



**PART ONE MINUTES – MEETING 6  
OF THE LOCAL GOVERNING BODY MEETING  
OF KELSALL PRIMARY SCHOOL**

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| <b>Date</b>   | <b>Wednesday 29<sup>th</sup> March 2022</b> |
| <b>Venue:</b> | <b>Kelsall Primary School</b>               |

| <b>Attending (Governors):</b>   |   |
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| David Wearing (DW)<br>David Bingle (DB)<br>Chloe Hook (CH)<br>Sarah White (SW)<br>Emma Gildea (EG)<br>Natalie Kirkness (NK)<br>Sarah Currell (SC) | Principal<br>Co-opted/Chair of Governors<br>Staff<br>Co-Opted<br>Co-opted<br>Parent<br>Parent |
| <b>Apologies:</b><br><br>Holly Stowells (HS)<br>Jane Briggs (JB)<br>Sarah White (SW)  | <br><br>Co-opted<br>Parent<br>Staff   |
| <b>Also in Attendance:</b>  |   |
| Debbie Tomkinson  | Governance Professional   |

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| <b>AGENDA ITEM 1</b> | <b>WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE</b> |
| <b>Discussion:</b>   | DB welcomed all to the meeting. The apologies of SW, JB and HS were accepted.                 |

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| <b>AGENDA ITEM 2</b> | <b>DECLARATION OF PERSONAL &amp; PECUNIARY/BUSINESS INTEREST (Statutory)</b>          |
| <b>Discussion:</b>   | There were no conflicts with any of the agenda items. No new interests were declared. |

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| <b>AGENDA ITEM 3</b> | <b>APPOINTMENT OF CHAIR AND VICE-CHAIR OF LGB</b>   |
|                      | <p>It was noted that Martin Little had stepped down as a governor and Chair of Governors and governors had been invited to send nominations for the role of Chair in advance of the meeting. No nominations were received.</p> <p>DB advised that he would be stepping down as a governor at the end of the academic year but that he would be willing to be appointed as Chair until this time. This was unanimously approved by governors.</p> <p>It was noted that there would be a requirement to appoint a Vice Chair of governors, it was suggested that it would be beneficial to appoint a Vice Chair who would be willing to step into the role of Chair of Governors after DB leaves. There were no nominations and it was agreed that a Vice Chair be appointed at the next meeting.</p> |
| <b>DECISION</b>      | <b>RESOLVED: That DB be appointed Chair of Governors. All agreed.</b>   |
|                      | <b>ACTIONS</b>  |
|                      | <b>Nominations for Vice-Chair be included on the agenda for the next meeting.</b>   |

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| <b>AGENDA ITEM 4</b> | <b>PART ONE MINUTES OF MEETING – February 2022</b>  |
| <b>Discussion:</b>   | The Part One minutes of Meeting 5 - February 2022 were circulated in advance of the meeting and accepted as a true and accurate record. All agreed. |
| <b>DECISION</b>      | <b>RESOLVED: That the Part One Minutes – February 2022 be accepted as a true and accurate record.</b>   |

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| <b>AGENDA ITEM 5</b> | <b>MATTERS ARISING</b>   |
| <b>Discussion:</b>   | <p>Governors to complete annual declarations forms. COMPLETE</p> <p>HS to complete safeguarding governor visit. ONGOING</p> <p>JB to review website compliance. ONGOING</p> <p>EG to complete link governor visit. ONGOING</p> <p>Clerk to advertise governor vacancy with Inspiring Governance COMPLETE</p> <p>To agree proposal for use of revenue reserves for the Board of Trustees COMPLETE</p> <p>DW to provide a teaching and learning monitoring schedule for the next meeting. COMPLETE</p> <p>NK to complete SEND link governor visit COMPLETE</p> <p>Parent governor nominations to be sought ONGOING</p> |

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| <b>AGENDA ITEM 6</b> | <b>CHAIR'S ACTION</b>   |
|                      | DB had not taken any urgent decisions on behalf of the Local Governing Body since the previous meeting. |

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| <b>AGENDA ITEM 7</b> | <b>PRINCIPAL'S ACTION</b>                                       |
|                      | DW had not taken any urgent actions since the previous meeting. |

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| <b>AGENDA ITEM 8</b> | <b>COVID UPDATE</b>   |
|                      | <p>DW provided a verbal update on the impact of Covid on the school.</p> <p>There has been minimal disruption to teaching but there has been some impact on teaching assistants and in the kitchen. This has been managed internally. The number of children testing positive for Covid has been minimal. There were six children in Y2 who tested positive but advice from Public Health England was that they did not consider this to be an outbreak.</p> <p><b>Q: Has there been any guidance for schools when testing stops?</b><br/> A: If children are ill they should be at home but testing will no longer be required for people who may be asymptomatic. Unless there is guidance to the contrary, children will be in school.</p> |

