



**Minutes of the virtual meeting of the Local Governing Body**

**Date: 13<sup>th</sup> December 2021**

**Venue: Great Sankey Primary School**

**Time: 5:03pm – 6:34pm**

**The meeting was quorate.**

<b>Present</b>		
PA	Peter Astley	Co-opted Governor
VB	Vicky Briggs	Ex-Officio
JC	John Carlin	Co-opted Governor
WC	Will Chapman	Co-opted Governor
MD	Mark Davies	Parent Governor
PM	Phil McEwan (Chair)	Co-opted Governor
TT	Toby Tyas	Co-opted Governor
JH	Jane Hardman	Co-opted Governor
JG	James Gartland	Parent Governor
<b>In Attendance</b>		
JA	Julie Astall	Clerk
LW	Lisa Wilding	Head of School

<b>Papers circulated prior to this meeting</b>	
<ul style="list-style-type: none"> <li>• Agenda 13.12.21</li> <li>• Draft GSP FGB 14 July 2021</li> <li>• Draft LGB Minutes 27.09.21</li> <li>• Draft LGB Confidential minutes 27.09.21</li> <li>• Governor Link roles</li> <li>• Academy Trust handbook 2021</li> <li>• GSP LGB Dec 21 Finance Report</li> <li>• Health &amp; Safety health check overview report</li> <li>• Attendance update Sept-Dec 2021 (Governor update)</li> </ul>	<ul style="list-style-type: none"> <li>• Great Sankey Primary Admissions Arrangements 2023-24 for consultation</li> <li>• Minutes of the governor pay committee held on 29.11.2021</li> <li>• Policies 2021 update</li> <li>• Administering medicines policy Sept 2021 draft</li> <li>• Part One Autumn Headteacher Report</li> <li>• Part Two Confidential Autumn Headteacher report 2021</li> </ul>

**PART ONE – NON-CONFIDENTIAL**

**The Meeting opened at 5:03pm**

<b>MINUTES</b>	
<b>1</b>	<p><b>Welcome</b> The Chair opened the virtual meeting and welcomed all attendees.</p> <p>Will Chapman (WC) was welcomed to the governing board as this was his first meeting.</p>

2	<p><b>Absence and apologies</b> Apologies were received from Sarah Leah and Leanne Keavey.</p> <p><b>Resolved:</b> Governors accepted the apologies.</p>
3	<p><b>Declaration of personal interests for any item on this agenda and completion of annual pecuniary interest forms</b></p> <p>There were no declarations of interest declared for items on this agenda.</p>
5	<p><b>Chair’s emergency decisions</b> There were no Chair’s emergency decisions to report.</p>
6	<p><b>Items for any other business</b> There were no items for any other business.</p>
7	<p><b>Governing body membership</b> <b>a) Election of the Vice-Chair</b></p> <ul style="list-style-type: none"> <li>• Prior to today’s meeting, the Chair invited nominations for the role of Vice Chair by email. PA offered by email to take up the role. No other email nominations received.</li> <li>• There were no additional nominations put forward during today’s meeting.</li> <li>• During this meeting, PA left the virtual room whilst governors voted. Unanimous decision reached to appoint PA as Vice Chair. PA returned to the room, and he was confirmed as the new Vice Chair. PA thanked governors for supporting his appointment.</li> </ul> <p><b>Resolved:</b> Governors voted to appoint Peter Astley as Vice Chair.</p> <p>PM and VB at this point identified that WC needed to be formally invited to the Governing Board as a Co-opted Governor. <b><i>For the purpose of the minutes, this was not set as an agenda item in advance of today’s meeting but was addressed in the meeting under this agenda item.</i></b></p> <ul style="list-style-type: none"> <li>• WC left the virtual room whilst VB shared some background information and explained what skills/strengths he brings to the board.</li> <li>• Governors voted on WC’s appointment, and it was a unanimous decision to appoint him as a Co-opted Governor. This fills the only vacancy for Co-opted Governor.</li> <li>• WC returned to the room, and he was confirmed as a Co-opted Governor. WC thanked governors for supporting him.</li> </ul> <p><b>Resolved:</b> Governors voted to appoint Will Chapman as a Co-opted Governor.</p>

