



## ACADEMY COMMITTEE MEETING

Date: Monday 10<sup>th</sup> March 2025  
 Time: 4.30pm  
 Venue: Woodford Primary School

Clerk: N Burgess  
 Present: S Stevenson, E Drake, R Fernandez, C Wills, M Hurleston, C Coyle, F Fraser, L Woolley and S Whitehead (for part of the meeting)

Action		Initials
1	Governors are asked to inform the Clerk of any changes to their register of business interests	All
2	Staff and pupil wellbeing, and the year ahead, to be the SDP focus for ACM3	ED
2	Governors are invited to attend the Director of Primary termly review meeting	All
3	Governor Link Roles to be reviewed	All
3	Safeguarding training to be delivered at the start of the next meeting	ED
4	To complete the four mandatory training modules before the next meeting	All
4	To send training certificates to the Clerk for retention	All
AOB	Governors are welcomed to visit school, and should contact ED to arrange a visit	All

Agenda – Part 1			
Category	Item	Notes	Action
1	Governance Arrangements	<p>S Whitehead attended to present the Maths curriculum at Woodford Primary School.</p> <p>The school is part of the Maths Hub, which is a DfE funded initiative to help lead improvement.</p> <p>There are 3 phases to the project; develop, embed and sustain. There are working groups which are led by teachers who are experts in Maths education. The focus is on mastery.</p> <p>Visits to the school take place and include learning walks, lesson observations, pupil voice activities and meetings with Maths Lead and Head of School.</p> <p>So far in school Maths manipulative boxes have been implemented. Sentence stems as also being used in every class, and there has been the introduction of fluency bee in KS1.</p> <p>The current focus is preparation of the KS2 curriculum, ready for year 3 in September.</p>	

E enquiries@laurustrust.co.uk  
 T 0161 485 7201

		<p><b>Q – Is this only done in this school?</b> Q – No, it is in all Laurus primary schools, and there are also additional schools involved.</p> <p><b>Q – Did the visits of the Maths leads go well?</b> A – Yes, we received very positive feedback and they very collaborative visits.</p> <p>S Whitehead was thanked by Governors for the presentation and left the meeting.</p>	
	Apologies	Apologies were received and accepted from D Russell.	
	AOB items	There were no other items of business to raise which were not covered in the agenda for this meeting.	
	Declarations of interest in any of the agenda items	There were no declarations made in any of the agenda items.	
	Register of interests	Governors were asked to inform the Clerk of any changes to their register of business interests.	All
	Code of Conduct	New governors CW and FF agreed to adhere to the Code of Conduct.	
	Minutes of previous meeting	<p>Minutes of the meeting held 14<sup>th</sup> October 2024 were approved subject to a minor amendment, to remove reference to Year 4 multiplication tables.</p> <p>Matters arising: Monitoring schedule to be circulated Finance – this is an agenda item for this meeting.</p> <p><b>Q – Why is there an overspend of Broadband? Is there not an SLA?</b> A – When the school first opened, we were tied into contracts, including broadband and energy, which were not economical due to the size of the school. All of our contracts are always under review and we are trying to get the best value for money.</p> <p>Income is received at different times due to wraparound income and vouchers.</p> <p>Minutes were <u>approved</u> subject to the change detailed above.</p>	
	Membership	Newly appointed Parent Governor C Wills and Co-opted Governor F Fraser were welcomed to the Academy	

			Committee and introductions made.	
		Scheme of Delegation	There are material changes to the report to the Scheme of Delegation.	
		Trust Board update	Governors received the Trust Board reports for the October 2024 and December 2024 meetings.  Governors had no further questions.	
2	School Performance and Accountability	Pupil Outcomes	<p>Pupils were assessed in the second half of the autumn term, and this is against end of year expectations.</p> <p>For EYFS there are different areas of learning which build into GLD, Good Level of Development.</p> <p>From year 1 upwards, pupils are assessed in Reading, Writing and Maths, and an additional measure is for greater depth.</p> <p>Pupil Progress Reviews are done after every round of assessment and any necessary changes are made ahead of the next round of assessments.</p> <p>CC informed Governors that she had attended the Director of Primary termly visit.</p> <p><b>Q – Expectations are set high, how are you going to achieve this?</b> A - Currently our KPI for GLD is 96% and we are currently projecting 93% to date. The National average is 80% so we are significantly above.</p> <p>In year 1 there is Phonics screening, in year 4 Multiplication tables check and in year 6 KS2 SATS.</p> <p>It was noted that end of KS1 tests are no longer statutory. The tests will still be done in school but as there is no national data to compare to the results will be benchmarked against the other primary schools in the Trust.</p> <p>ED commented, for context, that when reviewing the data the cohort was 30 pupils, therefore each pupil is 3%.</p> <p><b>Q – Are any of the pupils who are below target SEND, or is there no link?</b> A – Yes they are SEND, we have identified their need and what has been put in place for them. Early intervention is key to allow the pupils to reach their potential.</p>	

