



GREAT SANKEY PRIMARY SCHOOL Spring Term 2024

Minutes of the meeting of the Local Governing Board: Education Focus

Date: Monday 29th January 2024
Time: 5.07pm – 6.46pm
Venue: Great Sankey Primary School

Name	Category	Term Ends	Attendance	Apology
John Barlow (JB)	Co-opted Governor	04.12.2026	Present from 5.25pm	
Will Chapman (WC)	Co-opted Governor	12.12.2025	Absent	Received
Laura Fletcher (LF)	Co-opted Governor	29.01.2028	Present	
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)	Vice-Chair, Co-opted Governor	10.03.2027	Present	
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				
Tom Gawne (TG)	Deputy Headteacher	N/A	Present – left the meeting at 6.00pm	
Debbie Walsh (DW)	Entrust Clerk	N/A	Present	

Documents Circulated Prior to the Meeting
Great Sankey Primary LGB Agenda 29.01.24 Agenda item 7 Headteacher Executive Summary Report Part 1 Spring Term Agenda item 11 Updated TCAT Policies Agenda item 14 Draft Link Governor Roles Agreed Governor Objectives for 2023 Governor Visit Dates for Spring Term 2024 Great Sankey Primary LGB minutes – 04.12.23 final

Notes
The meeting was quorate with more than half of Governors in post present. The meeting opened at 5.07pm. Documents for the meeting were held on GovernorHub, Governors confirmed that they had reviewed them prior to the meeting.

Agenda Item



1	<p>Welcome</p> <p>PM welcomed members to the meeting. The meeting opened at 5.07pm.</p> <p>The meeting was quorate.</p>																						
2	<p>Absence and apologies</p> <p>Resolved: Apologies were received and accepted from WC.</p>																						
3	<p>Local Governing Board (LGB) Matters</p> <p>a) Membership</p> <ul style="list-style-type: none"> • TT advised he wishes to continue his role as Governor. • LF has been appointed as co-opted Governor. Governors ratified the appointment. <p>b) Confidentiality</p> <p>The Chair reminded Governors that their discussions should remain confidential until such time as the minutes of the meeting are approved and published.</p> <p>c) Declaration of Interest in respect of items on the agenda</p> <p>DW declared she was related to a member of staff at the school.</p> <p>d) Code of Conduct</p> <p>PM reminded all present of the Code of Conduct.</p>																						
4	<p>Items for any other business (AOB)</p> <p>There were confidential items that would be discussed in part two of the meeting and recorded in the Confidential Appendix.</p> <p>AOB – TCAT Parliament presentation.</p>																						
5	<p>Minutes of the previous meeting – 4th December 2023</p> <p>a) To approve the minutes – Governors agreed that the minutes were a true record of the meeting.</p> <p>b) Matters arising not on this agenda – no matters arising.</p> <p>c) To review actions from the previous meeting</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Ref</th> <th style="text-align: center;">Action</th> <th style="text-align: center;">By Whom?</th> <th style="text-align: center;">Deadline</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3</td> <td>All Governors to update their register of business interests within GovernorHub as soon as possible.</td> <td style="text-align: center;">All Governors</td> <td style="text-align: center;">Complete</td> </tr> <tr> <td style="text-align: center;">6b)</td> <td>Governors will action the confirmation within GovernorHub relating to the Code of Conduct as soon as possible.</td> <td style="text-align: center;">All Governors</td> <td style="text-align: center;">Complete</td> </tr> <tr> <td style="text-align: center;">9b)</td> <td>Chair to email Governors regarding the Finance Link Governor position.</td> <td style="text-align: center;">PM</td> <td style="text-align: center;">Complete – PM will perform the role of Finance Link Governor</td> </tr> <tr> <td style="text-align: center;">9b)</td> <td>LW to chase Louise for the outcome of the skills audit.</td> <td style="text-align: center;">LW</td> <td style="text-align: center;">LF to complete skills audit. LW to liaise with LF to review outstanding skills audits</td> </tr> </tbody> </table>			Ref	Action	By Whom?	Deadline	3	All Governors to update their register of business interests within GovernorHub as soon as possible.	All Governors	Complete	6b)	Governors will action the confirmation within GovernorHub relating to the Code of Conduct as soon as possible.	All Governors	Complete	9b)	Chair to email Governors regarding the Finance Link Governor position.	PM	Complete – PM will perform the role of Finance Link Governor	9b)	LW to chase Louise for the outcome of the skills audit.	LW	LF to complete skills audit. LW to liaise with LF to review outstanding skills audits
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	12	Chair to upload his report following his Safeguarding visit to the school.	PM	Completed
	16	Governors to email LW to arrange Link Governor visits to the school.	All Governors	Key dates available on GovernorHub. Governors to arrange visits ASAP
	18	TG to update Governors about writing in January. This would take place at 4.30pm with the meeting following at 5.00pm	TG	Complete
6	<p>Reports</p> <p>a) Chair's and Vice Chair's actions There were no official Chair and Vice Chair actions.</p> <p>b) Link Governor reports JH had carried out a Special Educational Needs and Disabilities visit. Action – JH to upload report to GovernorHub.</p>			
7	<p>Headteacher's report A copy of the report had been shared prior to the meeting. The following was noted:</p> <p>Admissions The school is in a healthy position. There had been one successful appeal for a Year 5 place. The school had received a number of requests from the Warrington Special Educational Needs Team to take pupils with Educational Healthcare Plans (EHCP). The requests had been sent directly to the Special Educational Needs Coordinator (SENDco) and not the Headteacher which was unusual practice. The school had to respond in writing to each request and there is a significant amount of work formulating each response. It is a legal requirement to respond. Schools throughout the borough had also received requests and the issue will be raised at the next Warrington Heads meeting.</p> <p>Attendance Attendance is above the national figure. Illness is an issue at present. Parents are also taking children out of school in term time for holidays. Governors agreed term time absence is hard to manage. In some cases, families are taking children overseas for specific events. The school meets with families who need support to improve attendance and continues to receive support and guidance from the LA Attendance Team.</p> <p>Special Educational Needs and Disabilities (SEND) Monitoring had recently taken place. Precision teaching and Toe by Toe training is taking place for Teaching Assistants (TAs). Details of SEND practices since the last report were detailed in the Head's Report.</p> <p>Pupil Premium (PP) A link to the strategy was provided within the report. Details of PP practices since the last report were detailed in the Head's Report.</p> <p>School Evaluation Form (SEF)</p>			



