

ASPIRE EDUCATIONAL TRUST

HOLMES CHAPEL PRIMARY LAC MEETING

Date: 13th February 2024 at 4.00pm

Venue: At school

Attending: Richard Gregson (RG) Co-Chair, Jenny Gough (Vice Chair) JG, Fiona Gresty (Principal) FG, Paul Cudby (PC), Jean McLaren (JM), Naomi Mitchell (NM), Chris Jackson (CJ), Nicky Waddington (NW) and Heather Williams (HW)

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

Apologies: Roger Dixon (RD) Co-Chair

No Apology: None

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

PART 1 – NON-CONFIDENTIAL BUSINESS

NO PART TWO

	AGENDA	CONTENT/MATTERS ARISING	ACTIONS
1.	Welcome and Apologies for Absence	a. The Chair welcomed everyone to the meeting b. Apologies for absence were received and accepted from Roger Dixon who was providing support on the year 5 school residential in Menai.	
2.	Declaration of Pecuniary or Any Other Interests	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. <u>The following interests were declared:</u> None	
3.	Declaration of Any Other Business	Governors were asked by the Chair if they had any other business they wish to be considered at the end of the meeting. No additional business was requested by Governors.	
4.	Impact Statement	<u>What we want to achieve by the end of this meeting:</u> 1. Good update as to where the school is academically and financially 2. Good rigour and challenge from the Governors 3. Improved understanding of safeguarding in the school 4. Premises update	
5.	Safeguarding at Holmes Chapel Primary	Governors were provided with a presentation detailing safeguarding at the school including an explanation of staff roles and responsibilities. Paula Lavin Governor refresher particularly useful as it is something that Ofsted will dive into quite deeply. 1 x DSL (FG) 2 x DDSL (VB & PL) FG and VB are also safer recruitment trained	

Termly safeguarding updates are provided from the SCiES team who also provide the Safeguarding for Governors session which is taking place on the 13th March. SCiES is a CEC service that is bought in by the school. It also provides regular updates, links and scenarios so we can update staff on a regular basis. Also, useful comparator update when KCSiE changes each September. SCiES also have supervision meetings for any particular issues/complex cases in the school. Safeguarding is a daily activity with discussions among the DSLs and relevant staff.

LT provides an annual audit and termly SCR update.

Basic safeguarding awareness training is repeated every 3 years. This was last completed in September 2023. SCiES do mop up sessions for new staff throughout the year online and in person.

Prevent training is renewed every 2 years – renewal dates are monitored by Stella. Governors do this at induction training too.

Safeguarding is a standing item on the weekly staff meeting.

CPOMs - all incidents recorded and can pull on reports. Communicates updates to all relevant staff. All staff have a log in, not all can see previous incidents, but all can log incidents. Regular training provided to remind staff to keep reports factual.

Paula Lavin -Pastoral behaviour support with parents and pupils. There are Behaviour Support Plans and regular meetings with some children. Targeted Help (old Early Help) Plans are created depending on what level of need is required.

Qualification levels have recently been increased. There is only one plan in place at the moment with meetings every half term.

Q – Is the threshold higher?

There is more for the school to do, for social care involvement a child has to be at risk of significant harm. There is more that can be done in school before the Targeted Help plan. Often signposting to parents is encouraged.

Children in Need, Child Protection and Targeted Help – it is not compulsory to have to agree to this except for Child Protection, which is statutory. Currently school is using a spreadsheet from Matt at Parkroyal to categorize all children needing this support. This is RAG rated and is often in red due to attendance or if a LAC. There are various interventions: Lego therapy/zones of regulation/Resilience/ELSA/ Drawing and talking. All children with an EHCP meet with PL. We are almost at waiting list stage, with a current timetable full for children until after Easter. There is only one person who does the role, and they often tap into the Wilmslow CCSO (Nikki). Vysion, St Luke's hospice provide ideas for support and advice to ensure knowledge up to date.

There is an overlap between VB as SENco and PL role – finding the right interventions and support tailored to each child's needs. VB and PL are in conversation daily and will write plans together. Lego therapy was funded by LAC funding. Utilising the resources and making it work for our children. 1-1 supervisions for staff for challenging pupils and able to implement support plans quickly.

Attendance - PL and Norma

Weekly meetings to review the spreadsheet, Norma reviews the registers and knows who is off sick on holiday etc. use SIMs to calculate the percentages and prepare letters to the families that need them. Helen Pearson-Adams from CEC Attendance Team provides supervision to help resolve issues for the more difficult families. Good relationship with most parents, it is sometimes better than the Headteacher calling especially for those who have school related trauma from their own time at school. Home visits have been done. HPA pleased with the school's work and advised that the school's figures were good.

