

GREAT SANKEY PRIMARY SCHOOL

Minutes of the meeting of the Local Governing Board held on 26th September 2022

Time: 17:12 – 18:31

Venue: Great Sankey Primary School

Chair: Phil McEwan

Clerk: Katie Whitmore katie.whitmore@entrustclerk.com

Governors attending			Term of Office
MD	Mark Davies	Parent Governor	24.06.19 – 23.06.23
JH	Jane Hardman	Co-opted Governor	28.09.21 – 27.09.25
LK	Leanne Keavey	Co-opted Governor	12.06.16 – 10.03.23
PM	Phil McEwan	Chair , Co-opted Governor	01.09.19 – 31.08.23
LW	Lisa Wilding	Head	N/A
In attendance			
TG	Tom Gawne (joined 17:27)	Deputy Head	N/A
KW	Katie Whitmore	Entrust Clerk	N/A

Governors not attending			Term of Office
PA	Peter Astley	Co-opted Governor, Vice Chair	16.03.20 – 15.03.24
JC	John Carlin	Co-opted Governor	16.10.19 – 15.10.23
WC	Will Chapman	Co-opted Governor	13.12.21 – 12.12.25
JG	James Gartland	Parent Governor	22.03.21 – 21.03.26
SL	Sarah Leah	Staff Governor	15.05.19 – 14.05.23
TT	Toby Tyas	Co-opted Governor	16.03.20 – 15.03.24

Documents shared ahead of the meeting
<p>Agenda Item 6 Terms of Office</p> <p>Agenda Item 7 TCAT LGB Terms of Reference GSP 2022-23</p> <p>Agenda Item 7 TCAT-Scheme-of-Delegation</p> <p>Agenda Item 8 Governor link roles 21 22</p> <p>Agenda Item 9 Governor Code of Conduct</p> <p>Agenda Item 10 Governor Skills Matrix Dec 2021</p> <p>Agenda Item 12 – Proposed LGB Objectives for 2022-23</p> <p>Agenda Item 13 – Lower-Key-Stage-2-vision</p> <p>Agenda Item 13 EYFS-vision</p> <p>Agenda Item 13 Upper-Key-Stage-2-vision</p> <p>Agenda Item 13 Whole Schools Vision and Values</p> <p>Agenda Item 14 DRAFT SEF and PAP</p> <p>Agenda Item 15 – Fire drill log 13.09.2022</p> <p>Agenda Item 17 Assessment Arrangements</p> <p>APPROVED Confidential Minutes Great Sankey Primary School LGB meeting 19.07.22</p> <p>APPROVED minutes Great Sankey Primary School LGB meeting 19.07.22</p> <p>KCSIE_2022_statutory guidance for schools and colleges</p> <p>Safeguarding and child Protection Policy 2022</p> <p>Safeguarding Statement 2022</p>

Part one – non-confidential business

The meeting was quorate, with four of the eleven Governors attending (one third rounded up)

Part one of the meeting opened at 17:12

There were confidential items discussed in part two

1	<p>Welcome</p> <p>The Chair opened the meeting and welcomed Governors and attendees.</p>										
2	<p>Absence and apologies</p> <p>Apologies were received in advance of the meeting from PA, WC, JG.</p> <p>The Chair advised Governors that JC had shared his intent to step down as Governor and that his resignation had been accepted by the Chair on behalf of the Governing Board. Governors thanked JC for his contribution to the Governing Board at Great Sankey Primary School and wished him well for the future.</p> <p>SL and TT were absent and had not sent apologies.</p> <p>Resolved: Governors accepted apologies from PA, WC, JG.</p> <p>Action: KW will update attendance within Calendar on Governor Hub</p>										
3	<p>Declaration of personal interests for any item on this agenda and completion of annual pecuniary interest forms</p> <p>Governors advised that there were no pecuniary interests relating the agenda.</p> <p>Action: Governors will refresh annual declarations of interest with the school office.</p>										
4	<p>Chair’s emergency decisions</p> <p>There were no emergency decisions to report.</p>										
5	<p>Items for any other business</p> <ul style="list-style-type: none"> a. Head Teacher Review b. Pay Committee 										
6	<p>Previous FGB minutes, matters arising and action log</p> <ul style="list-style-type: none"> a) Minutes of the meeting held 19th July 2022 <p>Resolved: Governors accepted the minutes as a true record of the meeting held on 19.07.2022</p> <ul style="list-style-type: none"> b) Action Log of the meeting held 19th July 2022 (as below) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 60%;">Action</th> <th style="width: 15%;">Owner</th> <th style="width: 15%;">Due Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Item	Action	Owner	Due Date				
Item	Action	Owner	Due Date								