	<p>A link to the SEF was provided within the report; this was updated by senior leaders at the end of autumn term. Personal development is a focus area. Significant work is taking place, providing many opportunities for pupils.</p> <p>Finance and Business Finance and Business to be discussed at the next meeting.</p> <p>Assurance Reviews Assurance reviews will take place on 6th February 2023. The reviews will focus on General Data Protection Regulations (GDPR), Governance and the school website.</p> <p>Health and Safety A new Premises Manager is in post. They have made a good start and received required training. A compliance assurance review from TCAT is scheduled for mid-February. Details of Health and Safety practices since the last report were detailed in the Head's Report.</p> <p>Continuing Professional Development An overview was shared in the report.</p> <p>Parental Engagement Parental Engagement continues to be strong.</p> <p>Staff Wellbeing LW reported staff are supported in relation to workload. Tools are in place to help with the curriculum. TCAT had hosted a wellbeing event, attended by teachers.</p>
8	<p>Safeguarding Updates Included in Headteacher's report. Part 2.</p>
9	<p>Teaching & Learning</p> <ul style="list-style-type: none"> a) Ofsted changes since autumn 2023 LW advised inspections were on hold until 22nd January 2024 due to the recent death of a Headteacher. Changes in inspections relate to staff wellbeing and confidentiality. b) Curriculum update – included in Headteacher's Report. Key curriculum areas outlined including the extensive work done around French since the inspection in 2021. The impact of this focus was clearly evident in recent monitoring. c) Assessment update LW reported Autumn term assessments results. NFER tests were used. Year 6 had taken previous SATS papers. Governors will receive an executive summary of headlines at the next meeting.
10	<p>Scorecard & PAP Update LW reported a meeting with V Briggs from TCAT is to take place on Monday 5th February relating to the Education Scorecard. This will be an opportunity to discuss standards and progress towards end of year targets as well as to touch upon other areas such as behaviour, personal development and attendance. The Priority Action Plan (PAP) had been updated from autumn term. Governors to use link within Headteacher's Report to access.</p>
11	<p>Policies The following policies had been ratified at Trust level and will be made available on the school website.</p> <ul style="list-style-type: none"> · TCAT CCTV policy · TCAT Complaints policy · TCAT Looked After Children policy



12	<p>Governor Training A seminar is to be held at TCAT. The focus is Effective Leadership of Governing Bodies. PM to share details.</p>
13	<p>Reflection What have we achieved in this meeting that will improve outcomes for the learners in this school? The Governors benefited from the writing presentation held before the meeting.</p>
14	<p>Any Other Business It was agreed to invite the Year 6 TCAT Parliament to the next meeting. They will be asked to speak to Governors about the mental health and wellbeing of pupils.</p>
15	<p>Future meeting dates The full LGB Meeting dates were confirmed as follows:</p> <ul style="list-style-type: none"> • 25th March 2024 at 5.00pm in school • 13th June 2024 at 5.00pm in school • 8th July 2024 at 5.00pm in school

Action Log

Ref	Action	By Whom?	Deadline
5	LW to chase Louise for the outcome of the skills audit.	LW	LF to complete skills audit. LW to liaise with LF to review outstanding skills audits
5	Governors to email LW to arrange Link Governor visits to the school.	All Governors	Key dates available on GovernorHub. Governors to arrange visits ASAP
6	JH to upload SEND visit report to GovernorHub	JH	ASAP
12	Details of Effective Leadership of Governing Bodies seminar to be held at TCAT to be shared.	PM	ASAP