



THE CHALLENGE ACADEMY TRUST



# GREAT SANKEY PRIMARY SCHOOL

Minutes of the meeting of the Local Governing Board meeting held on the 27<sup>th</sup> of March 2023

Time: 17:03 – 18:27

Venue: School

Chair: Phil McEwan

Clerk: Katie Whitmore [katie.whitmore@entrust-ed.co.uk](mailto:katie.whitmore@entrust-ed.co.uk)

## Membership and Attendance

Name	Category	Term Ends	Attendance
Peter Astley (PA)	Co-opted Governor, Vice Chair	15.03.2024	Apologies Accepted
John Barlow (JB)	Co-opted Governor	04.12.2026	Present
Will Chapman (WC)	Co-opted Governor	12.12.2025	Apologies Accepted
Mark Davies (MD)	Parent Governor	23.06.2023	Present
James Gartland (JG)	Parent Governor	21.03.2026	Present
Jane Hardman (JH)	Co-opted Governor	27.09.2025	Present
Leanne Keavey (LK)	Co-opted Governor	10.03.2023	Present
Sarah Leah (SL)	Staff Governor	14.05.2023	Present
Phil McEwan (PM)	<b>Chair</b> , Co-opted Governor	31.08.2023	Present
Toby Tyas (TT)	Co-opted Governor	15.03.2024	Present
Lisa Wilding (LW)	<b>Headteacher</b> , Ex-officio Governor	N/A	Present

## Also in Attendance

Laura Atherton (LA)	Cluster Finance Manager, TCAT
Katie Whitmore (KW)	Entrust Clerk
Tom Gawne (TG)	Deputy Headteacher

## Documents Shared Ahead of the Meeting

Agenda 27.02.2023 Great Sankey Primary LGB
Agenda Item 2 GSP Final Budget Revisions 22-23 16.03.2023
Agenda Item 2 GSP P6 Accounts 2023
Agenda Item 5 FINAL Great Sankey Primary Minutes 06.02.2023
Agenda Item 7 Fire drill log 30.01.2023
Agenda Item 7 Great Sankey PAP
Agenda Item 7 Great Sankey Primary Business Support Scorecard
Agenda Item 7 Great Sankey Primary Scorecard Snapshot
Agenda Item 7 GSP Follow-up TCAT Review 15.02.2023.
Agenda Item 7 iAM Compliant Health & Safety Scorecard
Agenda Item 7 PART ONE Spring Headteacher Report 23
Agenda Item 7 Safeguarding report February 2023 TCAT
Agenda Item 9 DRAFT Nursery Prospectus and Admissions Procedures March 2023
Agenda Item 9 GSP Core Values

Signed.....

Date.....



Agenda Item 9 INFECTION CONTROL POLICY DRAFT MARCH 2023  
 Agenda Item 9 Proposed term dates for 2024-25  
 Agenda Item 9 Invite for summer term events for Governors to attend

