

# ASPIRE EDUCATIONAL TRUST

## HOLMES CHAPEL PRIMARY LAC MEETING

**Date: 2<sup>nd</sup> November 2023 at 4.00pm**

**Venue: At school**

Attending: Richard Gregson (RG) Co-Chair, Roger Dixon (RD) Co-Chair, Jenny Gough (Vice Chair) JG, Fiona Gresty (Principal) FG, Lauren Brown (LBr), Paul Cudby (PC), Jean McLaren (JM) and Naomi Mitchell (NM)

Also Attending: Steve Wheeldon (SWh) Assistant CEO, Lisa Benskin (LB) Governance Professional, Vicki Bradford (VB) Deputy Principal, Jenny Ackerley (JA) and Sarah Williams (SW) Bursar,

Apologies: Chris Jackson (CJ), Nicky Waddington (NW), Heather Williams (HW) and Sue Bowen (Trustee)

No Apology: None

Quorum: The meeting was quorate with 91% attendance (voting members: 10 present 1 absent)

### PART 1 – NON-CONFIDENTIAL BUSINESS

### PART 2 – CONFIDENTIAL BUSINESS

AGENDA	CONTENT/MATTERS ARISING	ACTIONS						
1. <b>Welcome and Apologies for Absence</b>	<p>a. The Chair welcomed everyone to the meeting especially the new parent governor Naomi Mitchell. All members of the committee introduced themselves.</p> <p>b. Apologies for absence were received and accepted from Chris Jackson, Heather Williams, Nicky Waddington and Sue Bowen.</p>							
2. <b>Declaration of Pecuniary or Any Other Interests</b>	<p>Governors were asked by the Chair to declare any potential interest or conflict of interest between an individual and the Governing Board in connection with the business to be discussed during the meeting.</p> <p><u>The following interests were declared:</u></p> <p>None</p>							
3. <b>Declaration of Any Other Business</b>	<p>Governors were asked by the Chair if they had any other business they wish to be considered at the end of the meeting.</p> <p>No additional business was requested by Governors.</p>							
4. <b>Impact Statement</b>	<p><u>What we want to achieve by the end of this meeting:</u></p> <p>1. To understand where the school is with respect to the SDP and receive updates.</p>							
5. <b>Minutes of the Previous Meeting, Actions and matters arising</b>	<p>a. The Part 1 minutes from the summer term meeting held on 23<sup>rd</sup> May 2023 were confirmed as a true and accurate record of the meeting by Governors at 16:26 when the meeting became quorate. The Chair provided approval for virtual signature of the minutes which would be confirmed via Governor Hub.</p> <p>b. Part 1 Actions from the summer term meeting held on 23<sup>rd</sup> May 2023 (there were no part 2 actions)</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 50%;">Action</th> <th style="width: 40%;">Outcome</th> </tr> </thead> <tbody> <tr> <td>6a</td> <td>Chair to mark minutes as signed on Governor Hub</td> <td>RG &amp; RD to complete</td> </tr> </tbody> </table>		Action	Outcome	6a	Chair to mark minutes as signed on Governor Hub	RG & RD to complete	<p>RG to mark the minutes as signed minutes on Governor Hub.</p>
	Action	Outcome						
6a	Chair to mark minutes as signed on Governor Hub	RG & RD to complete						

6b	RD, JG and CJ to work on the 16 questions during the summer term for review at the Autumn Term meeting.	Complete
12a	LB to speak to RS re outstanding policy reviews.	Complete
12b	LB to provide Trust template parent governor election documents to FG	Complete
12b	Parent Governor election to take place in Summer Term to ensure new governors would be in place before the current governor's terms expired.	Complete
12d	Governors to ensure that training records were updated or complete training by end of May half term.	Complete
13	JM to report on pupil voice from exit interviews	Complete
14	SWh to discuss with the Executive team how the Trust could be more visible to parents	Complete
15e	LB to send reminder out to those still to complete via GH with links to training and training record.	Complete

c. **Matters arising from the meeting summer term meeting held on 23<sup>rd</sup> May 2023**

**Visibility of Trustees**

SWh advised that the Trust would be preparing a quarterly newsletter (based on the monthly one that currently went to all staff and governors) to all schools for distribution to parents and a board was being designed for all school entrances to flag up who provide photos and information explaining who the Trustees are. SW advised that the executive team would also try to attend more school events.

