

## PRIVATE AND CONFIDENTIAL ACADEMY COMMITTEE MEETING

Date: 6<sup>th</sup> July 2021  
 Time: 16:30 pm to 17:45pm  
 Venue: Microsoft Teams

Clerk: Michelle Dyer  
 Present: C Nevin (Chair), L Wooley (Executive HoS), E Drake (HoS), I Ince (Staff Governor),  
 Z Tatton (Parent Governor)

In attendance:

Agenda Part	Action	Initials
1	To establish the English Link Governor role	LW
1	ZT to meet with SEND Teacher regarding SEND provision and remote learning assistive technology 9 <sup>th</sup> July 2021	ZT
1	Governors to review the Curriculum section of the school website and prepare training ideas for the next AC meeting	All
5	Parent Council Meeting to be held just before the Academy Committee meetings	ED/LW
4	Development of an annual training plan for Governors with suggestions of relevant training	ED, MD, ZT

Agenda – Part 1			
Category	Item	Documents on Trust Governor	Action
<b>Governance Arrangements</b>	Apologies	Apologies were given by N Samuels and M Naik, these apologies were accepted.	
	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
	Part 1 Minutes	The minutes were <u>approved</u> as an accurate record of the meeting held 16 <sup>th</sup> March 2021.  <u>Actions</u> <ul style="list-style-type: none"> <li>• Meeting to be arranged between CN and LW regarding the English Link Governor role – this did not take place due to CN no longer Chairing at CHPS</li> <li>• Meeting to be arranged between ED and NS to review the functions of CPOMs – the</li> </ul>	All

		<p>meeting took place.</p> <ul style="list-style-type: none"> <li>• ZT to meet with SEND Teacher regarding SEND provision and remote learning assistive technology – meeting to take place on Friday 9th July 2021</li> <li>• Governors to review the Curriculum section of the school website and prepare training ideas for the next AC meeting – this is to be an ongoing action for Governors.</li> </ul>	
	Membership: Recruitment Update/ Succession Planning	<p>The appointment of new governors is an ongoing process, the HoS, ED will put forward names of any suitable candidates.</p> <p>All Governors have been asked to complete a questionnaire or to record a short video to help with the future recruitment of Governors.</p>	All
	Trust Board Update	<p>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. The Chair, CN explained to the Governors the reason why they receive the Trust Board update and encouraged the Governors to use the opportunity for questions and feedback.</p>	
2	School Performance & Accountability Pupil Outcomes (progress towards KPIs)	<p>The HoS, ED explained that progress towards KPIs and that assessment week has taken place followed by the data entry.</p> <p>HoS, ED expressed how happy she is with the Early Years results for the summer term of 88% good level of development.</p> <p>Pupil Progress Reviews (PPRs) will take place next week for the reception cohort therefore detailed data analysis will be available for Academy Committee Meeting One on the 28<sup>th</sup> September 2021.</p> <p>It was discussed that the Phonics screening for Year 1 pupils took place in the Autumn term of Year 2. The current Year 1 Phonics were cancelled, again the pupils will undertake this in Year 2. The KPI is 90% and the summer term percentage is 81% therefore on track to pass.</p> <p>A discussion took place to explain that the Year 1 teachers are currently deciding what will need to happen regarding progress and intervention. Regarding KS1, provision has been made for extra</p>	

		<p>staffing to work on catch up and focus on pupils writing, the aim is to have smaller class sizes in the core subjects. The HoS, ED stated that she was pleased with the current impact that this is having on learning.</p> <p>An exercise is to take place to look at the current groups and targets, EYFS strengths, curriculum areas, strengths and weakness data will then be drilled down further.</p> <p>Chair, CN gave his thanks to the HoS, ED regarding the school's performance and high level of staff commitment and educational achievement.</p> <p><b>CN Q: What has been the impact of absences due to Covid-19?</b></p> <p><i>HoS A: There has been a recent EYFS closure however Year 1 and Year 2 have been in school. There have been a few pupils in isolation for the required 10-day period and a number of pupils having to isolate for two to three days whilst awaiting PCR results due to required testing within the family.</i></p> <p><b>CN Q: Has this had an impact on the pupil's mental health or have there been any anxiety issues?</b></p> <p><i>HoS A: In general, pupils all are happy in school and there have been no noticeable issues relating to the pupils' mental health. There are a couple of pupils within the Nursery and Reception classes and the children of some families who are struggling who are being monitored, otherwise school is a positive and happy environment for the pupils. Pupils have been participating in a number of outdoor activities which they are enjoying, school feels like it is starting to get back to normal.</i></p> <p>Governor, ZT expressed her congratulations especially with the 95% achievement score in the Year 2 Phonics Screening Check being an amazing result especially with the challenges of Covid-19.</p> <p>HoS, ED explained that the remaining 5% of pupils have continued to make good progress in Phonics.</p>	
	School Self Evaluation	The 2020-21 School Self Evaluation was distributed prior to the meeting, the HoS, ED explained the report and pointed out that the highlighted areas where still to be updated with the most up to date data and headline percentage where to be extracted	

