

PRIVATE AND CONFIDENTIAL ACADEMY COMMITTEE MEETING

Date: 16th March 2021
Time: 16:30 pm to 6:15pm
Venue: Microsoft Teams

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

Agenda Part	Action	Initials
	Meeting to be arranged between CN and LW regarding the English Link Governor role	CN/LW/ED
2	Meeting to be arranged between ED and NS to review the functions of CPOMs	ED/NS
2	ZT to meet with SEND Teacher regarding SEND provision and remote learning assistive technology	ZT
4	Governors to review the Curriculum section of the school website and prepare training ideas for the next AC meeting	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	There has been no change to this document. All Governors agreed to adhere to it.	MD
	Part 1 Minutes	<p>The minutes were <u>approved</u> as an accurate record of the meeting held 8th December 2020.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> The Acceptable use Policy for IT was forwarded to M Naik NGA Training Access documents were distributed to governors Microsoft Teams files guide were issued to governors in January 2021 	All

			<ul style="list-style-type: none"> All GDPR training certificates were emailed to the Clerk Meeting between CN and LW regarding the English Link Governor role was postponed until March 2021 Acronym sheet and website link were circulated to all Governors by the Clerk Detailed Safeguarding ROV produced by NS All governors to have completed NGA eModules 'Governance: Your role, your responsibilities, your organisation' and 'Governance: making an impact, changing lives' All governors to have returned their Skills Audit Analysis to LW 	
		Membership: Recruitment Update/ Succession Planning	<p>A new Chair of the Committee, N Samuels 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. An advertisement will be placed in the school newsletter and onto the school's social media platforms. It was discussed that a professional governor rather than a parent governor would be required until the next cohort of pupils join in September 2021.</p>	All
		Scheme of Delegation	The Scheme of Delegation is published on the Trust website and is an important document that is reviewed on a regular basis by the Trust Board to ensure compliance with statutory requirements.	All
		Trust Board Update	An update is produced after each Trust Board meeting to inform Academy Committees of what items were discussed. The document was circulated by the Clerk prior to the meeting, there were no questions raised regarding this document.	
2	School Performance & Accountability	Pupil Outcomes (across the curriculum)	<p>ED explained that progress towards KPIs are based on assessments carried out in December prior to schools being closed again in January.</p> <p>ED expressed how well Year 2 pupils have been working. They have achieved a 95% pass mark in Phonics which is excellent. The next round of assessments are taking place this week, the results will be discussed at the next meeting.</p>	

		<p>It was discussed that the school are on target regarding Key Stage 1, expected standards in Reading and Maths, with a slight reduction in writing, the school are working closely with Gorsey Bank Primary School to ensure high expectations and standards in this area. Greater depth English and Maths figures are low however this is an area that the school are keeping an eye on. Catch Up Premium funding is being used to target these areas and a member of staff has increased her working hours to be able to support pupils and identify what the barriers are and how the school can help pupils improve.</p> <p>CN congratulated ED on the school's performance and asked that she pass on thanks to all the staff for their exceptional performance. LW also commented that high levels of support from parents with Remote Learning had played a part in this achievement.</p>	
	<p>Strategic Priorities and Critical Success Factors and The School Development plan.</p>	<p>ED discussed Priority 3 of the SDP: To maintain and enhance exceptional behaviour and respect for all (p14), and explained that the green highlighted areas show the areas that the school are performing well in. It was emphasised that this is the section of the School Development Plan that needs to be concentrated on especially as all pupils return to school. ED expressed that she is extremely proud of the children and their successful transition in starting school after the lockdown period.</p> <p>The amber RAG ratings regarding transition arrangements on page 16 were looked at and discussed regarding Covid restrictions and the school having a plan in place in case the Covid restrictions continue into the next academic year.</p> <p>It was discussed that the school are collaborating with Gorsey Bank Primary School regarding a Professional Learning plan for all staff including the four EYP's once their needs have been identified.</p> <p>Safeguarding: CPOMs is in place however the software has lots of functions that the school are currently not accessing, it was agreed that ED and NS will get together to access CPOMs and discuss a plan of action.</p>	
	<p>School Self Evaluation</p>	<p>The DfE 'Review your remote education provision' document was circulated by the clerk prior to the meeting. ED explained that the evaluation was completed jointly with Gorsey Bank Primary School. Gaps have been identified relating to the remote</p>	

