



THE CHALLENGE ACADEMY TRUST



GREAT SANKEY PRIMARY SCHOOL

MINUTES:

Local Governing Board Meeting held on Monday the 25th of September 2023

Time: 17:04 – 18:41

Venue: School

Chair: Phil McEwan

Clerk: Katie Whitmore katie.whitmore@entrust-ed.co.uk

Local Governing Board Membership

Name	Category	Term Ends	Attendance
Peter Astley (PA)	Vice Chair, Co-opted Governor	15.03.2024	Apologies
John Barlow (JB)	Co-opted Governor	04.12.2026	Present
Will Chapman (WC)	Co-opted Governor	12.12.2025	Apologies
James Gartland (JG)	Parent Governor	21.03.2026	Present
Jane Hardman (JH)	Co-opted Governor	27.09.2025	Present
Stuart Johnson (SJ)	Staff Governor	22.05.2027	Present
Leanne Keavey (LK)	Co-opted Governor	10.03.2027	Absent
Phil McEwan (PM)	Chair , Co-opted Governor	31.08.2027	Present
Sonal Patel Murdan (SPM)	Parent Governor	25.07.2027	Present
Toby Tyas (TT)	Co-opted Governor	15.03.2024	Present
Lisa Wilding (LW)	Headteacher , Ex-officio Governor	N/A	Present

Also in Attendance

Name	Role
Tom Gawne (TG)	Deputy Head
Katie Whitmore (KW)	Entrust Clerk

Documents Shared Ahead of the Meeting

AGENDA Great Sankey Primary LGB 25.09.2023
 4. FINAL Minutes GSP LGB 10.07.2023
 5. TCAT Scheme of Delegation Sep 23
 5. TCAT Terms of Reference
 7. Headteacher Executive Summary Report PART 1 Autumn
 7. iAM Health Scorecard for Great Sankey Primary School 2023-09-04
 7. Appendix 1 SEND Report for Governors
 7. Appendix 2 Pupil Premium Aut 23 update
 7. Appendix 3 Final data outcomes 2022-23
 7. Appendix 4 Health and Safety Autumn report for Governors
 8. 2022-23 Great Sankey PAP REVIEWED

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8. Priority Action Plan 2023-25 GSP DRAFT
9. The GSP Vision and Values
10. Statutory Assessment Arrangements 2023-24

The meeting was quorate with more than half of Governors in post present.

The meeting opened at 17:04

Agenda Items	
1	<p>Welcome</p> <p>The Chair welcomed Governors to first meeting of academic year. Introductions were made to SPM who was attending her first meeting.</p>
2	<p>Absence and Apologies</p> <p>LK was absent with no apologies</p> <p>Resolved: Governors accepted apologies from PA and WC, which had been received in advance of the meeting.</p>
3	<p>Local Governing Board Matters</p> <p>a) Membership SPM had been elected by parents as Parent Governor on 26.07.2023 commencing a four-year term from that date.</p> <p>Resolved: Governors appointed PM as Co-opted Governor for a further four-year term commencing 01.09.2023.</p> <p>b) Election of Chair and Vice Chair Elections for Chair and Vice Chair would take place bi-annually. PM had been elected as Chair 26.09.2022 and the position would be up for election in September 2024.</p> <p>Action: Governors will elect a Vice Chair at the next meeting 04.12.2023, as PAs two-year term as Vice Chair will end 12.12.2023.</p> <p>c) Reminder of Confidentiality The Chair reminded Governors of the confidential nature of matters discussed within the meeting and further that matters captured within a Confidential Appendix to the meeting would not be made publicly available.</p> <p>d) Reminder of Code of Conduct Action: Governors will action confirmations within GovernorHub relating to Code of Conduct, KCSiE (Keeping Children Safe in Education) and Declarations of Interest before the next meeting 04.12.2023.</p>

