



**Minutes of Cromwell Primary Academy Local Governing Committee  
held on Wednesday 19<sup>th</sup> April 2023 5pm**

**Present Governors:** Hannah Connor-James HCJ  
Rebecca Berton CoG  
Roger Worgan RW  
Angela Moore AM  
David Sykes DS

**Attendees:** Jacqui Harris JH

**Clerk:** Whitney Whitham

1.	<b>Welcome and apologies for absence</b>
	<p>The Clerk confirmed the meeting was quorate.</p> <p>The CoG welcomed the committee and introduced SENDCo qualified Teacher, JH, who has been working with Cromwell for a few months. JH described being blown away by the school and the team and this grew her interest in supporting the school in any aspect, but particularly with SEND.</p> <p>CoG raised she has advertised the recruitment of LGC members to parents because it would be positive for the school to have another parent governor on board. Unfortunately, YAA was unable to attend today.</p> <p><b>Action – CoG to make contact to discuss her availability.</b></p>
2.	<b>Declaration of interest &amp; LGC Vote</b>
	<p>The CoG asked JH to vacate the room to call a vote - there were no objections voting in JH.</p> <p>On JH return, the Clerk confirmed the declaration of interest had been received.</p> <p>The CoG asked the LGC to raise any new declarations – there were none.</p> <p><b>Action – Clerk to send YAA declaration of interest ahead of next meeting.</b></p>
3.	<b>Approval of minutes 7<sup>th</sup> December 2022</b>
	<p>There were two minor amendments to the minutes of meeting of 13 December 2022, raised by the HCJ. The minutes were otherwise deemed to be an accurate account of proceedings and signed off by the CoG.</p> <p><b>Action – Clerk to make amendments to minutes of 7<sup>th</sup> December 2022.</b></p>
4.	<b>To approve the RSE Policy March 2023</b>
	<p>HCJ confirmed there were no changes however we have ensured its compliancy with statutory curriculum guidance.</p> <p>CoG asked the LGC for any feedback or comments on the updated policy – there was none. CoG confirmed there was nothing of concern and is happy to approve. CoG asked if the policy is on the school website – HCJ confirmed the updated version will be uploaded shortly.</p>
5.	<b>Matters arising (not elsewhere on the agenda)</b>

Signed:

Date:



	<p>HCJ raised the new approach to visits. Roger found it useful speaking to Simon Eardley during formal safeguarding audit in general terms regarding what Ofsted are looking for. AM felt as though it was expected she had a lot of previous knowledge/experience of the school processes, and found Simon's meeting useful in understanding her role as a governor and as a result, feels more confident in the role.</p> <p>HCJ noted she would prefer having opportunity to action feedback without feeling there was no room for improvement before Ofsted.</p> <p>CoG explained she is considering setting up induction program for new governors, AM and RW. CoG felt that due to the time the new governors started, their induction could have been more thorough. RW has previous experience so feels he is reasonably ok with expectations and where to find information if required. AM felt as though she did not receive a brilliant induction. AM requested clearer instruction of the school's expectations of her as a governor and more direction. AM felt as though it came across as her background was not very useful and raised whether this effects the recruitment of parents.</p> <p>CoG responded to AM this is not the case at all, and a fresh pair of eyes is extremely important. HCJ added that as a parent governor with different experiences, you will ask questions that we have not necessarily thought of, and it's extremely important we hear from you as the parent voice. JH added that not being from an education background brings a different strength to the group.</p> <p>The CoG expressed to have reflected on this having only just recently started themselves, and confirmed we will work on how we can support you and putting something in place for governors moving forward.</p>
6.	To ensure accountability for the Educational Performance of the School
	<p><b>1. To receive Headteacher's report March 2023</b></p> <p>HCJ summarised report highlights as:</p> <ul style="list-style-type: none"> <li>• Student number on role has increased to 210 which is maximum number however, we have gone over in a few year groups, with the odd space in classes here and there. We are verging on oversubscribed, with smallest cohort historically, now at 30.</li> <li>• Persistent absence is on downward decline. Attendance audit with Simon Eardley, Director of Primary Education completed and will be shared.</li> <li>• Strike action has been a big feature on news however, we have not been hugely impacted. No impact on learning as we covered internally. Parents will be contacted should anything change.</li> </ul> <p>AM queried if it is normal not to inform the parents until on the day of strike. HCJ confirmed unfortunately, this is the case. It is a difficult situation we are facing however, we are confident to remain open. Unions are trying to cause maximum disruption and are encouraging staff not to phone in at all.</p> <p><b>Wellbeing</b></p> <p>HCJ confirmed Staff Pulse score remains high as of December, the results were very positive across the board. Pupil wellbeing is a big part of the agenda, and we have pastoral support in school who are remarkably busy. Our request for a family worker has been approved for September. A lot of the difficulties we face come from outside of school.</p> <p>CoG asked what is wellbeing week? HCJ explained it can include food treats, warm-up Wednesday, extended breaks, cover at lunch times, no staff meetings that week. I am also hoping to arrange a future lay in day, or leave early day as part of this week, however, no date is set as yet.</p> <p><b>Progress</b></p>

