

PRIVATE AND CONFIDENTIAL ACADEMY COMMITTEE MEETING

Date: Tuesday 07.07.2020

Time: 4.30pm

Venue: Microsoft Teams

Clerk: N Burgess

Present: N Samuels, E Drake, I Ince, C Nevin (Chair) and Z Tatton

In attendance: L Woolley and G Fitzpatrick

Action	Initials
Inform the Clerk of any changes to the Register of Business interests	All
To look at the CHPS and Trust website to view the Governance section	All

Agenda – Part 1			
Category	Item	Documents on Trust Governor	Action
1	Apologies	There were no apologies for absence received.	
	AOB items	As this was the inaugural meeting of this academy committee introductions were made by all present. 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.	NB
	Code of Conduct	The code of conduct was circulated prior to the meeting and noted by Governors. The Code details the integrity of the role of Governor and how to operate and Governors are required to agree to the Code on an annual basis.	
	Part 1 Minutes	As this was the first meeting of the Academy Committee there were no previous minutes to review.	
	Schedule of Business for 2020-2023	The draft document issued shows the business covered over the course of the year and ensures compliance with all legal requirements.	
	Membership: Recruitment Update/ Succession Planning	There is a common approach for recruitment across the Trust. All appointments will be made at Trust level and will be allocated to the Academy Committee where it is felt the applicant's skills would be best utilised. Interested parties will be asked to complete an application form for consideration. There is also an opportunity to recruit Governors via Inspiring Governance.	

		<p>Scheme of Delegation</p> <p>The Scheme of Delegation contains the Terms of Reference for the Academy Committees and is reviewed by the Trust Board. The Scheme of Delegation is published on the Trust website.</p> <p>The main priority for Academy Committee Governors is to monitor pupil progress and attainment.</p>	
		<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 is a summary which can allow for questions and issues to be raised with Trustees. This latest report has been focussed mainly on Covid-19 and positioning statements were also issued to inform Governors exactly what was happening in all phases across the Trust.</p> <p>Governors were encouraged to look at the Governance sections on both the school and the Trust websites. Both have recently been updated. The membership document details where the committees fit in with the whole Trust structure. The websites are being developed ongoing and will be regularly updated.</p>	All
2	School Performance & Accountability	<p>Educational Provision during Covid-19 pandemic</p> <p>Partial reopening of CHPS has been implemented successfully and planning is now taking place for full reopening in September. Trustees will meet to discuss the proposals and risk assessments the day following this meeting.</p> <p>All children will be back to school in September and the bubbles will increase to the class size but all classes will be kept separate. Work has taken place to reduce the risks as much as possible and advice has been taken from Public Health England. It was noted the Executive Team had worked hard to compile the extensive and comprehensive risk assessment.</p> <p>ZT offered thanks as a parent and commented that there was very positive feedback from other parents.</p> <p>Il commented that from a staff perspective the measures had been well thought out and were reassuring to staff. The orientation days had been particularly well articulated.</p> <p>Governors wished to record their thanks for the incredible amount of work done by all staff during a particularly difficult time.</p>	

		Behaviour and Safeguarding	<p>The Behaviour and Safety update reflects the high priority given to Safeguarding at CHPS. This will be updated at every meeting.</p> <p>A Safeguarding audit had taken place in April 2019 and actions were acted upon. The audit for this year was submitted in June 2020.</p> <p>Governors were issued with an additional safeguarding document which was for emergency safeguarding procedures during school closure. It is anticipated there could be issues identified when the children return to school and that support would be put in place.</p> <p>N Samuels was appointed as Safeguarding Governor. NS commented that she was very impressed with the thorough safeguarding documentation issued by the school.</p>	
		School Development Plan	<p>The School Development Plan (SDP) is reviewed every year and details the priorities related to the vision. CHPS has the same 4 priorities as Gorsey Bank.</p> <p>Each section of the SDP starts with the vision, the reality, the barriers and the strengths. The actions to meet the visions in each section are then detailed and RAG rated. The SDP is an effective tool to see where the school is going and where Governors are able to challenge.</p> <p>Link Governor roles were explained for future consideration as the Academy Committee grows.</p> <p>Q – When do you expect new Governors to be in place by?</p> <p>A – CN and LW are meeting with all prospective applicants and will allocate to schools across the Trust based on their individual skill set.</p>	
		School self-evaluation	<p>The School Self-Evaluation plan is based around the Ofsted framework and evidences the educational provision in place, cross referenced to the Ofsted criteria. Governors and staff are able to feed into the SEP.</p> <p>It is proposed that a big agenda item for the autumn term 2 meeting will be devoted to the self-evaluation plan and this will in turn feed back into the SDP. It is vital to ensure that no child is left behind because of Covid-19, both academically or pastorally.</p>	

