

## ACADEMY COMMITTEE MEETING

Date: 4<sup>th</sup> October 2022  
 Time: 4.30pm  
 Venue: Cheadle Hulme Primary School

Clerk: M Dyer  
 Present: Z Tatton, N Samuels, L Woolley, R Thompson, G Barker, G Kohli, J Richards,  
 D Russell

In attendance: D Coyle

	Action	Initials
1	Governors to inform the Clerk of their Link Governor preferences before ACM2	All
4	Dates of the formal Executive Head of School Visits at CHPS to be obtained and added to the minutes	MD
4	Governors to complete Safeguarding and GDPR training before ACM2 and email their certificates to the Clerk	All
4	Governors are welcome to attend the Formal Executive Head Primary (EHP) visits– 17 <sup>th</sup> January 2023 11am – 3pm, 25 <sup>th</sup> April 2023 11am – 3pm, 18 <sup>th</sup> July 2023 11am – 3pm	All
	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	MD
	Woodford Governors to be added to the weekly newsletter communication	ED
	Refinements to home-school communication to be looked at for the Woodford Primary parents	LW/ED

Agenda – Part 1			
Category	Item	Notes	Action
1	Governance Arrangements	E Drake, M Hurleston and J McCracken sent their apologies, which were accepted by the Academy Committee.	
		G Kohli and G Barker were welcomed to the Academy Committee as new Governors.	
	AOB items	There were no other items of business to raise.	
	Register of	Register of Business Interests were submitted by	

	interests	governors GB and DR to be recorded.	
	Part 1 Minutes	<p>The minutes of the meeting held 5<sup>th</sup> July 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"> <li>• If Governors identify any training that they would like to be incorporated into the committee meetings they are to email the Clerk</li> <li>• Send Safeguarding for Governors training Links to the Governors to complete by ACM1</li> <li>• To send a reading list for parents and carers detailing the best books for children to read at their appropriate reading level or details of the Book Trust website.</li> </ul>	
	Membership: Recruitment Update/Succession Planning	<p>EHP gave a verbal update stating that Woodford Primary now had three Governors elected and the next priority is to identify who will carry out the Chair, Safeguarding and SEND link governor roles.</p> <p>CHPS has now elected three new governors and priority will be given to expanding link governor roles to include academic subjects.</p> <p>The next Parent Governor election will be held in the Spring Term of 2023. A staff Governor election is currently taking place.</p> <p><b>Q JR: Are there enough governors for Woodford Primary's Academy Committee?</b></p> <p><i>A EHP: Yes, as governors are able to have multiple roles, a parent and staff election will take place next term.</i></p> <p>EHP explained that a fully-fledged Academy Committee can have between 8 and 10 governors including the Head of School, up to three parent governors with the remainder being brought in based on skill set.</p> <p><b>Q ZT: Is the staff governor to be a teacher or can this be any member of support staff.</b></p> <p><i>A EHP: Yes, any staff member can express their interest.</i></p> <p>A discussion took place around the impact that the new proposed Manchester city centre primary school could have on CHPS. It was explained that the new proposed primary school would not open until September 2024 and this could lead to additional potential economies of</p>	

			scale to be achieved and further sharing of best practice.	
		Scheme of Delegation	There were no changes to note to this document.	
		Trust Board Meeting Summary	Governors received the updates from the Trust Board meetings.  There were no questions asked by Governors	
		Link Governor Roles & Responsibilities	The Governor Links 2022 – 2023 draft document was explained by the EHP to the governors. Governors were invited to express their thoughts regards the link roles that they would like to undertake.  ZT expressed an to move from the SEND Link Governor to The Arts as she feels that is where her passion lies. GB expressed an interest in the Safeguarding and SEND Link role alongside NS as this is what she does in her current career. All other Governors have been asked to express their interests to the Clerk before ACM2	
2	School Performance and Accountability	Pupil Outcomes (Progress towards KPIs)	<p>HoS gave an in-depth explanation to the Governors of the End of Year Data Summary and Statutory Assessment Results 2022</p> <p>The Pupil Assessment Summary (Summer 2022) document was discussed explaining the Early Years KPI being 85% which was achieved. The data for the Phonics Screening Check and End of Key Stage One assessments for reading, writing and maths were also discussed. Cheadle Hulme Primary pupil achievement is significantly above national performance figures.</p> <p>Gender analysis was discussed looking at the data of how male and female pupils perform to identify any gender gaps.</p> <p><b>Q ZT: How does this data look going into Y4?</b></p> <p><i>A HoS: There are no significant concerns, internal moderation is taking place to close the gap further, there are teacher level action plan in place and is being challenged by raising the profile of writing across the school.</i></p> <p>It was explained that Key Stage One Maths at Expected standard is at 80% however there is currently no national data at present, looking at the 2019 data the national figure stood at 76% therefore this is an area to look at. The school have a new Maths Lead who is liaising with the Maths Lead at Gorseley Bank. The school</p>	