			<p><b>Q – In year 2 the writing is projected lower than the KPI, why is this?</b></p> <p>A – This is a high SEND cohort who have LSA support in place. We can only give headline measures as the data must not identify the pupils, and this is difficult with a small cohort.</p>	
		School Development Plan	<p>The SDP is a two-year document which started in 2023. It was reviewed at the end of the year, and updated for 2024/2025 academic year.</p> <p>The four key areas of the plan are:          Ambitious Curriculum          Inclusive Attitudes          Personal Development and Wellbeing (pupils)          Personal Development and Wellbeing (staff)</p> <p>For this meeting the focus will be Inclusive Attitudes. The report has been rag rated and the strategies detailed in the plan are turned into actions.</p> <p><b>Q – One of your strategies is a vulnerable pupils list, what are the provisions for these pupils?</b></p> <p>A – It is a list of pupils, not an action. We ensure that we do all we can to support children with any barriers to their learning or access to their education.</p> <p>Once the pupils are identified we see what needs to be put in place for them, including SENDCo discussion, SEMH support, conversations between the Head of School and Assistant Headteacher, and also review safeguarding. We also discuss sharing of methods at HOPS meetings.</p> <p><b>Q – The SENDCo is in school half a day a week, is this enough?</b></p> <p>A – This is what the school budget currently allows for.</p> <p><b>Q – Who is in place when the SENCo is not here?</b></p> <p>A – Head of School is a trained SENCo.</p> <p>SS commented that as a Class Teacher the responsibility is to look at what is in place for the pupils, and to ensure it happens.</p> <p><b>Q – How does time impact on the actions?</b></p> <p>A – It is a 2-year plan, some strategies are already completed and others are in progress. We will review again at the end of the academic year and bring back to this meeting. If there were any actions which were not</p>	

			<p>fully completed, they would be taken forward into the next SDP. The SDP is a top-level document and there are a number of other action plans which sit behind it.</p> <p><b>Q – One of the strategies is monitoring the lowest 20% to ensure they are catching up, and keeping up with their peers. Is there a separate review?</b>  A – We review the lower 20% as individuals, this could be extra reading daily and phonics intervention, the pupils are not necessarily SEND. It could be that they are a summer birthday, we always look at what the reasons are and what we can implement. Progress can be an indication of SEND but this is not always the case.</p> <p><b>Q – Catching up with peers, could there be a better phraseology?</b>  A – This terminology is currently used in education in the context of catching up and keeping up.</p> <p><b>Q – One of the strategies is to ensure there is a proportionate number of staff first aid trained, is it the aim that this will be all staff?</b>  A – All LSAs are first aid trained.</p> <p>At the next meeting of this committee the focus will be on staff and pupil wellbeing, and also on the year ahead.</p>	ED
		Director of Primary termly report	<p>CC and MH had attended the Director of Primary termly visit. The report covers a record of the visit, what was discussed and the actions agreed.</p> <p>The meeting is also an opportunity to look at all of the school action plans. The monitoring schedule gives an overview of what is reviewed and when. Subject Leaders work with Trust Director Primary and know where to focus the time moving forward.</p> <p>MH invited all Governors to attend the next meeting if they were available as they were very detailed and informative. The next meeting is scheduled for 1<sup>st</sup> May 2025.</p>	All
3	Governor monitoring	Finance update including pupil numbers	<p>Management Accounts for December 2025 were circulated prior to the meeting. ED is working closely with the Trust Finance Director.</p> <p>It is a challenging budget as the costs are on a full building, but as there are currently only 3 year groups</p>	

		<p>the school is funded on 90 pupils. The N.I increase and unfunded pay awards are also a major issue and the school budget is under constant review</p> <p><b>Q – Has there been any increase in wraparound?</b> A – Flexible Friday is working well, and we had new families join in the Autumn term. Some families let the children settle into school initially and then take up the wraparound offer at a later date.</p> <p>ED commented the integrated curriculum and finance planning model was being used, working closed with the Trust Director of Finance.</p> <p><b>Q – What is the site maintenance overspend?</b> A – This was unplanned as it was due to the flood in school.</p> <p><b>Q – What is the GAG?</b> A – It is the budget per pupil.</p> <p>Pupil numbers were reviewed and the importance of being full in all year groups in relation to funding.</p> <p>The PAN is the number of children the school can take. 30 pupils in a class is the limit at KS1. KS2 does have a PAN of 30 and class sizes can be larger in KS2.</p> <p><b>Q – If the PAN is 30, but pupil numbers are higher in KS2, is the GAG capped at 30?</b> A – No, the GAG is per pupil funding.</p> <p>There is a need to make savings where possible, from the costs which are controllable. It was agreed to review the finances again at the next meeting.</p> <p>MH commented that the demand for places at WPS was expected to be high and that this was a good position for the school to be in.</p> <p>Application data for September 2025 was shown to Governors, the school will know exact numbers following offer day in April.</p>	
	Policies	There were no policies for approval at this meeting.	
	Link Governor Record of Visits	<p>SS has scheduled an Art visit</p> <p>MH has a planned STEM visit.</p> <p>RF has a Phonics and English visit scheduled for 27<sup>th</sup> March.</p>	