**The meeting was quorate, with nine of the eleven Governors present.  
 The meeting opened at 17.03.**

<b>1</b>	<p><b>Welcome / Items for AOB / Items for Confidential Part Two</b></p> <p>The Chair welcomed attendees to the meeting.</p> <p>There were items that would be discussed within AOB:</p> <ul style="list-style-type: none"> <li>a) Polices for Governors to ratify.</li> <li>b) Governors to ratify term dates for 2024-25.</li> <li>c) SLT work on school values.</li> <li>d) Summer term calendar</li> <li>e) TCAT updates</li> <li>f) Strikes</li> </ul> <p>There were confidential items that would be discussed within a Confidential Appendix.</p>
<b>2</b>	<p><b>Revised Budget (LA)</b></p> <p>The Cluster Finance Manager referred to the Revised Budget that had been shared in advance of the meeting, and noted the following highlights:</p> <ul style="list-style-type: none"> <li>• There had been amends to the budget that had been shared in February, which had resulted in the surplus of £85,000 decreasing to £68,000.</li> <li>• The main changes to the budget had been to teaching staff and support staff pay uplifts. The pay uplifts awarded had been more than what had been originally budgeted. School was in a fortunate position that the budget could sustain the pay uplifts awarded.</li> <li>• An additional supplementary grant of £19,000 had been included in the budget.</li> <li>• There had been changes to allocations of recovery premium and school led tutoring, which had resulted in tutor sessions being increased by two afternoons so that sessions now ran over five mornings and two afternoons across Key Stage 2. TCAT had recommended that GSP fund and implement 'Tutor Right' for Year 6 pupils in preparation for SATs (Standard Assessment Tests).</li> <li>• TCAT had asked school to keep track of pay deductions for teachers striking, so a new budget line would be included within the next budget revision.</li> </ul> <p>The Headteacher advised that a visionary plan for building maintenance would be created to avoid reactive maintenance which had been costly over recent months, that spend within H&amp;S (Health and Safety) was for full PPE (Personal Protective Equipment) for both Maintenance Officers, and that the catering budget had now been incorporated into the main school budget. The Headteacher was looking at ways to enhance the school environment funded from school reserves and clarified that money from reserves could not be spent on employing additional staff.</p>

Signed.....

Date.....

	<p><b>Governors asked if catering was making a profit, and how this money would be used.</b> The Cluster Finance Manager advised that the catering service was making a profit through sales and FSM (Free School Meals) funds, which would be kept aside to reinvest back into catering.</p> <p><b>Governors noted that the reserves were high, and questioned if there was guidance around the level of reserves a school should have.</b> The Cluster Finance manager advised that as a guide in-year reserves should be around 3% - 5%.</p> <p><i>17:21: LA left the meeting at this point</i></p>
3	<p><b>Attendance / Apologies for Absence</b></p> <p><b>Resolved:</b> Apologies for absence were accepted from PA and WC.</p>
4	<p><b>Local Governing Board Matters</b></p> <p><b>a) Membership</b> LK's term as Co-opted Governor had ended 10.03.2023. LK had shared her intention to continue for a further term on the Governing Board. Governors suggested LK be appointed as a Community Governor to support the Board in line with the Scheme of Delegation.</p> <p><b>Resolved:</b> LK was appointed as Community Governor for a four-year term commencing 11.03.2023.</p> <p>SL's term as Staff Governor was due to end 14.05.2023. SL offered to continue for a further four-year term but was mindful that there may be other members of staff who would like to stand for election. Governors noted that there could be more than one Staff Governor in line with the Scheme of Delegation.</p> <p><b>Action:</b> The Chair will begin the Staff Governor election process with nominations to be received ahead of the next LGB meeting 14.05.2023.</p> <p>MD's term as Parent Governor was due to end 23.06.2023, and PM's term as Co-opted Governor was due to end 31.08.2023.</p> <p><b>Action:</b> The Parent Governor election process and PM's term of office would be considered at the next LGB 14.05.2023.</p> <p><b>b) Reminder of confidentiality</b> Governors were reminded that items discussed within the meeting would remain confidential. Further, items discussed within a Confidential Appendix would not be made public.</p> <p><b>c) Reminder of code of conduct</b> Governors were reminded of the Code of Conduct.</p>

