



Local Governing Board to The Learning Partnership

KNUTSFORD ACADEMY LGB

MINUTES – Part I



Date: Monday 13th January at 4:00pm

Present:

Mrs D. Nicholl-Timmins - Chair (DNT)
Mr D. Baxendale (DB)
Dr R. Taylor (RT)
Mr D. Walton (DW)
Mrs D. Baines (DMB)
Mrs Andrea Stott (AST)

Apologies:

Mrs A. Sennett (AS)

Absent

Mr G. Kelly (GK)

In attendance:

Mrs K. Key (KKY) - Headteacher
Mr J Lawes (JLA) - 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
Mrs. A. McGeehan (AMC) - Head of Maths-left at 4:23 pm
Mr R. Foster (RFR) - Head of English-left at 4:42 pm

Clerk: Mrs S. Pomeroy

Administration

The meeting was preceded by a presentation from Head Students Matthew, Isy and Emma.

The Head of Sixth Form, May Hawkins, introduced the students. They outlined their backgrounds and aspirations for the future.

Matthew-had been at the school since Year 7 and would like to study dentistry at university.

Isy-joined in Year 9 and would like to study maths at Cambridge.

Emma-joined in Year 12 and is interested in a degree apprenticeship at Barclays.

The students explained that they are subject ambassadors, and some are also mental health ambassadors. They are involved with the student council and fundraising activities.

They outlined the following reasons why they chose to study in the sixth form at Knutsford Academy:

- Good range of subjects available
- High quality teaching
- Enjoyable, fun, interactive learning
- Structured learning
- Good results
- Dedicated sixth form area but still linked to the main school
- Support available for students joining at Year 12 from different schools
- Range of curriculum enhancement and work experience activities
- Oxbridge outreach team
- Volunteering opportunities

They suggested the following areas for further development for the Sixth form provision:

- The numbers of students attending the sixth form has increased so there is a need to expand the study areas and provide additional quiet working spaces.
- Laptop trolleys
- A dedicated science laboratory for sixth form usage
- Improved food choices in the Sixth form café

The Chair thanked the students for attending and wished them well with their future aspirations.

The students and Head of Sixth Form left the meeting.

1. Welcome, Apologies and Confirmation of Quoracy - The Chair welcomed everyone to the meeting and confirmed it was quorate. Andrea Stott was welcomed to her first meeting of the LGB, and introductions were made. Apologies were received and accepted from Andrea Sennett. Graham Kelly had indicated that he intended to resign from the board, but an official resignation had not yet 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 Head of Maths and English

Maths-Alison McGeehan

AMC delivered a PowerPoint presentation to governors covering contextual information and actions taken and highlighted the following points:

- Value added-positive in Year 12 already. Year 13 (-0.38 which is an improvement from -0.68 last year.)

Year 10

- An additional class on the right side has allowed for a crossover class.
- The feedback policy has changed and the focus is on showing pupils how to improve their performance.
- Study skills are being incorporated into lessons.

Year 11

- Actions taken include drop in for target grade 7+ with the opportunity to study independently on more challenging questions, targeting grades 4,5,7,9 booklets, all classes with RAG rated trial 1 study focus.

Year 12

- The Scheme of Work was re-ordered to cover some difficult topics earlier.
- 5-minute flash tests administered to be answered without books and feedback given in the lesson.

Governors challenged how consistency in approach is achieved throughout the Maths department, especially given its size. AMC responded that she has an overview of each key stage and holds weekly meetings. The Scheme of Work is interactive and allows her to check what teachers are delivering. A buddy system is in place so that teachers can support each other and share resources and experiences. Constant monitoring and tracking take place.

Governors also asked whether the impact on Year 10 of Covid is less across all subjects. JLA explained that Year 10 data is stronger across the board.

DNT thanked AMC for her presentation and for the extra Maths sessions being delivered on Fridays.

AMC left the meeting at 4:23 pm.