			<p>CW and FF were informed of the Link Governor roles and invited to share any areas of interest they would be keen to link to.</p> <p>FF will join the Phonics and English visit with RF and CW will join the STEM meeting with MH.</p> <p>Governor link roles will be reviewed at the next meeting of this committee.</p>	All
		Safeguarding and SEND Link Governor updates	<p><u>Safeguarding</u> CC meets regularly with ED and reviews Safeguarding in school with prompts from KCSiE.</p> <p><b>Q – What more can be done in school to ensure safeguarding?</b> A – When present in school, safeguarding is the responsibility of everyone. Safeguarding is a focus of all meetings in school.</p>	
		Behaviour and Safeguarding update, including attendance	<p><u>Behaviour and Safeguarding</u> The Behaviour and Safeguarding update detailed the summary of training and development which has been undertaken.</p> <p>Governors were update on Behaviour and Anti-bullying.</p> <p><b>Q – What is the DSL?</b> A – Designated Safeguarding Lead, there is also a deputy DDSL. It is important that Governors are aware who holds the roles in school.</p> <p>ED delivers safeguarding updates to staff via briefings, some updates come from HOPS and there is also access to Stockport training. There is an additional benefit having schools in other LAs and access to different information, which can be shared via HOPS through collaboration.</p> <p><b>Q – Could there be some school specific Governor training at the start of the next meeting?</b> A – Safeguarding is a high-level culture in our school and this is something we can arrange.</p> <p>Staff are aware of how to report concerns on CPOMS. Concerns build a picture to allow the DSL to be able to make a decision on the next steps.</p> <p>There have been 33 referrals this year, relating to 28 pupils, and there have been no referrals to MASSH. It was reassuring to Governors to know what was in place</p>	ED

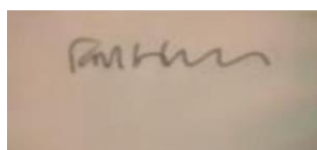
			<p>in school and that staff know how to report a concern.</p> <p>There have been no Operation Encompass referrals to school this year.</p> <p><b>Q – On the summary of specific records there was a racist incident recorded?</b>  A – This is the same incident which has previously been reviewed by Governors, it is kept in the data to be tracked in case of future repeats.</p> <p><b>Q – When the pupils go to high school does the records go with them?</b>  A – Yes CPOMS records go with the children, it allows the new school to have a full picture for the individuals.</p> <p><u>Attendance</u>  Attendance can be an indication of an issue and is vital in safeguarding. School look at why the pupils are absent, and is there a barrier to their attendance.</p> <p>Attendance is tracked and broken down by year groups and identifiable groups.</p> <p>Persistent absence, which means below 90%, is currently 4.5%. This is well below national average but is still a concern. We are working very closely with some families on attendance.</p> <p>We are also working on lateness, this can be in the form of early help as the parents may need some support in an area, we are always very mindful of the context and aim to support as much as possible.</p> <p>Each attendance case is specific and treated individually as we work with the families and the reasons behind the absence.</p>	
		Health and Safety update	Governors reviewed the Health and Safety report and had no further questions.	
4	Governor Development	Review Trust training	Governors were reminded to complete the found mandatory training modules of Cyber Security, Prevent, Safeguarding and GDPR.	All
		Training completed	Governors are asked to send their training certificates to the Clerk for retention.	All
5	Community	Stakeholder Engagement	ED confirmed work is taking place to ensure communication is meaningful and of use to parents and carers.	



			<p>At the beginning of the academic year the parental engagements strategy was written and there is now a need to review what has been done, and what can be done better.</p> <p>We are seeking parent feedback on what is useful, and also to collaborate on anything which is missing, or which is felt could be done differently, so that we can refocus our efforts. ED is meeting with the Parent Council 3 times per year and will review feedback from the meetings.</p> <p><b>Q- Is parental engagement good?</b>  A – Yes, it is a joy and we are very proud, but would not wish to become complacent. We are still wish to find out is what we are going useful and what could we do to improve.</p>	
	AOB		Governors are reminded they are welcome to visit school, to be a critical friend, and to ask questions review impact. Governors should contact the ED to arrange a visit.	All
		Meeting dates:	Monday 7 <sup>th</sup> July 2025 at 4.30pm	

Impact of Meeting / Key Outcomes
CW and FF were welcome to their first meeting of the Academy Committee
Governors received training on Maths curriculum and teaching at Woodford Primary School
Pupil progress was reviewed towards end of year outcomes
Governors reviewed the School Development Plan, with a focus on Inclusive Attitudes
Director of Primary Termly report was reviewed
Governors reviewed the Management Accounts and received a finance update
Behaviour and Safeguarding update, including attendance, was reviewed
Head of School updated Governors on Parental Engagement

Meeting closed at 6.00pm



Mike Hurleston  
Chair of Academy Committee  
07.07.2025