

Minutes of Meeting of Wheelock Primary School Local Governing Board (LGB) Date: 23rd September 2025

Governors in Attendance: Maggie Frost (Chair) (MF)
Shaun Dutton (SD)
Kate Windle (KW)
Annie Proudlove (AP)

Others in attendance: Sally Whitehead (Headteacher) (SW)
Liam Cronin (Governor in approval process) (LC)

Apologies: Jan Diamond (JD)
Allan Howells (TLP Trust)

Absent: Mark Stowe (MS)

Clerk: Sharon Dutton

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting commenced at 16:10

ITEM NO.		ACTION
	GOVERNANCE AND ADMINISTRATION	
1.	Welcome, Quoracy, Apologies and Declarations Quoracy was confirmed. Apologies were received from JD. MS was absent without apology. No additional Declarations were offered. MF was reappointed unanimously as Chair. After discussions it was agreed that a Vice Chair was required but the selection to be deferred until the next meeting as there were a number of new governors. The clerk confirmed that LC's DBS was still outstanding but imminent as the last piece of ID had been submitted.	
2.	Minutes of the last meeting and Matters Arising Minutes from the last LGB meeting held on 24 th June 2025 were approved as an accurate record. Governors noted that AI had been used to support the production of the minutes. The action log from the previous meeting was reviewed and updated. <ul style="list-style-type: none"> Action 232: Student Wellbeing Survey. Meeting with Chair scheduled for 01.10.25. Remains ongoing Action 233: Sharing of ROV's. Unofficial meeting with Trust has taken place. Records to be uploaded and placed on agenda when available. Remains ongoing. 	
3.	Membership Update a) There were no reappointments. Paul Nevitt has resigned with effect from 31.08.25. Assuming LC was about to be confirmed a governor, there would be 2 vacancies for appointed governors. b) Whilst there were no terms of office about to expire governors noted that MS's term of office is due to expire four days after the January meeting on 24.01.25. ACTION: MF to engage with MS and ascertain his intentions.	Action Chair
4.	Declarations and Confirmations The Clerk confirmed that MS and JD's declarations were outstanding. ACTION: The Clerk to email both with instructions on how to complete these.	Action SD to MS/JD

ITEM NO.		ACTION
5.	<p>Confirmation of Governor Link Roles and Monitoring Schedule</p> <p>The following was agreed:</p> <ul style="list-style-type: none"> a) Safeguarding – Jan Diamond (LEADS – Sally Whitehead & Emma Sheridan) b) SEND – MF & AP (LEAD – Rachael Lewis) c) EYFS – MF (LEAD – Michaela Taylor) d) School Improvement Priorities – ALL <p>In addition, the following were agreed:</p> <ul style="list-style-type: none"> • Rights Respecting Schools (RRS) – SD. (LEAD – Laura Hough). This meeting should be held as soon as possible, taking into consideration that the Climate Action group is in its infancy so the Spring term would be best. • Literacy and Maths – LC. (LEADS – Annie Wilkins for Maths, Sarah Landstrom for Reading and Rachel Davis for Writing). Agreed three meetings across the year. • Climate action/sustainability – these were originally part of the RRS but should now be treated as separate (but could be covered by the same governor) – SD. It was agreed that PSHE also be incorporated in this area. • Pupil Premium – KW (LEAD – Siobhan Watts) • Inclusion – ALL <p>A discussion took place around frequency of visits. It was agreed that this was dependant on the subject but should be no less than one and no more than 3 unless circumstances dictate otherwise. Initial visits should take place before the Spring term. SW indicated that earlier in the day is preferred or whenever cover is available. Communication was discussed and it was agreed that governors liaise with teachers who then provide a report prior to the visit. Governors read this report prior to the visit to guide them on what key questions to ask. Completed link visit reports will be posted on GovernorHub and governors should inform MF when they have completed a visit.</p> <p>ACTION: The clerk to seek clarification on visit frequency from the Trust. ACTION: The clerk to post link governor visit guidance and templates onto GovernorHub.</p>	<p>Action SD to Chair SD</p>
	STRATEGIC DIRECTION & PROGRESS AGAINST PRIORITIES	
6.	<p>School Improvement Plan (SIP) and Self Evaluation (SEF):</p> <p>a) Summary of 2024-25 progress</p> <p>SW presented the following update as part of the Headteacher's Report:</p> <p>Quality of Education:</p> <ul style="list-style-type: none"> • Standard of reading and maths – improvements made at both EXS (working at the expected standard) and GD (greater depth) levels. • Standards in writing – Writing has not improved EXS or GD. This year 6 cohort had a high proportion of children with SEND. SW and staff are investigating. • Embedding Read Write Inc – scheme is embedded, but significant progress in data still to be seen – to continue as a school wide focus with new staff. • Enhancement of arithmetic skills – “Number Sense” embedded in Years 3 and 4. Improvements made at both EXS and GD. School is introducing mastery of numbers, a specific intervention for Years 4 and 5. Staff received training on 23.09.25. • Enhancement of metacognitive skills – introduced but not fully developed. <p>SW informed Governors that there was work to be done in improving teacher assessment skills through moderating sessions provided by the Trust as writing was an area of focus across most of the Trust primary schools.</p>	

