

## ACADEMY COMMITTEE MEETING

Date: 21/03/2023  
Time: 4.30pm  
Venue: Cheadle Hulme Primary School

Clerk: M Dyer  
Present: R Thompson, N Samuels, Z Tatton, G Kohli, J McCracken

In attendance: H Jones

Action		Initials
1	To prioritise a Link Governor, visit and arrange a suitable date and time with Teacher HJ for PHSE and inform HoS, RT via email.	GB
2	To look into inviting the SEND Link Governor to the SEND Champion meetings	LI
2	Clerk to distribute the 'Reflect and Re-Set' document to the Governors	MD
2	Social media post to inform parents and carers regarding the Family Support and Guidance section of the website	RT
3	To check the impact regarding death or serious injury as stated on the Risk Register	RT
4	Governors to complete Safeguarding and GDPR training before ACM3 and email their certificates to the Clerk	JM & GB
4	To arrange and incorporate maths focused training and a repeat of the phonics training for the Governors.	RT
4	Governors to inform the Clerk if they are attending the EHP Formal Visits on either 25 <sup>th</sup> April 2023 - 11am – 3pm or 18 <sup>th</sup> July 2023 - 11am – 3pm ZT and NS to attend 25 <sup>th</sup> April, GK to attend 18 <sup>th</sup> July	All
4	Governors to inform the Clerk if they are able to attend the Laurus Governance conference once a new date is circulated	All
5	To look into the possibility of having a short survey option for parent council feedback	RT
5	Admin to share Parent Council summary with the Governors after each meeting.	MD

Agenda – Part 1			
Category	Item	Notes	Action
1	Governance Apologies and Welcome	D Coyle, L Woolley and G Barker sent their apologies, which were accepted by the Academy Committee.	

			J McCracken 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 6<sup>th</sup> December 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>• JM to complete and return Register of Interests form to the Clerk - <b>Completed</b></li> <li>• Governor MH to inform the Clerk of the link role that he would like to undertake – <b>Completed</b></li> <li>• LI to look into SEND link Governor and SEND Champion meetings – <b>In Progress</b></li> <li>• Governors to complete Safeguarding and GDPR training before ACM3 and email their certificates to the Clerk - <b>Outstanding</b></li> <li>• Governors to inform the Clerk if they are attending the EHP Formal Visits on wither the 17<sup>th</sup> January 2023, 11am – 3pm, 25<sup>th</sup> April 2023, 11am – 3pm or 18<sup>th</sup> July 2023, 11am – 3pm - <b>Completed</b></li> <li>• Governors to inform the Clerk if they are able to Attend the Laurus Governance conference on the 1<sup>st</sup> February 2023 – <b>To be rearranged</b></li> <li>• One-page document of the Parent Council minutes to be sent to the Governors by the HoS after each meeting – <b>In Progress</b></li> </ul>	
		Trust Board Meeting Summary	<p>Governors received the updates from the Trust Board meetings.</p> <p>The HoS explained that conversations had taken place with a couple of schools and that school tours had taking place regards primary schools joining the Trust. There are two local schools who are interested in joining the Trust and an update would be provided in a couple of months if they progress.</p>	

			<p><b>GK Q: Would the schools come under the Laurus Trust banner if they joined.</b></p> <p><i>RT A: Yes, they would</i></p>	
		<p>Link Governor Roles &amp; Responsibilities</p>	<p>The Link Governor roles and responsibilities documents for CHPS was distributed to by the Clerk, considering expressions of interests received from Governors and the requirements of the schools.</p> <p>CHPS are setting the dates for visits. The English, Maths &amp; PHSE visits with PHSE are the priority.</p> <p>Link Governor, ZT agreed to prioritise a PE and Arts visit to align with the school’s monitoring schedule.</p>	
2	<p>School Performance and Accountability</p>	<p>Pupil Outcomes (Progress towards KPI’s)</p>	<p>HoS, RT shared the Spring Term internal assessment summary and provided a detailed explanation. Pupils are broadly on track to meet KPIs and where this is not the case, a comprehensive breakdown of the provision in place was given. This will be followed up in the next EHP visit and the Note of Visit will be shared at ACM4.</p> <p><b>ZT Q: Are the Y4 boys and girls doing equally as well?</b></p> <p><i>RT A: The Assistant Head for Outcomes tracks pupil groups data which includes gender analysis. This will be followed This will be followed up in the next EHP visit and the Note of Visit will be shared at ACM4.</i></p> <p><b>ZT Q: Does the gap ever close up?</b></p> <p><i>RT A: Nationally, there tends to be a gender gap, particularly in writing so this is something we are always mindful of and are taking steps to mitigate.</i></p> <p><b>GK Q: Is the gap in reading, writing and maths?</b></p> <p><i>RT A: It is mostly in writing (girls outperform boys). However, in Maths boys often outperform girls at Greater Depth.</i></p> <p>The attendance data was looked at. HoS, RT stated that the Local Authority Attendance Officer had no concerns as reasons for absence were largely due to family holidays being taken. The school encourages parents/carers to avoid this, however, even fixed penalty notices and information about the impact on a</p>	

