



Date: 25th November 2021 at 4.30pm

Present:

Prof. P Horrocks (Chair)
Mr P Hanks (Vice Chair)
Mrs A Markin
Mrs S May (SM)
Mrs R Cam
Mr J Cammiss
Mrs K Fowler
Mrs S Mahmood-Shakoor

Absent: N/A

In attendance:

Mr M Casserley (Headteacher)
Mr D Twambley – TLA COO
Mrs D Wright – Deputy Headteacher
Mr T. Hassall – Assistant Headteacher (From 5.26pm)
(TH)

Clerk: Mrs C Gritton

Administration

1. Welcome, Apologies and Confirmation of Quoracy - The Chair welcomed everybody to the meeting. There were no apologies and the meeting was quorate.
2. Declarations of Interest - There were no declarations of a personal or prejudicial nature.
3. Minutes of the Previous Meeting - The **Minutes** of the **BFPS LGB** meeting held on **27th September 2021**, were **approved** as a true and correct record.
Action Log – The **Action Log** was **updated as noted** thereon.
4. Composition of LGB and Governance Matters – Governors are aware of the need for succession planning as SM's term ends 30th January 2022. **It was reported that** Mrs Phillips' replacement should be in role from January 2022. **ACTION:** Governors were asked to do safer recruitment and unconscious bias training in readiness for any recruitment panels.
5. Matters for the Trust Board to Share with the LGB – **It was reported that** the Trust Board has decided that TLA schools will each have their own in-year Admissions' Panels (the Panel), populated by Governors. The Chair will sit on the Panel, the Vice Chair standing in when the Chair is unavailable and 2 other Governors will sit also sit, based on availability. **ACTION:** The Admissions' Policy will be amended to reflect this and will be republished on Governor Hub (GH). Governors were asked to check it on GH and let the Headteacher know if there are any comments, otherwise it will be considered **approved**.
Director of Primaries' Education – **It was reported that** expressions of interest have been received for the role.

Finance and Risk Register

6. Finance Update – P2 Income and Expenditure Report October had been uploaded to GH prior to the meeting and was **received**. Supplementary finance papers will be provided throughout the year as appropriate and the full outturn exercise will be completed for the 15th December accounts. Income generation is anticipated to increase over the rest of the school year. The anticipated appointment to the teaching and SENCO role vacancy and planned school improvement interventions' releases may cause the finances to slip towards a deficit position, but this would be slight and there are no concerns as the school's reserves are strong. Next year will see the roll out of the access budgets system to all TLA schools.
 - **Governors asked whether funds had been collected in full for the Conwy trip. It was reported that** parents have been given a year to pay and funds are still being collected. **ACTION:** An update will be provided at the next meeting. Governors thanked Mr Simpson and the finance team for the P2 accounts and for visiting the school to discuss finances with the Headteacher.

7. **Risk Register** – The Trust Risk Register is on GH and at schools’ level, the registers work in conjunction with the School Improvement Plans, Self-Evaluations and strategic objectives and are currently undergoing review by the Trust Board.

School Performance

8.1a **Early Reading and Phonics Paper 8.1 School Performance** had been uploaded to GH prior to the meeting and was **received**. **It was reported that** there were no major updates since the September meeting as there are 3 assessment points throughout the school year. **A Governor reported that** they had carried out a school visit and observed structured, positive phonics lessons. A parental feedback evening is planned for the new year.

8.1b **Foundation Subject Tracking Sheet Paper 8.2 Example PE Year 6 Foundation Subject Track** had been uploaded to GH prior to the meeting and was **received**. **It was reported that** the spreadsheet allows teachers to rag-rate against statements. Reading, Writing and Maths still use the bookmarks system.