English-Rob Foster (RFR)

RFR delivered a PowerPoint presentation to governors covering contextual information and actions taken and highlighted the following points, with regards to trial 1 (December 2024) exam results.

- Year 10-Improvements are evident in the data, especially at 7+. Language results are broadly in line with last year.
- Year 11-Literature results are very slightly lower than last year. The school is continuing to work on the texts and expects to fill the gaps.
- Year 12-Value Added is positive.
- Year 13-ALPS score 3, exam result 5.

Governors questioned why there was a difference in ALPS and WAG. The WAG takes into account the non-examined element of the course as well as class and homework.

- Slides 2 and 3 outline the contextual information and the actions taken for each year group.

Governors asked how the English Literature texts are chosen and whether the school has any choice and can add any additional texts. RFR informed then that the texts are split into different categories such as poetry and Shakespeare and the school can choose from within each category. It would be good to study additional texts, but it is difficult to cover the core aspects of the course within the time available. A recent Trust review had raised that the time allocated to the literature course, may be increased.

DNT thanked RFR for his presentation.

RFR left the meeting at 4:42 pm.

3. Minutes of the previous meeting and matters arising

Governors approved the minutes of the LGB meeting held on 16th September 2024 as an accurate record.

Matters Arising:

There were no matters arising.

4. Membership Update

- Andrea Stott had been appointed to the board and her term of office runs from 23.09.24-31.08.28.
- Bob Taylor's term of office expires on 07.07.25.
- There is currently one vacancy on the board.
- The clerk would contact Graham Kelly regarding his position on the board. **ACTION**

Strategic Direction and Progress Against Priorities

5. Update on School Improvement Plan

KKY spoke to her Headteacher's Report and provided an update on the SIP:

Leadership Pathway

- Student ambassadors had been recruited in Years 7 and 8 and had already been involved in a range of activities in the community.
- Sixth form mentors had also been recruited and had received safeguarding training to work with Year 11 students. Academic and pastoral mentoring is taking place.
- Year 9 anti-bullying ambassadors would be trained in the spring term 2025.
- The Diana Award which recognises young people's social action or humanitarian work would be introduced.

Knutsford Way

- The Knutsford Way continues to be part of every lesson.
- There would now be more of a focus on modelling, adaptive teaching and formative assessment.
- The new feedback and marking policy have a focus on teachers providing an action to improve students' work.

Study Skills Curriculum

- The school is explicitly teaching a range of study skills to each year group.
- The aim is for the students to build up a range of strategies to aid revision and learning beyond the classroom.

Reading and Oracy

- CPD had taken place as part of the school's approach to ensure fluent, confident speakers.

Education

6. Pupil Numbers -CPR

- The PAN has increased to 230.
- The school has received 429 admissions in total for Year 7 in September 2025, 239 of which are first choice preferences and so the school is confident of meeting or exceeding PAN.
- Year 12-Around 300 applications had been received, with 210 first choices. This is pleasing but the school needs to consider capacity.
- Student numbers from Year7 to 13 are detailed on slide 4.

Governors challenged regarding class sizes and the amount of physical space available for sixth form, especially as the students had mentioned that space is an issue. KKY responded that the school is in discussion with the Trust regarding an Admissions Policy for sixth form, giving preference to the school's own students. Class sizes in the mid-20's are ideal.

7. Attendance-CLH

- Knutsford Academy had received an award from FFT indicating that it is in the top 25% of schools nationally.
- The attendance rate overall was 94.7% in December 2024.

8. Rewards and Behaviour-HWH

Rewards

- The school is proud of its rewards programme, run in conjunction with business sponsors. The range of sponsors are detailed on slide 7.
- There is a weekly star of the week, termly recognition and rewards and an Annual Student of the Year award.
- There is a new School Values Award which recognises students who consistently demonstrate the school values of ambition, respect and kindness.
- DMB attended a Year 7 and 8 awards assembly. She informed governors that it had been good to see that the students are genuinely pleased for each other when they gain an award.

