



GREAT SANKEY PRIMARY SCHOOL

Minutes of the meeting of the Local Governing Board (LGB) held on Monday the 5th of December 2022

Time: 17:10 – 18:33

Venue: Great Sankey Primary School

Chair: Phil McEwan

Clerk: Katie Whitmore katie.whitmore@entrust-ed.co.uk

Governors attending			Term Ends
PA	Peter Astley	Co-opted Governor, Vice Chair	15.03.24
JB	John Barlow	Co-opted Governor	04.12.26
WC	Will Chapman	Co-opted Governor	12.12.25
MD	Mark Davies	Parent Governor	23.06.23
JG	James Gartland	Parent Governor	21.03.26
LK	Leanne Keavey	Co-opted Governor	10.03.23
SL	Sarah Leah (joined 17:07)	Staff Governor	14.05.23
PM	Phil McEwan	Chair , Co-opted Governor	31.08.23
TT	Toby Tyas	Co-opted Governor	15.03.24
LW	Lisa Wilding	Head Teacher	N/A
In attendance			
TG	Tom Gawne	Deputy Head Teacher	N/A
KT	Karen Threadgold (left 17:32)	Finance Manager, TCAT	
KW	Katie Whitmore	Entrust Clerk	N/A

Governors not attending			Term Ends
JH	Jane Hardman	Co-opted Governor	27.09.25

Documents shared ahead of the meeting
FINAL Agenda 05.12.22 Great Sankey Primary LGB Governor Code of Conduct GSP Final Outturn Report 2122 GSP P12 Accounts Outturn GSP P2 Accounts 2022 GSP Strategic Timeline Overview 2022-23 School Events Calendar 2022-23 Great Sankey PAP FINAL Summer Term 2023 Targets FINAL Minutes 26.09.22 Great Sankey Primary Academy Trust handbook Guidance Academy Trust Handbook PART ONE Autumn Headteacher Report 22 Great Sankey Primary Business Support Scorecard

Part one – non-confidential business

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

Part one of the meeting opened at 17:10

There were confidential items discussed in part two

<p>1</p>	<p>Welcome</p> <p>The Chair opened the meeting and welcomed Governors and attendees.</p> <p>JB was welcomed to his first meeting; introductions were made by Governors and by JB, Assistant Principal at Penketh High and Director of Teaching and Learning at TCAT (the Challenge Academy Trust).</p>
<p>2</p>	<p>Absence and apologies</p> <p>Apologies were received in advance of the meeting from JH.</p> <p>Resolved: Governors accepted apologies from JH.</p>
<p>3</p>	<p>Declaration of pecuniary 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 update register of Business Interests on Governor Hub; the Clerk will advise process.</p>
<p>4</p>	<p>Chair’s emergency decisions</p> <p>There were no emergency decisions to report.</p>
<p>5</p>	<p>Items for any other business (AOB)</p> <p>There were items for AOB:</p> <ul style="list-style-type: none"> a) Governor Priorities for the Year b) TCAT sponsorship <p>There were items to discuss in part two - confidential</p>
<p>7</p>	<p>End of Year Accounts</p> <p><i>Items 7 and 8 were moved to the start of the meeting with KT present, before leaving once the items were complete.</i></p> <p>The TCAT Finance Manager had shared the Outturn 2021/22 reports with Governors via Governor Hub in advance of the meeting, and the following was noted:</p> <ul style="list-style-type: none"> • The accounts had been through a full audit check; there had been no changes, and the accounts will be submitted week commencing 12.12.2022



	<ul style="list-style-type: none"> The accounts had been revised in February 2022, where the outturn had decreased significantly; the reason for this was staffing costs: a 2% uplift has been budgeted for support staff however unions had agreed a flat rate of £1,925 pro-rata across bands which had meant the accrual was higher than originally budgeted at between 4% and 9.6% depending on scale. <p><i>SL joined the meeting at this point: 17:07</i></p> <ul style="list-style-type: none"> There was a significant surplus, however the works completed over the Summer break and the Autumn term for redecoration had not been considered in that figure. The Head Teacher and Deputy were in the process of discussions for school improvement plans, however remaining mindful of spend going forward; the surplus would need to be used for school improvement work and could not be used for staffing. <p>Governors questioned the outturn for premises, which was at £191,000 compared to the original figure of £121,000. This was due to costs for utilities being increased in the revised budget.</p> <p>Governors queried where the redecoration charges, completed over Summer and the Autumn term, would show. This would come from the outturn surplus and would not affect operational budget costs for this year.</p> <p>Governors challenged the £402,000 surplus, and how that stood against the ideal percentage contingency that a school should have. TCAT would ideally like a contingency of 3-5% of school's governmental income; Great Sankey Primary was at 22%. It was noted that the Government would be looking into schools with more than 20%, to confirm that there was a plan to spend it.</p> <p>Governors sought clarification that none of the surplus would be clawed back by the Government. This would not be the case.</p>
<p>8</p>	<p>Monthly Management Accounts</p> <p>The TCAT Finance Manager had shared the P2 (period two) reports with Governors on Governor Hub in advance of the meeting, and the following was noted:</p> <ul style="list-style-type: none"> Result was a current surplus of £32,000 The Government had announced more income than expected for Recovery Catch-up and School Led Tutoring; the latter would stay in a separate pot as this would fit within the Pupil Premium (PP) fund. There would be a supplementary grant to fund the pay rise for teachers in December 2022. The pay uplift for support staff and teaching staff would go through week commencing 12.12.2022; teaching staff increases were in line with the recommendation of 5% by STRB (school teachers review body for the Government) It was noted that school had been funded £600 for phonics; however, there had been no advice as what this could be spent on. Lettings income was down; however, this was because Link Club had moved in-house. Stationery spend was already at 50% of the whole year's stationery budget; staff were reminded weekly to be mindful of paper and printing. PE (physical education) sports grant looked high; however, that would even out across the year. Catering was working well with the new catering lead.



