



<p>Local Governing Board (LGB) to The Learning Partnership</p>  <p>Wistaston Church Lane Academy SPRING 1 Minutes</p>	 <p>Wistaston Church Lane Academy</p>
<p>Date: Thursday 6th February 2025 at 4:00pm</p>	
<p>Governors Present: Audrey Skidmore (AS) – Chair Sheridan Barnes (SB) Anthony Buckles (AB) Holly Hulett (HH) Benjamin Leighton (BL)</p> <p>Apologies: Mike Finnigan (MF) David Hastie (DH)</p>	<p>In attendance: Cathy Elsley (CE) – Headteacher Dr Allan Howells (AH) – Director of Quality – TLP</p> <p>Clerk: Sharon Dutton (SD) TLP</p>
<p>Governance and Administration</p>	
<p>The following documents had been shared on GovernorHub in support of the meeting:</p> <ul style="list-style-type: none"> • Ofsted inspection report – Nov 2024 • Headteacher's Report – February 2025 • LGB meeting minutes – October 2024 <p>1. Welcome, Quoracy, Apologies and Declarations</p> <p>The meeting opened at 4:04pm. AS welcomed everyone to the meeting and, as there were several new members present, asked everyone to introduce themselves around the table.</p> <p>SD confirmed that the meeting was quorate. Apologies were received and accepted from MF and DH. There were no conflicts of interest declared.</p> <p>New members were reminded to complete their register of interests on GovernorHub.</p> <p>2. Minutes of the last meeting and matters arising</p> <p>a) To approve the minutes from the last LGB meeting (10.10.2024). The minutes were approved and there were no matters arising.</p> <p>b) To review the action log from the previous meeting (10.10.2024) There were no actions outstanding.</p> <p>3. Membership Update</p> <p>a) To confirm any changes to the membership of the LGB and consider current vacancies on the board.</p> <p>SD confirmed that there had been three new members appointed to the board and AH welcomed SB, AB and BL. He thanked all the governors for volunteering. AS gave a brief description of the role of school governor. It was confirmed that as of 06.02.25 there were two appointed governor vacancies with one being filled imminently by a candidate awaiting their DBS check. However, at the start of the new academic year there would be one vacancy to replace MF who was retiring. AH reported that overall, the Trust was getting close to a good level of capacity.</p> <p>ACTION: HH to send details of a prospective new governor to AH.</p>	

Strategic Direction and Progress Against Priorities

4. Headteachers Report & SIP including headline data and:

a) Ofsted inspection feedback

The report from the Ofsted inspection conducted in November 2024 had been uploaded onto GovernorHub. For the benefit of the new governors, CE explained in detail the inspection process and its implications.

Within the five school improvement priorities highlighted on slide 4 of the headteacher's report, the following are core priorities:

- Quality of Education - to develop the curriculum to incorporate climate change and sustainability
- Quality of Education - to embed oracy skills to enable learners to successfully build the knowledge and skills they need for the future.
- EYFS - To ensure high quality provision provides no limits or barriers to the children's achievements regardless of their backgrounds, circumstance and/or needs and children with SEND achieve the best possible outcomes.

CE confirmed there is a significant action plan sitting behind these priorities with a team of trained staff able to deliver it. The SIP action plan is a live RAG rated document constantly being referred to at meetings and during schools visits and inspections.

Positive quotes from the Ofsted report were included on slide 15 of the headteacher's report (AOB).

b) Educational trips and residentials (including Pupil Premium) – plan report back from governors and parental response.

CE reported that a questionnaire had been sent to parents regarding the French trip and the resulting negative response meant that a residential to London had been rescheduled for the start of Year 6.

Education

5. Admissions and Pupil Numbers

See slide 5 of the Headteachers report.

Governors noted that pupil numbers were now sitting at 433 with 18 new pupils having joined the school and six having relocated elsewhere. Seven were new Nursery children, four had transferred from other local schools and seven had come from the Chimney House. This means the school is currently above PAN, but this number will change due to the nature of the Chimney House children. CE was confident the school would be full in September.

Governor question:

What are the implications to the school of the seven new Nursery children?

Headteacher response:

All new Nursery children have suggested they would like to transition to WCLA Reception, but this is not confirmed at this stage. Attending Nursery does not guarantee a place in the school.

Governor question:

Are Nursery places in high demand?

Headteacher response:

Yes, they are, but since the school has limited offer for breakfast or an after-school club, some pupils have gone elsewhere. This is due to the regulatory number of staff on duty required in relation to pupils.