Behaviour

- The Head of Year 9 is on long term absence and is on a phased return and due to return full-time after February 2025 half term.
- Behaviour Strategy Support meetings take place half termly and provide a forum for staff to discuss issues and share behaviour management/improvement strategies.
- A mobile phone campaign was run in half term 1 and staff and students are clear on expectations. Further guidance and support are available for some staff.
- A new behaviour support officer started in September 2024 and will now be based at the Westfield Drive site to ensure that support and intervention are implemented at an early stage.
- A uniform improvement campaign was run in half term 2 to reinforce the already high expectations on uniform standards. The school adheres to the DfE guidance on school uniform.
- There had been one permanent exclusion in the autumn term 2024 for a serious one-off breach of the behaviour policy. Extensive evidence is provided by the school to support its rationale for permanent exclusion.
- The school's behaviour policy is robust, and students are aware of the expectations.
- A wide range of support strategies and interventions are in place.

- The SEND team works closely with the Behaviour team.
- 30 suspensions had been issued in the autumn term 2024 which represents a low number.
- The highest number of suspensions is in Year 9 (but often related to a small number of students).
- The school is seeing an increase of behaviour issues involving girls with Autistic Spectrum Conditions and is considering the best ways to support and manage these pupils to ensure the best outcomes.

Governors asked about the impact of the RESET room. HWH explained that the school has worked on a behaviour pathway over the past five years, and this has had a positive impact on learning. Pro-active work has led to a reduction in the number of suspensions.

9. Update on Progress and Attainment

- The Headteacher's Report contained data from progress point 1 mock exams in Year 11 and 13.
- The data manager produces an overview analysis and ATR then works with Heads of Faculties to produce an action plan. Individual students are targeted.
- B Tech qualifications do not merge well with the ALPS model.
- Media (ALPS 7) was part of a quality review and had a deeper dive.
- A Trust review of Chemistry was carried out and external reviews of Geography and Science would be undertaken by the Laurus Trust.
- Progress 8 is reported on Slide 16. The overall P8 for Knutsford Academy was -0.37 at December 2024
- Slide 17 shows the Year 11 subject progress index. The lowest three subjects all have rapid improvement plans. However, it is important to note that Health and Social Care has some of the most vulnerable pupils. Students are receiving support to ensure they complete the course work.
- Student progress meetings had been introduced this year, initially for Year 11, to review the data for each pupil and create an individual plan with targeted interventions.
- **Governors challenged** when the improvements outlined by the Head of English and Maths would be evident. KKY responded that some improvement should be seen by trial 2 exams. Additional staffing, resources and time had been allocated to these subjects.
- **Governors also challenged** whether high performing students would also have an action plan. KKY stated that this would be the case to enable them to achieve top grades.

10. Link Governor Monitoring

Slide 19 shows the link governors, their area of responsibility and the named contact in school. DNT invited governors to provide a brief overview of their link governor monitoring visits in the autumn term 2024. She explained that AS had been unable to attend some meetings recently but still wanted to be involved in the LGB.

DNT had visited ATR and discussed the following:

- Overview of subjects
- Oracy programme
- Homework and how it is assessed
- Assessment and feedback

DNT informed governors that it had been good to see the work that is being carried out in school and the changes being made.

DMB

- Had attended a celebration assembly.
- Met with HWH regarding behaviour. There is a clear plan in place and HWH is pro-active.
- There is a balance between rewards and sanctions.
- Support is available for staff.
- Use of the RESET room was discussed.
- A uniform book is used for tracking purposes.
- A very structured system for rewards and behaviour is in place.

DB-a monitoring visit for sixth form is planned.

RT- had met with JLA regarding Pupil Premium students and SEND. A further meeting is planned.

DW had met twice with CLH and discussed the following:

- Safeguarding Policy
- Website
- Issues with the link path
- Support available from both the Trust and Local Authority
- Mental health issues and the support available

CLH confirmed that a risk assessment had been carried out on the link path.

