



<p>Local Governing Board (LGB) to The Learning Partnership</p>  <p><b>Wistaston Church Lane Academy</b></p>	 <p><b>Wistaston Church Lane Academy</b></p>
<p><b>Date: 18<sup>th</sup> April at 4:00pm</b></p>	
<p><b>Governors Present:</b>  <b>Audrey Skidmore (AS) - Chair</b>  <b>Holly Hulett (HH)</b>  <b>Rob Hodson (RH)</b></p> <p><b>Apologies:</b>  <b>Mike Finnigan (MF) – Vice-Chair</b>  <b>David Hastie (DH) – new appointed governor in approval process</b></p>	<p><b>In attendance:</b>  <b>Cathy Elsley (CE) - Headteacher</b>  <b>Dr Allan Howells (AH) – Director of Quality TLP</b></p> <p><b>Clerk: Sharon Dutton (SD) TLP</b></p>
<p><b>Governance and Administration</b></p>	
<p>The following documents had been shared on GovernorHub in support of the meeting:</p> <ul style="list-style-type: none"> <li>• Headteachers Report</li> <li>• Pupil Premium Strategy Statement 2023-24</li> <li>• Policy – Behaviour &amp; Relationships</li> <li>• Policy – PSHE &amp; RSE</li> <li>• Parental Charter 2024</li> </ul> <p><b>1. <u>Welcome, Apologies and Confirmation of Quoracy</u></b>  The meeting opened at 4:04pm and was confirmed quorate.</p> <p>AS welcomed all to the meeting and asked everyone to introduce themselves to the rest of the group.</p> <p>Apologies had previously been received from MF and DH and were accepted.</p> <p>There were no conflicts of interest declared.</p> <p>SD asked RH to complete the declarations process on GovernorHub. She also confirmed that in the future the Trust would be responsible for updating GovernorHub and school and Trust website with newly appointed governor information and meeting details.</p> <p><b>ACTION: SD to update websites with attendance register and meeting minutes.</b></p> <p><b>2. <u>Minutes of the Previous Meeting and Matters Arising – 08.02.2024</u></b>  The minutes of the LGB meeting held on 08.02.2023 were approved. There were no outstanding actions carried over from this meeting.</p>	

**ACTION LOG CARRIED OVER FROM MEETING 12.10.2023**

Minute Ref	Action	By whom	By when
Pg 3 Item 4	To communicate with all subject leads	Governors	ONGOING
Pg 4 Item 7	Update governors on progress of staff handbook update.	CE	SUPERSEDED
Pg 5 Item 16	Update school policies where necessary	CE	Within 12 months

**ACTION LOG CARRIED OVER FROM MEETING 08.02.2024**

Minute Ref	Action	By whom	By when
Pg 4 Item 7	Include the Attendance national average on her report going forward.	CE	COMPLETED
Pg 4 Item 8	Present national statistics on attendance, safeguarding and behaviour in schools at the next LGB meeting	CE/HH	NOT AVAILABLE
Pg 5 Item 10	RAG rate attainment in future reports on Curriculum Progress and Attainment so that Governors could quickly see where the problems were.	CE	COMPLETED
Pg 7 Item 16	Clerk to include update on Local Policy approval in the agenda for next meeting.	CE	ON GOING
Pg 7 Item 21	Arrange amendment of the school website where required. (Governors bio's)	TRUST	ON GOING

**Strategic Direction and Progress Against Priorities****3. School Improvement Plan (SIP) – Update**

The Headteachers report to the governors was received in the form of a power point presentation. It was also shared on GovernorHub.

Slide 4 of the Headteacher's report outlined the school's SIP plan which was being constantly updated and RAG rated for achievements. The following were shown as current high priority areas:

- Quality of Education – to ensure good quality teaching improves outcomes for pupils in writing so that increased numbers of children are working at ARE and GDS.
- Behaviour and attitudes – to develop pupils motivation and positive attitudes to learning through the development of oracy skills.
- Leadership and management – to embed the UNICEF education programme and use this to ensure that supporting rights and well-being is central to everything we do.

It was noted that these high priority areas had not changed since the previous term.

