



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 2**

Date	Wednesday 19th October 2022 at 6.30pm
Venue:	Meeting Room, Boughton Heath Academy

Invited to Attend (Governors):	
Present:	
Kate Lee (KL)	Co-opted governor/Chair of Governors
Jon Lenton (JL)	Principal
Rob Herd (RH)	Co-opted governor
Andrew Vaughan (AW)	Parent governor
Muriel Breugelmanns	Parent governor
Helen Patterson	Parent governor
James Ferguson (JF)	Co-opted Governor
Tyler McPherson-Hill (TMH)	Staff Governor
Mark Loughnane (ML)	Parent Governor
Apologies:	
Brenda Rewhorn (BR)	Co-opted Governor
Katrina Ralston (KR)	Staff governor
Also in Attendance:	
Steve Ellis (SE)	CEO
Sally Sumnell (SS)	Vice Principal
Debbie Tomkinson (DT)	Governance Professional

The meeting met its quorum

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

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

AGENDA ITEM 3	CEO UPDATE
	<p>SE was in attendance to provide an update on the work of the Trust.</p> <p>Trust Strategy</p> <p>All documents discussed by SE are available to view on the trust website. Gayton Primary school (GPS) will be joining in January and they will represent the trust's first school on the Wirral. They are a good school with similar demographics to Boughton Heath (BHA). SE is also talking to multiple other schools. An open day was held to schools for schools outside of the trust which has led to a large number of enquiries. These enquiries have been driven by the trust's strategy which has four key areas - education, resources, people and civic and partnership. The trust has been working with a school in Knowsley for 18 months with high numbers of disadvantaged pupils (70% free school meals). They have submitted an application to join but DfE want hubs across the area so schools do not become isolated. The trust will seek to covert schools in the Knowsley area in phase one of the growth plan.</p> <p>Q: How big will the trust get? A: The purpose of growth is to get security for the trust and to enable good practice to be shared across schools. The government White Paper says that trust should be 10 schools or 7500 pupils. The trust will grow to 15 schools and then there will be a period of consolidation. It is important that schools have the same values as Cheshire Academies Trust (CAT) and SE has said no to schools that did not align to CAT's ethos.</p> <p>Operating models are built into the growth plan and this will require additional resources. Two networks will be created - these will be geographical networks but all schools will be able to work with each other regardless of their network.</p> <p>The trust office is open and this is available if governors want to hold meetings there. The central trust team use the office and it will be possible to hold training days there.</p> <p>Pay-roll has now been taken in house.</p> <p>SE informed governors that because of the growth into areas outside of Cheshire, all staff have had an email requesting some suggestions for a name change for the trust. Staff have been asked to suggest appropriate 'c' words in order to retain the acronym CAT which is well known. Suggestions will be narrowed down and consulted on and trustees will make a recommendation to Members.</p>

AGENDA ITEM 4	PART ONE MINUTES OF MEETING – SEPTMEBER 2022
Discussion:	The Part One minutes of the September meeting were circulated in advance and accepted as a true and accurate record.
Papers	RESOLVED: That the Part One Minutes – 28th September 2022 be accepted as a true and accurate record.

AGENDA ITEM 5	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>Health and Safety report to be completed – the Local Authority (LA) has completed the health and safety visit and so the link governor visit can now go ahead. ONGOING</p> <p>Safeguarding link governor report to be circulated. COMPLETE Governors to complete safeguarding training -</p> <p>KL to assign blogs – this was included on the agenda - COMPLETE DT to speak to CEO about running assessment training. It is hoped that this will be offered in January to enable governors to review the autumn term report.</p> <p>Vision to be communicated to parents and included on the school website. COMPLETE</p>

