

ACADEMY COMMITTEE MEETING

Date: 6th December 2022
 Time: 4.30pm
 Venue: Cheadle Hulme Primary School

Clerk: M Dyer
 Present: L Woolley, R Thompson, E Drake, Z Tatton, G Kohli, D Russell, M Hurleston

In attendance: L Illidge – 4:30pm to 17:45pm

Action		Initials
1	To complete and return to the Clerk the Register of Interests Form	JM
1	Governor MH to inform the Clerk of the Link Role he would like to undertake	MH
2	To look into inviting the SEND Link Governor to the SEND Champion meetings	LI
4	Governors to complete Safeguarding and GDPR training before ACM3 and email their certificates to the Clerk	DC/JR/NS/GC JM & GB
4	Governors to inform the Clerk if they are attending the EHP Formal Visits on either 17 th January 2023 - 11am – 3pm, 25 th April 2023 - 11am – 3pm or 18 th July 2023 - 11am – 3pm	All
4	Governors to inform the Clerk if they are able to attend the Laurus Governance conference on the 1 st February 2023	All
5	One page document of the Parent Council minutes to be sent to the Governors after each meeting.	RT

Agenda – Part 1				
Category	Item	Notes	Action	
1	Governance Arrangements	Apologies and Welcome	N Samuels, J Richards, J McCracken and G Barker sent their apologies, which were accepted by the Academy Committee. D Coyle was welcomed to the CHPS Academy Committee as Staff Governor.	
		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.	

	Code of Conduct/Acceptable Use Policy for IT	The Code of Conduct/Acceptable Use Policy for IT was distributed prior to the meeting	
	Part 1 Minutes	<p>The minutes of the meeting held 4th October 2022 were <u>approved</u> as a correct record of the meeting.</p> <p><u>Actions from previous minutes:</u></p> <ul style="list-style-type: none"> • Governors to inform the Clerk of their Link Governor preferences before ACM2 • Dates of the formal Executive Head of School Visits at CHPS to be obtained and added to the minutes • Governors to complete Safeguarding and GDPR training before ACM2 and email their certificates to the Clerk • Governors are welcome to attend the Formal Executive Head Primary (EHP) visits– 17th January 2023 11am – 3pm, 25th April 2023 11am – 3pm, 18th July 2023 11am – 3pm • Request admin office sends weekly newsletter to all governors and to email governors the link as to where they can access the newsletters on the school websites • Woodford Governors to be added to the weekly newsletter communication • Refinements to home-school communication to be looked at for the Woodford Primary parents 	
	Trust Board Meeting Summary	<p>Governors received the updates from the Trust Board meetings.</p> <p>There were no questions asked by Governors</p>	
	Link Governor Roles & Responsibilities	<p>The Link Governor roles and responsibilities documents for CHPS and Woodford were distributed to by the Clerk, taking into account expressions of interests received from Governors and the requirements of the schools.</p> <p>CHPS set the dates for visits: English, Maths & PHSE, Woodford set the dates for visits: Safeguarding & SEND.</p> <p>The Primary Academic Link Governor Record of Visits (RoV) form was explained to the Governors by LW and it was discussed that the Record of Visits and impact report will be covered at the Governance conference.</p>	

2	School Performance and Accountability	School Development Priorities	<p>CHPS SDP Priority 2: Inclusive Attitudes LI gave a full explanation of the School Development Plan Priorities 2021 – 2023 to the Governors. The document features in all Academy Committee meetings and a different priority is discussed at each meeting.</p> <p>An explanation was given around pupils in receipt of Pupil Premium, EAL, SEND and PSHE, pupil interventions, launching SEND champions and how the school are linking with Laurus Cheadle Hulme. An explanation was given regards the RAG ratings and their meaning.</p> <p>Q DR: Is Pupils Premium the same as Free School Meals?</p> <p><i>A LI: UIFSM provides funding to offer free school meals to pupils in Reception, Year 1 and Year 2. Free school meals are for children of all ages if their parents or carers meet certain financial criteria.</i></p> <p>Q ZT: Would it be of benefit if the SEND Link Governor attended the SEND Champion meetings?</p> <p><i>A LI: Yes, this would be beneficial.</i></p> <p>Woodford SDP – Priority 2 - Establish a Culture of Excellence in everything we do. HoS ED gave an explanation of the SDP.</p> <p>There were no questions from Governors.</p> <p>LW gave an update regarding Governance at Woodford Primary and that they would have their own Academy Committee from ACM3 in March 2023 as long as a clerk could be put in place.</p>		
			Set and ensure delivery of school curricula and assessment in line with the Trust’s approach	Verbal confirmation from CHPS HoS, RT & Woodford HoS, ED was given to the Governors.	
			Behaviour and Safeguarding Update including attendance	<p>The CHPS Behaviour and Safeguarding September 2022 and Woodford Behaviour and Safeguarding November Update was shared by the Clerk prior to the meeting.</p> <p>CHPS HoS, RT discussed areas of the document such as the DSL’s have recently attended the statutory one day</p>	