**4. Update on the school's Vision, Values and Ethos (action log from meeting 12.10.2023)**

See slide 2 of the Headteachers report.

There was no update and it was agreed to remove this item from the agenda. CE reported that new exterior signage for the school had been approved and installed.

**ACTION: Remove Vision, Values and Ethos update from next agenda.**

## **5. Ofsted Preparedness**

CE confirmed that the school was ready for an Ofsted inspection and was looking forward to it taking place soon. She assured the governors that their many challenges minuted in LGB meetings would meet the approval of Ofsted.

## **Education**

### **6. Admissions and Pupil Numbers**

See slide 5 of the Headteachers report.

Governors noted that pupil numbers had reduced by 4 and were concerned by the low application numbers for the new academic year (24/25).

The Headteacher explained that this intake would be from a Covid year. She felt that the previous Reception "show rounds" had not been particularly well run and that the next one would be better planned.

#### ***Governor question:***

*When is the next "show round" being held?*

#### ***HT response:***

*An Open Day Session will be held at the end of April 2024. A new, highly visible, banner had been erected on the school perimeter promoting the school.*

She also pointed out that there was an extended staffing absence situation in Reception but was hoping this would be resolved soon and confirmed that all Nursery pupils would be joining the school. In addition, the Reception area was to be improved during the summer holidays by opening the space up and removing hidden corners.

#### ***Governor question:***

*Is there budget available for this?*

#### ***HT response:***

*Yes, capital money is available.*

#### ***Governor question:***

*Could the school remain open during the holidays to increase revenue?*

#### ***HT response:***

*This had been considered and the idea not abandoned but it would mean a lot of planning due to additional staffing required.*

#### ***Governor question:***

*Do the admission numbers on the slide reflect those since last meeting or since the start of the school year?*

#### ***Headteacher response:***

*The numbers have been updated since the last report.*

#### ***Governor question:***

*Could the Headteacher expand on the admission numbers?*

#### ***HT response:***

*Nursery is up to 21 for September 2024. There are currently 45 Reception places allocated for September 2024. The school was still above PAN but not in all classes.*

#### ***Governor question:***

*How are the admission numbers predicted?*

**HT response:**

*Usually by referring to the census. At present numbers are static due to a stable community, no new housing estates in progress or planned and therefore few first-time buyers with young children.*

The Headteacher considered the low admissions to be a “blip” not a trend and confirmed that all support staff would be utilised elsewhere with particular emphasis on pupils facing challenges.

**7. Attendance**

See slide 6 of the Headteachers report.

**Governor challenge:**

*Nearly 10% of pupils are below 90% attendance (persistent absence) - this is quite high at this stage (although lower than national figures of 20.2% for 23/24). Do we have a broader understanding of why? Do we have an understanding of the demographics of these children (M/F, SEN, PP etc)?*

**Headteacher response:**

*She confirmed that the Vice Principal had taken over the management of absenteeism with positive results and was working closely with Cheshire East who issue and collect fines. The majority of absenteeism was still due to holidays taken during term time.*

*There was no clear demographic trend re Male/Female but 60% of PA's are in Key Stage 2 although there are some significant medical needs that account for this. 20% are PPG and 30% are SEND.*

**Governor challenge:**

*What support was the school receiving from the Trust?*

**Headteacher response:**

*They had supplied the services of an Attendance Improvement officer.*

**8. Behaviour**

See slide 7 of the Headteachers report.

A number of meetings had taken place between parents and the school regarding behavioural issues and this increased targeted communication had led to a significant reduction in incidents.

She reported that one pupil from KS1, previously on a reduced timetable, was now halfway through a 12-week course at Cornerstones Academy which was a preferred solution to a reduced timetable.

There had been a one-day group exclusion in Year 2. Pupils were successfully returning to the school on a managed return.

The Headteacher explained the principle behind the Hub. This was a “wellbeing” area set aside for pupils with social and emotional difficulties where they could go to receive support. At present there was also a separate (but still integrated) classroom set aside for several pupils in KS2 from the same year group who needed special attention. The Pastoral support department, who had created a special garden in the vicinity, was in the same area and the school was hoping to increase the size of the area by utilising the now disused IT rooms.