*PC arrived 16:04 during this item*

**6. Chair's Actions**

**The Chair reported the action/s taken by The Chair or Vice-Chair on behalf of the LAC since the last meeting.**

There had been no specific Chair actions required since the last LAC meeting. The Co-Chairs have been part of discussions relating to the parent governor election which took place in June. They had also attended an open morning for prospective reception parents. RG advised that there were several parents at the open morning who were moving into Holmes Chapel from surrounding areas. RG advised that the year 6 pupils lead new parents around the school and did an excellent job.

RG and RD have also been invited to the Trust Governance Conference on January 19<sup>th</sup> 2024 and are able to take one other governor along with them, anyone interested should contact RG or RD. The Co-chairs will also be taking part in the safeguarding audit on 5<sup>th</sup> December 2023.

**7. Finance**

**a. To receive and note the approved budget for 2023/2024**

The predicted outturn from 22/23 financial year that had been factored into the 23/25 budget was a £2,000 surplus. It was confirmed at the end of September that the actual outturn was a £10,000 meaning that the school is in a much better position than anticipated.

Q – What is the High needs top up funding?

SW advised that this is the additional funding received for pupils on EHCPs.

Q – How has the reduction in number in reception impacted the budget?

No, this impact of this reduction in income will hit next year as the funding received is based on the census figures from the previous year. The reduction has been factored in to the year 2 budget on the 3-year budget projection provided.

*NM arrived at 16:12 during this item*

		<p><i>JM arrived 16:19 during this item</i></p> <p><b>b. To receive a financial update including the details of any capital spending or projects</b></p> <p>The KS1 corridor was refurbished as part of last year’s budget at a cost of £10,000. The improvement has been well received as the area had been looking outdated. The refurbishment also included the provision of warm water for hand washing and an intervention space with heating.</p> <p>The Hall floor was in serious need of repair, re sanding was attempted over the summer term but this did not resolve the issues and the process was abandoned and new contractors sought. Repairs were attempting again last week with the contractor working through the night to ensure it was completed £6,000 of the £8,000 outturn surplus has been spent on the floor, but it looks much better and means the space can be used again.</p> <p>Costings are currently being gathered for lockers for year 4/5/6, as this would enable the space currently being used for coat storage to be better used as an extra toilet. The lockers enable the area to look more aesthetically pleasing and are preferred from a fire regulations perspective. Costs are also being investigation for improving the entranced to the school and reducing the vulnerability of the receptionist. Electronic signing in packages are also being looked at but are expensive.</p> <p>FG advised that a three-year premises development plan has been produced and shared on Governor Hub, this is a wish list which will be used to cost and prioritise projects based on the funds available to commit to premises improvements.</p> <p>An electronic system has been introduced to enable the pre ordering of school meals. The parents can specify what they would like their child to have for lunch, but child has the ultimate decision each morning.</p> <p><u>Q – Does this cut down on waste?</u> Not necessarily but it does reduce the administration time of obtaining children’s choices for school meals.</p> <p><u>Q – Is the kitchen struggling? Is this a way of making more money?</u> No, but the introduction of bacon butties on a Friday morning is designed to encourage more children and staff to purchase school meals.</p> <p><i>SW left the meeting at 16:28 following the conclusion of this item.</i></p>	
8.	Standards	<p><b>a. To receive school data and assessment results for the Summer term 2023</b></p> <p>The Headteacher had shared the school’s assessment results via Governor Hub in advance of the meeting and questions were invited.</p> <p><u>Q - Do we expect to receive more EHCPs for our current pupils? Are we understaffed?</u> FG advised that CEC had requested a forecast and VB had advised that there may be an additional three, only one of which is imminent. The other two would be as part of the graduated approach with the other provision made not being sufficient.</p> <p>FG advised that the new IDSR had been released on 18<sup>th</sup> October 2023 and that she had reviewed it with SWh today and the did not feel there was anything of significance to be concerned about. FG and SWh had also reviewed the CEC comparison document which whilst useful did not highlight anything that SLT and governors were not already aware of as the team is well aware of the areas which need work and are the focus for this there. Progress in writing from KS1 to KS2 is currently being</p>	<p>FG would provide the new IDSR and CEC comparison document to LB for upload to Governor Hub.</p>

investigated in order to try and identify why pupils did not make the progress that had been anticipated from them in this subject area.

