



Cheshire Academies Trust  
*Inspiring hearts and minds*



***Here, Children Thrive***

**PART ONE MINUTES  
OF THE LOCAL GOVERNING BODY MEETING – MEETING 3**

<b>Date</b>	<b>Wednesday 30<sup>th</sup> November 2022 at 6.30pm</b>
<b>Venue:</b>	<b>Meeting Room, Boughton Heath Academy</b>

<b>Invited to Attend (Governors):</b>	
Kate Lee (KL) Jon Lenton (JL) Andrew Vaughan (AW) Katrina Ralston (KR) Muriel Breugelmans Helen Patterson Brenda Rewhorn (BR) Tyler McPherson-Hill (TMH) Mark Loughnane (ML)	Co-opted governor/Chair of Governors Principal Parent governor Staff governor Parent governor Parent governor Co-opted Governor Staff Governor Parent Governor
<b>Apologies:</b>	
James Ferguson (JF) Rob Herd (RH)	Co-opted Governor Co-opted Governor
<b>Also in Attendance:</b>	
Debbie Tomkinson Sally Sumnell (SS) Anne Lyons (AL) Diane Walley (DW)	Governance Professional Vice Principal Academy Business Manager Academies Finance Manager

<b>AGENDA ITEM 1</b>	<b>WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE</b>
<b>Discussion:</b>	KL welcomed all to the meeting. The apologies of JF and RH were accepted.

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

AGENDA ITEM 3	HR/FINANCIAL PERFORMANCE
	<p><b>Business Manager's Report</b></p> <p>The Business Manager's Report was circulated in advance of the meeting and AL and DW were in attendance to provide an update.</p> <p>The final out-turn from last year over-achieved on the budget by £44k. There is a net surplus of £105k with a variance of £44k. This results in revenue reserves of £160k. There are plans to extend one of the classrooms and the school is in the process of obtaining drawings and the plans will then be put out to tender. £100k has been set aside for the work. Partitioning for the classroom has started and the costs were included in the work.</p> <p>The three-year forecast is predicting a deficit in Y3. It is unlikely that this will be the actual position in Y3. Challenges for the budget are the current economic climate and higher than anticipated pay increases.</p> <p>The report contained a summary of the budget at the beginning of the year, in May and the final out-turn in August.</p> <p><b>Q: What is driving the variance in supplies and services?</b>  A: A number of high value items were ordered last year but were not delivered until September and so it was not possible to pay for them earlier. There is a reduction in the forecast for the kitchen due to increased staff costs and the higher cost of food. There has been a slight reduction in income in the kitchen but not at a level that causes any concern. The teachers and support staff pay awards were higher than anticipated.</p> <p>The final out-turn for 2021/22 is £3792.</p> <p><b>Q: The Heath Club is profitable, why does it not take place during the holidays?</b>  A: Feedback from parents is that they would not use it in the numbers that would make it sustainable. A lot of schools pool resources and clubs which take place at different schools through the holidays. There is Holidays and Activities Food programme funding available to parents which drives numbers to clubs but not many families at Boughton Heath are eligible and so a decision was made not to run the club as it would not be viable.</p> <p>Governors accepted the final outturn</p> <p><b>Reserves</b></p> <p>Contingency reserves are in place for the main school and kitchen. Governors noted the final funds balance.</p> <p><b>Benchmarking table</b></p> <p>Benchmarking data across the trust and against the final out-turn was provided to governors.</p> <p><b>Q:The numbers are significantly different to other schools, why does Boughton Heath have a lower spend on staff?</b>  A: Other schools may spend more on staff as they could, for example, have a nursery or SEND base. What Boughton Heath does not spend on staff is reinvested into the wider school resources, sports provision or subsidised trips.</p> <p>It was noted that it is not always possible to compare the schools and when reviewing benchmarking data there needs to be consideration of what is behind the formulas to understand why there is some difference. There are some schools in the trust who have a similar structure to Boughton Heath (BHA) that may be more appropriate when considering benchmarks.</p> <p>There was a discussion about the three-year forecast. Whilst there is a deficit predicted in Y3, governors were assured that budgets are based on the current position if nothing changes which is unlikely. Budgets are constantly monitored so it would not get to that stage. Since the report was written, the government announced their autumn statement which has promised more money</p>

for schools. Whilst there was a shortfall in relation to pay awards, the assumptions around pay were very good and the school. It is important that money is spent on the children in the school now.