Q - Last newsletter was fairly firm on absence management – referring to government targets, breaking it down by the number of lessons to demonstrate the impact on education.

PHSE and RSE, safer internet day. Mental health team includes the PHSE lead and meet termly to review and discuss action plans. Prompted some work that PL has done with year 5/6. Added context to the curriculum - 99% of the worries are as

expected but sometimes this allows you to notice children that you would not already see. Reviewing puberty talks in year 5 and 6 termly from summer term of year 5 rather than all at the end of year 6.

Computing curriculum and online safety - also filtering and monitoring addition to KCSiE requirements to check security and whether the system being used for filtering and monitoring. There is an automatic email every day to see if anything has been flagged up during that day. It tells us the top phrases that are being searched for and will provide a screenshot of what the child or teacher has looked at. Can also see who the top users are and key issues for staff too. We are able to narrow down any issues to a particular child, with a real-time able to approach the child. Audit to be completed by FG and governor.

Q – Do you work with others in the Trust?
 Yes, the role within the trust is called a CSSO (child centred support officer). The CSSOs meet, have supervision and have a document area together. They can discuss issues of concern between themselves. Can speak with either Matt at Puss Bank or Nikki at Wilmslow as they do the same job.

Q – Space for 1-1s?
 Lucky as there is an office at the moment. We use the nurture room 3 afternoons a week. There is also access to the nurture room at lunchtime too for vulnerable children needing support.

Q – Different type of capacity needed?
 Did have a member of staff for support last year but they left, there is some support two afternoons a week. There was a time last half term when so much to do became more clerical. The staff member doesn't work on a Friday so don't want to increase own personal hours. Managing to keep all being done at the moment, sometimes need parents to wait up to 6 weeks which is much better than a 2 year wait for CAMHs. SEN/Pastoral workshop next week. Vysion is providing a parental workshop too. Need to focus on EHCPs to make sure that the children are getting the interventions they need. Being able to do those interventions in a group means can use the resource to help SEN support plans too and helps children realise they are not the only ones with a particular problem.

Curriculum – FG

PHSE/RSE – Be Happy, Be Healthy, Be Safe runs through our curriculum. Computing – online safety (programme of work in every year group plus addressing issues as they arise, special events eg. Safer Internet Day, online safety assemblies etc).

Filtering and monitoring - FG

Important part of safeguarding pupils and staff from potentially harmful and inappropriate online material 'without unreasonably impacting on teaching and learning'. Governing bodies have overall strategic responsibility and need assurance that standards are met. DSL works closely with IT service providers to meet needs of our setting.

16:36 PL Left

6. **Minutes of the Previous Meeting, Actions and matters arising**

- a. The Part 1 minutes from the summer term meeting held on 2nd November 2023 were confirmed as a true and accurate record of the meeting by Governors. The Chair provided approval for virtual signature of the minutes which would be confirmed via Governor Hub. Save for segment of governance minutes moved to Part 2. Board needs redoing in the entrance hall re governors. Trust board too. Parent newsletter re who we are and what we do,
- b. Part 1 Actions from the summer term meeting held on 2nd November 2023 (there were no part 2 actions)

	Action	Outcome
5a	RG to mark the minutes as signed minutes on Governor Hub.	

Chair to sign minutes on GH

8a	FG to provide the new IDSR and CEC comparison document to LB for upload to Governor Hub.	Complete
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	Sent to FG and updated
10d	All governors to complete profile and confirmations asap	RG & JM to complete NM, RD, FG to reconfirm
10e	All governors to read KCSIE and complete confirmation asap	RG, FG, JM, HW to confirm NM to reconfirm
16	LB to resend Ofsted seminar video via Governor Hub.	Complete

c. **Matters arising from the meeting summer term meeting held on 2nd November 2023**

There were no matters arising from the previous meeting held on 2nd November 2023

7. **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 Chair actions required since the last LAC meeting.
Meeting with safeguarding VB and FG and went through filtering and monitoring, then through SCR.
Update from conference and email from CEO this afternoon.

