



THE CHALLENGE ACADEMY TRUST



MEADOWSIDE COMMUNITY PRIMARY SCHOOL & NURSERY

MINUTES (PART ONE):

Local Governing Board Meeting (Business Focus) held on Tuesday 12th December 2023

Time: 16:00 – 18:00

Venue: School

Chair: Phil Calrow

Clerk: Katie Platts katie.platts@entrust-ed.co.uk

Local Governing Board Membership

Name	Category	Term Ends	Attendance
Phil Calrow (PC)	Chair, Co-opted Governor	12.10.2024	Present
Claire Curtis (CC)	Headteacher (HT)	N/A	Present
Nicola Whyte (NW)	Co-opted Governor	06.04.2026	Present
Kerry Woods (KWo)	Staff Governor	12.10.2024	Present
Vacancy x2	Co-opted Governor		
Vacancy	Parent Governor		

In Attendance

Name	Role
Alan Manuel (AM)	Assistant Head
Katie Platts (Clerk)	Entrust Clerk
Sarah Messenger (SM)	Finance Link

Documents Shared Ahead of the Meeting

AGENDA Meadowside Primary LGB 12.12.2023
Item 4. Meadowside FGB Minutes 191023
Item 6. HT Report Part One Autumn 2023 MEA
Item 7. Meadowside P2 2023-24
Item 7. Meadowside P12 with year-end adjustments
Item 8. Meadowside Pupil Premium Strategy Statement 23-24
Item 10. Priority Action Plan 2023-25 Meadowside
Item 11. Admissions Consultation 2025-26
Item 11. TCAT Admissions Policy 2025-26 Final for Consultation
Item 12. TCAT Schools Pay Policy 2023 - Meadowside

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

The meeting opened at 16:06pm

Signed.....

Date.....

Agenda Items	
1	<p>Welcome and Apologies</p> <p>The Chair welcomed Governors to the meeting.</p> <p>Apologies had been received in advance of the meeting from Sarah Dixon and Jenny Gill. No apologies for absence had been received from Adrian Burrows.</p> <p>Resolved: Governors accepted apologies from Sarah Dixon and Jenny Gill.</p>
2	<p>Declarations of Interest in Relation to Items on the Agenda</p> <p>Resolved: Governors had no conflicts of interest in relation to items on the agenda.</p>
3	<p>Governing Board Matters</p> <p>a) Membership There were no terms of office due to expire.</p> <p>There are currently three vacancies on the Board for two Co-opted Governors and one Parent Governor.</p> <p>b) Skills Audit The Skills Audit had been uploaded to Governor (GHub) and shared with governors with a request to complete and upload to a designated Skills Audit folder on GHub prior to this meeting.</p> <p>Action Agreed: Outstanding skills audits to be followed up.</p> <p>c) Code of Conduct Governors were reminded to abide by the Code of Conduct.</p> <p>Resolved: All Governors had read and signed the Code of Conduct document.</p> <p>d) Register of Business Interests</p> <p>Resolved: Governors confirmed that their register of business interests were up to date on GHub with no new interests to declare.</p>
4	<p>Minutes of the Local Governing Board (LGB) meeting held on 19th October 2023</p> <p>Resolved: Governors accepted the minutes of the meeting 19.10.2023 as a true and accurate record. These would be uploaded to the school website and made available publicly on request.</p>
5	<p>Matters Arising/Action Log</p> <p>Resolved: The Action Log was reviewed and updated – see updated Action Log.</p>

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Date.....

6 Headteachers Report

Governors were asked if they were happy with the report format and structure which they confirmed that they were. The HT highlighted that the report includes detail from last half term along with this half term for comparison with an explanation of changes.

Developing consistent language, approaches and routines had continued to be key in the second half of the autumn term.

Parents evening had been held at the start of November which was well attended.

Early Years Foundation Scheme (EYFS) open events had been held and the school welcomed some new families and familiar faces. An advertising campaign supported by The Challenge Academy Trust (TCAT) had helped to reach a wider audience and the school had followed this up with additional visits facilitated by the EYFS team.

Various activities and trips had taken place, and some are due to take place. At the end of term, Key Stage One (KS1) will be taking part in a nativity or Christmas sing along in class, and Key Stage Two (KS2) had been invited to watch a pantomime performed by the local college, and they will have the opportunity to perform in either a Christmas concert or a Christmas sing-along in class.

