

Meeting of Black Firs Primary School
Local Governing Board (LGB)
Date: Thursday 30th January 2025 at 4:30pm

Governors in attendance:	Shazma Mahmood-Shakoor	(SM-S)	Chair of Governors
	Paul Horrocks	(PH)	Co-opted Governor (left the meeting at 5:38pm)
	Emma Perriman-Rabone	(EP-R)	Vice Chair of Governors
	Josh Cammis	(JC)	Parent Governor
	Jonathon Barlow-Bailey	(JB-B)	Parent Governor
	Cheryl Glover	(CG)	Co-opted Governor
Others in attendance:	Anna Jones	(AJ)	Headteacher
	Sarah Lomas		Clerk, TLP
	Adam Millington	(AM)	
	Anna Baines	(AB)	School Business Manager (left the meeting at 5:38pm)
	Jess Milne	(JM)	joined the meeting at 4:59pm
Apologies:	Allan Howells	(AH)	Director of Quality, TLP
	Rob Sigley	(RS)	Co-opted Governor
	Kathryn Fowler	(KF)	Parent Governor

Part 1 – Non-confidential Business

The meeting commenced at 4:37pm.

ITEM NO.		ACTION
	GOVERNANCE AND ADMINISTRATION	
1.	<p>Welcome, Quoracy, Apologies and Declarations</p> <p>Governors were welcomed to the meeting and quoracy was confirmed.</p> <p>Apologies were received and accepted from the following governors:</p> <ul style="list-style-type: none"> • RS • KF <p>There were no declarations of interests made or conflicts of interest with the business of the meeting raised by governors.</p>	Chair
2.	<p>Minutes of the last meeting and Matters Arising</p> <p>a) The minutes from the previous LGB meeting on 10.10.24 were a true and accurate record of proceedings. Governors approved the minutes.</p> <p>ACTION: Upload a copy of the approved minutes to Governor Hub and mark as signed.</p> <p>b) The action log from the previous meeting was reviewed and the following items were noted:</p> <p>Item 2 – Governors noted the updated position whereby the Trust have confirmed that the previous wellbeing survey results cannot be accessed, and a new staff wellbeing survey will be issued in due course.</p> <p>Item 2 – The dates of SIP visits to coordinate link visits would be circulated following the meeting.</p> <p>ACTION: Circulate SIP visit dates to governors for information when scheduling link visits.</p>	<p>Clerk</p> <p>SM-S</p>

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	<p>Item 4 – There had been delays with the development of governor adverts and circulation of these on social media and work was ongoing on this item.</p> <p>Item 6 – It was confirmed that there have been 16 new devices purchased and that the cost for these will be deducted from either the 24-25 or 25-26 budget depending on the availability of funds. The school confirmed that the additional devices have had a positive impact.</p> <p>Q: This is only a small proportion of the total number of devices needed, what is the plan for the additional requirements?</p> <p>A: The school must create a 3-5 year plan for the purchase of additional equipment.</p> <p>The school confirmed that the school IT lead has raised the issue with the Trust CEO to communicate that the delays were unacceptable along with the fact that the school have to cover the cost for purchase from the school budget.</p>	
3.	<p>AOB</p> <p>Governors were informed that items of AOB would be considered at this point in the meeting comprising a presentation on school management items to allow AB to leave the meeting.</p> <p>a) Catering</p> <p>A business proposal created by AB was submitted to the Trust to summarise the local catering companies and their offer to schools. Initially, this proposal was postponed and then a joint initiative with Egerton Primary School was developed to increase the buying power of the schools. A decision was made to employ the services of Mellors Catering and they will be taking over catering within school after February half term. The processes for TUPE have been completed and meetings have taken place with Mellors which have been very reassuring for the school.</p> <p>Communication has been issued to parents via Parent Mail. There will be a small increase in meal cost however this remains below the Trust recommendation to increase school meal price to £3.40. The school felt this increase was too high and to ensure the cost is manageable for parents have settled at a cost of £3.00 per meal.</p> <p>Q: There have been previous discussions about the catering provision running at a loss, will the new arrangement still generate a loss, or will there be a positive financial impact?</p> <p>A: The provision is still forecast to run at a loss, but it is anticipated that this will reduce over time.</p> <p>There are additional benefits to working with an external company in terms of additional provision of nutritional advice for allergies and bespoke menus which can be created for specific needs.</p> <p>Q: Is this catering company being used across the Trust?</p> <p>A: Mellors work with seven schools in the Trust. They were the standout choice of company following interviews, using local produce, having local coverage and demonstrating confidence in their business model. In terms of the TUPE arrangements for existing staff, they will be transferred across on the same terms and conditions in perpetuity. There is also training support available for staff. The level of investment that will be made in the school was also impressive with the potential to replace chairs, tables and kitchen equipment.</p> <p>Governor Comment: It would be hoped that there will be a positive impact from this change which will mean the service could at least break even or produce a profit.</p>	