			<p>is looking at improving children’s punctuality in order that they are all in the classroom for the start of lessons.</p> <p>Moderation has taken place in the school and the feedback received from Stockport Council’s lead moderator was that they were very impressed and were keen to look beyond the initial sample of work.</p> <p><b>Q ZT: The maths data looks close to the national percentage, is the school happy that the Greater Depth children are being pushed enough.</b></p> <p><i>A HoS: The school is happy with the challenges that are on offer for the higher achieving children.</i></p> <p>It was explained that the national standard is expected to reduce due to the impact of the Covid pandemic therefore Cheadle Hulme Primary has done well but will be seeking to improve further in the coming year.</p>	
		<p>School Development Priorities</p>	<p>SDP Priority 1: Ambitious Curriculum was explained by the HoS.</p> <p>The School Development Plan has four priorities, each one will be discussed in-depth at each Academy Committee meeting. The document has been RAG rated which was explained to the governors.</p> <p>The school vision is to provide a rich and relevant curriculum where all subjects are a strength and contribute towards preparing all pupils for a world they know and a world yet to be discovered, this is non-negotiable across the school. The reading curriculum is a strength of the school as all teachers are experts of reading and they focus on practice with the children.</p> <p>It was discussed that the Curriculum Lead teacher has now returned from maternity leave and that certain subjects will be prioritised, such as maths. The school are currently looking at social media, Twitter, communication with parents and carers and how they can raise they profile through this platform.</p> <p>The school are also liaising with Laurus Cheadle Hulme regards using their auditorium to support child transition to high school as well as the new 3G pitches. Enrichment opportunities have been explored with the recent visit to the Stockport Plaza to visit Cressida Cowell who is a high-profile author, this was an exciting point for the children to also visit an iconic building that</p>	

		<p>a number of children had never had the opportunity to visit previously.</p> <p>A discussion took place around the main form of communication to parents which is the weekly school letter that incorporates all important school dates alongside Tapestry and Twitter where school curriculum reminders are sent such as children to bring their forest School kit.</p> <p><b>Q ZT: Can the school send out a core reading list for parents and carers.</b></p> <p><i>A HoS: We are currently compiling a reading list which will be sent to parents and carers as soon as possible.</i></p> <p>EHP explained that the Woodford Primary School Development Plan will run over three years, 2022 – 2025 and that the priorities will be different in the first year to that of CHPS however by 2-23-24 it is likely they will be aligned.</p>	
	School Self Evaluation	<p>The SEF was distributed to the Governors by the Clerk prior to the meeting. The document has been discussed at length in previous Academy Committee Meetings.</p> <p>There were no questions put forward by the governors regarding this document.</p>	
	Behaviour and Safeguarding Update including attendance	<p>The Behaviour and Safeguarding September 2022 Update was shared by the Clerk prior to the meeting.</p> <p>The document was explained by the HoS to the governors, the number of children with an EHCP is 'Well Above Average' for the National Averages and this can impact on the school resources and strategy with 19% of children being classed as Vulnerable.</p> <p><b>Q GB: How do the school categorise children as Vulnerable.</b></p> <p><i>A HoS: We use the KCSIE categories, information received from the LA and internal support, pupils are monitored on a regular basis and supported as and when needed.</i></p> <p><b>Q ZT: One the children are on the vulnerable list do they stay on it?</b></p> <p><i>A HoS: No, families often no longer require support therefore pupils can drop off and come on at different times</i></p>	