8. **Finance**

a. To receive and review the budget vs actual figures for the Autumn Term 22/23

Finance report distributed in advance. Started on a surplus, balance now moved to a slight deficit but not concerned as it will rebalance. PP £889 covered Lego therapy. TEPAG, pensions came as additional grant rather than as part of GAG. High needs for EHCP children. Insurance related to staff members long term absence – additional income of £30k

Increase in staffing by £23k offset by the £15k in. Educational support, CFO was adjusting and applying support staff in one amount rather than per child which skews the numbers. New HLTA. Should be able to absorb but had planned to use reserves. Recognised need pastoral support at lunchtime so recruited an additional midday assistant.

New academic year, new hall floor. Failed attempt in the summer money from reserves. Reviewed all cyclical maintenance contracts and made savings there. £5k in Little Wandle and some additional educational software packages to support learning.

Q – Little Wandle for the books?
Yes, they are here and up and running. Took from reserves but looking like will be able to absorb within budget, £3K deficit but within that £10k of unplanned spending and a HLTA wage.

Lockdown - invacuation alarm installed in the summer. Concerned it may not be loud enough as think need some more alarms after being tested.

Q – how different?
Blue light alarm. Rolled out procedures this week. Going to let the children listen to the sound but will do the procedure with staff. Work across the Trust with this. Sarah to send to CEO encourage early adopters? Will it be covered?

SW to speak to CEO

		<p>b. To receive a financial update including the details of any capital spending or projects</p> <p>Lots of plans for the summer, refurbishing upstairs toilets - £42k to £55K hoping that can bring it in at £30k project managing ourselves using local trades people. Remainder can then be used to improve and safeguard the front entrance.</p> <p>Q - Glass screen as part of the desk. Needs to be considered carefully, want to be seen as a welcoming school and don't want barriers up. Consider two door barriers? Avoid anyone jumping over or moving the counter.</p> <p>Q – This year is showing a surplus, there is a deficit showing for next year – what is the position in terms of who provides the backup if the school has a deficit and of incomes from reserves - what is their reserves policy. Who authorises and determines what is being spent and what for?</p> <p>Sarah - reserves are very healthy. They sit at £568k which is far too high. The Trust is in the process of rolling out reserves policy, which says it should be no more than 20% of annual gag income. It needs to come down between £100k - £400k. There is a planned managed premises plan for next three years.</p> <p>Operational reserve is to keep the school going and there is a designated reserve in the bank for the projects that may need to be done. It is nice to have but ought to have some sort of clear policy sat behind it. Seven years of high numbers, falling numbers, permanent contracts, and an experienced staffing team, we need to be careful with numbers. CEO must authorise large spends and there are financial procedures in place. When the school is asked for £3k and they have large reserves, it is hard to argue.</p> <p>We do not pool the funding; the Trust takes a 5% top slice for all central functions, but they do not pool reserves as they still belong to the school.</p> <p>Q – shouldn't discriminate against schools that have decent funding? 6 schools had them and 6 didn't but because central funding used SCA for that. Some of the funding is ringfenced for the PE funding. Subsidised residentials for £50 per child. Some to pay for sports coaching at lunchtime and the swimming pool. Split three ways – 1 week from curriculum budget and second two weeks catch up lessons. Comes in about the same cost but the time benefit is huge and will benefit more children. Lessons are also to be offered after school to recoup the spending.</p> <p>Q – can we have extra tabs to the spreadsheets (year on year), so we can see comparisons for previous academic years. If reserves and managed plan, there is a bar chart visual to see the longer-term plan for the spending and the reserve reduction. The Premises Project Plan shows the plan and the spend. It will always show a deficit for the next year</p> <p>16:58 – Sarah left</p>	
9.	Standards	<p>a. To receive and consider school data for the Autumn term</p> <p>Several reports had been shared in advance of the meeting via Governor Hub</p> <ul style="list-style-type: none"> • Aspire Standards Report Holmes Chapel with notes • Trust Data Capture Report Autumn 2023 • Jan 24 KS1 Phonics Data • Pupil Premium 23/24 • IDSR <p>Report looks different this time, as it comes automatically from DC Pro to reduce pressure and time of teachers. The report is compiled automatically and quickly and removes the element of human error.</p> <p>There are no surprises in the autumn data – notes provided by FG.</p> <p>Questions? None</p>	