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	<p>The school confirmed that this cannot be assumed particularly if meal take up remains at the same level.</p> <p>Other schools have had to pay catering contractors where the meal take up has reduced but this will be much reduced at BFPS due to the current level of loss of £18,000 per annum.</p> <p>Governors were informed that the company will be present at school events including parents evening to provide samples and a weekly catering management meeting will take place.</p> <p>b) Health and safety</p> <p>The Local Authority (LA) health and safety audit took place last week which was very positive. The school have been working closely with the Trust on health and safety items for the last three months. Feedback was received from the LA on separating risk assessments into individual files which is currently being actioned. The LA noted the issues with the roof that the school is experiencing, and it was confirmed that the school is liaising with contractors to organise repairs.</p> <p>Q: What is the issue with the roof, as it was only installed 18 months ago? A: The roof is new, and it is a specialist roof whereby the product used should not need to be replaced however, the issue is not with product itself but how it has been installed. Unfortunately, the contractor has relocated abroad and therefore there are challenges in enforcing the warranty. The warranty covers any faults with the product but does not cover faulty installation.</p> <p>Q: What is the school's position in terms of liability? A: The school is obtaining and following advice from the Trust along with legal advice.</p> <p>Q: Is the Trust qualified to deal with these issues? A: The advice given has been to make a claim via insurance.</p> <p>Q: Is this issue being managed by the Trust? A: No, the school are directly managing this.</p> <p>Governor Comment: Clarity from the Trust is required as to who is responsible for these actions. When the school are focussed on areas like this, staff are not educating the children. A query should be sent to the Trust asking why central services are not managing this and to obtain clarity on who is responsible for such issues. It does not seem appropriate that the Trust hold the funds but then do not manage the after-effects of any works.</p> <p>The school confirmed that AB advocates on behalf of the school to the Trust on all issues. For example, in terms of fire safety, not all classrooms had sound alarms fitted and following this issue being highlighted, AB has obtained agreement from the Trust to refund monies for the project. The installation of the fire system was signed off on the assumption that the correct system had been installed and this now requires retrospective work to complete the works agreed.</p>	

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	<p>Governors were informed that the pond area has been closed off and the decking removed. The school are investigating alternative uses for this area which may include an eco-area with bug hotels for example. Links have been made with the Cheshire Wildlife Trust (CWT) to assess if the school may be eligible for a grant to develop the area. Governors noted the prioritisation of sustainability on the Trust's agenda.</p> <p><i>JM joined the meeting a 4:59pm.</i></p> <p>Q: Has CWT also been approached to survey the forest to the rear of the school? A: Yes. The CWT will be reviewing all relevant outdoor areas to consider what they could assist with in the short, medium and long term. One of the school's preferred contractors has joinery skills and is in the process of providing quotes for potential work.</p> <p>Q: How will the cost of works be covered? A: Any expenditure will need to be planned into the budget.</p> <p>Governors highlighted the previously discussed Tesco vouchers scheme, and it was confirmed that the school is on the waiting list. It was also noted that there are a range of local businesses who provide grant funding that would be worth investigating. ACTION: Investigate the grant funding opportunities with local businesses such as Bentley.</p> <p>Governors requested an update on the position of the tree work required. The school confirmed that a tree survey has been undertaken and the works required have been completed. All areas were confirmed as safe with pathways having been created in the forest area as an enhancement. Further tree surveys may be required in the future.</p> <p>c) Data management AB confirmed that she acts as the Data Protection Officer (DPO) for the school and is working with AH to review initiatives in the Trust and ascertain the resources available to support schools. It was confirmed that AB has significant experience in data protection and ethics from previous roles. One item to action is to ensure that information is cascaded to staff to ensure that they are aware of the processes in place and their responsibilities.</p> <p>Q: Is AB the designated member of staff that a data breach would be reported to? A: Within school, yes. Data breaches within school are quite rare but it is essential that information is communicated to staff effectively to further minimise risk and increase awareness amongst staff of what constitutes a data breach. Going forward this will be included as part of onboarding new staff and regular training will take place.</p> <p>Q: Is the most common breach where a member of staff contacts a parent and inadvertently disclose information about another child? A: Potentially, via email this is possible. The school ensure that even the most minor breaches are reported as these may be a near miss. There are simple actions for staff to increase data safety such as not leaving a laptop open when you are not present. The school are committed to improvements in this area. AH is asking for feedback from all schools so that schools can learn from each other.</p> <p>Q: How is the school assessing what the most significant risk areas are?</p>	EP-R