The Headteacher confirmed that the discussions she had held parents to explain the appropriate action they should be taking on the year group they had concerns with had been successful. She had been working on a Parental Charter in conjunction with Cheshire East which had been uploaded onto GovernorHub for governors to read.

She also confirmed the introduction of the Jigsaw curriculum which sought to integrate all school activities but with appropriate language for each year group.

Slide 8 of the Headteachers report showed a breakdown of all incidents for the academic year to date. For ease of data reportage the Trust had standardised the categories across all schools and training had been conducted to ensure consistency, particularly in the category Cause for Concern. Each school was then free to break these categories down into subcategories or even change a category if required (with appropriate staff training).

**Governor challenge:**

*How successful is this reporting method?*

**Headteacher response:**

*At this stage it is difficult to measure success, particularly as most children will have appeared on the list at some time. It is also hard to compare numbers between institutions due to varying factors. However it does mean that reportage on CPOMS is of a better quality and the school is actively managing its safeguarding.*

**Governor question:**

*How is safeguarding data trending? On the incidents breakdown, is there a view on how many are related to safeguarding?*

**Headteacher response:**

*A trend is not easy to see as the categories have recently changed. Safeguarding incidents will be labelled 'agency contact', 'cause for concern' and 'domestic'.*

**Governor question:**

*Do all staff have access to CPOMS?*

**Headteacher response:**

*Yes.*

**Governor challenge:**

*Are there plans to address the reconciliation of the Year 4 boys who were separated pre and post Easter breaks?*

**Headteacher response:**

*Yes. The current situation is a temporary measure.*

**9. Curriculum – Progress**

See Slides 9 and 10 of the Headteachers report.

The Headteacher explained that the figures in slide 9 were the percentage of the cohort who are successfully achieving expected progress with a more detailed breakdown in slide 10. The most concerning area is Reading in Key Stage 2 where 5% are below expectation.

**10. Curriculum – Attainment by Key Stage**

See Slides 11 to 15 of the Headteachers report.

The Headteacher confirmed that Slide 11 (EYFS) had not been updated since the last meeting due to staff absence in this area.

**Governor question:**

*What assistance can the governors offer?*

**Headteacher response:**

*There is none needed. The school now has the full complement of supply staff who will be staying until the end of the academic year. The Early Years full time Lead is returning from maternity leave at the end of May and the temporary maternity cover teacher is staying long term.*

**Governor question:**

*How is the boys' attainment in EYFS being addressed??*

**Headteacher response:**

*This particular cohort has struggled from admission. Writing interventions are taking place to ensure projects are more appropriate for the demographic and progress is being made.*

**Governor question:**

*Please define some of the abbreviations in the text?*

**Headteacher response:**

*C&L – Communication and Language*

*UW – Understanding the World*

*EAD – Expressive Arts and Design*

*These are 3 of the 7 areas of learning in the EYFS.*

See Slide 12 of the Headteachers report.

Attainment in Key Stage 1 showed improvement between Autumn 2023 and Spring 2024 terms in almost all areas with a few areas remaining static.

**Governor question:**

*There appears to be a reduction from 33% to 20% in the PP Exp+ for RWM. Is there a specific reason?*

**Headteacher response:**

*This is one child who did not achieve expected results in all 3 subjects.*

**Governor question:**

*The results for Year 2 boys writing is concerning as 50% in that cohort have not yet reached the expected level. What is being done to address this and is it having an impact?*

**Headteacher response:**

*Interventions are firmly in place.*

Slide 13 of the Headteachers report outlined the next steps for this cohort:

- Focused writing table for border children
- Focussed writing group with teacher/TA
- Additional assistance given to PP children
- Daily reading and phonics

See Slide 14 of the Headteachers report.

The Headteacher observed that Key Stage 2 teachers were historically very cautious in their predicted figures but these were overall very positive. Slide 15 outlined the next steps for Key Stage 2.

She talked briefly about how positively the teaching body was dealing with SATS. Tests had been undertaken to make the pupils feel as comfortable as possible and the staff had been directed to downplay their importance in order to reduce stress levels by issuing rewards and introducing fun activities to look forward to after the SATS.