11. Pupil Premium

JLA confirmed that the Pupil Premium statements for both KA and CSS are available on the website. He provided an update to governors:

- PP1 data is strong. There is no significant gap at Year 7 or Year 9.
- Year 8 is the area of priority, and this is unusual.
- The gap at Year 10 is narrower than last year.
- The gap at Year 11 is widening slightly but is less than last year. Currently it is -0.33 as opposed to -0.71 last year. The national gap is around half a grade.
- Attendance is strong.
- Staff training had been focussed on the Beehive strategies.

SEND

- There is no SEND gap in Year 9.
- There is a significant gap in Year 10 (larger than last year). However, Year 10 are performing well overall.
- No significant gap in Year 11 (-0.6).

Middle Ability Boys

- A gender gap is most evident in Year 11, particularly in middle ability boys and has widened from this point last year.
- INSET has taken place to identify barriers and bespoke action plans are in place to raise achievement.

Welfare

12. Safeguarding: CLH

The safeguarding report would be uploaded to Governor Hub. **ACTION**

- An additional safeguarding officer had been appointed to add capacity. She would be focussed on intervention and support. This was an internal appointment of a LSA and is part of the school's strategy to develop staff and promote from within to fill roles.

13. Welfare and Wellbeing- Students: CLH

- The Resilience Survey had been completed with Year 7 and Year 12 and students had been directed to targeted support where required. A meeting would take place with the NHS Mental Health Support Team to again assess student support need.

Welfare and Wellbeing- Staff: HWH

- The school has moved away from a well-being committee to an inclusive, half termly "Staff Voice and Wellbeing Meeting". All staff are encouraged to attend. Suggestion/feedback forms are also available.
- Staff have been listened to and it has been a productive year so far.
- A range of strategies and activities is detailed on slide 26.

Governors requested information from the staff survey. KKY informed governors that the survey results were very positive, except in one area (in class IT support) and she would share the analysis via Governor Hub.

ACTION

- A survey would take place at the end of each term to follow up on any issues identified.

Local Matters and Stakeholder Engagement

15. Local Policy Approval

- Supporting Children with Medical Conditions at School
- Behaviour
- Accessibility

The above policies would be uploaded to Governor Hub for review and approval noted at the next meeting of the LGB. **ACTION**

16. Governor Training Update:

17. Governors were reminded to complete the training courses requested by the Trust in the autumn term if they had not already done so.

[Essential safeguarding for governors and trustees | National Governance Association \(nga.org.uk\)](https://www.nga.org.uk/essential-safeguarding-for-governors-and-trustees)

[Preventing radicalisation | The Key Safeguarding \(thekeysupport.com\)](https://www.thekeysupport.com/preventing-radicalisation)

The clerk would send individual reminders to governors. **ACTION**

18. Stakeholder Feedback from Autumn term 2024

- JLA spoke to slide 28 and highlighted how students are engaging positively with local business and community projects.

19. Communication- to Trust:

Nothing further for this meeting.

19. Communication- from Trust:

The clerk thanked governors who had completed the recent Equality, Diversity and Inclusion survey. AH would produce a report collating the results from all the schools which would be shared with the LGB.

20. AOB

None for this meeting.

The meeting closed 6:05 pm.

LGB meeting dates 2024-25:

Monday 28th April 2025

Monday 30th June 2025

All meetings to take place in school at 4:00 pm

Apologies to the Clerk via Governor Hub or email to spomeroy@tlptrust.com

Minutes approved:

Date:

Summary of actions

Minute	Action	Action/Date
4	Clerk to contact Graham Kelly regarding his position on the board. GK confirmed his resignation 27.01.25	Jan-25
12	Clerk to upload the Safeguarding report to Governor Hub. Closed	Jan-25
14	To upload the staff survey to Governor Hub. Closed	Jan-25
15	To upload policies to Governor Hub for review. Closed	Jan-25
16	Clerk to send reminders to governors to complete safeguarding and prevent training. Emails sent 28.01.25	Jan-25