	<p><b>b) Link Governor Roles</b></p> <ul style="list-style-type: none"> <li>i. <b>Quality of education</b></li> <li>ii. <b>Vulnerable groups</b></li> <li>iii. <b>Safeguarding, behaviour &amp; welfare</b></li> <li>iv. <b>Personal development</b></li> <li>v. <b>Health &amp; Safety/premises</b></li> <li>vi. <b>Leadership (incl finance &amp; personnel)</b></li> </ul> <ul style="list-style-type: none"> <li>• VB shared her screen to show all governors suggested allocated Governor Link roles. All Governors in agreement with their roles.</li> <li>• LW highlighted that Stacie Rowlands is on the list as Link Governor for Health &amp; Safety however LW confirmed that she is responsible for this role. VB acknowledged this and confirmed would amend spreadsheet.</li> <li>• WC agreed to take on role of H&amp;S Link Governor</li> <li>• VB requested that PM contact Link Governor leads in the New Year to set meeting dates. PM happy to do this.</li> </ul> <p><b>Resolved:</b> That the board formally adopted their designated Link Governor roles</p>																
8	<p><b>Previous FGB minutes, matters arising and action log</b></p> <p><b>a) Minutes of the meeting held 27<sup>th</sup> September 2021</b> No questions or queries raised.</p> <p><b>Resolved:</b> That the minutes of the FGB meeting held on 27.09.21 be approved as a true and accurate record of the meeting.</p> <p><b>b) Action Log of the meeting held 27<sup>th</sup> September 2021</b></p> <table border="1" data-bbox="352 1413 1452 1989"> <thead> <tr> <th>Agenda Item</th> <th>Action</th> <th>Owner</th> <th>RAG rating</th> </tr> </thead> <tbody> <tr> <td><b>3. Declaration of personal interests for any item on this agenda and completion of annual pecuniary interest forms</b></td> <td>All governors to complete their declaration of interests using the disclosure section on GovernorHub.</td> <td>LGB</td> <td>Completed</td> </tr> <tr> <td><b>4. Previous FGB minutes, matters arising and action log</b></td> <td>Retrieve a copy of the minutes from the previous clerk.</td> <td>CHP</td> <td>Completed</td> </tr> <tr> <td><b>4. Previous FGB minutes, matters arising and action log</b></td> <td>Add the approval of the minutes of the meeting held 14<sup>th</sup> July 2021 to the next LGB agenda</td> <td>CHP</td> <td>Completed</td> </tr> </tbody> </table>	Agenda Item	Action	Owner	RAG rating	<b>3. Declaration of personal interests for any item on this agenda and completion of annual pecuniary interest forms</b>	All governors to complete their declaration of interests using the disclosure section on GovernorHub.	LGB	Completed	<b>4. Previous FGB minutes, matters arising and action log</b>	Retrieve a copy of the minutes from the previous clerk.	CHP	Completed	<b>4. Previous FGB minutes, matters arising and action log</b>	Add the approval of the minutes of the meeting held 14 <sup>th</sup> July 2021 to the next LGB agenda	CHP	Completed
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	<b>4. Previous FGB minutes, matters arising and action log</b>	Chair to review the actions and clarify post meeting that all have been completed.	PM	Completed (addressed during this meeting)
	<b>10. Election of Vice Chair &amp; link governor roles</b>	PM to discuss the role of Vice-Chair with governors following the meeting.	PM	Completed
	<b>10. Election of Vice Chair &amp; link governor roles</b>	Add the election of the Vice-Chair role to the next LGB agenda	CHP	Completed
	<b>10. Election of Vice Chair &amp; link governor roles</b>	Add Link Governor roles to the next LGB agenda.	CHP	Completed
	<b>11. Governor Code of Conduct</b>	VB to format the code of conduct to match Great Sankey Primary School documentation.	VB	Completed
	<b>11. Governor Code of Conduct</b>	Add a code of conduct declaration to GovernorHub for governors to confirm their acceptance.	VB	Completed
	<b>11. Governor Code of Conduct</b>	Governors to confirm their acceptance of the code of conduct via GovernorHub.	LGB	Completed
	<b>13 Approve Scorecard &amp; PAP (Education)</b>	Chair to arrange a suitable date for a twilight strategy meeting.	PM	Completed
	<b>13 Approve Scorecard &amp; PAP (Education)</b>	Chair to confirm governor availability for Safeguarding training.	PM	Completed
	<b>13 Approve Scorecard &amp; PAP (Education)</b>	VB to add page numbers to the PAP	VB	Completed
	<b>14 Governor Skills Audit</b>	JC to email the NGA skills audit to all Governors.	JC	Completed
	<b>14 Governor Skills Audit</b>	All governors to complete the skills audit.	LGB	ASAP
	<b>16 Issue safeguarding training and KCSIE 2021</b>	All governors to complete the training on the Hays platform.	LGB	ASAP
	<b>16 Issue safeguarding training and KCSIE 2021</b>	Agree a date for governor safeguarding training.	PM VB	ASAP
	<b>19 Policies</b>	Policies to be reviewed	VB PM	Completed

