



THE CHALLENGE ACADEMY TRUST



GREAT SANKEY PRIMARY SCHOOL

Minutes of the meeting of the Local Governing Board held on the 6th of February 2023

Time: 17:00 – 18:36

Venue: Great Sankey Primary School

Chair: Phil McEwan

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

Governors			End of Term	Attendance
PA	Peter Astley	Co-opted Governor, Vice Chair	15.03.2024	Present
JB	John Barlow	Co-opted Governor	04.12.2026	Present
WC	Will Chapman	Co-opted Governor	12.12.2025	Present
MD	Mark Davies	Parent Governor	23.06.2023	Apologies Accepted
JG	James Gartland	Parent Governor	21.03.2026	Present
JH	Jane Hardman	Co-opted Governor	27.09.2025	Apologies Accepted
LK	Leanne Keavey	Co-opted Governor	10.03.2023	Apologies Accepted
SL	Sarah Leah	Staff Governor	14.05.2023	Present 17:02 – 17:28
PM	Phil McEwan	Chair , Co-opted Governor	31.08.2023	Present
TT	Toby Tyas	Co-opted Governor	15.03.2024	Present
LW	Lisa Wilding	Head , Ex-officio Governor	N/A	Present
Also In Attendance				
AM	Andy Moorcroft	CEO, TCAT		Present 17:00 – 17:28
KW	Katie Whitmore	Entrust Clerk		Present

Documents shared ahead of the meeting
Agenda 06.02.23 Great Sankey Primary LGB FINAL Minutes 05.12.22 Great Sankey Primary Agenda Item 4 action 16 Link to Virtual TCAT Governor Seminar Autumn 2022 Agenda Item 4 minutes ref 9 Governor Skills Matrix Jan 23 Agenda Item 4 ref 9 Link governor roles 2022-23 Agenda Item 6 PART ONE Spring 1 Headteacher summary report 23 Agenda Item 7 GSP TCAT Review Nov 22 Agenda Item 8 Summer Target overview Great Sankey Primary School Agenda Item 9 Great Sankey PAP UPDATED Autumn 22 Agenda Item 9 TCAT Scorecard GSP (copy) TCAT Autumn Governor Seminar

Part one – non-confidential business

The meeting was quorate, with at least seven of the eleven Governors attending

Part one of the meeting opened at 17:00

There were items discussed within a Confidential Appendix

1	Welcome / Items for AOB / Items for Confidential Part Two
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	<p>The Chair welcomed Governors and attendees.</p> <p>There were items for discussion within AOB:</p> <ul style="list-style-type: none"> • Admissions 2023.24 • Strike Action • Tree maintenance <p>There were items for discussion within a part two, Confidential Appendix.</p>
<p>2</p>	<p>Attendance / Apologies for Absence</p> <p>MD, JH, LK had sent apologies for absence in advance of the meeting.</p> <p>Resolved: Governors accepted apologies for absence from MD, LK, JH</p>
<p>3</p>	<p>Local Governing Board (LGB) Matters</p> <p>a) Membership</p> <p>LKs term was due to end 10.03.2023, ahead of the next LGB meeting</p> <p>Action: The Chair will confirm intention to continue term with LK</p> <p><i>17:02: SL joined the meeting at this point.</i></p> <p>b) Reminder of confidentiality</p> <p>The Chair reminded Governors of the confidential nature of the meeting, and further that discussions within the part two Confidential Appendix were not for public record.</p> <p>c) Reminder of code of conduct</p> <p>The Chair reminded Governors of the code of conduct.</p> <p>d) Declaration of pecuniary interests in relation to the agenda</p> <p>Governors had updated their register of business interests on Governor Hub.</p> <p>Action: JB will update register of business interests on Governor Hub.</p> <p><i>17:03: The meeting moved to item 17, part of the Confidential Appendix, at this point.</i></p> <p><i>17:35: The meeting resumed at item 4 at this point.</i></p>
<p>4</p>	<p>Adoption of the LGB Minutes of the 5th of December 2022</p> <p>a) To confirm accuracy of the minutes</p>

Resolved: Governors approved the minutes from the LGB 05.12.2022 as a true and accurate record. These would be duly signed and made available on request.

b) To advise any matters arising

There were no matters arising from the minutes of the LGB 05.12.2022.

c) To review any actions (below):

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. <i>This was complete, with JB outstanding as newly appointed Governor.</i>	Governors (KW)	COMPLETE
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. <i>This was still outstanding for some Governors.</i>	Governors	ASAP
9	Circulate suitable meeting dates for the comms working party. <i>This action originated during the pandemic, to look at ways to support teachers around parents' use of social media in matters relating to school. There had been no issues so far this year, and there were informal routes into school which had been successful. This action would be removed.</i>	PM	REMOVED
9	Confirm process with the Trust for electing a Community Governor. <i>The Chair had raised this with TCAT and would feedback.</i>	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 <i>The positions had been uploaded to the school website; Governors confirmed they were happy with link roles.</i>	PM	COMPLETE
9	Governors will action confirmation for Code of Conduct on Governor Hub; the Clerk to advise process	Governors (KW)	COMPLETE
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. This action was complete; this would be added as an agenda item in September, where the results of the skills audit would be reviewed with a view to identifying any gaps. Action: Skills Audit results review in September, add to September's agenda.	Governors KW	COMPLETE 09. 2023