6. Attendance

See slide 6 of the Headteachers report.

School attendance is at 95.6%, above the national average (NA) of 94.5%. Authorised absence is at 2.7% and unauthorised is at 0.12%. Both these figures reflect a drop since the last report but

termtime absenteeism continues to be an issue. However, Ofsted were satisfied with the mitigating actions the school was taking.

CE explained to governors the implications of permanently absent children. She confirmed that Ofsted had recognised the work being done by staff in relation to this.

There are 43 children under 90% attendance made up of 22 on unauthorised term time holidays, four on authorised term time holidays, four under 5's and the rest due to illness, medical appointments, a part time timetable or dual registration at an alternative provision.

7. Behaviour (including suspensions and exclusions)

See slide 7 of the headteacher's report.

The behaviour log included two racial incidents, 17 incidents of sexualised behaviour and there had been no exclusions. The pastoral lead is monitoring all these incidents.

Governor question:

Define the term "sexualised behaviour"?

Headteacher response:

Anything that is considered an "inappropriate touch."

Governor question:

What happens once an incident has been reported?

Headteacher response:

Incidents are examined in context and appropriate action taken. Parents are involved where required, and the children are closely monitored.

Governor question:

Does this figure include repeat offenders?

Headteacher response:

Yes, it does, but to date there have been very few as all the incidents are being professionally managed.

8. Curriculum – Progress and Attainment

See slide 8 of the headteacher's report.

CE confirmed the targets for the coming year for Years 2 and 6. Governors asked that in future she break these figures down further (by term) to give a clearer picture of progress and attainment.

ACTION: CE to expand on progress and attainment figures for the remainder of the academic year.

Welfare

9. Safeguarding

See slide 9 of the Headteachers report.

CE reported that all new staff have now received induction training including how to use CPOMS. All classroom staff have received training in CSA (Child Sexual Abuse) and the school is currently part of a pilot project being run by Cheshire East on safety planning and resilience. This is part of the school's efforts to:

- create safer and healthier environments for children and young people across the borough, particularly within their places of learning and at home.
- offer a simple framework for teachers to support children and young people's social emotional mental health (SEMH)
- develop a basic tool that offers guidance for recognising emotional difficulties, promote problem solving, identifying protective factors and build resilience at both school and home.

10. Welfare and wellbeing – staff (including feedback on “dispersed” children)

Governors had asked at a previous meeting for an update on the status of “dispersed children”. CE explained to the new governors what was meant by the phrase and that the council had been moving them between facilities depending on available space within the county. The DSL had become concerned as there seemed to be no adequate tracking of these children. The school had approached the council who assured them that adequate procedures and policies were now in place to protect the children including assigning UPNs (unique pupil number). CE confirmed the system was not perfect but was now assured that a more robust system was in place. There is currently only one dispersed child attending the school.

The following initiatives were ongoing or been recently completed:

- 10 keys to happiness shared with students.
- Yellow positive noticing tags
- Pupil survey undertaken in October 2024
- Lunchtime hub in KS1 and KS2
- New Safe and Sound counsellor required.
- Live the Beat music therapy.
- Staff pantomime
- Positive Ofsted inspection

11. Welfare and wellbeing - staff

- CE confirmed with governors how important it had been to recognise the impact of the significant staff absence in the SLT team. Staff are now in the process of returning to full time engagement.
- CE confirmed that the draft parent code of conduct was still in consultation/receiving feedback from parents and would be uploaded onto GovernorHub when complete. Governors noted that the consistency of information presented to parents received a positive mention in the Ofsted report.
- Staff morale had been boosted considerably by the positive feedback from the recent Ofsted report.

Governor Links and Training

a) Link Governor Monitoring Feedback

AS had uploaded a monitoring visit report on SEN – 05.12.24

HH had uploaded a monitoring visit report on EYFS – 31.01.25

ACTION: Governors to try and visit the school at least once before the next meeting.

- Staff wellbeing - to appoint a link governor.

SB agreed to become the staff wellbeing link governor. A discussion ensued as to how best to go about this, and it was agreed that specific staff would be engaged in order to gauge wellbeing. Consideration must be given to the mechanisms in place to effectively solve problems. Governors noted that the Trust also had a package of support in place for Trust staff.

- Link Monitoring schedule for 2025.

CE, AS and AH explained to governors that as their numbers had been limited, monitoring visits had been focussed on the school development plan instead of taking a topic-based approach. It was agreed that this approach was preferable but that a schedule would be forthcoming now that the LGB had more members.