	<ul style="list-style-type: none"> Occupational Health would need to remain in the budget; TCAT did not currently offer this service £99 per advert for recruitment had been necessary Premises budget would be looked at with the newly recruited Site Manager, which may impact the premises fund. There was an accrual for gas as the provider, Total Gas, had been slow issuing bills. There were no surprises or concerns, and nothing that the TCAT Director of Finance had wanted highlighted with Governors. There would be a more accurate revised budget before Christmas, once the December payroll had gone through. The Head Teacher noted that Governors needed to know that Great Sankey Primary was in a healthy position, that school needed to be careful with the staffing budget, and that reserves would be used for the benefit of the children. <p>Governors questioned the spend on cleaning materials and H&S (health and safety) as it appeared high. It may be the case that some of the catering cleaning had gone into the wrong category. This would be addressed by the Head Teacher and TCAT Finance Manager.</p> <p><i>KT left the meeting at this point: 17:32</i></p> <p><i>The meeting continued, following the distributed agenda.</i></p>																
<p>6</p>	<p>Governing Body Membership</p> <p>There were no terms of office coming to an end ahead of the next meeting 06.02.2023.</p> <p>JB had expressed intention to join the Governing Board and was co-opted by Governors during the meeting for a four-year term.</p> <p>Resolved: JB joined the Governing Board as Co-opted Governor for a four-year term of office, running from 05.12.2022 to 04.12.2026.</p>																
<p>9</p>	<p>Previous LGB minutes 26th September 2022</p> <p>a) Minutes of the meeting held 26th September 2022</p> <p>Resolved: Governors accepted the minutes of the meeting 26.09.2022 as a true and accurate record: they would be duly signed and made available on request.</p> <p>b) Action Log of the meeting held 26th September 2022 (as below)</p> <table border="1" data-bbox="244 1720 1434 1986"> <thead> <tr> <th>Item</th> <th>Action to be taken</th> <th>By</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Update attendance within Calendar on Governor Hub</td> <td>KW</td> <td>COMPLETE</td> </tr> <tr> <td>3</td> <td>Refresh annual declarations of interest with the school office. <i>Superseded by action within Item 3</i></td> <td>Governors</td> <td>SUPERSEDED</td> </tr> <tr> <td>6</td> <td>Complete refresher governor safeguarding training</td> <td>Governors</td> <td>ASAP</td> </tr> </tbody> </table>	Item	Action to be taken	By	Date	2	Update attendance within Calendar on Governor Hub	KW	COMPLETE	3	Refresh annual declarations of interest with the school office. <i>Superseded by action within Item 3</i>	Governors	SUPERSEDED	6	Complete refresher governor safeguarding training	Governors	ASAP
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		<i>Hays safeguarding online, which had been issued by the TCAT Head of HR, would need to be completed. Governors had been given new email addresses to action this.</i>		
6		Circulate suitable meeting dates for the comms working party. <i>This was ongoing, and will be completed in the New Year ahead of the next meeting 06.02.2023</i>	PM	06.02.2023
7		Confirm process with the Trust for electing a Community Governor.	PM	ASAP
8		Confirm Link Role positions with Governors not present, update the document and share with Governors, upload to Governor Hub. <i>JB will take on vacant Link roles for Quality of Education, and PP further to resignation of JC last meeting 26.09.2022</i>	PM	ASAP
9		Governors to action confirmation for Code of Conduct on Governor Hub; the Clerk to advise process	Governors (KW)	ASAP
10		Review skills audit and send any amends to the Office Secretary. <i>This would be shared in the next meeting 06.02.2023. Any Governors who had not already sent to the Officer Manager to do so.</i>	Governors	06.02.2023
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	DUPLICATE
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	COMPLETE
12		Circulate a strategic overview and calendar of scheduled events to Governors, on Governor Hub and email. <i>This had been uploaded to Governor Hub.</i>	LW	COMPLETE
14		Share final version of Scorecard and PAP with Governors on Governor Hub and email. <i>This was a live document; a download would be shared at each meeting.</i>	LW	COMPLETE
15		Share summer targets at next meeting 05.12.2022. <i>This had been shared on Governor Hub – this would be summarised within Item 11, Head Teachers report.</i>	LW	COMPLETE
20		Liaise with Governors and TCAT regarding attendance and timing of head teacher review.	PM	COMPLETE
20		Contact PA (Vice Chair) to confirm attendance at Pay Committee.	PM	COMPLETE
10		Issue Academies' Financial Handbook The Clerk directed Governors to the updated Academy Trust Handbook 2022, the overarching Government framework for compliance for publicly funded academies.		