ITEM NO.		ACTION
	<p>A: Through documentation stored in the school office, however, work is being undertaken to transfer records online which will serve to mitigate risk.</p> <p>Q: Does the school have the resources to undertake such a significant task? A: AH will be working to support all schools to move documentation online over time.</p> <p>Q: Are there any records that are required to be held as paper copies? A: First aid records are to be held until a child turns 25. However, the school is planning to consult with the Trust on the practicalities of this and whether this information could be stored electronically. In terms of SEND / safeguarding information, information on CPOMS goes with the child to high school so this information is no longer held by the school.</p> <p>d) Attendance Governors noted that AB now manages staff absence procedures. Absence is monitored and staff are aware of the Trust procedures. These include meetings for support and graduated stages of management. All staff must complete a return-to-work form following an absence and the monitoring of absence allows trends or support to be identified.</p> <p>Q: Does the school receive support from the HR team in the Trust? A: Yes. HR will attend any stage 1 meetings if required. The school can also consult with HR on any stress forms. The changes in staffing in the HR team have increased capacity and the school feel well supported.</p> <p>Q: Do staff have a choice of who conducts the return-to-work interviews? A: This was AJ but discussions have taken place as to whether this should be the staff member's line manager. However, there are concerns around the workload impact on staff if this was an added responsibility.</p> <p>Governor Comment: In considering staff wellbeing and how external factors can influence how staff feel about communicating any issues, it may be helpful to make it explicit to staff that they can choose who they would like to speak to upon returning to work.</p> <p>The school acknowledged this as a useful development point and emphasised the importance of supporting staff wellbeing. The school approaches return to work meetings as an opportunity to find out if staff are ok and not to enquire about the reasons for absence. This area requires additional work from the Trust in terms of the processes schools are required to undertake.</p> <p>ACTION: Make explicit in return-to-work interviews that staff can request a member of staff of their choice to speak to about personal matters to support staff wellbeing.</p> <p>Q: How does the staff absence rate compare with other schools in the Trust? A: The absence rate is lower at BFPS for the year to date. Last year absence was comparable with other schools. There have been some long-term medical leave absences which have impacted data.</p> <p>Governor Comment: It is important to note the positive progress with the implementation of the processes now in place.</p>	<p>AJ</p>