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	<p>Behaviour & Attitudes</p> <ul style="list-style-type: none"> • Create an improved approach to behaviour management – Policy now embedded; however further Trauma Informed training booked for Nov 2025 due to a large new staff intake. • Maintain school attendance at 97% - has matched Cheshire East and is higher than National Average (NA). Unauthorised holiday absence remains an issue and is a Trust-wide priority. “Disappointing start” emails have gone out in September. <p>SW explained that may attendance issues are specific with a few pupils on part time timetables and one pupil not attending at all. This could improve with no additional actions as some pupils are moving to special schools. The Trust has assisted with new letter templates; however, parent attitude is an issue, and SW is working with Emma Hooley in a working group on this. In addition, an improved attendance strategy has been shared with all schools.</p> <p>ACTION: SW to report back to governors on how the final policy had evolved.</p> <p>Governors queried whether the new improved strategy would be followed or ignored by parents. SW is confident it will be as the protocols are changing with increased government involvement putting increased pressure on parents to engage in this area. In addition, attendance data is to be standardised across the Trust due to the recruitment of a new data manager.</p> <p>Personal Development</p> <ul style="list-style-type: none"> • UNICEF Rights Respecting School’s Award - working towards achieving Gold. After contacting UNICEF it was ascertained there was no capacity for inspection so this will take place in the Spring with a date to be confirmed. • Sustainability – Climate Action Plan in place. SW reported they are about to meet in the next fortnight. <p>Governors queried who made up the Climate Action Team. SW explained that they are a distinct group of pupils with one representative from each year plus a staff representative and confirmed it was made up of a good cross-section of participants.</p> <p>Leadership & Management</p> <ul style="list-style-type: none"> • Enhancing the role of phase leaders – coaching and mentoring now in place <p>EYFS</p> <ul style="list-style-type: none"> • Improve boys’ engagement in writing – increased numbers; staff trained; improvements shown but those with significant SEND still an issue. <p>b) Approval of draft priorities for 2025-26</p> <p>Governors approved the summary of priorities for 2025-26 which were listed on slide 7 of the Headteacher’s report:</p> <ul style="list-style-type: none"> • Writing • Maths mastery • Arithmetic • Spelling • Greater Depth (reading, writing, maths) • Wider community engagement (RRSA Gold) • SEND • School environment/Climate Action – to ensure building developments requiring planning (e.g. car parking and hall extension) confirm as close as possible to this initiative. 	<p>Action SW</p>