There had been lots of in-year admission requests, particularly in Year 4 which the HT provided an overview of. The Trust are supporting the school with this.

From January, the Sunflower nursery provision will be full at twenty-six children per session with a small waiting list. There will be approximately ten spaces across morning and afternoon sessions for two-year olds, but it is envisaged that this will be full by the summer term. It is planned to move one staff member in January to Year 3 due to staffing capacity within the nursery.

An update on attendance was provided where some weeks numbers had been low due to winter illnesses. There had been small numbers of children with social workers with lower attendance. The school tries to identify any absence trends. As class numbers are small, the absence of one or two children can affect numbers. The school continues to do all that it can to improve attendance.

The school reported Persistent Absence (PA) to be at 14% but the Department for Education (DfE) is reporting PA to be at 22.3%.

Action Agreed: NW to clarify the schools PA rate.

A Safeguarding update had been included in the report. Numbers remain the same. There are six new volunteers running the Breakfast Snack which was positive news. They had completed their safeguarding and food safety training, and they will complete the Education Connect Safeguarding training in line with TCAT safeguarding requirements.

There had been a further three fixed term exclusions linked to behaviour. Other incidents had been investigated with no concerns to raise.

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Year 1 and Phonics data is a priority with a focus on what is done between now and the end of the year to improve the position with 46% predicted to achieve Good Level of Development (GLD).

First Aid at Work and Paediatric First Aid training had taken place with several staff now trained. Accident Investigation training had also taken place and improved accident reporting is evident. The school had started to track accidents reported each half term for children and staff which will be shared at future LGB Business meetings.

Performance Management (PM) of staff had taken place.

There had been a significant focus on behaviour and Social, Emotional and Mental Health (SEMH) needs in response to some additional challenges. The staff's shared approach is starting to show an impact and external training from the SEMH Hub had been scheduled.

The meeting paused at 16:25pm due to online technical difficulties.

The meeting resumed at 16:27pm.

A parent survey had been carried out with seventy-six responses received with 97% of children being happy and 99% of children feeling safe.

Twelve parents are completing 'preparing to work in schools' as part of a weekly course on site. Parents from this group had completed their Food Hygiene certificate and are volunteering to prepare toast for classes each morning.

Reference was made to the Schools Improvement Priorities which are outlined in the HT's report.

A staff survey had been completed at the start of term and key benefits offered through TCAT had been shared which include mental health support, staff discounts, and rewards. The school continues to consider ways to offer support to staff, sharing good practice and learning from other TCAT schools. TCAT held a wellbeing event on 6th December, however as training had already been booked for this date, staff were welcomed to attend afterwards and/or receive the information shared.

Questions were welcomed on the HT's report.

Governor Challenge: What food hygiene level had the parent volunteers completed? *This was Level 1.*

Governor Challenge: The additional behaviour challenges were queried. *KS2 had presented the biggest challenges from a small number of children for example, walking out of class without permission and refusing instruction, which impacts on the culture of the classroom. Most children are well behaved. The HT liaises with the Trust. The behavioural approach implemented will work but this will take time and hard work before the school starts to see the rewards. Staff are working hard and are on board. The school had considered additional staffing in KS2. Children in EYFS are being taught to self-regulate and the behaviour curriculum across the whole school is being looked at. This is about investing in relationships. Parents are also on board.*

