



## ACADEMY COMMITTEE MEETING

Date: Wednesday 16<sup>th</sup> October 2024

Time: 17:45

Venue: Gorseley Bank Primary School

Clerk: N Burgess and C Longden

Present: S Mellor, N Mitchell, C Liu, F Bell, T Allaby, L Woolley, J Maguire, Z Shah, H Thompson and S Illingworth

Action	Initials
Governors are asked to notify the Clerk of any changes to their register of business interests	All
To notify the Clerk if Governors are experiencing issues receiving weekly newsletter	All
To update further on writing and maths following the autumn term data collection	FB/JM
To update on pupil numbers for September 2025 intake	FB/JM
To update on Kids Club places	JM
Governors are requested to contact their link to book in the autumn term link visit	All
Complete Prevent training and Link Governor visits module before the March meeting	All
To send certificates of training to the Clerk for retention	All

Agenda – Part 1			
Category	Item	Notes	Action
1	Governance Arrangements	<p>F Bell presented to Governors the refresher training which had been delivered to staff on the September Inset. Safeguarding is a culture which is embedded across the school.</p> <p>LSAs have been redeployed to provide additional support for SEMH needs amongst pupils.</p> <p>Key changes to KCSiE were outlined for Governors, including changes to terminology – abuse, neglect and exploitation can occur outside of the home environment and also online.</p> <p>Early help involves providing help and support to meet the needs of children as soon as problems emerge. All staff are aware of how to raise concerns via CPOMs. Staff are also taught to be factual and not give opinion when reporting any concerns. There is also information included with any concern raised to show why a referral was not made to an external agency. This is as vital as</p>	

		<p>recording the reasons why a referral was made.</p> <p>The school are part of Operation Encompass. A further update KCSIIE to note is that in terms of domestic violence the guidance has been updated to reflect where they see, hear or experience its effects.</p> <p>Persistent or unexplained absence has also been updated in terms of terminology.</p> <p><b>Q – How was the training received by staff?</b> A – Very well, it is important that we revisit and particularly in terms of reporting. We remind staff when reporting via CPOMs the evidence must be factual and accurate so that we are able to share with external agencies as necessary.</p> <p>JM informed Governors that he had added the Strategic Safeguarding document to the files for their attention. There is lots of Trust wide collaboration completed, including remote monitoring of the SCR by the Trust Safeguarding Lead.</p> <p>Governors were pleased to note the level of Safeguarding checks in place across the Trust. SM commented that as Safeguarding Link Governor he was reassured to see the consistent areas and that there was a different focus for each link visit.</p> <p>Safeguarding updates are provided to parents and carers via the newsletter and digital wellbeing focus. There is also signposting to materials on the website. Phone free schools is a focus. Years 5 and 6 bring phones to school, which are then locked away during the school day. We are also completing work on parents using their phones on the school premises.</p> <p>Governors thanked FB for the presentation.</p>	
	Apologies	Apologies were received and accepted from G Lavelle.	
	AOB	There were no other items of business to raise.	
	Declarations of interest in any of the agenda items	There were no declarations in any of the agenda items.	
	Register of business interests	The Clerk circulated the Register of Business interests. Governors are asked to record any changes and the Clerk will update the register and publish.	All
	Code of	The updated Code of Conduct was reviewed and	

	Conduct	Governors <u>agreed</u> to adhere to the code.	
	Minutes of last meeting	Minutes of the meeting held 15 <sup>th</sup> July 2024 were <u>approved</u> as a correct record of the meeting. Governors were asked to inform the clerk if there were any issues in them receiving the Gorsey weekly newsletter.	All
	Membership and terms of office	It was noted that Crown Street would be appointing Governors to the AC by the end of the academic year.  Governors asked to record their thanks to J Lawson for the time and commitment given to the school during their appointment as Governor.	
	Scheme of Delegation	LW informed Governors of the updates and changes to the Scheme of Delegation for this year.  The document has been reviewed and updated to reflect that all compliance aspects are met. The areas have now been broken down into key areas, and show who has responsibility and who is responsible for delivery. It was noted that there are no changes to the accountability of the Academy Committee.  There is a separate financial Scheme of Delegation. It was noted that Trust Board committees have their own Terms of Reference and Schedule of Business.	
	Trust Board updates	Governors received the reports for the May and July Trust Board meetings.  The concept of external review was discussed and this is something the Trust would look to complete in the future. Trustees had completed a self-review using the CST Trust Assurance Framework and this will now be formulated into an Action plan.  Governors had no further questions relating to the reports.	

