



**PART ONE MINUTES MEETING 8  
OF THE LOCAL GOVERNING BODY MEETING  
OF KELSALL PRIMARY SCHOOL**

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| <b>Date</b>   | <b>Thursday 10<sup>th</sup> June 2021 at 6pm</b> |
| <b>Venue:</b> | <b>Via Teams</b>                                 |

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| <b>Attending (Governors):</b> |                                  |
| David Wearing (DW)            | Principal                        |
| Helen Simpson (HS)            | Parent                           |
| Martin Little (ML)            | Co-opted/Chair of Governors      |
| Chloe Creek (CC)              | Staff                            |
| Holly Stowells (HS)           | Parent                           |
| David Bingle (DB)             | Co-Opted/Vice Chair of Governors |
| Jane Briggs (JB)              | Parent                           |
| Melissa Goodyer (MG)          | Parent                           |
| Lorraine Hammond (LH)         | Co-opted                         |
| <b>Also in Attendance:</b>    |                                  |
| Debbie Tomkinson              | Clerk                            |

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| <b>AGENDA ITEM 1</b> | <b>WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE</b> |
| Discussion:          | ML welcomed all to the meeting. There were no apologies.                                      |

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| <b>AGENDA ITEM 2</b> | <b>DECLARATION OF PERSONAL AND PECUNIARY/BUSINESS INTEREST (Statutory)</b>                            |
| Discussion:          | There were no declarations of personal and pecuniary interest in relation to any of the agenda items. |

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| <b>AGENDA<br/>ITEM 3</b> | <b>HR/FINANCIAL PERFORMANCE</b>  |
| Discussion               | <p><b>Business Manager's Report</b></p> <p>The Business Manager's report was circulated in advance of the meeting and DB provided a verbal update. The end of year figures are higher than predicted at the start of the year with a £68k surplus. The catering provision has also performed better than predicted.</p> <p>There is a predicted deficit of £89k in year but the surplus gained in the previous three years will cover this. It was noted that the financial picture may change by the third year but that this should be kept under review so that action can be taken if necessary.</p> <p><b>Q: Staffing costs increase by £50k between 2022/23 and 2023/24. Why do they increase so much?</b><br/> A: Business Manager to clarify this but the way schools are currently funded may change but there has been no confirmation of this and the potential impact on the budget. It was also noted that the Trust will be implementing a new Pay Policy to reflect the national teacher pay scales although this will not have a major impact on staffing costs.</p> <p><b>Q: What is income made up of?</b><br/> A: The General Annual Grant (GAG) is £873k but the revenue is calculated at £1.2m and that relates to other sources of income such as the nursery, PTA and grants.</p> <p>It was suggested that it would be useful for the sources of other income to be included in the report.</p> <p><b>Q: The current revenue reserve is £140k. Is this a percentage of the GAG or the total income?</b><br/> A: It is a percentage of the GAG.</p> <p>£60-70k has to be held as a reserve as this represents one month's staffing costs. It was agreed that governors would review the position in the autumn term 2021/22 to make a decision on spending any additional reserves.</p> <p>There is some S106 money and governors will be required to approve further landscaping once the new building has been erected.</p> <p>It was suggested that as the nursery has been so successful, governors may want to consider expanding it and increasing the intake. DW to obtain birth rates for Cheshire West as there is some indication that these may be decreasing for the area.</p> <p>Governors noted the revised forecast for 2020/21.</p> <p>Governors recommended the budget for approval to the Trust Board.</p> <p>Nursery has been a great success may want to look at expanding nursery and maybe increase intake.</p> <p><b>Approval of expenditure under the Scheme of Delegation</b></p> <p>Governors confirmed receipt of quotations for installation of a Multi-Use Games area, nursery and resurfacing of netball court. Governors formally confirmed approval of supplier for this work which had been provided via email correspondence.</p> <p>DW provided an update on the progress of the work on the classroom which is progressing at pace. It is anticipated that the work will be completed in the week following the LGB meeting.</p> |
|                          | <p><b>ACTIONS</b></p> <p><b>Business Manager to clarify increase in staffing costs.</b></p>  |

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|  | <b>Other sources of income to be included in financial reports.</b>   |
|  | <b>DW to share birth rate data for Cheshire West</b>  |
|  | <b>RESOLVED: Trustees recommended the budget for approval by the Trust Board.</b>   |
|  | <b>RESOLVED: Governors formally confirmed approval of the installation of a MUGA, work on the nursery and resurfacing of the netball court.</b> |

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| <b>AGENDA ITEM 4</b> | <b>PART ONE MINUTES OF MEETING 6 – March 2021</b>  |
| Discussion:          | The Part One Minutes of Meeting 6 were circulated in advance of the meeting and approved as an true and accurate record. All agreed. |
| <b>DECISION</b>      | <b>RESOLVED: That the Part One minutes of Meeting 6 be accepted as a true and accurate record. All agreed.</b>                       |

