



<p>Local Governing Board (LGB) to The Learning Partnership</p>  <p style="text-align: center;">Wistaston Church Lane Academy</p>	 <p>Wistaston Church Lane Academy</p>
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Date: 8th February at 4:00pm

<p>Governors Present: Audrey Skidmore (AS) - Chair Holly Hulett (HH) – via Teams Rob Hodson (RH) – via Teams</p> <p>Apologies: Mike Finnigan (MF) – Vice-Chair Dr Allan Howells (AH) – Director of Quality</p>	<p>In attendance: Cathy Elsley (CE) - Headteacher</p> <p>Clerk: Sharon Dutton (SD) - Entrust</p>
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Governance and Administration

1. Welcome, Apologies and Confirmation of Quoracy

The meeting opened at 4:02pm and was confirmed quorate.

It was noted that this meeting had been postponed from 25th January 2024 due to quoracy issues.

AS welcomed all to the meeting and asked everyone to introduce themselves to the rest of the group. She welcomed RH as the new Parent Governor.

Apologies had previously been received from MF and AH and were accepted.

There were no conflicts of interest declared.

2. Minutes of the Previous Meeting and Matters Arising – 12.10.2023

The minutes of the LGB meeting held on 12.10.2023 were approved. The following actions carried over from previous minutes are still outstanding:

ACTION LOG CARRIED OVER FROM MEETING 06.07.2023

Minute Ref	Action	By whom	By when
6	Consider how to disseminate new golden rules information.	ALL	SUPERSEDED
6	Skills audit	ALL	COMPLETED
6	Share subject lead monitoring timetable with governors	Headteacher	SUPERSEDED – see update below

Update: The Headteacher emphasised that priority areas had been identified for monitoring and not necessarily individual subjects. Key areas were the introduction of the new nursery, Early Years Foundation Stage (EYFS) (RD agreed to cover EYFS) and school walks which

governors could arrange through the Headteacher. Once completed, reports should be uploaded onto GovernorHub, a template for which was already posted.

ACTION LOG FOR MEETING 12.10.2023

Minute Ref	Action	By whom	By when
Pg 3 Item 4	To communicate with all subject leads	Governors	Autumn term 2023 end
Pg 3 Item 4	To update training records on GovernorHub including any scheduled training.	Governors	COMPLETED
Pg 3 Item 5	To include deferred vision, value and ethos discussion on agenda for next meeting.	Clerk	COMPLETED
Pg 4 Item 7	Update governors on progress of staff handbook update.	Headteacher	25.01.2024
Pg 4 Item 9	To review the pupil premium strategy at the next LGB meeting.	Governors	COMPLETED
Pg 5 Item 13	Seek clarification from HR of the relationship between the barred list and the single central record	Headteacher	COMPLETED – see update below
Update: The school maintains the single central record and the barred list is a check undertaken on a separate site. This is for teachers and not Teaching Assistants.			
Pg 5 Item 16	Update school policies where necessary	Headteacher	Within 12 months
Pg 5 Item 16d)	Update mobile phone policy	Headteacher	COMPLETED

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.
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In support of this she had also shared the following documents on GovernorHub:

- Priority Plan for SIP – Oracy

Governor challenge:

How does Oracy help attainment in Maths?

What differentiates maths oracy from the usual class chatter?

How does oracy work in classes where pupil’s behaviour may be difficult to manage?

Headteacher response:

Oracy in subjects such as maths had a positive effect on the behaviour and attention span of pupils as they were able to freely express themselves.

- Priority Plan for SIP – Writing

Governor challenge:

What does improving the standard of handwriting mean? With so much emphasis on typing in the modern world, why so much investment in handwriting?

Headteacher response:

This was a good point but handwriting still currently forms a large part of the Standardised Assessment Tests (SATs).

Governor challenge:

Are parents aware of the existence of the whole school writing projects?

Headteacher response:

Yes they are being informed through various channels.

Governor challenge:

Could we laminate some examples of pupil's written work and display it on playground fences for parents/children community to see?

Headteacher response:

This may not be practical but written work is being displayed throughout the school buildings and she agreed that exemplary writing could be shared on social media e.g. Instagram.

- Priority Plan for SIP – RRSA

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

See slide 2 of the Headteachers report. After much consultation consensus was reached by creating the initialism of WCLA. Thus:

W - Welcoming

C - Community

L - Limitless

A – Aspirations

This incorporated the vision and the school colours. Signage was being prepared and pictures included in the next newsletter, the website and distributed around the school. The Headteacher confirmed that the school was confident in its ability to effectively deliver in these four areas.

