

**Local Governing Board (LGB) to
The Learning Partnership**



Autumn Term Minutes



**Wistaston Church Lane
Academy**

Date: Thursday 2nd October 2025 at 4:00pm

Governors Present:

**Audrey Skidmore (AS) – Chair
David Hastie (DH)
Benjamin Leighton (BL)
Gillian Loudon (GL)**

In attendance:

Cathy Elsley (CE) – Headteacher

Clerk: Sharon Dutton (SD) TLP

Apologies:

**Sheridan Barnes (SB)
Anthony Buckles (AB)
Holly Hulett (HH)
Dr Allan Howells (AH) – Director of Quality – TLP**

Governance and Administration

The following documents had been shared on GovernorHub in support of the meeting:

- LGB meeting minutes – 17th July 2025 – item no 2
- Headteacher's Report – October 2025 – item no – Various
- DATA Overview 2025 – item no's 6 & 7
- TLP SEN Information report 2025-2026 – item no 9
- S175 Audit Questions for 2025 – item no 12
- Policy – PSHE & RSE – item no 15
- Policy – SEND - item no 15
- Policy – Supporting Pupils with Medical Conditions – item no 15
- Policy – Attendance – item no 15
- Policy – Safeguarding & Child Protection – item no 15

1. Welcome, Quoracy, Apologies and Declarations

AS welcomed everyone to the meeting which opened at 4:06pm. SD confirmed that the meeting was quorate. Apologies were received and accepted from SB, AB and HH. AH also sent his apologies. There were no declarations.

- **Confirmation of Chair and Vice Chair of the LGB**

AS was confirmed as Chair for a further year until 31.08.2026 and indicated she may step down from the LGB after this date. Due to this, it was agreed that it would be prudent to appoint a Vice-Chair. After some discussion, BL was unanimously appointed Vice Chair of the LGB.

2. Minutes of the last meeting and matters arising

a) To approve the minutes from the last LGB meeting (17.07.25).

The minutes of the meeting were approved with a minor amendment regarding the wording around the school trips funding model.

ACTION: SD to amend minutes adding a note that the funding approach will be reviewed after first year of implementation and repost

b) To review the action log from the previous meeting (17.07.25):

Minute Ref	Action	By whom	By when
Pg 3 Item 9	School's visits discussions to be removed from the agenda	Clerk	Completed
Pg 4 Item 10	Check on the status of the mobile phone policy and liaise with CE	Clerk/CE	Ongoing
Pg 4 Item 11	Engage with KS2 staff regarding their concerns on SB's report		Completed
UPDATE:	The staff concerned were support staff and CE did not find any concerns repeated.		
ACTION:	SB to repeat her visit at the beginning of 2026		
Pg 5 Item 14	Update SD on AB's training records	AB/Clerk	Ongoing
Pg 5 Item 15	Action the policy schedule	CE/Clerk	Ongoing

3. Membership Update

a) To confirm any changes to the membership of the LGB and consider current vacancies on the board.

SD confirmed that as of the beginning of the academic term 2025/26 there are vacancies for two appointed governors and governors were encouraged to share opportunities via their professional networks.

b) There are no terms of office due to expire before the next meeting.

4. Declarations and Confirmations

SD confirmed that all declarations were up to date on GovernorHub.

5. Confirmation of Governor Link Roles and Monitoring Schedule

Link roles were confirmed as follows:

- Safeguarding – DH (with continued guidance from Mike)
- SEND – AS
- EYFS – HH
- SIP – Quality of Education – GL (Writing)
- SIP – Leadership & management – AS
- SIP – Behavior & Attitudes – BL (include Attendance)
- Climate change and Sustainability – TBC
- Early Reading – TBC
- PSHE – TBC

ACTION: AS to engage with AB, SB and HH regarding those areas not yet allocated.

