

## ACADEMY COMMITTEE MEETING

Date: 7<sup>th</sup> December 2021  
 Time: 16:30pm  
 Venue: Cheadle Hulme Primary School

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

In attendance: L Illidge (4:30pm – 5pm), T El-Montrose

	Action	Initials
2	Look at PTA elections and how we can attract PTA members from other year groups.	ED/II
3	ZT to arrange another visit to school to see S Facer to further SEND knowledge	ZT
3	If Governors would like to contribute to the Annual Report to the Trust Board Report, please send contributions via email to the Clerk	All
4	Governors to inform the Clerk if they are unable to access the Laurus Institute SharePoint site	All

Agenda – Part 1				
Category	Item	Notes	Action	
1	Governance Arrangements	Apologies	Apologies were given by L Woolley and 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	<p>The minutes were <u>approved</u> as an accurate record of the meeting held 28<sup>th</sup> September 2021.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> <li>Existing Governors to put forward any recommendations for possible Co-opted Governors to LW or the Clerk – NS will look to put information into the Police newsletter that will focus on neighbourhood police.</li> <li>The Clerk sent information to the Governors explaining how they can access Laurus Institute.</li> </ul>	

			<ul style="list-style-type: none"> <li>All Governors have now completed the annual GDPR training.</li> <li>All Governor to suggest to the Clerk any training that they would like to focus on – Curriculum training is to be held on the 01.12.2021, Governors would feel it to be beneficial to visit the school more often to look at Risk Assessments and procedures.</li> </ul>	
		Trust Board Meeting Summary	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.	
		Link Governor roles and responsibilities	<p>A verbal update was given by the HoS, ED regarding Trips and Visits. It has been decided that Mr D Gillard, Year 3 Teacher will be the Educational Visits Lead role in school and it was proposed that Mr I Ince takes on the responsibility of Trips and Visits Link Governor with the understanding that should Mr I Ince be directly involved in a Visit or Trip, another staff member would approve the Risk Assessment. This was approved.</p> <p>Chair, NS explained that she recently attended a school visit to the Library in Cheadle Hulme and viewed the detailed Risk Assessment that had been put in place, she confirmed that the staff members involved in the visit carried out every aspect of the Risk Assessment</p>	
<b>2</b>	<b>School Performance &amp; Accountability</b>	Pupil Outcomes	The HoS, ED gave a verbal update explaining that an assessment week had commenced on the 15 <sup>th</sup> of November, the data was then imported into SIMs and the Pupil Progress Reviews commenced on the 2 <sup>nd</sup> of December. The Early Years were assessed in over seventeen areas, Year 1 were assessed in reading, writing and mathematics whilst Year 2 and 3 were assessed in reading, mathematics and sat NFER papers. The data will be available at ACM 3 in March 2022.	

		<p>School Development Priorities</p>	<p>The 2021-2023 School Development Plan was circulated to 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"> <li>1. Ambitious Curriculum</li> <li>2. Inclusive Attitudes</li> <li>3. Personal Development and Wellbeing (Pupils)</li> <li>4. Professional Development and Wellbeing (Staff)</li> </ol> <p>A focused discussion took place around Priority 2 and an explanation was given by the HoS, ED regarding Inclusive Attitudes, the vision, reality, barriers and strategies. The strategy around high-quality professional development was explained further and it was stated that the majority of staff attended Basic Safeguarding training on November the 1<sup>st</sup>, where discussions also took place around SEND and Pupil Premium to ensure staff are all working to the same vision which links into the school's respect and collaboration drivers. The school's vision and ethos are shared with new staff members during inductions.</p> <p>II mentioned his visit with cluster schools around the Bramhall area.</p> <p><b>ZT Q: Why are we in a cluster with schools from the Bramhall area rather than schools in the Cheadle Hulme area?</b></p> <p><i>II A: Oak Tree Primary school is the closest school to ourselves however they specifically asked that Cheadle Hulme Primary join a different cluster to themselves. It is also better for us to not be in a cluster with schools in our catchment area as we are then able to have more challenging conversations.</i></p> <p><i>ED A: We will look to invite Oak Tree Primary School for a visit in the new year as well as looking for schools who have similar outcomes.</i></p> <p>The school are being proactive in building relationships within the local community, PTA events are taking place and visitors are now coming into the school, the next step is to look at local schools and sports clusters so pupils can then attend competitions and events with their peers.</p> <p><b>ZT Q: How are we encouraging more PTA members?</b></p> <p><i>II A: There has not been an increase in the PTA members due to the pandemic, therefore we have a higher</i></p>	
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			<p><i>concentration of Year 3 parents and carers who are PTA members however we will look into PTA committee member elections going forward so parents in all year groups are represented more.</i></p>	
		Behaviour and Safeguarding	<p>HoS of ED explained the Behaviour and Safeguarding Update document to governors and explained the number of pupils who have TAC, TAS, EHA arrangements in place and details around OE reports. The school have had no serious behaviour incidents however one allegation of bullying has been reported, which is being closely monitored and no repeat occurrences have taken place.</p> <p>A detailed explanation around pupil attendance was given of which CHPS attendance figures are in excess of 95.5%. The attendance figures were then drilled down further into categories including SEND, EHCP, FSM and CIN. LI explained the current barriers that have been experienced around attendance including for Pupil Premium children. Information was given breaking down the data for authorised and unauthorised absences and punctuality.</p> <p><b>ZT Q: Has the school had conversations with the parents and carers around those barriers?</b></p> <p><i>LI A: Yes, this is in hand and is something we continue to work on.</i></p> <p><b>NS Q: If a child is persistently late would you then give the parent/carer a parking permit for the school car park?</b></p> <p><i>ED A: No, they would not receive a permit as the school car park is open for use to all parents and carers during the morning drop off. Parents and carers receive a letter from the school detailing their child's attendance percentage, if attendance continues to be an issue then we would look to hold a meeting.</i></p>	