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| <b>AGENDA ITEM 9</b> | <b>HR/FINANCIAL PERFORMANCE</b>  |
|                      | <p>Staff Training</p> <p>DW provided governors with a verbal update on staff training.</p> |

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|                 | <p>Kelsall (KPS) is part of the maths hub with other schools in the trust to further develop maths. DW has provided training to senior leaders across Cheshire West and Chester.</p> <p>There are staff who are undertaking their national professional qualifications.</p> <p>DW has delivered Conscious Discipline training for mid-day assistants and new staff.</p> <p>One teacher is part of Sea Change – a creativity hub of 15 schools across the North West looking at how creativity can impact on disadvantaged schools. KPS were invited to be part of the project because of the expertise it has in the creative curriculum.</p> <p>Staff have delivered art and computing training for School Direct, SW has delivered safeguarding training and DW has provided training on No Outsiders.</p> <p>Staff have delivered art training for school direct, SW sg for SD ad DW No Outsiders and computing for SD.</p> <p><b>GDPR</b></p> <p>DB to arrange GDOR link governor visit with the Academy Business Manager.</p> <p><b>Approval of expenditure under the Scheme of Delegation</b></p> <p>DW provided an update on the proposals for the spending of revenue reserves. There has been a review of the school's financial position to take into account additional expenditure including staff pay increases. The indication is that the proposals are affordable. The proposal will be discussed by the trust's Resources Committee. The Scheme of Delegation states that governors are required to review at least two quotes and approve an item of expenditure over £10k or over £2000 where the academy does not intend to use the cheapest quote.</p> <p><b>Q: Does the budget allow for utility price rises?</b><br/> A: It was confirmed that the increases have been factored in. It is anticipated that electricity costs will increase by 90% and gas by 200%. DW advised governors that the school does not use any gas. He also informed governors that he had looked into solar power but the roof is at the wrong pitch.</p> <p>Governors approved the proposal for expenditure subject to obtaining the relevant quotes as required under the Scheme of Delegation if necessary.</p> |
|                 | <p><b>ACTIONS</b></p> <p><b>DB to arrange GDOR link governor visit with the Academy Business Manager.</b></p>  |
| <b>DECISION</b> | <b>RESOLVED: Governors approved the proposal for the spending of revenue reserves.</b>   |

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| <b>AGENDA ITEM 10</b> | <b>EDUCATIONAL PERFORMANCE</b>  |
| <b>Discussion</b>     | <p><b>Looked After Children</b></p> <p>DW provided a verbal update on looked after children.</p> <p>Looked after children are those children who are pre-adoption or who are under the care of someone other than their parents. There are four looked after children across the school and all are doing well. There is a requirement to submit personal education plans to the local authority and DW attends the Children in Need meetings. Children will be provided with relevant additional support if this is needed. The school can also apply for additional funding for eg to support their health and wellbeing. Teachers will ensure there is a bespoke element to the children's education.</p> <p><b>Q: What is in place for children who may have other forms of trauma?</b><br/> A: Previously the school employed a teaching assistant who also acted as an emotional literacy</p> |

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|  | <p>support assistant (ELSA) but now a full-time learning mentor has been appointed to support children with trauma and the impact of Covid.</p> <p><b>Q: How is trauma identified?</b><br/>A: The children or parents may notify teachers. The school held a neurodiversity week and events such as these can spark a conversation. The Learning Mentor welcomes any children who need support into school every morning where they are taken to the Nest. There are a number of children who require sensory play and so they complete sensory circuits before they start their learning. There is a Calm club at breaks and lunchtimes which gives the children strategies they can use.</p> <p><b>Q: Is the Learning Mentor a psychologist?</b><br/>A: She is a teaching assistant who has completed ELSA training and is part of the ELSE group and has also undertaken training in art, Lego and mental health first-aid therapy.</p> <p><b>Q: Are parents involved in the decision for children to go to the Nest?</b><br/>A: Yes, there will always be a dialogue with parents and they will be shown around the provision. There have been a small number of parents who do not want their child to attend the Nest and their wishes have been respected but the numbers of such cases are very low.</p> <p><b>Q: Is the Nest used in bullying cases?</b><br/>A: Yes, it can be used for all kinds of behaviour. The Learning Mentor is also available to parents who may require support.</p> <p><b>Free School Meals Update</b></p> <p>There was a discussion about the impact of Covid on families. DW informed governors that there had been a small increase in the numbers of children eligible for free school meals.</p> <p><b>Curriculum Focus</b></p> <p>Governors reviewed poetry currently being produced by the children in the school.</p> <p>No Outsiders and the Literacy Company have created a unit of work about refugees and as part of this programme, Y5 children have been writing a 'recipe' for a new beginning. This has got the children thinking about other people and they have written some lovely poetry. There will be a display and performance of the poetry at the Storyhouse. The programme has been a good way of getting children to talk about and engage with difficult topics.</p> <p>55 schools have taken part in the project and an anthology of the poems will be published.</p> |
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| <b>AGENDA ITEM<br/>11</b> | <b>SCHOOL IMPROVEMENT</b>  |
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|                           | <p><b>Governors to receive an update on:</b></p> <p><b>Risk Assessment and Mitigation Plan</b></p> <p>There is no change to the school's risk assessment and the school is financially in a good position.</p> <p><b>Curriculum Mapping, Sequencing &amp; Progression</b></p> <p>This was discussed at the last meeting. The curriculum has been published on the school website and parents are aware of this.</p> <p><b>Behaviour &amp; Attitudes</b></p> <p>Behaviour and attitudes are good across the school. The younger children in Y1 and Y2 have struggled more than others but they have not had a full school year and so have missed aspects of learning that they would have learned in Reception such as sharing. There are measures in place to support the children.</p> |