## **11. Curriculum – Link Governor Monitoring**

HH – visit booked with Laura Baugh for 09.05.2024

HH – to meet with Behaviour Policy lead (Steph Watson)

AS – waiting for a confirmation date for a Year 2 writing visit

RH – SATS visit wc. 13.05.2024

RH – plan EYFS visit (date to be confirmed)

MF – plan safeguarding visit including inspection of the Single Central Record (SCR)

The Headteacher confirmed that the Trust was moving towards an online SCR linked to CPOMS.

On 25.03.2024 HH had been shown round the Nursery and her report was uploaded onto GovernorHub. She was very impressed by pupil discipline and respect for staff and had no recommendation to make.

**ACTION: Governors to plan their visits using the visit template and upload onto GovernorHub**

## **12. Review of Pupil Premium strategy (action log from meeting 12.10.2023)**

The Headteacher confirmed that the Pupil Premium Strategy Statement was uploaded onto GovernorHub.

### ***Governor challenge:***

*In relation to the Year 5 residential which had to be cancelled was there an understanding as to the reasons why families did not sign up for this trip? Did few PP pupils in this cohort sign up and how do we support PP children in taking part in residential and other school trips?*

### ***Headteacher response:***

*All Pupil Premium children signed up for the trip because traditionally the children's PPG money (funded by Cheshire East) was allocated to paying it in full.*

A discussion took place regarding this area. Because there is funding for PP students for residential trips (which are optional but not statutory) and school visits, there is a high sign-up rate. Unfortunately, non-PP students often cannot afford the trips so the school needs to decide which trips it can or will pay for to ensure maximum uptake. It was suggested that too many trips were being offered with some being too long whilst at the same time managing expectations. Governors also wondered what the criteria was in choosing particular activities and which years should be targeted.

**ACTION: To include the discussion of a policy for school visits and residential as an agenda item for the next LGB. CE to source a presentation for this.**

### ***Governor challenge:***

*When and how do we support parents regarding the potential eligibility for Free School Meals (FSM)?*

### ***Headteacher response:***

*All new admissions receive information regarding FSM eligibility as part of the joining pack backed up by information sent to all the school at the beginning of the academic year.*

## **Welfare**

### **13. Safeguarding**

See slide 16 of the Headteachers report.

See Part 2 minutes for additional details on 2 Safeguarding issues.

**14. Wellbeing and Welfare – Students**

See Slide 17 of the Headteachers report. This covered:

- Introduction of the Jigsaw curriculum
  - Regular meetings of the OuRRSay squad
  - Introduction of positive noticing cards
  - Bikeability for years 4 and 5
  - Increase in Pastoral support
- ALSO:
- Visit to the school in March by Bart Gee. This was judged to be a very successful and inspirational event.

**Governor challenge:**

*How can we supply a regular programme of such events?*

**Headteacher response:**

*This is currently being worked on.*

Outdoor learning has currently been curtailed due to rubble built up from the building works.

**Governor question:**

*Has the contractor been contacted to remove this?*

**Headteacher response:**

*They have undertaken to do so but have been hampered by the weather. Removal is now booked for when the weather improves.*

Sports Day will go ahead as planned.

**15. Wellbeing and Welfare – Staff**

See Slide 18 of the Headteachers report. This covered:

- Trust currently undertaking a well-being audit (report imminent)
- Staff access to online support
- monitoring of workload including no staff meetings on weeks where parent evenings or assessments are taking place.

**Local Matters and Stakeholder Engagement**

**16. Local Policy Approval**

The following policies had been shared on GovernorHub:

- Behaviour and Relationship Policy
- PSHE & RSE Policy

Governors submitted questions/requests for clarification/observations on these policies on GovernorHub which were answered by the Headteacher as listed below.