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	<p>e) Update Register of Business Interests The Headteacher confirmed that TCAT would run a report from GovernorHub to collate this information, which would then be uploaded to the school website.</p> <p>Action: Governors will update their register of business interests within GovernorHub before the next meeting 04.12.2023.</p> <p>f) Declarations of conflict of interest in relation to items on the agenda Resolved: Governors confirmed they had no conflicts of interest in relation to items of the agenda.</p>																												
4	<p>Minutes of the LGB meeting held on the 10th of July 2023</p> <p>a) Acceptance of the Minutes Resolved: Governors accepted the minutes of the meeting 10.07.2023 as a true and accurate record. These would be uploaded to the school website and made available publicly on request.</p> <p>b) Matters Arising There were no matters arising from the minutes of the meeting 10.07.2023.</p> <p>c) Review of Action Log</p> <table><tr><th>Minute Reference</th><th>Action to be taken</th><th>By Whom</th><th>Completion Date</th></tr><tr><td>4c</td><td>PM will circulate revised TCAT Scheme of Delegation document once finalised.</td><td>PM</td><td>Complete (Item 5a)</td></tr><tr><td>4c</td><td>Governors will advise if there were any specific items of Governance, they would like training on in addition to TCAT Governance Sway.</td><td>Governors</td><td>Complete (Item 13)</td></tr><tr><td>4c</td><td>Hays safeguarding online to be completed by JG. Update 25.09.2023: This was no longer applicable as there was updated Safeguarding training for Governors in September 2023.</td><td>JG</td><td>Closed</td></tr><tr><td>4c</td><td>Skills Audit results review in September, add to September's agenda.</td><td>KW</td><td>Complete (Item 11)</td></tr><tr><td>4c</td><td>Governors will use 'gsp.tcat' Outlook email accounts from September. Any problems, Governors will email l.bolan@greatsankeyprimary.tcat.co.uk or support@abtec.net Update 25.09.2023: Governors will advise the Headteacher of any ongoing issues.</td><td>Governors</td><td>Ongoing</td></tr><tr><td>9a</td><td>The Chair will circulate the skills analysis document to Governors.</td><td>PM</td><td>Complete (Item 11)</td></tr></table>	Minute Reference	Action to be taken	By Whom	Completion Date	4c	PM will circulate revised TCAT Scheme of Delegation document once finalised.	PM	Complete (Item 5a)	4c	Governors will advise if there were any specific items of Governance, they would like training on in addition to TCAT Governance Sway.	Governors	Complete (Item 13)	4c	Hays safeguarding online to be completed by JG. Update 25.09.2023: This was no longer applicable as there was updated Safeguarding training for Governors in September 2023.	JG	Closed	4c	Skills Audit results review in September, add to September's agenda.	KW	Complete (Item 11)	4c	Governors will use 'gsp.tcat' Outlook email accounts from September. Any problems, Governors will email l.bolan@greatsankeyprimary.tcat.co.uk or support@abtec.net Update 25.09.2023: Governors will advise the Headteacher of any ongoing issues.	Governors	Ongoing	9a	The Chair will circulate the skills analysis document to Governors.	PM	Complete (Item 11)
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	10	The Headteacher and Chair will circulate meeting dates for 2023-24 with Governors.	LW & PM	Complete																														
	17:09: JB joined the meeting at this point.																																	
5	Review of LGB (Local Governing Board) Structure a) Terms of Reference / Scheme of Delegation The Headteacher referred to the documents which had been shared on GovernorHub in advance of the meeting, which set out the responsibilities and accountabilities for LGBs, Headteacher, Trustees and TCAT CEO. 17:16: TG joined the meeting at this point. Governors asked if Governors would have access to all tools across TCAT referenced in the Terms of Reference and Scheme of Delegation. The Headteacher advised the Governors would use GovernorHub as a platform to access relevant documents, which would be linked from other TCAT platforms as required. b) Link Governor Roles The Headteacher explained the role of a Link Governor for the benefit of new Governors, which were roles where Governors can utilise their skillset to help with the strategic running of the school and would be linked to a member of staff. Link Governors would then produce a note of visit report which would be shared with the LGB, a template for which was available on GovernorHub. The Chair led discussion related to Link Governor roles, with Governors deciding the following: <table><tr><th>Link</th><th>Governor(s)</th><th>Action</th></tr><tr><td>Safeguarding</td><td>PM</td><td></td></tr><tr><td>SEND (Special Educational Needs and Disability)</td><td>JH and LK</td><td>LK to confirm.