- **Governors asked why the 2 systems are not integrated. It was reported that** Reading, Writing and Maths are divided into smaller chunks and delivered in a different way. The spreadsheet will take 2 years to fully populate and staff are also working to back-fill data too. Whilst the spreadsheet allows staff to see how children are progressing, there is not yet any national data for comparison moderation. Gaps will become apparent as the spreadsheet is populated.
- **Governors asked whether the spreadsheet can be revisited for those children not progressing as expected. It was reported that** the spreadsheet is a working document and as the curriculum repeats around skills, subject areas can be identified where children are not meeting objectives. Quality of delivery can therefore also be measured and Earwig records the process of learning through photographic evidence and can be tagged against the objectives in the spreadsheet. There is flexibility within the tracking process to allow for year-on-year changes.
- **Governors asked whether there is any curriculum coordinator feedback regarding the spreadsheet and whether they are actively involved in its population. It was reported that** there is work to be done to refine the spreadsheet and ensure consistency and a staff meeting is planned to discuss that, to ensure that staff can consistently articulate the curriculum and practical idea of the spreadsheet.

8.1c **Paper 8.1c CE Voluntary CE Collection 2021 BFS Comparison** had been uploaded to GH prior to the meeting and was **received**. **It was reported that** Cheshire East Local Authority (CE) have asked the school to track the same assessment criteria as last year, in order to obtain a comparative data set on which CE can then report back for moderation purposes, which BFPS and most early years practitioners in CE are doing.

- **A Governor noted that the foundation level curriculum statements had changed dramatically since last year and asked how the school can therefore still use last year’s assessment criteria. Furthermore, Ofsted would also ask why last year’s criteria were being referred to and why children were being assessed against them. It was reported that** the school had been asked by CE to use both last year’s and this year’s assessments.
- **A Governor noted that the new assessments had been introduced in order to help reduce teacher workload and asked how asking BFPS teachers to do carry out both assessments, essentially doubling their workload, married with that aim. It was reported that** the BFPS Foundation Stage Manager had not been concerned about the workload in carrying out both assessments as it enabled some degree of consistency of comparative data. **ACTION:** The Foundation Stage Manager will prepare a report for the next meeting detailing the assessment process and outcomes. SM will share power point slides to assist.

[TH joined the meeting at 5.26pm]

- **A Governor asked, if the school could direct Ofsted to 2 subject areas, which would they be and which subject areas are potentially weaker and what is being done to address those weaker subjects. It was reported that** there is a lot of good practice in the school, but that Maths has historically been a weaker area as has MFL. History and Geography, as well as PE and Art are strong subject areas. **A Governor noted that** the spreadsheet was a useful tracking system if used effectively and **recommended that** the school utilise it to identify weaker subject areas and develop actions plans to address what can be done

to strengthen them. There are examples of good work in Earwig, but the school needs to evidence consistency. **ACTION:** The chair will remind Governors to look at their subject areas with regard to this spreadsheet and Governor visit priorities can be set at the next meeting.

8.2 SEF – SIMS data has now been imported and **ACTION:** the SEF will be available for the next meeting.

8.3 School Improvement Priorities – Paper 8.3 SIP Priorities 2021 had been uploaded to GH prior to the meeting and was **received. It was reported that** rag-rating is updated as areas for improvement are completed. The Headteacher and Chair will meet in the new year to discuss the next key priorities.

Student Welfare and Safeguarding Including Covid Update

9. Student Welfare and Safeguarding– Paper 9 Student Welfare inc. Covid had been uploaded to GH prior to the meeting and was **received. It was reported that** Safeguarding Children in Education Settings (SCiES) had reported to the school that DSLs now require training in addition to their termly updates. **A Governor advised that** set guidance is available on required training and SCiES are correct that it is more than termly meetings. **ACTION:** The Chair and DSL will discuss the requirements and ensure training is complete. SEND and specific needs children numbers have increased.

Covid Update – It was reported that the 3.5% absence target had not been met, due to Covid. 4 early Years staff are currently off and Cheshire East numbers are rising. Staff have worked as a team to keep the school running and cleaned.

Local Matters

10. Build Update – It was reported that contractors had been due to start on Monday 22nd November, but SLT have made the decision to postpone the start of the build until after the May 2022 SATs and the school has gone back to the architects to schedule contractors for that date. It is anticipated that the build will take around 6 months to complete in the better weather and will have less impact on the children as some of the build can be carried out over the summer holiday. **ACTION:** The build plans will be placed on a board for parents to see when visiting the school.

