



Local Governing Board to The Learning Partnership

**KNUTSFORD ACADEMY LGB  
MINUTES – Part I**



**Date: Monday 7<sup>th</sup> July 2025 at 4:00pm**

**(rearranged from 30.06.25)**

**Present:**

Mrs. D. Nicholl-Timmins - Chair (DNT)  
Mr. D. Walton (DW)  
Mrs. D. Baines (DMB)  
Mrs. A. Sennett (AS) (arrived at 4:07pm)  
Dr R. Taylor (RT)

**Apologies:**

Mr. D. Baxendale (DB)

**Absent:**

Mrs. A. Stott (AST)

**In attendance:**

Mrs K. Key (KKY) - Headteacher  
Mr. J Lawes (JLA) - Senior Deputy Headteacher  
Mrs A. Thatcher (ATR) - Deputy Headteacher  
Mr C Leigh (CLH) - Assistant Headteacher  
Mr C. Parr (CPR) - Assistant Headteacher  
Mrs H. Weigh-Williams (HWH) - Assistant Headteacher  
Ms G. Speakman (GSN) - Head of Languages

**Clerk:**

Sharon Dutton (TLP Trust)

**Governance and Administration**

**1. Welcome, Apologies and Confirmation of Quoracy**

The meeting opened at 4:00 pm. The Chair welcomed everyone and confirmed the meeting was quorate. Apologies were received and accepted from DB. AST was absent, and no apologies had been received. There were no additional Declarations of Interest made with the business of the meeting. All papers and policies referred to had been uploaded to Governor Hub (GH) prior to the meeting, unless otherwise stated.

**2. Presentation from GSN - Head of Languages**

GSN presented an in-depth report on the Languages curriculum which included a slide presentation. This covered:

- Curriculum highlights
- Diversity through the Curriculum – global cultures, global issues, inclusive topics, diversity and inclusion.
- Cultural Capital in Action
- Enrichment and Academic Enrichment opportunities.

DNT and KKY thanked GSN for her excellent presentation.

**Governors asked** if parents were aware of the change in curriculum. **GSN confirmed** that a parents evening had been held which increased inclusivity.

A discussion ensued around how languages are best taught effectively. **Governors asked** if more pupils would attempt the higher paper in the future. GSN was confident that this would be the case as the marks were improving and the school could afford to be more ambitious for its pupils.

JLA thanked GSN and her department for their continued hard work which was producing excellent results.  
*GSN left the meeting at 4:19pm*

### **3. Minutes of the previous meeting and matters arising**

- a) Governors approved the minutes of the LGB meeting held on 28<sup>th</sup> April 2025 as an accurate record.

#### **Matters Arising:**

There were no matters arising.

- b) All actions on the action log of 28.04.25 had been completed.

### **4. Membership Update**

- a) It was noted that due to the non-renewal of RT's term of office (see below) there will be three vacancies (all appointed) on the LGB at the start of the new term.
- b) RT's term of office will expire on 07.07.25. Due to the Trust's Governance Committee's decision not to reappoint governors who have served two terms, his term on the LGB has ended. This decision is consistent with the guidance offered by the National Governance Association after a recent Governance audit. On behalf of the LGB and the SLT, DNT thanked RT for his huge contribution to the school and the governing body. A thank you letter had been sent from Dr Howells on behalf of the Trust to RT.

RT expressed his willingness to continue assisting the school with maths tutoring and was thanked for his generous offer.

DNT announced she had met with a prospective new governor and KKY agreed to meet him and report back to the Trust.

## **Strategic Direction and Progress Against Priorities**

### **5. Update on School Improvement Plan**

The following update was presented:

#### **1. Quality of Education**

**Priority 1:** To ensure all teachers deliver high-quality teaching aligned with 'The Knutsford Way', enabling good progress for all students, including SEND, disadvantaged, boys, and middle prior attainers.

