



Cheshire Academies Trust  
Inspiring hearts and minds



*Here, Children Thrive*

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

<b>Date</b>	<b>Wednesday 21st June 2023 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) Rob Herd (RH) Andrew Vaughan (AW) Brenda Rewhorn (BR) James Ferguson (JF) Sally Sumnall (SS)	Co-opted governor/Chair of Governors Principal Co-opted governor Parent governor Co-opted Governor Co-opted Governor Staff Governor
<b>Apologies</b>	
Mark Loughnane (ML) Tyler McPherson-Hill (TMH) Elaine Hall (EH) Muriel Breugelmans (MB)	Parent Governor Staff Governor Co-opted Governor Parent Governor
<b>Also in Attendance:</b>	
Anne Lyons (AL) Diane Walley (DW) Steve Ellis (SE) Debbie Tomkinson (DT)	Academy Business Manager Trust Business Manager CEO Governance Professional

<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 ML, TM, EH and MB were accepted. KL advised that HP has tendered her resignation and KL has sent a card to thank her for her time as a governor. As HP was safeguarding governor, KL advised that she has stepped in as safeguarding link governor until new link governor roles are approved.

<b>AGENDA ITEM 2</b>	<b>DECLARATION OF PERSONAL &amp; PECUNIARY/BUSINESS INTEREST (Statutory)</b>
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<b>Discussion:</b>	There were no conflicts of interest in relation to any of the agenda items. JF advised that his child will be starting at Ashton House nursery.
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<b>AGENDA ITEM 3</b>	
<b>Discussion</b>	<p>The Business Manager's Report was circulated in advance of the meeting. AL, DW, KL and EH met prior to the LGB meeting to discuss the report and ask a number of questions. The questions raised are included as an appendix to the minutes.</p> <p>-.</p> <p><b>Executive Summary</b></p> <p>The forecast outturn for the main school is operating at a surplus of £32k. It is expected that the kitchen will have a £3k deficit and the Heath Club a surplus of £12.5k. The overall position is an in-year surplus of £41k.</p> <p><b>Reserves Summary</b></p> <p>The carry-forward for DFC from last year was £6250 and the school received an allocation of £6520 this year in addition to an additional grant of £14k which the government has suggested should be used for efficiency measures. Some of the additional funding will be used for the glass partition in Y4 and Y5. There are no plans to commit any further capital funding beyond the capital already ring-fenced for the Y3 classroom extension.</p> <p><b>Q: Why is there a reference to £42k in contingency reserves?</b> A: This includes £10k for the kitchen.</p> <p>It was noted that included within the supplies and services is the Universal Top Slice (UTS) to the trust.</p> <p>A number of measures have been introduced to address the deficit in the kitchen. The cost of meals has increased this half-term and there is a different menu to save costs and to allow for greater flexibility in the kitchen. This will be reviewed at the end of each half-term with the headteacher and the CFOO.</p> <p><b>Q: How will the school ensure the quality of ingredients is maintained when there is a prediction that the kitchen will be making a loss year on year?</b> A: The changes to the menu have been made because of the costs of some of the more complex meals such as roast dinners but the quality of the ingredients will remain the same. There have been negotiations with a contractor to get better prices and this will be kept under review to see the effect the change of menu might have on uptake.</p> <p><b>Q: Are more children bringing their own food?</b> A: No so far but this is under constant review.</p> <p><b>Q: Are the ingredients in the salad bar used up?</b> A: There has been a change to the provision where salad is presented on a platter and this results in less waste.</p> <p><b>Q: What is the update of universal infant free school meals?</b> A: The majority of children have a lunch from school.</p> <p><b>Q: Does the school sell snacks to create revenue?</b> A: It was confirmed it does.</p>