	<p><b>c) Minutes of the meeting held 14<sup>th</sup> July 2021</b></p> <p>No questions or queries raised.</p> <p><b>Resolved:</b> That the minutes of the meeting held on 14.07.21 be approved as a true and accurate record of the meeting.</p>
9	<p><b>Issue Academies' financial Handbook</b></p> <p>VB advised Governors that they need to familiarise themselves with this document</p> <p>No question raised by Governors regarding this agenda item</p>
10	<p><b>End of year accounts</b></p> <ul style="list-style-type: none"> <li>• VB advised that an audit has recently been completed at Trust level</li> <li>• Budgets were agreed on 09.12.21</li> <li>• The school is in a good position financially with a significant reserve. VB advised that the school is looking to spend some of the reserve on furnishings and computers. Some of this is already planned into the budget</li> <li>• VB highlighted that it is early in the academic year so % spending may seem high at this stage, but the school is where it should be financially</li> <li>• School recently received 8 additional laptops</li> <li>• School has allocated all its tutoring grant (£4,500)</li> <li>• Pay Award Committee met recently (minutes provided to Governors prior to today's meeting). Staff have received their pay increases following their performance management reviews</li> <li>• COVID expenditure – spending is not massively increasing</li> <li>• Supply staff costs have increased, although VB acknowledges that at present there is a real struggle to get supply staff therefore not costing the school in that respect</li> </ul> <p><b>Question:</b> <i>What has happened with your Recovery premium funding statement?</i>  <b>Answer:</b> <i>We must publish it by 31<sup>st</sup> December 2021. Some areas still being worked on, but report will be completed on time.</i></p> <p><b>Question:</b> <i>How many EAL pupils have joined the school since September 2021?</i>  <b>Answer:</b> <i>7, with 2 further pupils joining soon.  Primary EAL workbooks have been purchased and are now in stock. Good resource to assist with the learning already in place.</i></p> <p><b>Question:</b> <i>Is there any funding for our EAL pupils yet?</i>  <b>Answer:</b> <i>No. We have funded it ourselves.  We have 2 groups that have a daily intervention with Rachel Kerridge. She is working on phonics and basic English skills. We also have a teacher from Hong Kong who is working with these pupils as well.</i></p> <p><b>Question:</b> <i>With regards to lack of available supply staff, how bad does the situation need to get before the school would consider closing?</i>  <b>Answer:</b> <i>H&amp;S is our priority. If we felt there was a risk such as no First Aid trained staff in school, we would have to consider a potential closure. We do have 6 x Paediatric First Aid trained staff who are trained in crisis management so they would assist us with crisis planning if needed</i></p>