#### **Actions:**

- Monitoring and evaluation (MEV) have taken place with a focus on T&L (May 2025).
- Evaluations of Term 1 and Term 2 FDP/SDP completed.
- All mid-year reviews completed for teaching staff.
- Professional development in Term 2 has continued the focus on adaptive teaching.
- QA calendar has been adhered to. Initial and follow up reports have been produced.
- T&L Ambassador meetings have taken place to plan for shared best practice opportunities.
- Academic enrichment is clear on curriculum area of website.
- Walkthrus platform shared with T&L Ambassadors ahead of T&L briefing.
- Walkthrus platform shared with potential T&L Coaches in preparation for coaching role.

**Priority 2:** Ensure consistently high-quality feedback and assessment that improves student work presentation and outcomes.

#### **Actions:**

- Further staff development on marking and feedback policy.

- Student presentations provided by staff to ensure that students have information about the standards expected and their role in reflect and respond tasks.
- Visual displays produced (but not yet up in classrooms).
- All QA completed as per the QA calendar.
- M&F information to be provided on website for parents/carers.
- Faculties have contributed to a faculty specific M&F policy.
- M&F showcase taken place at HOF meeting in May 2025.
- Summative assessment audit across faculty areas completed.
- Research of summative assessment models completed. Draft policy created

**Priority 3:** Ensure literacy is explicitly taught across all subjects, focusing on reading and oracy to strengthen students' literacy skills.

**Actions:**

- Term 1 and Term 2 evaluation of Literacy development plan is complete.
- Termly reading intervention report is has been produced.
- Reading journey is evident on school website.
- Oracy journey needs to be evident on the website.
- Literacy lead meeting HOF to audit reading links on Stage 2 planning document.
- Professional development completed in Term 1.
- History department in process of creating the visual display for reading in their subject area.
- Library is well attended - need to record attendance and monitor engagement.

**Priority 4:** Ensure students are taught skills to become independent learners, enhancing their ability to retain and apply knowledge.

**Actions:**

- Homework policy continues to be implemented.
- Study skills training was re-visited in March 2025.
- QA calendar has been adhered to including MEV on homework looking at quality and frequency.
- All students have received Study skills input and re-visit in March 2025.
- AMC has shared the request for Study Skills to be explicit on Stage 2 planning documents.
- Parent information evenings have taken place and information about homework and study skills has been shared.
- Revision and Study skills section on the website.

**2. Behaviour and attitudes – Attendance**

**Priority 1:** To strive to improve attendance and punctuality across all student groups, aiming for 96% individual and 94% overall academy attendance, with persistent absence rates better than national averages.

**Review:**

- Maintain the level of analysis of attendance with the Attendance Officer and HOY and tackle and challenge poor attendance at an individual and group level.
- Ensure that the latest document "Working Together to Improve School Attendance" is fully embedded both in the school policy and working practices.
- Ensure Attendance and punctuality have a high profile within the student body by following a programme of assemblies.
- Ensure the school continues to have strong links with the LA attendance team and the medical needs team.

**Priority 2:** To continue to develop our behaviour systems, policies and interventions so that behaviour and attitudes are exceptional across the school community.

**Review:**

- Continue to Reduce repeat behaviour incidents through better joined-up work.
- Continue to reduction fixed term suspensions.
- Continue with earlier intervention and increase volume of intervention to impact on behaviour, attainment and attendance data.
- Decrease student numbers in the Reset Room leading to a reduction in the number of days it is open.
- Increase the number of praise points across all faculties with improved methods of logging awards through Arbor for 25-26.
- Student voice indicates that they feel heard and can see the impact of their student voice.
- Reduction in the number of Permanent Exclusions.
- Pastoral Support Plans have been implemented to better support students at risk of PEx.
- Policies reviewed and updated (Behaviour Policy & Uniform) to reflect changes.

**3. Personal development**

**Priority 1:** To provide a wide range of opportunities to nurture, develop and stretch students' talents and interests, accessed by all

**Review:**

- Website and Facebook page kept up to date with positive feedback received about the content.
- All faculties represented on the enrichment calendar and participation rates are strong.
- Feedback from student voice acted upon
- Key Stage 3 enrichment day cancelled due to finances, but whole cohort in-school enrichment opportunities will take place this year.

