



Cheshire Academies Trust  
Inspiring hearts and minds



***Our children will show even greater academic progress, emotional resilience and have benefitted from a wider and richer curriculum***

**PART ONE MINUTES  
OF THE LOCAL GOVERNING BODY MEETING – MEETING 8**

<b>Date</b>	<b>Wednesday 8<sup>th</sup> June 2022 at 6.30pm</b>
<b>Venue:</b>	<b>Meeting Room, Boughton Heath Academy</b>

<b>Invited to Attend (Governors):</b>	
Jon Lenton (JL) Rob Herd (RH) Andrew Vaughan (AW) Katrina Ralston (KR) Helen Patterson Brenda Rewhorn (BR) James Ferguson (JF) Tyler McPherson-Hill (TMH) Mark Loughnane (ML)	Co-opted governor/Chair of Governors Principal Co-opted governor Parent governor Staff governor Parent governor Parent governor Co-opted Governor Co-opted Governor Staff Governor Parent Governor
Apologies  Kate Lee (KL) Muriel Breugelmans (MB)	  Chair of Governors/Co-opted Vice Chair of Governors/Parent
<b>Also in Attendance:</b>	
Susan Gell (SG) Sally Sumnell (SS) Debbie Tomkinson	Assistant Headteacher Assistant Headteacher Governance Professional

<b>AGENDA ITEM 1</b>	<b>WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE</b>
<b>Discussion:</b>	Apologies were received and accepted from KL and MB. RH chaired the meeting in KL's absence and he welcomed all to the meeting. ML, new parent governor, was introduced and introductions were made.

<b>AGENDA ITEM 2</b>	<b>DECLARATION OF PERSONAL &amp; PECUNIARY/BUSINESS INTEREST (Statutory)</b>
<b>Discussion:</b>	There were no conflicts of interest in relation to any of the agenda. Items no new interests were declared.

<b>AGENDA ITEM 3</b>	<b>SCHOOL IMPROVEMENT</b>
	<p><b>Curriculum Update</b></p> <p>JL advised there had been no CEO visit this term. All of the Cheshire West schools are expecting to be inspected by Ofsted and the CEO has brought all of the schools together to discuss this.</p> <p>The curriculum is working well, work is continuing to take place on re-vamping the curriculum and it is going from strength to strength. A further update will be provided at the next meeting with subject leader updates in history and geography.</p>
	<p><b>ACTIONS</b></p> <p><b>History and geography update to be included on the next agenda.</b></p>

<b>AGENDA ITEM 4</b>	<b>PART ONE MINUTES OF MEETING – MARCH 2022</b>
<b>Discussion:</b>	The Part One minutes of Meeting 6 – March 2022 were circulated in advance of the meeting and accepted as a true and accurate record. All agreed.
<b>Decision</b>	<b>RESOLVED: That the Part One Minutes –March 2022 be accepted as a true and accurate record. All agreed.</b>

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING</b>
<b>Discussion:</b>	<p>MB to complete GDPR link governor visit – to be included on the July agenda. ONGOING</p> <p>Sample of books to be brought to the July meeting. ONGOING</p> <p>History and geography subject leads in attendance at the July meeting to provide an update on the curriculum. ONGOING</p> <p>Governors to complete Introduction to Governance and Compliance courses by spring term. Governors have made a commitment to complete three courses before the end of term. JF to re-send details. ONGOING</p> <p>SEND Link governor visit report to be included on next agenda. COMPLETE</p> <p>HP to arrange safeguarding link governor visit ONGOING</p> <p>DT to refer governors’ suggestion for inclusion of safeguarding training in the QA document to the trust for consideration. ONGOING</p> <p>Re-design of building to be included in QA document ONGOING</p> <p>Link governor reports for the next meeting: GDPR Safeguarding Health and Safety</p>

<b>AGENDA ITEM 6</b>	<b>CHAIR’S ACTION</b>
	RH informed governors that KL had not taken any urgent decisions on behalf of the LGB since the last meeting.

<b>AGENDA</b>	<b>PRINCIPAL’S ACTION</b>
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<b>ITEM 7</b>	
	The Principal had not taken any urgent decisions on behalf of the LGB since the last meeting.