ITEM NO.		ACTION
	<p>e) Update on the strategy to manage admissions appeals</p> <p>The school confirmed that AB coordinates the census data and part of the data submitted includes the number of admissions appeals. Governors noted that each census requires different information. The spring census data is due on 12.02.25. It was noted that the transition to Arbor will make the monitoring of appeals much easier as there are a range of tools to investigate data quality and for reporting. Arbor has a high level of functionality including a parent app to ensure child information is up to date.</p> <p>Q: It appears that there have been a significant number of changes in recent times, does the school feel that it is reaching a point of stability?</p> <p>A: The changes made have involved a complex journey to standardise areas across the schools which will be beneficial. Information was received on a new assessment system which the school pushed back on having only recently adopted the use of the Insight system. It has now been confirmed that all primary schools can continue to use Insight unless headteacher's decide a change is required.</p> <p>Q: Who pays for the new MIS system and the assessment system?</p> <p>A: This is paid for from the school budget.</p> <p>Q: What is the timeline for current contracts?</p> <p>A: The parent mail contract runs to 2026 and catering to 2027. The transition to Arbor is almost complete. Unfortunately, the Trust did not enquire about the systems that school had in place before imposing new systems and the financial implications of running concurrent applications.</p> <p><i>PH and AB left the meeting at 5:38pm.</i></p> <p>Q: How many admissions appeals were received this year?</p> <p>A: There were three appeals for reception places starting in September and since this time a further four appeals have been received.</p> <p><i>AM left the meeting at 5:39pm.</i></p> <p>One appeal was rescinded but the school still had to pay the costs. The recommendation from the Trust is that if the long-term vision to move to two form entry remains that the school should, in the interim, accept additional pupils to avoid the increased costs of appeals.</p> <p>Q: Would this be two-form entry across the school?</p> <p>A: One element of this is the two-year-old offer which the school had prepared for with an intended start date of April 2025. The school understood that the Trust was submitting the paperwork for this in the autumn term, but this was delayed due to issues in other schools. Once the paperwork is submitted, there is approximately a three-month processing period before the offer can be implemented. A new start date has been scheduled for September 2025. The consultation for moving to two-form entry takes 12 months and would initially be for the Reception class. The decision to proceed with this would be taken by the Board. The school could then admit pupils over PAN where there was staffing capacity to do so and ensure that this was monitored for any adverse impacts.</p>	

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	<p>POST-MEETING NOTE: Clarification was sought following the meeting about the approval process for moving to two-form entry. It was confirmed that this decision would be taken by the Trust and communicated to the LGB to recognise the impact of the decision on the admission policy and PAN and approve the amendments to the policy.</p> <p>Q: What is the benefit to the school in extending the offer to two-year-olds? A: The Trust vision is for all primary schools within the Trust to offer two-year old provision in line with the government's childcare offer proposals to benefit the pupils within the Trust. Income generation will also be a positive byproduct of this initiative. Identification of and support for pupils with additional needs could also potentially be made earlier. Evidence supports that pupils who attend one provision progress well.</p> <p>Q: Is there a cost to be considered against what needs to be done to increase capacity? A: Building grant funding can be applied for and the LA will visit the school to assess a school's application.</p>	
4.	<p>Membership update</p> <p>a) Governors noted that there were no changes to the membership of the Board to report at this meeting. There remains a vacancy for one appointed governor and there is ongoing work underway around advertising for this role.</p>	
	STRATEGIC DIRECTION AND PROGRESS AGAINST PRIORITIES	
5.	<p>a) Information on the School Improvement Plan (SIP) progress had been circulated to governors prior to the meeting within the Headteacher's Report. The following areas were highlighted:</p> <p>Continued work on reading and writing improvements are having a positive impact, notably from the project the school are participating in with Literacy Counts.</p> <p>A recent SI visit from the Trust focussed on maths and feedback was very positive in terms of both the pupil outcomes and knowledge of maths leaders. The school's decision to focus on fluency has proved to be positive. There were a small number of actions relating to the consistency of delivery, particularly relating to mathematical language used by staff, which is being addressed. Strengths were identified in the Year 5 team with particular praise for Debbie Cox in her maths teaching.</p> <p>The SI visit also undertook subject leadership checks and reviewed safeguarding.</p> <p>In terms of safeguarding, the school will be working with the Glow charity to raise awareness of domestic violence. Governors noted that there is an increase across the county of domestic violence incidents, and this is the biggest area of increase for safeguarding referrals within school. This initiative with Glow, will enable the school to link the curriculum to the work that is undertaken to support families.</p> <p>Q: Is this initiative aimed at children and is there any training available for staff in this area? A: The initiative is aimed at pupils and the scheme has been written by a parent which has resulted in a discounted rate of purchase for the school. The scheme is aimed at Years 4, 5 and 6 in readiness for the transition to high school. There is also a programme for younger pupils and the school have been asked to be a pilot school for this programme.</p>	

