



**Minutes of the Local Governing Body held on  
Wednesday 8 November 2021  
4.00 p.m. via Zoom**

**Present:**

**Governors**

Richard Laing, (RL), Chair of Governors  
Bernadette Wong (BW), Parent Governor  
Hannah Connor-James (HCJ), Headteacher & Governor  
David Sykes (DS), Staff Governor  
Rebecca Berton (RB), Co-opted Governor

<b>1.</b>	<b>Apologies for absence</b>
	There were apologies from Linda Corral and Bernadette Wong. The Clerk was unable to attend the meeting.
<b>2.</b>	<b>Declaration of interest</b>
	There were no changes to declaration interest. <i>David Sykes joined the meeting.</i>
<b>3.</b>	<b>Elections and Re-election of Chair and Vice Chair</b>
	The Chair conducted the elections. He made governors aware that he was willing to stand as Chair for the remainder of the academic year. Governors were keen to re-elected Richard Laing as Chair. Linda Corral was re-elected as Vice Chair by Governors.
<b>5.</b>	<b>To approve the minutes of the meeting of 14 July 2021</b>
	The minutes of the last meeting were deemed to be an accurate account of proceedings and were signed off by the Chair.
<b>6.</b>	<b>Matters arising</b>
	There is an outstanding action point for Bernadette Wong to write up SEND Governor report and this remains outstanding. <b>ACTION: BW TO WRITE UP SEND GOVERNOR VISIT REPORT AND PRESENT TO LGB – CLERK TO CONTACT</b>
<b>7.</b>	<b>To complete register of pecuniary interests</b>
	There were no changes to governors' interests. <b>ACTION: PECUNIARY INTERESTS FORMS TO BE COMPLETED BY GOVERNORS AND SEND TO CLERK</b>
<b>8.</b>	<b>To adopt and sign the Model Code of Conduct for Governing Bodies and Standing Orders</b>
	The Chair proposed that the Model Code of Conduct be adopted by the Governing Body. The Standing Orders were also adopted and signed off by the Chair.
<b>9.</b>	<b>To provide strategic leadership</b>
	<u>To receive Headteacher's Report</u> The Headteacher was pleased to report that numbers on roll continue to increase. Unfortunately, attendance is down but is comparable to other local schools. <b>Questioning/challenge:</b> <b>A governor noted that persistent absence is high</b> <b>The Headteacher confirmed there are a few families with issues around attendance but the situation has recently improved.</b>

Signed

Date 19/01/2022

The Headteacher added that the school suffered in the first 3 weeks of term with Covid-19 cases, but has now settled down with the majority of absence being children rather than staff. Although absence levels are still high, many test results are coming back negative for Covid-19 but it is inevitable that there will be more cases. Additional measures are now in place in line with LA advice and this is not currently impacting on the running of the school.

There are 2 pending press releases: Ofsted Inspection and Science Quality Mark. The Headteacher will chase the Ofsted report. The Chair suggested that the Headteacher could contact Gary Weston (ex Chair) who had experience of publishing of press releases. She also suggested that he could be contacted about publicity of Cromwell Academy. Open evenings for Reception children have taken place but there was a small take up.

Discussion followed on advertising the school better and the placing of banners/signage.

**ACTION: HEADTEACHER TO CONTACT GARY WESTON REGARDING PUBLICITY/PRESS RELEASES AND SIGNAGE**

School Development Plan

This had been shared with governors prior to the meeting. Included in the plan was an update on the focus of greater depth. English is noted as a major focus. Another focus is on wider opportunities for the children.

Questioning/challenge:

**A governor asked how the Arts Apprenticeship Programme is progressing**

**The Headteacher said that staffing capacity due to demand of lunchtime supervision is currently the issue but the next steps will be for Artwork to take place outside first which will be easier to facilitate**

**A governor referred to the reference in the plan on difficulties with provision for high needs pupils**

**The Headteacher confirmed that planning with REB and local Authority has taken place with consideration of special unit to support these children. Several other provisions have been visited by the Headteacher.**

The section on Academic Progress has been reformatted with agreed data targets shown.

