



**PART ONE MINUTES – MEETING 9
OF THE LOCAL GOVERNING BODY MEETING
OF KELSALL PRIMARY SCHOOL**

Date	Thursday 15th July 2021 at 6pm
Venue:	Via Teams

Attending (Governors):	
David Wearing (DW) Helen Simpson (HS) Martin Little (ML) Chloe Creek (CC) Holly Stowells (HS) David Bingle (DB) Jane Briggs (JB)	Principal Parent Co-opted/Chair of Governors Staff Parent Co-Opted/Vice Chair of Governors Parent
Apologies:	
Melissa Goodyer (MG) Lorraine Hammond (LH)	Parent Co-opted
Also in Attendance:	
Emma Gildeam (EG) Natalie Kirkness (NK) Debbie Tomkinson (DT) Lois (LC) – in part	Co-opted Parent Clerk Teacher

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	ML welcomed all to the meeting. The apologies of LH and MG were accepted. EG and NK were in attendance and welcomed to the meeting. NK has been appointed as a parent governor and governors were asked to consider the appointment of EG as co-opted governor. Governors approved the appointment of EG on a four-year term of office. It was also confirmed that, following a staff governor election, CC was re-appointed as staff governor. It was also noted that following the previous meeting, the term of office of ML had expired. Governors had approved the re-appointment of ML via email and this was confirmed at the meeting.
DECISION	RESOLVED: That EG be appointed as a co-opted governor

AGENDA ITEM 2	DECLARATION OF PERSONAL AND PECUNIARY/BUSINESS INTEREST (Statutory)
Discussion:	There were no personal or pecuniary interests in relation to any of the agenda items. EG declared that she was a teacher at Tarporley High School and NK declared that she was a teacher at Huntington Community Primary school.

AGENDA ITEM 9	EDUCATIONAL PERFORMANCE
Discussion	Staff Development

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LC was in attendance to provide an update on staff development and she was asked about her experience as a Newly Qualified Teacher including what support she received and what additional support may be required.

Training provided by the CLTA teaching school enabled her to have more time in the classroom. When she began working at Kelsall (KPS) she was able to shadow teachers in different subject areas to understand what leadership looks like before she was asked to take on additional responsibility. When she became a subject leader the following year she partook in two training courses and created a progression document for the subjects.

Q: Are you a different teacher now than when started?

A: As an NQT LC was given time to observe other teachers and was able to visit other schools where she was able to talk to other NQTs, teachers and subject leaders. The Trust-wide and cluster meetings were very helpful. As she has taken on more responsibility this has helped her further develop as a teacher.

Q: Were there any particular teachers who were an influence?

A: Each teacher is different but it is useful to see how others work and to be able to use elements of their teaching in her own classroom practice.

Q: Did you observe other teachers in your second year?

A: Yes, in the second year, LC took on additional subject leadership and she was able to speak to other schools about their programmes and this led onto LC studying for the middle leaders course which has been very beneficial.

Governors acknowledged the benefit of the collaborative work that takes place.

Q: What will be the impact of the Early Careers Framework (ECF)?

A: The new ECF is a more formalised approach over two years but a lot of things in the new curriculum already take place informally.

Q: What are the best ways of changing staff?

A: The introduction of the Accelerated Reader programme was a big change for staff and teachers worked as a team to introduce this so they did not feel it was being imposed on them. Teachers understand that the changes are being made for a reason.

Q: Any there any areas of development you wished had received?

A: It would have been beneficial to have a guide on expectations as there was a specific way things were done. Since then, LC has created a document that provides information in the expectations as a reference point.

Q: Where would money for teacher development be best spent?

A: To enable all subject leaders to access relevant training courses so they are able to keep up-to-date with developments.

It was agreed that further discussions on how to further develop teaching staff will take place in the autumn term.

Governors thanked LC for her presentation and she left the meeting.

Early Careers Framework

CLTA will be involved in delivering the new ECF. A School Direct student will temporarily fill a 0.4 FTE post until Christmas and she will have access to the full suite of training available. There is a potential budget implication of the new ECF because of the requirement of two years training but a lot of the courses will take place after school and so this should not impact on the time trainees are in school.

A governor noted that there is also a huge commitment required from staff mentors and governors need to consider their well-being given this additional work.

Outcomes

Attainment

There is no statutory data this year and so the Insight data management programme along with Star test results in reading and maths have been used alongside teacher assessment to determine if children are working at the expected level, above the expected level or below the expected level.

Baseline data was taken in autumn 2 and at the end of the summer term. 79% of children are at age-related expectations, 14% are just under expectations and 6% of children are below. There is a similar picture in maths. Writing seems to have been the subject most impacted by lockdown but children have made good progress.