	<p>Governors were advised that the cumulative surplus does not include the costs for the extension.</p> <p><b>Q: Is the money ring-fenced for the project sufficient?</b></p> <p>A: It is not expected that there will be any additional costs and it is anticipated that the building costs will be below the amount set aside. If there was an additional cost there is unallocated capital funding which could be used to support the completion of the work.</p> <p>Governors recognised that the biggest risk to the budget is the building work but that as the school has capital funding, this reduces the risk.</p> <p>SE advised that Boughton Heath is one of the only schools with an in-year surplus. He also suggested that the fiscal position will not change even if there is a new government as they will not be able to make significant changes quickly. The costs of teacher and support staff pay increases are currently unknown although it has been reported that the School Teachers Pay Review Body will recommend a 6.5% increase for teachers and it is not known if this will be funded.</p> <p>Governors accepted the forecast outturn for 2022/23. Governors recommended the 2023/24 budget for approval by the trust board.</p> <p><b>GDPR</b></p> <p>AL advised that she will be having a meeting with MB and an update to be included on the next agenda.</p> <p><b>To approve expenditure under the Scheme of Delegation</b></p> <p>JL advised governors that the tender process for the extension will be completed by 4<sup>th</sup> July and a further update to be included on the next agenda.</p> <p>There were no items of expenditure requiring approval under the Scheme of Delegation.</p> <p>AL and DW were thanked for their update and they left the meeting.</p>
	<p><b>ACTIONS</b></p> <p><b>GDPR link governor report to be included on the next agenda.</b></p>
	<p><b>RESOLVED: Governors accepted the forecast outturn for 2022/23</b></p> <p><b>RESOLVED: Governors recommended the 2023/24 budget for approval by the trust board.</b></p>

<p><b>AGENDA ITEM 4</b></p>	<p><b>PART ONE MINUTES OF MEETING – May 2023</b></p>
<p><b>Discussion:</b></p>	<p>The Part One minutes of the May meeting were circulated in advance of the meeting and approved by governors.</p>
	<p><b>RESOLVED: That the Part One Minutes – May 2023 be approved.</b></p>
<p><b>AGENDA ITEM 5</b></p>	<p><b>REVIEW OUTSTANDING ACTIONS</b></p>

<b>Discussion:</b>	<p>Safeguarding governor to meet to discuss annual safeguarding report to governors. To be included on the agenda for the July Meeting. ONGOING</p> <p>JF to complete a review of Asset Register in summer term. Verbal update on meeting with AL ONGOING</p> <p>KL and JL to discuss a governor award with the School Council - ONGOING</p> <p>Governors to update Governor Action Plan ONGOING</p> <p>Health and safety link governor visit to take place. ONGOING</p>
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<b>AGENDA ITEM 6</b>	<b>VISION AND STRATEGY</b>
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	<p><b>Vision</b></p> <p>KL completed a governor visit focusing on the culture in the school following the change to the school vision. The report was included with the papers for the meeting. During her visit, KL focused on wellbeing, culture and the community. It is clear that there is strong leadership in the school which is working well.</p> <p>Theme days are positive and ensure the curriculum is covered in depth. Middle leadership has been strengthened and the vision was clear throughout the school. There was evidence that all children are thriving at Boughton Heath and KL's report contained examples of how staff focus on the whole child.</p> <p>KL met with children to discuss the governor award and it was agreed that there should be an award for a child who has shown leadership skills. Children will be able to nominate their peers based on criteria developed by the children.</p> <p>There are lots of extra curricula opportunities and disadvantaged children are prioritised to ensure they have the chance to take part in wider opportunities including a wide range of sporting opportunities. The facilities are good and the MUGA is well used. Children are able to attend residential visits in Y3 – Y6.</p> <p>There is positive culture across the school and strong community links. As an example, one family will be coming into school to talk about Diwali.</p> <p>It was suggested that governors may want to consider linking with a class so that they can experience being a child at Boughton Heath.</p> <p><b>Q: What will be the purpose of the class links?</b>  A: To get the feel of the school to be a child and review the vision and culture nice opp to be a fly on the wall. Not doing observations.</p> <p>Governors commented on the positive report.</p> <p>JL advised that the boys football team were nominated for primary school team of the year at the School Sports Partnership awards and the team nearly made it to the finals of a tournament at Wembley.</p> <p><b>Equality Objectives</b></p> <p>New objectives were set in November and so there has not been a full cycle yet. There will be a formal review of the three objectives in November.</p> <p>It is important to ensure that actions are not merely tokenistic and that the objectives are embedded across the curriculum. The school has held a No Outsiders week and the curriculum is more diverse in terms of the people children learn about.</p>
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	<p>One of the objectives is to provide enrichment opportunities regardless of a child's context or characteristic. A vulnerable child tracker has been implemented so that children can feel more represented in their community. Children are tracked across extra curricula activities, interventions and other formal mechanisms which inform the progress and review meetings. Some of the children have never been picked to represent the school before and are now beginning to take up sporting activities.</p> <p>There is an objective relating to positive attitudes and dialogue. There has been a change to the parent forum to a coffee and cake catch-up and this seems to be working better and there are more honest conversations. Pupil voice is obtained through talking to the children and through the school council.</p> <p>Governors commented that the new vision complements the equality objectives.</p> <p>SE advised that one of the schools is working with an organisation called Inclusion Lab and one of the senior leaders is developing an equalities audit and the audit will be discussed with the headteachers to help engage schools to think about the equality objectives.</p> <p><b>Q: Government guidance is due to be released on policies and transgender children. Will this be in place by November?</b></p> <p>A: IT is not known at this stage. Staff have attended a number of webinars of relationships and sex education, PHSE and protected characteristics. There will be further discussions on what equality means in terms of practice and culture and this will be shared with senior leaders and governors.</p>
<b>ACTIONS</b> <b>Equality Objectives to be reviewed in November.</b>	

