



**PART ONE AGENDA – MEETING 1
OF THE LOCAL GOVERNING BODY MEETING
OF KELSALL PRIMARY SCHOOL**

Date	Thursday 16th September 2021 6pm
Venue:	Kelsall Primary School

Attending (Governors):	
David Wearing (DW)	Principal
Helen Simpson (HS)	Parent
Martin Little (ML)	Co-opted/Chair of Governors
Chloe Hook (CH)	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
Emma Gildea (EG)	Co-opted
Natalie Kirkness (NK)	Parent
Also in Attendance:	
Debbie Tomkinson	Clerk
Sarah Currell	Observer

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	ML welcomed all to the meeting. The apologies of CH, DB and NK were accepted.

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY / BUSINESS INTEREST (Statutory)
Discussion:	<p>The annual declarations of interest forms were circulated electronically and governors were asked to complete the form.</p> <p>There were no declarations in relation to any of the agenda items.</p> <p>The Code of Conduct was circulated in advance of the meeting and this was approved by governors.</p>
	Actions
	Governors to complete the Annual Declarations of Personal and Pecuniary Interest
	RESOLVED: That the Code of Conduct be adopted.

AGENDA ITEM 3	AOB
	<p>Rats</p> <p>ML advised that a neighbour had seen rats in the area and were blaming the school. The Local Authority have completed a survey and ML will write a response on receipt of the outcome of the survey.</p>

Signed _____

Dated: _____

AGENDA ITEM 3	ELECTION OF CHAIR AND VICE CHAIR
	<p>Election of Chair</p> <p>ML was nominated for the role of Chair and he was unanimously re-appointed as Chair for a further 12-month term of office.</p> <p>Election of Vice Chair</p> <p>DB was nominated for the role of Vice Chair and he was unanimously re-appointed as Vice-Chair for a further 12-month term of office.</p>
	<p>RESOLVED: That ML be appointed as Chair of the Local Governing Body</p> <p>RESOLVED: That DB be appointed as Vice Chair of the Local Governing Body</p>

AGENDA ITEM 3	PART ONE MINUTES OF MEETING – JULY 2021
Discussion:	The Part One minutes of the meeting of 15 th July 2021 were circulated in advance of the meeting and accepted as a true and accurate record. All agreed.
Papers	RESOLVED That the Part One Minutes – 15th July 2021 be accepted as a true and accurate record. All agreed.

AGENDA ITEM 4	MATTERS ARISING
Discussion:	<p>Teachers development to be included on the autumn term agenda – to be included on the November agenda. ONGOING</p> <p>Business Manager to clarify increase in staffing costs - to be included on the November agenda. ONGOING</p> <p>Other sources of income to be included in financial reports – to be included in the November agenda. ONGOING</p> <p>DW to share birth rate for Cheshire West. ONGOING</p> <p>Connected curriculum report to be circulated to governors. ONGOING</p> <p>Annual Impact Statement to be included on the next agenda COMPLETE</p> <p>Nursery expansion to be included on the next agenda – to be included on the November agenda</p> <p>Staff Survey Results to in included on next agenda ONGOING</p> <p>Quality Assurance Document to be included on next agenda COMPLETE</p> <p>Governing Body Impact Statement to be included on next agenda COMPLETE</p> <p>Extraordinary meeting to be convened to discuss the CAT Ofsted Ready Plan. COMPLETE</p> <p>Nominations for Chair and Vice Chair to be received in advance of the September meeting. COMPLETE</p>

AGENDA ITEM 5	GOVERNANCE AND RISK
Discussion	<u>Ofsted Action Plan</u>

Signed_____

Dated:_____

MG, JB, LH and ML met to discuss Ofsted, their report was circulated in advance of the meeting and comments were invited.

Governors recognised the importance of being able to visit school and there were discussions on how to make more of the opportunities to visit school. It was also recognised that there a number of new governors who had not had the opportunity to meet staff. DW welcomed governors into the school at any time. It was also agreed that an informal meeting with staff be held on 29th September 2021.

In order to ensure that governors receive up-to-date information, it was agreed that governors would be added onto the school 'Ping' so they could receive relevant information.

Governors discussed how to increase their profile amongst parents. It was agreed that a profile of governors be included in the Friday flyer. Governors to send a photo of themselves to DW.

Other areas of discussion included building links with other schools, training, the development of the link governor hubs and discussions on how to monitor the SDP through governor visits.

Link Governors

Governors agreed the following link governor roles:

Safeguarding – HS/JB
Finance – DB/ML
Health and Safety - MG
SEND, PPG and LAC - EG
Data Protection - LH
Governor Training - ML

LGB Membership

Governors to reviewed the terms of office and vacancies. SC was appointed as a parent governor in October following the end of the term for HS.

The NGA Skills Audit was circulated in advance of the meeting and governors were asked to complete this.

LGB Annual Planner

Governors to received and noted the updated LGB annual planner.

