



Date: 27th September 2021 at 5pm

Present:

Prof. P Horrocks (Chair)
Mr P Hanks (Vice Chair)
Mrs B Webb (BW)
Mrs A Markin
Mrs S May (SM)
Mrs R Cam (RC)
Mr J Cammiss (JC)
Mrs K Fowler (KF)
Mrs S Mahmood-Shakoor (SMS)

Absent: N/A

In attendance:

Mr M Casserley (Headteacher)
Mr D Twambley – TLA COO
Mrs N Phillips – TLA Director of Finance & Governance (NP)
Mrs D Wright – Deputy Headteacher

Clerk: Mrs C Gritton

Administration

1. Welcome, Apologies and Confirmation of Quoracy - The Chair welcomed everybody to the meeting. The meeting was quorate.
2. Declarations of Interest - There were no declarations of a personal or prejudicial nature. Governors were reminded to update their Declarations on Governor Hub (GH).
3. Minutes of the Previous Meeting - The **Minutes** of the **BFPS LGB** meeting held on **26th May 2021**, were **approved** as a true and correct record.
Matters Arising – Amendments have been made to Keeping Children Safe in Education (KCSiE). A Governor advised that there was a substantial amendment regarding children who previously had social workers (page 143 KCSiE) and Governors were asked to read and confirm on GH, that they have read the updated KCSiE.
Build Update - **It was reported** that initial site visits had taken place over the summer and plans were submitted for full tender. Two companies are currently being considered for the build. Formal Cheshire East Local Authority (LA) approval is awaited and is anticipated within two weeks, but works will not commence until that formal approval is obtained, so the half term planned ground-break may not be possible, but remains a target date.
Action Log – The **Action Log** was **updated as noted** thereon.
4. Composition of LGB and Governance Matters – Introductions were made for new Parent Governors JC and KF and new Appointed Governor SMS. As agreed at the last LGB Chairs' Forum, Staff Governors will be phased out across the Trust and staff representatives will attend LGB meetings on rotation as appropriate to the Agenda. LGBs can make recommendations to the Trust Board, for additional Appointed Governors, numbering up to 9 in total. The LGB thanked Staff Governors, Mr Hassall, whose term expired recently and BW, whose term expires today, for their contributions during their terms. The Chair reported that the LGB would be seeking to recommend for appointment to the LGB, another Parent Governor. SM's term of office is due to expire in January 2022 and **ACTION:** the Chair and Governance team will consider succession planning.
5. Matters for the Trust Board to Share with the LGB – Nothing to report.

Finance and Risk Register

6. Finance Update – **It was reported** that 2020/2021 end of year figures are being finalised in readiness for audit. Outturn is ahead of budget with a surplus of c.£40k. A modest surplus of £20k has been set for 2021/2022. School Condition Allocation funding remains to be drawn down for the build, so sufficient

funding is available for the LA matched funding agreement. After taking account of build costs, reserves are anticipated to remain at more than 5% of General Allocation grant (GAG) enabling flexibility for staffing need and could be utilised up to a break-even position.

- **Governors asked whether monthly reporting would commence this year. It was reported** that the new finance system had been fully integrated enabling the generation of automated reports, so the Trust is undertaking to provide those reports no later than 15th of each month.

7. **Risk Register – It was reported** that a Trust Risk register is in place. At school level, there will be a repurposing the strategic objectives' documents, as they cover the relevant areas such as School Improvement Plan (SIP) and finance. This will be brought to the next meeting, prior to which the Headteacher will have opportunity to assess.

Strategic Vision

8.1 **School Performance – Paper 8.1 School Performance** had been uploaded to GH prior to the meeting and was **received. It was reported** that the Chair, Vice Chair, AM and RC met with the Headteacher on 17th September to do a deep data dive. Yr6 sat past paper SATS and the results were used to inform Mapping Attainment Grids (MAGs). BFPS sent its results voluntarily to the LA as requested, as did 68 other local schools out of 129. That data has enabled some informal comparisons. Individual children's data sits behind the figures provided in Paper 8.1 which inform cohort action plans.

- **Governors asked whether results are moving in a positive direction? It was reported** that as the data shows, children are achieving a good level of development.
- **Governors** recommended that it would be useful to have data to enable Governors to assess progress throughout KS1, and **asked whether data was available to show what this year's current Yr6's attainment was in Yr1? It was reported** that this had been discussed at the Governors' deep dive meeting.
- **Governors asked whether those Yr6 children had expected, accelerated or the same progress from KS 1 going into KS2. It was reported** that they were moderately on the accelerated side, but there had been many in-year admissions which affected the data. **ACTION A:** The Headteacher will provide data at the next meeting, so that Governors can ascertain whether children have accelerated progress from KS1 to KS2.

It was reported that there had been an expectation that children's progress in reading during lockdown was good, but that writing progress, with less drafting input, would not be as strong. The data shows that writing progress has also been good. New maths concepts were not introduced during lockdown, as the children would not have the support thought necessary to help them learn. Maths engagement levels were high and staff were pleased with how well the children have done. Overall, Covid has not made a significant difference to attainment or progress throughout the year. Continuing online work is helpful for those children out of school isolating or sick and will be retained.

- **Governors asked whether the Headteacher had an opportunity to speak with other primary Heads about results and progress. It was reported** that there had not yet been time this early in the term for in-depth discussions, but it was clear that schools took many, different approaches to MAGs.

Governors reported that the data provided shows reasonable evidence of the direction of travel, which is positive. **It was reported** that MAGs had allowed staff to focus on greater depth children, more than previously possible. Whilst the Headteacher was keen to analyse the progress of children who had made the full Yr1 to Yr6 journey through the school, to assess value added, a Governor reminded the Headteacher that Ofsted will not focus on that breakdown and data including in-year admissions must be analysed.