<b>AGENDA ITEM 8</b>	<b>VISION AND STRATEGY</b>
	<p><b>School Vision</b></p> <p>The suggested vision and strategy has been provided to parents for comments and the next stage is for a working group of governors to review this with a view to approving the finalised version at the LGB in July.</p> <p>It was agreed that AW, JF, BR and KL would form the working group.</p>
	<p><b>ACTIONS</b></p> <p><b>AW, JF, BR and KL to form a working group to review school vision.</b></p> <p><b>Vision to be included on the agenda for the next meeting.</b></p>

<b>AGENDA ITEM 9</b>	<b>EDUCATIONAL PERFORMANCE</b>
<b>Discussion</b>	<p><b>Admissions</b></p> <p>Pupil numbers have increased and the school continues to be over-subscribed – all places have been filled in Reception and there are currently eight children on the waiting list. There is one potential appeal pending.</p> <p><b>Spring Term Outcomes</b></p> <p>Spring term outcomes were circulated in advance of the meeting and JL provided governors with an overview of the sources of the data. The outcomes data comes from computerised assessments and interpretation of the data is completed point to point so that how pupils have performed in September is compared with results at the end of each term. This does not take into account aspects such as the children’s work in books or teachers’ assessment. In order to provide a triangulated approach to data, governors were also provided with information from moderation, teacher assessment and SATS and this was circulated with the papers for the meeting.</p> <p>There have been dips in some areas and gains in other but children are generally performing very well. At the end of the spring term, 80% of children were already working at the end of year expected standard. Writing is lower because it is assessed differently and the children have not covered all of the curriculum by the end of the spring term. 85% of children are working at the end of year expected standard in maths.</p> <p>At the start of the year when only 30% of the writing curriculum had been covered, a lot of children were ‘red’, more were in ‘orange’ and a minority were in ‘green’ (meeting the expected end of year standard). In spring, as children have covered more of the curriculum there have been significant gains and the number of ‘red’ children are reducing significantly.</p> <p>KS2 writing is being moderated and is on the way to achieving good results.</p> <p>Historically, maths has always been a strength of the school and the main focus is to move children from the expected standard to greater depth.</p> <p><b>Q: Why are there some dips in Y6?</b>  A: The dips are marginal and contextual. One student makes up 3% of data. If three children have an ‘off day’ or have additional needs or other issues this will affect 10% of the data and that is the reason for the dips.</p> <p>Children’s education has been impacted by Covid over the last two years and for 80% of a year</p>

	<p>group to already have achieved the end of year expected standard is testament to the hard work of teachers and pupils.</p> <p><b>Q: How does the school compare against other schools?</b> A: The percentages are measured against the national standard so all children working at the expected standard at the end of the year should be working at the same level.</p> <p><b>Q: Does the Trust have a unified way of monitoring data across the Trust?</b> A: To compare against other schools with different demographics can be difficult and this is something that will be reviewed by the CEO. The CEO will provide this information to the Chairs of LGBs but, in the past, Boughton Heath has always been at the higher end of the data-set across the trust.</p> <p><b>Q: Is there a longitudinal picture of year groups as they progress through the school?</b> A: Over the last five years, standards have changed and there are now different expectations in KS2. It is possible to create such a document but there would need to be a continuous period of five years with no changes to the curriculum.</p> <p>It was recognised that it is important that the school also provides opportunities for children to develop into well-rounded passionate individuals who achieve in all areas. The data is improving whilst, at the same time, increasing the number of projects available to pupils.</p>
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<b>AGENDA ITEM 10</b>	<b>COMPLIANCE AND SAFEGUARDING</b>
<b>Discussion:</b>	<p><b>Safeguarding</b></p> <p>The updated annual safeguarding report to governors was circulated in advance of the meeting.</p> <p>The report provided details on the measures that the school takes to ensure its children are kept safe including details of the number of Children in Need and Teams Around the Family and the staff training that has taken place.</p> <p>There has been investment in staff training including whole school training on Prevent and staff receive regular safeguarding updates. Four members of staff are trained paediatric first aiders. There are three staff who are level three safeguarding trained.</p> <p>Cheshire West and Chester use Our Ways of Working which is similar to Conscious Discipline in that it is a trauma informed approach. There have been staff and parent meetings and a shared Inset day with another school to up-skill staff.</p> <p>The record keeping system has changed and how matters such as peer on peer abuse are recorded to reference the terminology in the Our Ways of Working scheme.</p> <p>New staff will receive safeguarding training on appointment. This can include NSPCC online training. The safeguarding governor completes link governor visits and the Keeping Children Safe in Education team have been invited into school to complete a safeguarding audit.</p> <p>The Behaviour Policy has been updated as the previous version was open to interpretation and The Relationships and Sex Education Policy has been updated to reflect how this is taught in school.</p> <p>The Single Central Record is reviewed twice per year – once by the CEO and once by JL. Some staff have been employed by the school for over 10 years. Although not a legal requirement to updated DBS checks, a process of renewing checks has begun.</p> <p>All schools have children that are being monitored for safeguarding reasons. This does not mean that all of these children’s safety is in threat but there may be a family who require additional support. There is one TAF in place and it is anticipated that this will soon be closed.</p>

There has been one allegation referred to the Local Authority and this resulted in a TAF being set-up.