		External monitoring update – DfE visits/any other quality assurance	<p>There had previously been 3 external monitoring visits by 3 different people. Each had been a very different experience and the reports had been useful to inform planning within school.</p> <p>CHPS were expecting an Ofsted inspection from September 2020 but it is not yet known if this will take place in the coming academic year, due to the restrictions in place. LW and ED are attending NSN meetings to discuss Ofsted inspections and will feedback at a later meeting.</p>	
3	Governor Monitoring	Policies for approval	<p>Governors were informed that the majority of policies were approved at Trust level but that there were some which required approval by this Academy Committee as they were school specific.</p> <p>Governors <u>approved</u> the following policies for CHPS:</p> <ul style="list-style-type: none"> • Accessibility plan • PSED Objectives • Safeguarding Protocol <p>Z Tatton was appointed as SEND Governor.</p>	
		Finance Update including pupil numbers, bench marking and value for money	<p>Management accounts for April 2020 were circulated to the Academy Committee.</p> <p>Sundry income – Kids Club and Nursery- has been heavily impacted by loss of income due to Covid-19 lockdown. A number of staff have been furloughed where possible.</p> <p>The transfer of funds of £11,000 is for the cost of a canopy installation to the outside space and will be a one-off cost.</p> <p>The surplus is lower than had been forecast due to the wraparound care and nursery closures. The increased cleaning costs, around Covid will have a significant impact on the budget.</p> <p>Q – Parents want to be supportive to the school, is there anything which can be done to help?</p> <p>A – Thank you for the lovely offer. Maybe we could look at future events and PTA fundraising.</p>	
		Health and Safety Update	<p>Health and Safety will be an agenda item for every meeting. The report shows a snapshot of all the checks and maintenance which have been completed.</p>	

		Governor Self Review of Impact	The template provided shows the report which is populated throughout the year and is presented to the Trust Board. Every Academy Committee across the Trust uses the same template. Clerks note the impact of the AC to populate the report. The report will be produced next academic year for this AC.	
4	Governor Developm	Training Governor Verbal Update	The skills audits completed helps to inform planning for future governor training. There will be training at the start of each AC meeting.	
5	Community Engagement	Stakeholder engagement – Chair/HoS to provide a verbal update about notable activities with staff/parents/pupils/governors	The role of Governor allows to hear what is happening in the community and respond. Any issues should be referred back to the school. Change of timings of the LCH school day were discussed as there is a shared entrance to the two schools. The end of the LCH school day has been changed to 3.05pm. School buses have allocated spaces within the school car park and it is not anticipated that there will be any issues. LCH parents have been informed not to come onto the premises to collect their children.	
	AOB		Parents have been sent a letter this afternoon regarding a change to the Leadership structure at CHPS. From September 2020 E Drake will be 4 days Mon–Thu and R Thompson will be Thu-Fri	
	Meeting Dates:	Autumn 1 Autumn 2 Spring Summer	Tuesday 29.09.2020 Tuesday 08.12.2020 Tuesday 16.03.2021 Tuesday 06.07.2021	All meetings will start at 4.30pm

Impact of Meeting / Key Outcomes
<p>Governors were welcomed to the inaugural meeting of this Academy Committee</p> <p>Safeguarding Governor was appointed</p> <p>SEND Governor was appointed</p> <p>A number of policies were approved</p> <p>Governors reviewed the School Development Plan</p> <p>Future Governor training was discussed</p> <p>Plans for the full reopening of the school in September 2020 were discussed</p> <p>Governors were informed of changes to the Leadership structure from September 2020</p>