**Behaviour and Relationship Policy**

**1Q.** *On Page 2: "The school guarantees that all members of the school community create mutually respectful relationship". Is it possible to guarantee this?*

**1A.** *No. Wording will be changed to replace "guarantee" with "strive".*

**2Q.** *Do all classrooms now have access to a small quiet space to allow children to calm down?*

**2A.** *Yes. Pupils can choose where to go for self-regulation.*



**3Q.** *If a child is missing playtime, what do they do instead?*

**3A.** *This depends on the selected consequence of an action. It could be standing with a teacher, having a restorative conversation, a targeted activity etc.*

**4Q.** *On Page 11: behaviour management EYFS (Reception) - does this apply to the cygnets too?*

**4A.** *Yes, it does. Policy will be amended to cover this.*

### **PSHE & RSE Policy**

Governors observed this was a very well written, comprehensive and informative policy.

**1Q.** *On Page 7: Monitoring and review section. We do not have a curriculum committee.*

**1A.** *The reference to this will be removed.*

**2Q.** *On Page 7: Monitoring and review section. "serious consideration to parents comments and make a record of these". What is the envisaged process for this?*

**2A.** *"Comments" to be replaced with "complaints". This will ensure the correct procedure is then followed.*

**3Q.** *"Governors scrutinise and ratify teaching materials to check they are in accordance with the school's ethos. This needs amending as this is not part of the LGB's role.*

**3A.** *Sentence to be removed.*

**4Q.** *There is no link to relevant resources in the "what does Jigsaw teach about LGBTQ relationships".*

**4A.** *Wording to be amended to refer to leaflets and not a link.*

**5Q.** *How does the LGB monitor the effectiveness of the policy?*

**5A.** *Through learning walks, talking to pupils and to staff.*

**6Q.** *How does the policy apply to non-teaching staff and lunch and breaks.*

**6A.** *The policy is mirrored for non-teaching staff.*

**ACTION: HH to liaise with the Deputy Headteacher to check pupils' understanding of the policy.**

**RESOLUTION: Governors agreed to ratify both policies subject to agreed minor changes minuted above.**

RH left the meeting at 5:57pm. The Clerk advised the Board that it was no longer quorate.

### **17. Stakeholder Engagement - Parents/Carers**

See Slide 19 of the Headteachers report.

The following events had taken place:

- Parent survey issued
- Easter bingo organised by Friends of WCLA
- School events involving parents – reading morning and parents evenings
- 150-year celebratory art exhibition
- RSE curriculum parental engagement evening. This was online with 33 attendees with very positive feedback.

Updates to these events would be shared in the next school newsletter.

Two parents had submitted complaints, both of which had been resolved at the initial stage.

**18. Stakeholder Engagement – Wider Community**

See Slide 20 of the Headteacher’s report.

The following events had or were taking place:

- Official opening of the Nursery
- Assistance with RSPCA
- Hosting of Wistaston Community Fete
- Hosting of a concert in Wistaston

**19. Communication to Trust Executive, Board, Education Standards and Performance (ESP) Committee**

Governors asked that training for new Governors take place towards the end of June.

**ACTION: AH to plan for new Governor training.**

**20. Communication from Executive, Board and ESP**

AH confirmed that a Trust event aimed directly at Governors would be taking place on 13<sup>th</sup> July 2024 at Crewe UTC. More details to follow soon.

**21. AOB**

There was no other business to report.

The Chair and Headteacher thanked the Governors for their attendance and commitment.

**Date and Time of Next Meeting: Thursday 13<sup>h</sup> June 2024 at 4:00pm Meeting Closed at 6:11pm**

**ACTION LOG FOR MEETING 18.04.2024**

Minute Ref	Action	By whom	By when
Pg 1 Item 1	Update websites with attendance register and meeting minutes.	SD	Soonest
Pg 3 Item 4	Remove Vision, Values and Ethos update from next agenda.	SD	13.06.2024
Pg 7 Item 11	Governors to plan their visits using the visit template and upload onto GovernorHub	ALL	13.06.2024
Pg 7 Item 12	Include the discussion of a policy for school visits and residentials as an agenda item for the next LGB. CE to source a presentation for this.	SD/CE	13.06.2024
Page 9 Item 16	HH to liaise with the Deputy Headteacher to check pupils’ understanding of the Behavioural policy.	HH	13.06.2024