LGB Impact Statement – 2019/20

The Impact Statement for 2019/20 was circulated in advance of the meeting. It was agreed that this provided useful information for parents on what governors do and it was approved by governors. DW to circulate the statement to parents.

There was further discussion about the purpose of the impact and governors requested clarification from the Trust Board on who the audience for the impact statement was.

Pay and Pay Appeals Panel

It was agreed that ML, LH and DB would form the Pay Panel. MG, JB and SC would form the appeals panel.

	<p><u>Scheme of Delegation and Terms of Reference</u></p> <p>Governors received and noted the Scheme of Delegation and Terms of Reference</p>
	<p>ACTION</p> <p>Governors to complete Skills Audit Governors to send photo of themselves to DW</p>
	<p>RESOLVED: That ML, LH and DB form the Pay Panel. MG, JB and SC to form an appeals panel.</p>

AGENDA ITEM 6	EDUCATIONAL PERFORMANCE
Discussion	<p>Covid-19 Update</p> <p>In line with government guidance, children are no longer required to be in 'bubbles. Masks and staggered start times are also no longer required. Other precautionary measures such as regular hand-washing continue to take place and play times for KS1 and KS2 children are split.</p> <p>Government guidance is that children can still attend school even where there is a confirmed case of Covid-19 in their household. If parents choose to keep their children at home because of a positive case then this is recorded as covid-related.</p> <p>The school is due to receive Co2 monitors and, in the meantime, DW has purchased three monitors. The lower the Co2 detected, the better ventilation is in place. Doors and windows remain open although it was acknowledged that this may be problematic during the winter months.</p> <p>The guidance states that schools are not required to notify parents of a positive case in a class. DW has made the decision to notify parents of a positive case without naming any children.</p> <p>Q: Are there any data privacy issues because if the child is not in school they could be identified? A: DW has a duty of care to families and this is something that is already in place for other notifiable diseases. It allows parents to make the decision as to whether to test their child.</p> <p>It was noted that current levels of covid cases in the school are low but it was recognised there was the potential for this to increase. If there were five children in one class who have tested positive for covid then DW would seek advice from Public Health England. Any children who are off school because of covid will receive remote learning.</p> <p>Children's attendance has been good.</p> <p>Safeguarding</p> <p>There is one child in need and support is in place for children and staff. The learning mentor and SW have worked together to create a suite of materials for children who need extra support. The Learning Mentor is also able to provide support for vulnerable families.</p> <p>All staff will receive safeguarding training this half-term.</p> <p>Teacher Development</p> <p>It was agreed that governors would receive an update on teacher development in the November meeting.</p> <p>Governors took a short break for a tour around the school.</p>
	ACTIONS

Signed_____

Dated:_____

Teacher development to be included on November agenda.

AGENDA ITEM 7	VISION AND STRATEGY
Discussion	<p>School Development Plan/ Self-Evaluation Form</p> <p>Governors reviewed the completed SDP/SEF overview circulated at the meeting. Link governors will, through their governor visits, review the action plans for each area.</p> <p>A number of actions from last year have not been able to be completed because of the impact of Covid-19 including developing early reading and training which has not been available during the last year.</p> <p>Priorities for the current year were identified as:</p> <p>Forest school – all staff to make use of the forest school area especially in the Early Years. There are links with the Storyhouse and there will be a project around well-being using plants that have been curated by the Storyhouse.</p> <p>There is currently no budget for a dedicated forest school teacher and the links with Storyhouse will be used this year. Once the forest school has been established it may be possible to commission an external expert.</p> <p>Q: What are the benefits of a forest school?</p> <p>A: It has been used for children who struggle to have social ties with other children but the evidence is that forest schools benefit all children particularly in helping them to learn to manage risk.</p> <p>It was agreed that it would be beneficial to receive an update on the provision as it develops to include how the school can 'skill-up' teachers so they are able to use it effectively.</p> <p>Work needs to continue on developing the links between the curriculum so that the curriculum builds throughout the years. The Pathways to Write programme is a progressive programme and staff are creating progression grids to show how their subject progresses.</p> <p>It was agreed that curriculum link governors would consider the views of parents and children in relation to the curriculum.</p> <p>Work will continue on the core curriculum. Progress has been made in reading and writing there will be an emphasis on maintaining standards in these subjects. Power Maths is being used in the school. There will be a focus on ensuring staff maintain their quality of teaching. This is not because the data has dropped but to ensure consistency across the school. There will be an individual in charge of an area to ensure this.</p> <p>It was agreed that link governors would look to see if staff think there is consistency across the school.</p> <p>Investment has been made in the Read, Write, Inc programme. Phonics teaching in the school is good but the books did not match the scheme. Every child from nursery to Y2 will have access to an online system which will help parents understand how phonics is taught.</p>

