



**Date:** day 28<sup>th</sup> September 2022 at 4:00pm

**Present:**

Mrs C. Millson (Chair) (CM)  
Mrs J. Padget (JP)  
Mr R. Taylor (RT)  
Mr G. Kelly (GK)

**Apologies:**

Mr D. McGarvey (Vice Chair) (DM)  
Mr D. Baxendale (DB)

**In attendance:**

Mr J. Whittaker – Headteacher (HT)  
Mrs K. Key (KKY) – Deputy Headteacher  
Mr C Leigh (CLH) [items 8 and 10] Online  
Mrs N. Phillips – Director of Operations & Finance

**Clerk:** Mrs C. Gritton

**Administration**

1. Welcome, Apologies and Confirmation of Quoracy - The Chair welcomed GK, following his recent appointment, and all other governors to the meeting. Apologies were received and accepted from DM and DB and the meeting was quorate.

2. Declarations of Interest - There were no declarations of personal or prejudicial interest.

3. The Minutes of the meeting of the KA LGB held on 20<sup>th</sup> June 2022 uploaded to Governor Hub (GH) prior to the meeting, were **approved**.

Matters Arising – The Action Log was updated as noted thereon. **It was reported that** parent and student surveys have been mapped out for the year and parent forums will be arranged. Staff wellbeing surveys will also continue to be carried out. Mrs Thatcher is working through the DfE toolkit checklist on strategies to deal with staff workload and wellbeing and **Governors recommended** that the school consider limiting expected response times from teachers to parents.

**It was reported that** staff from the science department had attended a science CPD event at Keele University as offered from the Deputy Chair (DM) at the last meeting. Feedback had been positive and course content had been shared with the rest of the faculty.

**4. Appointments**

**4.1 Chair and Vice Chair for 2022/2023– Governors noted** the continuation of Catriona Millson as Chair and the appointment of David McGarvey as Vice Chair.

**4.2 Link Governor Roles:**

**4.2.1 Special Education Needs** Governors were asked to consider the role description in the TLA Governors' handbook and contact the Chair or the Clerk if they are interested in taking on this role. In the meantime, CM will stand in, in the role.

**4.2.2 Safeguarding** - The Chair is the safeguarding governor for KA. **Governors additionally noted that** Cheshire Studio School (CSS) Governor, Mr Hermitt is Health and Safety Governor for CSS and KA.

**4.2.3 Admissions' Appeals Panel** - The Clerk will ascertain how other TLA are administering the Admissions' panels and report back to the LGB at the next meeting so that the LGB can adopt a best practice policy.

**4.3 LGB Membership – Appointment of new Governors** – As there is currently a parent governor vacancy, an election will be held this term.

**4.4 Governor Visits** – The Headteacher reported that a governor visit will be organised sometime this term, and recommended that this coincides with the opening of the newly refurbished 6<sup>th</sup> Form Centre – due

for completion at the end of October..

## 5. School Vision and Values

**Paper 5.0 – 11 School Performance Knutsford Academy 2022 2023v3 (the SLT Report)** covering items 5 to 11, uploaded to GH prior to the meeting, was **received**.

**Governors approved the Vision and Values** presented in slides numbered 5.0 in the SLT Report.

## 6. School Performance

### 6.1. Examination Results – Year 11 and Year 13 – Slides numbered 6.1 in the SLT Report.

**GCSE Results - It was reported that** despite the difficulties presented by Covid, KA GCSE students produced an excellent set of results which placed the school strongly against national and Cheshire averages. On a slide showing local school comparisons, the HT showed that KA came out top when measured for the 2 main benchmarking points of Maths and English attainment figures, Maths in particular being very strong compared to those schools.

% of students gaining grade 9-4 in English is 95.5%    % students gaining 9-5 in English is 82.8%

% of students gaining grade 9-4 in Maths is 91.7%    % students gaining 9-5 in Maths is 81.5%

% of students gaining grade 9-4 in both English & Maths is 90.4%    9-5 in English & Maths is 73.2%

The Progress 8 (P8) figure has also improved year on year and after the autumn table checking exercise, the P8 score was +0.4. This is the best figure the school has ever achieved.

**The Chair congratulated the Headteacher and all the staff on such a strong set of results.**

The Headteacher noted that when the KA and CSS GCSE results are combined, the Knutsford schools still compare favourably with the other Cheshire schools with the Knutsford schools sitting in second position on the table.