		<p>Primary Safeguarding Action Plan 2021 - 22</p>	<p>The Safeguarding Action Plan 2021 – 22 was distributed by the Clerk prior to the meeting. HoS, ED explained the Single Central Record (SCR) and how it is a central record showing all safeguarding checks that have been undertaken on staff and other relevant people that enter the school building.</p> <p><b>NS Q: Can all of the High School staff come into the CHPS building?</b></p> <p><i>ED A: Only the staff on our SCR are able to come into CHPS unsupervised all others must be accompanied. Visitors who are on our SCR will come in with a purple lanyard and all visitors not on the SCR will wear a red lanyard therefore staff can challenge anyone with a red lanyard if they are not accompanied.</i></p> <p>The Professional Learning area of focus was discussed, highlighting that all staff are trained in Safeguarding Basic Awareness including peer on peer abuse training as per part 5 of KCSiE 2021. On the 20<sup>th</sup> of January 21 the school are due to have an external evaluation of its safeguarding arrangements. This will be the second check that CHPS have arranged since opening in 2018.</p> <p><b>ZT Q: Have the school implemented the findings from the first external safeguarding check?</b></p> <p><i>ED A: Yes, we have implemented all findings.</i></p> <p><b>NS Q: What happens during the handover from children attending Mini sports clubs then going to the after-school club provision, do the staff know who is absent?</b></p> <p><i>ED A: We have a designated member of staff who works in the office 12pm – 6pm and deals with all registers for the extra-curricular activities and wrap around provision to ensure that they are accurate and up to date.</i></p> <p><b>NS Q: if a child does not want to go to the extra-curricular club do they automatically go into after school club?</b></p> <p><i>ED A: No, we will ring the parent or carers.</i></p>	
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3	Governor Monitoring	Records of Visits	<p>ZT explained the SEND record of visit to the Governors, she discussed in detail her visit to CHPS and how S Facer, SEND Teacher talked her through the School Focus Plan (SFP), ZT stated that she would find it beneficial if the pupil names could be redacted from the documents so she could read through them. ZT will also arrange to come into school at a later date when to further her knowledge.</p> <p><b>ED Q: Do you now feel that you have a better understanding of the Needs Led Model?</b></p> <p><i>ZT A: Yes, I know have more knowledge however I feel the Needs Led Model is something that not all parents are aware of.</i></p> <p>HoS, ED, explained how S Facer ensures the model is explained to the parents of pupils who have additional needs when they come to look around the school. This is important so they can make a more informed decision about whether CHPS is the right school for their child.</p>	ZT
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	Pupil Premium Strategy	<p>The Pupil Premium Strategy was distributed to governors and an explanation of the document was given by LI who is the school's Assistant Head (Inclusion). It was stated that there are 13 pupils eligible for Pupil Premium from Nursery to Year 3. An explanation was given by HoS, ED regarding the funding overview which shows as £0 for this year's academic allocation, this is due to the fact that the funding is based on the previous census, the school will receive funding for 10 pupils after the next census and a further 3 in October 2022 as the funding can be received 14 months later.</p> <p>Teacher LI explained the objectives for the disadvantaged children and the key barriers that they are facing along with the intended outcomes and success criteria for their attainment levels</p> <p><b>NS Q: Have you found a change in numbers due to the pandemic?</b></p> <p><i>ED A: Yes, prior to the pandemic we didn't have any Pupil Premium children.</i></p> <p><b>ZT Q: Do you find that the parents and carers engage?</b></p> <p><i>LI A: Our parents and carers are generally pleased about extra funding being available for their child. We try to be sensitive to the fact some parents may feel uncomfortable about their eligibility. Conversations are as positive as possible and relationships are built which help to break down barriers and preconceptions.</i></p>	
		<p>HoS ED, explained Ever 6 Pupil Premium funding is there to support the learning of pupils who are entitled to free school meals and that the funding continues over 6 years even if the free school meal entitlement ceases. As all pupils receive free school meals up to and including Year 2, parents and carers of Year 3 pupils would need to then apply for their child to receive free school meals.</p> <p>ZT Q: Could you give us the average percentage of numbers?</p> <p>LI A: It varies and the data changes over the year however we are below national average but our numbers are high for a growing school in an affluent area.</p>	