			<p>from the survey results. It was highlighted that KS1, the update of the school community SEND and Covid-19 impacts are referred to throughout the whole document. Executive HoS, LW explained that the developing Covid-19 appendix would be added to the final version.</p> <p>The HoS, ED stated that the impact of early reading and the pupils love of reading has really come through in the report.</p> <p><b>CN Q: On page 7 of the report it discusses the reading culture within the school, could you explain this further?</b></p> <p><b>HoS A:</b> <i>The pupils love of text begins at the Nursery stage, we have books in all areas of the school for the pupils to access any point. Year 1 reading scheme match their ability and authors, books and the school's passion of reading is discussed during the assemblies.</i></p> <p><b>CN Q: Is the school due to undertake another survey?</b></p> <p><b>HoS A:</b> <i>The Rights Respecting Survey, Governor, It is to run the data that is to be pulled through.</i></p> <p>The RAG Rated 2019/21 School Development Plan (SDP) was distributed by the Clerk prior to the meeting, there where no questions asked by the Governors regarding this document.</p> <p>The SEND Audit took place on the 17<sup>th</sup> May 2021, the strength and development areas, strategy, relationships, provision, understanding data and information management where looked into. The HoS, ED stated that the overall process was positive and the audit has highlighted the sound policies, procedures and experiences that the school have in place for pupils with SEND and their families along with the effective small group teaching. It was pointed out that School Focus Plans (SFP) are of high quality and some of the best that they had seen. The positive feedback was discussed with staff on the June 2021 Inset day. The HoS, ED stated that as a school they are very much looking forward to the next audit and that they are hoping to collaborate to share experiences with others.</p> <p><b>CN Q: How often do the audits take place?</b></p>	
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		Strategic Priorities	<p>The HoS, ED explained the process of how the 2021-23 School Development Plan had been put together so far and confirmed that it was a working document that was still to be finalised. The Leadership Team reviewed the SDP in all four priorities and a decision was made on which would be focused on in the next academic year. During the June 2021 Inset day, staff were able to discuss and give open feedback on various topics including the working environment during the pandemic and health and wellbeing issues to the Trusts Senior HR Advisor and Learning and Development Manager, the stakeholders' views were then taken into consideration when producing the SDP.</p> <p>The Leadership Teams of both primary schools within the Trust collaborated, looking at their strategies and vision and working through the barriers to enable the schools to achieve the goals set out in the SDP.</p> <p>The Chair, CN, stated that the explanation given by the HoS, ED was helpful for the Governors and that it was good to see ownership and that the schools staff have a stake in the SDP therefore their commitment will become higher. CN also stated that it maybe useful to involve the Governors in the conversation</p>	

			when looking at the SDP as this will then gain further commitment from the Governors and they will have further understanding during the committee meetings.	
		Ensure delivery of school curricula and assessment in line with the Trusts approach	Verbal confirmation was given by the HoS regarding the delivery of the school's curricula and assessment.	
		Behaviour and Safeguarding Update including Attendance	The Behaviour and Safeguarding Update including attendance document was distributed prior to the meeting, the HoS, ED explained that the school now have a linked Social Worker and a Team Around the School (TAS), which is a partnership between schools, Stockport Family and other agencies. A termly meeting is held which is broken down into safeguarding referrals, Team Around the Child (TAC), TAS, Early Health Assessments and Operation Encompass, the meetings give a clear picture of the strategies and the number of pupils accessing the services. HoS, ED pointed out that the school had one report of racism, the protocol was completed and one pupil who is currently in Portugal for an extended term due to Covid-19 but who is expected to return in September 2021.	
<b>3</b>	<b>Governor Monitoring</b>	Records of Visits	The Safeguarding Record of Visit document was discussed and completed by HoS, ED and Link Safeguarding Governor, NS. It was identified that Remote Access Provision and Safeguarding procedure, share ethos and child focus approach, working with families when additional support required and awareness of procedure where areas that where all going well. Those that required further attention and improvement included: checking policies are in place regarding pupil collection, this will become more evident when the school have Year 5 and Year 6 pupils who may begin to walk home alone or be collected by older siblings and considering GDPR when children in school are being lived streamed to children at home regarding SEND, vulnerable and key worker.	
		Policies including Admissions and Safeguarding	There were no policies due for review.	
		Finance Update including pupil numbers, bench marking and	The management accounts for April 2021 were distributed prior to the meeting and an explanation was given by the HoS, ED. It was stated that there was a change to the year-end forecast predictions at	