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|  | <p><b>Q: Is it likely that the impact of Covid will always affect these children?</b><br/>A: There will be some element of this but some issues will settle and children have already become more settled since September.</p> <p><b>Review of Parental / Pupil / Staff survey results</b></p> <p>The results of the parent survey will be included in the next school newsletter. The majority of feedback was positive and where there were some areas of disagreement, CH has sent a message to the respondent to invite them to talk about any concerns. Some parents wanted more homework and CH was able to advise of ways that children can complete work at home. A number of parents wanted to be able to come into school to share learning. It is hoped that in the summer term parents/carers will be able to come into school to look at their child's work.</p> <p>There are plans for a maths 'Share the Learning' event in September where parents/carers will be able to work through questions with the children. There is a desire to do more to re-build the community after Covid and there are also plans for a summer fair, sports day and family picnics.</p> <p>The results of the staff survey were all very positive. 17 members of staff responded to the survey and all strongly agreed with the questions.</p> <p><b>Q: How many parents responded to the survey?</b><br/>A: Approximately 100 which is just under half of the school.</p> <p>The next step will be to complete a pupil survey about what children like and how they like to learn.</p> <p><b>School Development Plan (SDP)</b></p> <p>An updated SDP was circulated in advance of the meeting which included details of the actions that have been met and those that will be completed by the end of the summer term.</p> <p><b>Q: Are there any areas that are behind?</b><br/>A: EYFS – this is not in terms of the provision. One of the aspects of the SDP is for DW and CH to improve their knowledge and understanding of the early years. DW and CH have attended meetings and understand the ethos of the early years. All other aspects of the SDP are on track.</p> <p><b>Attendance</b></p> <p>Attendance is around 96% because of Covid. There are a small number of pupils whose attendance teachers are keeping under review but any attendance issues are raised with parents at parents' evenings.</p> <p><b>Q: What is the school policy on holidays in term-time?</b><br/>A: If there are five or more unauthorised days parents will receive a fine unless there are mitigating circumstances. DW will review this on an individual basis.</p> <p><b>Q: What happens if time is consistently taken off?</b><br/>A: DW would review this including the cumulative number of days off.</p> |
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| <b>AGENDA<br/>ITEM 12</b> | <b>COMPLIANCE AND SAFEGUARDING</b>  |
| <b>Discussion:</b>        | <p><b>Safeguarding</b></p> <p>The requirement to arrange annual safeguarding governor report to be reported to the LGB in June was noted.</p> <p><b>Quality Assurance</b></p> |

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|                 | <p>The Quality Assurance document was circulated in advance of the meeting and approved by governors.</p> <p><b>Policies</b></p> <p>DW provided governors with a verbal update on the Children with Additional Medical Needs Attendance Policy. The policy current only affects one child. The child has been receiving Zoom lessons whilst not in school and there have been integration meetings with the aim of the child returning to school full-time. The policy is fit for purpose.</p> <p><b>Q: Does the local authority have any responsibility in this area.</b><br/> A: If a child was off school in the long-term they would be entitled to tutor provision for two hours per week. If a child is unable to attend school (including Covid) then lessons are provided via Seesaw.</p> <p><b>Q: Have any children been taken out to be taught at home?</b><br/> A: There has only ever been one case where a family have taken their child out of the school. This is because the child had additional needs and the school couldn't meet their needs. If a family are home schooling their children it is the responsibility of the local authority to check the curriculum is being covered.</p> |
| <b>DECISION</b> | <b>RESOLVED: That the Quality Assurance document be approved</b>  |

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| <b>AGENDA ITEM 13</b> | <b>GOVERNANCE AND RISK</b>   |
| <b>Discussion:</b>    | <p><b>Governor Vacancies</b></p> <p>There is currently one parent governor vacancy and two co-opted governor vacancies. DW to request nominations for the parent governor vacancy.</p> |
|                       | <p><b>ACTIONS</b></p> <p><b>DW to request nominations for parent governor vacancy.</b></p>   |

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| <b>AGENDA ITEM 14</b> | <b>DATE OF NEXT MEETING</b>       |
| <b>Discussion:</b>    | 18 <sup>th</sup> May 2022 at 6pm. |