Policies

11.1 **The Early Reading and Phonics Policy** had been uploaded to GH prior to the meeting and was **approved.**

11.2 **The Pupil Premium Statement 2021 2022** had been uploaded to GH prior to the meeting and was **received. It was agreed that** Chair's Action can be used to approve the Policy when the comparative data values have been added.

11.3 **The Attendance Policy 2021** had been uploaded to GH prior to the meeting. The school day times have been amended from 9am start to 8.45am and the Policy was **approved.**

LGB Roles

12.1 Link Governors – As item 8.1 above - ACTION: The chair will remind Governors to look at their subject areas with regard to the tracker spreadsheet and Governor visit priorities can be set at the next meeting. Governor school visits must be targeted and well-planned to minimise the time teachers are away from teaching. Governors were reminded that they can meet teachers on Teams in the first instance, to set targeted plans for a face-to-face meeting.

12.2 Training – Governors will be offered National Governance Association (NGA) online training NGA are uploading Governor details to enable access and log-ons will follow shortly. Some Governors were skeptical about the success of online training. Governors were invited to inform the Clerk of any comments they may have about any particular training modules. **ACTION:** The Chair will provide the COO with a list of training items best suited to face-to-face training.

Matters to Share with the Trust Board

Nothing to report.

AOB

13.1 **It was agreed that** points of engagement dates will be captured on each report and school visit form.

13.2 Governors and the Headteacher will discuss a proposed increase in cost to parents for the transport element of swimming lessons, outside of the meeting.

Date and Time of Next Meeting: Thursday 3rd March 2022 at 4.30pm (Rescheduled from Thursday 17th February 2022)

BFPS ACTIONS FROM THIS MEETING

AGENDA ITEM AND ACTION	By When	By Whom	Completed
25 November 2021 Meeting			
4. Governors were asked to do safer recruitment and unconscious bias training in readiness for any recruitment panels.	ASAP	Governors	
5. The Admissions' Policy will be amended to record the LGB Appeals' Panels and will be republished on Governor Hub. Governors will check it and let the Headteacher know if there are any comments, otherwise it will be considered approved.	ASAP	Headteacher/ Governors	
6. An update will be provided at the next meeting about the Conwy payments.	3/3/22	Headteacher	
8.1c The Foundation Stage Manager will prepare a report for the next meeting detailing the assessment process and outcomes. SM will share power point slides to assist.	3/3/22	Foundation Stage Manager/SM	
8.2 The updated SEF will be provided at the next meeting			
9. The Chair and DSL will discuss safeguarding training requirements and ensure training is complete.	ASAP	Chair/DSL	
10. The build plans will be placed on a board for parents to view.	When reasonable	Headteacher	
12.1 The chair will remind Governors to look at their subject areas with regard to the tracker spreadsheet to enable Governor visit priorities to be set at the next meeting.	3/3/22	Chair and Governors	
12.2 The Chair will provide the COO with a list of training items best suited to face-to-face training.	ASAP	Chair/COO	
27 September 2021 Meeting			
4. The LGB and Governance team will consider succession planning.	January 2022	Chair/Governance Team	Ongoing
8.1A The Headteacher will provide data at the next meeting, showing whether children had expected, accelerated or the same progress from KS 1 going into KS2.	3/3/22	Headteacher	
8.1B The Chair and Headteacher will set a date for a further review of data.	ASAP	Chair/ Headteacher	
8.3 The Headteacher will highlight positive actions by the school within the SIP, such as pre-teaching.	25/11/21	Chair/Headteacher	Complete 25/11/21
9B: The school will carry out a website review, including updating it with the Covid catch-up funding being published by the end of December and the LGB will review the updates at the next meeting.	25/11/21	Headteacher	Ongoing
10. The Chair, Headteacher and other interested Governors will meet to discuss the 50 th Anniversary celebrations.	25/11/21	Governors/ Headteacher	Ongoing

11.1 NP will consider amendments needed to ensure this policy is compliant for the website and discuss further with the Headteacher.

25/11/21

NP/Headteacher

**Complete
25/11/21**

DATE AND TIME OF NEXT MEETING – Thursday 25th November 2021 at 4.30pm

Minutes approved:

Date:.....