Q - Do we receive additional funding to support EAL pupils?

There is some additional funding for EAL pupils available from CEC. Presently, the school receives funding for two pupils from Ukraine. One of whom has made rapid process and the other pupil has now moved to secondary school both were included in the summer term writing data.

CEC have recently asked the school to consider supporting some Afghan refugees who are being housed in Sandbach. CEC were not providing additional funding to support the placements not even travel costs. Those schools selected already have increased numbers of EAL. SWH advised that there are two Ukrainian members of staff at Wilbraham if support is needed by teachers.

Q – What should governors be aware of the narrative for that is contained on the new ISDR?

FG advised that the ISDR raised no issues of significant concern but highlighted the writing data particularly at GDS. FG advised that governors should be aware that this is an item on the SDP this year. FG advised that the moderation process that the school were subject to in the summer term is not a pleasant process and that CEC GDS data is the lowest in the country. There is an ongoing narrative in the Trust about the potential need to look at an alternative council to provide the moderation given the Trust school's experiences at CEC moderation. In addition, subject leaders have been provided with additional support and are investigating additional opportunities to achieve GDS.

*RD arriving at 16:36 during this item*

**b. To consider revised School Improvement Plan**

It was noted that all governors had already contributed to the revised SDP during the INSET day at the start of term. FG advised that the majority of the plan involved contributing to and embedding the work that had been carried out in the last academic year.

As regards writing, spelling and grammar, the school had purchased Spelling Shed which the children are enjoying in school. This application provides activities featuring the spellings each class are working on each week and follow the same pattern that is being learnt in class. The app can be used in school or at from home. Pupils are not being tested on their times tables in the same way as they would have been previously as the key aim is for them to use the spellings they have learnt in their writing.

The NCTEM approach in being used in Maths which some staff are finding difficult to teach but support is being provided to them to resolve this.

With respect to the wider curriculum this year's focus is the embedding and refining the end points for each subject in the curriculum.

Q – How is the school communicating with parents?

This had been raised within the parent survey. The school uses school spider and is also in the process of re designing the school website and are trying to streamline communication but parents don't all access information in the same way e.g. newsletter or website. This is not part of the SDP but is being worked on. Overall the parent survey had a low response rate. Lunchtime behaviour and children having enough to do was also raised and so we are trialling sports coaching 3 lunchtimes per week. Initially starting with reception, Yr 1 and Yr 4 and the impact will be reviewed.