</td></tr><tr><td>Vulnerable Groups</td><td>LK plus one other Governor</td><td>LK to confirm. Governors to advise.</td></tr><tr><td>Health and Safety</td><td>TT and WC</td><td>WC to confirm.</td></tr><tr><td>Quality of Education</td><td>JH</td><td></td></tr><tr><td>Behaviour and Attitudes</td><td>PM</td><td></td></tr><tr><td>Personal Development</td><td>JG plus one other Governor</td><td>Governors to advise.</td></tr><tr><td>Leadership and Management</td><td>PM and PA</td><td>PA to confirm.</td></tr><tr><td>Finance</td><td></td><td>Finance Link Governor role to be considered.</td></tr></table>				Link	Governor(s)	Action	Safeguarding	PM		SEND (Special Educational Needs and Disability)	JH and LK	LK to confirm.	Vulnerable Groups	LK plus one other Governor	LK to confirm. Governors to advise.	Health and Safety	TT and WC	WC to confirm.	Quality of Education	JH		Behaviour and Attitudes	PM		Personal Development	JG plus one other Governor	Governors to advise.	Leadership and Management	PM and PA	PA to confirm.	Finance		Finance Link Governor role to be considered.
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	<p>Action: Governors not in attendance 25.09.2023 will confirm their continuation in Link roles.</p> <p>Action: Governors will consider the vacant Link roles against their skill set.</p> <p>Action: PM will review Scheme of Delegation to understand responsibilities and accountabilities for a Finance Link Governor role.</p> <p>Action: Link Governors will arrange to come into school and meet with Link staff and teams.</p>
6	<p>Reports</p> <p>a) Chair's and Vice Chair's Actions There had been no Chair's and Vice Chair's actions. The Chair had been into school and met with the Headteacher for a walk around school and had seen the works which had been completed on the outside areas over the summer.</p> <p>b) Link Governor Reports PM had completed a review of Safeguarding and had uploaded the note of visit to GovernorHub.</p>
7	<p>Headteacher's Report</p> <p>The Headteacher referred to the summary report and appendices which had been uploaded to GovernorHub in advance of the meeting. The following highlights were noted:</p> <ul style="list-style-type: none"> • Return to school had been positive, with welcome banners and balloons to help defer any anxiety, daily SLT (Senior Leadership Team) walks around school to get to know the younger children, and children were back on task and showing progress already. • The Site Manager had cleared the outdoor area over the summer and made new play zones for all children. The new play zones were for all children to access at break times, but school had deliberately included outdoor provision areas such as construction to encourage problem solving and teamwork, and to be in line with some EYFS expectations. • TCAT had funded Astroturf works over the summer, which had made a huge difference in the accessibility and usage of the field. Governors thanked TCAT in their support in funding the Astroturf. • Attendance was above national figures. Attendance had been impacted as usual by the lag of holidays into the start of the school year, with these absences classed as unauthorised. • School was full other than one place in Year 2 and a potential place in Year 1. Nursery was full and spaces could not be offered in January and April to accommodate children in the term after they turned three as they had been in previous years. • Summer outcomes demonstrated progress across maths, writing, and combined. School used the White Rose Maths programme, which followed a progressive scheme of work, and had resulted in 94% meeting the required standard. Governors acknowledged the hard work of staff and children for the strong set of data. • EYFS (Early Years Foundation Stage) GLD (Good Level of Development) was still not back to pre-pandemic levels because of the legacy impact of school closures on those children relating to communication, social development, and physical