	JL and DT to meet to discuss governor vacancy. ONGOING Governors to consider a review of Equality Objectives – to be include on the November agenda. JF to review the new website against the criteria - COMPLETE
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AGENDA ITEM 6	EDUCATIONAL PERFORMANCE
Discussion	<p>Pupil Premium</p> <p>The Pupil Premium strategy report was circulated in advance of the meeting and governors were invited to ask questions.</p> <p>Q: There is reference in the previous year’s report that to children’s high-levels of self-regulation. How is this measured? A: Through pupil voice and if there is a reduction in the number of behaviour incidents. If a child with a history of behavioural matters has a distinct drop in the number of behavioural incidents then this provides the triangulation.</p> <p>Q: Will children be able to articulate the impact of Jigsaw? A: Children are able to talk about the strategies they are using and they use the language of Jigsaw every day.</p> <p>Q: Are there any statistics related to how much homework a child completes? A: This is not specifically looked at but teachers would look to see if it would be beneficial for a child to access online programmes. If it would be of benefit to the child’s wider education, it would be possible for the child to take a device home on loan. This is something that would be available for all children</p> <p>Q: Is homework monitored? A: Yes, it is monitored and if it is not used regularly, teachers would ask parents/carers if there was any support they required to overcome any barriers. There is generally very good engagement with homework.</p> <p>Q: Should the three-year data be included in the report to give governors better data to see if the gap is closing? A: It is possible to include this but the needs of the children vary across cohorts. It is important that there is a focus on addressing these needs which will change over time. This year, the majority of disadvantaged children do not have any academic needs.</p> <p>Q: How do the fluctuating numbers impact on the budget? A: It is known that numbers can fluctuate when the budget is set. The school is in a good financial position and so is able to maintain the provision regardless of numbers. When the Pupil Premium (PP) money is received some may be used to pay for staff which will free-up funding elsewhere. There is a formula for the funding and although the school has low number of children eligible for PP it is important that this income is spent for the benefit of those children.</p> <p>It was suggested that inclusivity funding should be included within the plans. JL advised that all parents/carers of disadvantaged children have been contacted to ask if there was anything specifically they needed support with. The main areas were around costs associated with residential trips.</p> <p>Q: Is information about funding available on the website? A: It is on the website but it was recognised that families do need to be targeted.</p>

Q: Is funding prioritised?

A: There is a set criteria for disadvantaged children. There are a number of children who don't require any financial support and so the school will look at other areas of support eg musical instrument tuition. It is important that the money is ring-fenced for children based on the set criteria.

There was a discussion about challenges affecting the school such as parents not attending meetings. JL informed governors that if parents do not attend, this will be followed up and then they do attend.

Q: Is there still an effect of the pandemic?

A: It is not a measurable effect but the school is still receiving the recovery premium.

Q: What is being done to target the writing of disadvantaged boys?

A: This is being met through appraisal targets and boys writing is a school development point.

Q: Have staff received ELSA training?

A: This will happen this year.

Sports Premium

The Sports Premium strategy was circulated in advance of the meeting.

There was a discussion about the plan to purchase a swimming pool for use on the school site. The cost of buying the pool will be cheaper than renting it. It will be a good resource to use for the trust and to rent out to other schools.

Q: Has consideration been given to the school's liability in the event of an accident?

A: Staff will be provided with lifeguarding training. All other information such as the required PH levels are included. Readings are taken every hour and there is a minimum temperature requirement of 28 degrees. The purchase of the pool will be better for the environment as children will not be transported by bus and it will also be possible to offer therapeutic services and water-based after-school clubs.

Q: What about trespassers and staff liability?

A: Before any spend is made all health and safety risk assessments will be undertaken. CCTV would be installed covering the entrance and exit of the pool which will be constantly manned when in use. The responsibility for safety will be with the Principal and he will ensure that all relevant legislation is followed.

It was agreed that it would be beneficial for there to be a separate health and safety visit for the pool and JF to have sight on any pool policy.

Governors agreed that it was positive that the fitness stations are being enjoyed and all year groups are offered a sports club.

Q: What happens if clubs are over-subscribed?

A: It used to be first come first served but following feedback this has changed so that there is a lucky dip for any children who wanted to join the club. If the over-subscription is significant a secondary club or other provider may be commissioned to run a club at the same time.

Q: Who monitors the quality of PE?