		<p><b>c. To receive and consider the PE and Sports Premium Impact Report</b>  The sports coaching at lunchtime is being funded from the PE and Sports premium. The grant also funds a space for each PP children on an afterschool club every half term. The majority of the funding will be spent on the hiring of a pool to enable swimming lessons for KS2 to take place on site over a 3-week period in May 2024. Governors were keen to ensure that the security in place over this period would be effective. FG advised that a camera is in place in the area where the pool will be situated. Governors suggested that staff may wish to consider avoiding hiring out the school field during the 3-week period to avoid unauthorised access.</p>	
9.	<b>Headteachers Report</b>	<p>The Headteachers report had been circulated in advance of the meeting and the following points were highlighted</p> <p><b>a. Review numbers on roll</b>  416  There are currently 24/25 prospective pupils applied for places in Reception for September 2024. It is still early in the applications window, but it is anticipated the number of pupils in reception will be similar to the current class size.</p> <p><b>b. Attendance</b>  94.5% which is above the national average  PP 90.5%  UA 1.1 PP 2.3  PA 5.5  FG advised that two pupils on are home learning plans or reduced timetables due to SEND.</p> <p><b>c. Exclusions</b>  1 fixed term suspension of 1 day</p> <p><b>d. Review incidents of bullying/racism/protected characteristics/peer on peer abuse/Data or GDPR Breaches</b>  None</p> <p><b>e. SEND</b>  CEC are changing the funding formula for high needs funding from a notional number of hours to bandings. The current system can often cause confusion to parents thinking that if their child is provided with 37.5 hours of support (the highest amount possible) they will get 121 support which is not the case. The change was prompted by the Parent Carer forum.  FG advised that pupils are making good progress with the nurture room due to the staffing structure that is in place. More reflection is planned re what the school can fund. The highest award equates to £10,750 which is not enough to fund an additional staff member.  Governors were keen to ensure that the changes in the funding formulas had been communicated to parents. FG advised that this information would be provided by CEC to them.</p>	
10.	<b>Governance</b>	<p><b>a. To note the 2023/24 Scheme of Delegation</b>  Noted</p> <p><b>b. To receive any changes to the membership of the Governing Board and consider key governor roles</b></p> <p>a. To note the election unopposed of Richard Gregson and Naomi Mitchell as parent governors for a term of four years from 23<sup>rd</sup> June 2023 to 22<sup>nd</sup> June 2027. Governors welcomed the new governors to the LAC board.</p> <p>b. Consider the number of parent governors on the LAC</p>	

		<p>LB advised that the Scheme of Delegation provides the terms within which the LAC Committees operate under the delegated power from the Trust Board. This document advises that the “LAC to include at least 2 elected parent governors and at least 1 elected staff governor and that staff not over one third of the total membership. The Terms of Reference (p49 of Governor Handbook) state that “the committee must comprise no more than one third staff or one third parents”.</p> <p>The current LAC has 10 members, 5 parents, 3 staff. This means to comply with the rules set by the Trustees the number of parent governors needs to reduce over time not increase. This will happen naturally as the current co-opted governors’ children grow and leave the school. LB’s advised that it was her advice that the board should not create another parent governor role given the imbalance already existing on the board.</p> <p>LB added that lessons have been learnt from this incident and LB will remind any governors whose role is up for re-election by direct email and if time allows check applications with the school before the closing date of any nomination period and then further contact any governor who has not reapplied.</p> <p><b>It was resolved that the balance and structure of the board be reconsidered in September 2024 and that the constitution of the board would remain as is until then.</b></p> <p><b>c. Review and assign link governor roles</b>  RG advised that all governors already had a link role and he would provide a list of all governors allocated roles to LB for entering on Governor Hub. It was agreed that NM should take on the vacant maths link governor role.</p> <p><b>c. To review governor training and identify priorities and training needs</b>  LB detailed the training program that had been planned for the academic year and highlighted the mandatory training sessions and their dates and asked governors to ensure they are in their diaries.</p> <p><b>d. Annual tasks to be completed by governors in Governor Hub for the academic year 2023-24</b>  It was noted that not all Governors had completed their profiles, declarations of interest and confirmations. Those who had not done so had been sent a reminder on 2<sup>nd</sup> November 2023 and were asked to complete them asap.</p> <p><b>e. To check Governors have read the updated KCSiE 2023</b>  It was noted that the not all governors had read KCSiE 2023 and confirmed doing so yet in the confirmations tab within their profile. Governors were reminded that this was a mandatory requirement set by the DfE and asked to read the document and complete the confirmation asap.</p>	<p>LB to add consideration of board structure and balance to the autumn 2024 LAC agenda.</p> <p>RG to provide list of link governors to LB to add to GH</p> <p>All governors to complete profile and confirmations asap</p> <p>All governors to read KCSiE and complete confirmation asap.</p>
11.	<b>Link Governor Reports</b>	<p><b>a. To note and consider the link Governor reports carried out during the summer term</b>  The governors who had provided visit reports this term were thanked for their time and invited to highlight any key points from their visit that they wished to raise with the LAC.</p> <p><b>Year 6 Exit Interviews – JM</b>  JM advised that this has been a lovely visit to and a thoroughly enjoyable experience. The pupils were really complementary about the school. If they were able to change one thing, pupils advised they would have more art and PE lessons. Key memories for those pupils leaving the school related to extracurricular activities such as residential which is important to note given that some of them may be threatened due to a lack of funding.</p> <p><b>b. To consider and allocate the Link Governor Visits to be carried out during the autumn term</b></p>	