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7	<p>Finance</p> <p>SM provided an update on the End of Year 2022/23 accounts which had now been audited and will be going to Trust Board. The school had been pleased with the outturn with a surplus of £49,907k. The reserves to carry forward (c/f) for 2023/24 are £191,788k which is a healthy position to be in. The school is looking to utilise some of this towards the outdoor work along with funding from the Local Authority (LA).</p> <p>SM presented the monthly management accounts for period two and referred to the following key highlights.</p> <ul style="list-style-type: none"> • The school currently has a healthy in-year surplus of £30,889k. • The Education and Skills Funding Agency (ESFA) income is as would be expected at this point at 16.72%. The Recovery Premium is overspent therefore this budget will be increased in January. The National Tutoring Programme is not being utilised this year so this will be taken out of the accounts. • Teachers Pay Additional Grant (TPAG) is included. • Pupil Premium (PP) funding is slightly lower as the school is being funded for one less Looked After Child (LAC). • The High Needs budget will need to be increased. The school received £6k funding for one child who left in June, therefore £4.5k will be clawed back at some point during the year. • The budget for Universal Free School Meals (UFSMs) will need to be reduced. This is currently based on last year's figure and this year there are slightly less children. • Reference was made to Lettings. The school will start charging for ? and is currently negotiating a cost. <p>Governor Challenge: What is the £9.5k for? This was for ?</p> <ul style="list-style-type: none"> • Nursery places had provided nearly 85% of the budget which is far exceeding what was expected. Wrap-around income was also bringing in more than budgeted due to a combination of things. • The insurance income from the flood c/f from last year will be utilised for a programme to replace furniture. • It is hoped that catering will look better this year. Last year, UFSM's income was based on the number of children that had meals with an approximate £8.5k deficit. This year, all UFSM's income is being included in catering. • Income is at an overall 18.08% which is what would be expected. • Staffing expenditure includes increases in backpay. Support staff pay increase will be backdated to April which had been included along with teacher staff pay increase. This will all go through December pay and period four accounts will show that this had gone through. • The staffing budget is covering long term sickness and agency fees for a member staff who had been recruited. The school is covering gaps as much as possible internally and is only using supply staff where essential. • There had been a small alteration with governor clerking through Entrust which will be part of a Service Level Agreement (SLA). • Support services SLA is slightly above budget due to a cost received through Cheshire pensions. • The Curriculum budget is looking okay. Learning resources are slightly over budget.
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	<p>Period two is showing a positive healthy budget which is a good place to be.</p> <p>Questions were welcomed with no further questions raised.</p> <p><i>SM left the meeting at 16:49pm.</i></p>
<p>8</p>	<p>Pupil Premium Statement</p> <p>AM presented the PP Statement and referred to the following key highlights.</p> <p>Attendance of PP children last year was 93.3%. There was no difference in attendance between PP and non-PP with a national average of 95%. AM commented that this did not however truly reflect the work on PP that had taken place within school.</p> <p>PA of PP children last year was 14.63% and non-PP was 7.80% with a national average of 17.2%.</p> <p>In terms of the curriculum, in Reading, Writing and Maths, KS2 PP children performed slightly lower than non-PP. Children going into interventions are mostly PP children which shows that they have good access to interventions and are making positive steps.</p> <p>In terms of the breadth and experience from the school’s curriculum, the school had launched an exciting comprehensive curriculum for the foundation subjects. This allows all children to access a wide range of subjects which links well with cognitive science. Visitors had complimented the curriculum launched last September.</p> <p>The school is working with children and families with SEMH needs. Lots of good work is taking place including staff Continued Professional Development (CDP) and the Mental Health Team within school and Mental Health Support Team outside of school are working with children. Provisions are having a day-to-day positive impact on vulnerable children.</p> <p>The Welfare Team offer regular soft landings in the family room with some of the vulnerable children. Seven families (sixteen children) had accessed Early Help (EH). Weekly coffee mornings with parents are popular.</p> <p>EYFS GLD numbers show a gap between PP and non-PP which needs to be kept an eye on. There is no gaps in KS1 Reading, Maths PP are outperforming non-PP, and there is a difference for Writing at KS1.</p> <p>In KS2, there is a 6% gap in Reading, a small gap in Writing, -4% difference in Maths and -12% difference in Combined. There are elements of data to keep an eye on but overall, this is a good starting point to go into the January assessments.</p> <p>Questions were welcomed on last year’s data. Reference was made to data not being big in numbers.</p> <p>The key challenge is EYFS and PP children achieving GLD. The gap is getting smaller, but this will take some time. The school needs to ensure it is getting EYFS right including language and the impact of nursery which had improved. Attendance is improving with certain children wanting to come into school in comparison to last year. Helping children to recognise the importance of being in school in the longer term is something to focus on this</p>