Attendance has been difficult and how attendance is tracked by schools has changed mid-year. There is no longer a requirement to track covid absences. Work has taken place with families around attendance. If a child's attendance is below 90%, this will trigger a letter home. Letters were sent in February and the attendance of all of the children has improved.

The safeguarding report will be the focus of the safeguarding meeting with HP.

### **Policies**

JL reported that KL had met with the Chief Finance and Operations Officer to discuss the proposal in relation to the central services charge and KL was reassured by the proposal.

The budget is normally received in this meeting. JL confirmed that the business manager, CFOO and Academies Finance Manager have set the budget for next year and the school is in a good financial position. The budget does need to be considered and recommended for approval by the Trust board and it was agreed that a one agenda item meeting be held on Wednesday 22<sup>nd</sup> June 2022 at 6pm.

### **Policies**

JL provided a verbal update on the operation of the following policies:

#### **Health and Safety Policy**

This has been reviewed in line with the policy reviews. There have been no significant changes. Teachers carry out Risk Assessments at the start of the year as does the site manager. There is an annual health and safety review carried out this year although this may not take place this year because of a change in personnel at the local authority

#### **Early Careers Framework Policy**

There are no early careers teachers at Boughton Heath.

#### **Children with Additional Medical Needs Attendance Policy**

There have been no changes since the previous review and the school continues to work with families.

#### **SEND Review**

The SEND link governor report was circulated in advance of the meeting. JL confirmed that the website had been updated with appropriate policies.

#### **Attendance**

Attendance is at its lowest point this year but the attendance rate is 97% and so there are no causes for concern. The attendance data was broken down by term and in most categories was going up or staying the same.

There have been several children absent due to holidays. During Covid, the advice was not to fine parents but this advice has changed and headteachers have been advised that fines should be re-introduced. JL has decided, for this term, not to fine a family if another family had taken more time off and no fines were issues. Warning letters will be sent to families and from September, fines will be re-introduced.

#### **Q: Will there be any consequences because of this?**

A: JL said that he would take responsibility and that his decisions would be made in the best interests of the families in the school. If a family has gone on holiday in autumn when the advice

	<p>was not to fine then it is not fair to fine parents now that the guidance has changed. Families will still be discouraged from taking holidays in term time.</p> <p>As headteacher, JL must form relationships with families and he would like to work with families on this issue. There are certain grounds where a headteacher can authorise absence in exceptional circumstances but the circumstances are not defined.</p> <p><b>Pupil Numbers</b></p> <p>There are 30 children in Reception and an additional two children have joined the school including one Ukrainian child. The total number of pupils in the school is 226. There is one space in the juniors and the infants is at capacity and it is not possible to increase the numbers in the infants. The PAN has increased to 34 in the juniors but this will not be increased.</p> <p><b>Health and Safety Link Governor Visit</b></p> <p>The health and safety visit to take place in advance of the next meeting and to be included on the agenda for the July meeting.</p>
	<p><b>ACTIONS</b></p> <p><b>Health and safety visit to take place in advance of the next meeting.</b></p>

<b>AGENDA ITEM 11</b>	<b>GOVERNANCE AND RISK</b>
<b>Discussion:</b>	<p><b>Governor Vacancies</b></p> <p>The term of office of KL expires on 19<sup>th</sup> June 2022. KL had indicated that she would be willing to stand for a second term of office and this was approved by governors.</p> <p>Victoria Roper has stepped down from her role as governor. The LGB wished her all the best for the future and thanked her for her work during her time as a governor. RH to send a card on behalf of the LGB. There is a need to appoint a co-opted governor with finance experience. DT to place an advertisement on Inspiring Governance.</p> <p><b>Governor Visits</b></p> <p>The following link governor visit reports to be included on the agenda for the next meeting.</p> <p>Safeguarding GDPR Health and Safety</p> <p>AV advised that he had visited the school to observe the SATS. It was good to see how the school operates, he saw how the test papers were unlocked and how the tests were administered. It was also positive to see support that was available for children who needed it.</p> <p><b>Governor Training</b></p> <p>It was noted that JF has created a suite of videos detailing how to use Microsoft Office.</p> <p>There is a buddy scheme in place for new governors and this offer was extended to ML.</p> <p><b>Meeting Dates for the Next Academic Year</b></p> <p>The meeting dates for the next academic year were circulated in advance of the meeting and approved by governors.</p>
<b>DECISION</b>	<b>RESOLVED: That KL be appointed for a further four-year term of office. All agreed.</b>

<b>AGENDA ITEM 12</b>	<b>DATE OF NEXT MEETING</b>
<b>Discussion:</b>	Wednesday 13 <sup>th</sup> July 2022 at 6.30pm

**Further discussions took place under the Part Two agenda**