	9	Update the Office Secretary with details of any training attended and the training record will be updated.	Governors	COMPLETE
	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)	COMPLETE
	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. Action: Arrange training around early help and SEND ahead of next LGB 27.03.2023 Action: Arrange training around teaching and learning for EAL ahead of Summer LGB 15.05.2023	LW LW LW	COMPLETE 27.03.23 15.05.23
	18	The Chair will speak with the Trust for their approach to a review of governance. <i>The Chair had spoken with the TCAT Director of Operations and NLG (National Leaders of Governance) Trustee. An update will follow.</i>	PM	ASAP
	18	The Chair will raise Trust sponsorship with the Trust Board. <i>This had been raised with TCAT CEO; sponsorship is subject to gifts and hospitality policy and done transparently.</i>	PM	COMPLETE
5	<p>Governor / Committee Reports</p> <p>a) Chair's / Vice Chair's Actions The Chair reported that there had been no emergency actions.</p> <p>The Chair had met with the Headteacher to discuss the potential impact of strike action, and to discuss items that would be covered within the Confidential Appendix.</p> <p>b) Committee / Panel Reports c) Link Governor Reports</p> <p>There were no other reports discussed at the meeting.</p>			
6	<p>Head Teacher's Report</p> <p>a) Half termly overview document The Headteacher referred to the interim report that had been shared with Governors on Governor Hub in advance of the meeting and asked for questions from Governors.</p> <p>Governors noted that the parent engagement was positive; stay and learn sessions had received good feedback and had been well attended, and a reading and phonics session was now being planned for the summer term. The Headteacher advised that the Year 6 SATs (Standard Assessment Tests) parents' workshop had had the best attendance ever.</p>			

	<p>Governors were pleased to see the sporting achievements within school. The Headteacher advised that staff had given up their time to run the sports clubs, and that the MO (Maintenance Officer), who was also coaches at Latchford Giants, was giving up his time to coach the children on school grounds. Children at school had won the primary ability in Boccia and had got through to the county finals; pupils with SEND (special educational needs and disability) had participated in this and they had expressed an interest in running a Boccia club in school for all children, which the Headteacher was facilitating during lunchtimes.</p> <p>Governors questioned attendance figures, and if there were any improvements in trends or stabilising. The Headteacher advised that figures were still being impacted by term time holidays, and there had been lots of illness in school.</p> <p>b) Sharing the academy scorecard</p> <p>The Headteacher advised that the scorecard had only been shared on Governor Hub that morning, due to the system being down across TCAT where the glitch had only been rectified that morning. In summary, the scorecard looked at demographics of the school, attendance (which was at 95% year to date), data, and suspensions and permanent exclusion, which there are none.</p> <p>The Chair noted that data from the scorecard would feed into TCAT Safeguarding meeting, where any anomalies would be reviewed.</p>
<p>7</p>	<p>Quality of Education Review</p> <p>The Headteacher referred to the report, which had been shared on Governor Hub in advance of the meeting; the report was the outcome of a TCAT learning review, with a follow up planned for week commencing 13.02.2023, where the Trust’s Director of Education would be conducting a Trust audit at school.</p> <p>Governors asked about the areas for improvement within the report. The Headteacher advised that actions were more around areas for the SLT (senior leadership team) to take away and consider; the review had been based around what an outstanding school would look like, and the SLT would now start to unpick what some of these areas would look like at school. There would be support from the Trust’s Director of Education during the follow up review on these areas for improvement against Ofsted criteria.</p> <p>Governors queried the Ofsted criteria for an outstanding school under the new framework, with ungraded inspections for good and outstanding schools. The Headteacher shared that a local previously graded ‘outstanding’ school had had an ungraded inspection where the outstanding status had been maintained, but Ofsted would plan to revisit in 12-18 months. Additionally, a previously graded ‘good’ school had had an ungraded inspection where the good status had been maintained, but Ofsted again would revisit in 12-18 months. Ofsted could not change the grade during an ungraded inspection.</p> <p>Governors questioned the significant increases in referrals for SEND since the pandemic and if this was this similar to national levels. The Headteacher advised that the increases were due to several factors; some referrals have been done by parents who had been pushing for diagnosis to secure funding within school to support the child, the SENCo was very visible in school, there were more pupils exhibiting anxiety and ADHD since returning to school after the pandemic, and more pupils had been identified as having speech and language need since returning after school closures. Early</p>

	<p>help had been positive, as needs had not always been identified as SEND, rather behavioural, and parents and pupils had been signposted accordingly.</p>
8	<p>Review Progress of Vulnerable Groups</p> <p>a) End of Summer predictions b) End of Autumn overview</p> <p>The Headteacher referred to the document that had been shared with Governors on Governor Hub in advance of the meeting; this data sheet had shown predictions for all groups. The following was noted:</p> <ul style="list-style-type: none"> • Early years GLD (good level of development) was lower than was preferable, which was similar to last year’s predications; this was due to the same factors presenting again this year around PSE (personal, social and emotional), self-regulation, communication, and language. • The target for Year 1 Phonics was quite a challenging target, as thirteen children did not get GLD last year. The phonics data from June 2023 would also incorporate two EAL (English as an additional language) pupils in Year 2. • Key Stage 1 targets were looking promising, and there were pupil progress meetings focusing on maths in Year 2. • It was noted that children with SEND were sitting lower than the rest of the children in Key Stage 2. There were pupil progress meetings to review these children to ensure they meet their target and make good progress from their own starting points; many are unlikely to meet KS2 expectations due to the nature of their additional need. • Autumn term assessments had just been completed, with most of the children on track to achieve Summer targets; there would be pupil progress meetings to decide on any intervention.
9	<p>Scorecard & PAP (education)</p> <p>The Headteacher referred to the documentation that had been shared on Governor Hub in advance of the meeting, that had been updated to the end of the Autumn term; the SLT were working on the priorities. The Headteacher had given feedback to the Trust around the difficulties due to the current format of the PAP (priority action plan); this would be reviewed by TCAT.</p>
10	<p>Feedback from skills audit</p> <p>This had been covered within Item 4 as part of the action log review.</p>
11	<p>Governor Training</p> <p>Tutoring training had taken place 06.02.2023, 16:30 – 17:00.</p> <p>Further training would be scheduled as covered within Item 4 as part of the action log review.</p>
12	<p>Governor Information Pack (GIP)</p> <ul style="list-style-type: none"> • Strategic Leadership (section 1.1a onwards) • Finance Accountability (sections 1.2 and 2.0) • Teaching & Learning (section 1.3 onwards)

	<ul style="list-style-type: none"> • Safeguarding Updates (section 1.4 and 4b) • Staffing, HR, Health and Safety (section 1.5) • Other Information (section 1.6 onwards) <p>Governors noted these items within the Entrust GIP.</p>
<p>13</p>	<p>Reflection</p> <p>Governors noted that the following had been achieved in the meeting that will improve the outcomes for the learners in the school:</p> <ul style="list-style-type: none"> • Training on tutoring had been completed directly before the meeting; there was funding attached to tutoring, and the training had given governors an awareness of how the money was being spent in school. • Governors referred to items within the Confidential Appendix
<p>14</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> • Admissions <p>LK and SL had met with the Headteacher to review admissions categorisation set by the LA; this had been verified and would be submitted to the LA.</p> <p>Governors asked for confirmation of the criteria for admissions. Applications that had been submitted would be categories against the following categories:</p> <ol style="list-style-type: none"> 1. LAC (looked after children) and post-LAC 2. Siblings 3. Those children in the school’s nursery 4. Children with advice from an educational phycologist or a medical practitioner 5. Children of staff 6. Distance <ul style="list-style-type: none"> • Strike Action <p>Governors asked about the upcoming strike action date that would clash with a residential. The Headteacher advised that the residential would be going ahead; the member of staff that would be leading the residential did strike recently but had confirmed they would not be striking on this upcoming date.</p> <p>The Headteacher advised that staff at school had been open about their intention to strike, and there had been no negative backlash from families.</p> <ul style="list-style-type: none"> • Tree maintenance <p>Governors questioned what school had in place around trees and woodland maintenance, with the school site being surrounded by trees, further to the sad news of the death of child at school in Tyneside caused by a falling tree which had not been maintained correctly by the LA, who were then found to be in breach of health and safety regulations and fined. The Headteacher advised that school had two SLAs (service level agreements) in place with the LA, one for grounds maintenance and one for trees and woodlands maintenance. The Headteacher had spoken with the MO, who also would complete checks; an independent tree survey would also be carried out.</p>

15	<p>Date and Time of Future Meetings</p> <ul style="list-style-type: none"> • Monday 27th of March 2023, 5pm, in School 4:30 for training on early help and SEND. • Monday 15th of May 2023, 5pm, in School • Monday 10th of July 2023, 5pm in School
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Signed (Chair)

Signed (Head)

Part one of the meeting closed at 18:31

Action Plan

Minute Reference	Action to be taken	By Whom	Completion Date
3a	The Chair will confirm intention to continue term with LK	PM	ASAP
3d	JB will update register of business interests on Governor Hub.	JB	ASAP
4	Hays safeguarding online to be completed by all Governors.	Governors	ASAP
4	Feedback on Trust process for electing a Community Governor.	PM	ASAP
4	Skills Audit results review in September, add to September's agenda.	KW	09.2023
4	Arrange training around early help and SEND ahead of next LGB 27.03.2023	LW	27.03.2023
4	Arrange training around teaching and learning for EAL ahead of Summer LGB 15.05.2023	LW	15.05.2023
4	Provide update on the Trust's approach to a review of governance.	PM	ASAP