

ACADEMY COMMITTEE MEETING

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

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

In attendance: L Illidge, J Richards, M Hurleston

	Action	Initials
4	If Governors identify any training that they would like to be incorporated into the committee meetings they are to email the Clerk.	All
4	Send Safeguarding for Governors training Links to the Governors to complete by ACM1	MD
5	To send a reading list for parents and carers regards the best books for children to read at their appropriate reading level or details of the Book Trust website.	ED/RT

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	There were no changes to the Register of Business Interests recorded.	
		Part 1 Minutes	<p>The minutes of the meeting held 15th March 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"> • JT asked, as a new Governor, for a list of acronyms used in schools be to sent • SEND Audit report to be shared with Governors at the July meeting • To signpost parents/carers to the PTA second hand uniform sale via the weekly newsletter and a statement to be added to the website by 	

			<p>September 2022</p> <ul style="list-style-type: none"> Governors to email LW or MD if they wish to attend the training session 17.05.2022 	
		<p>Membership: Recruitment Update/Succession Planning</p>	<p>There have been two expressions of interest and LW will contact to have initial conversations in the coming weeks.</p> <p>The next Parent Governor election will be held in the Spring Term of 2023, there is a need to co-opt additional Governors in the meantime. A staff Governor election will also take place.</p>	
		<p>Scheme of Delegation</p>	<p>There were no changes to note to this document.</p>	
		<p>Trust Board Meeting Summary</p>	<p>Governors received updates from the Trust Board meetings.</p> <p>Q ZT: It would be interesting to know which of the new schools will have sixth Forms</p> <p><i>A LW: Cheadle Hulme High School already has a 6th Form and Hazel Grove High School, Laurus Rycroft and Didsbury High School will all have 6th Forms by September 2023.</i></p> <p>Q JR: Regarding the section 10 Consultation, why was Woodford Primary School not built bigger and did every child who applied get a place?</p> <p><i>A ED: All Reception aged pupils received a place and we have accepted children as far as Gatley. The reason for this in our opening year is most likely due to older siblings already being settled at other schools and it is usually easier for children to attend the same school</i></p>	
2	<p>School Performance and Accountability</p>	<p>Pupil Outcomes (Progress towards KPIs)</p>	<p>LI gave an overview to the Governors of Grapheme Phoneme Correspondence (GPC). It was explained, that GPC starts within the pre-school setting and points they way for teaching early reading and progresses through phases 1 to 5.</p> <p>Q NS: Do the teachers adapt their teaching for different children?</p> <p><i>A LI: Yes, we do this in our daily teaching and during interventions to help children catch up and keep up.</i></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.</p>	

			<p>Cheadle Hulme Primary pupil achievement is significantly above national performance figures.</p> <p>Q JR: Is the curriculum standardised over the Laurus Trust primary schools?</p> <p><i>A RT: Yes, our teams collaborate and both primary schools' feedback to each other and share best practices.</i></p> <p><i>A LW: CHPS data is above the national average, we have expert teachers in phonics and lots of interventions are in place. Reading is prioritised in Year 1. The 1.7% of children who didn't achieve their age related expectations receive specific support.</i></p> <p>Governor ZT expressed how impressed she was as a parent and governor that the children had achieved so much.</p> <p>LI left the Academy Committee meeting at 17:26</p>	
		School Development Priorities	<p>SDP Priority 4: Professional Development and Wellbeing (Staff) was explained by HoS, ED.</p> <p>The staff survey showed that 100% of the staff were happy to work at the school, small thank you's are given to staff in the form of water bottles and chocolate gifts alongside schemes such as bike to work and the Employee Assistance Programme, the HR staff also come along to staff meetings and offer drop-in sessions so staff can discuss anything that they wish.</p> <p>Q NS: Is the staff survey completed anonymously?</p> <p><i>A ED: Yes, it is done thorough Microsoft Forms to allow for this.</i></p> <p>Q ZT: Do the Trust have a message to staff to encompass and market wellbeing to staff?</p> <p><i>A LW: Yes, all Laurus Trust staff receive regular emails around 'valuing you' and they also have access to the HR Hub which holds a wealth of information and sources of support.</i></p>	
		School Self Evaluation	<p>The updated SEF was distributed to the Governors by the Clerk prior to the meeting. The document was discussed at length at ACM3 in March 2022 and will be finalised for ACM1 in October 2022.</p>	

		Behaviour and Safeguarding Update including attendance	The behaviour and safeguarding July 2022 Update was shared by the Clerk prior to the meeting. It was explained that Julia Story the Safeguarding Lead in Stockport visited school to complete a Safeguarding Audit in April 2022. Areas were discussed regards Team Around Family (TAF), pupil attendance and punctuality	
3	Governor monitoring	Policies	<p>The following policies were distributed by the Clerk prior to the meeting and an explanation was given by the HoS:</p> <p>CHPS: Safeguarding Policy</p> <p>Woodford: Safeguarding Policy and PSED Objective Policy</p> <p>There were no questions or input from Governors.</p>	
Finance Update		<p>ED 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 was happy to take any questions.</p> <p>Q JR: The energy costs seem below average? <i>A ED: Cheadle Hulme Primary are currently tied into a deal with an existing company, Woodford Primary is more of a challenge with needing to find a supplier during a time when energy costs are increasing so much.</i></p>		
Health and Safety		<p>The Health and Safety update July 2022 was distributed to Governors which explained areas that have been looked at such as:</p> <ul style="list-style-type: none"> • Coning the path in front of the disabled bays to avoid delivery vehicles and cars coming on to the path where children, parents and staff walk, permanent options are being looked at going forward. • Installation of a second EVAC chair. • Risk Assessments and PEEPs completed for pupils with disabilities moving into year 3 in September. • Current fire procedure being reviewed to evacuate via the safest route and where possible behind secure lines. • Fire Marshalls to be appointed. • Regular monthly meetings between LCH and CHPS to take place around projects and events. • Health and Safety committee to be established. • Health and Safety training undertaken by the School Operations Manager including termly walk around of the school with a Health and 		

