

Date: 28th September 2021
 Time: 16:30pm – 18:30pm
 Venue: Cheadle Hulme Primary School

Clerk: M Dyer
 Present: L Woolley, E Drake, N Samuels, I Ince, Z Tatton

	Action	Initials
1	Existing Governors to put forward any recommendations for possible Co-opted Governors to LW or the Clerk	All
4	Clerk to send details of the Laurus Institute to the Governors, all Governors to access the portal	All/MD
4	All Governors to complete the annual GDPR training and forward their certificates to the Clerk	All
4	All Governor to suggest to the Clerk any training that they would like to focus on	All
4	Confirmation to be given to the Governors regarding a breakfast or lunchtime training session to be held on 1 st December 2021 to cover the curriculum	LW

Agenda – Part 1				
Category	Item	Notes	Action	
1	Governance Arrangements	Apologies	There were no apologies.	
		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 and Acceptable Use Policy for IT was circulated by the Clerk prior to the committee meeting, all Governors agreed to the documents.	
		Part 1 Minutes	The minutes were <u>approved</u> as an accurate record of the meeting held 6 th July 2021.	

			<p><u>Actions</u></p> <ul style="list-style-type: none"> • To establish the English Link Governor role. • ZT to meet with SEND Teacher regarding SEND provision and remote learning assistive technology 9th July 2021. • Governors to review the Curriculum section of the school website and prepare training ideas for the next AC meeting. • Parent Council Meeting to be held just before the Academy Committee meetings. • Development of an annual training plan for Governors with suggestions of relevant training. 	
		Membership: Recruitment Update	<p>The appointment of new Governors is an ongoing process. LW explained that the AC requires a total of eight to ten Governors, up to three being parent Governors.</p> <p>A discussion took place regarding the possibility of existing Governors being able to place Governor advertisements onto work place or community notice boards to generate local interest from individuals who are interested in the journey of the school, curriculum and care about education. Governors were asked to put forward any recommendations to LW or the Clerk. It was stated that an advertisement has already been put on to 'I Love Cheadle Hulme' social media platform.</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.</p>	

2	School Performance & Accountability	Pupil Outcomes	<p>The HoS, ED explained the end of key stage one data analysis in the Assessment Update: KS1 Data Summary document. The document shows the data, broken down into groups covering such as gender, disadvantaged, LAC and SEN. The data shows a difference in the percentage of boys and girls who achieved greater depth in writing. There is a detailed action plan in place to address this including extra teaching for pupils who need it.</p> <p>ZT Q: The data for the boys stood out, how will school make sure improvement is a focus? How can parents be educated to help their children more at home?</p> <p><i>HoS A: Parent workshops will be arranged and additional materials published on the school's website. At Parents Evening, a document will be provided showing each child's strengths and next steps. Teachers will explain what is happening in school and how parents can help at home.</i></p> <p>A discussion took place regarding the 2020-21 EYFS Pupil Outcomes Summary and how the document allows Governors to view the current curriculum offer in EYFS setting across seventeen areas. The data shows if the curriculum meets the needs of the pupils and if pupils are engaging.</p> <p>ZT Q: Has the data been difficult to gauge this year?</p> <p><i>HoS A: Yes, it has however we will be able to show the progress breakdown throughout the academic year.</i></p>
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		<p>School Development Priorities</p>	<p>The 2021-2023 School Development Plan document was circulated to the Governors prior to the meeting. The document shows the four school priorities over the next two years, these include:</p> <ol style="list-style-type: none"> 1. Ambitious Curriculum 2. Inclusive Attitudes 3. Personal Development and Wellbeing (Pupils) 4. Professional Development and Wellbeing (Staff) <p>A focused discussion took place around Priority 3 and an explanation was given by the HoS, ED regarding the vision, reality, barriers and strategies along with the rights of the child.</p> <p>Staff Governor, II gave a detailed presentation to the Governors of the Cheadle Hulme Primary School RRSA Silver Evidence Portfolio explaining Rights Respecting at CHPS, why the school are participating and what it entails. CHPS is at the second stage of the Rights Respecting School Award which is granted by UNICEF UK having started work on this in January 2020. Each strand and the relevant outcomes were explained to the Governors along with the evidence that the school will provide and the work that the pupils have been involved in. Communication takes place with parents/carers and the wider community via the school website and the weekly newsletter. Regular discussions take place in school with staff members along with reference in the school assemblies. Part of the evidence includes parent and carers testimonials.</p> <p>ZT Q: Did the school put a call out for testimonials from parents and carers?</p> <p><i>II A: Yes, we spoke to the Parent Council representatives and asked them to share with the parents and carers.</i></p> <p>Slide 13 to 16 of the presentation highlights how children learn how to stay safe through a variety of PHSE focused lessons and activities, data from the pupil questionnaire (May 2021) when pupils were asked whether they 'felt safe in school' showed that 91% of the pupils said 'yes' with 9% answering 'sometimes'.</p> <p>ZT Q: Do the school know why 9% of children don't feel safe?</p>	
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			<p>II A: Younger pupils tend to base their response on what has happened very recently so if, for example, they were bumped into on the playground that day, they may say 'sometimes' rather than 'yes'. Teachers may ask individuals for extra information about non affirmative responses but do want pupils to feel they should give a positive response. The school will be running the questionnaire again to see if the data changes and will be monitoring trends over time especially when we have older pupils in KS2.</p> <p>LW A: We take into consideration that children's perceptions differ to adults and a child could have had a bump with a ball at playtime which could result in the answer that they give. The class teachers have the skills to investigate further if concerning answers are given.</p> <p>Staff Governor, II informed Governors that Pupil Parliament was established in school in 2020 in order to form pupil groups where children's voices and views can be heard, valued and acted upon, areas covered include sports, environment and digital culture.</p> <p>ZT Q: Is the school going to be looking at the arts?</p> <p>II A: Yes, we do not have a specific Pupil Parliament Arts group yet however the plan is to introduce one in the next two years.</p> <p>Governor II explained that the Rights Respecting Silver Award assessment day is to be held virtually on the 9th of November, the panel will want to speak to all stakeholders including parents, carers and Governors along with feedback from the Chair. Chair, NS expressed how she is extremely impressed.</p> <p>ZT Q: Is the presentation to be shared on the school website for parents and carers?</p> <p>II A: The school will possibly share selected information and share via Tweets and the weekly newsletter.</p> <p>ZT Q: Could the school make the newsletter into a two-page document to include the information.</p> <p>ED A: We have already shared information via Tweets, the newsletter, website and class page.</p> <p>NS Q: Does the school have a plan of when they will be working towards the gold award?</p>	
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			<i>II A: This will be looked at within the next year. We are keen to use the process as a means to embed excellent PSHE related opportunities for our subject rather than getting the Gold Award - though this would be great too!</i>	
		School Self Evaluation Focus on quality of education	The up to date Self Evaluation Form was distributed prior to the meeting, including survey outcomes, the document was previously discussed in ACM4.	