			<p>Safeguarding training through Stockport Local Authority and signing up to termly networking meetings.</p> <p>The school Safeguarding Action Plan has been updated to reflect the updates that came from the training, Chair, NS is to visit CHPS in the near future to work through the pack.</p> <p>HoS, RT explained the summary of Safeguarding referrals including TAS, EHA, TAC, TAF, OE of which there have been a reduction in families being supported but an increase of children being supported by external agencies.</p> <p>Pupil attendance was looked at and the HoS, RT explained that one pupil's attendance was being monitored. Processes are followed regarding children missing from education and attendance meetings are held when required. A visit from the Educational Welfare officer took place earlier in the term and they praised the school's good practice regards to challenging poor attendance and punctuality.</p> <p>Q ZT: Are families receptive to the measure in place when attendance is low?</p> <p><i>A RT: Getting some families to attend meetings can be tricky at times but this is usually the best way to affect a positive change.</i></p> <p>Q GK: Is a 'reported incident' of bullying the same as an allegation?</p> <p><i>A RT: Yes, they are recorded in the same way. A restorative approach is taken regards formal allegations and formal processes followed. The Values and Attitudes Lead has input and Teacher reflection sheets are completed for unkind behaviour to enable us to revisit previous years to ensure we are doing the right thing by the child.</i></p> <p>Q DR: Is it the parent or child who reports any incidents of bullying?</p> <p><i>A RT: It can be a mixture of both.</i></p> <p>The Woodford Primary Behaviour and Safeguarding November 2022 Update:</p> <p>HoS, ED explained the document to the Governors, including appointing the Deputy Designated Safeguarding Lead who attended the DSL training. All LSA's have completed behaviour training. Pupil attendance was discussed and it was explained that the figures did not include Pre-School as they apply to</p>	
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			<p>pupils who are of a compulsory school age. The children who currently attend Pre-School do not automatically get a reception school place and as there are 30 reception places all the children who live on the Woodford Garden Village will not get a place at Woodford Primary School.</p> <p>Q ZT: Are there no disadvantaged children in the school?</p> <p><i>A ED: That is correct at the moment.</i></p> <p>LW explained that the UIFSM entitlement can mask families who may be disadvantaged so information about eligibility is routinely included in newsletters to encourage more parents to apply.</p> <p>Q ZT: Can the school be extended further?</p> <p><i>A ED: The foundations are for a two-form entry school and Stockport Council would decide if there was basic need for additional places to be created.</i></p>	
3	Governor monitoring	Record of Visits	<p>A verbal update regarding when RoV's at CHPS would take place was given to the Governors.</p>	
		Finance Update	<p>The Monthly accounts for August 2022 was distributed by the Clerk before the meeting.</p> <p>CHPS HoS, RT gave an explanation of the Income and expenditure.</p> <p>Q GC: What are the increased LSA costs as a result of higher needs?</p> <p><i>A RT: This refers to pupils who have qualified for funding and the need in Kids Club wraparound care for the more experienced LSA staff to be available to cover.</i></p> <p>Q DC: There is a variance regarding Energy costs, is this being looked at?</p> <p><i>A RT: The Trust have renegotiated the energy contracts</i></p>	