**Q: It is correct that the reserves will be £30k at the end of year 2?**

A: It is highly unlikely that the figures will be the same. Business managers have an original budget and alongside that is a working budget which includes all of the staffing changes and is used as the draft budget for the following year. All schools have been asked to deliver the budget for this year. The financial position is positive in that even with the money allocated for expansion the school still has a surplus.

**Q: Is there any risk of claw back?**

A: AL and DW were unaware of any specific plans to claw back unspent reserves but that in any event money has been ring-fenced for an additional classroom.

**Q: Could the money be invested on income generating items?**

A: The investment is in the expansion to the classroom areas. If the work wasn't going to be done it would be possible to look at other areas.

Assumptions for teachers' pay were accurate but the increases for Upper Pay Scale staff and leadership teams caused a difference between the July budget. The additional cost to the school was £7k.

Support staff pay increases were higher than expected but the schools' budgets were inflated by more than some other schools across the country and so the impact on Boughton Heath was not as high as it could have been.

**Q: A lot of Pupil Premium (PP) money is spent on staffing – how is that factored in going forward?**

A: As the school does not receive a lot of PP income it is factored into the staff spend. Pupil premium numbers fluctuate and it is likely to rise this year due to the increase cost of living. The grant is funded from April to March and that is apportioned accordingly. JL was confident that the school would be able to maintain staff if there was no PP funding.

There have been some adjustments to the agreed budget including additional SEND income, savings on supplies and services and so the variance on what was previously agreed was £1k.

**Grant Analysis**

Details of the grants awarded was provided for information.

**Capital Projects – Benchmarking**

The report contained details of benchmarking data across the trust for capital projects.

**Asset Register**

A review was completed by KB in summer. MB and AL have met to discuss GDPR

**Internal Scrutiny**

Governors were provided with information on the internal scrutiny outcomes which were positive.

**To approve expenditure under the Scheme of Delegation**

There were no items of expenditure requiring approval under the Scheme of Delegation.

Governors thanked AL and DW and they left the meeting.

<b>Discussion:</b>	The Part One minutes of the meeting of 12 October 2022 were circulated in advance of the meeting and approved by governors.
<b>RESOLVED: That the Part One and Part Two Minutes – 12<sup>th</sup> October 2022 be accepted as a true and accurate record.</b>	

<b>AGENDA ITEM 5</b>	<b>REVIEW OUTSTANDING ACTIONS</b>
<b>Discussion:</b>	<p>Health and Safety Link Governor Visit to take place – due to take place in the week commencing 5<sup>th</sup> December.</p> <p>JL and DT to meet to discuss governor vacancy. Discussed under agenda item 9. COMPLETE</p> <p>Governors to consider review of Equality Objectives. COMPLETE</p> <p>Attendance and Attendance Policy to be included in the agenda for the next meeting. COMPLETE</p> <p>Governors to advise KL of dates they would be available to meet one-to-one with her.</p> <p>Governors to complete Skills Audit . Update to be provided at next meeting.</p> <p>Website to be updated. COMPLETE</p>

<b>AGENDA ITEM 6</b>	<b>EDUCATIONAL PERFORMANCE</b>
<b>Discussion</b>	<p><b>School Priorities</b></p> <p>The IDSR report was circulated in advance of the meeting. The document covers lots of the key parameters of the school including attendance and progress and attainment. It highlighted that the school is in a good position and, in KS2, is in the top 20% of schools for attainment and progress.</p> <p>97% of children passed the phonics check which is significantly above national. The writing data shows the highest progress scores the school has had for a number of years and attainment of 88% is in the highest 20% of schools.</p> <p>Maths has always been a strength of the school. The IDSR report had nothing significant to note which means that children are working where they should be. The progress scores were slightly lower as a number of children who achieved 'greater depth' did not get enough scaled score points to show progress. KS2 attainment is still in the top 20%.</p> <p>There was nothing of statistical significance to note in KS1. This means that children are performing as expected and further progress can be made as they move in KS2. Ofsted will not compare data from previous years because of the impact of Covid.</p> <p>The combined score in reading, writing and maths is significantly above national.</p> <p>The IDSR report contains contextual information about the school. The percentage of children eligible for free school meals is well below average as is the number of children requiring SEN support. Other contextual data is below or close to national average.</p> <p><b>Q: Previously, the vision was for children to be ahead and even in KS1 the school was always in the top 20% of schools. Does this mean that the vision has not been met?</b></p> <p>A: Governors have recently approved the new vision of 'Here, Children Thrive'. The vision was reviewed as too much emphasis on data can quell opportunities to develop in other areas. Staff do want high scores across the school but the Y2 children are the group most affected by Covid as they missed two years of education and this is a general picture across all schools. A lot of catch-</p>