	<p><b>Question:</b> <i>Is online learning still an option if school was to close?</i></p> <p><b>Answer:</b> <i>Yes. Online learning has remained an ongoing option throughout the pandemic for any pupils that are required to stay at home but are well enough to complete work.</i></p> <p><b>Question:</b> <i>Are all schools across TCAT in the same position?</i></p> <p><b>Answer:</b> <i>It appears that schools in the West of Warrington have struggled in the last couple of weeks, especially as numbers of positive cases have increased. We have been advised by Public Health that face-to-face learning remains a priority for schools so the view is that schools will not be closed unless absolutely necessary. We are confident that we have everything in order should school closures be implemented due to COVID.</i></p> <p><b>Question:</b> <i>The carry forward of £330,000 seems significantly high. Is this abnormally high?</i></p> <p><b>Answer:</b> <i>That amount has been accrued over a few years. As mentioned earlier, we want to spend some on furnishings and IT equipment. The school is now 10 years old therefore some items in school will need to be replaced at some point, such as the boiler, air conditioning (which the school are already experiencing faults/breakdowns with) and these costs will be significant. As an Academy, although the principles are the same as with maintained schools, we do run more like a business and so we do tend to have more money in reserve.</i></p> <p><b>Question:</b> <i>Does the school qualify for free laptops?</i></p> <p><b>Answer:</b> <i>We have been given a total of 26 laptops/Chromebooks.</i></p>
11	<p><b>Monthly management accounts</b> Covered in agenda item 10</p>
12	<p><b>H&amp;S (&amp; link gov feedback)</b> LW gave verbal update to Governors:</p> <ul style="list-style-type: none"> <li>• Health Support Card – compliancy figure given each week Last week 93% - LW has added notes to explain why it was not 100% to strive for future improvement</li> <li>• We are working towards paperless system for logging compliancy 2 x maintenance officers have been working hard on this but are finding the IT element tricky, so this has been a big training issue</li> <li>• No paper copies of weekly/monthly checks now as they are online</li> <li>• Some work to be done around COSH</li> </ul> <p>No questions raised</p>
13	<p><b>Buildings &amp; premises</b> Covered in agenda item 12</p>
14	<p><b>Safeguarding &amp; welfare (&amp; link gov feedback)</b> VB signposted Governors to Part 1 of Headteacher Report where detailed information is given on this agenda item.</p> <p>PM explained that safeguarding was commented on positively in the latest Ofsted report.</p> <p>VB explained that safeguarding continues to be a priority in school and always will be.</p>

	<p>Trust Safeguarding visit scheduled for February 2022. This is in addition to the 175 Safeguarding audit</p> <p>No questions raised</p>
15	<p><b>Staffing &amp; HR</b></p> <p>VB signposted Governors to Part 1 of Headteacher Report where detailed information given on this agenda item.</p> <p>VB verbally added:</p> <ul style="list-style-type: none"> <li>• The school has appointed a Catch-Up tutor on a 12-month contract</li> <li>• Changes in roles for current staff: Stephanie Aspinall will return to full time after Christmas Katie Humphreys – on track to complete NQT year by the end of this term</li> </ul> <p>No questions raised</p>
16	<p><b>Behaviour &amp; attendance (&amp; link gov feedback)</b></p> <p>VB signposted Governors to Part 1 of Headteacher Report where detailed information given on this agenda item.</p> <p>VB reassured Governors that the school is closely monitoring attendance. LW works closely with Sarah Leah on this.</p> <p>VB advised that the school is following systems and challenging attendance where appropriate.</p> <p>Absence report (shared with Governors in Part 1 of Headteacher Report) shows the school is just above national average.</p> <p><b><i>Question:</i></b> Does the report give sufficient detail about what is COVID absence and what is 'any other' absence?</p> <p><b><i>Answer:</i></b> Yes. Good insight given and it separates illnesses etc out.</p> <p>No other questions</p>
17	<p><b>Approve Scorecard &amp; PAP (business)</b></p> <p>VB advised that the relevant documents are on GovernorHub.</p> <p>Evaluation/update not completed yet – due early January 2022</p> <p>No questions raised</p>
18	<p><b>Consult on admissions</b></p> <p>Great Sankey Primary Admissions Arrangements 2023-24 document uploaded to GovernorHub prior to this meeting</p> <p>VB explained:</p> <ul style="list-style-type: none"> <li>• The school is over oversubscribed, and it has become apparent that some parents are trying to get their child into school by sending them to nursery for very short periods (3 or 6 hrs a week). VB explains this is unfair on other families. Therefore,</li> </ul>