**Priority 2:** PD, including SMSC, careers, FBV, and PSHCE, is carefully integrated into the curriculum and extracurricular activities, enabling staff and students to understand and articulate the PD journey.

**Review:**

- LHS worked on developing the PSHCE curriculum over the year to respond to local and national trends.
- Improved promotion of Theme of the Week through weekly emails to staff and on Facebook.
- Careers page for the website being developed.
- Website content to reflect new guidance around careers.
- EDI Focus Group up and running and attended by staff and students.
- New Equality Objectives written by the EDI Committee and published on the website.

**Priority 3:** To develop a 'Student Leadership Pathway' from Years 7 to 13 which supports students to develop the necessary qualities and skills required to be future leaders in society.

**Review:**

- Year 7 and 8 Ambassadors continue to operate well.
- DCE continuing to plan training for Anti-Bullying Ambassadors in Years 9 and 1

**Governors asked** how useful pupil marking peers' work was. **ATR confirmed** that this was only one of four assessment strands with the highest weighting being written feedback. The marking is a learning process in itself and contributes to the diet of feedback pupils receive.

**Governors asked** if the uptake for the library had been strong. **ATR observed** that the library is very well attended but usually by the same set of students. Activities are underway to analyse engagement figures and encourage a wider usage. Governors discussed how reading for pleasure is promoted throughout the school.

**Governors asked** how marking and feedback are tracked through other subjects such as Art and Design and sciences. **ATR explained** how these subjects are constructed with meaningful subject specific feedback offered.

**Governors enquired** if a residential/outward bound trip was planned for Year 7. The school discussed the challenges of staffing and affordability. A discussion took place around the provision of school trips and visits.

## Education

### 6. Pupil Numbers

Page 10 and 11 of the headteachers report gave an overview of the current pupil numbers. Year 7 applications are predicted to easily meet PAN and Year 12 admissions are predicted to meet target. **Governors enquired** if the increased applications are due to the closure of private schools. It was generally agreed that this was not the case although a few in-year registrations had been made for this reason. **Governors asked** what plans were in place for the increased numbers and **KKY replied** that additional space would be available due to the Trust moving to Crewe.

### 7. Attendance

Page 11 of the headteachers report outlined latest attendance figures in percentages for KA and CSS.

- Attendance Audit completed and action plan created to be completed before September 2025.
- Arbor now monitoring and tracking Attendance Data. Arbor Auto Attendance to be used from September 2025.
- Attendance Strategy will be a central Trust policy from September 2025.
- The Trust will now be offering schools weekly attendance data updates focussing on overall data and the data for individual students.

FFT has issued an award to the school for being in the top 25% of schools for attendance and ranked number 2 in the county. However, the persistently absent strategy is to be revisited to deal with those pupils who are persistently absent from the beginning of term and usually continue to be so. **KKY confirmed** that PA pupils will only be fined as a last resort (holiday absenteeism excluded).

*JLA left the meeting at 5:28pm.* As it was his last meeting with the LGB, governors thanked him for his contribution to the school.

### 8. Rewards and Behaviour

HWH presented a review of the behaviour and rewards system.

- The school is moving away from using Satchel for Behaviour points, Praise and detentions at the end of this academic year and onto Arbor which will increase efficiency. The review and transfer is almost complete and will be shared with staff on Friday 11th July and then with students and parents. There are to be two detention rooms in the new term.
- Using Arbor, staff are now able to implement categories that can be added to the Student Awards:
  - Star of the Week, The Attendance Award, Subject Recognition & Reward, The Values Award, Academic Honours – Student of the Year and the Headteacher Award.
- From September 2025, the RESET room will be available for 3 days rather than 5 as a trial.

**Governors noted** how beneficial Arbor was proving to be in many areas in supplying valuable reliable information. **Governors asked** if it could show trends. **CLH confirmed** this. Governors congratulated HWH on the school's considerable success in improving behaviour.

**Governors asked** what impact would be felt by reducing the number of days the RESET room will be available. **HWH informed** governors that this decision had been reviewed in depth and was due to financial constraints and staffing. The situation will be monitored carefully.

### 9. Update on Cheshire Studio School

There was no further update on CSS.