Strategic Direction and Progress Against Priorities

6. School Improvement Plan (SIP) and Self Evaluation (SEF)

a) Summary of 2024-2025 progress

CE had uploaded the Data Overview onto GovernorHub which outlined the progress made in 2024-2025. She reported that the data was solid with no concerns across the board but flagged up the new writing framework which would in future focus on the foundation skills such as handwriting and spelling. Targets for the future are:

- Narrow the SEND attainment gap
- Improve outcome for PP pupils, especially PP and SEND combined
- Reduce the gender gap in reading and writing
- Strengthen early phonics provision

Governors noted the positive outcomes from 2024–25 with homegrown pupils achieving strong results.

b) Approval of priorities for 2025-2026

Slide 4 of the HT report highlighted the focus areas of the SIP:

- **Quality of Education:**

To improve foundational writing skills by embedding a whole-school approach to spelling and handwriting, ensuring progression and consistency from EYFS to Year 6.

- **Behaviour and Attitudes:**

To embed high standards of behaviour for learning through consistent outcomes and expectations across the school, with a focus on self-regulation and pupil responsibility.

- **Leadership and Management**

To embed consistent and effective use of TA's to support adaptive teaching and targeted interventions ensuring all pupils, especially those with SEND, make strong progress.

CE presented an overview of how these three areas of focus were developing. She reported that the number of TA's had been reduced due to budgetary constraints and the school was having to be strategic in utilising them as a resource to ensure they were not being overwhelmed.

CE explained to governors how the data is compiled and received from FFT and the difference a cohort profile can make to results. Reading remains an area for improvement.

Governor question:

Given the need for improvement in reading, is the school intending to change the reading resources already put in place?

CE response:

The school will continue to use the same teaching programmes (such as Rocket Phonics) as they are leading to improvements.

Governor question:

What access do pupils have to books?

CE response

Pupils still have access to libraries and there are books available although budget is an issue. However, pupils are accessing books through other subjects, and the classroom environment is full of books.

A discussion took place around the supply of books and how to access additional books not directly linked to phonics learning. CE reported that the school had recently participated in a successful Book Fair and had received funding to purchase additional books.

Quality of Education

7. Report on Exam Results

Governors received the Data Overview report which outlined results for EYFS GLD, Phonics, MTC and EOKS2 (end of Key Stage 2).

8. Admission and Pupil Numbers

Slide 5 of the HT's report outlined the admission and pupil numbers which remained stable at 412.

9. SEN Report

Governors received the TLP SEN report uploaded onto GovernorHub. CE reported that there are extensive SEN needs in EYFS both in Reception and Nursery which will pose a challenge in the future. One EHCP is in place and the school is in the middle of processing another five.

Governors ascertained that classes and staffing have been restructured to deal with the extra load. The special provision class (nicknamed London) is used in the morning and pupils return to their mainstream classes in the afternoon. This is meeting needs at current levels.

Governor question:

Is there funding available to cover the EHCPs?

CE response:

This is dependent on the banding each pupil is receives. Due to this there are limitations in the system.

Personal Development and Welfare**10. Attendance**

See Slide 6 of the headteachers report.

Attendance remains above national average at 97.2% (national currently at 95.4%). Authorised absence is at 2.1% and unauthorised is at 0.73%. A trust-wide initiative has been launched - "Disappointing Start" letters which have been issued to 14 pupils. There are two pupils on part time timetables, and no pupils are dual registered.

Governor question:

How have the "disappointing start" letters been received by parents/carers?

CE response:

These have been adapted for tone and context but have proved to be successful as confirmed by the improvement in attendance figures from the last meeting. A trust-wide consistent approach has proved valuable.

11. Rewards and Behaviour

The new timetable continues to be used with an ongoing review for Year 6 impact.

Governor question:

How has the new timetable impacted on the staff implementing this?

CE response:

All staff have responded well including new staff. There are no new support staff recruits.

CE went on to explain that due to understaffing, the Swan Stars can no longer meet demand. Governors were concerned to hear this and a discussion took place about how this situation could be resolved. Governors suggested the school start a waiting list so that an accurate forecast of numbers could be used to facilitate employing additional staff.

12. Safeguarding

See Slide 9 of the headteachers report.

- All staff have completed annual safeguarding update training and SCiES safeguarding training.
- All new staff received induction training including how to use CPOMS.
- Policy update is now in line with KCSiE 2025
- Changes to EYFS supervision when eating implemented.