ITEM NO.		ACTION
	<p>Q: When will the 6-week programme commence? A: Consultation will be undertaken with parents ahead of commencing the programme, but it may be brought forward for the Year 6 pupils. It is anticipated that it will commence in the summer term.</p> <p>Governor Comment: The domestic abuse rates in Cheshire East are increasing and the safeguarding plans in place with the Glow scheme are very positive to educate pupils.</p> <p>CG volunteered to support staff with additional training in domestic abuse to increase awareness.</p> <p>It was noted that one of the strengths of the Board is the wide range of transferrable skills that can support the school.</p>	
	EDUCATION	
6.	<p>Pupil Numbers It was reported that pupil numbers are positive with only two year groups below PAN. There are two vacancies in Year 3 with three applications received for these places this week. For Reception 2025, the admissions application portal has now closed but places have not yet been formally offered. However, the school received 113 applications with 46 first choice and 38 second choice for a PAN of 45. The school reported that the position of pupil numbers was favourable to other local schools who are struggling to meet PAN and are undersubscribed.</p> <p>Governor Comment: This is a testament to the school and the reputation within the local community.</p> <p>Q: It can be seen that there is a reduction in numbers this year, what is the reason for this? A: This is due to a lower birth rate.</p> <p>Q: Is the school confident that any in-year issues are identified quickly and plans put in place to resolve these? A: Yes. The data on pupil progress and attainment is significantly easier to analyse in Insight and staff act swiftly to deploy support to classes and pupils in need appropriately. The impact of interventions is also monitored.</p>	
7.	<p>Attendance The school has a target attendance rate of 96% and the current rate for 2024-25 to 20.01.25 is 96.4%.</p> <p>Last year attendance was significantly impacted by illness including chicken pox and Scarlet fever outbreaks. The school utilise online systems to generate attendance reports which also identifies persistent absentees and any children at risk of attendance issues.</p> <p>The Trust are currently conducting a piece of work on emotional school based avoidance and of pupils who avoid specific lessons to identify how the school can support these pupils. The school has a Family Support Worker based on site two days a week which is advantageous. However, this is being reduced to 1.5 days going forward as the FSW also manages seven other schools in the Trust.</p>	