The three B's - Be ready, Be respectful, Be safe would also remain in use.

5. Ofsted Preparedness

The Headteacher reported that 2 of The Learning Partnership schools had been inspected within the last 2 weeks and she was sure that WCLA was to be inspected soon. Ofsted had a new framework for inspections and they had been good about feedback.

She was confident the school was ready for an inspection and explained to the Governors how the process worked and their role during an inspection. She had carried out practice sessions with subject leaders for subject deep dives. Governors were concerned that due to their relatively small number areas may not have been covered adequately on their visits but the Headteacher reassured them that some areas would now be overseen by the Trust.

Policies were an area of concern, but again, the Trust would be assisting the school in this area.

Governors challenge:

What actions could the Governors take in readiness for an Ofsted inspection?

Headteacher response:

She asked that Governors research this area as much as they could. Documentation had been uploaded onto GovernorHub to assist with this.

Education

6. Admissions and Pupil Numbers

See slide 5 of the Headteachers report.

It was reported that there were 433 pupils currently on roll with 14 pupils having joined and 3 pupils having left. This meant that the school was over PAN by 13 but had been historically so for a while. All new starters were in Nursery which was now up to 16 pupils. She expected there to be 52 by September 2024.

Governor challenge:

Were the oversubscribed classes dealing with this?

Headteacher response:

The school was very clear that additional numbers would not be detrimental to existing pupils.

Governor challenge:

How was the school dealing with the admissions of pupils whose first language was not English?

Headteacher response:

Pupils were being taught in a separate class together and the school was utilising Google translate, BASEline and visual techniques. She did not expect them to be in the school for very long due to accommodation issues. However, she emphasised that they must be made to feel welcome as part of the "no outsiders" ethos of the school.

7. Attendance

See slide 6 of the Headteachers report. The Headteacher reported that attendance was generally very good but that persistent absenteeism was a problem. Unauthorised term-time holidays were largely the cause but there were also 2 pupils on part time timetables, 1 linked to behaviour and the other linked to a pending EHCP.

Governor challenge:

How do pupils on part time timetables keep up with the work?

Headteacher response:

Work is given to them to take home, home visits and a log kept of those visits.

Governor question:

What is the national average for attendance?

Headteacher response:

95%

ACTION: Headteacher to include the national average on her report going forward.

8. Behaviour

See slide 7 of the Headteachers report. A discussion ensued regarding the trending perception that behaviour in schools had recently deteriorated sharply and if so, was there a pattern emerging? The Headteacher reported that currently the data was not being analysed properly.

ACTION: The Headteacher agreed to present national statistics on attendance, safeguarding and behaviour in schools at the next LGB meeting. HH offered to assist with gathering this.

The Headteacher explained that an issue had arisen where a year group's behaviour was being discussed online between parents instead of them bringing their concerns to the school. She was currently in discussions with the parents to explain the appropriate action they should be taking. She was also working on a Parents Charter in conjunction with Cheshire East and would bring this to the Governors when ready.

The Headteacher explained the principle behind the Hub. This was an area set aside for pupils who were finding the playground problematic where they could go to receive support.

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

9. Curriculum – Progress

As noted in slide 8 of the Headteachers report. The Headteacher explained that this is the percentage of the cohort who are successfully achieving expected progress. The combination percentage is low because they have to achieve good progress in all three areas. The school utilises the Fischer Family Trust (FFT) for their data.

10. Curriculum – Attainment

As noted in slides 9 to 11 of the Headteachers report. This outlined the progress of Early Years and Key Stage 1 and 2 as at the end of the Autumn term 2023. The Headteacher confirmed she was about to hold a progress meeting with staff to analyse why there was success in some areas but not in others and to compare attainment with targets.

ACTION: The Headteacher to RAG rate attainment in future reports so that Governors could quickly see where the problems were.

11. Curriculum – Link Governor Monitoring

HH confirmed she had carried out an Oracy visit on 08.12 2024 the report for which had been uploaded 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.

Welfare

13. Safeguarding

As noted in slide 12 of the Headteachers report. The Headteacher confirmed she is now the Designated Safeguarding Lead.

14. Wellbeing and Welfare – Students

As noted in slide 13 of the Headteachers report.

Governor question:

How did Positive Noticing day go?