Governors held an in-depth discussion around the safeguarding issue which had taken place in early September involving a potential threat originating in Manchester and targeting schools in the Shavington area and the headteacher confirmed she would be writing an article about the incident for the October newsletter. Governors agreed that reassuring communication from the school was essential in such a matter but that parents needed to understand that the school was adequately prepared for such an event.

ACTION: GL to upload the monthly newsletter onto GovernorHub as soon as she receives it for governors not otherwise involved with the school.

It was confirmed that the Section 175 audit was completed July 2025 and uploaded onto GovernorHub on 02.10.25; next review due summer 2026.

13. Welfare and wellbeing – students

See Slide 10 of the headteachers report. The following initiatives are ongoing:

- Class ambassadors
- Yellow positive noting tags
- Lunchtime hub in KS1 and KS2
- Counselling continuing in 2025-2026 through Safe and Sound
- Mental health champions in Year 5

14. Welfare and wellbeing – staff

See Slide 11 of the headteachers report. The following initiatives have taken place:

- Mentors for new staff
- Education mutual signposted to all staff
- Time given to complete training to avoid staff losing their personal time.

CE reported that there are staff on long term sick leave but the deputy has returned to school.

Local Matters and Stakeholder Engagement

15. Policies

CE and SD discussed the status of the statutory policies on the school website. Minor changes to policies can be implemented and reviewed under Chairs actions and those policies requiring input from Governors should be uploaded onto GovernorHub for comment and/or approval. Governors had previously sought clarification around the **Safeguarding and Child Protection policy** on GovernorHub and these issues were addressed. Governors were reminded that lengthy interrogation of policies written by others such as the Trust or Cheshire East was outside their remit.

Governors agreed to ratify the **Attendance policy** with minor corrections to be made. It was confirmed that the end of year attendance report is statutory.

Governors agreed to ratify the **PSHE & RSE and SEND policies** with minor changes, mainly with formatting.

ACTION: CE to amend Supporting Pupils with Medical Needs policy in line with comments on GovernorHub and resubmit

16. Governor Training update

All training is up to date except for AB's.

New training session on school performance data to be delivered by the Trust later during this term.

Details will be available soon.

17. Governor biographies update

All biographies have been completed and added to the Trust website.

18. Stakeholder Engagement

a) Parents/Carers

Slide 12 of the headteachers report outlined the following:

- Friends of WCLA AGM – new chair appointed
- Parent sessions for EYFS/KS1 and KS2 advertised in the newsletter
- Parents asked for suggestions to improve communication in the newsletter with three responses.

b) Wider Community

Slide 13 of the headteachers report outlined the following:

- Harvest collection timetabled for Chance Changing Lives (a local Crewe charity)
- Elf run scheduled for St Luke's Hospice
- Christmas concerts in Shavington

19. Communication to the Trust

- Governors suggested that to gauge the demand for places in Swan Stars a waiting list be created to enable the school to possibly apply for additional staffing in order for this facility to grow.
- Governors noted the huge improvement in Writing results.
- SEND (special provisions) continues to be an issue particularly with no budget for increasing TA numbers.
- Governors requested the Trust consider a staff policy covering AI and including tracking devices.

20. Communication from the Trust

Nothing to report.

AOB

There being no further items to discuss, the Chair and headteacher thanked the Governors for their attendance and continued commitment.

Date and Time of Next Meeting: Thursday 29th January 2026 at 4:00pm

Meeting Closed at 6:00pm

ACTION LOG FOR MEETING 02.10.25

Minute Ref	Action	By whom	By when
Pg 1 Item 2	Amend minutes adding a note that the funding approach will be reviewed after first year of implementation and repost.	Clerk	After meeting
Pg 2 Item 2	Repeat link monitoring visit at the beginning of 2026	SB	Jan 2026
Pg 2 Item 5	Engage with AB, SB and HH regarding those link governor areas not yet allocated.	AS	Ater meeting
Pg 4 Item 12	Upload the monthly newsletter onto GovernorHub as soon as it is received for governors not otherwise involved with the school to access.	GL	Next newsletter issue
Pg 5 Item 15	Amend Supporting Pupils with Medical Needs policy in line with comments on GovernorHub and resubmit	CE	29.01.26