



ACADEMY COMMITTEE MEETING

Date: Tuesday 15th October 2024
 Time: 4.30pm
 Venue: Cheadle Hulme Primary School

Clerk: N Burgess
 Present: J Maguire, N Samuels, Z Tatton, L Woolley, L Illidge, D Coyle, R Teale and G Hawley

	Action	Initials
1	Governors are asked to inform the Clerk of any changes to their register of business interests.	All
1	PSHE folders to be shown to Governors at ACM2	JM/DC
2	Pupil numbers to be included in data within Head of School report to allow for comparison	JM/DC
2	RAG rated copy of SDP to be circulated to Governors prior to the next meeting	JM
3	Link Governor schedule of meetings to be updated and circulated	JM/DC
3	Update Behaviour and Safeguarding update to reflect only the current academic year	JM/DC
4	Governors to complete GDPR and Visits to school training modules ahead of the next meeting	All
4	Governors to send their training certificates to the Clerk for retention	All
AOB	Clerk to confirm and circulate the meeting dates for the remainder of the year	NB

Agenda – Part 1			
Category	Item	Notes	Action
1	Governance Arrangements	<p><u>Safeguarding training</u></p> <p>Governors were given a presentation of the updates to Keeping Children Safe in Education 2024. The presentation was also delivered to staff in September 2024.</p> <p>A key message is both staff and Governors knowing how to record and make a referral.</p> <p>Governors were also given the approach to Strategic Safeguarding document, which clarifies Trust level, Trust</p>	

E enquiries@laurustrust.co.uk
 T 0161 485 7201

		Primary specific level and school level responsibilities and monitoring of safeguarding. Governors felt reassured by the level of safeguarding and training in school and the Trust.	
	Apologies	There were no apologies for this meeting.	
	AOB items	There were no other items of business to raise which were not covered in the agenda for this meeting.	
	Declarations of interest in any of the agenda items		
	Register of interests	Governors were asked to report any changes to their record to the Clerk.	All
	Code of Conduct	Governors agreed to adhere to the Code of Conduct.	
	Part 1 Minutes	Minutes of the meeting held 2 nd July 2024 were <u>approved</u> as an accurate record of the meeting. <i>Matters arising:</i> <ul style="list-style-type: none"> • PSHE folders will now be shown to Governors at ACM2 • Vocabulary list has been added to the files for this meeting • Timeline of progress reviews has been emailed to Governors • There is a link to the Sports Premium document in the agenda for this meeting • Sharepoint link included in the agenda for this meeting • Governors need to follow the school social media accounts to be able to see the updates 	JM/DC
	Membership	There were no updates to membership for this meeting.	
	Scheme of Delegation	The SoD has recently been updated and reviewed to ensure compliance. Sections have been colour coded to make clear who is accountable and who is responsible for delivery. There are no material changes to the responsibilities of the Academy Committee. Q – A Governor asked that one of the Academy Committee delegated functions was offsite exclusions, and to clarify exactly what this meant?	

			<p>A – There is occasionally the need to convene a panel of Governors for an exclusion and there is a defined process to follow.</p>	
		Trust Board update	<p>Governors received the reports from the May 2024 and July 2024 Trust Board meetings.</p> <p>Governors had no further questions.</p>	
2	School Performance and Accountability	Pupil Outcomes	<p>Governors reviewed the pupil outcomes for 2023-2024.</p> <p>Q – Why are the outcomes for year 4 greater depth so high compared to other years?</p> <p>A – This is simply that this cohort has a significant number of pupils who are working at greater depth. Year 3 onwards becomes more comparable. It is also to note that there are a high proportion of pupils with SEND in year 4.</p> <p>In terms of writing, we know this is an area of focus for us but this is also an issue nationally. Our thematic goal for this year is writing and we have implemented our Writing Strategy. The Trust Director for Primary is working to support and we have also refined our FPL structure. There is lots of work being done on writing in all of our schools.</p> <p>Q – Do you think technology has had a part to play in this?</p> <p>A – Yes in some ways, but technology can also help.</p> <p>We are also looking at the books the children are reading, and we need to consider the quality of the writing within them.</p> <p>GH commented that in her recent Science link visit there had been lots of writing evidenced. JM confirmed that one strand of the Writing Strategy is writing in all subjects.</p> <p>There is a need to look at Link Governor visits for English and that writing should become an element of all visits. Governors were pleased to see the consistency of the outcomes through all of the year groups.</p> <p>Q – Are there any areas of challenge emerging from the data?</p> <p>A – A small cohort can cause a big differentiation in the data. EAL in the younger year groups is also a focus for us.</p> <p>Q – What is PKS?</p>	