### 10. Link Governor Monitoring

DNT confirmed the roles as laid out in the table included in the agenda. However, a new SEND link governor would now need to be appointed.

- DNT reported she had met with CHL to review safeguarding with CLH and Quality of Education with ATR. She suggested inviting industry representatives to come and talk to students about employment and work practices. DNT had also met with GS for discussions around literacy and oracy and EDI. She reported that pupil voice was positive. ATR expressed her appreciation to DNT for the visit(s).
- DMB had visited the school to explore Behaviour with HWH and would be visiting the school again on Friday 12<sup>th</sup> for a Year 12 presentation.
- RT had attended a monitoring meeting for SEND.
- AS confirmed that she would be meeting CPR to discuss Most Able in September 2025.
- DW agreed to liaise with CLH in the new term.

*HWH left the meeting at 5:49pm*

## **Welfare**

### **11. Safeguarding: CLH**

CLH presented a Safeguarding update as part of the headteacher's report:

- **Organisation and Policy Updates**
  - All safeguarding policies are up-to-date and published on the school website.
- **CPD and Training**
  - Staff: Received briefings on social care categories; safeguarding team maintain an open-door policy and drop-in sessions.
  - Students: Vulnerable students received "safe and well" business cards with key contact info for summer.
  - Parents: Weekly drop-in sessions at The Welcome Café continue; collaboration with local agencies is ongoing; a summer support newsletter will be distributed.
- **Referrals and Support Data – table included**
- **Mental Health Provision**
  - Just Drop-In - now increased from 2 to 3 days per week including support for 11-year-olds.
  - SWaNS - 2 days per week; funding secured for next year; focus on Years 7 & 8 and family support.
  - MHST - 1 day per week; significant Sixth Form referrals.
- **Additional Safeguarding Data – table included**
- **Safeguarding Updates:**
  - Audit: Section 175 Audit completed and submitted.
  - Policy Update: Awaiting KCSIE 2025; 2024 version may roll over.
  - Recognition: Academy achieved Cheshire Young Carers Silver Award; aiming for Gold. The only school in the Trust to achieve this.
  - NHS Collaboration: DSL met with Dr Scott Vernon to strengthen mental health support links.
  - Two staff members are undertaking a Thrive Apprenticeship course which they had volunteered for in their own time.

### **12. Welfare and Wellbeing- Students: CLH**

The focus at the end of the academic year will be on ensuring that all parties will have knowledge of and access to appropriate support over the course of the summer holiday.

- Business cards containing details about key support contacts available during the holidays have been created for all vulnerable students.
- Newsletter issued to parents identifying support available (financial and mental health) and information about activities and events available for young people over the course of the holiday.

Governors complimented the staff member responsible for looking after the reception desk in her professionalism in dealing with everyone entering the area. CLH confirmed that she was now managing referrals and acting as an effective link between parents and the various agencies they needed to deal with. This was strengthening the relationship the school was building with families.

### **Local Matters and Stakeholder Engagement**

#### **13. Local Policy Approval**

- Careers – provider access policy statement
- School Attendance
- School Uniform
- SEND

Governors **approved** the policies.

**Trust Policies** – none for this meeting

#### **14. Governor Training Update:**

- a) Prevent and Safeguarding – the following governors were reminded to complete the training courses requested by the Trust in the autumn term: AS and AST
- b) Permanent Exclusions – Governors were made aware of training, if interested.

#### **15. Stakeholder Engagement - Wider Community**

CPR shared photographs from social media and from the school website showcasing a range of celebrations and engagement with the local community.

#### **16. Communication - to Trust:**

Nothing further for this meeting.

#### **17. Communication - from Trust:**

- Governors' conference – nothing to report.
- Annual Skills Audit – this had been uploaded onto GovernorHub. No observations made.

#### **18. AOB**

There being AOB, the meeting closed at 6:04 pm.

**Next meeting takes place on Monday 29<sup>th</sup> September 2025 at 4:00pm**

**Apologies to the Clerk via Governor Hub or email to [spomeroy@tlptrust.com](mailto:spomeroy@tlptrust.com)**