



## Minutes of Cromwell Academy Local Governing Committee

held on Wednesday 19 January 2022

8.30 a.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 Bierton (REB), Co-opted Governor

**Clerk:**

Debbie Warner

<b>1.</b>	<b>Apologies for absence</b>
	There were no apologies.
<b>2.</b>	<b>Declaration of interest</b>
	There were none.
<b>3.</b>	<b>To approve the minutes of the meeting held 8 November 2021</b>
	The minutes were confirmed as a true and accurate record of proceedings and were signed off by the Chair.
<b>4.</b>	<b>Matters arising (not covered elsewhere on the agenda)</b>
	Pecuniary interest forms need to be completed and returned to the clerk. The clerk informed relevant governors whose forms were still outstanding.  Smartlog training is still outstanding for some governors and the Chair reminded the LGB of the importance of completing this. All governors are up to date with their KCSIE training.  Governor visits: The Chair recommended the relevant curriculum lead be invited to update governors. The Chair was keen to receive a verbal update on writing.  <b>ACTION: HEADTEACHER TO INVITE CURRICULUM LEAD FOR WRITING TO NEXT MEETING</b>  REB carried out a Pupil Premium visit to Cromwell Academy yesterday with Carla Parker, Pupil Premium Lead. Key points from the visit: staff aware of what they need to do and to transfer to the new guidance from the Department for Education. Leadership in this area is good but capacity may be a concern and some ideas are required on how to disperse the workload.
<b>5.</b>	<b>To ensure accountability of the SLT for the Educational Performance of the School</b>
	<b>5.1 To receive Headteacher's Report</b> Governors confirmed they have read the report. HC-J highlighted key points contained in the report.  Pupil numbers: currently at 194 with another 3 in-year admissions; the Headteacher thought numbers were going in the right direction.  Covid: Although the school was fortunate to have low numbers last month, there is now, unfortunately, a spike. There are 2 classes of concern: Year 5 with almost 50 per cent of the class affected and Year 3 is also affected by high numbers. LFTs are helping to identify positive cases and these 2 year groups are being kept as separate as possible but this is challenging. A growing number of staff are also off.  Data: REB and HC-J are meeting to scrutinise current data and plan for what it confirms.

Signed

Date

Richard Laing  
27/04/2022

All pupil progress meetings have been completed and conversations have taken place with staff. Outcomes are a concern in Years 1 and 5. HC-J thought that Reception, Year 1 and Year 2 have been most impacted but there is more time to support these year groups. Year 5 are more of most concern due to a lot of mobility in that year group; they had temporary staff in the summer term and some difficult scenarios. Assessments, however, are conservative with preference to waiting to see more evidence before confirming some of the pupils are performing at greater depth. Lots of interventions have been put in place with an expectation of a hike in performance by the summer term.

**Questioning/Challenge:**

- Was this data reported to parents at the end of term?
- This has not been reported to parents at this stage but will be shared at parent consultations. There will also be an opportunity to do this in the spring term.
- With nearly 50% of Year 5 absent due to Covid, is there anything in place to catch up afterwards?
- Most of the pupils are joining lessons remotely, even though they are not obliged to do so. In addition, home learning is available to them as well as extra tuition which will help them catch up. Bounce Back and tutoring programme will be reassigned to support where there are gaps. D Sykes to move to Year 5 for extra boosting lessons.

Safeguarding: this had been documented into categories. Governors thought the format was helpful.

Also contained in the report was details of PSHCE work. There has been a focus on internet safety. A discussion followed about a parents' evening on internet safety but the Headteacher has done this in the past and was not well attended.

Also reported is how the school manages in areas such as neglect; how does this affect the school operationally?

The school is also being well supported by external professionals but a lot of time is spent monitoring and logging concerns and attending meetings in order to provide family support. The Headteacher was pleased that the school is considered a safe place for some of its pupils.

Extremism and radicalisation: The Headteacher detailed a verbal incident which was dealt with seriously by the school, with parental involvement who are now working with the school. Education has followed on what is and is not appropriate.

L Blyth (Deputy Headteacher) is putting together an action plan following the SEND audit.

A governor was delighted to note that performance and creative arts are still happening. The Headteacher was pleased to be able to report that the school is able to accommodate performances and assemblies albeit in an adapted model.

The Chair noted the need for a safeguarding report at the meetings and would need a governor to take over this area of responsibility now Linda Corrall resigned from the committee. Following a discussion, REB was appointed as Safeguarding Link Governor with the approval of all governors present. The Chair thanked REB for taking on the role.

The Headteacher confirmed that a SCR check is due and REB will liaise with HR on this.

The Chair noted that it had been some time since BW had carried out a Pupil Premium visit at the school and it was decided that a further check should be done by a governor visit. C Parker has updated that plan and is therefore an appropriate time for a governor visit.

**ACTION: CONTACT ACES HR TEAM REGARDING INSPECTION OF SCR DOCUMENT - REB**

**ACTION: PUPIL PREMIUM GOVERNOR VISIT TO BE ARRANGED IN THE SUMMER TERM - RL**

**Questioning/Challenge:**

- A governor referred to a previous meeting where the Headteacher had reported that the school had been without a caretaker resulting in the Headteacher and other senior staff having to do caretaking duties.
- The Headteacher confirmed that, unfortunately, this was still the case, however, she does have a meeting with the Trust Finance Director to determine a permanent and/or a more acceptable solution.

<b>6.</b>	<b>Behaviour Policy</b>
	The Headteacher informed governors of the updates to the policy, verbally. Governors agreed updates to the policy. However, due to IT issues, the Headteacher was unable to share the document and it was agreed that the policy should be circulated immediately after the meeting and, unless any comments were received within one week, the policy was considered approved.
<b>7.</b>	<b>AOB</b>
	<p>The Chair was pleased to report some interest from potential new governors. The Chair has spoken to 2 ex-governors who would be able to bring a wealth of experience to the committee. He had also received interest from a parent who would be able to fill the current parent governor vacancy. He added that Trustees of ACES can appoint governors to the board, which could include members of staff within ACES. The Chair added that he was less keen to appointed Trust staff to the committee, if it could be avoided but acknowledged that this could be a solution should there be a deficit of governors. He said that he is hopeful as he had received a significant amount of interest.</p> <p><b>ACTION: MEET WITH EX GOVERNORS WITH A VIEW TO APPOINT TO THE LGB – CHAIR/HEADTEACHER</b>  <b>ACTION: INFORMATION PACK TO BE SENT TO POTENTIAL NEW GOVERNORS - CHAIR</b></p> <p>The clerk reminded governors that BW's term of office finishes at the end of February. The Chair took this opportunity to thank BW for all the considerable work she had done as a governor over the last 4 years.</p> <p>The Headteacher reported that there is an internal vacancy for an additional Deputy Head as a job share to meet the needs of the school.</p>
<b>8.</b>	<b>Date of next meeting</b>
	Wednesday 30 March 2022