		<p>Governors were reminded to review the monitoring schedule that had been circulated in advance of the meeting via Governor Hub which detailed the planned subject reviews throughout the year, which would be good times for link governors to visit.</p> <p>FG advised that a phonics review was due by LH the Trust director of interest for this term alongside a Maths subject review, the respective link governors were welcome to attend those sessions or meet up with the subject leads afterwards to discuss key learnings.</p> <p>FG advised that governors were always welcome to get in touch and ask to visit but requested that they avoid the 2-3 weeks before Christmas unless they were attending one of the Christmas events.</p>	
12.	Trust Updates	<p><b>a. To receive and note the CEO’s summer term report</b> SW encouraged governors to review the report as it provided a good update on the other schools and the work being carried out by the central team.</p> <p><b>b. To receive any Trust updates or information</b> SW advised that the Trust’s focus on GDS this year especially writing and the continuation of the Oracy project. The Trust inset day last Friday had been well received and beneficial for staff to access learning in their key groups as well as to network and build connections across schools.</p> <p><u>Q – What was the Parental feedback about the extra INSET day?</u> No feedback was received at all, FG had anticipated some disgruntled parents but there were none. SW advised that the plan for next year was to connect the INSET day to a to a half term, the day had been valuable and enabled all staff to be involved without the issues of cover needing to be sought. SW also reminded governors about the Governance conference on 19<sup>th</sup> January 2024.</p> <p><i>RD left the meeting at 17:31 as he was on call</i></p> <p><b>c. Does the LAC have any feedback they wish to pass on to the Trustees?</b> None</p>	
13.	Safeguarding	<p><b>a. To receive and consider any Safeguarding reports</b> FG had circulated the safeguarding report to governors in advance of the meeting and invited questions. Governors did not have any questions.</p> <p><b>b. To receive and consider any Health and Safety reports</b> The fire drill had taken place and there had been a few actions to work on. The school will do a fire drill in the autumn that teachers know is going to take place and then in the other terms staff will not be aware that they are going to happen.</p> <p><u>Q – What were the issues?</u> Staff had been good at getting children out of school but the organisation of them once outside needed more work.</p> <p>Preparations were also being made for a lockdown drill. The plan at the moment was to remove the SEND children to avoid causing distress to them. Governors who were teachers suggested that the teachers practiced the process without the children to iron out issues such as communication. SW advised that most schools use email or phones in their classrooms if they have</p>	

		<p>them for communication but then encourage teachers to take their mobile phones outside with them during PE, so they are able to have contact with the office if required.</p> <p>A Health and Safety walk had been carried out in autumn term one. The jobs highlighted are getting done and staff are working proactively. The site maintenance staff work separate shifts but allow time for a handover at shift change. There were some ongoing issues with cleaners. The current company start at 6pm and leave at 9pm as they have been struggling to recruit cleaners in the area so have a team who come to school after completing another school. We are aware this is not ideal but is the best option in the current circumstances.</p> <p>FG confirmed that no RAAC had been found in the school.</p> <p><b>c. To note the reporting of accidents including any RIDDOR reportable accidents</b> None</p> <p><b>d. To receive details of any educational visits; review the arrangements for residential visits that take place before the next LAC meeting</b> CJ has been into school to review and approve the risk assessments for the spring term residentials. CJ was also reviewing the Local Visits Risk Assessment which had been uploaded to Governor Hub too. The new PCSO came in to talk to years 5 and 6 re antisocial behaviour and safety at Halloween/bonfire night and will be coming in next week to speak to KS1.</p>	
14.	<b>Personnel</b>	<p>Personnel updates were provided to Governors including:</p> <p><b>a. Staff wellbeing</b> It was noted that personnel updates had been provided in the Headteachers Report. Governors were invited to raise any questions. <u>Q – Does the wellbeing forum continue to meet?</u> Yes, the forum takes place each half term at lunchtime. <u>Q – How is staff wellbeing?</u> During discussions for the SDP teachers made clear that they do not feel they could work an extra 10% and are currently working to capacity. The government are indicating that teachers will ‘be given back’ six hours per week to assist with the pressure they are under. Staff are very conscious that there is a lot to deliver and only a finite time to do so. This had been emphasised by some challenging Parents in some year groups, which created additional work and stress for teachers. <u>Q - Governors asked in what sense the parents were challenging?</u> There had been some occasions where a behaviour issue dealt with in school has been challenged by parents and teachers have felt their experience and expertise had not been respected. Governors agreed that there was a culture of complaining and questioning at present and parental expectations are high sometimes with the lack of a proportional response. FG advised that she was working on a parent charter to be provided and referred to. It was noted that other schools in the Trust had a similar document that was shared with parents.</p> <p><b>b. Appointments and resignations</b> There had not been many changes this term. The new year 1 teacher had settled in well. FG advised that staffing was stable at present and the SLT team are assessing as to whether additional staff will be required for the two new EHCP pupils.</p>	