THE LEARNING PARTNERSHIP

ITEM NO.		ACTION						
	<p>Q: Does the snow day impact attendance?</p> <p>A: No, there is a unique code for school closure due to adverse weather.</p> <p>Governors commended the school for remaining open for as long as possible during the recent adverse weather and for the robust communications to parents.</p>							
8.	<p>Rewards and Behaviour</p> <p>This item was recorded under Part 2 of this meeting.</p>							
9.	<p>Update on progress and attainment including groups</p> <p>Information on attainment was circulated to governors prior to the meeting for review.</p> <p>The school confirmed that there was a focus on Year 3 in terms of progress and attainment. Year 3 require the most support but currently have the least TA support. The school are reviewing the way that TAs are used in school to ensure that staffing is purposely deployed for effective intervention work and support/teaching. The Year 3 cohort is also a particularly young cohort, and new staff are working very hard to deliver and meet the needs of pupils, but it is essential that the staff are also supported appropriately given their level of experience.</p> <p>A new disadvantaged agenda is being introduced across the Trust led by Emma Hooley, Trust Director of Education Initiatives to support vulnerable pupils. Updates on the impacts of this initiative will be provided in due course.</p> <p>The school continue to attend SEND network meetings and AJ is the link Headteacher for the Trust SEND network.</p> <p>The adaptive teaching lead has commenced a project funded by the Education Endowment Fund which will focus on reviewing the methods used in school. Staff are well supported in the expectations and implementation of adaptive teaching to ensure timely identification of SEND issues.</p> <p>Governors queried if the school had identified any key issues from the most recent results. It was noted that boys in phonics in Year 1 and 2 was an area identified for monitoring and that there appears to be a dip in confidence in maths for girls in Year 4. The introduction of Times Table Rockstars online programme has been very successful and motivating for pupils so it is hoped that his will have a positive impact on arithmetic and speed of recall.</p>							
10.	<p>Link Governor Monitoring</p> <p>a) Governors considered the roles of sustainability link governor. It was confirmed that the Trust has a significant focus on sustainability going forward with all schools required to prepare an action plan to set and meet targets. The draft action plan for 2025-2028 was shared with governors during the meeting.</p> <p>Q: Does the school or Trust track decarbonisation?</p> <p>A: The DCEO of Operations had been nominated to manage this area but this has recently been reassigned to Michael Shaw. The project is in its infancy at this stage.</p> <p>Governors considered and confirmed link roles as follows:</p> <table><tr><th>Link Role</th><th>Governor</th></tr><tr><td>Safeguarding</td><td>SM-S</td></tr><tr><td>SEND</td><td>RS</td></tr></table>	Link Role	Governor	Safeguarding	SM-S	SEND	RS	
Link Role	Governor							
Safeguarding	SM-S							
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THE LEARNING PARTNERSHIP				ACTION														
ITEM NO.																		
	<table><tr><td>EYFS</td><td>JC</td></tr><tr><td>PP/Disadvantaged</td><td>CG</td></tr><tr><td>Sustainability</td><td>EP-R</td></tr><tr><td>English</td><td>SM-S</td></tr><tr><td>Maths</td><td>JB-B</td></tr><tr><td>Science</td><td>KF</td></tr></table>		EYFS	JC	PP/Disadvantaged	CG	Sustainability	EP-R	English	SM-S	Maths	JB-B	Science	KF				SM-S
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	Governors noted that PH has agreed to act as an overall mentor to governors in their link roles and governors can contact PH at any time to discuss any queries about roles.																	
	b) Governors received the following updates on recent link visits:																	
	i. Safeguarding – Visits took place in July 2024 and December 2024. The July visit focussed on procedures, policies and CPOMS and no issues were identified. During the most recent visit pupil voice was obtained which was very positive. Pupils from Year 2 and Year 6 gave feedback on how they feel about school and whether they feel safe. Children were able to communicate their knowledge of safeguarding from PSHCE lessons. There were no areas of concern raised. A further visit is planned after the February half term which will focus on online safety and curriculum topics.																	
ACTION: Upload Safeguarding link visit report following the meeting.																		
Q: Do governors have access to the online safety training from Cheshire East?																		
A: This would have to be purchased separately.																		
Thanks were issued to governors for the strength of engagement. The school commented that the Trust also has an increased presence and these increased visits from external parties are enabling staff to build their confidence and experience in presenting their subjects through these professional conversations.																		
ii. English – Governors noted that an English visit has been scheduled for next week.																		
iii. SEND – Governors acknowledged receipt of the SEND link visit report from RS. This was a positive visit, and RS provides the school with a high level of challenge. Targets have been set and RS will also be providing interventions.																		
iv. Pupil Premium – The policy statement has been reviewed and no amendments were required.																		
v. Science – KF was not available to provide an update on this area. It was noted that the previous school improvement visit had a focus on science and this would provide a useful opportunity for governor monitoring to focus on the outcomes and actions from this visit.																		
vi. Maths – JB-B had undertaken an introductory visit to meet staff and ascertain an understanding of the position of the curriculum. This was a useful visit and positive conversations and discussions took place around how to ensure maths is fun and relatable to real life. Another visit has been scheduled for next week.																		
b) The frequency of link visits was confirmed as once per term and governors were encouraged to speak to staff leads. Governors were also requested to highlight any actions on their reports to enable an action log to be compiled for monitoring purposes.																		
ACTION: Governors to highlight any actions from link visits on reports going forward to enable compilation of a link monitoring action log.																		
ACTION: Compile a governor monitoring visit action log.																		
11.	Pupil Premium				All govs. SM-S													