	<p>up work has been undertaken, particularly in reading. It is not a concern as it is not a measure that helps move children forward and there have been discussions about removing the KS1 SATS. The most important aspect is that the school can show that children are making accelerated progress. If the data next year is still in line with national then this may be a further line of enquiry.</p> <p>Governors noted the excellent results in KS2 which met or exceed the Fischer Family Trust (FFT) targets for expected progress.</p> <p>It was also noted that the progress in writing was encouraging. There is still some work to embed the changes in the writing curriculum but the writing progress figures were very positive.</p> <p><b>FFT Report</b></p> <p>The FFT report predict where children will be at the end of primary based on their attainment at the end of KS1. The predictions are that for the combined score, 79% will meet the expected standard and 16% above expected, in reading 85% expected, 37% above, writing 89% expected, 31% above, Maths, 91%, 40% above. These targets are achievable and most targets were met last year. There is a review of the data at the end of each term and JL to provide a further update in the January meeting.</p> <p><b>Q: How realistic is it that 40% of children will be above in maths given that 24% were working at that level last year?</b></p> <p>A: The data is cohort specific and if the target is higher it reflects the strength of the cohort or their results. Raising the standard of greater depth maths is also a priority on the School Development Plan.</p> <p>The number of children predicted to be working at greater depth in spelling and grammar is 50%. Each class has a dedicated session and this has been included on the SDP for this year as last year the scores were not as high as JL would have liked.</p> <p>FFT targets to be included with the data report for the next meeting.</p>
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<b>ACTIONS</b>	
<b>JL to provide further update on FFT targets at the January meeting.</b>	

AGENDA ITEM 7	SCHOOL IMPROVEMENT
	<p><b>Attendance</b></p> <p>An updated Attendance Policy incorporating updated attendance guidance was circulated with the papers for the meeting. There is a focus on highlighting those children who are not in school and there should be a clear process to monitor and evaluate. The attendance at BHA is very strong and families are very supportive of the school. Attendance at BHA is more affected by term-time holidays.</p> <p>The whole school attendance average is 96%. There is an analysis of all of the children whose attendance was below 90%. There were a number of illnesses affecting children and there are no children who were absent without good reason.</p> <p>The Attendance Policy was approved by governors.</p> <p><b>Equality Objectives</b></p>

	<p>The Equalities Act requires schools to have a three-year cycle of equality objectives in place. The proposed new objectives are:</p> <ul style="list-style-type: none"> <li>- To celebrate and embed protected characteristics through the curriculum and within each year group</li> <li>- To ensure all children receive the same opportunities regardless of protected characteristics</li> <li>- Actively promote and embed positive attitudes towards equality.</li> </ul> <p>Governors approved the proposed Equality Objectives.</p>
<p><b>RESOLVED: Governors approved the Attendance Policy</b></p> <p><b>RESOLVED: Governors approved the three-year Equality Objectives</b></p>	