	<p>7a Review governors' terms of office dates at the next LGB meeting <i>Documentation for Agenda Item 6 was shared ahead of the meeting</i></p> <p>8b Complete refresher governor safeguarding training <i>Ongoing</i></p> <p>8b Circulate suitable meeting dates for the comms working party <i>Ongoing</i></p> <p>18 Distribute TCAT meeting dates and times to governors <i>This had been distributed on Governor Hub.</i></p>	<p>PM</p> <p>All governors</p> <p>PM</p> <p>PM</p>	<p>COMPLETE</p> <p>By October half term</p> <p>As soon as possible</p> <p>COMPLETE</p>
<p>7</p>	<p>Scheme of delegation, structure, terms of reference</p> <p>This had been shared with Governors on Governor Hub in advance of the meeting and had been updated to reflect current Governors.</p> <p>Governors noted that the Governing Board should have a Community Governor as per the Scheme of Delegation related to the Trust Articles of Association. Governors asked if a current Co-opted Governor could move into the role of Community Governor. KW agreed to confirm process.</p> <p>Governors recommended that a Governor that will fill the vacancy following the resignation of JC should ideally have a background in education.</p> <p>Resolved: Governors adopted the Terms of Reference.</p> <p>Action: KW will confirm process for electing Community Governor.</p>		
<p>8</p>	<p>Governing body membership</p> <p>a) Terms of Office</p> <p>There were no terms of office ending in the Autumn term.</p> <p>b) Election of Chair</p> <p>There had been no nominations or self-nominations for the position of Chair ahead of the meeting.</p> <p>PM self-nominated for the position of Chair during the meeting.</p> <p>PM left the room. Governors elected PM as Chair. PM was welcomed back to the meeting and accepted the position of Chair for a two-year term.</p> <p>Governors noted that they had previously agreed a two-year term of Chair and Vice-Chair and confirmed that they would continue with the two-year term.</p> <p>c) Election of Vice Chair</p> <p>PA had been elected as Vice Chair in September 2021 and will continue in the position until September 2023 in line with the two-year term.</p>		



	<p>d) Link Governor Roles</p> <p>The Head referred to the document shared with Governors on Governor Hub ahead of the meeting, and Governors confirmed that they were happy with their Link Roles.</p> <p>Governors questioned the workload for the Head, and the impact of having a Link Role. The Head advised that she had support from the Trust and a new team at school, so would be happy to keep the Link Role.</p> <p><i>TG joined the meeting at 17:27</i></p> <p>Action: PM will confirm Link Role positions with Governors not present, update the document and share with Governors, upload to Governor Hub.</p>
<p>9</p>	<p>Confirmations</p> <p>a) Governor Code of Conduct</p> <p>This document had been shared with Governors on Governor Hub ahead of the meeting.</p> <p>Action: KW will set up confirmation for Code of Conduct on Governor Hub for Governors to sign.</p> <p>b) DBS</p> <p>The Head advised Governors that DBS was up to date for Governors and was noted within the Single Central Record (SCR).</p>
<p>10</p>	<p>Governor skills audit</p> <p>The Head referred to the document shared with Governors on Governor Hub ahead of the meeting and noted that this had been completed in December 2021 and showed many areas where the Governing Board was effective.</p> <p>Governors challenged if there were any obvious areas of training needs highlighted by the audit, and if there were any gaps. The Head advised that the areas for attention related to governance skills of new Governors, and financial skills relating to two Governors, and that there were no skills gaps.</p> <p>Action: Governors will review skills audit and send any amends to the Office Secretary.</p>
<p>11</p>	<p>Governor training</p> <p>a) Safeguarding training and KCSIE 2022</p> <p>The Head referred to the Safeguarding training completed by Governors ahead of the meeting.</p> <p>Action: Governors will access online Hays safeguarding training that had been emailed by the Chair. Advise the Office Secretary once this has been completed, who will update the training record.</p> <p>b) Governor training record</p>