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| <b>AGENDA ITEM 5</b> | <b>REVIEW OUTSTANDING ACTIONS</b>   |
| Discussion:          | <p>Nursery update to be discussed in summer term including how to increase capacity in the nursery. To be included on the July agenda and to include a report from the Early Years link governor on the impact of the new Early Years Framework, what has been done to implement it and the ramifications of the new Framework.</p> <p>To agree a curriculum focus area for discussion. Included on agenda. The new Early Careers Framework to be included on the July agenda. ONGOING</p> <p>Member of staff to be invited to the next meeting to discuss staff development. To be included on July agenda.</p> <p>ML and LH to meet to discuss staff development prior to the May meeting. COMPLETE</p> <p>LH to provide an overview of GDPR for governors. COMPLETE</p> <p>Clerk to clarify with the Director of Operations the position in relation to GDPR governor visits and training. COMPLETE</p> <p>DW to provide an update on proposals for the spend of the Sports Premium money. This was included with the budget papers. Spending been primarily spent on training and equipment. There are plans to use next year's funding to further develop the outside area. COMPLETE</p> <p>Finance update to be provided at the next meeting to include an update on use of the before and after-school club. Included on agenda. DW reported that the financial position has improved. Numbers are increasing and there is predicted to be a £3k surplus. COMPLETE</p> <p>Link governors to complete visits in the summer term. ONGOING</p> <p>CLTA update to be included on the next agenda. COMPLETE</p> |

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| <b>AGENDA ITEM 6</b> | <b>UPDATE ON WELLBEING</b>   |
|                      | <p>Staff are doing well, there is some uncertainty and frustration about the new variant. It is disappointing that staff cannot show what is in place for the children but there have been a number of events – such as an inflatable day, silent disco and sports day with live streaming.</p> <p>There has been no relaxation of measures to keep the school covid-secure. Staff do not mix and break times are staggered.</p> <p><b>Q: Are staff meetings continuing?</b></p> |

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|  | <p>A: They are through Zoom as and when needed. DW will deliver assemblies to children so that staff are given extra time.</p> <p>Governors thanked staff for their continued hard work in difficult times.</p> |
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| AGENDA<br>ITEM 7 | VISION AND STRATEGY  |
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|                  | <p><b>SDP/SEF</b></p> <p>DW has met with the CEO and DW to circulate the Record of Visit. The nursery area is included on the SDP and work has taken place on this. There has been collaboration with staff at Manor Park on phonics and training for Read, Write Inc has been arranged. All of the elements such as ensuring staff have trained in areas such as medical needs are being met but the richness of discussions can be missing through virtual meetings.</p> <p>There will be two Inset days at the start of the new year focusing on Read, Write Inc and Power Maths and work is taking place on this now so staff are prepared for September.</p> <p><b>Q: Is this the first time Read, Write Inc has been used?</b><br/>A: Work had started on it just before Covid. It will be used in conjunction with the Pathways to Write programme which will complement the provision.</p> <p><b>Q: How was the SDP been impacted as a result of Covid and the time off school?</b><br/>A: The remote working provisions and supportive parents means that at Kelsall there has not been so much of an impact. It has not been possible to complete some elements of the SDP. This year's plan will be adapted for next year and the impact of Covid is that it will take longer to complete the plan than it ordinarily would.</p> <p>Star tests are being completed but it may be necessary to review some of the assessment tests to determine if they provide the information the school needs. An example is that the school is adopting the mastery approach to maths. The Star tests give each child incremental tasks and moving them on and that is not the mastery approach.</p> <p>The Star tests for reading consist of multiple choice questions whereas in the SATS there are longer tests and children have to be able to explain their answer.</p> <p>Governors to receive a data report for the next meeting.</p> <p>There was a discussion about the connected curriculum. One of the recommendations from Ofsted is that there be expert teachers in areas such as modern foreign languages (MFL). The school does not have the additional money to fund experts across the school and that is why MFL is not as good as it could be. Governors suggested that this could be an area of focus for the spending of the surplus.</p> <p>Star test reports, connected curriculum link governor report and Ofsted preparation documents to be included in the papers for the next meeting.</p> <p>Governors were also urged to attend, if possible, the Trust's Ofsted training on Monday 28<sup>th</sup> June at 6pm.</p> <p><b>CLTA Update</b></p> <p>The government have replaced individual teaching schools with bigger hub teaching schools. St Joseph's college in Cheshire East were successful in their bid to become a hub. CLTA will not receive any seed funding but will be a named provider for initial teacher training, NPQH and middle and senior leadership courses in Cheshire West. All work in relation to the Early Careers Framework in Cheshire West will come to CLTA as it is the only named primary provider and so the work of CLTA will bring benefit to the school and Trust will continue.</p> |