ACTION: AS to produce a monitoring schedule for the remainder of the academic year in consultation with CE.

Link Governors were agreed as follows:

- Oracy – BL
- Behaviour and absenteeism - BL
- SEND – AS
- Transition - AS
- EYFS – HH
- Safeguarding – DH/MF
- Staff wellbeing – SB
- Attendance – SB
- Personal Development - SB
- Sustainability – AB
- Educational Trips – DH/SB

A discussion took place around pupil behaviour. AH advised all Governors to check behaviour during their monitoring visits by utilising the data and observing pupils during playtimes and between lessons.

Governor question:

How was the benchmarking for Reception this year?

Headteacher response:

Outcomes had been much improved and there was a more positive atmosphere in Reception this year. Issues had been cohort specific and the improved environment had had a positive impact.

b) Training updates

SD reminded governors to complete their training as required and upload documentation onto GovernorHub or forward to SD for uploading. AH confirmed the Trust's commitment to further learning and development of governors.

c) Training for Spring term

This was confirmed as Suspensions & Exclusions training and a link had been uploaded onto GovernorHub.

d) Feedback on Chair's Forum 07.11.24

AS reported that it had been a good event with an emphasis on equality, diversity and inclusion, with a strong appetite for inclusivity and a balancing of gender across the Trust. AH confirmed the EDI survey would be made available on GovernorHub before the next meeting.

Local Matters and Stakeholder Engagement

12. Policies:

a) Feedback on statutory policies requiring review.

See d) below.

b) Feedback on school policies issued for review.

There were no policies issued for review. It was agreed that when a policy required reviewing it would be initially inspected by CE and the Vice Principal and then uploaded onto GovernorHub. Governors will select those they wish to review and email CE with their queries/comments. These will be addressed by CE and the amended policy uploaded onto the website.

c) Policy review progress

SD confirmed she had sent a schedule to CE and AS outlining the status of all the policies on the school website. It was noted that governors should not become overly embroiled in approving policies but rather focus on the oversight of the headteacher's report and school improvements.

ACTION: CE to action the policy schedule.

d) To confirm receipt of the following Trust policies:

- Equality Information & Objectives Policy
- Serial & Unreasonable Complaints Policy
- Suspension & Exclusion Policy

Governors confirmed receipt of all statutory policies uploaded onto the Trust website.

13. Stakeholder Engagement – Parents/Carers including feedback on Friends of WCLA AGM held on 22.10.24.

At the AGM the Friends of WCLA agreed to appoint a new chair and design a calendar of events. Their aim is to “do less, better.”

See slide 12 of the headteachers report.

The following initiatives have taken place or are in progress:

- Parent sessions for EYFS/KS1 and KS2
- Parents evenings
- Ofsted parents survey with 107 responses
- Parents survey focusing on Year 1 transition.

14. Stakeholder Engagement – Wider Community

See Slide 13 of the Headteacher’s report.

The school has been involved in the following events:

- Christmas carol concert at Shavington Academy
- Non uniform day to support Claire House Children’s Hospice.

CE reported that the Forest School may have to be suspended due to lack of funding (staff recruitment). Investigations are underway to see if Pupil Premium funding can be utilised and the school will endeavour to start it up again in the August term.

15. Communication to the Trust

There were no communications to the Trust.

16. Communication from the Trust

a) Equality and Diversity Survey

Results of this survey would be uploaded onto GovernorHub before the next meeting.

b) Governor biographies

Governors were reminded to submit these as soon as possible. Biography pages for each school would be written and uploaded onto the Trust website before the start of the Autumn term. The school would provide governor headshots as part of their recording system.

c) Governors’ conference 2025 – 14th June 2025

AH asked Governors to respond to the invitation to the conference as early as possible, even if they were unable to attend.

AOB

See Slides 14 and 15 of the Headteacher’s report. This covered the recent Ofsted inspection at the school.

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

Date and Time of Next Meeting: Thursday 15th May 2025 at 4:00pm Meeting Closed at 6:00pm

ACTION LOG FOR MEETING 06/02/2025

Minute Ref	Action	By whom	By when
Page 1, Item 3	Send details of a prospective new governor to AH.	HH	After meeting
Page 3. Item 8	Expand on progress and attainment figures for the remainder of the academic year.	CE	15.05.25
Page 4	Produce a monitoring schedule for the remainder of the academic year in consultation with CE.	AS/CE	15.05.25
Page 5. Item 12	Action the policy schedule.	CE	Before Autumn term