	Finance Update including pupil numbers, bench marking and value for money	The Trust Finance Director's Report for September/October 2021 was explained to governors, HoS, ED stated that there are no major concerns and that the accounts were in a good position.	
	Health and Safety	<p>The Health &amp; Safety Update for December 2021 was discussed. This included details of fire alarm and intruder lockdown practice and an update on continued works around the school grounds. Governors were updated that due to supply chain issues, the next stage of playground development has had to be postponed until April 2022. The school have also made enquiries with Stockport Council regarding the possibility of a school crossing patrol however due to the number of crossings available on Cheadle Road and the number of school crossing patrol vacancies that they currently have, it is not looking to be a possibility at this moment in time.</p> <p><b>ZT Q: How do you feel the site safety is going since the car park barrier was installed?</b></p> <p><i>ED A: We have not had any near misses reported to us.</i></p> <p><b>NS Q: Have you had any complaints from residents regarding parking on local streets?</b></p> <p><i>ED A: No, we have not received any resident complaints that relate to Cheadle Hulme Primary School.</i></p>	
	Governor Self Review of Impact	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, a request was made by the Clerk that if Governors would like to contribute to the document that they could do so via email.	All

4	Governor Development	Training Governor	Governors were reminded about the new Laurus Institute SharePoint site where they can access training and resources. Details had been forwarded to governors by the Clerk prior to the meeting and they were asked to contact the Clerk if they experience any access issues.	All
5	Community Engagement	Stakeholder Engagement	<p>Il gave an overview of the RRSA Accreditation Report, Silver: Rights Aware, it was stated that Cheadle Hulme Primary school will look to work towards being a Gold Rights Respecting school over the next 12 to 18 months, Il also confirmed that there is a reinspection held every three years.</p> <p>The Parent Council Minutes from the 18<sup>th</sup> of November 2021 were distributed to governors prior to the meeting.</p>	

	<b>AOB</b>		<p>The Chair, NS raised a number of questions in connection with the Admissions and Term Dates Consultation 2023/24. HoS, ED confirmed that the questions would be included in the minutes and directed to the Executive Team of the Laurus Trust. A response would be written and circulated to all parents and carers of Cheadle Hulme Primary school:</p> <ol style="list-style-type: none"> <li>1) Clarification requested as to which pupils the consultation will affect and if all pupils will have preferred status to Cheadle Hulme High School and Laurus Cheadle Hulme, including that of the current Year 3 pupils.</li> <li>2) Will the consultation outcomes be a decision of the Laurus Trust or the Local Authority?</li> <li>3) What communications will be sent to the parents and carers of Cheadle Hulme Primary School?</li> <li>4) What will the results of the consultation mean for the parents and carers of Cheadle Hulme Primary School?</li> <li>5) Why has Laurus Cheadle Hulme not yet had an Ofsted visit?</li> <li>6) What is the oversubscription criteria for Cheadle Hulme High School? Parents and carers would like to understand this especially with Laurus Cheadle Hulme not having sixth form provision?</li> <li>7) Could clarification regarding the proposed changes to the school term dates from the Local Authority be provided by the school?</li> </ol>	
	<b>Meeting Dates:</b>	<p>Spring – 15/03/2022</p> <p>Summer – 05/07/2022</p>		

Signed

A handwritten signature in blue ink, appearing to be 'N Samuels', followed by a small arrow pointing to the right.

Mrs N Samuels  
Chair

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