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development. Staff were pleased to see that children in Reception and Nursery so far this year were demonstrating a vastly lesser impact and it was positive to see these children interacting with each other.

The Deputy Headteacher had shared a comprehensive report on PP (Pupil Premium) with Governors in advance of the meeting, and noted the following highlights:

- A TA (Teaching Assistant) had been employed to tutor in Key Stage 2.
- There would be targeted PP support in writing over the year.
- PP figures will fluctuate throughout the year based on changes in family circumstances.
- School will continue to support families through the pre-loved uniform shop, and have taken into consideration costs of trips and offer 50% reduction on price for those in receipt of PP.
- School had offered free 1:1 or group music sessions to those pupils in receipt of PP who expressed an interest.
- The biggest barrier around PP continued to be awareness of families that they were entitled to funding. School will continue to send out termly information around PP and share details at parents' evenings.

Governors queried what K-Code was within SEND.

The Headteacher confirmed that K Code referred to those children with SEND who did not have an EHCP (Education and Health Care Plan) but were receiving additional support in such areas, for example, of speech and neurodiversity.

Governors asked if TCAT tracked K Code data to ensure resource was available.

The Headteacher advised that SEND was a TCAT priority. School's SENDCo (Special Educational Needs and Disability Co-ordinator) was part of the TCAT SEND Hub where she will liaise with SEND Leaders across TCAT, which was led by a Lead Practitioner, to share best practice. TCAT was working on bringing SEND support in-house due to the increase in need across Warrington, which was yet to be announced. School was invested in CPD (Continued Professional Development) of staff to meet the needs of all pupils in the classroom through quality teaching and learning. There were additional adults in school to provide support where it was needed. The Deputy Headteacher will continue to dig deep into the data to ensure intervention was in place where needed and will continue to track progress to check intervention was working.

Governors questioned if the cohort affected by school closures during the pandemic were showing evidence of recovery.

The Headteacher confirmed there was evidence of recovery within the current Year 2 and Year 3, however these children still had social and academic needs. School will focus on Year 2 and Year 3, and some children in Year 6, to address this.

Governors queried the level of Catch-Up Funding available to school.

The Headteacher advised that funding this year was at 50% compared to 75% in previous years, which was funding a TA five mornings per week in Key Stage 2. Another TA had been timetabled to run intervention groups and ELSA (Emotional Literacy Support Assistant) support was being provided by a further member of staff. A TA was allocated to each class in EYFS and Key stage 1. Any TAs in KS2 work across the key stage with specified groups of children. School was seeing progress from these interventions over the past two years. SJ advised that school had also invested in the Happy Mind scheme to help build resilience and social skills and work on positive mental health of children at school. This was being

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	<p>delivered from Nursery to Year 6 to complement the PSHE (Personal, Social, Health and Economic) curriculum.</p> <p>Governors asked if support was being provided for those children who were not PP but who needed support. The Headteacher confirmed that support was being given to all children who were not where they needed to be. Groups were flexible per topic and would complement what was happening in the classroom. Intervention was planned with the class teacher to avoid gaps in learning when the child was out of the classroom.</p> <p>Governors requested an update on school growth. The Headteacher advised that she has spoken with TCAT CEO, who had asked for confirmation from the LA (Local Authority) that £1.8million was guaranteed to take PAN (Pupil Admission Numbers) at school to 60, otherwise school would not continue with the growth plan. Feedback from the LA was pending. It was noted that a local primary school had recently increased PAN from 90 to 120 which had solved some of the problem for the LA.</p> <p>Governors queried if Nursery being full would have any impact on admissions for those children born later in the year. The Headteacher confirmed that this would not hinder admissions. Nursery could previously offer five terms, however now full could only offer three terms of pre-school. Nursery staff saw this positively as it will mean they can focus on a pre-school cohort.</p>
8	<p>Scorecard and PAP (Priority Action Plan)</p> <p>The Headteacher had reviewed, and RAG (Red, Amber, Green) rated, last year's PAP, and also created a draft for 2023-25 which had been shared with TCAT and SLT. These had both been shared with Governors in advance of the meeting.</p> <p>Governors sought confirmation that the content of the PAP was achievable for staff. The Headteacher stated that where the Headteacher had responsibility for many of the actions, SLT and other staff also had a responsibility, and these were generally aligned with their own subject action plans around curriculum. TCAT were supporting on some of the operational targets such as around potential growth of the school and implementing new finance and payroll systems.</p> <p>Governors queried the additional items at the end of the PAP. The Headteacher advised that these areas will be included within an updated draft of the PAP and will become part of the main plan.</p>
9	<p>Review and Confirm School's Vision and Values Statement</p> <p>The Headteacher confirmed that school vision and values had not changed from what was agreed by Governors for 2022-23. Values continued to be woven through assemblies, digital postcards sent home, artwork, and PSHE was being further developed. School's vision had been streamlined on the school website as it was lengthy.</p> <p>Resolved: Governors agreed to continue with school's existing vision and values.</p>