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	<ul style="list-style-type: none"> Pupil Premium Attendance <p>Governors enquired as to how they would monitor the SIPs throughout the year. SW explained that the completed SIP would be shared with all and discussed with Lise Houldsworth during her imminent visit. A report would subsequently be issued by the Trust and an ROV (Record of Visit) published. This would inform the emphasis of link governor visits.</p> <p>c) Governors confirmed receipt of the new Ofsted framework (2025) uploaded onto GovernorHub.</p>	
	QUALITY OF EDUCATION	
7.	<p>Report on SAT results</p> <p>Governors received and noted the figures for the Year 6 SATS 2025. The results were discussed in detail. SW confirmed the school is working towards achieving more “greens” and a few “blues” and she was satisfied that progress was being made. She explained that one child’s marks was equal to 3-4% which could change the overall picture significantly. She brought the governors attention to the Insight Headlines Attainment by key group document which further underlined this, highlighting the challenges of pupils with SEND. She confirmed that the figures for Year 6 (2025-26) would greatly improve due to the makeup of the cohort. Governors ascertained that the cohort size was 44 pupils plus one pupil on roll but currently not attending bringing it to 45.</p> <p>Governors enquired as to how some scores results on the SATS table were over 100. SW explained a standardised score of 100 was EXS.</p> <p>Governors expressed their satisfaction with the school’s strategy for improving results. They noted the advancements made in maths and the lower marks for writing. They were assured by SW that this was cohort driven and that should a trend been seen to be developing, she would relook at these. They were in agreement that the SIP was addressing the improvements in assessments.</p> <p>Governors commented that discrepancies between teacher assessment and final assessment could be seen with particular reference to the discrepancy in Writing. They agreed that often pupils were judged against each other as opposed to the national average. SW confirmed that she had engaged with the Trust and other Sandbach schools to request further work around teacher moderation and assessment.</p>	
8.	<p>Admissions and Pupil Numbers</p> <p>Slide 10 and 11 of the Headteachers report listed the pupil numbers by year groups and class with a total of 390. Since issuing the report the figure had decreased by two (one in Reception and one in Year 1); one pupil had left due to the Manchester incident, and one pupil had moved to a special school.</p>	
9.	<p>SEND Report</p> <p>Slide 12 of the Headteacher outlined the school SEND data for the current academic year. This showed that SEN support is 2.5% points below the national average. EHC plans, which are currently sitting at 5.3% nationally, are at 3.61% at the school but will move to 4.65% with 4 new plans coming into effect. Combined SEN is 3.03% points below national but will move to 16.8% with these plans in place. SW confirmed that the school environment had subsequently improved, lessening staff stress. Governors noted that Wheelock continues to sit below</p>	

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	<p>national average suggesting effective early intervention and adaptive teaching are reducing reliance on statutory SEN classification.</p> <p>Slide 13 outlined figures for attainment in Year 6 for pupils with SEND. Governors noted that these figures did not reflect the specific needs of SEN pupils at the school. The national KS2 SATS data for children with EHCPs in 2025 will only be available in December so comparisons were to 2024 data. Governors asked if these figures would improve due to increased specialise places being made available throughout Cheshire East. SW confirmed this was not the case as SEN was increasing nationally and faster than new places were being created.</p> <p>Slide 14 and 15 outlined Reading, Writing and Maths results for SEN pupils and those with EHCP's compared to national results. Reading results showed 100% had achieved EXS SATs but this was one child. Clearly improvements in writing and maths are required and additional Grade 6 TAs (Teaching Assistants) are supporting Maths. Although the 0% outcome in Combined RWM is below national average of 9%, governors were impressed with the overall results taking into consideration how small the participating cohort was. Governors asked how the school was measuring the effectiveness of their SEN teaching and SW informed them that this was being done through visits by the Trust's Director of Primary Education, data drops, analysis and comparisons to other schools within the Trust.</p> <p>Governors asked if the current TA training was adequate for improving standards. SW confirmed that TA's were attending additional training and intervention programmes.</p>	
	PERSONAL DEVELOPMENT AND WELFARE	
10.	<p>Attendance: summary report 2024-25</p> <p>Slide 16 of the Headteachers report showed that the whole school attendance average was equal to that of the local authority and above national average for 2024-2025. All class groups were above national average apart from Reception which was 2.9% points above. This is due to attendance not being statutory for children in Reception, but figures having to be included for those enrolled.</p>	
11.	<p>Rewards and Behaviours: summary report 2024-25</p> <p>Slide 18 of the headteacher's report reported there had been no bullying incidents moved to Stage 2, no suspensions and no exclusions since the last governor meeting in June. However, SW updated this to one suspension that had been issued on the day of the LGB meeting. Governors asked SW for context. SW explained the situation and as it was a Safeguarding issue she had no choice but to suspend the pupil for their actions.</p>	
12.	<p>Safeguarding</p> <p>Slide 19 of the headteachers report provided an overview of pupils with safeguarding issues by category. Governors asked for a definition of a Young Carer. Further to her explanation, SW added that this knowledge enabled the school to access support for them including respite.</p> <p>Slide 20 outlined the following recent school actions:</p> <ul style="list-style-type: none"> • Family Hub 6 week keeping safe /transition sessions for Year 6 completed • Family Hub scheduled to deliver an Understanding Children's behaviour workshop for parents 01.10.25. 	