	value for money	<p>the end of August and that the income deficit was due to the loss of income from the wrap around care due to the school closure during the pandemic. There was an overspend in teaching, this was due to increased hours due to sickness and Covid-19 isolations. It was confirmed that the £17k business deficit will be offset by rates relief.</p> <p>A further explanation was given as to the changes in the future spend, there is to be a reception remodel, the Bruntwood Park entrance is having resurfacing work to the steps, a bike and scooter store will also be built to encourage biking to school and a canopy for the forest school will be purchased to enable all year use. The new trim trail extension and quiet space seating is due to commence on the 27<sup>th</sup> September 2021.</p>	
	Health and Safety Update	<p>The HoS, ED discussed the Health &amp; Safety Update. It was explained that a travel survey had been sent to the parents and carers and that measures are now being put into place regarding additional 'park and stride' locations near to the school, an explanation was given regarding the barriers that are to be installed over the summer holidays that will limit the movement of vehicles allowed onto the site between the hours of 2:30pm to 3:30pm. The school's main priority is the safety of pupils on site.</p> <p><b>CN Q: What have the reactions of the parents been regards to the parking permit allocations.</b></p> <p><i>HoS A: The final decisions have not yet been made regard to the allocations, however parents and carers do recognise the safety element.</i></p> <p>5:30pm Executive HoS, LW left the Academy Committee Meeting.</p> <p>Parent governor, ZT made a recommendation asking if the school could think about the option of parents and carers dropping pupils off at the Nursery gate rather than accompanying them into the playground to reduce parent and carer numbers onsite.</p>	
	Website Compliance	<p>Governors were asked to view the following documents available via the school website:</p> <ul style="list-style-type: none"> <li>• SEND Pupil Premium</li> <li>• Sports Premium Report</li> <li>• Catch Up Strategy</li> <li>• Remote Learning</li> </ul>	

			<p>A verbal update was given by the HoS, ED explaining that the documents have all been updated. An update was also given regarding a 'starting nursery' page and a 'starting reception' page being added to the school website to reduce the need for paper documents having to be posted out to parents and carers.</p> <p><b>ZT Q: Is there a way that parents can book appointments with new Class Teachers rather than the current process of the school ringing the parent or carer as this would work better if the parent or carer is not contactable?</b></p> <p><i>HoS A: The online booking system is currently linked to SIMs, due to our new reception cohorts' details not being uploaded to SIMs until the September start date this isn't currently an available option.</i></p>	
		Risk Register/ Management	<p>Executive HoS, LW explained that after the school guidance information update on the 6<sup>th</sup> of July 2021, the Covid-19 Risk Assessment that was distributed now requires re-writing to take into consideration of the changes.</p> <p>The Local Outbreak Management plan was distributed before the meeting, there were no questions from Governors on this report.</p>	
		Governor Self Review of Impact	<p>The Annual Report to Trust Board was distributed by the Clerk to the Governors prior to the meeting, this document will be updated by the Clerk after each Academy Committee Meeting.</p>	
4	Governor Development	Trust Training	<p>The Trust Training Plan was distributed to all Governors before the committee meeting.</p>	All

		Governor Training	<p>A verbal update was given by the Chair, CN and requested that Governors inform the Clerk of any further training that they have undertaken since the last Academy Committee meeting.</p> <p>Chair, CN stated that it would be useful if governors thought about and identified any gaps in their knowledge and what development they require. It was recommended again that all governors should view the school website to gain further knowledge of assessment and the curriculum. It was brought to the Governors attention that there are a number of new short courses available on the NGA Learning Link portal.</p> <p>It was confirmed that if a Link Governor arranges a visit to school, any information that enables the Governor to engage more fully is classed as CPD.</p> <p>Governor, ZT stated that it would be helpful if at the beginning of each academic year a training plan was provided that states what training would be useful for Governors to develop their skills. A discussion is to take place between the HoS, Clerk and the new Chair regarding this.</p>	
5	Community Engagement	Stakeholder Engagement (Staff, Parent, Pupils, Governors)	<p>A verbal Update of the Parent Council Minutes, March 2021, where given by the HoS, ED and an explanation that the parent council collect feedback from parents of pupils within the school.</p> <p>Chair, CN stated that the minutes provide useful information to the Governors regarding the issues raised.</p> <p>Governor, ZT stated that it would be beneficial if the Parent Council Meetings were held just before the Academy Committee Meetings so they have an accurate picture and knowledge of the most up-to-date issues raised and feedback that has been given.</p> <p>Governor, ZT also gave her thanks to II and all the teachers for their amazing work regarding the online learning as reflected in the Parent Council Minutes.</p>	
	AOB			

	<b>Meeting Dates:</b>	Academy Committee Meeting dates	<b>Autumn Term 1</b> 28.09.2021 <b>Autumn Term 2</b> 07.12.2021 <b>Spring Term</b> 15.03.2022 <b>Summer Term</b> 05.07.2022	Note Confirm
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