2	School Performance & Accountability	Pupil outcomes	<p>KS2 outcomes had been reviewed at the July 2024 meeting. Governors reviewed the EYFS and KS1 outcomes.</p> <p>85% of pupils in EYFS achieved 'good level of development' against a national figure of 80%. Interventions are already in place for the children who did not meet their early learning goals. Phonics screening was 92% which is in-line with previous years.</p> <p>In KS1 84% of pupils achieved reading at their expected standard.</p> <p>The thematic goal for the school is now the writing strategy.</p> <p>The school are also engaging with Maths Hub. Leaders are very pleased with the pupils who achieved reading at greater depth.</p> <p><b>Q – How are you feeling about Maths and Writing at expected standard?</b> A – This is lower than we would like and is an area we have already identified, and there are interventions in place for these pupils.</p> <p><b>Q – What is a school focussed plan (SFP)?</b> A – This is when there could be an additional need identified for a pupil. This can be long or short term. SFP is a provision which is additional to the main cohort. We meet parents regularly to reflect on targets and review.</p> <p><b>Q – How do you measure the indicators of what the main cohort of pupils are achieving, how do you use the data?</b> A – We look at parts of each subject, we split and asses on individual components to enable us to specifically identify areas the children need to focus on.</p> <p><b>Q – Will there be any further data available on writing and Maths for the next meeting in March?</b> A – Yes, our Autumn term data will be available to review. As Leaders we can also analyse each individual pupil from our data.</p> <p>Governors were reminded that KS1 assessments are no longer statutory. GBPS will continue to undertake the assessments as it is important to be able to monitor pupil progress between KS1 and KS2.</p>	JM/FB
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		<p>School Development Plan</p>	<p>Governors reviewed the SDP which is broken down into 4 key areas:          Ambitious Curriculum          Inclusive Attitudes          Personal Development and Wellbeing (Pupils)          Professional Development and Wellbeing (Staff)</p> <p>Writing has already been identified as a key area of focus and leaders will take an 8-year overview in their planning. Trust Directors are working on parity across the subjects.</p> <p>Professional Learning has been scheduled for LSAs. Leaders are also reviewing the books available to pupils, with a focus on neurodiversity.</p> <p>The six character traits of kindness, citizenship, bravery, curiosity, gratitude and integrity are a theme across the school and are modelled to pupils in an age appropriate way.</p> <p><b>Q – As a tool how do we moderate?</b>          A – The SDP is a working document and the items on at present are single action points to be developed. As a tool it is more useful now strategies are included, which can be added to and completed.</p> <p><b>Q – How are the Cornerstones embedding with staff?</b>          A – We are currently looking at a more strategic level as an SLT at present and working on how to implement the Cornerstones across the primaries.</p> <p><b>Q – Are we doing enough as an Academy Committee around staff wellbeing?</b>          A – ZS and JM met last year to combine staff progression with wellbeing and a detailed record of visit was completed. A follow up meeting will be held and this will be revisited at a future meeting.</p> <p>ZS plans to meet small focus groups of staff. We would like to act on feedback where at all possible.</p> <p>Governors had no further questions on the SDP.</p>	
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		Confirm school curricula and assessment is in line with the statutory requirements and Trust approach	J Maguire, as Head of School, confirmed the school curricula and assessment is in line with statutory requirements and the Trust approach.	
3	Governor Monitoring	Finance update	<p>Governors reviewed the management accounts.</p> <p>JM confirmed that the Central Finance team are working closely on monitoring the budget.</p> <p>Governors had no further questions.</p> <p>Pupil numbers were discussed. The school is currently facilitating tours for Reception intake for September 2025. The tours are proving to be very busy at present. Application numbers are not yet known until after the January deadline. A further update will be given at the next meeting of this committee.</p> <p><b>Q – How does the new housing development effect pupil numbers?</b></p> <p>A – It is difficult to know at present. It was noted that considerable work had been undertaken by E Thompson on Kids Club places and a further update will be given at the next meeting.</p> <p>H Thompson updated Governors on Crown Street pupil numbers. There is no data for comparison last year as this is the first year of opening. There are currently 37 pupils on roll across pre-school and Reception. The school were currently receiving lots of enquiries for pre-school places.</p> <p>A long discussion took place on the potentially transient nature admissions to the school due to the demographic. Raising the profile of the school now that it is open is more important than ever.</p>	<p>FB/JM</p> <p>JM</p>

	Policies	<p>Governors <u>approved</u> the following policies:</p> <p>Gorsey Bank Safeguarding Policy Crown Street Safeguarding Policy</p> <p>Governors noted the Trust overarching Safeguarding policy, and that each school had their own school specific policy, relevant to their geographical LA.</p>	
	Confirm curriculum policies are in line with statutory guidance	J Maguire confirmed the school curriculum policies are in line with statutory guidance.	
	Safeguarding and SEND Link Governor updates	<p>Safeguarding and SEND Link Governor visits have been booked for after the half term holiday. Updates will be given at the next meeting.</p> <p>The Link Governor document was added to the files for the meeting for Governor review. It was noted that C Liu would take up Link Governor for EAL.</p> <p>Governors were encouraged to book in their Autumn meetings with their school link.</p>	All
	Pupil Premium and Sports Premium	<p>Links to the website to review the Pupil Premium and Sports Premium were included in the agenda.</p> <p>Governors had no further questions to raise.</p> <p>It was also noted that Sport Premium was reviewed in the record of visit completed for sport.</p>	