<b>AGENDA ITEM 8</b>	<b>COMPLIANCE AND SAFEGUARDING</b>
<p><b>Discussion:</b></p>	<p><b>Chair’s Action</b></p> <p>The Chair had not taken any urgent decisions on behalf of the LGB.</p> <p><b>Principal’s Action</b></p> <p>The Principal had not taken any urgent decisions on behalf of the LGB.</p> <p><b>Quality Assurance Document</b></p> <p>Governors received the Quality Assurance document for approval.</p> <p>The objectives from the SDP were included on the QA document. The school is making good progress towards the objectives. Positive areas to note are the curriculum implementation and rolling out of Learning Without Limits. There is a key focus on vulnerable groups and good work taking place for children with SEND and peer support is going well through the play leader scheme.</p> <p>Governors discussed the Risk and Mitigation Plan</p> <p>Educational risk is low</p> <p>The finance risk is routine – this is because of the potential for funds to be clawed back but money has been ring-fenced for the work on a new classroom. The school is in a good financial position.</p> <p>There was nothing to note in terms of policies.</p> <p>There are three members of staff who have L3 safeguarding training. All staff are aware of Keeping Children Safe in Education guidance and Prevent. All staff have received safeguarding training and any new staff will have immediate NSPCC training until the full training can be provided.</p> <p><b>Policy Update</b></p> <p>Governors to receive a verbal update on the following policies:</p> <p>GDPR Policy</p> <p>The policy is set by the Trust and it has been adopted at BHA. Staff receive GDPR training from the Trust’s Data Protection Officer. There are occasional issues relating to GDPR but processes are always followed and lessons are learnt from any breaches. MB is the link governor for data protection. It was agreed that there has been an increase in the GDPR training on offer be included in the QA document.</p>

**RESOLVED: That the Quality Assurance document (autumn 2022) be approved subject to the inclusion of additional information about GDPR training.**

<b>AGENDA ITEM 9</b>	<b>GOVERNANCE</b>
<b>Discussion</b>	<p><b>Governor Appointments and Vacancies</b></p> <p>Governors considered the re-appointment of RH as a co-opted governor. KL to confirm that RH would like to stand for a second term of office. Subject to confirmation from RH, governors approved the reappointment for a further four-year term of office.</p> <p>A potential volunteer with school finance experience has expressed an interest in becoming a governor. It was agreed that she would be invited to the next meeting as an observer.</p> <p><b>Governor Visits</b></p> <p>AW has completed a PP link governor visit and his report to be included with the papers for the next meeting. He will also write a governor blog for January.</p> <p>KL, as interim finance link governor, met with DW and AL to review the finance report in detail. The report was included with the papers for the meeting and contained the list of questions that were asked during the meeting. Governors were asked to read the questions and if there are any further detail required this can be addressed at the January meeting.</p> <p>It was agreed that the LGB would further monitor the effects of the financial challenges including staffing costs and inflation on supplies at the finance meetings.</p> <p><b>Link Governor Resources</b></p> <p>Link governor resource packs were included with the papers for the meeting. It was suggested that the data protection pack have a 'mini annual planner' for link governor visits. MB and DT to review the resource pack and to make changes.</p> <p>It was suggested that it would also be beneficial to have an EYFS resource pack. DT to create EYFS link governor resource pack.</p> <p><b>Chairs Meeting</b></p> <p>KL provided an update on the discussions from the Chairs Meetings. There are a number of large and complex documents that governors have reference to. It was suggested at the meeting that an 'executive summary' be provided for each of the reports highlighting the key points to note. Link governors would have the responsibility of reading the relevant report for their area but the provision of the executive summary would provide all governors with sufficient information to enable them to offer appropriate challenge to school leaders.</p> <p><b>Pay Panel</b></p> <p>As two members of the Pay Panel had sent apologies, governors approved AW and ML to form the Pay Panel for 2022/23.</p> <p><b>Stakeholder Engagement</b></p>

	<p>JL advised that from January there would be changes to the Parents' Forum and all parents will be invited into school to speak to members of the senior leadership team. This will enable greater representation. An open invitation was extended to governors to attend these sessions.</p> <p>Governors noted that this was KR's last meeting and they thanked her for her work as staff governor.</p>
	<p><b>ACTIONS</b></p> <p><b>MB and DT to discuss GDPR link governor resource pack.</b></p> <p><b>DT to create EYFS link governor resource pack.</b></p>
	<p><b>RESOLVED: That AW and ML be appointed onto the Pay Panel for 2022/23</b></p> <p><b>RESOLVED: Subject to confirmation from RH that he wishes to continue as a governor, his re-appointment for a further term of office be approved.</b></p>
<b>AGENDA ITEM 10</b>	<b>DATE OF NEXT MEETING</b>
<b>Discussion:</b>	Wednesday 11 <sup>th</sup> January 2022 at 6.30pm