Questioning/challenge:

**A governor asked how these targets are agreed?**

**The Headteacher confirmed that targets have been carefully calculated based on children who attended the school last year and not the children that have moved from the school.**

The Headteacher confirmed that assessment week is due to be carried out in November and analysis should be available for the next LGB meeting.

Comparison of attendance between the end of the summer and autumn term saw absence was slightly lower in autumn but the Headteacher was hopeful that this will balance out. Data was also given on pupils who are not attending school full time which has an impact on absence.

Safeguarding: not an increase in concerns but severity is higher with 3 children on a child protection plan.

The Headteacher was pleased to confirm that staff were up to date with their training. The Headteacher had completed her Domestic Abuse training together with the DSL training, which had also been completed by L Blyth.

**Questioning/challenge:**

**A governor noted that a recording of racial incidents would be recorded has been omitted from the document**

**The Headteacher was pleased to report there had been none.**

The Headteacher added that some children with high needs are not always in line with school's behaviour policy and training is planned for whole school staff to raise these children's needs.

**Questioning/challenge:**

**A governor asked if the school's behaviour policy needs to be reviewed to take account of the children with high needs**

**The Headteacher thought the policy was fit for purpose but a clause around the interests of the child and individual needs could be added**

**ACTION: HEADTEACHER TO REVIEW BEHAVIOUR POLICY AND UPDATE AS NECESSARY**

The Headteacher confirmed that recruitment has taken place and, if a SEND unit is developed at the school, it would be prudent to manage the funding sensibly and avoid over recruiting. The Trust is also looking at a TA pool to help meet the school's needs.

Premises update: The Trust is providing some support in this area but a vacancy for a Caretaker has not been filled. Recruitment for this post is ongoing.

The school field is still water-logged and discussions with the Trust are ongoing.

Admissions for next September are under way.

**Questioning/challenge:**

**A governor noted that a breakdown of pupil numbers in each year group is missing**

**The Headteacher confirmed number on roll:**

**Reception has Reception=27, Y1=30, Y2=21, Y3=30, Y4=26, Y5=28, Y6=30**

**Safeguarding update:**

REB carried out a safeguarding audit and an SCR audit was checked. Some good systems are in place and working well. She noted that not all governor safeguarding is up to date. This can be completed by Smartlog. The Headteacher to consider how KCSIE can be signed off electronically.

**ACTION: CLERK TO SEND REMINDER OF OUTSTANDING SAFEGUARDING AND KCSIE TRAINING**

**To confirm focus for governor visits:**

The Chair thought Curriculum could be looked at the next visit. In the interim, the Headteacher thought Curriculum leads could be invited to update governors. Pupil Premium visit is also planned which REB will carry out.

**Early Years Governor Report**

REB had carried out these visits on 22/7/2021 and 02/11/2021. She met with the new EYFS leader and looked at provision and priorities. REB felt provision was good with a sound understanding of pedagogy. Children engaged and the atmosphere was positive and purposeful. Currently, there is not the level of expertise in early years across the Trust and this should be addressed longer term.

<b>10.</b>	<b>To approve safeguarding and protection policy</b>
	Governors had received the policy prior to the meeting and approved the policy.
	<b>AOB</b>
	<p>Drive for recruitment for further governors was discussed. The Chair confirmed that his article in the school's newsletter did not attract any interest. The Chair thought this will be an issue going forward. The Chair thought a secondment from HBK governing board could be an option. There may be some Trustees that may want to become involved. The Chair confirmed that we are not in line with the Scheme of Delegation and we should look to rectify this. REB thought a poster may have more of an impact which could be part of the school Council project.</p>

Date of next meeting: Wednesday 15 December, 4pm

Meeting closed at 5.15 pm