- **Governors asked what predictions the Headteacher would make about the current Yr5's attainment in SATs. It was reported** that there has been very little mobility in that year-group and it is a strong cohort.
- **Governors noted** that the writing results were low for the current YR6 cohort and **asked what specific interventions were planned. It was reported** that writing had been difficult to assess

during lockdown, as there was little opportunity for children to do writing online and requires teacher-led input for learning. There has been a writing focus since the return to school in September, with extra lessons and spelling, grammar and maths are taught by those with specialisms in those areas. Grammar feeds writing, so accelerated progress is anticipated as an impact of this 'Pre-teaching' approach.

- **Governors asked whether the Headteacher was concerned about the Yr5 combined progress figure being lower than the other years. It was reported** the figure needs to be viewed in the context of their KS1 attainment and whether they are on track to make 2 levels of progress. **A Governor noted** that the 2 levels of progress was no longer the measurement reference. The Head stated that it had been included this way as it was a measurement that was recognised and understood by those present.
- **A Governor asked what the school plan is regarding the imminent times tables' tests. It was reported** that the school have begun to prepare children for the tests, as early as reasonably practicable. The school has been teaching mental maths for some time and teachers are beginning to see positive results.
- **Governors asked whether keyboard skills have been an issue in the tests. It was reported** that there had been a small number of children who struggled with the keyboards, but that children will be allowed to use ipads for the tests, so this should not be an issue for those who did struggle.

ACTION B: The Chair and the Headteacher will set a date for a further data review.

8.2 Self-Evaluation Form (SEF) Paper 8.2 Self Evaluation Form (SEF) had been uploaded to GH prior to the meeting and was **received**. The school are considering using an external company to generate reports, extracting data from SIMS, to which staff could have access and input. The **COO advised** the Headteacher that this is a cost for which the Headteacher has devolved authority to incur.

- **An enquiry was raised as to whether the generated reports would be suitable for Ofsted assessments and whether the school had any concerns about changing reporting systems when an Ofsted inspection is imminent, asking whether an interim assessment would be required. It was reported** that the reports would be suitable for Ofsted assessments and that the school would ensure a mindful transition and would look to the support of the Trust. **The LGB agreed** the purchasing of external company SEF support.

8.3 School Improvement Plan (SIP) Paper 8.3 SIP Priorities 2021 v3 had been uploaded to GH prior to the meeting and was **received**. **ACTION:** The Headteacher will highlight positive actions by the school within the SIP, such as pre-teaching.

Student Welfare and Safeguarding Including Covid Update

9. Welfare – Paper 9 Student Welfare inc. Covid had been uploaded to GH prior to the meeting and was **received**. **It was reported** that the Headteacher is working through the new Pupil Premium (PP) format. **ACTION:** 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. **It was reported** that children numbers are more static than last year and that PP numbers have risen by 1% since May. Parents Evenings will remain online; video power-points will be circulated and online Teams meetings offered where requested.

Covid Update – It was reported that Positive cases were few at the stat of term, but there are now 34 children and all office staff off, with Covid, isolating or other seasonal illnesses. Public Health England (PHE) have stated that the school is a Covid outbreak school and instructed that additional precautions should be put in place. The school is taking necessary precautions and positive parental support is anticipated.

Local Matters

10. **ACTION:** The school and LGB were keen to celebrate the school's 50th anniversary and the Chair, Headteacher and other interested Governors will meet to discuss ideas.

Policies

11.1 Admissions Policy – **Paper 11.1 Admissions Policy 2022 Oct.21** had been uploaded to GH prior to the meeting and was **received but could not be approved at this meeting. It was reported** that statutory amendments to the Admissions Policy had been agreed over the summer via Chair’s Action. The TLA Scheme of Delegation (SofD) currently defers the responsibility for in-year admissions to the Headteacher, but a further statutory amendment has recently been made, which states the decision can no longer be made by one individual. The Trust Board will therefore be considering this at their October 18th meeting and further information will follow. **ACTION:** NP will consider amendments needed to ensure this policy is compliant for the website and discuss further with the Headteacher.

11.2 Safeguarding Policy – **Paper 11.2 Safeguarding Policy** had been uploaded to GH prior to the meeting and was **ratified**.

LGB Roles

12.1 Link Governors – Working in pairs at first, Governors will recommence Link Governor (LG) meetings with staff on Teams, shortly. The Vice Chair is LG for English and SMS offered to assist. KF offered to be LG for History and JC for Maths.

[RC and SM left the meeting at 7.23]

12.2 Training – Governors will be offered National Governance Association (NGA) online training and Trust centralised training and more information will follow.

Matters to Share with the Trust Board

13. **Governors agreed** to share that:

- A Parent Governor election will be carried out early in the next half term.
- The school would appreciate support for their 50th anniversary celebrations
- The school Conwy trip will be taking place week beginning 18th October
- Trust is asked to consider how the school should address situations where it struggles to cover essential staff responsibilities which are not able to be fulfilled, when staff are off long-term sick.

AOB

14. Nothing to report

Date and Time of Next Meeting: Thursday 25th November 2021 at 4.30pm

Meeting Closed at 7.30pm

BFPS ACTIONS FROM THIS MEETING			
AGENDA ITEM AND ACTION	By When	By Whom	Completed
4. The LGB and Governance team will consider succession planning.	January 2022	Chair/Governance Team	
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.	25/11/21	Headteacher	
8.1B The Chair and Headteacher will set a date for a further review of data.	25/11/21	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	
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	
10. The Chair, Headteacher and other interested Governors will meet to discuss the 50 th Anniversary celebrations.	25/11/21	Governors/ Headteacher	

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

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

Minutes approved:

Date:.....