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	<ul style="list-style-type: none"> NSPCC Pants are Private completed. Additional training for DDSL staff booked for the Autumn term. Identification of and a club delivered for Young Carers Attendance newsletter issued Safeguarding questionnaire to be completed in the Autumn term. 	
13.	Welfare & Wellbeing – Students <ul style="list-style-type: none"> Swan’s school councillor has delivered counselling sessions including wellbeing sessions. Two staff members are continuing their training in Thrive. This will lead to the improvement of pupil’s engagement in social and academic environments and access to learning. 	
14.	Welfare & Wellbeing - Staff SW reported that staff have begun the new term feeling positive and effectively utilised. They are enjoying the current and planned upgrades being made to the school buildings.	
	LOCAL MATTERS & STAKEHOLDER ENGAGEMENT	
15.	Policies The clerk explained that policies which the governors need to read will be uploaded onto GovernorHub and governors asked to “mark as read”.	Action Clerk
16.	Governor Training Update – School Performance Data The clerk confirmed that this training, delivered by the Trust SLT would take place during the Autumn term and that logistics were almost complete. Governors would be notified of full details in due course.	
17.	Governor Biographies update The clerk confirmed that most biographies had been received and uploaded onto the TLP website and only MS was outstanding. An email reminder had been sent.	
18.	Stakeholder Engagement – Parents/Carers/Teachers <p>a) <u>Parents/Carers</u> SW reported that the Summer Fayre held in July was a great success and was well supported. She thanked those governors who had attended.</p> <p>b) <u>Wider Community</u> SW gave an overview of the recent Trust Art Exhibition held at The Works in Crewe which was a huge success. Three artworks from the school had been displayed and she confirmed this would become an annual event.</p> <p>c) <u>Coffee and cake</u> with teachers planned for 24.09.25. 14 teachers confirmed attendance; others unable to attend due to illness. All other staff have been invited.</p>	
19.	Communication to the Trust <ul style="list-style-type: none"> A summary of the 2024-2025 progress in Reading, Writing and Maths showed that improvements have been achieved in Reading and Maths both at EXS and GD level. Writing outcomes have not progressed due to the high proportion of significant SEND within the cohort. Teacher skills in assessment are showing improvement through Trust supplied moderating sessions and will continue to be monitored through the SIP. Poor parental attitude to attendance continues to be an issue despite Trust’s newly issued letter templates. Unauthorised absence (holidays) was a major contributor. Governors noted that the effectiveness of SEND teaching was being measured and analysed by the Trust with additional training offered to TAs. 	

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20.	Communication from the Trust The clerk confirmed that the next Chairs Forum would take place on 6 th November 2025 on TEAMS starting at 17:00.	
21.	AOB There was no AOB.	
	Meeting Dates for 2025-26: 16:00 Tuesday 20 Jan 2026 16:00 Tuesday 19 May 2026 16:00 Tuesday 07 July 2026	

The meeting closed at 18:04