	<p><b>d) Declaration of pecuniary interests in relation to the agenda</b> There were no declarations of interest in relation to items on the agenda.</p>																																						
5	<p><b>Adoption of the LGB Minutes of the 6<sup>th</sup> of February 2023.</b></p> <p><b>a) To confirm accuracy of the minutes</b> <b>Resolved:</b> The minutes of the meeting 06.02.2023 were agreed as a true and accurate record and would be duly signed and made available on request.</p> <p>There was further discussion captured within a Confidential Appendix.</p> <p><b>b) To advise any matters arising</b> <b>Action:</b> Governors will provide a pen portrait to the Headteacher.</p> <p><b>c) To review any actions (below):</b></p> <table border="1"> <thead> <tr> <th>Minute Ref.</th> <th>Action to be taken</th> <th>By Whom</th> <th>Completion Date</th> </tr> </thead> <tbody> <tr> <td>3a</td> <td>The Chair will confirm intention to continue term with LK.</td> <td>PM</td> <td>COMPLETE</td> </tr> <tr> <td>3d</td> <td>JB will update register of business interests on Governor Hub.</td> <td>JB</td> <td>COMPLETE</td> </tr> <tr> <td>4</td> <td>Hays safeguarding online to be completed by all Governors. <i>Update 27.03.2023: Those Governors who had not completed the training will email Louise Bolan for the link to complete.</i></td> <td>Governors</td> <td>ASAP</td> </tr> <tr> <td>4</td> <td>Feedback on Trust process for electing a Community Governor.</td> <td>PM</td> <td>COMPLETE</td> </tr> <tr> <td>4</td> <td>Skills Audit results review in September, add to September's agenda.</td> <td>KW</td> <td>09.2023</td> </tr> <tr> <td>4</td> <td>Arrange training around early help and SEND ahead of next LGB 27.03.2023.</td> <td>LW</td> <td>COMPLETE</td> </tr> <tr> <td>4</td> <td>Arrange training around teaching and learning for EAL ahead of Summer LGB 15.05.2023. <i>Update 27.03.2023: Teaching staff that would present EAL would not be available on 15.05.2023 due to residential visit. This would be rescheduled to 10.07.2023.</i></td> <td>LW</td> <td>10.07.2023</td> </tr> <tr> <td>4</td> <td>Provide update on the Trust's approach to a review of governance. <i>Update 27.03.2023: This was raised at TCAT Trust Board meeting 23.03.2023 and was taken as an action by the CEO. PM will feedback.</i></td> <td>PM</td> <td>Ongoing</td> </tr> </tbody> </table>			Minute Ref.	Action to be taken	By Whom	Completion Date	3a	The Chair will confirm intention to continue term with LK.	PM	COMPLETE	3d	JB will update register of business interests on Governor Hub.	JB	COMPLETE	4	Hays safeguarding online to be completed by all Governors. <i>Update 27.03.2023: Those Governors who had not completed the training will email Louise Bolan for the link to complete.</i>	Governors	ASAP	4	Feedback on Trust process for electing a Community Governor.	PM	COMPLETE	4	Skills Audit results review in September, add to September's agenda.	KW	09.2023	4	Arrange training around early help and SEND ahead of next LGB 27.03.2023.	LW	COMPLETE	4	Arrange training around teaching and learning for EAL ahead of Summer LGB 15.05.2023. <i>Update 27.03.2023: Teaching staff that would present EAL would not be available on 15.05.2023 due to residential visit. This would be rescheduled to 10.07.2023.</i>	LW	10.07.2023	4	Provide update on the Trust's approach to a review of governance. <i>Update 27.03.2023: This was raised at TCAT Trust Board meeting 23.03.2023 and was taken as an action by the CEO. PM will feedback.</i>	PM	Ongoing
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6	<p><b>Governor Reports</b></p>																																						

