

**Local Governing Body Meeting  
Tuesday 19<sup>th</sup> October 2021 at 1.00pm (School)  
Minutes**

**Present:**

Beverley Burrows	Headteacher
Matt Whitehead	Executive Headteacher
Lee Jamieson	(Chair) Co-opted Governor
Janet Hodgson	Parent Governor
Rev A Stanton	Foundation Governor
Rev A Mitchell	Foundation Governor

Apologies: None

**In attendance**

Sarah Storey	Academy Finance Officer
Danielle Wood	Clerk

*Any text in red bold italics represents a Governor question (Q); challenge (C); Governor and/or clerk support (S). Black bold upright represents decisions and actions.*

The meeting convened at 13:15

**1. Welcome, Introductions & Opening Prayer**

- The opening prayer was led by Rev A Stanton.

**Apologies for Absence:** Apologies for absence were received and accepted from Ms R Gent.

Apologies for early departure were received and accepted from Ms S Storey.

**2. Declaration of Non/Pecuniary Interest**

- There were no declarations made.  
Governors were reminded to update their GovernorHub profile pages with their declarations of interest.

**3. Presentations**

There were no presentations scheduled.

#### 4. Approval of minutes of Previous Meeting held 21.06.21

Governors APPROVED the minutes from the meeting held on 21<sup>st</sup> June 2021.

#### 5. Matters Arising

- **ACTION: The Headteacher advised that she had prepared a pack of documents for governors, and these would be circulated. It was agreed that a meeting be held on Tuesday 14<sup>th</sup> September 2021 to provide Ofsted updates for governors.**  
The Headteacher advised that she had collated documents to share with governors, some would be presented at the meeting today including; data, School Development Plan (SDP) and Inspection Data Summary Report (IDSR).
- **ACTION: The Headteacher agreed to contact the Local Authority to check if the guidelines regarding Covid-19 related symptoms have changed.**  
Governors were informed that the school had received new guidelines and the risk assessment had been updated. The Chair and Local Authority Health and Safety Officer would be attending the school tomorrow.
- **ACTION: Mrs R Gent agreed to share a 'Help with Transition' video link that has been used by a high school interviewing pupils about how they felt when moving on.**  
To carry forward.

**ACTION**

- **ACTION: The Clerk agreed to email the NGA Governor Skills Audit and Matrix to the Chair in the autumn term.**  
The action was completed and the Chair was awaiting some responses from governors. The Clerk agreed to resend the Governor Skills Audit to governors.

**ACTION**

- **ACTION: The website compliance report is shared with Trustees and would be shared with governors at the next LGB meeting.**  
Mr Whitehead explained that following a serious safeguarding incident outside of the school involving a family from the school community, the Department for Education (DfE) conducted a safeguarding audit and this highlighted that there was a broken link to a policy on the school website. This has now been updated and the current years safeguarding policy is online. The school websites for all the schools in the trust were checked and the link to the policy was found to be broken on them all.

The safeguarding policy had been circulated ahead of the meeting for governor's consideration.

Mr Whitehead discussed the updates to Keeping Children Safe in Education (KCSiE) 2021, with a focus on peer on peer sexual harassment. All school policies must be updated to reflect the changes.

The Headteacher advised that after half term there would be a meeting with members of staff to discuss KCSiE and governors would be invited to attend.

**Q – How much time do Ofsted spend looking at the school website? I have found a checklist on the Key website and have noted a couple of things missing on the school website.** Mr Whitehead asked Ms Hodgson to share her findings.

**ACTION**

Mr Whitehead referred to the Equalities Act and Accessibility and how the school must ensure that there are systems in place to enable all children to access the curriculum. He added that it is not just about access to the building.

Ms Hodgson advised that she had attended a SEND training course and she had received some checklists that she would be using to start discussions with Ms P Charlesworth, SENDCO.

## **6. Headteacher Report**

Ahead of the meeting the Headteacher's report was circulated to governors and questions were invited.

The Headteacher proceeded to highlight key areas in the report.

### Curriculum

The Headteacher explained the importance of making the curriculum meet the needs of the children. Last year the school focused on reading and this had a positive impact across the school, this year writing and maths would be the focus.

### Wellbeing

The Headteacher advised that the outcome of a pupil survey conducted last term was positive and the information was available on the school website. The outcome of a recent parental survey was also positive.

Mr Whitehead commented that there are stories emerging on social media relating to one or two unhappy families. However, the results were overwhelmingly positive from the parent survey and members of staff should be praised for this.

The Headteacher reported that a staff survey was completed at the end of term using Google forms and there was not many responses. This may be due to members of staff concerned that their responses would not be anonymous.

### Staffing

#### **Confidential Appendix I**

Governors heard that there was currently three supply teachers working in the school.

Mr Whitehead commented that despite the staffing challenges the stability in virtually all classes has been remarkable. Year 3 / 4 has had a number of supply teachers but Mrs Charlesworth is providing stability. Year 5 remains a focus and the school would be looking at a support plan for the future.

Governors discussed the challenges the school is facing due to staff absence and how the communication with parents has been as detailed as possible.