			<p>pupil's education rarely results in a term time holiday not being taken. It was explained that the administration team send a letter to parents and carers with a breakdown of the number of minutes late a child has been and equate that into days and weeks for the parents and carers to see it in more context.</p> <p>The EHP's Autumn term Note of Visit document was explained by HoS, RT. There is a focus on monitoring outcomes, particularly in Science and English. Activities included book moderation, learning walks and a curriculum conversation with each Subject Leader. These all presented a positive picture overall with clear areas for development identified and now being acted upon.</p> <p><b>Q GK: Do the EHP Visits have the same agenda?</b></p> <p><i>A RT: Largely yes with input from the school and the EHP as needed. Governors who have attended usually comment on how helpful they are in developing their own understanding of school.</i></p>	
		Ofsted Inspection	<p>The report from the recent Ofsted inspection was distributed to the Governors and Governors were asked to prepare questions in advance.</p> <p><b>ZT Q: The areas in the report that have stated improvement needs to be made, what is the school working on to address this?</b></p> <p><i>A RT: The two actions for improvement had already been identified by school leaders and were being worked on. CHPS have a phonics scheme which is DfE approved and all staff have been trained in order that it can be implemented consistently.</i></p> <p><i>The second action for improvement relating to curriculum development was based on a very narrow evidence base (one subject) and although we do not fully agree that this should be an action for improvement, curriculum development has always been and will continue to be a top priority.</i></p> <p>Governors expressed concern around provision for Reading given it being noted as an action for improvement. However, they recognise that school performance data (Early Years outcomes, End of Key Stage One achievement and the percentage of pupils who pass the Phonics Screening Check) indicate strong</p>	

			<p>performance in Reading, Writing and Maths.</p> <p>HoS, RT explained that to get outstanding in two areas is a real success however we wanted an overall outstanding grade and the report does not fully reflect all the school's strengths.</p> <p><b>Q NS: Are Ofsted inspections carried out every four years?</b></p> <p><i>A RT: Ofsted inspections should be every four years however it does depend on circumstances to if they visit earlier than this timeframe.</i></p>	
		<p>School Development Priorities</p>	<p><b>CHPS SDP Priority 3: Personal Development and Wellbeing (Pupils)</b></p> <p>HoS, RT explained 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>Priority 3, Personal Development and Wellbeing (pupils) was explained to the Governors by teacher, HJ regarding the highlighted areas of the SDP. A discussion took place around how well CHPS did in the recent Ofsted inspection and how having an established Pupil Parliament group to represent their peers and pupil voice is really important.</p> <p>CHPS has three school rules and the language of these rules is understood by all children. A consistent message to children is given around their behaviour and the children understand the importance of the rules.</p> <p>Professional Learning for all staff has been provided to ensure that they continue to teach the expected behaviours at all times in school. An emphasis on the culture of behaviour and a restorative approach was discussed, including the 'reflect and reset' strategy.</p> <p>The Chair, NS shared that it would be good for them to be sent home. HJ explained that reflection logs are shared with parents/carers as appropriate.</p> <p><b>Q ZT: Can children request to fill the form out themselves</b></p> <p><i>A RT: Yes, but they sometimes need support.</i></p> <p>Teacher, HJ explained that there is a strategy for</p>	

		<p>children to self-regulate and articulate their feelings. PHSE and behaviour strategies are in place and HJ works with closely with the Values and Attitudes Lead in school, children are taught to process good feelings and emotions and the message is coherent. The school is involved in a two-year project with Stockport Mental Health Team where one day a week for two years a support worker from Beacon Counselling is leading on mental health in primary schools where they can signpost where to go for information this will also help with impact of covid.</p> <p>The Governors were shown the new content on the school website to support parents/carers relating to pupil personal development and sources of support for families.</p> <p>The parent Governors stated that it would be useful if the school posts links linked to this information on the school's Twitter accounts as they feel that parents and carers may not be aware of this information.</p> <p>A short discussion took place around current provision at playtime where HoS, RT explained that plans were in place and work was due to be undertaken for playground markings over the Easter holidays.</p>	
	Set and ensure delivery of school curricula and assessment in line with the Trust's approach	Verbal confirmation from CHPS HoS, RT was given to the Governors.	
	Behaviour and Safeguarding Update including attendance	<p>The CHPS Behaviour and Safeguarding December 2022 update was shared by the Clerk prior to the meeting.</p> <p>CHPS HoS, RT explained that the document remains largely unchanged and highlighted areas of the document, Risk Assessment training and refining of educational visits procedures.</p> <p>HoS, RT showed the Governors the safeguarding pages of the school website which shares useful information for parents and carers and signposts support they can access if needed.</p>	

