



**KNUTSFORD ACADEMY LGB
MINUTES – Part I**



Date: Monday 19th June 2023 at 4:00pm

Present:

Mrs C. Millson (Chair) (CM)
Mrs J. Padget (JP)
Mr G. Kelly (GK)
Mr R. Taylor (RT)

Apologies:

Mr D. McGarvey (Vice Chair) (DM)
Mr D. Baxendale (DB)

In attendance:

Mrs K. Key (KKY) - Headteacher
Mr C Leigh (CLH) - Acting Deputy Headteacher
Mrs A. Thatcher - (ATR) Assistant Headteacher
Mr C. Parr - (CPR) - Assistant Headteacher
Mrs V. Lally - (VLY) Literacy Lead (Part 4.4 only)
Mrs N. Phillips - Director of Operations
Mrs D. Nicholl-Timmins - Proposed Parent Governor (DNT)
Mrs D. Baines - Proposed Parent Governor (DB)
Clerk: Mrs C. Gritton

Administration

1. Welcome, Apologies and Confirmation of Quoracy - The Chair welcomed everyone to the meeting. Apologies were received and accepted from DB and DM the meeting was quorate.
 2. Declarations of Interest - There were no declarations of personal or prejudicial interest.
- All papers and policies referred to had been uploaded to Governor Hub (GH) prior to the meeting, unless otherwise stated. Item 4.4 was taken first, but recorded in Agenda item order for ease of reference.
3. The Minutes of the meeting of the KA LGB held on 24th April 2023, were **approved**.
Matters Arising – Paper Actions from KA LGB - For June 2023 Meeting was received and Actions noted thereon. It was confirmed that the HT intends to advise new parents about the School Fund at the Yr6 new intake evening. With regard to the progress data posted on Governor Hub, **the HT reported that** English results had not been as strong as last year, Covid gaps remain and the examination was the first full examination since Covid and targeted interventions are having significant impact. Similar results are being reported across the Trust and at Cheshire East secondary heads’ meetings. The school had completed the Parent Governor election process and were pleased with the high number of nominations received. DNT and DB were congratulated on their election as Parent Governors and welcomed to the meeting as observers, whilst the Trust appointment process is ongoing.

4. School Performance and Welfare

- 4.1 Roles and Responsibilities of the newly formed SLT **The Headteacher explained** the SLT structure for September 2023 with Jon Lawes as the Senior DHT and Alex Thatcher as DHT. The roles of all members of the SLT were outlined.
- 4.2 School Improvement Priorities (SIP) Paper 4.0 – 5.0 HT Report KA LGB 9.01.23 (the Headteacher’s Report) was **received. It was reported that** some key areas of school improvement will be elements of KS4 being included in KS3 to stretch and challenge all learners, a focus on whole school reading and oracy and the strengthening of relational practices. Examples of academic enrichment to be introduced into KS3 are finance, ethics, philosophy etc.
- 4.3 Admissions and Pupil Number Update **It was reported that** all year groups will be close to PAN in September with 6th Form intake expected to be showing a slight increase. A total of 1408 pupils, including Cheshire Studio School, is anticipated in September. The school may go over Pupil Admission Number (PAN). **The HT reported that** the upper school site is at maximum occupancy and use of both sites is being considered.

Challenge: Governors asked how the appeals process was working. It was reported that carrying out the process on Teams was making it more manageable for those involved. There had been a small number of appeals.

Challenge: Governors asked whether all the current Yr11 were intending to continue into Yr12 at the school. It was reported that a small number of students are moving to 6th forms closer to home .

4.4 Reading A report by VLY. It was reported that the school had undertaken a programme to screen pupils including all Year 7 and the low prior attaining students in Years 8 to 11. 30-40 pupils had been identified in each year group, a small number of whom showed a reading age of 10. The school has considered the research into how to best support those pupils and improve reading fluency across the school and the programme selected, utilised since September 2022, supports all pupils including high attainers. The school has recruited a TA with primary school teaching experience, specifically for reading intervention and their phonics training expertise is proving invaluable and successful. In the first term of the 2022/2023 school year, 94% of pupils in 1 to 1 interventions, moved forward by at least a few months and over 50% by a year. In the second term, 96% moved forward again and additional pupils were identified and added to the programme.

Challenge: Governors asked whether the school utilises peer to peer support. It was reported that there is a reading programme supported by 6th form pupils, matching Special Educational Needs and Disabilities (SEND), which is very successful. Next steps will be to relaunch the whole school approach and ensure the interventions are built into the curriculum in a consistent way. Yr7 and low ability groups will be retested and small group interventions introduced. Oracy will also be a focus for all abilities across the school. The HT and Governors thanked VLY for the highly impactful work.

VLY left the meeting at 4:25pm

4.5 Special Educational Needs and Disability (SEND) It was reported that the school has an increasing number of SEND pupils. Learning has been aided by a consistent team of Learning Support Assistants (LSAs), encouraging inclusivity and providing good support. LSAs have undergone a bespoke training programme and some have accessed additional learning. The school ensured that all pupils' examination access arrangements' needs were met. The next steps include:

- Improving identification of SEND; the Trust is providing a SEND identification tool to encourage consistency across the Trust schools
- The continued development of positive relationships with families with SEND, strengthened and supported by LSAs
- Interviews for a new SENCo on Monday 19th June
- Continued staff development to support primary needs, mainly in cognition and learning, autism and Attention Deficit Hyperactivity Disorder (ADHD)
- A review of the monitoring of the type of data gathered/needed and progress
- A review of the curriculum to ensure it can be accessed by all students

It was reported that fewer Year 7 pupils with an Education Health and Care Plan (EHCP) are anticipated in September and the school's screening tool will enable staff to cross-check the information provided by primary schools to ensure all those with needs are identified.