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|  | <p><b>ACTIONS</b></p> <p><b>DW to circulate CEO Record of Visit</b></p> <p><b>STAR Test reports to be included with the papers for the July meeting.</b></p> <p><b>Ofsted preparation documents to be included with the papers for the July meeting.</b></p> <p><b>Connected curriculum link governor report to be included with the papers for the July meeting.</b></p> |
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| <b>AGENDA ITEM 8</b> | <b>EDUCATIONAL PERFORMANCE</b>  |
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| Discussion           | <p><b>Admissions</b></p> <p>Governors noted receipt of the Admissions Policy.</p> <p>Reception is full for September 2021 and there have been increased numbers in other years. Places are still available in Y2 and Y4. Y2 is still a small year group but the impact of this on the budget is not as significant as it was previously.</p> <p><b>Progress and Attainment</b></p> <p>Discussed under agenda item 7. Star test data to be included on agenda for the next meeting.</p> <p><b>Teaching and Learning</b></p> <p>This was discussed under agenda item 7.</p> <p><b>Curriculum Focus</b></p> <p>It was agreed that a member of staff in attendance to discuss staff development at the next meeting.</p> <p><b>Nursery Update</b></p> <p>Nursery link governor to complete a link governor visit the impact of the new Early Years Framework, what has been done to implement it and the ramifications of the new Framework.</p> <p><b>Sports Premium</b></p> <p>This was discussed under agenda item</p> |
|                      | <p><b>ACTIONS</b></p> <p><b>Staff member to present on staff development at the next meeting.</b></p>   |

| <b>AGENDA ITEM 9</b> | <b>COMPLIANCE AND SAFEGUARDING</b>   |
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| Discussion           | <p><b>Chair's Action</b></p> <p>The Chair had not taken any urgent actions taken on behalf of the LGB since the previous meeting.</p> <p><b>Principal's Action</b></p> <p>The Principal had not taken any urgent actions taken since the previous meeting.</p> |

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|  | <p><b>Attendance</b></p> <p>DW provided a verbal update on attendance which is positive and in the high 90%. Sickness levels across the school are low.</p> <p><b>GDPR</b></p> <p>LH provided governors with a GDPR update including what GDPR is, the reasons why the regulations were introduced and sanctions for non-compliance.</p> <p>It was confirmed that the Director of Operations is the Data Protection Officer for the Trust and she will audit the school's GDPR arrangements. The Data Protection Officer for the school is the Business Manager.</p> <p>There were further discussions about consent which needs to be clear and what actions the school would be required to take in the event of a breach. A breach needs to be reported to the Information Commissioners' Office long with what happened and measures in place to assure that this does not happen again within 72 hours.</p> <p>Governors are also responsible for GDPR and that is why there is a requirement to use Trust emails.</p> <p>LH provided details on Subject Access Requests. These can be a time consuming process and all information needs to be provided within one month. LH provided details of the circumstances where access to records can be denied.</p> <p>A further GDPR update to be included in the autumn term.</p> <p><b>Safeguarding</b></p> <p>Governors to note that from the next academic year there will be a requirement to complete the CAT annual safeguarding update</p> <p><b>Health and Safety</b></p> <p>MG confirmed that she had received a copy of the Health and Safety audit report. The audit took place virtually rather than on site. The process was very thorough, there are no stress or occupational health related cases and all outstanding actions have been completed.</p> <p>DW confirmed that he would be attending Health and Safety training.</p> |
|  | <p><b>ACTIONS</b></p> <p><b>GDPR update to be included as an agenda item in the autumn term.</b></p>  |

| <b>AGENDA ITEM 10</b> | <b>GOVERNANCE</b>  |
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| Discussion            | <p><b>LGB Membership</b></p> <p>It was noted that the term of office for CC is to expire on 28<sup>th</sup> June 2021 and there is a requirement for two staff governor elections to take place.</p> <p>It was also noted that the term of office of HSi is to expire on 18<sup>th</sup> October 2021 and this will require a parent governor election to take place. DW to request expressions of interest from parents.</p> <p><b>Quality Assurance</b></p> <p>Governors confirmed they received and approved the Quality Assurance document.</p> <p><b>Meeting Dates for the Next Academic Year</b></p> |

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|  | <p>The suggested meeting dates for the next academic year were circulated in advance of the meeting and approved by governors.</p> <p><b>Governor Expenses</b></p> <p>There were no governor expenses. The Governor and Trustee Expenses Policy was circulated to governors for information.</p> <p><b>Governor Attendance</b></p> <p>The governor attendance figures for the current academic year were circulated in advance of the meeting.</p> <p><b>Review of Governance</b></p> <p>Annual Impact report to be included on the papers for the next meeting.</p> <p><b>Link Governor Visit Report</b></p> <p>This was discussed under agenda item 9.</p> |
|  | <p><b>ACTIONS</b></p> <p><b>Staff governor elections to take place</b></p> <p><b>DW to circulate parent governor election information to parents</b></p> <p><b>Annual Impact Statement to be included on the next agenda.</b></p>  |

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| <b>AGENDA<br/>ITEM 11</b> | <b>TEACHERS' PAY CONSULTATION UPDATE</b>  |
| Discussion:               | Governors noted receipt of information in relation to the Teachers' Pay Consultation. |
| <b>AGENDA ITEM<br/>12</b> | <b>DATE OF NEXT MEETING</b>   |
| Discussion:               | Thursday 15 <sup>th</sup> July 2021 at 6pm  |

JB left the meeting

Further discussions took place under the Part Two agenda