Headteacher response:

This was a great success and had now been extended to Star of the Week in assembly. She was hoping to build on the initiative to make it a weekly celebration.

15. Wellbeing and Welfare – Staff

As noted in slide 14 of the Headteachers report. She confirmed that the 365 exercise had taken place to ensure an even spread of activities across all the school years. This meant that

staff and other stakeholders were not being overloaded with tasks, the number of meetings held was being restricted and there were no more briefings except when essential.

Local Matters and Stakeholder Engagement

16. Local Policy Approval

The following policies had been shared on GovernorHub.

Governors had submitted questions/requests for clarifications on all these policies some of which are answered below and some of which the Headteacher agreed to look at and respond/amend at the next meeting.

- Admission into Nursery Statement
- Administration of Medication Policy

Governor challenge:

Is there a dedicated fridge for medicines?

Headteacher response:

Yes and it is an only adult space.

Governor challenge:

How do staff know a medication is a controlled substance?

Headteacher response:

A form is completed and the office keeps this on record.

- Antibullying Strategy
- Early Years Policy
- Fire Safety Policy

Governor challenge:

When was the latest fire drill and how did it go?

Headteacher response:

This was held recently and it was successful. Another one will be held once the new Nursery building is functioning.

Governor challenge:

Do we need 2 drills for am AND pm for Swan Stars?

Headteacher response:

Yes, these happen at different times.

Governor challenge:

During fire drills are registers printed and taken to assembly points?

Headteacher response:

The fire wardens use the App which shows that day's attendance.

Governor challenge:

Personal Emergency Evacuation Plans (PEEPS) – are visitors asked about any disability so that a PEEP can be actioned?

Headteacher response:

The onus is on the visitor to tell the school if they need assistance during a fire.

Governor challenge:

How are visitors, contractors and other third parties made aware of the policy?

Headteacher response:

There is appropriately positioned signage and a leaflet is available.

- Intimate Care Policy

Governor challenge:

Are there any further procedures to ensure child and staff safety during the changing of children in Nursery?

A Do Not Enter sig is placed on the toilet door during the time taken to change the child. Does this mean the door is not locked?

Headteacher response:

The policy requires two members of staff to be present which should negate the need to lock any doors.

ACTION: Clerk to include update on Local Policy approval in the agenda for next meeting.

17. Stakeholder Engagement - Parents/Carers

As noted in slide 15 of the Headteachers report. The survey on parents evening had had 56 responses and it was agreed to maintain the existing format.

There was no further action required for the parent's Ofsted complaint.

The Headteacher was very pleased to see parents at school events and was hoping to encourage more of them to come into the school wherever possible during term time and get involved with their children's classes and activities.

18. Stakeholder Engagement – Wider Community

As noted in slide 16 of the Headteachers report. She confirmed there had been three requests for information.

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

Nothing to report.

20. Communication from Executive, Board and ESP

Nothing to report.

21. AOB Website

HH asked the Headteacher to check the website as Governors named were listed but with no biographies. It was confirmed that RD was to be listed.

ACTION: The Headteacher to arrange amendment of the school website where required.

Nursery opening

The Headteacher confirmed that the new Nursery building was due to open on the 28th February 2024. The opening was running to schedule and she was delighted with the results.

Governor question:

What is the capacity?

Headteacher response:

There is room for 26 pupils per room over two rooms (total 52). This is to be a full time Nursery as opposed to a drop-in facility. The hope is that it can be expanded in time, for example, being open during school holidays, increasing opening hours, taking younger children etc.

150 Years Anniversary

The Headteacher confirmed that the school is celebrating its 150th anniversary this year. She had noted that during the same year that the school opened the first impressionist exhibition opened in Paris. A project is currently underway where pupils create artwork in the impressionist style and this will form an exhibition opening on the 15th April. There will also be a celebratory family picnic and a colour run held in summer 2024.

Date and Time of Next Meeting: Thursday 18^h April 2024 at 4:00pm Meeting Closed at 6:10pm

ACTION LOG FOR 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.	HT	18.04.2024
Pg 4 Item 8	Present national statistics on attendance, safeguarding and behaviour in schools at the next LGB meeting	HT/HH	18.04.2024
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.	HT	18.04.2024
Pg 7 Item 16	Clerk to include update on Local Policy approval in the agenda for next meeting.	HT/Clerk	18.04.2024
Pg 7 Item 21	Arrange amendment of the school website where required. (Governors bio's)	HT	After meeting