		<p>Reception phonics data is looking really good. Year 1 looking good from Little Wandle point of view but the results from the first mock are lower than last year. First time it's been done and that may be part of the dip. SEN needs are higher, cohort dependant and enables focus on those that need it. Maths – big focus at the moment Naomi spoke with Jenny. MC and HW doing lots of support and staff meetings. HW and LH doing meetings and sessions with staff to focus on English. Lots of work going on to help improve attainment.</p> <p>b. To consider data against school SDP and updated action plan</p> <p>SDP23-24 with autumn 2023 actions Strategic Plan for SMHL with Spring 24 actions</p> <p>Updated plan provided - RAG rated and progressing well for the point in the year. Useful way to do it RAG rating as can see what we have done and still need to work on. Reviewed with CEO team, SLT and in weekly staff meetings</p> <p>Q – How is behaviour as there were some problems? Behaviour charter, huge crossover with SEND and behaviour. We work with parents and if the standard policy is not working, implement a positive behaviour plan. 4 children on them with parent and child agreement. It could be a learning need or a special and emotional need. We are working to sort out the root cause. PL and VB provide them. SALT CEC therapist has done a 2-hour staff training session- not just for SEND, but for all children. There is a Restorative behaviour plan, which is new but visually supportive. It teaches how to improve and where it went wrong. We are making good progress on it and rolling it out to all children in all classes. How is it dealt with? Quite often not at the time but afterwards.</p>	
10.	Headteachers Report	<p>The Headteachers report had been circulated in advance of the meeting and the following points were highlighted</p> <p>a. Review numbers on roll 414 Numbers dropped a bit, not unexpected, Reception year group remained low and numbers next year looking similar. Q - 48 children – will there be any loss to staffing levels? No, children are benefitting from the additional staff. The restructure worked well and can be flexible in putting people in the areas of most need. Not been as frightening as they thought it would be and it has meant that they have developed their skills in different areas. Supportive of the inclusion model and move by CEC. Explained the impact Low birth rate was a problem across the area and will be up to 2032 according to a report LB sent.</p> <p>b. Attendance 95.3% Autumn term</p> <p>c. Exclusions 1 Fixed term exclusion of one day (plus 1 internal suspension)</p>	

		<p>d. Review incidents of bullying/racism/protected characteristics/peer on peer abuse/Data or GDPR Breaches</p> <p>n/a</p> <p>e. SEND Proactive and ahead of the game. Good provision put in place, both proactive and reactive. This is being maintained with the pupil intake.</p>	
11.	Governance	<p>a. To receive any changes to the membership of the Governing Board</p> <p>None</p> <p>b. To confirm governors have completed the Declarations and Confirmations in their Governor Hub profile areas</p> <p>Reminders sent to those governors who are still to complete this afternoon. DOI - RG & JM to complete and NM, RD, FG to reconfirm as completed prior to 1st September 2023. KCSiE - RG, FG, JM, HW to confirm and NM to reconfirm. A number of these governors will have completed already and marked on school bus – need to click confirm here too as systems don't talk to each other. Code of Conduct, Prevent training - RG, JM and HW Trust Governance documentation – RG, FG, JM and HW</p> <p>c. To consider governor wellbeing and workload</p> <p>LB detailed the report from the NGA with respect to the increase in governor workload had highlighted the need to re assess and ensure Governors were focussing on their wellbeing and balancing this alongside their other commitments. The review of the link governor roles at the Governance Conference was part of this process. It has been noted that in a LAC some of the more operational roles can be carried out by the Central team in areas such as health and safety and building maintenance. As had also been highlighted at the Governance Conference, there was no need to do a written governor visit report each term and that verbal updates to supplement a written report in one term also meet the monitoring requirements.</p> <p>We need to be careful not to bombard staff too, getting in at some point and play our part too.</p> <p>d. To confirm the governance information on the school website is up to date</p> <p>Nominated governor needed to carry out this task, highlighted in Trust annual auditors report that some information on the school websites was out of date. All schools to review using the checklist provided.</p> <p>e. To consider timing and format of annual LAC self-review</p> <p>Individual or as a board In advance of or at a LAC meeting Governor Hub, NGA group tool or individual form completion for LB to collate and report back at next meeting.</p>	<p>RD to complete</p> <p>Next meeting</p>