	<p><b>a) Chair’s / Vice Chair’s Actions</b> There had been no Chair’s of Vice Chair’s actions.</p> <p><b>b) Link Governor Reports</b> There had been no Link Governor visits this term.</p>
<p><b>7</b></p>	<p><b>Headteacher’s Report</b></p> <p>The Headteacher asked Governors for feedback on the new format of the report, which now included Scorecard and PAP (Priority Action Plan), H&amp;S, Buildings and Premises, Safeguarding and Welfare, Staffing and HR (Human Resources), and Behaviour and Attitudes within the one document, rather than splitting into separate agenda items. Governors fed back that the new format was easy to navigate, and they were happy to continue with this format.</p> <p>The Headteacher’s referred to the report that had been shared in advance of the meeting and noted the following highlights:</p> <ul style="list-style-type: none"> <li>• The reading curriculum was strong however SLT (Senior Leadership Team) were always looking at ways to improve. Further to the decision to move to class-wide reading rather than reading groups, CPD (Continued Professional Development) had been delivered to teachers resulting in them now being confident in delivering class-wide reading which would mean SLT can work with teachers to develop more bespoke reading curriculums.</li> <li>• The recent TCAT Safeguarding audit had been very positive and showed school’s strengths. A date for the upcoming Section 175 audit by the LA (Local Authority) had not yet been confirmed.</li> <li>• A H&amp;S and fire safety audit by TCAT and Adele Partridge (H&amp;S Consultant) would take place on 14.06.2023. TT will come along as H&amp;S Link Governor. The H&amp;S report showed a solid RAG (Red, Amber, Green) rating of ‘Green’ which showed the impact of the new Maintenance Officer.</li> <li>• A staff survey was in process, and initial results were very positive in all areas, particularly in relation to the strength of relationships and culture in school.</li> <li>• The Scorecard referred to PAN (Pupil Admission Numbers), with school having no spaces after accepting one child into the space in Year 1 and another child into the space in Year 3. These children had integrated well and there was a positive relationship with the parents. Some years were over PAN.</li> <li>• HTPM (Headteacher Performance Management) mid-year review will take place 02.05.2023 alongside a business meeting with TCAT. Governors would need to appoint a Panel. More details would be provided in due course by TCAT.</li> <li>• An updated version of the PAP will be shared over Easter.</li> </ul> <p><b>Governors questioned what the focus of the recent TCAT review had been.</b></p> <p>The Headteacher advised that the visit from the TCAT Director of Education had been partially to follow up points of action from an earlier review, but also to provide input into areas that SLT had identified, which included ways to adapt the curriculum for higher achieving pupils and a review of EYFS (Early Years Foundation Stage) and KS1 (Key Stage One). School had decided to invest in the outdoor area shared by EYFS and KS1 to make it</p>

more progressive, which linked into discussions with TCAT when they had carried out their learning review around enhancing areas with additional resources.

**Governors asked if an area could be created for the older children to play football.**

The Deputy Headteacher advised that football was not permitted on the playground. There was an area on the playground for ball games, and football could be played on the field however the field was not fit for use most of the year due to muddiness from lack of drainage. TCAT Head of Estates Management will be visiting school to review if drainage on the playing field could be resolved, or if it would be better to install a MUGA (Multi-Use Games Arena) where ball games could take place.

**Governors queried how the safeguarding incidents that had been reported had been managed.**

The Headteacher advised that there had been many incidences of parental wellbeing and mental health impacting children. SL advised that early help intervention and maintaining a strong and positive relationship with parents had been helping to manage this. There were some children being referred for an ADHD (Attention Deficit Hyperactivity Disorder) diagnosis, who were exhibiting anxieties in school. School was supporting the parents of these children with strategies on how to manage behaviours at home while pushing the referral.

**Governors questioned how school were supported by the LA around mental health.**

SL advised that a new route to access the LA mental health support team had been set up based in Culcheth and school could call the team for any advice. Karen Hennessy within this team would come into school and work with families that need support.

**Governors asked for more detail on the 'Laughology' staff training that had been set up for later in the year.**

The Headteacher advised that she had planned training for the final twilight session of the year where staff would 'leave feeling happy.' This company had experience delivering training for companies and school for workshops and inset training with a focus building resilience through seeing the positives, humour, and fun in situations. The session would take place on 26.06.2023 between 15:30 and 17:30, with a picnic on the field afterwards. Governors were welcome to attend.

**Governors congratulated** Nia Williams on the completion of her SENDCo (Special Educational Needs and Disabilities Co-ordinator) qualification.