		<p>Safety Adviser and Estates Director.</p> <ul style="list-style-type: none"> Works undertaken to improve the First Aid Room. <p>The LCH & CHPS May 2022 and Woodford May 2022 documents were also provided detailing other works that have taken place or are due to take place in the future.</p> <p>Q JR: Will the Woodford Primary School be ready in time for September opening?</p> <p>A LW: Yes, the handover is scheduled to take place in Mid-August.</p>	
	Check website compliance (publication of)	The HoS gave an overview of the PSHE section of the school website which includes information about being a Rights Respecting School, Mental Health and Wellbeing, British Values and Family Support and Guidance.	
	Risk Register Management	<p>The School Risk Register was distributed prior to the meeting for Governors to read through, this is a document that has had no significant recent changes.</p> <p>There were no questions from the Governors.</p>	
	Governor Self Review of Impact	<p>LW 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>The Chair, NS attended the Governance Oversight meeting to discuss the report and explain how Governor Impact has been over the last year, covering staffing during the Covid pandemic and recruitment was touched on.</p> <p>Governors stated that they do not feel prepared in the event of an Ofsted visit as they have not had a great deal of time in school. It was stated that ongoing training would be incorporated into AC meetings and that all governors have access to eLearning modules through the NGA membership. Link governor visits also provide important insights and training that will help them to feel ready for an inspection. If asked to come in to meet with inspectors we would ensure there is scope to run through key information beforehand.</p>	
	Woodford Primary School	An update was given to the Governors regarding the progress at Woodford Primary School by the HoS. It was stated that the school was full and that the first	

			Transition event had taken place. The Teaching staff and School Operations Co-Ordinator had already been appointed and that Learning Support Assistant and Estates staff interviews were in progress.	
4	Governor development	Trust Training Plan	<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 is to send 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>The Governors have received training on Grapheme Phoneme Correspondence (GPC) explaining what it is and how we get results that was given by teacher LI during the AC Meetings.</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>	MD ALL
5	Community Engagement	Stakeholder Engagement	<p>Annual Parent/Carer Survey The HoS explained the Annual Parent/Carer Survey Summary, summer 2022 to the Governors. 100% of parents of a child with SEN agreed or strongly agreed that the school gives their child everything that they need to succeed. 95% of parents would recommend Cheadle Hulme Primary School. It was explained that a new Management Information System would be in place from September 2022 meaning it will allow the school to provide parents and carers with more regular information around their child's progress and achievements.</p> <p>Holiday Club A verbal update was given by the HoS regarding the emails received from several parents relating to Holiday Club provision ceasing from September 2022.</p> <p>A discussion took place around why the school could no longer offer this provision which included the reality that it is a struggle to recruit skilled staff who would work in the holidays. Existing staff are contracted to Term Time only contracts which relies on staff volunteering to work holidays clubs, the uptake is minimal (4 pupils are currently booked in during one week of the Holiday Club taking place this Summer).</p> <p>Advice has been taken about allowing external companies to provide Holiday Club provision using the</p>	

			<p>school building from the Senior Adviser for Safeguarding in Education who confirmed that the school would need to quality assure the external provision and due to the risk of possible incidents, this would need to be managed closely by the school as the incidents would fall onto the school's shoulders.</p> <p>LW stated that unfortunately with such a small number of families currently using the Holiday club provision, it is not sustainable but that the school was committed to keeping the situation under annual review.</p>	
		Media Coverage	<p>II prepared and gave a comprehensive presentation to the Governors to showcase the summer term highlights and events that have taken part in school, which included Make Music Day, Outdoor Library, British Science Week, Sporting Events, Wonder dome.</p> <p>Q ZT: Are you able to share this with the parents of the school as it is nice to see what is happening in school.</p> <p><i>A RT: We will look at changing the presentation into a video format and send it out along with the weekly newsletter.</i></p>	
	AOB		<p>Q ZT: Is it possible that the school can send a reading list for parents and carers giving an idea of the best books for children to read at their appropriate reading level.</p> <p><i>A LW: There is the Book Trust website where parents and carers can filter on the book finder section to search for the most appropriate books according to the child's age. We will signpost this in the school newsletter.</i></p> <p>Thanks, was given by the Chair and Governors to the HoS and Governor II for their hard work and dedication. HoS ED, who will be leaving CHPS and moving to Woodford Primary as the HoS in September 2022 and to Staff Governor II who is leaving Cheadle Hulme Primary to undertake a teaching role in another country.</p>	RT/ED
		Meeting dates:	<p>ACM1 Tuesday 4th October 2022</p> <p>ACM2 Tuesday 6th December 2022</p> <p>ACM3 Tuesday 21st March 2023</p> <p>ACM4 Tuesday 11th July 2023</p>	



Mrs N Samuels – Chair to the Committee