		<p>learning provision and how the schools remote learning offer can be improved especially in the area of delivery of remote tools for assessment. Exploration into assistive technology programmes to support pupils with additional needs is to take place, ZT is to meet with SF SEND teacher regards this. This approach and enhanced provision will allow remote learning to be personalised to a Pupils specific needs. LW added that the technology available will do the heavy lifting and allow teachers more time to focus on how best to respond to pupil needs.</p> <p>A short discussion took place regarding how during remote learning the school have been collaborating with parents who have been involved in their children’s learning and that face to face communication is key however it has been identified that virtual parents’ evenings have become a valuable option for some parents and this could be something that the school look to offer. The area to focus on is how the school can add further value with the technology that is available, especially with regard to SEN students and the support that this can create for parents.</p> <p>MN stated that the blended approach offers opportunities and flexibility, it also allows for teachers to observe their peers and offer support in the form of mentoring.</p> <p>MN Q: Is there any available data that can distinguish by groups such as gender and ethnicity so we can track which pupil groups are doing well and identify those who need further support. As governors it would be useful to be able to see a breakdown of this data to identify trends.</p> <p>LW A: We do have this information available and a breakdown of data will be provided at the next meeting. As the data that the school currently hold is now quite old we did not feel that it would be a valuable use of time at this meeting.</p> <p>CN stated that by looking at the different gender attainment we can identify any gaps e.g. if boys and girls are operating at different levels.</p>	
		Behaviour and Safeguarding Update including Attendance	The clerk circulated the Behaviour and Safeguarding March 2021 Update prior to the meeting. ED thanked NS for her work regarding the parent information session on how to keep children safe whilst online.

			<p>ZT Q: Did the event have a good turn out?</p> <p>ED A: Up to forty parents attended and the slides were made available to parents who could not attend. We will also be asking the IT department to give us an update on the number of clicks the website attracted so we can better assess the number of parents engaging</p> <p>NS pointed out that she had a number of parents who reached out after the even to discuss the subject further.</p> <p>ZT stated that from a parent’s point of view I could not attend the event and feel the slides provided did not provide enough content to be able to understand the essence of the information provided, would it be a possibility that in future a recording could be made available which would be more beneficial?</p> <p>ED discussed that one member of staff has completed Drawing and Talking Training, the course is designed for people working with children, who may be suffering from trauma or poor mental health. A second member of staff is now completing the training and they are both working with the children and having conversations around mental health.</p>	
3	Governor Monitoring	Records of Visits	<p>Staff Governor II talked through the Maths Record of Visit and in particular the data based on pupil assessments from December which indicated Reception pupils results were above the KPI of 85%, at 92% and above the national average of 72%. Year 2 are above the national average but slightly below the KPI. Link Governor MN discussed what was going well with regards to the available technology and making available parents’ workshops with recordings to enable parents to go back to specific areas to find information that will help with the teaching of their children as this would support parents further. Recordings would also support teachers in their professional development and would become a valuable resource to help teachers who maybe lacking in confidence.</p> <p>LW mentioned that it may be an option to use the PowerPoints currently available with voiceovers if consent was given by the teachers involved as this would create an instant resource. Governor II stated that this is something that had already been put in</p>	

		<p>place with Phonics therefore would be achievable with Maths.</p> <p>Chair CN thanks II and MN for their work and agreed that it is valuable moving forward to support future teaching.</p> <p>Governors NS and ZT also agreed that this would be a valuable resource as she can identify with the struggles faced by parents during home learning.</p>	
	Policies including Admissions and Safeguarding	There were no policies to be reviewed.	
	Finance Update including pupil numbers, bench marking and value for money	<p>Management accounts for January 2021 were circulated to the Academy Committee and reviewed. A summary was given and attention brought to the future plan of work involved in the Bruntwood path entrance at a cost of £2k. ED discussed that a feasibility survey was taking place as the entrance currently does have steps however a ramp would be more suitable to create a usable entrance and exit especially with the increase in pupil numbers at the end of the day with Laurus Cheadle Hulme High School now changing their school hours which coincide with that of the primary school. Few people use the entrance however with summer approaching, parents could then use this to walk to the park after school rather than the carpark becoming so congested.</p> <p>ZT stated that if the route was made accessible, parents would then be persuaded to use this as a walking route into and out of the school site as currently the carpark is becoming dangerous for the primary school children with the number of vehicles using the carpark. Parents have emailed the Head at Laurus Cheadle Hulme to air their concerns however ZT feels that the response being received is that this is not an issue.</p> <p>LW gave her reassurance that the issue was being dealt with amongst the Heads and Estates Manger and significant options were being looked into and a letter will be sent to parents in due course. It was discussed that the carpark is not only for the primary school use but is currently available for use by the parents of the high school students and therefore consideration must be given by all parents of children at both schools.</p> <p>CN stated that the health and safety risk needs to be</p>	

