



Date: 9th July 2024 at 4.00pm (meeting held in school)

Governors Present:

Rachel Cornes (Staff Governor)
Kim French (Staff Governor) (part from 5.10pm)
Margaret Frost (Parent Governor) (part until 4.47pm)
Mark Stowe (Chair)
Sally Whitehead (Headteacher)
Kate Windle (Appointed Governor)

Apologies:

Janet Diamond (Appointed Governor)
Sheila Manzano (Appointed Governor)
Paul Phipps (Parent Governor)
Allan Howells (Director of Quality, The Learning Partnership)

In attendance:

Sarah Lomas (The Learning Partnership)

Clerk: Sheila Crosbie (Entrust)

The following documentation had been uploaded onto GovernorHub prior to the meeting:

- Minutes of the LGB held 02.05.2024.
- Headteachers Report Summer 2 2024
- Wheelock LGB Skills audit 18 June 2024

Governance and Administration

1. Welcome, Apologies and Confirmation of Quoracy

The meeting commenced at 4.00pm.

The Chair welcomed all present to the meeting. The meeting was confirmed as quorate.

Apologies for absence were received from Janet Diamond, Sheila Manzano, Paul Phipps and Allan Howells. Kim French would be late.

Resolved

That the apology for absence is received and accepted from Janet Diamond, Sheila Manzano, Paul Phipps and Allan Howells.

2. Minutes of the Previous Meeting and Matters Arising

The minutes of the meeting held on 2nd May 2024 were agreed and signed as a true record.

Action Log from meeting held 2nd May 2024

Agenda item	Action	By	Progress
2	Supply the Headteacher with a list of FAQs on “what is a governor “ to go out with the next school newsletter.	AH	Carry forward
2	Link governor visits to be scheduled	Headteacher	Carry forward
19	LGB Summer 2 to be scheduled in mid-July.	Headteacher / AH	Complete

Welfare

3. Safeguarding

The Headteacher referred to the PowerPoint presentation which had been circulated.

It was noted that the half termly supervisions with DSL/DDSL were new and had commenced recently.

The Headteacher reported on a first aid incident. See part 2 minutes.

Governor challenge: What are the arrangements for safeguarding concerns over the summer holidays?

The Headteacher stated that she spoke about safety in the final assembly. There was no formal obligation on the school over the summer, but the Headteacher’s and office e-mails were monitored. Children at higher risk would have a social worker.

It was suggested that the out of office e-mail responses should have information about how to raise safeguarding concerns.

ACTION: Information on Safeguarding to be added to out of office e-mail replies.

The numbers of children on Child Protection and Children in Need had fallen from the peak. It was felt that this reflected a change in thresholds for intervention.

Young carers would be a priority going forward. Many children had a sibling with additional needs. Referrals could be made to both Cheshire East and Cheshire Young Carer services which offered different support. Referrals were only made if parents agreed.

4. Student welfare and wellbeing.

No issues were reported. Referrals to Emotional Literacy Support Assistant (ELSA) and Treetops were constant.

5. Staff wellbeing.

Measures were in place as previously reported. No concerns were raised.

Strategic Direction and Progress Against Priorities

6. School Improvement Plan (SIP)

a) Update on 23-24 priorities.

Progress against the current priorities: curriculum, phonics and writing was reported. 95% pass in year 1. 63% in year 2.

Governor challenge: 63% of Year 2 had met the standard in phonics. Had this fallen from previous years?

It is not useful to compare the year 2 phonics year on year as the small number of children involved have often complex needs which varies significantly year on year. It was reported 2 children this year had not been included on the census as they had recently joined us from other schools but would be included on our data. There were a significant number of children in the current Year 2 cohort with special educational needs. (SEND).

It was reported that 75% of children had met the expected level in writing with 7% above expectation. This was broadly in line with outcomes nationally.

It was reported that 71% of children had met the expected level in reading with 23% above expectation. This was broadly in line with outcomes nationally.

It was reported that 56% of children had met the expected level in writing with 11% above expectation. This was below outcomes nationally.

It was confirmed that the school had not been moderated this year

b) Emerging priorities for 2024-25

The emerging priorities of curriculum, maths and parental engagement took account of the findings of the Ofsted inspection.

Curriculum

The focus for the curriculum would be on making links across years and improving retention of knowledge.

Maths

In maths, “flashback four activities are already used to keep children’s skills current. The aim was to use these to identify problems at an earlier stage and offer further support.

Parental Engagement

Parents had engaged well with the recent event and all staff had attended and had raised £4,000.

Governor question: Would the emerging priorities be adopted for 2024/25?

SW stated that the priorities were not yet finalised. She had met with the Trust Director of Education and would be meeting the Director for Primary Education to discuss. The Trust had introduced a standard format for priorities and had set a limit of 12 priorities. SW was waiting for the agreed trust template to be finalised.

MS pointed out that everything could not be a priority and some issues would have to be considered as standard business.

SW explained that there would also be subject action plans developed by subject leads.

Education

7. Staffing /class plans for September 24

The appointment of a Phase Leader, Year 2 and Year 4 teachers, 3 teaching assistants (TA) and a TA for class cover was reported. This meant that there would be no supply TAs from September. Governors were pleased to note that all posts had been filled.

The class organisation from September was noted. The names chosen for class groups were all British birds.