15.	<b>AOB</b>	<b>To discuss any other business declared at the start of the meeting</b> None	
16.	<b>Impact Statement</b>	<p><b>a. <u>To review the intended impact of this meeting:</u></b></p> <p>Governors considered that they had achieved the objectives set out at the start of the meeting. LB was asked to re share the Ofsted seminar video for governor’s attention.</p> <p><b>b. <u>To consider items for the spring term agenda</u></b></p> <p>None</p>	LB to resend Ofsted seminar video via Governor Hub.
17.	<b>Date of the Next Meeting</b>	6 <sup>th</sup> February 2024 14 <sup>th</sup> May 2024	

	<b>Action</b>	<b>Deadline</b>
5a	RG to mark the minutes as signed minutes on Governor Hub.	Autumn Term
8a	FG to provide the new IDSR and CEC comparison document to LB for upload to Governor Hub.	Autumn term
10b	LB to add consideration of board structure and balance to the autumn 2024 LAC agenda.	Autumn Term LAC 2024
10c	RG to provide list of link governors to LB to add to GH	Autumn Term
10d	All governors to complete profile and confirmations asap	Autumn Term
10e	All governors to read KCSiE and complete confirmation asap	Autumn Term
16	LB to resend Ofsted seminar video via Governor Hub.	Autumn Term

### Governor Attendance at LAC Meetings 22/23

P = Present A = Apologies Received

Governor	Category	Start Date	End date	Autumn Term 18/10/22	Spring Term 8/2/23	Summer Term 23/5/23	Autumn Term 2/11/23
Fiona Gresty (Principal)	Ex Officio	N/A	N/A	P	P	P	P
Roger Dixon (Co-Chair)	Co-opted	19/10/21	18/10/25	P	P	P	P
Richard Gregson (Co-Chair)	Parent	19/7/19	22/06/23	P	P	P	P
Jean McClaren	Co-opted	7/12/23	6/12/27	P	P	P	P
Jenny Gough (Vice Chair)	Co-opted	12/2/23	11/2/27	P	P	P	P
Christopher Tottey-Gee	Parent	19/7/19	18/7/23	X	P	A	
Nicky Waddington	Staff	7/11/22	06/11/26		P	P	A
Paul Cudby	Co-opted	9/2/21	8/2/24	P	P	A	P
Heather Williams	Staff	21/7/21	20/7/25	P	P	P	A

Chris Jackson	Co-opted	14/5/22	13/5/26	P	P	P	A
Naomi Mitchell	Parent	23/06/23	22/06/27				P
Charlotte Goodchild	Co-opted	14/6/22	13/6/26	A	A	A	A
<b>Also in attendance:</b>							
Vicki Bradford (VB)				P	P	P	P
Steve Wheeldon (SW)				P	P	P	P
Lisa Benskin (LB)				P	P	P	P
Sarah Williams (School Business Manager)				P	P	P	P
Sue Bowen (Trustee)					P	P	A

**Meeting closed at 17:55pm**

Signed Virtually:

**Richard Gregson**

Date: **13<sup>th</sup> February 2024**

Chair