	<p>The Chair noted that TCAT training had been distributed to Governors.</p> <p>The Chair advised Governors that there is a standing invite to Governors to attend TCAT Trust meetings as an observer.</p> <p>Action: Governors will update the Office Secretary with details of any training attended and the training record will be updated.</p> <p>Action: KW will circulate dates of TCAT Trust meetings to Governors.</p>
<p>12</p>	<p>Agree LGB objectives for the year</p> <p>The Head referred to the document shared with Governors on Governor Hub ahead of the meeting, and the following was noted:</p> <ol style="list-style-type: none"> 1. <i>Increased engagement from governors in school and in supporting aspects of school life</i> <ul style="list-style-type: none"> - Governors would be welcomed into school for; business and finance audits, health and safety audits, the teaching and learning review that would take place with the Trust in November, the business planning session that would take place with the Trust following the Head Teacher review. <p>Governors expressed interest in attending events in school and suggested spending a day in school.</p> <p>Resolved: Governors accepted this proposed objective.</p> <p>Action: The Head will circulate a strategic overview and calendar of scheduled events to Governors, on Governor Hub and email.</p> 2. <i>Support the school in developing a strategy to support our families during the cost-of-living crisis. How can governors support out most vulnerable families in need?</i> <ul style="list-style-type: none"> - A preloved uniform had been set up and was being run weekly by parents, which was proving a great success. - Historically, pupil premium forms had been sent out on one occasion when a child started in Reception. These would now be sent out termly, and the aim would be to support families by bringing revenue into school to support these children. - A community cupboard project had been suggested by parents, and it had been decided that donations at Harvest Festival would go towards this. - The uniform shop and community cupboard would operate with an honesty box, with the aim of helping families rather than generating funds for the school. <p>Governors sought clarification regarding if hampers would be sent out to families. The Head advised that this would be the case and would be handled discretely.</p> <p>Governors put forward the idea of including other clothes within the uniform shop. The Head confirmed that Christmas jumpers and nativity outfits would be included later in the year.</p> <p>Governors queried if the Department for Education (DfE) had suggested any initiatives for schools to support families. The Head advised that a link from the DfE had been shared with parents.</p>