<b>AGENDA ITEM 7</b>	<b>COMPLIANCE AND SAFEGUARDING</b>
<p><b>Discussion:</b></p>	<p><b>Safeguarding</b></p> <p>Governors received the updated CAT annual safeguarding update.</p> <p>There have been a number of changes to safeguarding at Boughton Heath and the annual update detailed the changes. There will be an external review of safeguarding from the Keeping Children Safe in Education team in July. All staff have received basic awareness training based on the LA model and all staff receive Level Two training annually. JL and SS have received Level Three refresher training. SS has also completed Safer Recruitment training. KL has also completed the Safer Recruitment training.</p> <p>Two additional members of staff have undertaken first aid training and this means that even if staff leave there are enough members of staff who are paediatric first-aid trained.</p> <p>The NSPCC has hosted a session with children on online safety and a police officer will come into talk to parents in the autumn term. There was a safety issue relating to children divulging sexualised behaviour and this generated an action for additional training on harmful sexualised behaviour in education settings. Staff have received Team Teach – Positive Behaviour training.</p> <p>JL advised that during the spring term he introduced an internal audit of staff safeguarding knowledge by giving staff a test and this highlighted one area that some staff were unsure of and top-up training was provided to address this. The S175 audit has been reviewed by JL and the SE and SE also carries out checks and any recommendations are followed-up.</p> <p>The school is working with a number of agencies and some of the families have changed from the October update, some are new, but none are of immediate concern.</p>

The local authority conducted a register inspection in March and the LA was pleased with this. There is a thorough process to monitor attendance and there was one recommendation to track children before they are deemed to be persistently absent.

**Q: What is I-Art?**

A: The system for referring cases to social services.

Q: What is the security access to CPOMS?

A: There is two-factor authentication and two levels of permission set. Only JL and SS are able to see child protection matters.

**Policies**

Governors received a verbal report on operation of the following policies:

**Health and Safety Policy**

The policy is based on the CAT policy but will be amended to include the pool. The policy is reviewed annually or as needed. There have been very few health and safety incidents and this is due to effective planning and knowing the policy.

**Early Careers Framework Policy**

There is one early careers teacher (ECT). There are legal obligations that schools need to comply with and the ECT is given release time, a training package provided by the Cheshire Teaching Hub, mentoring and regular assessments from JL and SS.

**Q: How much release time does an ECT receive?**

A: 10% in the first year and 5% in the second year.

**Children with Additional Medical Needs Attendance Policy**

There are no children who have medical needs that could affect their attendance. If the situation changed, the policy would be followed and the school would work with the family to get the child into school.