A: SS as subject leader – the PE provider is a secondary school PE teacher and the PE passport will enhance the provision and SS will make sure that teachers have access to those plans.

	SE advised governors that he is planning to hold training on the PP strategy so that governors are able to determine if the pupils have been advantaged enough by the plans to remove some gaps.
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AGENDA ITEM 7	SCHOOL IMPROVEMENT
	<p>Record of Visit</p> <p>The school improvement record of visit was circulated in advance of the meeting.</p> <p>Q: Has there been a review of support staff? A: They have been reallocated across all year groups. There is one support staff in KS1 and there are two teaching assistants working across Y3-Y6.</p> <p>It was noted that there will be more scrutiny on attendance. Schools require an attendance strategy and the updated guidance includes a list of areas where schools will be held more responsible including culture, interventions and links with parents (including entering into parental contracts before fining).</p> <p>Attendance at BHA is very high and the procedures are robust. JL to share Attendance Policy for the next meeting.</p> <p>Q: Is it appropriate that the school improvement partner (SIP) is the CEO? A: Last year, the Principal from another school completed the SIP visits. This year, JL was given the choice and he wanted to be subject to the same scrutiny as other headteachers so everyone is judged equally. There have been a number of positive changes to the school and so there is no potential conflict of interest.</p> <p>Q: Are there any concerns around pupils' views on bullying? A: There are no concerns about bullying, the references in the report are included to ensure that the school talks to pupils regularly across the year and including pupil voice as part of the scrutiny process so that children know there is always someone to talk to.</p> <p>Risk Assessment and Mitigation Plan (RAMP)</p> <p>The RAMP was circulated in advance of the meeting.</p> <p>Q: Should the risk re LGB be higher as there is no governor with finance expertise? A: Governors provide appropriate challenge and support. Governors receive regular financial updates and are able to understand and challenge the reports and so 2 is a fair reflection.</p> <p>Q: Has the risk for leadership been assessed as too high? A: This has been assessed based on the fact that there is a new leadership team and the school is in an Ofsted window. There are no concerns around leadership and it is better to show development over the year.</p> <p>Governors were of the view that the risk score for leadership could be reduced and it was agreed that it should be change to a 6.</p> <p>Q: Is school covered in terms of GDPR? A: A GDPR risk assessment needs to be completed.</p> <p>Q: Why has Ofsted been scored as a 9? A: A score of 9 is that the risk is moderate and possible which reflects the possibility that the school could be judged Good in an Ofsted inspection. This would not be catastrophic for the school as there is a strong teaching staff and curriculum in place.</p>

ACTIONS Attendance and Attendance Policy to be included on the agenda for the next meeting. Risk relating to leadership be reduced to 6.

AGENDA ITEM 8	FINANCE
Discussion	<p>To approve expenditure under the Scheme of Delegation</p> <p>JL advised governors that he had consulted with an architect on the re-designing of the interior of the building. The advice was that there would be significant disruption and the work would take several years to complete and so the work will now be split into 'mini projects'. In the meantime, JL has obtained quotes to 'box off' the Y2 classroom with acoustic preventative glass. This will have a positive impact on Y1-3 with plans for more work to take place in the wider school. The room will be able to be opened up if required and it will still be possible to see the children in the classroom.</p> <p>The preferred supplier is Qube at a cost of £12160 excluding VAT. This is not the cheapest quote but the quality of the materials they use is very high. They would also be able to complete the work before Christmas.</p> <p>It is not a requirement that the cheapest quote must always be used and governors do need to be assured about the spending decisions. There was a discussion about negotiating on the price of the work but it was recognised that there were some procurement rules that do need to be followed. It was also recognised that it was important to have the work completed before the end of the autumn term.</p> <p>Q: Will any planning permission be required? A: As the work is internal work, no planning permission will be required. Fire safety regulations will be checked before completing any work.</p> <p>Q: Will there still be air flow around the classroom? A: The air conditioning will recirculate air and there will still be vents in the room so it was not anticipated that this would be an issue.</p> <p>Q: Will the spend be value for money in three years? A: The company do a lot of work in schools and use high quality materials which are guaranteed and have a warranty.</p> <p>Q: What will be the impact on the total cost of the project for the work to be completed in sections? A: JL would like to have a separate classroom and this will mean ring-fencing money this year to save for it. It is not right as the school has money not to invest this immediately and Boughton Heath has the funds available to do both. The cost of the partition is minimal in relation to the impact it will have on the children from Reception to Y3.</p> <p>Governors approved the proposal for Qube to install a glass partition in the Y2 classroom.</p>
DECISION: RESOVLED: Governors approved the proposal for Qube to install glass partition.	

