



**Minutes of Cromwell Primary Academy Local Governing Committee  
held on Thursday 28<sup>th</sup> September 2023 2pm**

**Present Governors:** Hannah Connor-James HT  
Rebecca Berton CoG  
David Sykes DS  
Jacqui Harris JH

**Attendees:**

**Clerk:** Whitney Whitham

**Apologies:**

<b>1.</b>	<b>Welcome and apologies for absence</b>
	All governors in attendance and the Clerk confirmed the meeting was quorate.
<b>2.</b>	<b>Declaration of interest</b>
	The Clerk confirmed declarations of interest were received from the HT and DS. There were no new declarations.  <b>ACTION: CoG and JH to complete declarations via governor hub.</b>
<b>3.</b>	<b>Approval of minutes 17<sup>th</sup> July 23</b>
	The minutes were deemed to be an accurate account of proceedings and signed off by the CoG and the committee.
<b>4.</b>	<b>Matters arising (not elsewhere on the agenda)</b>
	The committee and Clerk agreed all future documents would be housed in Governor Hub as opposed to SharePoint.
<b>5.</b>	<b>To ensure accountability for the Educational Performance of the School</b>
	<p><b>Safeguarding audit</b> The HT confirmed that following Cromwell Primary Academy’s safeguarding audit last term, all tasks for completion are now rated ‘green’.</p> <p><b>Safeguarding and Behaviour Policy approval</b> The LGC confirmed they are happy to approve the updated Safeguarding and Behaviour policies.</p> <p><b>SDP Priorities 2023-24</b></p> <p>1. Writing</p> <p>The HT shared that writing is a big focus for the Trust as all schools are in a similar position. We will have 5 Trust-wide sessions to support this area and I have been asked to lead on some peer review sessions to pull together an ideal package for writing. Writing is an improving picture at Cromwell, particularly in KS1, which is very encouraging. The impact of our interventions in Year 2 is evident but unfortunately, we are not seeing the same improvement in KS2. We are moving forward in stamina in writing quantity, so we are now focusing on oracy and accuracy in writing.</p>



DS added that the school has worked very hard on handwriting and the improvement is noticeable. The progress is very clear for the students who did attend the online classrooms and completed the work set during the pandemic.

## 2. Preschool

The HT shared that Cromwell Primary Academy is now leading the way to setting up a preschool within the Trust. This forms part of my performance management and the SDP.

## 3. Results

The HT asked if the committee has any questions regarding the reported results. **The CoG responded the school has achieved very positive, strong data, and added it must be particularly proud of the Year 4 multiplication tables results.**

### Headteacher Report to Governors

## 1. Safeguarding

### 1.1 Concerns

**The CoG queried that no concerns had been logged yet.** The HT confirmed there is no data for concerns yet this term.

The HT shared that the school is looking at implementing a Designated Safeguarding Person within Kids Club to support with concerns as they arise.

### 1.2 Anti bullying - perceptions of bullying and safety

The HT explained that following a parent and pupil survey before summer term, it was highlighted that children are using the term bullying improperly. We have a piece of work to do here as a school to ensure both children and parents have a better understanding of the term bullying vs. unkind behaviour. This subject now forms part of our SDP and will be focussed on during anti-bullying week. **The CoG suggested the school look at an Anti-Bullying Alliance accreditation.**

The HT raised the survey also received some student feedback on areas of the site which they feel are unsafe, including as gaps under the school fence where someone may be able to slip in or out. The survey results were shared with the Director of Primary Education, Simon Eardley, who suggested we should complete more regular student and parent surveys. **JH advised that children sometimes find it difficult to articulate their concerns and often more visual methods such as colour coding areas of the site on a map can be very productive in understanding what may be troubling them. JH agreed to plan a visit to the school to support with this.**

## 2. Attendance



The HT shared there has been a clear improvement in reception this year and believes this can be attributed to the preparation we have put in place with the parents before their children started.

**JH queried whether the unauthorised absence could be attributed to SEND.** The HT confirmed that there is no pattern with this category of absence however the trend can at times be related to pupil premium.

### 3. Pupil premium

The HT shared that during the school's audit, Simon Eardley gave the impression that PP should be more prevalent in governor meetings. Therefore, the Deputy Headteacher, Carla Parker, and I have decided it would be excellent if an occasional summary could be provided at governor meetings. We are promoting the softer side of PP; we have the data and analysis but may be lacking the opportunities to evaluate what we are providing in terms of additional opportunities. Substantial work has been completed within the school to raise the profile of PP funding. This includes a coffee meet to raise the networking of parents. We are also increasing work on pupil voice and aspirations to create individual opportunities in school.

### 4. Behaviour

The HT confirmed there is a revised school policy and work has been completed to reprogram Arbor with the new behaviour process for continuity across the Trust. We have tightened up on the recording completed at class teacher level by issuing a logbook with clear guidance. This will provide more data on low level concerns for analysis.

### 5. Virtual Immersive Classroom

The HT shared that plans are underway, and this provision also forms part of their ongoing performance management. The Director of Finance and Operations, David McMillan, has confirmed it will be fully funded however, there are some concerns on the long-term commitment of the provision. David will attend the next meeting to firm up terms and conditions. The site team are aware of the potential plan.

### 6. Trust

The HT shared that after a meeting yesterday, the general feeling amongst Headteachers is more collaborative regarding growth plans, following our request for clarity on Trust strategy. We expect to receive more information by January 2024.

### 7. Admissions

The HT asked if the committee had any questions regarding admissions. **The CoG noted how encouraging it is to see that the school is nearly entirely full and confirmed the data is very favourable.**

### 8. Staff morale

The HT confirmed that whilst there are no concerns, we are very excited to appoint for our Family Welfare Advisor post which will support pupils and staff workload. Supervision is currently being organized by the Trust to provide access to external support for high profile, emotionally distressing cases/events.



	There were no other questions from the committee.
<b>6.</b>	<b>Governor Hub</b>
	The Clerk shared a reminder for Governors to comment on noticeboard to confirm their attendance.
<b>7.</b>	<b>Governor recruitment</b>
	The CoG shared they had been in contact with a parent who is interested in joining the governing committee. However, it would still be useful to share some information in the next school newsletter and advised the HT to share this with the Friends of Hinchbrooke Park.
<b>8.</b>	<b>Finance report update</b>
	The HT informed the committee that the finance report had not been received and will be chased. <b>ACTION: HT to chase.</b>
<b>9.</b>	<b>AOB</b>
	<b>ACTION: CoG to share governor visit form with JH.</b>
<b>10.</b>	<b>Date of next meetings</b>
	Dates of future meetings: <ul style="list-style-type: none"><li>• 28th November 2023 4pm</li><li>• 26th February 2024 4pm</li><li>• 14th May 2024 4pm</li><li>• 15th July 2024 4pm</li></ul>