		Behaviour and Safeguarding	<p>HoS of ED explained the Behaviour and Safeguarding Update document and pointed out that the school's priority was that of positive behaviour management. All staff members who interact with pupils in school on a daily basis have completed level one Positive Behaviour Management training which will reinforce the one behaviour approach message to the pupils. It was stated that safeguarding referrals: Team Around the Child (TAC), Team Around the School (TAS), Early Health Assessment (EHA) and Operation Encompass (OE) have all increased due to the Covid-19 pandemic. The pupil attendance data was discussed, the HoS ED expressed how she was pleased with the attendance figure of 97.56% across the whole school in Autumn 1. Systems are in place regarding punctuality and marking pupils who arrive at school later than 9am.</p> <p>ZT Q: Has there been an impact with punctuality from the changes to the school car parking changes?</p> <p><i>ED A: Parents and carers are still allowed to access the school car park during drop off times in the morning therefore punctuality is usually affected more by routines at home.</i></p> <p>The Primary Safeguarding Action Plan 2021 – 2022 is a document that is worked on jointly with Gorsey Bank Primary School, the document has been updated to reflect the changes to KCSIE guidance. All staff members are trained in Basic Safeguarding Awareness by colleagues from the Local Safeguarding Board.</p> <p>NS Q: Does the entire document mirror that of Gorsey Bank Primary.</p> <p><i>ED A: No, the specific actions reflect each school's needs and foci.</i></p>	
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3	Governor Monitoring	Records of Visits SEN Governor visit TBC	Governor ZT will arrange to come into school during the autumn term.	
		Policies including Admissions and Safeguarding	There were no school level policies to be reviewed.	
		Ensure Curriculum Policies (e.g. Religious Education and Relationships, Sex Education), Behaviour and Welfare Policies are in line with statutory guidance	HoS, ED confirms that all policies are in line with statutory guidance.	
		Monitor, Catch Up and Sport Premium Spending to ensure it improves the attainment of eligible pupils	<p>The Catch-Up Premium Strategy document was distributed by the Clerk prior to the meeting, Governors where informed that the document can be viewed on the school website, under school information – statutory reports. No questions were asked in connection with the report.</p> <p>Staff Governor, II, explained the Sport Premium Spending report to the Governors, what the school are intending on spend the Sports Premium Grant funding on across the five key indicators and the impact that this will make to the pupils.</p> <p>NS Q: Do the school only have one year to spend the funding?</p>	