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10	<p>Confirmation of Statutory Assessment Arrangements</p> <p>The Headteacher advised that Key Stage 1 SATs (Statutory Assessment Tests) will no longer take place from 2023-24. School will assess Year 2 as part of the summer assessment cycle across school to get end of year data to take children into Key Stage 2. DfE will publish optional Key Stage 1 SATs for 2024. There had been no changes to Multiplication checks, Phonics screening, nor Key Stage 2 SATs and dates for these had been confirmed.</p> <p>Governors asked if Reception Baseline scores had been completed. The Headteacher confirmed that these had been completed in the first two weeks of school before any teaching intervention and had been submitted to the LA.</p> <p>Governors queried if school would use DfE tests or NFER (National Foundation for Educational Research) tests for Year 2 summer assessments. The Headteacher advised that this was not yet confirmed, and that the decision would be made jointly by TCAT Headteachers.</p>
11	<p>Governor Skills Audit</p> <p>Action: Governors will complete the distributed Skills Audit before the next meeting 04.12.2023, which will be reviewed to identify the skill set of the LGB and training needs.</p>
12	<p>Agree LGB Objectives 2023-24</p> <p>Following discussion, Governors agreed on the following LGB objectives for 2023-24:</p> <ul style="list-style-type: none"> • Increased Link Governor visits into school • Review the effectiveness of quality of education in subject areas identified in the PAP, including multiplication, writing, science linked to STEM (Science, Technology, Engineering and Mathematics) and Foundation subjects, with Governor visits based on availability. • Review of LGB responsibilities based on the Scheme of Delegation, which will be led by PM. <p>Resolved: Governors agreed LGB objectives for 2023-24.</p>
13	<p>Governor Training, including Safeguarding.</p> <p>The Headteacher had shared a guide to Safeguarding training with Governors. This training would take forty minutes and would be accessed through TCAT Education Connect platform. The Chair and Safeguarding Link Governor would need to complete two-hour Safeguarding training via National College and guidance to access this training had also been shared.</p> <p>The Office Manager had shared a link with Governors to access National College, which was a source of great CPD for Governors. Training could be accessed across the year in line with school priorities.</p> <p>Governors requested training ahead of the LGB meetings from January, linked to areas within the PAP.</p> <p>Action: Governors will complete Safeguarding training before the next meeting 04.12.2023.</p>

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14	Policies The Headteacher advised that the following policies had been approved by TCAT Trustees for LGBs to note: <ul style="list-style-type: none"> • Scheme of Delegation • Child Protection • Health and Safety These policies would be updated with school information and shared with staff and parents.
15	Reflection Governors were happy that the reports shared provided a detailed update of school.
16	AOB a) Arrangement of Pay Committee Resolved: JH, TT and JG will meet at school on 17.10.2023 at 08:45 for the Pay Committee. b) Arrangement of HTPM (Headteacher's Performance Management) Committee Resolved: PM, TT and JH will meet at school on 17.11.2023 at 13:00 for the HTPM
17	Date and time of next meetings <ul style="list-style-type: none"> • Monday 4th of December 2023, 17:00 in School • Monday 29th of January 2024, 17:00 in School • Monday 25th of March 2024, 17:00 in School • Monday 13th of May 2024, 17:00 in School • Monday 8th of July, 17:00 in School
18	Confidential Items Discussion was captured within a Confidential Appendix.

The meeting closed at 18:41

Action Log

Minute Reference	Action to be taken	By Whom	Completion Date
3b	Governors will elect a Vice Chair at the next meeting 04.12.2023, as PAs two-year term as Vice Chair will end 12.12.2023.	Governors	04.12.2023
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