3	<b>Governor monitoring</b>	Record of Visits	<p>RoV's completed since the last Academy Committee meeting are the SEND Governor RoV undertaken by Governor, ZT and the English RoV undertaken by Governor, JM in January 2023. The record of visits were distributed to Governors prior to the meeting in order that they could fully read the reports.</p> <p>English Link Governor, JM explained that this was his first experience of doing a school visit. He met with English Subject Leaders to discuss the English Action Plan and commented on his growing knowledge about the implementation of the curriculum through termly Bookshelves and the writing opportunities these promote.</p> <p>SEND Link Governor, ZT explained the SEND RoV and discussed her recent visit to school to meet with the SENDCO. A short discussion took place around the SEND in a nutshell document and the SEND Champion sessions that take place. ZT has recently completed some relevant training via the NGA portal.</p>		
			Finance Update	<p>The Monthly accounts for January 2023 was distributed by the Clerk before the meeting.</p> <p>HoS, RT explained that the school had comfortable reserves which were now being allocated to future projects such as improving toilet access from the playground, playground markings for summer term and the possibility of a small extension.</p> <p>It was explained that the Finance Team had secured an energy deal which means that the school are now paying lower rates than the previous energy deal.</p> <p>No questions were asked by the Governors.</p>	
			Health and Safety	<p>The Health and Safety Update (March 2022) was shared and the following areas were discussed:</p> <ul style="list-style-type: none"> <li>• Fire alarm and emergency lighting checks</li> <li>• Fire Marshalls attended in-house training</li> <li>• Risk Assessment Training</li> <li>• Meetings with Estates Directors and Managers</li> <li>• Health, Safety and wellbeing committee meeting</li> <li>• First Aid incident reporting</li> </ul>	
			Check website compliance	<p>The links to the Governance section were given to governors prior to the meeting.</p>	

		Risk Register/ Management	The School Risk register was distributed to the Governors prior to the meeting, Governors requested further information around the risk description 'Death or serious injury to child or member of staff'. HoS, RT explained the risk register and pointed out that there were no significant changes to it. The risk around pupil funding had been assessed along with the Trust wide critical incident plan, cyber-attacks and data breaches. Governor, ZT asked for an explanation of the meaning behind the assignment of numbers to the risk and if HoS, RT was happy with how they were assigned.	
		Governor Self Review of Impact	The purpose of the Annual Academy Committee Report to the Trust Board has previously been explained to the Governors, it was explained that the Governors need to express their impact at each Academy Committee meeting so the Clerk can record on the report to be shared with the trustees.	
4	<b>Governor Development</b>	Governor Training	<p>Safeguarding for Governors Certificates have been received from NS, DC, GK, and ZT.</p> <p>GDPR Certificates have been received from DC, NS, GK and ZT.</p> <p>Governors have been sent the links to the Safeguarding for Governors and GDPR e-learning training on a number of occasions and the Clerk has informed them of the importance of completing the required training when required. The Chair, NS asked Governors who had not completed the required training, must do so as soon as possible and certificates returned to the Clerk as a record of their training.</p> <p>Governor ZT, has completed the NGA course: The Governance of SEND and a certificate has been retained by the Clerk.</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, LW has previously 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:  25<sup>th</sup> April 2023 - 11am – 3pm (NS and ZT)  18<sup>th</sup> July 2023 - 11am – 3pm (GK)  Any governors who wish to attend should contact the Clerk in the first instance.</p> <p>Details have been previously shared regarding the</p>	<p>JM &amp; GB</p> <p>All</p>



			<p>Laurus Governance Conference that was to be held on the 1<sup>st</sup> of February and the 22<sup>nd</sup> March 2023 at the Laurus Trust, due to Ofsted inspections across the Trust this has now been postponed. Governors will be informed by N Burgess when a new date has been arranged.</p> <p>Governor, ZT suggested that she would find some maths focused training helpful and Governor, GK requested if the phonics training delivered by Teacher, LI at an earlier Academy Committee meeting could be repeated for those who were unable to attend.</p>	
5	Community Engagement	Stakeholder Engagement	<p>A verbal update was given by the HoS, RT regarding the Parent Council meeting and recent Parents' Evenings that have taken place recently, positive feedback was received from parents and carers.</p> <p><b>Q GK: Has any further action taken place regards to looking at the diversity of the parent council group?</b></p> <p><i>A RT: There are currently three vacant posts and this is something we are looking into.</i></p> <p><b>Q ZT: Is it possible to arrange a short parent and carers survey to share feedback rather than feedback having to be given to the class reps via WhatsApp?</b></p> <p><i>A RT: We will have a look into this further.</i></p>	RT
	AOB		There was no other business raised	
		Meeting dates:	ACM4 - Tuesday 11th July 2023	



Mrs N Samuels  
Chair of Governors