The Headteacher reported that staff absence is having an impact on members of staff and added that the appraisal process will be slightly different as it does not seem fair to observe teachers for an hour.

**Q – Is Ms Moffatt in year 5?** The Headteacher replied that Ms Moffatt is a Higher Level Teaching Assistant (HLTA) and covers PPA and leadership time.

## Admissions

Governors were referred to the admissions data in the report.

The Headteacher reported that some families have decided to leave as they were not happy with the class choices and new families have also joined the school. Some of the year groups were not currently full and had less than 45 children which was having an impact on the budget. The Headteacher reported that whilst the classes were not full the school budget was losing £155,000 income per year.

The Headteacher advised that the school has distributed flyers to advertise the places and this has been shared with local nurseries. Banners had been ordered for the school gates and these would include dates for future open evenings.

Mr Whitehead explained that the school receives between £4,000 and £5,000 per year for each child and the school currently had 36 children less than capacity.

Mr Whitehead reported that during a meeting with Trustees discussions took place regarding pupil numbers and plans for action that would be taken if the numbers continue to decline. Mr Whitehead explained that the school currently has a 1.5 form entry and this caters for a higher birth rate which is not being seen in the local area yet. The current school Ofsted report would also make the school less attractive to new families moving into the area.

Mr Whitehead advised that discussions with Trustees were around plans for the future if pupil numbers continue to decline, and one of the options was to reduce the Pupil Admission Number (PAN) to 30 and the school would then be slightly over subscribed rather than undersubscribed. This would be the Trustees preferred action if pupil numbers do not increase at the school. Mr Whitehead had contacted the Regional Schools Commissioner to enquire about the process for reducing a schools PAN and would be finding out who to contact at the Local Authority.

Mr Whitehead explained that the school budget for next year will be based on the pupil numbers this year and the school will also have to cover national insurance changes and energy price increases.

**Q – Is there help from the MAT if the school is facing financial difficulties?** Mr Whitehead replied that the Trust aims to ensure that each school has its own budget that they manage individually. He added that the school currently has a carry forward budget and explained that if the school goes into a deficit budget then the deficit sits with the trust not the school. Mr Whitehead explained that the trust had discussed alternative ways to manage the budgets and this is the current arrangements. Legally the firm is St James and Emmanuel Trust and the family will support and help the schools.

The Headteacher stated that she feels positive about the school being a part of the family and acknowledged that the school had provided some challenges for the trust since joining. The school had questioned the financial contributions made towards salaries as the income per pupil is less than other schools in the trust. This was reviewed by the trust and changed.

Mr Whitehead explained that with regards to the school contributing towards the cost of salaries, Stockport schools receive less funding per pupil compared to Manchester school and this was considered.

## Attendance

Governors were referred to the attendance data included in the report.

The Headteacher explained that the data looks low at this point in the year as each child has a significant impact on the data.

A meeting had been held with senior members of staff to monitor pupil absence and seven letter ones have been sent to families of children with attendance below 95%. Education Penalty Notices have been sent to six children.

The Headteacher explained that absence continues to be closely monitored, Covid related absences are now marked as an 'I' rather than 'X' and they therefore count towards the data.

### Curriculum

Governors were referred to the information included in the report.

The Headteacher reported on funding that the school was expecting this year including: £8,205 school led tuition grant, £104,000 pupil premium grant and £11,600 Covid-19 recovery premium. Meetings would be held to discuss how the money would be allocated.

Governors were referred to the previously circulated data summary.

The Headteacher explained that the progress measures were based on the progress children have made between year 2 and year 6. Governors were referred to the reading data and the Headteacher reported that it was the first time the school had been green for many years and this was based on the children being in school for two terms. 96% of children made three bands of progress which was very positive. One child didn't make the required progress and they were known to teachers and being supported.

The Headteacher referred to the writing data and explained that the school has curriculum overviews in place however there was insufficient evidence as the children were not in school for the full year. It is hoped that the evidence will be available this year if the children are able to attend school for the full year.

The Headteacher reported that there had been a slight improvement in the maths data. Maths continues to be a focus area and the school would continue to follow Dave Godfrey maths.

2:25pm Ms S Storey left the meeting

Governors acknowledged that the reported in year progress was positive.

The Headteacher advised that submitting data to the local authority was voluntary this year, and the school had decided to continue to do this as it then generated a data pack which was shared.

Mr Whitehead stated that it was a useful exercise and due to Covid-19 the school does not have any hard data for the previous two years. The data will support with showing the impact of the work that the school has been doing and it is very positive.

### Year 2

The Headteacher explained that the children missed two terms last year and added that the data is below the national average however the progress made is positive.

### Year 1 phonics screening

The Headteacher reported that the screening would take place in December again this year which allows schools an extra term to support the children to achieve the target. There were no

gender issues highlighted and the Headteacher advised that resources have been sent home to families to support children.

The Headteacher agreed to share notes about progress and observations with governors.

**ACTION**

Governors were referred to the 'Summer Data 2' document circulated ahead of the meeting.

The Headteacher highlighted the end of year 1 data.