	<p>the policy now states that a nursery placement must be used for a minimum of 15hrs per week.</p> <ul style="list-style-type: none"> <li>• Children of staff employed at the school – these children will get priority on admissions. This is the same across the other primary schools within the Trust.</li> <li>• Consultation is open. Any issues raised will be fed back.</li> </ul> <p><b>Question:</b> <i>Could local parents end up losing out on school places if they cannot put their children into nursery?</i></p> <p><b>Answer:</b> <i>No, we do not feel that it has had any impact to date. We do continue to monitor this though.</i></p>
19	<p><b>Appraisal recommendations</b></p> <p>Pay Committee met 29.11.21. Minutes uploaded to Governorub prior to today’s meeting</p> <p>VB asked that it be recorded in these minutes that Governors were satisfied with, and fully supported, the recommendations put forward in the Pay Committee meeting.</p>
20	<p><b>Policies</b></p> <p>‘Policies 2021 Update’ document uploaded to GovernorHub prior to today’s meeting</p> <p>PM highlighted that all relevant policies were circulated some time ago. However, the ‘Administering medicine’ policy required discussion during this meeting as there had been a slight change to this policy.</p> <p><b>a) Administering medicine</b></p> <p>LW highlighted the following:</p> <ul style="list-style-type: none"> <li>• Changes have been highlighted in red on the policy document provided to Governors before this meeting <ul style="list-style-type: none"> <li>- Inhalers and application of creams has been changed to ensure that children are supervised when these are administered</li> <li>- Information around storage of medication has also been changed. Particularly in relation to epi-pens.</li> <li>- LW asked that Governors read the policy to familiarise themselves with the changes</li> </ul> </li> </ul> <p><b>Question:</b> <i>Are staff trained to give medicines?</i></p> <p><b>Answer:</b> <i>Yes, we have trained staff to administer medicines, and there are specifically trained staff to administer epi-pens etc</i></p> <p><i>WC commented that the issue of administering medicine seems to vary drastically across schools in Warrington. In some schools, parents must come in to administer their children’s medicine. He applauded Great Sankey Primary School for their helpful and supportive approach.</i></p> <p><b>Resolved:</b> Governors ratified all policies for 2021/2022</p>
21	<p><b>Governor training</b></p> <p>VB confirmed that TCAT training is coming in the Spring Term of 2022</p>

	<p>VB also advised Governors that NGA and The Key also have a lot of good training on offer online.</p> <p>PW asked Governors to advise the office if they complete any training so that records can be updated.</p>
<b>22</b>	<p><b>Future meeting dates</b></p> <p><b>Resolved:</b> The next meeting of the LGB would be held on Monday 7<sup>th</sup> February 2022 at 5pm</p>
<b>22</b>	<p><b>Any other business</b></p> <p>None</p>

**Part one of the meeting ended at 6:23pm**

#### Action Log

Agenda Item	Action	Owner	Deadline
<b>8 Previous FGB minutes, matters arising and action log</b>	All governors to complete the skills audit.	LGB	ASAP
<b>8 Previous FGB minutes, matters arising and action log</b>	All governors to complete the Safeguarding/KCSIE training on the Hays platform.	LGB	ASAP
<b>8 Previous FGB minutes, matters arising and action log</b>	Agree a date for governor safeguarding training.	PM/VB	ASAP



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