			<p>II A: <i>The funding was not fully spent in 2020 due to the pandemic and the surplus has been carried forward to 2021/22.</i></p> <p>ZT Q: How confident are the class Teachers regards to teaching PE?</p> <p>II A: <i>All staff are trained to teach the PE curriculum. I am confident in gymnastics and support other teachers with this. We have specialists in school for other aspects of PE and use the comprehensive Primary PE Passport programme as a resource and assessment tool.</i></p> <p>ZT Q: If there are limited sports activities at lunch time, should this be communicated to parents and carers as they may be unaware?</p> <p>II A: <i>We zone the outdoor space so that pupils have a choice of activities during the course of the week. We will look to Tweet more about the options available and will look to add this to the weekly newsletter too.</i></p> <p>ZT Q: What sports are available at lunchtime?</p> <p>II A: <i>Mainly ball games, skipping, hoops, beanbags and use of the Trim Trail equipment.</i></p> <p>ZT Q: Is it predominantly boys that wish to play ball games?</p> <p>II A: <i>Yes, it is predominately boys however a number of girls also engage in ball games.</i></p> <p>ZT Q: I do not have any knowledge of the free play equipment that is available to children are you able to communicate this to parents and carers.</p> <p>II A: <i>A good place to start would be to discuss the available equipment with the children during assemblies and to Tweet as we mentioned earlier.</i></p>	
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	Finance Update including pupil numbers, bench marking and value for money	<p>The Trust Finance Director's Report for July 2021 was explained to the Governors, the total school funds equate to £197k of which £46k have been reserved for future plans, the HoS, ED stated that there are no major concerns at the moment due to prudent financial management.</p> <p>There were no questions asked by the Governors.</p>	
	Health and Safety	<p>The Health & Safety Update for September 2021 was distributed to the Governors. This included details of completed works such as resurfacing the Bruntwood gate access, installation of the bike and scooter store, the introduction of a car park barrier, the reconfiguration of the reprographics room and creation of a Primary Receptions desk. It was explained that the proposed works on the playground trim trail have now been postponed until November 2021 due to shortage of materials.</p>	
	Check Website Compliance	<p>A verbal update regarding website compliance was given by the HoS, ED. It was stated that the statutory Pupil Premium Strategy would be published on the website in December 2021 and that the Sports Premium report is published every July. Both are very much working documents.</p>	

		<p>Risk Management</p>	<p>LW explained the risk management documents to the governors, these included the Risk Register, Covid-19 Risk Assessment, Local Outbreak Management Plan and the Risk Assessment - Larger Events – Covid 19. The latter is a new report that covers external events involving as significant number of visitors attending school in person.</p> <p>There were no questions raised by the Governors regarding the risk management documents.</p>	
		<p>Governor Self Review of Impact</p>	<p>The Annual Report to the Trust Board Report template was distributed to the Governors by the Clerk prior to the meeting, the report shows what the Governors have achieved and the difference they have made.</p>	

4	Governor Development	Training Governor	<p>It was acknowledged that all Governors should complete the annual GDPR e-module training and forward their certificates to the Clerk as a record of training completed.</p> <p>Details of the new Laurus Institute SharePoint portal where there is a section for Governors to access training and resources, will be forwarded to the Governors.</p> <p>A copy of the Trust training plan was distributed to the Governors prior to the meeting, Governors were asked to request areas of training that they would like to focus on to the Clerk so this can be incorporated into the Agenda. Governor ZT stated that she would find curriculum-based training useful and being able to come in to experience the classroom-based teaching would be beneficial.</p> <p>It was stated that there are plans to hold a training session on the 1st December 2021 to cover the curriculum, this would either be a breakfast or lunchtime training session and will be confirmed as soon as possible. It was stated that if Governors could not attend the training due to prior commitments, key messages could be incorporated into ACM2 or ACM3.</p>	All/MD/LW
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5	Community Engagement	Stakeholder Engagement	A verbal update and short discussion took place around the provision of relationships and sex education (RSE) being a statutory requirement and that the school policies and curriculum have been updated to reflect this. It was stated that parents and carers will continue to receive lesson plans in advance along with information and staff training to ensure that everyone is clear about the content.	
	AOB		<p>NS Q: Why is Twitter the only tool used to record children's activities during the day.</p> <p><i>ED A: Tapestry is used to share pupil learning in EYFS. Twitter is intended to provide a conversation starter for parents when they ask their child about their day. Parents and carers can look at the Twitter feed via our website if they do not use Twitter themselves.</i></p> <p><i>LW A: Twitter is used as an enhancement as the children are best placed to talk about their day.</i></p>	
	Meeting Dates:	Autumn 2 – 07/12/2021 Spring – 15/03/2022 Summer – 05/07/2022		



Mrs N Samuels
Chair