**CHALLENGE: Governors asked how the figures compares nationally. ACTION:** The HT/SLT will provide those figures to Governors as soon as available, but anticipates that KA will be high on the national table of non-selective schools.

**A Level results -** KA A' Level students' had performed well with 100% pass rate. The average points per entry were 36.73 – equating to a grade of B-. These results were comparable to previous years and enabled students to progress to their chosen Universities. In some cases students upgraded to more desirable universities.

**CHALLENGE: Governors requested that destinations' data be provided. ACTION:** The HT/SLT will provide this for the next meeting.

**6.2 Pupil Attainment Targets for 2022/2023 –** It was agreed that these should be monitored regularly.

## 7. School Priorities

**7.1 SIP 2022/2023 –** The School Improvement Plan (SIP) continues to be implemented. KKY reported The Knutsford Way is having a positive impact on retrieval and application of knowledge. Early surveys show it is popular with the students and less able students in particular, are making significant progress due to the consistency of approach across all subjects.

**7.2 Update on SEF –** Overview was available to governors on the link provided.

**7.3 Curriculum Update –** The curriculum was also available and it was agreed that **ACTION:** Mr Parr will attend the next meeting to update Governors on how the school intends to shape Yr10 and Yr12 Options.

**7.4 Staffing Update –** Teacher recruitment in the last academic year saw a net increase of 2.5 teachers which correlates to the increased pupil numbers and number of classes. There is ongoing recruitment for some support staff positions.

**CHALLENGE: Governors asked about staff retention levels. It was reported that** teaching staff enjoy working at KA and do tend to stay at the school. Last year, KA ran a professional development course with TLA school, Congleton High School (CHS) whereby about 12-13 KA staff were paired with mentors, which provided KA staff with additional experiences. The programme, designed by KKY, was successful in that the KA staff subsequently gained additional qualifications, and some moved on to promoted positions.

## 8. School Welfare

An increase in numbers of students who require Early Help, may lead to a need to recruit additional support staff over the next few months, however funding should be sufficient to cover that cost if it is necessary.

**8.1 Admissions and Student Numbers – It was reported that** a successful recruitment campaign led to numbers in the 6<sup>th</sup> form exceeding the target of 250. Overall, the school has 62 more students than last year with 230 students being admitted into Yr7. This is over the Pupil Admission Number (PAN) of 220 to allow for the increased students in this year attending the local primary schools.

This year's Yr11 group is the first year of increased student numbers to come through and it is therefore anticipated that the 6<sup>th</sup> form will continue to grow.

**CHALLENGE: Governors noted the disparity between the numbers of boys and girls in Yrs 12 and 13 in KA and CSS.** It was noted that across both schools the number of males and females is similar, but currently there are more males in CSS participating in the football academy. Governors were assured that the football academy is open to both male and females and an increase in girls joining is anticipated. The HT noted that this is a very successful course and a number of football academy students have achieved scholarships in the US.

**CHALLENGE: Governors asked whether student numbers being above those predicted was causing any strain on staffing resources. It was reported that** in the sixth form there was capacity to accommodate more students as generally class sizes are currently around 12..

**Admissions Policy – Governors** discussed the merits and downfalls of increasing or decreasing PAN. Governors will be mindful of local building developments when considering PAN and noted that the successful reputation of the school has led to the shrinking of the school's catchment area as more local students choose Knutsford.

**It was agreed that** PAN will remain at 220 and the draft admissions policy was **approved**.

**8.2 Attendance – It was reported that** national data lags 2 terms behind current figures and that Cheshire East Local Authority (CELA) have not yet released their figures for the last academic term, making it difficult to make comparisons. The average national attendance figure of 91.8% is one of the lowest ever recorded. KA Yr7 are currently at 98.6% with the whole school at 96.5%. The variances across the Year groups are as expected. Persistent absenteeism (PA) nationally usually wavers around 12% - 13% but is currently 27.7% and Cheshire East level is currently 15.4%. KA's PA is significantly lower at 9.5%.

**CHALLENGE: A governor noted that Yr 10 PA is the highest at 12.6% and were there concerns within the school.** It was reported that work is being targeted to the Yr 10 students. The figure, whilst higher than other year groups is still approximately half that of the national rate and is still lower than Cheshire East.

**CHALLENGE: Governors asked whether there are concerns around the Yr13 figures in the first week of term. It was reported that** the figures inadvertently included students who no longer attended, and this issue is now fixed as per the figures for the following week at 8.6%.