12.	Link Governor Reports	<p>a. To note and consider the link Governor reports carried out during the summer term</p> <p>SEND (CJ) Maths (NM) Safeguarding (RG)</p> <p>Jenny and Jean have been in to do staff wellbeing reports too. CJ feedback - H&S visit with Sarah and CJ, work that has been done in KS1 corridor, uncluttered, spaces for intervention and new blinds, quality of the displays in the classrooms and the tech have improved the appearance and aesthetic for staff. HW makes a difference as a staff. There is more consistency, and it is much tidier and calmer.</p> <p>b. To consider and allocate the Link Governor Visits to be carried out during the summer term</p> <p>RG to do offline with FG and communicate to governors. Pupil Voice Curriculum Put together a plan and send to relevant governors.</p>	
13.	Trust Updates	<p>a. To receive and note the CEO's Autumn Term Report CC 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. To note the SCA Explanation document provided by the CEO Noted. MB does site visits to look</p> <p>c. To receive any Trust updates or information Trust Governance Conference was discussed above. Ofsted Review Document – discussed whether a meeting was needed to work through it? Agreed to do it virtually – SW and LB to coordinate a Tuesday date in the summer term. CEO now an inspector, he has a crib sheet for the curriculum which will share and can be shared with governors too. Plan to be cascaded with the governor meeting generally being on day 2. RG, RD, JG and CJ.</p> <p>d. Does the LAC have any feedback they wish to pass on to the Trustees?</p> <p>Thanks to SB for attending, appreciated.</p>	

14.	Safeguarding	<p>a. To receive and consider annual safeguarding audit and DSL and DDSL training log</p> <p>Update at the start of the meeting.</p> <p>b. To receive and consider any Health and Safety reports</p> <p>H&S walk and actions from the last walk added yesterday.</p> <p>c. To note the reporting of accidents including any RIDDOR reportable accidents</p> <p>1 in autumn term - member of staff. Hospital visit for a bite from a child.</p> <p>d. To receive details of any educational visits; review the arrangements for residential visits that take place before the next LAC meeting</p> <p>Next visit Risk Assessment to CJ to review. Q - Any specific re visiting pool in the summer? RAs have been done for the pool, these will be reviewed. Also the CCTV. Need to step up weekend security, keeping premises closed by Saturday and Sunday. Hurricanes is an alternative Can't get in easily as quite high and steps taken away at the weekend. Not done it previously</p>	
15.	Personnel	<p>Personnel updates were provided to Governors including:</p> <p>a. Staff wellbeing</p> <p>Detailed update report. JM comes in and does staff wellbeing voice each term. One of the biggest impacts has been some behaviour in school, managing as well as we can but it still has an impact. Q – what about the behaviour of the parents? The charter has gone out to all CE schools now. Socials are being organised - Governor advised VB extremely good. Staff forum, PM meetings, senior leaders social and open door to FG. The staff room is looking well cared for – Stephen has done a lot of work on keeping it and the school so tidy which is great for wellbeing. Governors thank the site team for their hard work and to Steven for taking responsibility for the staff room.</p> <p>b. Appointments and resignations</p> <p>None</p>	
16.	AOB	<p><u>To discuss any other business declared at the start of the meeting</u></p> <p>None</p>	
17.	Impact Statement	<p>a. To review the intended impact of this meeting:</p>	

		Governors achieved the objectives set out at the start of the meeting. b. <u>To consider items for the spring term agenda</u>	
18.	Date of the Next Meeting	Summer term – 21st May 2024 Online walk through of sample questions – SENco focus	

	Action	Deadline
6a	Chair to sign minutes on GH	ASAP
8a	SW to speak to CEO about need for new alarm	Summer term meeting
11d	RD to complete school website compliance check	ASAP
11e	LB to collate responses and report back at next meeting	Summer term meeting

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	Spring Term 13/2/24
Fiona Gresty (Principal)	Ex Officio	N/A	N/A	P	P	P	P	P
Roger Dixon (Co-Chair)	Co-opted	19/10/21	18/10/25	P	P	P	P	A
Richard Gregson (Co-Chair)	Parent	19/7/19	22/06/23	P	P	P	P	P
Jean McClaren	Co-opted	7/12/23	6/12/27	P	P	P	P	P
Jenny Gough (Vice Chair)	Co-opted	12/2/23	11/2/27	P	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	P
Paul Cudby	Co-opted	9/2/21	8/2/24	P	P	A	P	P
Heather Williams	Staff	21/7/21	20/7/25	P	P	P	A	P
Chris Jackson	Co-opted	14/5/22	13/5/26	P	P	P	A	P
Naomi Mitchell	Parent	23/06/23	22/06/27				P	P
Charlotte Goodchild	Co-opted	14/6/22	13/6/26	A	A	A	A	
Also in attendance:								
Vicki Bradford (VB)				P	P	P	P	P
Steve Wheeldon (SW)				P	P	P	P	P
Lisa Benskin (LB)				P	P	P	P	P
Sarah Williams (School Business Manager)				P	P	P	P	P

Sue Bowen (Trustee)					P	P	A	A
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Meeting closed at 17:53pm

Signed Virtually:

Date:

Chair