AGENDA ITEM 9	COMPLIANCE
Discussion:	<p>Chair's Action</p> <p>The Chair had not taken any urgent action on behalf of the LGB.</p>

	<p>Principal's Action</p> <p>The Chair had not taken any urgent action on behalf of the LGB.</p> <p>Safeguarding</p> <p>The annual safeguarding update was circulated in advance of the meeting. The school has low numbers of safeguarding cases and these have now been closed. Staff regularly engage with the local authorities Safeguarding Children in Education Team. HP is safeguarding link governor and there are CEO visits focusing on safeguarding through the year. All staff have received relevant training and are aware of the updated Keeping Children Safe in Education guidelines. Some new starters have received NSPCC training until they complete the Basic Awareness training in April. The S175 audit will be submitted to the Local Authority.</p> <p>Policy Update</p> <p>Governors received a verbal report on the operation of the Behaviour Policy and Anti-bullying Policy. Both policies run hand in hand and were reviewed cross-trust, last year. The Behaviour Policy affects everything that the school does and how behaviour is dealt with. If there are any allegations of bullying, this will be investigated by the class teacher in the first instance and if not resolved at this stage it can be referred to a member of the senior leadership team. If a parent/carer is still not happy with the response from the school, they are able to make a formal complaint to governors. Staff will ensure that any victims of bullying are treated compassionately. JL would like to include more child-voice in the policies and is looking to create child-friendly policies.</p> <p>Q: Have there been any racist incidents? A: There have been a small number of incidents categorised as racist. One was unintended and one related to a comment made by a child about themselves. Work has taken place with the child.</p> <p>Q: Have there been any allegations of bullying? A: There was one allegation which was treated as bullying and the matter was resolved in three weeks.</p>
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AGENDA ITEM 10	GOVERNANCE
Discussion	<p>Governor Action Plan</p> <p>The suggested governor action plan for 2022-23 was circulated in advance of the meeting. It included reference to the core functions which were then linked with school development priorities.</p> <p>Governors to discuss action plan for 2022-23 circulated in advance of the meeting Taken the core functions and linked it with SDP priority including:</p> <ul style="list-style-type: none"> Culture Stakeholder Engagement Transition of EYFS staff Investing funds Impact of new vision <p>The action plan will be updated monthly.</p> <p>Governor One-to-Ones</p>

	<p>Governors to contact KL with their availability.</p> <p>Governor Visits</p> <p>There had been no link governor visits since the previous meeting.</p> <p>Governor Training</p> <p>Governors committed to completing the Safeguarding for governors training by the beginning of November. Governors were also asked to complete the Skills Audit.</p> <p>Blogs</p> <p>The following schedule of blogs was agreed:</p> <p>October - Sally November - Rob December - Andrew January - Mark February - Kate March - Helen April - Kate May - Tyler June - James July - Muriel</p> <p>Website</p> <p>The new website has been reviewed against the website compliance checklist. Following the migration to the new website, there are some updates required to the governance page and it was suggested that making it easier to become a governor through the website would be beneficial.</p>
	<p>Governors to inform KL of availability re one-to-ones</p> <p>Governors to complete Skills Audit</p> <p>Website to be updated.</p>

AGENDA ITEM 11	ANY OTHER BUSINESS
Discussion:	There were no items of AOB.

AGENDA ITEM 12	DATE OF NEXT MEETING
	Wednesday 30 th November 2022 at 6.30pm

Further discussions took place under the Part Two agenda.