		<p>Behaviour, Safeguarding and Attendance update</p>	<p><u>Behaviour and Safeguarding</u> Governors reviewed the summary of training and development staff had undertaken for both Gorse Bank and Crown Street. For Crown Street the training is being more reactive to the needs of the specific cohort.</p> <p>A behaviour and anti-bullying update were also detailed within the updates.</p> <p>Governors also received and reviewed the summary of the number of safeguarding referrals for each school.</p> <p><b>Q – to HT – In terms of Manchester LA is this a very different framework to Cheshire East?</b> A In Manchester there are lots of different teams to refer to and this is split into wards and districts. We are learning the new systems and identifying who to be able to refer to if we need to reach out.</p> <p><u>Attendance</u> At GBPS work is being done via the Welfare Team to address persistent absence. Staff follow up absences by phone calls and letters.</p> <p>At Crown Street Pre-school attendance is monitored even though pupils are below statutory school age. Attendance is still encouraged to form good attendance habits for the future. The school is supporting some families with attendance.</p> <p><b>Q – At Pre-school do you set the expectation of attendance?</b> A – Yes, we do and we follow up any absence in the same way we would in Reception. Although attendance is not statutory, we still promote the message of attendance and punctuality.</p>	
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		Health and Safety update	<p>Governors reviewed the GBPS report including works which had taken place over the summer. The issue with the fallen tree had taken longer to resolve than planned but was now resolved.</p> <p>Governors had no further questions.</p> <p>At Crown Street there were no significant items to report. There is currently a snagging list of the new building which is being overseen by the Estates team and trust colleagues.</p> <p>Fire evacuation was discussed. There has already been an evacuation walk through completed, which was very successful. The evacuation point is in the public area therefore the evacuation may be done on a more regular basis.</p>	
		Website compliance	J Maguire confirmed that the school website was compliant with statutory publication requirements.	
		School Risk Register	<p>Governors reviewed the GBPS Risk Register and noted a higher risk rating on funding. It was noted that there is a huge risk around staffing costs. The pay award is not fully funded and pension costs are increasing. Leadership are aware of the current climate and understand the decisions which need to be taken.</p> <p>The Executive Team's thematic goal for this year is finance based. It was agreed that the risk rating was to remain at the present time.</p> <p><b>Q – Who do you consult when setting up the register or is it SLT?</b></p> <p>A – It is done at SLT and is set up to emulate the methodology of the Trust Risk Register with a focus on school specific risks. Sitting behind the Risk Register are the Critical Incident and Business Continuity Plans.</p> <p>The Risk Register for Crown Street is formulated in the same way, and some of the issues are the same. There is also a risk with the snagging of the new building which is difficult due to the context of the location.</p>	

4	Governor Development	Review Trust Training plan	<p>Governors were shown the revised page of the Laurus Institute which reflected the updated training offer for Governors.</p> <p>The training had been identified in sections, including compulsory modules.</p> <p>The NGA and National College are available for Governors to access. Governors are asked to contact the Clerk if they have any issues in accessing the training.</p> <p>It was agreed that prior to the next AC meeting of this committee Governors would complete the Prevent and Link Governor visits modules.</p>	All
		Resources	Governors' attention was drawn to the glossary of terms document which was included in the documents circulated prior to the meeting. It was felt that this document would be very useful for Governors in terms of educational acronyms.	
		Clerk to minute any training undertaken since the last meeting	Governors are asked to send their certificates of completion of training to the Clerk for retention.	All
		Academy Trust Handbook	The Academy Trust Handbook was circulated for Governor's information and overview.	
5	Community Engagement	Stakeholder Engagement	<p>The Parental Engagement Strategy was circulated prior to the meeting.</p> <p>There will be a Parent Council meeting held in November and the document will be used to gain feedback.</p> <p>Governors felt the strategy would be a useful document to have in place and be able to monitor parental engagement.</p> <p>The Director of Children's Services report for Cheshire East was included in the meeting documents for Governor's information.</p>	
	AOB		There were no other items of business which were not included in the agenda for this meeting.	

	Meeting Dates:		ACM2 – Monday 10 <sup>th</sup> March 2025 at 5.45pm ACM3 – Tuesday 15 <sup>th</sup> July 2025 at 5.45pm	
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Impact of Meeting / Key Outcomes
Governors received a presentation on KCSiE updates
The updated Scheme of Delegation was reviewed
Governors were updated on pupil outcomes
The School Development Plan was reviewed
Governors approved the Gorsey Bank Safeguarding policy and the Crown Street Safeguarding policy
Updates were given on Behaviour, Safeguarding and Attendance
Governors received a Health and Safety update
The school Risk Register was reviewed
Governors reviewed the training plan and noted the mandatory modules
Governors reviewed the Parental Engagement Strategy

Meeting closed at: 7.30pm