A significant number of Y1 children have additional needs and seven children are on the ASD behaviour pathway and this has had an impact on attainment. Many of these children found it difficult to engage during lockdown. Teachers have a good understanding of the children

There are a number of children working below or well below expected levels in Y2. In Y3 there are more children working at the expected level and this seems to be a pattern every year. There was an acknowledgement that the children have had a disrupted year and DW suggested that this could be because the children are building their knowledge and understanding in the lower year groups. He also stated that he wanted more children to be working at the expected level.

Progress

The majority of children have made the expected progress and the progress data is very high. Y1 and Y2 have made real progress. Y4 have not made as much progress in maths and CC will review these children as they come into Y5. Y6 have made good progress.

The Pathways to Write programme has been purchased to support those children working at below the expected level.

EYFS

The data for the EYFS is positive. There are a number of children without a formal diagnosis but who are going through the pathways and this will have an impact as they enter Y1.

DW advised that next year he and CC will look to review the standardised data to understand if it provides the information the school needs. The Star system works well for reading but the system does not align with the maths mastery ethos of the school.

Q: Is there a resource implication for Y1 and Y2?

A: The timetables have been completed for next year but it may be useful to employ a full-time teaching assistant across the school to provide interventions. A one-to-one teaching assistant has been appointed in Y4.

It was agreed that this would be reviewed in the autumn term along with a review of the reserves held by the school.

Q: Has there been any analysis of the characteristics of the children to ensure their needs are being met?

A: It would be a useful exercise to look at those children with additional needs but who do not have an EHCP. Additional staff provision may be beneficial for these children in addition to quality first teaching.

A governor suggested that it would be useful for governors to receive year-on-year data for year groups so that they are better able to understand if specific year groups have made progress.

DW advised that in a normal year, writing moderation takes place across the Trust so that teachers work together and review the assessment criteria which gives them a better understanding of the assessment process. This would normally take place across all year groups.

	<p>Governors acknowledged that given the disrupted year the results are encouraging and show that children continue to make progress.</p> <p>CEO Record of Visit</p> <p>The CEO Record of Visit was circulated in advance of the meeting. There had been good, constructive discussions about the school development plan (SDP) and DW and CC have a good understanding of the direction the school needs to go in and the things that need to be put in place.</p> <p>Read, Write, Inc was introduced for early phonics just prior to lockdown and this meant that staff had not received the relevant training. All resources have now been purchased and staff have received one training session and this will continue in the autumn term.</p>
	<p>ACTIONS</p> <p>Teachers development to be included on the autumn term agenda.</p>

AGENDA ITEM 4	PART ONE MINUTES OF MEETING – June 2021
Discussion:	The Minutes of Meeting 7 were circulated in advance of the meeting and accepted as a true and accurate record. All agreed.
DECISION	RESOLVED: That the Minutes of June 2021 be accepted as a true and accurate record. All agreed.

AGENDA ITEM 5	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>Business Manager to clarify increase in staffing costs ONGOING</p> <p>Other sources of income to be included in financial reports ONGOING</p> <p>DW to share birth rate for Cheshire West – to be discussed at the next meeting in conjunction with discussions on the expansion of the nursery. ONGOING</p> <p>DW to circulate CEO Record of Visit COMPLETE</p> <p>STAR Test reports to be included with the papers for the July meeting. Discussed under agenda item 3. COMPLETE</p> <p>Ofsted preparation documents to be included with the papers for the July meeting. COMPLETE</p> <p>Connected curriculum link governor report to be included with the papers for the July meeting. ONGOING</p> <p>Staff member to present on staff development at the next meeting. COMPLETE</p> <p>Staff governor elections to take place COMPLETE</p> <p>DW to circulate parent governor election information to parents COMPLETE</p> <p>Annual Impact Statement to be included on the next agenda. ONGOING</p> <p>The new Early Careers Framework to be included on the July agenda COMPLETE</p> <p>Nursery update to be discussed in summer term including how to increase capacity in the nursery COMPLETE</p> <p>To agree a curriculum focus area for discussion. COMPLETE</p>

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Date _____

AGENDA ITEM 6	UPDATE ON WELLBEING
	<p>Staff have been working very hard and are ready for a break. DW has an open-door policy for all staff to talk to him if needed. The number of staff meetings have been reduced and staff have appreciated this.</p> <p>There has been one bubble closure this year and the nursery room was shut for three days.</p> <p>The children have been excellent. There have been some minor behaviour issues but this is to be expected given that school is very different to normal. A member of staff has been looking after children's emotional needs and there have been a number of activities such as a residential, silent disco and giant inflatables to help create a sense of normality.</p> <p>Q: Will any of the new measures be kept once restrictions are lifted? A: Children will be able to come into school in their PE kit and the staggered start and finish times work well and will be retained.</p>