11	<p>Head Teacher’s Report, including Business Scorecard and PAP (priority action plan)</p> <p>a) Business Scorecard and PAP</p> <p>The Head Teacher demonstrated on the interactive screen the live Business Scorecard, which was updated every 24 hours, and noted the following:</p> <ul style="list-style-type: none"> • The Scorecard pulled data from Arbour MIS (school’s management information system) • The live document had been populated with data during the TCAT Business meeting 07.11.2022 • Actions for next term had been included, which had been decided in discussion with TCAT Operations Director. • An overview of finance, operations, estates management, capital expenditure, GDPR (general data protection regulation), safeguarding, governance and website compliance within the school were all included, giving a great overview of the school • The Scorecard showed trust wide diagnostics for comparison and benchmarking across academies • The Business Scorecard would work alongside the TCAT Scorecard, with the latter focusing on pupil data. <p>Governors queried if data could be tracked across the year for comparison against other schools in the Trust. This would be the case; the Heads from each academy could see the PAP and Scorecards of every other academy within the Trust; for example if staff absence were an issue, a Head Teacher could look to the live documents to benchmark against other schools.</p> <p>b) Head Teacher’s Report</p> <p>The Head Teacher asked for questions from the Head Teacher’s report, which had been shared with Governors on Governor Hub in advance of the meeting:</p> <p>Governors asked how the recent drop-in coffee morning had gone. This was a new initiative to get parents engaged, and the first one had focused on how Great Sankey Primary supported pupils with additional needs. The Pastoral, SENCO (special educational needs coordinator) and Mental Health leads from school had attended along with the Head Teacher. Parents had been really open with each other and had good conversations. The feedback had been positive, and these would continue with a different focus each month.</p> <p>Governors questioned how school was supporting parents with the cost of living. The community shop was still operating, offering dried food, toiletries, uniform and nativity costumes. Some families had felt quite comfortable accessing the shop.</p> <p>Governors challenged attendance, which had dropped below 90%. The LA (local authority) Attendance Officer would meet with the Head Teacher week commencing 12.12.2022. There was only one child with health needs that was a concern. A bespoke letter is sent to parents where pupils' attendance drops below 90% and this is a graduated response.</p> <p>c) Summer Targets</p> <p>The Head Teacher referred to the report that had been shared with Governors on Governor Hub in advance of the meeting, and the following was noted:</p> <ul style="list-style-type: none"> • Meetings had been completed with relevant staff.
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	<ul style="list-style-type: none"> • The Good Level of Development (GLD) predicted for the end of Reception 2023 is again lower than in years prior to the pandemic but is slightly more promising than the last academic year. • Predicted data for end of Y1 phonics is lower than in previous years mainly owing to the fact that nearly a third of this cohort did not reach their GLD at the end of Reception. Intervention is ongoing to plug gaps. • Y6 (year six) and Y2 (year 2) GD (greater depth) data, which was not as strong following the pandemic, seemed to be filtering through again which was really promising. • Assessments would be back to normal this year: baseline, phonics checks, KS1 (key stage one) SATs (standard assessment tests), times table checks, and KS2 (key stage two) SATs • It would be the last year for the KS1 SATs; the measure for next year would be from baseline to Y6 SATs • KS2 SATs had been moved slightly due to the June 2023 Bank Holiday for the King's Coronation. • Data for 2021/22 will be published; there were a couple of anomalies from summer, which once sorted will go on the school website. • The Ofsted inspection dashboard was showing Great Sankey Primary's data as above national and significantly above national in some areas. <p>Governors questioned if there was any impact on data due to language struggles with families from overseas. The Head Teacher noted that the earlier in the school children join from overseas, the greater the impact. Hong Kong British nationals have a good work ethic, with the couple who were struggling were receiving intervention. It was noted that school has struggled to establish if intervention needs in EAL (English as an additional language) children was due to the language barrier, or because of an additional need. There was no additional funding for EAL children, however Head Teacher's within the Borough were sharing ideas for support.</p> <p>d) TCAT Teaching and Learning Review</p> <p>The Head Teacher asked JB to give a verbal update further to the TCAT Teaching and Learning Review that had recently taken place:</p> <ul style="list-style-type: none"> • The Head Teacher, Chair, JB as TCAT Director of Teaching and Learning, and TCAT CEO (chief executive officer) had met for the review • Feedback from the CEO had been positive for the school, and of the new Head Teacher and Deputy • It was evident of the move towards GD with school tutor and catch up • The review was not about focussing on areas for improvement, rather more about questions to ask on how the school can get to outstanding • The Head Teacher will share once reports have been received
<p>12</p>	<p>Appraisal Recommendations</p> <p>The Head Teacher reported that these had been completed.</p>
<p>13</p>	<p>Strategic Overview Calendar</p> <p>The Head Teacher had shared this with Governors on Governor Hub in advance of the meeting; Governors were welcome to attend all events.</p>