## 9. Behaviour

**9.1 Exclusions – Governors noted** the updated statutory guidance and **the HT confirmed the school Policy conforms. The Policy was approved.**

**9.2 The HT confirmed that** the new **Behaviour Policy** is in place and has been communicated to pupils and families. **The Policy was approved.**

**9.3 Uniform Policy – Subject to the addition of reference to religious/cultural attire being allowed, the Policy was approved.**

## 10. Safeguarding

**10. It was reported that** the central services IT team had migrated their documents to a new area over the summer, but this was not communicated to schools, therefore access at the start of term was not straightforward. CLH was now able to access the Single Central Record (SCR) and ensured governors that it was up to date. Safeguarding governor confirmed that, as part of a recent visit to school, she had undertaken some random checks, which were all satisfactory. The following points were reported:

- The Section 175 Safeguarding Audit had been completed in the summer term.
- The annual staff safeguarding training (on inset day at the start of term) included awareness of changes to Keeping Children Safe in Education (KCSiE) such as peer on peer abuse and how to use the safeguarding reporting system, CPOMS.
- DSL training is complete for three members of staff
- Vulnerable children’s list is being maintained and shared with whole staff body.
- Close liaison is being developed with the new PCSO and new PC in Knutsford.

### 11. School Pupil Premium (PP) Reports

11. **Governors received the report** as contained in a link in the SLT Report.

### 12. Local Matters

12. Governors will be invited to tour the 6<sup>th</sup> Form Centre when the refurbishment is complete. Governors were shown photographs of the progress of the refurbishment.

**CHALLENGE: a governor asked about the funding of the refurbishment.** It was reported that the refurbishment was funded by careful financial management resulting in the school having healthy reserves to fund this. **Governors noted that** the 6<sup>th</sup> form refurbishment would be a good marketing tool, possibly increasing numbers to the 6<sup>th</sup> from other schools; numbers which are on the increase already.

### 13. Finance

13 **The Chair noted** that no finance information has been placed on governor hub for this meeting, and that no monthly reports have been made available since May 2022. Governors once again noted that the lack of financial information makes it difficult to fulfil their duty of holding the Headteacher to account, for example around the new staffing appointments and pupil premium expenditure. **Governors agreed to refer this matter to the Trust Board.**

**CHALLENGE: a governor asked if the school had been able to spend all the of the covid catch-up funding.** It was reported that all the funding had been used - mostly to support students in English, Maths and Science.

### 14. Matters to Share with the Trust Board

1. The school’s difficulty in accessing the correct SCR on the first day of term was an issue. Governors ask that a process be put in place to enable effective and timely management of the SCR.
2. The LGB have been requesting a TLA Central Services Service Agreement for some time, to ensure they know what services to expect and to ascertain value for money for the school’s 5% of GAG contribution.
3. The school have not received any monthly management accounts since May 2022, making it difficult to challenge or support HT’s decisions on matters such as staffing.
4. It was noted that the school have reported ‘Matters to Share’ with the Trust Board previously, but have not had responses. Governors ask if the Board could consider how matters are reported back to complete this process.

### 15. Matters for the Trust Board to Share with the LGB

Nothing to report.

### 16. AOB

16.1 **CHALLENGE: A Governor asked how target grades are set and whether they are reviewed and how the student sets are labelled, commenting that they had heard some parental confusion over the matters.** The HT and KKY assured the Governor that target grades are reviewed regularly. Experienced staff take careful consideration of many aspects of students’ needs and abilities, prior to placing students in sets and setting is also regularly reviewed. The HT asked the Governor to advise parents to contact the school with any questions or concerns.

**Date and Time of Next Meeting: Monday 9<sup>th</sup> January 2023 at 5:30pm**

**Meeting Closed 6:05pm**

Minutes approved: .....

Date:.....

### Action Log – Post September 2022 Meeting

Action and Item Number	By Whom	By When/Complete
4.2.1 Governors to consider the SEN governor role	All governors	Next meeting
4.2.3 School to undertake a parent governor election	HT/NPS	Before end of term
6.1.1 The HT will provide national GCSE attainment figures to Governors.	HT/SLT	Next meeting
6.1.2 The HT will provide destinations' data	HT/SLT	Next meeting
7.3 Mr Parr will attend the next meeting to update Governors on how the school intends to shape Yr10 and Yr12 Options.	Mr Parr	9/01/2023
10. CLH will upload to GH, the school's responses to the Section 175 safeguarding audit	CLH	Next Meeting