			<p>A – Pre-Key Stage</p> <p>It was noted performance against national average had been recorded but that this was against 2023 data as 2024 data was not yet published. This time next year there will be the first outcomes for KS2 to show.</p> <p>Year 6 baseline assessments and pupil progress reviews have been completed using a previous SATS paper. Work is now being done to plan groupings and interventions. We are also working to build the confidence of the pupils prior to the formal SATS in May 2025. ZT commented that from a parent perspective the testing is done regularly so the pupils are used to it and are not phased. This means that by the time the pupils reach May they are not surprised by a SATS paper.</p> <p>Q – If SATS are done in test conditions but in classrooms does this not cause an issue for transition into year 7? A – We have to do the best we can for our pupils when they are ours.</p> <p>A long discussion took place around transition into year 7. A year 6 Parents Information evening had recently been held in school. J Peet had attended from Laurus Cheadle Hulme to talk about transition and parents had found this to be very useful.</p> <p>Governors had no further questions.</p> <p>Data by pupil groups for all year groups for Disadvantaged, SEND and EAL was shared with Governors. Governors asked that in future pupil numbers could be included with the data to be able to understand the numbers the percentages relate to.</p>	JM/DC
		School Development Plan	<p>The SDP was circulated prior to the meeting.</p> <p>Q – For the priorities for 2024/25 how will we know if the actions have been met? A – It is a working document for leaders, we will RAG rate the actions and refer back to at each meeting. The strategy is where we want to be and the actions detail how we will achieve this.</p> <p>In the two further meetings this academic year we will look at two areas of the SDP in depth – where we are up to and are we achieving.</p> <p>Q – What are the timelines for achieving? A – The SDP is a strategic overview and behind this sits a</p>	

			number of different plans. SLT look at the SDP in their meetings and are constantly updating. We also look at pupil outcomes alongside the SDP. JM agreed to circulate a RAG rated copy of the SDP to Governors at the end of term to be able to see progress.	JM
		Confirm school curricula and assessment is in line with statutory requirements and the Trust approach	J Maguire confirmed the school curricula and assessment is in line with statutory requirements and the Trust approach.	
3	Governor monitoring	Finance update	<p>Governors noted that supply costs appeared very high and it was confirmed that this was due to staff absence, and also LSA vacancies which had been difficult to recruit to. The school had had to use supply due to a unique set of circumstances.</p> <p>Q – In terms of pupil numbers can you provide any reasons as to why pupils have left? A – There were 11 leavers. Some were due to family moves and some to home schooling. There were some families who moved out of area and some abroad. It was agreed to add a further column for mobility of pupils to the data for Governors’ reassurance.</p> <p>Q – Why are there 61 students in year 6 when the PAN is 60? A - We have to admit over PAN to accommodate an appeal, siblings or SEND. The infant class size rule does not apply in KS2.</p> <p>Q – What is the highest number you could go over PAN? A – There is no limit.</p> <p>It was discussed that Reception numbers were strong considering the drop in birth rate in the area. Open morning tours for September 2025 intake have been well attended.</p>	
		Policies	<p>The School Safeguarding policy was <u>approved</u> by Governors, subject to the updating of the DSL details.</p> <p>Governors feedback it would be helpful to be able to track the changes to previous policies to be able to compare what had been updated. Governors were referred to the table of changes on the front of the policy.</p>	