**Attendance**

The school uses FFT Aspire to track attendance. Attendance is strong, JL would like it to be higher but there are a number of families who take term-time holidays and choose to take the fine. This issue has increased as the cost of holidays has risen and JL has requested more fines this year than before.

There are a number of children in Y5 whose attendance is below 90%. This is due to term-time holidays and several outbreaks of illness during the year including tonsillitis and conjunctivitis. It tends to be the case that families take older children out of school during term-time – especially post-SATS.

Attendance for disadvantaged children is strong compared to the national average and the numbers of children persistently absent is low compared to national.

**Q: Are there any children who are severely absent (attendance of less than 50%)?**

A: There are no children severely absent.

**Q: There are three children with EHCPs whose attendance is below 90% - why is this?**

A: This is for medical reasons. SE has asked all headteachers to report on the attendance for children with SEND and EHCPs and the reasons for lower attendance in the majority of cases is because of medical need.

<b>AGENDA ITEM 8</b>	<b>GOVERNANCE</b>
<b>Discussion</b>	<p><b>Overview of School</b></p> <p>There was a discussion about Ofsted at the Chairs' meeting and the deputy head at Bexton had created a 'grab-bag' for governors which gave links to relevant documents and highlighted strengths and areas of development. It is important that governors know the strengths and areas of development for the school and it was suggested that these could be included on the top of each agenda.</p> <p><b>Governor Appointments and Vacancies</b></p> <p>There is one parent governor vacancy and JL and DT to meet to advertise the role with a view to the vacancy being filled for September.</p> <p><b>Succession Planning</b></p> <p>The importance of succession planning was discussed at the Chairs' meeting. It was noted that KL has two more years until her second term of office expires and so it will be important to identify someone who would be willing to take on the role of Chair. There is a range of support in place including the NGA Chairs' Development course.</p> <p>Succession planning to be included on a future agenda.</p> <p><b>Link Governor Roles</b></p> <p>The following link governor roles were agreed from September</p> <p>Class links</p> <p>R – JF MB Y1 KL Y2 ML Y3 AV Y4 EH Y5 RH Y6</p> <p>RH – Safeguarding KL – SEND AV and BR – Pupil premium and curriculum MB – Assessment and GDPR EH - Finance ML - Health and Safety JF - EYFS and Governor Training</p> <p><b>Stakeholder Engagement</b></p>

KL attended the coffee and cake morning with parents and an invitation was extended to other governors. JF advised that he would attend the next session. The next step is to look at the shortlist of children nominated for the governor award.

Governors were invited to the end of year assembly on 21<sup>st</sup> July and to the summer concert and Y6 productions.

### **School Council Award**

This was discussed under agenda item 6.

### **Governor Visits**

JF reported that he had undertaken a review of the Asset Register and there is a reasonable process for recording the disposal of assets. Technology is well looked after. JF reviewed the register and picked a range of assets to ensure they matched with the information on the register. As part of his health and safety link governor role he noted that items were neatly stored away. JF also saw the pool being erected and advised that he would complete a health and safety review of the pool.

### **Website**

JF advised that he had audited the website and the changes previously discussed have been made. There is now a link to the Twitter feed and live events and there is a gallery of pictures showing the school's success which brings the school to life. The only further recommended changes were to the website and governors were asked to update their biographies if necessary and to remove the photograph of the building on the home page. It was agreed that JL and DT would meet to review the governor pages on the website.

AV advised governors that he had attended school to observe the Y6 SATS.

### **Governor Training**

SE informed governors that the process for writing the new school development plans will be changing and there will be a session detailing the changes led by a professor from Durham University taking place on 21<sup>st</sup> September 2023 at 6pm and governors were encouraged to attend if possible.

### **Blogs**

JF to write a blog in June.  
MB to write a blog in July.

### **Governors' Action Plan**

Governors were asked to update the action plan.

### **ACTIONS**

**JL and DT to meet to review website and discuss parent governor vacancy**  
**JF and MB to write blogs**  
**Governors to update action plan**

