

PRIVATE AND CONFIDENTIAL ACADEMY COMMITTEE MEETING

Date: 8th December 2020
Time: 16:30 pm to 6pm
Venue: Microsoft Teams

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

Action	Initials
The Acceptable use Policy for IT will be forwarded to Governor M Naik.	MD
NGA Training Access documents to be distributed to the Governors	MD
Microsoft Teams files guide to be issued to the Governors before the next meeting	MD
GDPR training certificated to be emailed to the Clerk	MN
Meeting to be arranged between CN and LW regarding the English Link Governor role	CN/LW/ED
Acronym sheet to be obtained from Gorseley Bank and distributed to Governors	LW
A detailed plan for Safeguarding ROV to be discussed with ED and NS	LW
NGA eModules: 'Governance: Your role, your responsibilities, your organisation' and 'Governance: making and impact, changing lives' to be completed by Governors	All
Skills Audit Analysis to be returned to LW as soon as possible	All

Agenda – Part 1			
Category	Item	Documents on Trust Governor	Action
1 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/ Acceptable use Policy for IT	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. The Acceptable Use Policy for IT will be forwarded to Governor M Naik.	MD
	Part 1 Minutes	The minutes were <u>approved</u> as an accurate record of the meeting held 29 th September 2020.	All

		<p><u>Actions</u></p> <ul style="list-style-type: none"> • To Inform the Clerk of any changes to the Register of Business Interests. • The Trust Board Meeting Summary was circulated to the Governors by the Clerk. • The Academy Committee Self Review of Impact Annual Report Template was circulated to the Governors by the Clerk. • Primary school website compliance work in progress. • All Governors have completed the GDPR training and provided certificates to the Clerk. • Governor Training needs were discussed at the December meeting. 	
	<p>Membership: Recruitment Update/ Succession Planning</p>	<p>A new community Governor M Naik has been appointed.</p> <p>Appointment of new Governors is an ongoing process, the HoS will put forward names of any suitable candidates. Existing Governors have also been asked to put forward the names of any suitable candidates that they may know. It was discussed that the school currently have one parent Governor, two community Governors and one staff Governor.</p> <p>It is a priority that link Governors are appointed for all areas covering the curriculum. A discussion took place regarding link Governors taking on extra roles if they had the capacity and they agreed that they were happy to do so. ZT stated that she has a background in Performing Arts and would be happy to get involved in that area.</p> <p>A short discussion took place regarding the need for parent elections, which will be looked at in time for the new academic year.</p>	All
	<p>Scheme of Delegation</p>	<p>The Scheme of Delegation is published on the Trust website and is an important document that needs to be reviewed on a regular basis, it contains the Terms of Reference for the Academy Committees and is reviewed by the Trust Board.</p>	All
	<p>Trust Board Update</p>	<p>The report is produced after each Trust Board meeting to inform Academy Committees of what was discussed. The document was circulated by the Clerk prior to the meeting, there were no questions raised regarding this document.</p>	

		<p>Link Governor roles and responsibilities</p> <p>The school currently have an internal vacancy for 2 x TLR's, one to cover the curriculum and one to cover assessment. MN will work with the TLR's to challenge and support them in their new roles.</p> <p>Chair CN stated that he is happy to pick up English in January 2021, a discussion took place and it was agreed with LW/ED that a meeting would be held in January regarding this.</p>	<p>MN</p> <p>CN/LW</p>
2	School Performance & Accountability	<p>Pupil Outcomes (across the curriculum)</p> <p>ED explained the KPIs 2020-21 document, stating that the school are looking at an aspirational target of 85%. ED expressed how well the Year 2's have been working. The school have achieved a provisional 95% pass mark in Phonics due to the changes in the way Phonics have been taught since returning to school in September. It was identified that one Year 2 pupil who was previously gaining scores of five and six, is now achieving scores of thirty. The school will be recording an actual and national percentage score on the KPI document in July 2021.</p> <p>CN Q: How on track is the school meeting its targets? Are there any issues that the Governors need to be aware of? Could more in-year progress data be provided?</p> <p>LW A: The school can populate the Age-Related Expectations (ARE) trackers to show the percentage of pupils that are on track, exceeding or need extra work in the areas of reading, writing and mathematics. The breakdown (which will include pupil groups) can be looked at in the next committee meeting in March 2021.</p> <p>It was discussed that the breakdown to be given in March 2021 would be important to enable Governors to gain an understanding of the school's goals and targets, they will also gain an understanding of the language used to enable the Governors to develop their own knowledge about assessment. More context around KPIs will be given to show the impact of Covid-19 on Phonics and compare CHPS data to Gorsey Bank Primary School and other similar schools. Governor ZT congratulated the school on their 95% achievement.</p> <p>ZT Q: Is there a difference between the achievement of boys and girls in the school? How does it compare to Gorsey Bank Primary School? Is there are plan for when uneven gender gaps are</p>	