	Confirm curriculum policies are in line with statutory guidance	J Maguire confirmed that the school curriculum policies, and behaviour and welfare policies, are in line with statutory guidance.	
	Safeguarding and SEND Link Governor updates	<p>It was confirmed that Safeguarding and SEND Link Governor meetings have been arranged for early November.</p> <p>It was agreed that the Link Governor document and schedule of meetings would be updated and shared following this meeting.</p>	JM/DC
	Monitor Pupil Premium and Sport Premium	<p>The agenda for this meeting included the links to the documentation on the school website.</p> <p>Governors had reviewed the information and had no further questions.</p> <p>GH commented that she had found the Sport Premium document particularly useful. Governors were informed that team selection was currently taking place for sports teams and competitive matches would start soon. The school were currently looking at a kit sponsor for the football kit.</p>	
	Behaviour and Safeguarding update, including attendance	<p>Governors noted that the serious behaviour breaches reported were for the previous academic year.</p> <p>Attendance figures also relate to the previous year. There have been 2 Operation Encompass referrals received so far in this academic year.</p> <p>It was agreed that for clarity, moving forward only the current academic year would be reported on.</p>	JM/DC
	Health and Safety update	<p>It was noted that fire doors had been replaced over the summer and this had provided reassurance of safety to Leaders. Understairs storage was raised as a concern and built in storage was a solution which is being considered. Walkarounds with Estates staff are completed on a regular basis to ensure compliance and to flag any potential issues. It was suggested that the PTA storage container could be utilised in the short term.</p> <p>Community engagement with Cheadle College was discussed and there is a good link between the college and school. Their new building is progressing and recently Year 6 had had the opportunity to visit the building site, which they had found very exciting.</p>	

			Governors had no further questions on the report.	
		Check website compliance	J Maguire verbally confirmed that the website was compliant and this was also checked by Trust Director for Assessment, Accreditation and Compliance.	
		School Risk Register	<p>The Risk Register was circulated prior to the meeting. There are no significant changes to risk to highlight to Governors.</p> <p>Q – Does the change in leadership of the school change a risk rating?</p> <p>A – Potentially it could but this is more around business continuity.</p> <p>Governors had no further questions on the Risk Register.</p>	
4	Governor Development	Review Trust training	<p>Governors attention was drawn to the updated training plan on the Sharepoint page.</p> <p>The sections have been broken down into beginning of the year, training and resources.</p> <p>Beginning of the year – contains code of conduct, meeting dates, contact information and guides</p> <p>Training plan – training is planned in sections including compulsory. It was noted that all Governors are also welcome to complete Safer Recruitment training should they wish to.</p> <p>Resources – includes glossary, CST guidance and also NGA and National College links to be able to undertake training.</p> <p>Governors agreed to undertake GDPR training and also Visits to Schools module ahead of ACM2 meeting. Cybersecurity is the biggest risk and this will be an agenda focus for ACM2.</p>	All
		Resources	The glossary of terms was included in the meeting papers for Governors' information.	
		Training completed	<p>There was no training to record since the previous meeting.</p> <p>Governors were reminded to send their certificates to the Clerk for any training completed.</p>	All

		Academy Trust Handbook	The Academy Trust Handbook was included in the meeting papers as a useful reference point for Governors.	
5	Community Engagement	Stakeholder Engagement	<p>The Parental Engagement Strategy was presented to Governors.</p> <p>Governors felt this was a really useful document to have in place and that it was good to see the communication which was in place for parents.</p> <p>JM commented that the document was particularly useful when opening a new school and adding one year group at a time. JM will be working on implementing the strategy at CHPS and that it would be the responsibility of the leadership team to deliver. Governors offered to help in any way they could.</p> <p>Q to Governors – do you feel, as parents, the focus of areas is covered?</p> <p>A – There are different things required by different parents. Open communication is key and it is about finding the right balance. Governors noted, for example, that there were inconsistencies across Instagram feeds in different year groups.</p> <p>The Parental Engagement Strategy will be a focus for the first Parent Council meeting of the year. ZT suggested the possibility of circulating a form for completion by parents other than those who attended the Parent Council meeting, in order to gain wider feedback.</p> <p>Governors were pleased to receive the strategy and looked forward to seeing it implemented and reviewing again in in the future.</p>	
	AOB		ZT shared the difficulties with attending AC meetings on a Monday. It was agreed that there was only one meeting to be held on a Monday this academic year and that it may be possible for ZT to join remotely.	
		Meeting dates:	The Clerk will confirm the meeting dates and will circulate following this meeting.	Clerk

Impact of Meeting / Key Outcomes
Governors received Safeguarding training, including KCSiE 2024 updates
Governors reviewed the School Development Plan
Safeguarding Policy was approved
Governors received updates on Pupil Outcomes, Behaviour, Safeguarding, Attendance and Health and Safety
School Risk Register was reviewed
Governors were given an overview of the revised training plan for Trustees and Governors
Parental Strategy was presented to Governors

Meeting closed at 6.00pm



Natalie Samuels
Chair of Academy Committee
04.03.2025