8. Admissions and Pupil numbers.

The Headteacher reported that 4 further applications for places had been received which would give a total number of 375 pupils for September. An additional application had also been received for a child with additional needs. It had been explained to parents that this could potentially delay the assessment process.

9. Attendance

The latest figure was 95.2%, which was lower than the previous year at this point in the year. Persistent absence had decreased slightly since the last report. 2 children had been identified with Emotionally Based School Non-Attendance (ESBNA) and a 3rd child potentially meeting the criteria.

It was reported that some parents had a sense of entitlement in relation to taking holidays in term time. Some reported that senior schools approved for older siblings. The request form was based on Local Authority guidance. It was suggested that this could be more explicit in that the reason for absence must be exceptional. New Government guidelines would be introduced in September.

Governors requested that data was presented alongside the previous figure so that changes and trends could be identified.

ACTION: Headteacher to provide comparative data in the report.

10. Behaviour

Incidents had increased slightly possibly due to end of year excitement or anxiety around transition. It was reported that a 3-day suspension had been made because of violence and damage caused. Parents had supported the suspension and had offered to pay for the damage caused.

Governor challenge: Concern was raised about a child being restrained

Assurance was given that this was in accordance with procedure. Extensive efforts to reason and persuade the child to comply had been made. The incident had been discussed with parents.

MF apologised that she had been called away urgently. She left the meeting at 4.47 pm.

All incidents were reported via CPOMS. Concern was raised at the volume of reports and the time taken to complete. It was confirmed that the system was set up to make recording as simple as possible.

Governor Challenge: What is the threshold for reporting?

SW reported that this was considered on a case by case basis based on a number of factors. Behaviour had improved now that more support staff were in place.

Governor question: Had there been any impact from the loss of the playground?

This had made little difference as the children predominantly use the field to play on.

11. Curriculum - Progress

No issues raised.

12. Curriculum- Attainment

SW reported that the SATs results had been released that morning and were very disappointing, particularly in maths. Some children had only been 1 or 2 marks short, and some appeals may be made. The results were:

Reading 71%

Writing 75%

Maths 56%

The results were below the Trust average. The combined score of 50% was below the national average of 61%.

SW acknowledged that the results were not good enough and explained some of the factors which may have contributed. See Part 2 minutes

Governor challenge: How could results be improved next year?

SW explained that Year 5 pupils who may need additional support in Year 6 were already being identified. Maths would be taught in 2 Year 5, and 2 Year 6 groups next year. A new member of staff was an ex secondary school maths teacher and she has been timetabled to be the 4th teacher to allow this strategy. The new LKS2 phase leader, as maths lead, has written a detailed action plan to support improving the outcomes. Expectations for all core subjects is being looked at during the INSET.

13. Curriculum-Link Governor Monitoring

It was agreed that greater emphasis needed to be placed on link governors in the new term.

Local Matters and Stakeholder Engagement

14. Progress on building works

The work was progressing well with an expected completion date of 25th October. It was reported that the builders were very professional and had been excellent

15. Skills audit results

A report had been shared for information. Governors were not expected to be rated green in all areas. The link was still open for Governors who had not yet done so to complete the audit. The audit would be used to inform training plans from September.

16. Stakeholder Engagement – Parents and Carers

KF arrived at this point at 5.10 pm.

The information evenings and “Wheelockstock” had been well attended.

17. Stakeholder engagement – Wider Community.

The 50th anniversary celebrations had been very successful. It was noted that the Powerpoint aerial photograph of children forming a 50 had not been in the newsletter. It was explained that there had been technical difficulties with the format.

ACTION: KF to try to include photograph in the next newsletter

18. Communication to Trust Executive, Board, ESP Committee.

Nothing to report.

19. Communication from Trust Executive, Board, ESP Committee.

The Trust wide Governors conference would be held on 13th July from 9.00am-1.00pm.

20. Dates of next meetings

It was agreed that there should be 4 meetings per year, scheduled to coincide with data drops. Governors confirmed that they supported an earlier start time of 4.00pm.

Meeting Dates 2024-25		
Autumn Term	Spring Term	Summer Term
Tuesday 1 st October 2024 4.00pm	Tuesday 21 st January 2024 4.00pm	Wednesday 7 th May 2025 4.00pm
		Tuesday 24 th June 2025 4.00pm

ACTION: SL to share dates on GovernorHub.

21. Any other business

Mixing the classes up at the end of each academic year

It was reported that there was still some resistance from parents.

Class organisation at Senior School

Some parents had expressed concerns. SW explained that the children were asked to complete a “circle of friends”. The high school used this along with other factors such as an appropriate mix of boys and girls and pupil premium numbers to allocate to forms. SATs results were used to allocate children to clusters. It was noted that this was a very complex process, and it was difficult to please everyone.

Part 2 Confidential Business

See Part 2 Minutes

The meeting closed at 5.25pm.

Minutes approved:

Date:.....

Action Log

Agenda item	Action	By	When
2	Supply the Headteacher with a list of FAQs on “what is a governor “to go out with the next school newsletter.	AH	After meeting. Next newsletter.
2	Link governor visits to be scheduled	Headteacher	For Autumn term
3	Information on Safeguarding to be added to out of office e-mail replies	SW/RC	By end of term
9	Headteacher to provide comparative data in the report	SW	Next meeting

17	Include photograph in newsletter of 50 th celebration	KF	Next newsletter
20	Share LGB dates on GovernorHub	SL	After meeting