Challenge: Governors asked whether the school has the capacity to provide all interventions needed and whether Cheshire East Local Authority (CELA) have the capacity to support the school. It was reported that whilst the school is stretched in terms of SEND capacity, staff training and the recruitment of additional LSAs ensures it is as effective as possible with the staff available. CELA is supportive, but whilst there have been some challenges as to the appropriateness of the school for some pupils, the school and CELA work well together to support pupils' best interests.

Challenge: Governors asked whether the school utilises some of the SEND teaching and learning techniques across the school. It was reported that some techniques are utilised across the school, wherever they might provide pupils with better opportunities to access learning. Whole year groups screening is carried out, to ascertain where additional support might be needed.

5. School Welfare

<p>5.1. Attendance It was reported that attendance overall is good and figures are above the national average. A new policy and working procedures are being worked on to further support improved attendance. An attendance officer is being appointed to strengthen the student services team.</p> <p>Challenge: Governors asked whether the train timetables continued to affect attendance. It was reported that the provision for late arrival had been removed, the school had worked with parents and attendance is good.</p> <p>5.2 Behaviour It was reported that the Reset room is now open 5 days a week. The detention programme has been built into directed time and is working well. Restorative conversations continue to improve and HWH is working on the inclusion of respect, kindness and ambition in the Code of Conduct.</p> <p>5.3 Safeguarding It was reported that staff had received regular safeguarding updates and there are plans for the Trust to provide Governor safeguarding training as soon as practicable. Safeguarding updates are circulated to Governors via GovernorHub. The Supporting Children in Educational Settings check has been completed and sent to SCiES. ‘Communication with parents’ has been identified as an area for development and is being addressed. The SCiES school visit is deferred to November 2023, but in the meantime, Ofsted found no areas of concern. Team teach de-escalation training has been completed.</p> <p>5.4 Looked After Children (LAC) It was reported that numbers of LAC and other categories of vulnerable pupils, are not reducing as is usual this time of year, but it appears that the threshold is rising for Child in Need, as seen across the Trust schools.</p> <p>5.5 Staffing Matters Two Deputy Headteachers have been appointed and Governors were provided with a table showing the areas of SLT responsibility. (HT Report 4.1). The HT and Governors thanked CLH for stepping into the interim DHT role and the value added. Staff movement figures are similar to previous years. Across the Trust and nationally, there are fewer teacher and technician applications. The Trust has set up a staff benefits’ scheme to encourage and support recruitment. Staff wellbeing is a Trust focus and the support the Trust provides for training is very good. The school is good at retaining talented staff. English, Maths and Science are slightly overstaffed, to allow for interventions.</p>
<p>6. Policy Updates</p> <p>6.1 It was noted that school policies were up to date as at 19th June 2023.</p> <p>6.2 Link Governor Monitoring It was reported that the Chair had met with CL, the DSL, and would continue to offer support with SEND until the new SENCo is recruited and a SEND Governor appointed. It was confirmed that there was nothing significant to report.</p>
<p>7. Governance</p> <p>7.1 LGB Composition and Terms of Office ACTION: The Clerk will contact DB, whose Term of Office expires 1st July 2023, to ascertain whether he wishes to be recommended for reappointment. The Chair confirmed that the LGB would support his reappointment. DM’s Term of Office expires 28th June 2023 and he has confirmed that he does not wish to be reappointed. The Chair and LGB noted DM’s years of support and hard work as a member of the KA LGB and thanked him for his time, work and support.</p> <p>7.2 LGB Skills Audit It was confirmed that most Governors had completed the Skills’ Audit as requested by the Director of Quality and those outstanding will be contacted.</p> <p>7.3 Website Compliance It was reported that the website is compliant and ACTION: The Headteacher and Chair will check again in the new academic year, using the Trust checklist.</p>
<p>8. Other Matters</p> <p>8.1 Local Matters It was reported that it is hoped that refurbishment work will take place on pupil toilets, and both staffrooms and the kitchen over the summer.</p> <p>Challenge: Governors asked whether there were any drama school development plans in place. It was reported that the HT is regularly meeting with the Trust to discuss potential options for the drama and leisure centre. It was noted that KA/CSS pay £90k to ‘Everybody Leisure’ for poor quality facilities.</p> <p>8.2 Matters to Share with the Trust Board Nothing to report.</p> <p>8.3 Matters from the Trust Board to Share with the LGB Nothing to report.</p> <p>8.4 AOB The Chair reported that Chairs Forum had discussed:</p> <ul style="list-style-type: none"> • Marketing across the Trust was an area for development. • Increase in SEND need across Trust Schools.

• Increase in aggressive and challenging contact from parents into school.
KA/CSS will look at introducing a parent contract to support parents and staff and include a question in the staff wellbeing survey to gauge the level and 'tone' of parental contact. **KKY/SLT Action.**
Finance - P7 and P8 monthly accounts had been received and a carry-forward from this year's budget is predicted. The school budgeted well and accounted for teaching and support staff pay increases. Staffing adjustments are anticipated, but finances are good. The 6th form refurbishment was slightly over budget.
Governors were invited to meet with the new Senior Deputy Headteacher, Mr Lawes at the school on 17th July, between 2-3pm and invited to the 28th June School Parliament and school tour 2:30 to 3pm.

Date and Time of Next Meeting: Monday 25th September at 4:00pm

Meeting Closed 5:55pm

Minutes approved:

Date:.....