**Action:** The Headteacher will bring the results of the staff survey to the next meeting 14.05.2023.

**Action:** Governors will appoint a HTPM panel.

*17:52: SL left the meeting at this point.*



<b>8</b>	<p><b>Reflection</b></p> <p>Governors concluded that they had achieved the following in the meeting to improve the outcomes for the learners in the school:</p> <ul style="list-style-type: none"> <li>• The Board was compliant with the scheme of delegation following the appointment of a Community Governor.</li> <li>• The CPD that had taken place prior to the meeting around early help had been very useful.</li> <li>• The adoption of the Infection Control Policy might have an impact on attendance.</li> <li>• There had been positive feedback from teachers, and positive feedback from parents further to surveys, and what shone through was the strength and positivity of relationships in the school community.</li> </ul>
<b>9</b>	<p><b>AOB</b></p> <p><b>a) Polices for Governors to ratify.</b> Two policies had been uploaded to Governor Hub in advance of the meeting:</p> <ul style="list-style-type: none"> <li>• Infection Control Policy.</li> <li>• Nursery Admissions Policy.</li> </ul> <p>An Infection Control Policy had been drafted to provide consistency around when and for how long children must remain out of school with various illnesses.</p> <p>A Nursery Admissions Policy had not been required previously, however from September 2023 sessions would potentially be over twenty-five places, which had created the need for an admissions policy. SLT had looked at other local nursery admissions policies to come up with fair and transparent criteria. Parents would not be able to appeal on admission to nurseries.</p> <p><b>Resolved:</b> Governors ratified the Infection Control Policy and the Nursery Admissions Policy, which would be shared with staff and parents.</p> <p><b>b) Governors to ratify term dates for 2024-25.</b> School had a duty to be open for 190 teaching days and 5 inset days. The Headteacher had kept term dates in line with the LA as much as possible but had planned a two-week holiday in October to give parents chance for cheaper holidays and to help attendance.</p> <p><b>Resolved:</b> Governors ratified the term dates for 2024-25, which would be shared with staff and parents.</p> <p><b>c) SLT work on school values.</b> The Headteacher advised that SLT had discussed the creation of a static set of core values during the recent planning day. These would be linked to the Nolan Principles (of Public Life) within the aim to create a ‘GSP Citizen.’ SLT had asked for feedback from staff, pupil voice through the School Council, and from Governors. The initial proposed set of values would be honesty, kindness, responsibility, acceptance, and resilience.</p>



	<p><b>Governors asked what would happen once the core values were agreed,</b> The Deputy Headteacher advised that core values would permeate policies and practices, there would be a consistent use of the language across school by staff and pupils and they would be displayed in classrooms. The Headteacher was looking at companies which could design a system to enable a digital praise postcard system when children were demonstrating the core values.</p> <p><b>Action:</b> Governors will email the Headteacher with any ideas for core values.</p> <p><b>d) Summer term calendar</b> The Headteacher had shared with Governors the dates of Summer term events.</p> <p><b>Action:</b> Governors will email the Headteacher to confirm attendance at events over the Summer term.</p> <p><b>e) TCAT updates</b> The Chair shared that TCAT has been awarded Cyber Essentials accreditation and had also been successful in the decarbonisation bid for ground source heat pumps across five academies, school not being one.</p> <p>The Headteacher advised that TCAT had completed a survey at school over the half term break and will fund the change of internal and external lighting to LED.</p> <p><b>f) Strikes</b> <b>Governors asked if school could consider rotating classes that would remain in school during strike action.</b> The Headteacher advised that this would not happen, due to restrictions by Unions around striking staff members and maintaining the good relationships with staff in school. It was noted that this had been disruptive to parents.</p>
10	<p><b>Date and Time of Future Meetings</b></p> <ul style="list-style-type: none"> <li>Monday 15<sup>th</sup> of May 2023, 5pm, in School</li> <li>Monday 10<sup>th</sup> of July 2023, 5pm in School</li> </ul>
11	<p><b>Confidential Items</b></p> <p>There was discussion within a Confidential Appendix.</p>

The meeting closed at 18:27

**Action Log**

Minute Reference	Action to be taken	By Whom	Completion Date
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Signed.....

Date.....

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<b>7</b>	Governors will appoint a HTPM panel.	PM	ASAP
<b>9c</b>	Governors will email the Headteacher with any ideas for core values.	Governors	ASAP
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