

ACADEMY COMMITTEE MEETING



Date: Monday 17th July 2023
 Time: 16.30
 Venue: Woodford Primary School

Clerk: T Bhakar
 Present: M Hurleston, E Drake, L Woolley, J Richards, S Stevenson

Action	Initials
Set targets for individual areas that are most important in Preschool Pupil Outcomes	LW/ED
Share Safeguarding Record of Visit to all Governors via RoVs folder on Teams.	TB
Add variance columns to year to date and year end in the Management Accounts	ED/ST

Agenda – Part 1				
Category	Item	Notes	Action	
1	Governance Arrangements	Apologies	D Russell sent his apologies and the Committee accepted his apologies.	
		Membership: Introduction and Recruitment Update	R Coyle attended her first meeting as Governor.	
		AOB items	There was no further discussion for AOB items.	
		Register of interests	Governors confirmed the Register of Interests was accurate. Governors were reminded to inform the Clerk of any changes.	
		Code of Conduct	Governors agreed to adhere to the Code of Conduct and Acceptable Use for IT Policy.	
		Part 1 Minutes from ACM3	Minutes were accepted and no amendments were suggested.	
		Scheme of Delegation	This document has recently been updated. It adheres to the guidance set out by the Confederation of Schools. The latest version will be shared at ACM1.	
		Trust Board Update	The Trust Board update from their March 2023 meeting was received by governors. Governors did not have any further questions.	
	Link Governor Roles and Responsibilities	ED shared a new document which details how the School will group curriculum subjects among the staff. As there is currently limited staff due to the size of the		

		s	<p>school, staff will have multiple subjects but will focus on fewer year groups initially.</p> <p>ED asked Governors their preferences for subject links.</p> <p>RC agreed to be responsible for humanities. JR – Safeguarding and PSHE MH – English DR – STEM</p> <p>In the Spring term, the School will commence recruitment for a Parent Governor.</p> <p>LW open to suggestions for any suitable candidates who are interested in being co-opted to the Academy Committee.</p>	
2	School Performance & Accountability	Review School Development plan priorities	<p>ED talked through the School Development Plan which is RAG rated. This means that each objective is rated red, amber or green dependent on how well the School have progressed in achieving the objective.</p> <p>At present, the format is different because it includes pre-opening activities pertaining to opening a new school. From September, it will be in the same format as the rest of the primary schools.</p> <p>Working side by side with Primary schools within the Trust helps teachers work together so that the Woodford teachers are not working in isolation with the school being one form entry.</p> <p>Bromcom is the new software being used across school and within the Trust. The School intends to use this to track pupils from preschool to see how progress over the time they are at Woodford.</p> <p>JR Q: How is the implementation of Bromcom progressing?</p> <p>ED A: It is less clunky than our previous software, SIMs. Hopefully next year we can improve on the way we have used it this year and utilise more of its functionality.</p> <p>Bromcom is used across the Trust so on an Administration level, staff can support each other.</p> <p>JR Q: What's the difference between a parent Governor and a Governor who is a parent?</p> <p>LW A: Parent Governors are elected by the parent/carer community.</p>	

		<p>Behaviour and Safeguarding including Attendance Update</p>	<p>2.2 Behaviour and Safeguarding Update</p> <p>All staff have recently had Team Teach training to ensure that Class Teachers provide a unified approach to behaviour management. It is the same approach across all primaries. As soon as new staff join, they will attend the training and this could be at another school.</p> <p>Since this report, there is now a child that has been moved under the care of Team Around the Child (TAC) due to issues around safeguarding.</p> <p>RC Q: Who leads the TAC meeting?</p> <p>LW A: Usually the agency who has brought the concern forward.</p> <p>To help improve absences and punctuality, a Stockport Council Advisor will be assisting the School moving forward.</p> <p>EYFS glossary has been added to Teams prior to the meeting. SS talked the Governors through the meaning of terms used by the Teachers.</p> <p>2.3 PS Pupils outcomes</p> <p>Preschool have 7 areas of development and the children are assessed to see if they meet expectations.</p> <p>Governors were reminded that each pupil holds a high percentage due to the small size of the cohort.</p> <p>The assessments are useful for Class Teachers to handover and pinpoint what needs to be taught following Reception.</p> <p>LW suggested that the School need individual area targets so that the figures are more nuanced.</p> <p>2.4 EYFS Pupil outcomes</p> <p>85% of pupils reached a good level of Development.</p>	
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3	Governor Monitoring	Record of Visits	<p>TB to share Safeguarding Record of Visit with Governors. JR shared his experience at the School where he met Kellie Parnell-Thickbroom and ED.</p> <p>Safeguarding policies come from the Trust and have been cascaded down to the schools.</p> <p>JR very impressed with the quality and depth of knowledge of ED. JR felt the School is very well organised and there are good systems in place for Safeguarding.</p> <p>During the next visit, JR would like to see staff at all different levels to observe how they evidence safeguarding in practice.</p>	
		Policies	There were no policies for approval at this meeting.	
		Finance Update	<p>Governors were provided with monthly management accounts prior to the meeting.</p> <p>One of the main financial challenges is heating a part of the building rather than the whole building at a time of high energy costs. The School has been supported by the Trust with this.</p> <p>ED has regular contact with Trust Finance Director Sarah Taylor to help manage and keep to a budget.</p> <p>JR commented that the accounts are positive despite rising energy and fuel costs and the School is ending in a surplus.</p> <p>JR Q: Can there be a variance column next to the year to date and another variance column next to year end?</p> <p>ED A: I will speak to our Finance Director ST.</p>	
		Health and Safety Update	Health and Safety update received with no further questions.	
		Check website compliance (publication of all required details on Governance and SEND Report	The website is compliant in terms of the publication of statutory documents.	

4	Governor Develop	Review Trust training plan	Governors up to date with training.	
		Clerk to minute any training undertaken by Governors since the last meeting	No new training undertaken to note. Governors reminded that the new date for the Governors' Conference is 29 th November 2023.	
5	Community Engagement	Stakeholder engagement	<p>5.1 21 parents completed the Parent Survey.</p> <p>There were lovely comments for the staff. The results are reported as it is.</p> <p>Overall the School is very happy with the school community responses.</p> <p>JR suggested putting an open comments box when respondents disagree and reminding them that their response is anonymous to encourage more detailed responses.</p> <p>5.2 ED very happy with all responses from the Parent Council especially the recognition of the building.</p> <p>LW explained that establishing different parent groups to focus on different aspects of school life has been a pleasing development this year. PTA have an important fundraising role and bring the community together. Parent Council provide a forum for parent views to be heard on more operational aspects of school life. Parent governors serve on the Academy Committee to represent parent views where they are linked to the delegated functions of local governance.</p>	
	AOB		No other business to be discussed.	
	Meeting Dates:	02.10.2023 04.12.2023 25.03.2024 15.07.2024	Meeting dates have been confirmed.	

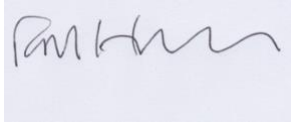
Impact of Meeting / Key Outcomes

Governors received a comprehensive update on EYFS and Preschool KPIs

Governors chose subjects to lead on in School.

Governors received a finance update

Meeting closed at 17.45



Mike Hurleston
Chairman