Success Factors and The School Development plan.</p>	<p>LW discussed that there are four priorities in the development plan that are shared across the primary schools. After looking at the previous years' priorities, leaders decided that they should be kept the same but with refinements to reflect the impact of Covid-19. The school will do whatever it takes to ensure that no child is left behind due to Covid-19 and that all pupils will get back on track.</p> <p>Early reading and phonics are a priority but pupils will not be taken out of English and Maths lessons for additional catch-up lessons. LW commented that there is a need to address the narrowing of the vocabulary gap, all staff are to be "teachers of reading" and this will continue throughout the academic year.</p> <p>Exceptional behaviour is also another area to address due to the length of time that pupils have been away from an educational setting during the lockdown period. For the foreseeable school will be re-establishing pupil behaviour, which will also need the engagement of parents and carers.</p> <p>The fourth priority is to rebuild a sense of community with staff, pupils and parents and carers whilst maintaining social distancing measures and restrictions.</p>	
	<p>School Self Evaluation</p>	<p>The clerk distributed the Laurus Primary Ofsted Interim Visits – Autumn 2020 document prior to the meeting. This will be discussed further in the December committee meeting.</p> <p>A further discussion took place regarding pastoral calls to parents based around Covid-19. Parent Governor ZT stated that this does seem to be something that parents are speaking about in terms of who has and hasn't had phone calls from school. HoS ED commented that she is aware of this and wants to be sensitive about the reasons for it. She would also like to ensure that school keeps in touch with the quieter parents.</p>	

		Behaviour and Safeguarding Update including Attendance	<p>The two inset days were used to address safeguarding, reiterating to staff regards CPOMs, making sure emergency safeguarding and external training is taking place.</p> <p>HoS, ED, commented that she does not want pupils being out of the school setting to be the norm, daily contact, taking registers, identifying which pupils are too ill to participate online and monitoring which pupils are engaging in online learning whilst isolating and which are not so this can be discussed with parents.</p> <p>HoS, ED pointed out that Covid related absence does not impact on the attendance report figures and that the data is being reported to the DofE on a daily basis.</p> <p>HoS, ED commented that the Operations Encompass is now in place which directly connects the police with the school regarding domestic abuse in the home. Chair CV commented that it is positive to see that the school has only had one report during lockdown, however this only shows domestic abuse incidents that have had police involvement, in effect the figures could be worse if other incidents were not reported to the police.</p> <p>Q: How were staff effected during the Covid-19 absence when the Year 2 bubble had to isolate? A: The Y2 staff also had to isolate. Going forward if we have further incidences, we do not have spare staff to cover absence if we want to avoid moving staff across bubble groups. We cannot say to Public Health that there is no risk due to Reception pupils mixing.</p> <p>Parent Governor ZT commented that she feels pupils are mixing as soon as they exit the school premises.</p>	
3	Governor Monitoring	Records of Visits	Template is to be shared with the Governors when they meet with staff.	
		Policies including Admissions and Safeguarding	There were no policies to review.	
		Finance Update including pupil numbers, bench marking and value for money	The clerk circulated the 2020/21 budget document prior to the meeting, it was discussed that the school has a surplus of £13k, which once added to previous years surplus is creating a healthy reserve. The end of year figures will be available at the next committee meeting after the audit has taken place.	

			HoS, ED commented that the school are no longer able to claim for additional cleaning due to Covid-19 and the full cost of Covid-19 financially is yet to be ascertained.	
		Health and Safety Update	<p>The school has new cleaning routines that take place throughout the day. Parents have been informed about the different access routes into school and that they are to ensure pupils do not enter site on scooters or bicycles to avoid mingling.</p> <p>Q: There are lots of high school parents waiting around in the school carpark in the afternoon when collecting their children, could staff members ask the parents to move off the site? A: We believe that the number of parents who collect high school students will reduce over time.</p> <p>The school are looking to separate the pupils who attend the Kids Club into more physically separate groups to ensure that the provision can stay open. Large Perspex sheets are due to be delivered this week to enable the facility to separate the bubble groups.</p>	
		Website Compliance	<p>Q: The Governance section of the website appears under different headings over all of the Trust Schools websites, can we make these consistent? A: We can look to make these consistent on the primary school websites but the secondary websites are set up completely differently.</p>	
		Risk Register/ Management	The Risk Register is a live document that is continuously updated, especially on risks relating to Covid-19. Chair CN stated that tracking is important so we can show evidence and an audit trail if needed.	
		Governor Self Review of Impact	The template was not circulated prior to the meeting however a copy of the document was shown to the Governors at the meeting and will be distributed via teams after the meeting. Chair CV discussed that the Governors need to think about what impact they have made, how they are contributing and if there is any more support that they could provide.	

4	Governor Development	Training Governor Verbal Update	All Governors are expected to complete the GDPR training via Educare before the 9 th October 2020 and discuss any further training needs in the December meeting.	All
		Governor Competency Framework/ Effective Governance Handbook	There is a competency framework and skills audit available on Microsoft Forms. On an annual basis it is good practice to review Governor skill sets which will establish any skills gaps when recruiting new Governors.	
5	Community Engagement	Link Governor Verbal Update		
		LA Director's Report	No report available.	
	AOB			
	Meeting Dates:	Autumn 2 Spring Summer 1	Tuesday 8 th December 2020 at 4:30pm Tuesday 16 th March 2021 at 4:30pm Tuesday 6 th July 2021 at 4:30pm	Note Confirm

Impact of Meeting / Key Outcomes

- All Governors were advised to complete the GDPR training via Educare
- All Governors to review the Self Review of Impact Annual Report Template prior to the next meeting.
- Parent Governor ZT to undertake a SEND Link Governor visit and submit a RoV to the HoS prior to the next meeting.
- Community Governor NS to undertake a Safeguarding Link Governor visit and submit a RoV to the HoS prior to the next meeting.