	<p>Governors considered the possibility of providing breakfast to children in the coming months. The Head advised that there were families who were struggling yet not in receipt of benefits, and that this could be a possibility in the future.</p> <p>Governors explored subsidies in addition to pupil premium that would help with children participating in school trips. The Head advised that staff were being educated to be mindful of families when planning and scheduling trips and were being encouraged to look at the local area.</p> <p>Governors suggested the use of public buses due to the high cost of coach hire. The Head noted a concern regarding the risk assessment for using public buses.</p> <p>Resolved: Governors adopted this proposed objective.</p> <p>3. <i>Open for discussion</i></p> <p>Governors put forward several options: Governor training strategy, a school communications strategy, a focus on relationships with parents, benchmarking of Governance for best practice through peer review and observations.</p> <p>Resolved: Governs agreed that the third strategic objective would be to: <i>Seek best practices for the Local Governing Board (LGB).</i></p>
<p>13</p>	<p>Review & confirm academy’s vision and values statement</p> <p>This had been shared with Governors on Governor Hub in advance of the meeting.</p> <p>The Head advised that this had been shared with staff at Inset.</p> <p>Resolved: Governors adopted the vision and values statement</p>
<p>14</p>	<p>Approve Scorecard & PAP (Education)</p> <p>The Head referred to the first draft, which had been shared with Governors on Governor Hub ahead of the meeting, and the following was noted:</p> <ul style="list-style-type: none"> • Changes to format had meant that the plan was succinct and focused. • SEF had been updated in line with the Trust, which had meant some RAG ratings had needed to be adjusted. The final draft would be sent to the Trust on 30.09.2022. <p>Governors observed that the document looked a lot more concise.</p> <p>Resolved: Governors approved the draft document.</p> <p>Action: LW will share final version of Scorecard and PAP with Governors on Governor Hub and email.</p>
<p>15</p>	<p>Verbal Update from Head</p> <p>The Head advised Governors of the following:</p> <ul style="list-style-type: none"> • There had been a calm return to school after summer • The school had been redecorated over summer, and staff had worked hard before summer clearing walls and classrooms. Phase two of redecoration would take place over October



half term, where corridors and shared areas would be painted. Phase three would take place in Spring 2023, where outside woodwork and rendering would be painted.

Governors questioned if SEND had been considered with the redecoration. The Head advised that yes, colours and decorations had been toned down.

- There had been a new operations team in school from September consisting of a new Finance Officer, Office Secretary, part-time Maintenance Officer, which was in addition to a new Head and Deputy. The new team had been working hard.

Governors challenged the impact of part-time hours of the Maintenance Officer on the Head. The Head advised that herself and the Deputy Head were securing the site each evening, and that they would be happy to continue this for now while the vacancy of a second part-time Maintenance Officer is out for recruitment.

- A new kitchen had been installed
- The Head had been receiving plenty of support from the Trust
- Continuing to look at ways to support families
- Climate for learning had been great
- There had recently been a whole school trip to Warrington Youth Zone which had been a great success
- Baseline assessments in Reception had been completed
 - Three children had demonstrated significant SEND and staff had been working on this.
 - There had been a higher intake of EAL in Reception with limited English and staff had been looking at ways to support
 - There were some speech and language issues.
 - Intervention had been set up: Talk Boost, speech and language therapy (SALT), 1:1s for phonics and number.

Governors queried if the school used the NELI phonics scheme. The Head advised not. This had been trialled in Reception previously, however it was found that only one or two children were eligible to use the scheme.

- Y3 baseline assessments had been completed, and NGRT had been purchased for reading intervention
- Summer targets would be set by next half term

Action: LW will share summer targets at next meeting 05.12.2022.

- The school had been inundated with requests for admissions, with years two, four, five and six currently over PAN.

Governors sought clarification on the number of children in Reception at 44/45. The Head advised that the LA had been unable to get hold of the parents of one child who did not turn up in September. Admissions and Children Missing in Education had been made aware, and the place must be kept open for this child for six weeks.

Governors explored the idea of expanding the school. The Head advised Governors that this had been on the radar, and would need to consult with the Trust and LA. The Head noted that the