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HCJ stated the latest spring data is in line with previous data and is looking consistent from term to term. We are working on a prediction basis for end of year with the support we have put in place already. We will see the full impact of this at end of summer term.

**AM asked whether there have been any changes to parent review meetings.** HCJ responded we have continued being realistic with parents as we would not like any unpleasant surprises. DS explained this is why we consult parents at the time the report comes out. We do not want to give any shocks to parents and want to encourage their support, particularly regarding marginalised children.

**CoG queried the phonics target increase and KS2 data.** HCJ explained we have had some mobility with students which has impacted this target. DS added that writing is suffering as a result from the pandemic - being the hardest thing to teach remotely. This is having the biggest impact on the combined data.

#### Attendance

Attendance report was provided by Director of Primary Education, Simon Eardley. CoG acknowledged it as an improving picture.

HCJ confirmed attendance protocols were praised. An area highlighted by the report was whether we are acting promptly enough in autumn term to address students with low attendance. Simon felt we needed to issue notifications to parents earlier on, and we are going to take this on board. We are receiving a lot of backlash from parents who do not always understand these are government directives and that if left unaddressed, it would open us to heavy criticism.

**CoG asked if HCJ is fining parents.** HCJ confirmed this to be correct and expressed it is causing lots of grief, especially to new parents. We feel it is now impacting parent partnerships/relationship with school.

**SM asked if all schools issue fines.** JH & CoG confirmed this to be correct and explained it can depend on the local authority. CoG added that schools do not have a choice, and the money goes to the LA, not to the school.

**JH suggested the school directs parents to the gov.uk website to see the statutes on attendance. AM seconded this, adding the school could send a communication out with more information as to where the requirements come from. RW added that this would require delicate phrasing to avoid fracturing relationships.** HCJ expressed concern around the pressure of evidencing the fine process.

#### Pupil premium

HCJ highlighted the reds and added that Simon's suggestion was that we need start including additional evidence to support the numerical evidence.

**RW acknowledged that Carla Parker did well with the audit. Simon raised that we should include an element of how pupil premium effects SEND and other areas during audits.**

#### Behaviour

**CoG noted there have been 10 exclusions for two children, and asked if there is anything we should be aware of.** HCJ stated there were no further exclusions since reassessing provision.

CoG confirmed they have an audit scheduled for this term.

HCJ confirmed prejudicial incidents have been reported via gov reporting tool.

#### Staffing

CoG requested an update on TA vacancies. HCJ explained we were unable to appoint permanent vacancies but did have interest from internal staff moving to other vacancies. We are two TA's short and have utilised the ACES TA Bank regularly. It has been an excellent support.