Signed_____

Dated:_____

	<p>There has been good support from the Trust in relation to phonics and the phonics lead from Manor Park has met with staff at Kelsall.</p> <p>A laptop has been purchased for each Y5 and Y6 children as part of plans to integrate and enhance the IT systems. This will give children in Y2 to Y4 access to Chrome Books. Work will take place on building on the remote learning provision currently in place. All children have a Teams account and this will enable them to do work at home and help them get ready for High school and the world of work. Through the resources children are able to access it is hoped that teachers will begin to see more imaginative work in children's books.</p> <p>There will be a review of the Conscious Discipline philosophy. Behaviour in school is excellent but some staff may need some support in this as they are new to the school.</p> <p>It was agreed that there was no requirement for a link governor to review this as there is no expectation of changes in behaviours.</p> <p>Q: Has there been a change of behaviour because of Covid-19? A: No, there have been no significant changes. Children who may have struggled before seemed to thrive using remote learning and through the IT priority it may be possible to look at how the use of IT can help these children now they are back in school.</p> <p>Children will be encouraged to use the school grounds to be active safely. There are plans for the creation of an area where children can create art and design whilst also being active.</p> <p>Q: Are the grounds used for after-school clubs? A: Yes other groups can use the area as long as they follow the school's risk assessment.</p> <p>Kelsall is a predominantly White British school and so there are plans to link with another school and this is likely to be Andrew Moffat's school in Birmingham.</p> <p>There are plans to develop a staff well-being hub and to consider what measures will be beneficial or staff well-being. It was also suggested that this should include CPD and how teachers can develop their craft. There is an ambition that the school is good at developing teachers and this links to staff well-being.</p> <p>Significant work has taken place on developing the Early Years area. DW needs to further understand the Early Years in order to be able to hold staff to account.</p> <p>It was agreed that there would be the following link governors who will get to know the details of the action plans.</p> <table><tr><th>Governor</th><th>Subject</th><th>School Contact</th></tr><tr><td>HS/ML</td><td>English/Maths/IT</td><td></td></tr><tr><td>MG/EG</td><td>Connected curriculum</td><td>DW</td></tr><tr><td>SC/LH</td><td>Personal development</td><td>DW/SW</td></tr><tr><td>LH/NK/DB</td><td>Leadership and Management</td><td>LH/NK/DB – DW/</td></tr><tr><td>JB/SC</td><td>Early Years</td><td>Hayley and Laura</td></tr></table> <p>Governors committed to complete a visit once per term.</p>	Governor	Subject	School Contact	HS/ML	English/Maths/IT		MG/EG	Connected curriculum	DW	SC/LH	Personal development	DW/SW	LH/NK/DB	Leadership and Management	LH/NK/DB – DW/	JB/SC	Early Years	Hayley and Laura
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	<p>ACTIONS</p> <p>Link governors to meet once per term</p>																		

Signed_____

Dated:_____

AGENDA ITEM 8	HR/ FINANCIAL PERFORMANCE
Discussion	<p>Nursery</p> <p>Governors to discuss expansion of the nursery in the November meeting to include a review of the financial implications.</p> <p>Admissions</p> <p>There are 238 children on roll. Reception to Y2 are full with 30 children and the numbers of children in Y5 have increased to 29. There are 33 children in Y4 and Y6 There are 18 children in Y3 and whilst DW would like to increase the numbers there is less of an impact on the budget now that class is in KS2.</p> <p>There are 21 children in Saplings and 15 in Acorns and this is likely to increase through the year.</p> <p>Staff Attendance</p> <p>DW confirmed there were no issues in relation to staff attendance.</p> <p>To approve expenditure under the Scheme of Delegation</p> <p>There were some items of expenditure over the summer for fencing and removal of a tree at the cost of £2950. DW confirmed three quotes were obtained and the cheapest quote was used.</p>

AGENDA ITEM 9	COMPLIANCE AND SAFEGUARDING
Discussion:	<p>Quality Assurance</p> <p>The Quality Assurance document was circulated in advance of the meeting and approved by governors.</p> <p>Policies</p> <p>HS confirmed that she had reviewed the updated Keeping Children Safe in Education (KCSIE) statutory guidance. There were a number of references to online safety, peer on peer abuse and there is a recommendation that staff receive training in these areas so they are able to understand the implications. It was also recommended that a risk assessment on laptops take place.</p> <p>Governors were asked to read the KCSIE guidance and to confirm with the clerk when this had been completed.</p> <p>CAT Governor and Trustee Privacy Notice</p> <p>Governors received and noted the CAT Governor and Trustee Privacy Notice</p> <p>Stakeholder Engagement</p> <p>There were discussions on how link governors can obtain the views of stakeholders through their link governor visits.</p>
	<p>ACTIONS</p> <p>Governors to read Keeping Children Safe in Education statutory guidance</p> <p>RESOLVED: That the Quality Assurance document be approved</p>

Signed_____

Dated:_____

	RESOLVED: That the Safeguarding Policy be approved
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AGENDA ITEM 10	DATE OF NEXT MEETING
Discussion:	Thursday 14 th October 2021 at 6pm

There were no further discussions

Signed_____

Dated:_____