Mr Whitehead explained that the children have missed a significant amount of time in school. The Headteacher added that the children join the school at low starting points and therefore it will take longer for them to catch up however they will make progress.

The Headteacher referred to the year one data and discussed how the school had challenged their targets and are now seeing if accelerated progress is possible to catch up.

Governors were advised that the baseline data in nursery was not yet ready due to staff absences. The Headteacher explained the new assessment system in place.

**Q – To clarify the new assessment system, a child must be secure in all key areas to reach the prime level.** The Headteacher agreed.

Governors were referred to the 'Bands of progress summary 2020-21' document circulated ahead of the meeting.

The Headteacher provided an explanation of the data presented.

A selection of children's workbooks were shared with governors and they were allowed time to review and ask questions.

Governors noted the progress made by children as seen in their workbooks.

#### Inspection Data Summary Report (IDSR)

The IDSR was shared with governors.

The Headteacher explained that this year the school is not required to publish data on the school website, however it was agreed that it was useful to upload the summary report.

**Q - Is this data available for the public to view?** The Headteacher advised that it was not available.

The meeting proceeded to discuss how the last published data was in 2019, however during an Ofsted inspection children's books would be reviewed and teaching practices observed.

#### **7. Behaviour and safety of pupils (Safeguarding) – update**

- Safeguarding Report shared ahead of meeting and governors commented on the comprehensive report.
- Keeping Children Safe in Education (KCSiE 2021) governors to sign to say that they have read and understood this document on GovernorHub

**ACTION**

#### **8. Executive Headteacher updates**

Mr Whitehead explained that the final accounts information had been shared on GovernorHub today as it had been finalised during a meeting with Ms S Storey. The accounts were still awaiting external audit and therefore may change.

Last year the school budget had a carry forward of £150,000 and despite the increasing pressures this year on staffing due to Covid-19, the school had retained a £125-130,000 carry forward budget. This was less than other schools in the trust however still a substantial carry forward budget.

Mr Whitehead advised that the trust has a healthy carry forward budget and added that schools have experienced a challenging two years with increased disruption and therefore the impact of this will be realised this year. Schools will need to utilise the resources available to support children and therefore next year it is expected that the carry forward budget will reduce to around £50-60,000.

Mr Whitehead commended the Headteacher and School Business Manager on how well they have managed the school budget.

Governors heard that staffing costs are expected to increase due to changes in national insurance contributions and increasing utility bill costs.

**Q – Will Ofsted inspectors expect governors to know all financial details?** Mr Whitehead replied no, however explained that there are some areas that governors will need to be aware of.

## 9. Wellbeing – whole school community

## 10. Governing Body Matters including:

- Completion of Pecuniary Interest Declaration on Governor Hub
- Adoption of new Code of Conduct  
Governors AGREED to ADOPT the code of conduct.
- Governing Board Development Plan; including skills audit, induction, training, succession planning
- End of term of office: None
- Board vacancies: 1 x Staff Governor, 1 x Parent Governor
- Stockport Conference 2022

## 11. Agree link Governor roles for 2021/22

Name	Roles
Mrs Beverley Burrows	Headteacher
Mrs Kate Dean	Maths Link Governor
Ms Ruth Gent	Development Governor
Janet Hodgson	SEND Governor

Mr Lee Jamieson	Chair Health & Safety Governor Pupil Premium Sport and Wellbeing Literacy Governor
Rev Alison Mitchell	EYFS
Rev Angie Stanton	Vice Chair Safeguarding and LAC Governor

## 12. Policy approval

- Safeguarding Policy

Governors APPROVED the Safeguarding Policy

## 13. Briefing papers of the LA

- Governance update, governor development
- SEND 1
- SEND 2
- Safeguarding
- Schools Finance
- Early Years update
- Procedure for School Trips

## 14. AOB

## 15. Date & Times of future meetings:

### Autumn 2021

Friday 12<sup>th</sup> November 2021, 1pm

The following presentations were agreed: English, Maths, SEND and Phonics

### Spring 2022

Tuesday 1<sup>st</sup> February 2022, 1pm

Wednesday 2<sup>nd</sup> March 2022, 4pm

### Summer 2022

Tuesday 26<sup>th</sup> April 2022, 1pm



Tuesday 21<sup>st</sup> June 2022, 4pm

**16. Closing Prayer**

Governors said Grace at the close of the meeting.

Signed..... Date.....

*Mr L Jamieson (Chair)*

*Meeting closed at 3:35pm*

**Summary of actions**

- ACTION: Mrs R Gent agreed to share a 'Help with Transition' video link that has been used by a high school interviewing pupils about how they felt when moving on.  
To carry forward.
- ACTION: The Clerk agreed to resend the Governor Skills Audit to governors.
- ACTION: I have found a checklist on the Key website and have noted a couple of things missing on the school website. Mr Whitehead asked Ms Hodgson to share her findings.
- ACTION: The Headteacher agreed to share notes about progress and observations with governors.
- ACTION: Keeping Children Safe in Education (KCSiE 2021) governors to sign to say that they have read and understood this document on GovernorHub