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	<p>year which supports the rationale for free breakfast clubs. Behaviour and culture had already been discussed. The school is concentrating on interventions.</p> <p>PP funding is used to help fund school trips and making sure children get exactly what they need. There are a few trips taking place this term, including a trip to the pantomime tomorrow. The school tries to subsidise the cost of transport which is expensive.</p> <p>PP funding is also used towards staff CPD as well on staffing and additional Teaching Assistants (TAs) to deliver interventions and provide external support.</p> <p>Governor Challenge: Is PP funding used to support Little Wandle? <i>It is. The school also uses Alexia, Number Stats and Mighty Writers.</i></p> <p>In summary, PP funding is not being utilised any differently, but the school is excited about what it is being used for which is also linked to the Ofsted action around attendance and literacy skills.</p> <p>Resolved: AM was thanked for his update.</p>
<p>9</p>	<p>Premises, Health and Safety</p> <p>KWo informed the LGB that she had looked at the school’s five-year plan to spot check a few areas and evidence that they had been done.</p> <p>KWo had looked at the school’s health and safety audit and some items need to be prioritised and completed.</p> <p>Teaching staff had undertaken risk assessment training which will give them more confidence. Reference had previously been made to staff completing First Aid and Paediatric First Aid training.</p> <p>Capital items were highlighted, including classroom and ? trips, wires and electrical sockets, main kitchen refurbishment and ? roof to be replaced. Forest school is to be made more secure and a nicer area.</p> <p>A company to carry out the schools ground maintenance will be reviewed from April.</p> <p>Accident and investigating training –</p> <p>An emergency evacuation drill had still not happened – checklist?</p> <p>The school had obtained an asbestos certificate which was completed over the summer.</p> <p>Resolved: KWo was thanked for the Premises, Health and Safety update.</p>
<p>10</p>	<p>Scorecard and Priority Action Plan (Business)</p> <p>Action Agreed: Scorecard and Priority Action Plan will be populated, and an update will be provided at the next meeting.</p>

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11	<p>Admissions 2025/26</p> <p>Governors were advised that a Trust Admissions 2025/26 consultation is currently taking place and is available on TCATs website.</p> <p>Reference was made to nursery which for children aged two years or more, is more streamlined and this is for all TCAT schools. If children attend the school’s nursery, they will be guaranteed a school place. The consultation is not final at this stage.</p> <p>If governors would like to make any comments, the HT advised referring to the consultation.</p>
12	<p>Policies</p> <p>The school had received an updated Pay Policy from TCAT which had been personalised for Meadowside.</p> <p>Resolved: Governors approved the Pay Policy.</p>
13	<p>Any Other Business</p> <p>None.</p>
14	<p>Date and time of next meetings</p> <ul style="list-style-type: none"> • Thursday 8th of February 2024, 16:00 in School • Thursday 14th of March 2024, 16:00 in School • Thursday 16th of May 2024, 16:00 in School • Thursday 18th of June 2024, 16:00 in School
15	<p>Confidential Items</p> <p>KWo and AM left the meeting at 17:12pm.</p> <p>Confidential Item discussions are captured within Part Two Confidential minutes.</p>

The meeting closed at 17:11pm.

Action Log

Minute Reference	Action to be taken	By Whom	Completion Date
4b	The Headteacher will consult with TCAT with a view to recruiting a Co-opted Governor from SLT (Senior Leadership Team) at a school within the Trust to replace GH. <i>The HT had been in contact with Hadley to seek a Co-opted Governor but no one had yet come forward. The HT will continue to pursue.</i>	CC	Ongoing
4b	The Clerk will share TCAT LGB Terms of Reference, relating to Board membership, with the Chair and Headteacher	KW	Completed

Signed.....

Date.....

4c	Governors will arrange a Pay Committee.	Governors	Completed
6b	The Headteacher will bring the PP statement to the next meeting 12.12.2023.	CC	On agenda - Completed
9	Governors to confirm attendance at INSET 03.01.2024. <i>HT to send a reminder out.</i>	Governors	Outstanding
11	The Clerk will share the NGA Model Skills Audit with Governors.	KW	Completed
11	Governors will complete the Skills Audit before the next meeting 12.12.2023, which will be reviewed to identify the skill set of the LGB and training needs.	Governors	Not all complete - Outstanding
12	Governors to confirm attendance at Parent's Evening 06.11.2023.	Governors	Completed
13	The Clerk will update KWo with training courses and applicable charges from Entrust. <i>Costs had been made available.</i>	KW	Completed
13	The Headteacher will confirm Governor access to National College. <i>Access to the National College is available via the HT.</i>	CC	Completed
13	Governors will confirm attendance at SEN training with DC.	Governors	Outstanding
3b	Outstanding Skills Audits to be followed up.	Chair	31.12.2023
6	NW to clarify the schools PA rate.	NW	31.12.2023
10	Scorecard and Priority Action Plan will be populated, and an update will be provided at the next meeting.	HT	08.02.2023

Signed.....

Date.....