			<p>noticed? ED A: From the current data there are no significant differences but we are keeping a close eye on this.</p> <p>The Catch-Up Premium Spending Strategy document was discussed, it was identified that the school only have two Pupil Premium pupils and eighteen pupils on the SEN register. HoS ED stated that Universal Infant Free School Meals could be masking a higher number of pupils that may be eligible for free school meals and that this may change once school lunches need to be paid for from Year 3 onwards. The Catch-Up Premium Spending Strategy document where discussed. The following areas were explained: Priority 2, one to one's are to be taught by the Class Teacher and the FFT Lightening Squad Phonics & the Early Reading intervention programme are to be introduced to forty pupils across Year 1 and Year 2 via face to face and online learning in the new year. Priority 5, Drawing and Talking Training will take place to ensure that there is a trained member of staff in each bubble so that this can be offered to all pupils. There were no questions asked by Governors however Chair CN stated that the breakdown is a useful tool which enables the Governors to see the impact on pupil performance and development.</p>	
		<p>Strategic Priorities and Critical Success Factors and The School Development plan.</p>	<p>HoS ED discussed section three: Behaviour and Respect for All, on page 13 of the School Development Plan, it was explained that the green highlighted areas show the areas that the school are performing well in.</p> <p>It was identified that the school now have one member of staff in each bubble group that performs Covid-19 checks to ensure that good habits and procedures are being complied with, any identified slip backs are reported back to ED for improvement and reminders of the importance of good habits are relayed.</p> <p>Transition on page 15 was looked at, it was stated by HoS ED that the new pupils have settled in well and that routines and behaviours and knowing what to do is working well, the pupils are demonstrating independent skills.</p> <p>Parent Council is to be held this week and two council representatives are to be appointed from the new Reception cohort.</p> <p>Safeguarding and CPOMs training took place on the</p>	

		<p>INSET day and the Link Governor has met with the HoS. Safeguarding training, EYFS refreshers, Fire drills and school lockdown practice have been undertaken. The school have a First Aid rolling programme therefore all relevant training is up to date.</p> <p>A further discussion took place regarding the School Development Priorities, it was identified that one priority will be focused on at each committee meeting and it was agreed that priority one will be focused on at the next committee meeting in March 2021.</p>	
	School Self Evaluation	<p>The EHP Note of Visit document was circulated by the Clerk prior to the meeting. LW explained that a key focus is to coach Subject Leaders pending the inspection. The three I's: Intent, Impact and Implementation were highlighted. The plan is to align Cheadle Hulme Primary School's 8 Year Subject Overviews with Gorsey Bank's 7 Year Subject Overviews by the end of this academic year. Progress towards actions on page 4 of the report were looked at and priority subjects highlighted.</p> <p>MN Q: Which priority subjects have been chosen? LW A: Reading, Phonics and English, staff Governor II covers Mathematics, PSHE and Geography ensuring the school secure the essential knowledge that children need. Governor MN stated that she is happy to discuss the curriculum mathematics guidance recovery documents with Governor II as this is something she is currently dealing with in her employment role.</p> <p>ZT Q: Please could a document be produced for the Governors around the acronyms being used in documentation and discussions as with not having an educational background, it becomes difficult to understand. LW A: Yes, this is something the Gorsey Bank Academy Committee already have, the school can make it a working document for the new Governors who come on board.</p>	
	Behaviour and Safeguarding Update including Attendance	<p>It was discussed that all staff have been given adequate time to complete the GDPR training and implementation of Drawing and Talking has previously been discussed earlier in the meeting. Mental health and First Aid training has been completed.</p>	

			It was identified that there are no concerns regarding pupil attendance.	
3	Governor Monitoring	Records of Visits	<p>SEND Link Governor ZT discussed the SEND Record of Visit, she explained that she had spoken with the SEND teacher and complimented the support that was given. Additional places to gain further knowledge were signposted. ZT stated that when introducing new Link Governors, it would be good practice if training was given around the ROV form and staff members were introduced in advance.</p> <p>Safeguarding Link Governor NS stated that all relevant Safeguarding policies are in place. It was identified that with Covid-19, new issues around the threat of online safeguarding around social media platforms and gaming was identified and that there was a need for training parents and teachers. NS has been looking into CSE training as this is an area covered by her employment role within the police force, NS stated that she would be happy to put together a school relevant training package and present it to parents and teachers.</p> <p>It was also identified that school pick ups and drop offs was not an area covered by the policy and felt that this needed to be reviewed.</p>	
		Policies including Admissions and Safeguarding	There were no school/phase level policies to be reviewed.	
		Finance Update including pupil numbers, bench marking and value for money	Management accounts for October 2020 were circulated to the Academy Committee and reviewed. A summary was given, Octobers increase in spend was due to Covid-19. The accounts show a £17k deficit this is due to the Stockport 15 & 30 hours funding not yet being received, this is usually paid in January and is therefore not a cause for concern.	
		Health and Safety Update	Health and Safety will be an agenda item for every meeting. The report shows a snapshot of all the checks and maintenance that have been carried out. HoS ED touched on the fact the Fire Alarm practice has been taking place in school. Perspex screens have been purchased for the Kid's Club to support social distancing as extra protection against the spread of Covid-19. It was identified that there has been a change in the times that the school bins are being emptied. The company contracted to do this have asked that the school have an additional gate to enable the drivers to be able to access the bin store. ED stated that it was not a desirable cost however once it has been put in place and the works carried out the bin collection times would no longer be an	