<p>14</p>	<p>Policy Review</p> <p>There were no policies for ratification of Governors.</p>
<p>15</p>	<p>Committee Reports</p> <p>The Pay Committee had met and agreed pay recommendations.</p>
<p>16</p>	<p>Governor Training</p> <p>CPD (continued professional development) from TCAT was available to Governors:</p> <ul style="list-style-type: none"> • TCAT Governance Sway • TCAT Autumn Governor Seminar <p>Governors asked for some CPD around tutoring; how this works and the research behind what Great Sankey Primary delivers.</p> <p>Action: Governors will access TCAT CPD for Governors ahead of next meeting 06.02.2023; The Head Teacher will share the link to access.</p> <p>Action: The Head Teacher will organise Governor training on tutoring, to take place at 16:30, directly ahead of the next meeting 06.02.2023.</p>
<p>17</p>	<p>Future Meeting Dates</p> <p>Full LGB Meetings:</p> <ul style="list-style-type: none"> • 6th February 2023 • 27th March 2023 • 15th May 2023 • 10th July 2023
<p>18</p>	<p>Any other business</p> <p>a) Governor Priorities for the Year</p> <p>The Chair reminded Governors that last meeting the LGB objectives for this year had been agreed, with one of the three objectives around self-evaluation and best practices for the Governing Board. Options available were:</p> <ul style="list-style-type: none"> • External or internal self-evaluation • External NLG (national leaders of governance) review <p>Action: The Chair will speak with the Trust for their approach to a review of governance.</p> <p>b) TCAT Sponsorship</p> <p>Governors asked if LGBs have any influence over TCAT decisions around sponsorship and linked hospitality, and what the governance was around these decisions. This was raised further to the TCAT sponsorship of Warrington Wolves.</p>

	<p>The Head Teacher had met with Trust CET (central executive team), who were encouraging schools to be proactive and link into Warrington Wolves, for example for reading week, active week, and to hold sessions with children.</p> <p>Action: The Chair will raise Trust sponsorship with the Trust Board.</p>
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Part one of the meeting closed at 18:33

Action Log

Minute Reference	Action to be taken	By Whom	Completion Date
3	Governors will update register of Business Interests on Governor Hub; the Clerk will advise process.	Governors (KW)	
9	Hays safeguarding online, which had been issued by the TCAT Head of HR, would need to be completed. Governors had been given new email addresses to action this.	Governors	ASAP
9	Circulate suitable meeting dates for the comms working party.	PM	06.02.2023
9	Confirm process with the Trust for electing a Community Governor.	PM	ASAP
9	Confirm Link Role positions with Governors not present, update the document and share with Governors, upload to Governor Hub. JB will take on vacant Link roles for Quality of Education, and PP further to resignation of JC last meeting 26.09.2022	PM	ASAP
9	Governors will action confirmation for Code of Conduct on Governor Hub; the Clerk to advise process	Governors (KW)	ASAP
9	Skills audit would be shared in the next meeting 06.02.2023. Any Governors who had not already sent to the Officer Manager to do so.	Governors	06.02.2023
9	Update the Office Secretary with details of any training attended and the training record will be updated.	Governors	Ongoing
16	Governors will access TCAT CPD for Governors ahead of next meeting 06.02.2023; The Head Teacher will share the link to access.	Governors (LW)	06.02.2023
16	The Head Teacher will organise Governor training on tutoring, to take place at 16:30, directly ahead of the next meeting 06.02.2023.	LW	06.02.2023
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THE CHALLENGE ACADEMY TRUST



Signed:	
Chair:	
Head:	