			<p><i>that will be effective from April 2023 meaning we will then have a more favourable rate.</i></p>	
		<p>Monitor spending to ensure it improves the attainment of eligible pupils</p>	<p>A verbal update was given by LI about Pupil Premium spending and the impact of the Strategy, all teaching staff and LSA's have been upskilled regarding the children's reading as the school is intent on ensuring all pupils can read fluently.</p> <p>Q ZT: When do the children use Numbots?</p> <p><i>A LI: When they are In KS1</i></p> <p>Q ZT: Is it an iPad game?</p> <p><i>A DC: Yes, it is.</i></p> <p>Q DR: What is Oracy?</p> <p><i>A LI: Oracy is speaking and listening, verbal and nonverbal communication.</i></p>	
		<p>Health and Safety</p>	<p>The Health and Safety November 2022 updates for both primary schools were distributed which explained areas that have been looked at such as:</p> <ul style="list-style-type: none"> • Fire Marshalls and Fire Action Notices • Risk Assessment training • Scheduled meetings • First Aid recording • Intruder Alarms • Door Access Systems <p>It was explained that a practice Intruder Alarm was being scheduled however this would need to be coordinated with LCH and the young children at CHPS would need to be spoken to about it.</p> <p>Q ZT: Do the students at LCH ever set alarms off?</p> <p><i>A RT: Not that I am aware of.</i></p> <p>Health and Safety meetings are held across both sites (CHPS and LCH) as and when needed.</p> <p>Woodford Primary</p> <p>Q DR: Are the unadopted roads causing any issue regards to lack of crossing facilities?</p> <p>A ED: The school has multi gate entrances however most parents and carers entre the grounds from the</p>	

			<p>school field entrance.</p> <p>HoS, ED explained that the kitchen and wraparound care food preparation areas had been inspected along with staff room fridges and a 5-star rating was issued.</p>	
		Check website compliance	The links to the Governance section were given to governors prior to the meeting.	
		Governor Self Review of Impact	EHP has previously shared the context around the Annual Academy Committee Report to the Trust Board and emphasised the importance of sharing the impact of the local Academy Committee with trustees.	
4	Governor Development	Governor Training	<p>Safeguarding for Governors Certificates have been received from NS, DR, GK, JR and ZT. GDPR Certificates have been received from DC, DR & ZT</p> <p>Governors have been sent the links to the Safeguarding for Governors and GDPR e-learning training which must be completed as soon as possible and certificates returned to the Clerk as a record of their training.</p> <p>If Governors identify any training that they would like to be incorporated into the committee meetings they are to email the Clerk.</p> <p>The EHP has given an open invitation to Governors to state that they can come along to one of the Formal EHP Visits if they wish for training purposes: 17th January 2023 - 11am – 3pm 25th April 2023 - 11am – 3pm 18th July 2023 - 11am – 3pm Any governors who wish to attend should contact the Clerk in the first instance.</p> <p>Details were shared regarding the Laurus Governance Conference that will be held on the 1st of February 2023 at the Laurus Trust, 11:15am – 2:30pm. Governors are to inform the Clerk if they will be attending.</p>	<p>DC/JR/N S/GC JM & GB</p> <p>All</p>
5	Community Engagement	Stakeholder Engagement	A verbal update was given by the HoS at CHPS regarding the Parent Council meeting and three specific areas of parental feedback. Bromcom (MIS system) was launched across the Trust in September 2022 and data sharing options are currently being looked at. Dolce	RT

			<p>attended the Parent Council meeting to be able to answer any parent and carer questions and queries. Other discussions included Dolce arranging a tasting session, additional resources available on the website and information regards safer internet day.</p> <p>Q GK: Who makes up the Parent Council group, is it one parent per class are the volunteers and is the information included in the newsletter. What is the process for diversity in the group and can this be looked at further?</p> <p><i>A RT: The Parent Council are there to represent the views of the entire school community. Representatives are volunteers. Focus groups to consider specific issues are convened with diversity in mind so a wide range of views can be taken into account.</i></p> <p>Q GK: Do all children in school have lunch?</p> <p><i>A RT: Reception to Y2 are eligible for UIFSM but have the option to bring a packed lunch and pupils from Y3 upwards can choose whether to have a school lunch or a packed lunch each day.</i></p>	
	AOB			
		Meeting dates:	<p>ACM3 Tuesday 21st March 2023</p> <p>ACM4 Tuesday 11th July 2023</p>	



Chair of Governors
Natalie Samuels