ITEM NO.		ACTION
	<p>a) The school confirmed that Pupil Premium Strategy Statement had been published on the school website in line with the 31.12.24 deadline.</p> <p>b) Governors confirmed the review of the statement and the use of funding to support PP pupils. It was noted that there is only one PP pupil of concern in terms of attendance and this is being closely monitored.</p>	
	WELFARE	
12.	<p>Safeguarding</p> <p>The school confirmed a recent increase in child protection and child in need referrals. Despite this increase, it was noted that overall, the figures for referral are significantly lower than other local schools. There has also been an increase in the number of referrals to food banks.</p> <p>Q: Does the school link into the Congleton collaborative network?</p> <p>A: Yes. The FSW accesses this provision and benefits from additional training. The collaborative has not applied to undertake the work it currently does going forward so this will be undertaken by other charities and there may be a change in approach to the use of more preventative initiatives.</p> <p>Q: With regard to the increase in the number of referrals, what is the school's experience of the liaison of the LA with schools?</p> <p>A: Liaison is variable. Operation Encompass should, in theory, work swiftly to alert to schools to any external incidents involving pupils and the police. However, in many cases a report has not been made or in the case where an arrest has been made but the incident is not related to domestic violence, the school are not informed. Information is in some instances ascertained by word of mouth and this is not appropriate. Social workers have raised concerns to schools that children are not being identified for support where they should be.</p> <p>Q: Is the school using internal escalation processes to manage concerns?</p> <p>A: Yes. The Trust have issued clear escalation processes to all schools which are implemented.</p>	
13.	<p>Welfare and Wellbeing – Students</p> <p>Recent student voice has evidenced that pupils are happy in school and feel safe. There are no behaviour concerns.</p>	
14.	<p>Welfare and Wellbeing – Staff</p> <p>The staff team were commended for their outstanding work and commitment to the significant level of change that has been implemented across school.</p> <p>There are some concerns around staff wellbeing relating to workload. Due to budget constraints staff have been asked to cover lunchtime duties. This is voluntary but is impacting those who have taken up the request. This needs to be re-evaluated as it is not sustainable in the long term.</p> <p>Q: Has this issue been escalated to the Trust?</p> <p>A: Yes, however, the Trust have requested that the school consider opportunities to streamline the budget but they do understand the challenge the school is facing.</p> <p>Q: What are the responsibilities for the staff on lunchtime duty?</p> <p>A: The requirement for staffing is to ensure staff to pupil ratios are met and additionally, staff will deal with any incidents that may occur.</p>	

ITEM NO.		ACTION
	<p>Governors raised concerns about the potential negative impacts on staffing which were acknowledged by the school.</p> <p>Governors suggested that governors could support staff wellbeing by undertaking a lunchtime visit to take on the duties of staff as an injection of support. It was commented that an element of recognition from governors could be positive.</p> <p>ACTION: Consider the possibility of organising a governor visit this year to take on lunchtime duties of staff to support wellbeing.</p>	LGB
	LOCAL MATTERS & STAKEHOLDER ENGAGEMENT	
15.	<p>Local Policy Approval</p> <p>The following policies had been circulated to governors prior to the meeting for review:</p> <ul style="list-style-type: none"> a) Early Years b) Online Safety <p>Governors approved the above-listed policies.</p> <p>Governors acknowledged receipt of the following Trust policies:</p> <ul style="list-style-type: none"> c) Equality Information and Objectives d) Serial and Unreasonable Complaints e) Staff Attendance 	
16.	<p>Governor Training Update</p> <ul style="list-style-type: none"> a) It was confirmed that all governors had completed the mandatory training on Prevent and Safeguarding. 	
17.	<p>Stakeholder Engagement – Parents / Carers</p> <p>Governors confirmed receipt of the information relating to stakeholder engagement which has included a range of events:</p> <ul style="list-style-type: none"> • Pre-School stay and play sessions will restart this half term. • New Reading Cafes on Friday afternoons for classes have been introduced as a replacement for Stay for a Story. • Monthly wellbeing coffee mornings/ afternoons continue, led by the SENDCO and Family Support Worker. • Parents’ Evenings being held week commencing 21st March 2025. <p>It was noted that the new school uniform is now available and positive feedback has been received from pupils and parents.</p>	
18.	<p>Stakeholder Engagement – Wider Community</p> <p>The school has continued to participate in a wide range of sports competitions such as Hockey tournament at Congleton High School. There are cricket sessions for Year 2 pupils organised through the local cricket team coaches.</p> <p>The school Family Support Worker/alternate DSL continues in her new role as Partnership Co-Ordinator for the Congleton Partnership.</p> <p>The Rangers and Scouts continue to hire school facilities each week. ASM Sports run a successful football club on Mondays are now providing holiday clubs and INSET day offer for parents. This has been a very successful initiative.</p>	
19.	Communication – to Trust	

ITEM NO.		ACTION
	<ul style="list-style-type: none"> Query why the Trust are not managing the building issues identified with the roof following concerns about the time taken for SLT to manage this potentially impacting the delivery of education. Highlight the concerns around staff wellbeing with staff covering lunch duties due to financial constraints. 	
20.	Communication – from Trust There were no items to communicate from the Trust at this meeting.	

The meeting moved to Part 2.