		<p>recognised and a solution should be achieved and taken on by all parties in order to mitigate any risks as soon as possible.</p> <p>ED explained that there are large variants in the level of funding at present due to the time of year. There is also a £12k deficit in government grants on previous years figures as it is based on 120 pupils rather than the 180 pupils who attend school so currently gives a differing picture.</p>	
	Health and Safety Update	Health and Safety will be an agenda item for every meeting and the report was circulated by the clerk prior to the meeting. The report shows a snapshot of all the checks and maintenance that have been carried out and includes Covid measures and measures to reduce congestion during school pick up times.	
	Website Compliance	A discussion took place regarding the website compliance, and the schools Remote Education offer. ED gave an overview of the Remote Education provision document and confirmed that if a pupil is not engaging then this is followed up as there could be a safeguarding issue.	
	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 Academy Committee Annual Report to the Trust Board template was distributed to the Governors by the Clerk prior to the meeting.</p> <p>Governance arrangements</p> <p>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. A discussion took place regarding the appointment of the new chair ZT</p> <p>School performance and accountability</p> <p>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.</p> <p>Governors have studied attendance, progress and</p>	

			<p>attainment 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. Section three: To maintain and enhance exceptional behaviour and respect for all has been focused on at today's meeting and a better understanding of the impact on the curriculum has been made.</p> <p>It was identified that governors are not aware of any questions that need to be raised in the area of behaviour and safeguarding.</p> <p>Governor Monitoring Governors have identified the variances on the management accounts and an explanation has been received from the HoS therefore 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 Pupil Premium training since the last meeting. All governors 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 area of Maths, Safeguarding and SEND. ROV's have also been received. The school have engaged with stakeholders by way of Q&A sessions, an online e-Safety event, virtual Parents' Evenings and a Remote Education Parent Survey. Parent Council minutes is to be shared with governors to give a snapshot of parental feedback.</p>	
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4	Governor Development	Governor Training Verbal Update	<p>All governors have completed the Pupil Premium training via the NGA Learning Link portal and certificates have been received. Governor MN has completed the GDPR training and a certificate has been received by the Clerk. Catch up Funding training has taken place; no certificates have been received by the Clerk.</p> <p>A discussion took place around what training the Governors need to participate in, CN stated that it would be useful if governors thought about and identified any gaps in their knowledge. It was recommended that all governors should view the school website to get a feel for what is currently taking place in each of the key stages, looking at assessments, training and familiarisation of the school website to enable a decision to take place at the next Academy Committee Meetings regards NGA training or alternative training provision.</p>	All
5	Community Engagement	Link Governor Stakeholder Engagement Pupils	<p>The Remote Education Parent Survey Analysis was distributed prior to the meeting and this was explained by ED. ED stated that it was reassuring to see that the large majority of pupils have access to a tablet or laptop for home learning sessions. For the 25 pupils that do have to share a device, a conversation took place with parents and some sessions were moved to reduce home learning clashes with siblings. It was highlighted that from the survey only one parent stated that they were not satisfied with the remote learning provision however after a discussion this was due to the additional needs of the child and the screen time becoming a barrier rather than the home learning provision itself. ED stated that from the survey results the biggest impact on pupils is that of the provision of live lessons, a regular timetable and ensuring learning materials were available prior to lessons commencing.</p> <p>A discussion took place around Remote Education provision and that the school made it a priority that all learning materials were available on a Friday ready for Monday to enable parents to familiarise their selves with the content. Parent governor ZT stated that this was extremely helpful for parents to prepare and assist their children in the best possible way.</p> <p>LW stated that as a school they did not want to make assumptions regarding the digital divide portrayed in the media, the local feedback provided by our parents is a useful tool when looking at the</p>	

			challenges of our parents during remote learning.	
	AOB		Governor NS raised a concern from parents regarding the Holiday Club provision over Easter only covering four days and would there be full-time provision in the future. ED confirmed that in September 2021 the Kids Club dates would be published for the year once recruitment had taken place and that the hours would be based around the hours of 8:30am to 4:30pm. Summer holiday provision will cover three to four weeks subject to Kids Club staff availability and demand for the provision. A discussion took place around Childcare Vouchers and refunds, ED stated that this would be needed to be refunded by the parent's employer not the school. NS stated that a local primary school does offer full-time holiday provision and this may be the provision that CHPS parents have to use. ED explained that restrictions have only just been lifted on who can access Kids Club and that we are working on recruiting more staff in order to operate safely and in bubbles. LW explained that this type of issue is more of a Parent Council matter.	
	Meeting Dates:	Spring Summer 1	Tuesday 6 th July 2021 at 4:30pm	Note Confirm

Chao Mwin

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