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Date:



CoG noted staffing is a national issue at this time. HCJ confirmed this is the first occasion we have struggled, and as such we have modified the advert to allow for part time applicants.

#### Premises

CoG asked whether HCJ has had any indication from trust regarding additional support. HCJ confirmed not at this time. We are utilising a supply agency. Several building maintenance issues have been raised. Some additional budget has become available from elsewhere for next year, so I am looking into building maintenance and leading in VR opportunities in school, particularly with the positive impact this can have on disadvantaged pupils.

#### Admissions

CoG acknowledged the data is looking very pleasing regarding number of first choices. The increase we can see over the years shows how the reputation of the school is getting out into the community. CoG congratulated the team on its efforts.

### 2. To receive SDP (September 2022) (HCJ)

HCJ explained SDP was reviewed in February 2023. It is a two-year plan and most things have been rated amber.

CoG asked what amber rating means. HCJ explained it means we have started the process but not yet embedded fully. Red highlights are not due for completion until end of summer term. Now that we have the Deputy Headteacher back, we have opportunity to gain speed with these.

CoG queried the red around 'preschools raising profile' and added this is time crucial. Will that take place this summer term to improve transition? HCJ responded this is in process and would now be considered amber. We've looked at opportunities for preschools to visit the school and have visited them. It will be green by end of academic year.

CoG queried red rating around 'writing across curriculum', reminding HCJ they had previously stated sufficient opportunities around English and other curriculum would be offered. HCJ explained we have not been able to monitor this as book scrutiny is taking place end of this term.

CoG noted that 'subject leaders support' is rated green which is very pleasing to see. HCJ added the strength of the team we have developed has enabled us to provide strong support for other staff and we have managed to sustain this through the transition of staff.

### 3. Safeguarding update (AM/HCJ) Safeguarding Audit Report February 2023

CoG noted report is looking consistent in terms of concern logs which shows that events are being monitored. CoG asked if we have the same number of families at early help level. HCJ confirmed this to be correct.

CoG raised there is more neglect there, but this is a very wide category. HCJ explained it is often a repeat of the same individual case.

CoG raised there was no Job Description in place for safeguarding leads and queried how this being followed up. HCJ confirmed the Trust will be creating these for DSLs. CoG raised whether a supervisor for DSLs has been implemented. HCJ explained Simon Eardley confirmed the Trust is looking into provision.

HCJ confirmed half-termly SCR check was completed with AM.

### 4. To receive report on governor visits: EYFS (CoG)

Signed:

Date:



	<p>CoG discussed meeting new EYFS teacher, explaining it was pleasing to see the changes implemented and hear their future plan. There is a high level of SEND need which has an impact on the class overall. The meeting was incredibly positive, and I would like to revisit in future.</p> <p><b>Action – HCJ to forward attendance audit to LGC.</b></p>
7.	<b>Outstanding Governor Safeguarding Training (SmartLog)</b>
	<p>The CoG issued a reminder to RW regarding outstanding online safeguarding training. The Clerk urged RW to email if a password reset is required.</p>
8.	<b>Introduction to the Governor Hub</b>
	<p>Registration links sent by Clerk directly from site to Governor email addresses 09/02/2023.</p> <p>CoG confirmed it will be used for all future communication, and there is also a variety of training available. <b>We need to look at whether any training is required.</b></p> <p><b>Action – Clerk to send JH a link to Governor Hub.</b></p>
9.	<b>AOB</b>
	<p>Final meeting confirmed 3<sup>rd</sup> July 08.30 – Director of Finance &amp; Operations will be in attendance.</p> <p>RW pupil premium meeting is approaching.</p>
10.	<b>Date of next meetings</b>
	<ol style="list-style-type: none"><li>1. <b>Wednesday 17<sup>th</sup> May 2023 4.00pm</b></li><li>2. <b>Monday 3<sup>rd</sup> July 2023 8.20am</b></li></ol>

Signed:  
Date: