GREAT SANKEY PRIMARY SCHOOL

Minutes of the meeting of the Local Governing Board meeting held on the 15th of May 2023
Time: 17:01 – 18:21
Venue: School
Chair: Phil McEwan
Clerk: Katie Whitmore katie.whitmore@entrust-ed.co.uk

Membership and Attendance

Name	Category	Term Ends	Attendance
Peter Astley (PA)	Co-opted Governor, Vice Chair	15.03.2024	Absent
John Barlow (JB)	Co-opted Governor	04.12.2026	Apologies Accepted
Will Chapman (WC)	Co-opted Governor	12.12.2025	Present
Mark Davies (MD)	Parent Governor	23.06.2023	Present
James Gartland (JG)	Parent Governor	21.03.2026	Present
Jane Hardman (JH)	Co-opted Governor	27.09.2025	Apologies Accepted
Leanne Keavey (LK)	Co-opted Governor	10.03.2027	Present
Sarah Leah (SL)	Staff Governor	14.05.2023	Apologies Accepted
Phil McEwan (PM)	**Chair,** Co-opted Governor	31.08.2023	Present
Toby Tyas (TT)	Co-opted Governor	15.03.2024	Apologies Accepted
Lisa Wilding (LW)	**Headteacher**, Ex-officio Governor	N/A	Present

Also in Attendance

Katie Whitmore (KW)	Entrust Clerk

Documents Shared Ahead of the Meeting

Agenda 15.05.23 Great Sankey Primary LGB   AGENDA ITEM 4 FINAL Minutes GSP LGB 27.03.2023   AGENDA ITEM 6 Great Sankey PAP SPRING UPDATE   AGENDA ITEM 6 PART 1 Headteacher's Report May 2023   AGENDA ITEM 6 Scorecard Headlines   AGENDA ITEM 6 Staff Survey March 23 feedback   AGENDA ITEM 7 Quality of Education summary   AGENDA ITEM 8 Progress of vulnerable groups   AGENDA ITEM 11 Spring Governor Sway

The meeting was quorate, with six of the eleven Governors present.

The meeting opened at 17.01.

1	**Welcome / Items for AOB (Any Other Business)/ Items for Confidential Part Two**
	The Chair welcomed attendees to the meeting.

Signed…………………………… Date…………………………

	There was no declaration of items that would be discussed within AOB. There were confidential items that would be discussed within a Confidential Appendix.
2	**Attendance / Apologies for Absence** Apologies for absence were received in advance of the meeting from JB, JH, SL and TT. PA was absent with no apology. **Resolved**: Apologies for absence were accepted from JB, JH, SL, TT.

3	**Local Governing Board Matters**
	
	   a) Membership
	SL's term as Staff Governor had ended 14.05.2023. The Staff Governor election process had commenced, with papers issued to staff week commencing 08.05.2023 giving ten working days' notice of election on 22.05.2023. No nominations had been received to date. The Headteacher would issue a reminder to staff. SL had shared her intention to stand again should there be no other nominations from staff.
	
	MD's term as Parent Governor will end 23.06.2023. The Headteacher will begin the Parent Governor election process.
	
	PM's term as Co-opted Governor will end 31.08.2023. This would be discussed at the next LGB meeting 10.07.2023.
	
	   b) Reminder of confidentiality
	Governors were reminded that items discussed within the meeting would remain confidential. Further, items discussed within a Confidential Appendix would not be made public.
	
	   c) Reminder of code of conduct
	Governors were reminded of the Code of Conduct.
	
	   d) Declaration of pecuniary interests in relation to the agenda
	There were no declarations of interest in relation to items on the agenda.

4	**Adoption of the LGB Minutes of the 27th of March 2023.**
	
	   a) To confirm accuracy of the minutes
	Resolved: The minutes of the meeting 27.03.2023 were agreed as a true and accurate record and would be duly signed and made available on request.
	
	There was further discussion captured within a Confidential Appendix.
	
	   b) To advise any matters arising

There were no matters arising from the minutes of the meeting 27.03.2023.

c) To review any actions (below):

Minute Reference	Action to be taken	By Whom	Completion Date
4a	The Chair will begin the Staff Governor election process with nominations to be received ahead of the next LGB meeting 14.05.2023.	PM	COMPLETE
4a	The Parent Governor election process and PM's term of office would be considered at the next LGB 14.05.2023.	Governors	COMPLETE
5b	Governors will provide a pen portrait to the Headteacher. *Update 15.05.2023: Pen Portraits had been uploaded to the school website.*	Governors	COMPLETE
5c	Hays safeguarding online to be completed by all Governors. *Update 15.05.2023: JG was still outstanding. The Headteacher advised that training from September 2023 would be delivered through the National College rather than Hays, which this was Trust-wide.*	JG	ASAP
5c	Skills Audit results review in September, add to September's agenda.	KW	09.2023
5c	Arrange training around teaching and learning for EAL (English as an Additional Language) ahead of Summer LGB 10.07.2023. *Update 15.05.2023: Governors confirmed that they still wanted this training to take place.*	LW	10.07.2023
5c	Provide update on the Trust's approach to a review of governance. *Update 15.05.2023: There will be a Trustee meeting 14.06.2023 to discuss the Scheme of Delegation, and this was an action on the Trust Board which will meet 13.07.2023.*	PM	Ongoing
7	The Headteacher will bring the results of the staff survey to the next meeting 14.05.2023. *Update 15.05.2023: This was discussed within Item 6.*	LW	COMPLETE
7	Governors will appoint a HTPM (Headteacher's Performance Management) panel.	PM	COMPLETE

Signed……………………………   Date…………………………

		Update 15.05.2023: The Panel had been appointed and HTPM completed.		
	9c	Governors will email the Headteacher with any ideas for core values. *Update 15.05.2023: Governors had not provided any additional comments. The core values had been decided and were being implemented across school, with impact already visible.*	Governors	COMPLETE
	9d	Governors will email the Headteacher to confirm attendance at events over the Summer term. *Update 15.05.2023: The Headteacher referred Governors to the school website which listed the dates of all school events, including Year Six leavers performance, assembly and celebration, H&S (Health and Safety) Audit 14.06.2023, Section 175 Safeguarding Review 24.05.2023, and SLT (Senior Leadership Team) monitoring day 23.05.2023. Governors were welcome to attend all events, to confirm attendance in advance with the Headteacher.*	Governors	Ongoing

5	**Governor Reports** **a) Chair's / Vice Chair's Actions** There had been no Chair's or Vice Chair's actions. **b) Panel Reports** TT and PM had sat on the recent HTPM Panel. **c) Link Governor Reports** There had been no Link Governor visits this term. The Chair asked Governors to confirm that they were using their school 'gsp.tcat' Outlook email accounts as this would be that account that would be used going forward. **Action**: Governors will use 'gsp.tcat' Outlook email accounts going forward and contact the School Business Manager should there be any issues accessing the account.
6	**Headteacher's Report** The Headteacher referred to the reports that had been shared in advance of the meeting, and noted the following highlights:

Signed………………………….. Date…………………………

- The Headteacher and the Trust had met for a Business meeting following the HTPM, which included a review of finance at school, reflecting that school was in a strong position. The surplus was not as high as previously reported, as an amount had been taken from this in anticipation of the confirmation of teacher pay increases.
- Data for attendance was pulled from school's Arbour management system, which was used Trust-wide, which showed attendance figures at school were in line with national figures.
- The Headteacher was proud of the results of the parent survey. There had been one parent with a relatively negative response; the Headteacher had been able to identify this parent due to previous discussions despite the survey being anonymous, had approached the parent who was comfortable to have a meeting, which resulted in the parent being assured by school and the issues resolved. The rest of parents' comments had been positive and had been shared with staff.
- The Headteacher was equally proud of the results of the staff survey; staff felt supported and happy in school. One member of staff had raised concerns regarding the offering for EAL, however the Headteacher had met with this member of staff to signpost to resources, and the concern had been resolved.
- The PAP (Priority Action Plan) showed that school had lots of green against objectives, with some ambers, and reasons for the few reds.
- It was good to see no behaviour or bullying issues within the reports. There had been one incident since the reports had been shared, which had been dealt with and was now sorted. This would be reflected in the report at the next meeting 10.07.2023.

Governors asked if comments in the parent survey within the section 'What could school do to improve?' had been addressed.
The Headteacher shared an example of a comment around fewer curriculum enrichment opportunities in EYFS (Early Years Foundation Stage) compared to the rest of the years, and that opportunities in line with other year groups were now planned to take place, including trips and activities.

Governors questioned if the results of the parent survey had been shared with parents.
The Headteacher advised that the results had been uploaded to the website, and that there had been a section on a recent school newsletter which linked to the report on the website. School also communicated with parents via Twitter, which was well received by parents.

Governors queried the issues with IT (Information Technology) highlighted in the staff survey.
The Headteacher assured Governors that this was discussed as part of the Business meeting that had taken place following the HTPM, and that the Trust Head of IT was in contact with school's IT supplier, Abtech, to resolve issues.

Governors asked is staff surveys were submitted anonymously.
The Headteacher advised that staff surveys were not anonymous, and that all staff had felt comfortable to include their names, which was important as any issue could then be addressed.

Governors questioned what 'K Code' related to within the reports.

The Headteacher advised that this was the code used within the system for SEND (Special Educational Needs and Disabilities) pupils.

Governors asked for an update on SATs (Standard Assessment Tests) which had taken place week commencing 09.05.2023.
The Headteacher advised that staff, alongside teachers nationally, had felt that the questions had been much harder than previous years. The Reading paper had been word-heavy, with a higher level of ambiguity and inference, and elements of the paper had been pitched at reading age of eleven to sixteen. The Arithmetic paper had been more challenging, requiring three-four steps in some questions for one mark which had not been the case previously. The Maths Reasoning paper had included wordy questions, where EAL children for example may have struggled with processing under time pressure. It was felt that SPaG (Spelling, Punctuation and Grammar) paper was fair. The Headteacher shared that the LA (Local Authority) would be contacting Parliament regarding the papers. The Headteacher assured Governors that no children or parents at school had been upset or felt under pressure, and that staff had managed the process well.

7	**Quality of Education Review**
	The Headteacher referred to the summary which had been shared with Governors in advance of the meeting, and noted the following highlights:

- Key Stage One were undertaking SATs, which were being marked internally by staff in pairs to process. Data was looking strong.
- School had not had notification that assessments would be moderated by the LA.
- Internal moderation would take place for Year Two and Year Six SATs; Year Six moderation would be dependent on the outcomes of the SATs which would be issued in July.
- EYFS data would potentially result in 75% GLD (Good Level of Development), which was expected and reflected the level of need within the cohort.
- School had not narrowed the curriculum to focus on assessment. **Governors fed back** that the wider curriculum offering at school was positive.

8	**Review Progress of Vulnerable Groups**

The Headteacher had shared data with Governors in advance of the meeting. 100% of Year One PP (Pupil Premium) pupils were on track to meet expectations and were outperforming their non-PP peers. 86% of Year Six were on track to meet expectations in combined reading, writing and maths.

Governors asked if there had been an increase in the numbers of SEND children in school.
The Headteacher advised that the number fluctuated; for example, children who had finished a speech and language programme would subsequently come off the SEND register. There were currently some children in Reception who were not on the SEND register, however they were in the process of referral and would be added in time. School had employed a part-time Learning Assistant across Reception, despite no SEND funding for this yet, as this was

	needed for the children going through the referral process and for the benefit of the other children in class.
9	**Review Progress Against LGB Objectives** The Chair led discussion around progress against LGB objectives. **1) Increase governor engagement.** Governors would look to spend more time in school, which was welcomed by the Headteacher. **Action**: The Headteacher will reshare the strategic overview with Governors to assist with the planning of visits into school. **2) Support families with the cost of living** The Headteacher shared that a proactive parent had taken on the running of the school community shop which was operating positively. SL had regular communications with parents and would discreetly offer help as required, or signpost to resources. Governors will look out for community initiatives and events that would support families. **3) Seek best practice and review of governance.** The Chair will be attending a Trustee meeting 14.06.2023 where the Scheme of Delegation and Governance would be discussed, and feedback to Governors.
10	**Reflection** Governors concluded that they had achieved the following in the meeting to improve the outcomes for the learners in the school: • The LGB meeting agenda had developed to ensure meetings ran efficiently, and the updates that the Headteacher provided were effective for Governors to review activity and challenge. • Governor communication needed addressing, with Governors taking an earlier action to move to the same email platform going forward. • Governors were happy that the content of reporting was enough to support the agenda. • Governors felt that it was a positive addition to LGB meetings to ask staff to present on areas for clarification, for example the upcoming discussion on EAL ahead of the next LGB 10.07.2023.
11	**AOB** The Headteacher reminded Governors that the TCAT Spring Seminar (on Sway) on Governance was available and had been uploaded to GovernorHub.
12	**Date and Time of Future Meetings** • Monday 10th of July 2023, 17:00 in School There would be a session on EAL for Governors starting at 16:30

Signed…………………………..   Date…………………………

13	**Confidential Items**
	There was discussion within a Confidential Appendix.

The meeting closed at 18:21

Action Log

Minute Reference	Action to be taken	By Whom	Completion Date
4c	Hays safeguarding online to be completed by JG.	JG	ASAP
4c	Skills Audit results review in September, add to September's agenda.	KW	09.2023
4c	Arrange training around teaching and learning for EAL (English as an Additional Language) ahead of Summer LGB 10.07.2023	LW	10.07.2023
4c	Provide update on the Trust's approach to a review of governance. Feedback further to the Trustee meeting 14.06.2023 to discuss the Scheme of Delegation, and this was an action on the Trust Board which will meet 13.07.2023.	PM	Ongoing
4c	Governors will email the Headteacher to confirm attendance at events over the Summer term.	Governors	Ongoing
5	Governors will use 'gsp.tcat' Outlook email accounts going forward and contact the School Business Manager should there be any issues accessing the account.	Governors	ASAP
9	The Headteacher will reshare the strategic overview with Governors to assist with the planning of visits into school.	LW / Governors	ASAP / Ongoing

Signed…………………………   Date…………………………