	<p>school was already over PAN in KS2 but could not go much over +2 or +3 due to limited toilet numbers and space.</p> <ul style="list-style-type: none"> • There were 345 pupils on role which included nursery • 24 SEND, 3 EHCP • 36 pupils qualified for Pupil Premium, which equated to 10.5% • Attendance was at 98% week ending 23.09.2022. • Governors had received a copy of the fire drill log on Governor Hub. The Head advised that she had met with the fire and first aid team to produce an action plan.
<p>16</p>	<p>Link Governor Feedback</p> <p>MD, SEND Link, advised Governors that he had visited school 26.09.2022 and had met with SENDCo. MD noted that he had been impressed by the documentation and organisation of the SENDCo, and that the children with SEND that he had observed had not realised that they had been given a different provision than the rest of the class,</p> <p>The Chair, Safeguarding Link, advised Governors that he had met with the Head on 26.09.2022 and that he had found no significant issues.</p>
<p>17</p>	<p>Assessment arrangements</p> <p>This had been shared with Governors on Governor Hub ahead of the meeting. The Head advised that baseline assessments had been completed, and that dates for assessments in May and June had been confirmed.</p>
<p>18</p>	<p>Policies</p> <ul style="list-style-type: none"> a) Safeguarding & KCSIE b) Governors to ratify policies <p>The Head and Chair had met 26.09.2022 to review all policies to ensure compliance, and notified Governors of the main changes:</p> <ul style="list-style-type: none"> • Accessibility policy: there had been updates to the aims and actions • Safeguarding and child protection policy: Trust policy had changed to reflect KCSIE 2022 • School uniform policy: Adapted to include new legislation regarding statutory and optional uniform • Assessment and reporting policy: Updated to reflect new assessments • SEND policy and SEND statement: this had been updated to reflect best SEND practice and will be published to the school website <p>Resolved: Governors ratified all policies</p>
<p>19</p>	<p>Future meeting dates</p> <p>Future meetings will take place in school at 17:00:</p> <p>05.12.2022 06.02.2023 27.03.2023 15.05.2023</p>

	10.07.2023
20	<p>Any other business</p> <p>a) Head Teacher Review</p> <p>The Head Teacher Review will take place on 18.10.2022 12:00 – 13:30 at TCAT Centre. This will be followed by the Business Meeting with the Trust 13:30 – 15:00.</p> <p>Action: PM will liaise with Governors and TCAT regarding attendance and timing of head teacher review.</p> <p>b) Pay Committee</p> <p>The Chair advised that three Governors would need to sit on this committee that will need to take place week commencing 10.10.2022.</p> <p>Governors provisionally booked 10.10.2022 at 12:00 – 13:30, with JH, LK attending alongside the Head.</p> <p>Action: PM will contact PA (Vice Chair) to confirm attendance at Pay Committee.</p>

Part one of the meeting closed at 18:31

Action Log

Minute Reference	Action to be taken	By Whom	Completion Date
2	Update attendance within Calendar on Governor Hub	KW	ASAP
3	Refresh annual declarations of interest with the school office.	Governors	ASAP
6	Complete refresher governor safeguarding training	Governors	By October half term
6	Circulate suitable meeting dates for the comms working party	PM	ASAP
7	Confirm process for electing Community Governor.	KW	ASAP
8	Confirm Link Role positions with Governors not present, update the document and share with Governors, upload to Governor Hub.	PM	ASAP
9	Set up confirmation for Code of Conduct on Governor Hub for Governors to sign.	KW	ASAP
10	Review skills audit and send any amends to the Office Secretary.	Governors	ASAP
11	Access online Hays safeguarding training that had been emailed by the Chair. Advise the Office Secretary once this has been completed, who will update the training record.	Governors	ASAP
11	Update the Office Secretary with details of any training attended and the training record will be updated.	Governors	Ongoing

11	Circulate dates of TCAT Trust meetings to Governors.	KW	ASAP
12	Circulate a strategic overview and calendar of scheduled events to Governors, on Governor Hub and email.	LW	ASAP
14	Share final version of Scorecard and PAP with Governors on Governor Hub and email.	LW	ASAP
15	Share summer targets at next meeting 05.12.2022.	LW	05.12.2022
20	Liaise with Governors and TCAT regarding attendance and timing of head teacher review.	PM	ASAP
20	Contact PA (Vice Chair) to confirm attendance at Pay Committee.	PM	ASAP

Signed:	
Chair:	
Head:	