			<p><b>Q GB: Are we covered GDPR if families are unaware that children are on the vulnerable list?</b></p> <p><i>A HoS: If the issue is due to attendance, once the child hits a certain percentage, parents are spoken to, if this continues further then a meeting is held. If informing a parent their child is on the list could put them at risk of harm then they would not be informed.</i></p> <p><b>Q JR: What are the numbers like at Woodford Primary school?</b></p> <p><i>A EHP: Numbers are very low at the moment. When families are no longer eligible for universal free school meals this can result in an upturn in the number of pupils eligible for free school meals which can be an indicator of a family who may need additional support.</i></p> <p><b>Q DR: Has the school seen an increase in families requiring support since the Covid pandemic?</b></p> <p><i>A HoS: Yes, attendance has generally been okay however financial and marital breakdowns have had the biggest impact, we expect this could possibly increase.</i></p>	
3	<b>Governor monitoring</b>	Record of Visits	<p>The SEND record of visits document from the 04.07.2022 was distributed to the governors and an overview was given by link governor ZT.</p> <p>There were no questions from the governors.</p>	
		Monitor spending to ensure it improves the attainment of eligible pupils	<p>The link to the 2021 – 2022 Sports Premium Spending document was given to the governors to review, the HoS explained the statutory report to the governors and highlighted that specialist coaches, Mini-Sports were being used to structure play and that wider development with the purchase and maintenance of equipment</p>	
		Finance Update	<p>HoS confirmed that a meeting had taken place with the Finance Director and that the Income and Expenditure Accounts were all in order with nothing significant to report at this time but consideration will be given over the next five to ten years regarding any building improvements that will need to be factored into the budget.</p>	
		Health and	<p>The Health and Safety update September 2022 was</p>	

		Safety	<p>distributed to Governors which explained areas that have been looked at such as:</p> <ul style="list-style-type: none"> <li>• Risk Assessments and PEEPs being completed for children who require further support</li> <li>• The new amended fire procedure</li> <li>• SOM to attend Health, Safety and Wellbeing committee on a quarterly basis</li> </ul> <p>There were no questions asked by governors</p>	
		Check website compliance	<p>The links to the Governance section and statutory reports section of the school website were given to governors prior to the meeting.</p> <p>A verbal update was given by the EHP regarding Woodford Primary</p>	
		Governor Self Review of Impact	<p>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.</p> <p>It was discussed that the governors feel it is a large amount of information to go through when looking at both CHPS and Woodford Primary at on Academy Committee as they can't drill down into the finer detail due to the time constraints and feel it would be better for Woodford Primary to have their own Academy Committee as soon as possible. The Chair, NS, offered to attend the Woodford A/Cs for a while to support governors.</p>	
4	<b>Governor Development</b>	Governor Training	<p>The link to the Laurus Institute page has previously been shared. This is where Governors can refer back to recent training sessions. The Clerk has already sent the links to the Safeguarding for Governors e-learning training and it was requested that Governors are to complete this training before ACM1 in October 2022.</p> <p>Safeguarding for Governors Certificates have been received from NS and 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:</p>	<p>MD</p> <p>ALL</p>

			<p>17<sup>th</sup> January 2023 - 11am – 3pm  25<sup>th</sup> April 2023 - 11am – 3pm  18<sup>th</sup> July 2023 - 11am – 3pm</p> <p>Any governors who wish to attend should contact the Clerk in the first instance.</p>	
5	Community Engagement	Stakeholder Engagement	<p>SEND Champions Launch Event September 2022 document was discussed to give the governors insight into the idea of having parent and carer SEND champions to help shape the schools SEND systems, processes and communication</p> <p><b>Q ZT: Would it be worth the SEND link governor attending the meeting?</b></p> <p><i>A HoS: Thank you. We will look at how long and how productive the meetings are and will discuss whether this is something to consider at a later date.</i></p> <p>18:34pm governor DR left the meeting</p>	
	AOB			RT/ED
		Meeting dates:	<p>ACM2  Tuesday 6<sup>th</sup> December 2022  ACM3  Tuesday 21<sup>st</sup> March 2023  ACM4  Tuesday 11th July 2023</p>	

Natalie Samuels (Chair of Governors)