		issue and that the school's secure line would be maintained.	
	Website Compliance	A discussion took place regarding the website compliance, it was identified that the school website has all the required policies and information available with exception to the Pupil Premium report as it is deemed as inappropriate to include due to the extremely low number of Pupil Premium pupils.	
	Risk Register/ Management	The Health and Safety Risk Assessment – Covid-19 was distributed prior to the meeting and an explanation was given by LW.	
	Governor Self Review of Impact	<p>The Trust Board Report to Academy Committees was distributed to the Governors by the Clerk prior to the meeting.</p> <p>Governance arrangements The governors are satisfied that the schedule of business is being completed efficiently and effectively. Membership and succession planning have been looked at in detail and a forward plan regarding the Governors has been agreed.</p> <p>School performance and accountability KPI's have been addressed and understood by the Governors, a clear monitoring process has been agreed for the up and coming committee meetings therefore Governors are clear about what their critical success factors are and how they are to be monitored to ensure the school is meeting its agreed targets. The Governors have studied the School Development Plan and are aware of the contributions that they need to provide. They have looked at the four priorities and agreed that one priority will be focused on at each meeting to gain a better understanding. Behaviour has been focused on at today's meeting and a better understanding of the impact on the curriculum has been made. It was identified that the only area that the Governors feel is missing from the report is that of how progress is tracked, this has been discussed and a plan is now in place. It was identified that the Governors are not aware of any questions that need to be raised in the area of behaviour and safeguarding, the report has been read and all are aware of the developments and engagement required for SEN and Safeguarding for Governors.</p> <p>Governor monitoring</p>	

			<p>The Governors have identified the variances on the management accounts and an explanation has been received from the HoS therefore the Governors confirm that the school is managing its finances well. There have not been any policies to be reviewed at the meeting, however policies are reviewed on a regular basis as and when required. The school website is monitored and can confirm that it is compliant. The review of Risk Assessments has been looked at, the Covid-19 Risk Assessment is a working document and has been approved by the Trust Board.</p> <p>Governor Development All Governors have completed their GDPR training since the last meeting and it was discussed that training will be held around Pupil Premium at the meeting in March. All Governors are to have access to the NGA eModules which they will complete on an elective basis.</p> <p>Community Engagement Link Governors have been appointed in the areas of Safeguarding and SEND. ROV's have also been received. The school have engaged with potential new parents by the way of Q&A sessions held virtually. Future engagement with stakeholders has been discussed and it was identified that this is currently complicated with the Covid-19 pandemic. Future Parent Council minutes will be shared with the Academy Committee to give a snapshot of parental feedback.</p>	
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4	Governor Development	Training Governor Verbal Update	<p>The Training Plan for Laurus Trustees and Governors was distributed to the Governors prior to the committee meeting.</p> <p>All Governors have completed the GDPR training via Educare and certificates have been received. Governor MN stated that she has completed recent GDPR training and will forward the certificate to the Clerk as soon as possible.</p> <p>HoS ED explained that as an extra measure GDPR posters have been put up in the office at school as a reminder of the importance of compliance.</p> <p>At the next Academy Committee meeting, Pupil Premium and Catch up Funding training will take place to ensure all Governors have an understanding of the eModule and how it applies to our local context.</p> <p>A discussion took place around the NGA eModule training available to all Governors, it was explained that the modules can be completed in their own time ensuring and instructed modules are completed before the following committee meeting. Governors were informed that the Clerk will forward the relevant training access documents to enable them to login, within the next week. LW recommended that the 'Governance: Your role, your responsibilities, your organisation' and 'Governance: making and impact, changing lives' induction eModules could be completed by Governors who had not already done so.</p>	All
		Governor Competency Framework/ Effective Governance Handbook	<p>Chair CN reminded all Governors of the importance of familiarisation with the contents of the Governor Competency Framework and Effective Governance Handbook.</p>	All
5	Community Engagement	<p>Link Governor</p> <p>Stakeholder Engagement</p> <p>Pupils</p>	<p>Chair CN stated how impressed he was regards to the Virtual Tour of the school and its effectiveness.</p> <p>ZT Q: How is the virtual tour going with the parents?</p> <p>ED A: The virtual tour is available on the school website for prospective parents to view, A weekly Q&A session is also being held with the HoS and Reception teacher. Discussions have already taken place with 40 – 50 families and good feedback has been received. The school is unsure of the exact numbers that have applied for a place at the school</p>	

			<p>for the September 2021 start as this information is not currently stated on the admissions page of the council website.</p> <p>A discussion took place where Parent Governor ZT stated that the parents of the Year 2 pupils are actively promoting the school via, discussions and recommendations on social media platforms and groups.</p>	
	AOB			
	Meeting Dates:	<p>Autumn 2</p> <p>Spring</p> <p>Summer 1</p>	<p>Tuesday 16th March 2021 at 4:30pm</p> <p>Tuesday 6th July 2021 at 4:30pm</p>	<p>Note Confirm</p>



Mr Charles Nevin
Chair of the Committee