AGENDA ITEM 7	HR/FINANCIAL PERFORMANCE
Discussion	<p>Approval of expenditure under the Scheme of Delegation</p> <p>DW advised that work on the drains is due to take place but the total cost is less than £2k and so does not require governor approval.</p> <p>There were no other items requiring approval under the Scheme of Delegation.</p>

AGENDA ITEM 8	VISION AND STRATEGY
	<p>SDP/Strategy Update</p> <p>It was agreed that DW will provide governors with an update on the progress against SDP/Strategy in September.</p> <p>Nursery</p> <p>JB presented to governors on the nursery.</p> <p>The nursery is almost at full capacity with the majority of children moving into the Reception class at KPS. Finances are positive and other nursery settings have been visiting the nursery to see the best practice that takes place.</p> <p>There is a vibrant environment for children and relationships between the children and staff are very good. There were discussions about daily feedback being provided to parents and parents do receive feedback on Tapestry on a daily basis.</p> <p>The nursery provides the foundations for future learning and attendance at the nursery enables staff to identify issues before they join the main school.</p> <p>Q: Improvements are due to take place in the nursery during summer. Will the facilities be as good as they have now? A: The area will be extended and will double the size of the area available to the children. DFC funding from this year and next year will be used to fund the improvements.</p> <p>It was agreed that governors would review the new EYFS Framework in the new year so they had a better understanding of how it operates and if there are any training issues that need to be addressed. It was agreed that an update on the EYFS curriculum would be provided in the spring term.</p>

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	<p>Governors also discussed the possibility of expanding the nursery to increase the numbers who are able to attend.</p> <p>Potential threats to the nursery include the current capacity. As the nursery is almost full, potential parents to the school could be lost. It was agreed that it would be beneficial to look at the costs of further developing the space. There are potential budget implications as a greater ratio of adults is needed for younger children but that this could be reviewed in the autumn term in conjunction with a review of birth rate data.</p> <p>Q: Have staff highlighted any resources that they need? A: JB confirmed that the staff had not identified any additional resources.</p>
	<p>ACTIONS</p> <p>Nursery expansion to be included on the next agenda.</p>

<p>AGENDA ITEM 10</p>	<p>COMPLIANCE AND SAFEGUARDING</p>
<p>Discussion</p>	<p>Chair's Action The Chair to had not taken any urgent actions taken on behalf of the LGB since the previous meeting.</p> <p>Principal's Action The Principal had not taken any urgent actions taken since the previous meeting.</p> <p>Evaluation of Staff Survey Results To receive the staff survey results for discussion. This was deferred to the autumn term.</p> <p>Staffing Structure Update Governors received an update on the staffing structure for information</p> <p>Governing Body Impact Statement Governors to receive the updated Governing Body Impact Statement. This was deferred to the autumn term.</p> <p>Quality Assurance Document To receive the summer term Quality Assurance document for approval. This was deferred to the autumn term.</p>
	<p>ACTIONS</p> <p>Staff Survey Results to in included on next agenda</p> <p>Quality Assurance Document to be included on next agenda</p> <p>Governing Body Impact Statement to be included on next agenda</p>

<p>AGENDA ITEM 11</p>	<p>GOVERNANCE</p>
<p>Discussion</p>	<p>Nominations for Chair and Vice Chair Elections for the Chair and Vice Chair to take place in the September meeting. Governors were asked to send nominations for either post to the clerk in advance of the meeting.</p> <p>Ofsted Preparation</p>

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Date _____

	<p>It was agreed that an extraordinary meeting be held in September to review the Ofsted Ready Plan to better understand governors' knowledge of the school.</p> <p>Appointment of Headteacher Performance Management Panel</p> <p>The Headteacher Performance Management Panel was agreed as consisting of ML, Emlyn Wright (EW), link Trustee and Steve Ellis (SE), CEO.</p> <p>Appointment of Clerk</p> <p>The clerk left the meeting whilst governors discussed the appointment of the clerk. On her return they confirmed that they agreed the appointment of DT as clerk for the next academic year.</p>
	<p>ACTIONS</p> <p>Extraordinary meeting to be convened to discuss the CAT Ofsted Ready Plan.</p> <p>Nominations for Chair and Vice Chair to be received in advance of the September meeting.</p>
DECISION	RESOLVED: The Headteacher Performance Management Panel was agreed as ML, AB and SE

AGENDA ITEM 12	ANY OTHER BUSINESS
Discussion:	There were no items of AOB.

AGENDA ITEM 13	DATE OF NEXT MEETING
Discussion:	Thursday 16th September 2021 at 6pm

There were no further discussions

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Date _____