



**Minutes of Cromwell Primary Academy Local Governing Committee
held on Thursday 26th September 2024 at 4.00 pm**

Present Governors: Rebecca Bierton (RB)
Hannah Connor-James (HCJ) Headteacher
Jacqui Harris (JH)
Christopher Smith (CS)
Reiko Umerhara

Clerk: Tracey Ling

Apologies: Vicky Rix (VR)

(Q/A denotes questions and answers.)

Welcome and apologies for absence	
	Governors were welcomed by the Chair and the meeting commenced at 4.00pm. The meeting was quorate. The meeting was hosted at Cromwell Academy Apologies from Vicky Rix The Chair welcomed and introduced Reiko Umerhara as a potential new member. Each Member of the board introduced themselves for the benefit of new members and our visiting parent.
1. Opening Business	
	All declarations of interest had been completed on GovernorHub. There was no expected conflict with the business of this meeting. Reminders to complete the Annual Declaration of Interest on GovernorHub Reminder for KCSIE, and Code of Conduct confirmation on GovernorHub Delegation of Roles: CS – Health and Safety and Finance VR – Safeguarding JH – Send RB – Pupil Premium and Quality of Education No Business from the Trust
2. Approval of minutes from 18th July 2024	
	The minutes were confirmed as an accurate and true record of the Local Governing board meeting on 18 th July 2024 and were approved verbally by VR and on GovernorHub
3. Headteacher Report	
	The headteachers report is in a new format from this meeting, this is in line with the Trust to keep all reports in the same format. This report was shared on Governorhub prior to the meeting for governors to review. School Profile The report does not split Reception and Pre School – our current space in Reception is 3. JH asked if this could be split for the future. Attendance is at 95.1% which is Reception – Year6 Arbor does include pre-school for our absences authorised and unauthorised.



No Suspension so far this year.

PIR is a prejudice relation incident of racial comments; this has been reported and recorded, and also documented on the government tool.

Quality of Education

Based on End of Year assessments from July, there was not much between the Teacher Assessment and the teacher targets due to this.

There has not been enough time as yet to make judgements on the targets for times tables and phonics.

Behaviour and Attitudes

The table summaries the incidents recoded in reflection room. HCJ explained that reflection room is an opportunity to work with the children to improve behaviour. RB asked if the 4 incidents were separate children.

Site Team

There has been an appointment of a Primary Site Team member to be based for 1 day a week at CRA. At the time of the meeting the fire drill had not been done but is scheduled in. This additional person will make sure that statutory and compliance things are all met. Marytn Byrett has resigned so we are currently looking at appointing a full-time caretaker which the Trust has now agreed to, with school not having a full-time caretaker for a while hope things will then start to improve. HCJ is hopeful that the full time position will be more appealing as it is more sociable hours and better pay. MB will leave on 25th October 2024. The Primary Site Team member – Garry will work half term.

Leadership and Management

HCJ added Safeguarding concern breakdown to the format, a low number of CP families currently.

Lots of families are using our own in-house family worker, working on sleep issues, financial issues and housing issues that may arise. RB asked if the family worker is closing cases – it was reported that the Family worker will keep checking in with families.

JH reported that she has looked into support for HCJ with regards to DSL Supervision but has found no support available, and suggested that this may come from trust level. JH is very concerned about this and asked if there was anything as Governors they could do – RB said there was nothing available, and takes a long time to investigate maybe HBK may do this also Godmanchester Bridge may be able to help. HCJ asked if it was possible for a Governor to do DSL training for another view? Maybe the trust can fill this space as they have a safeguarding team. Governors cannot be given information about specific cases but would be happy to offer informal support to talk through “what if” scenarios.

Early Years

The Pre-School is going very well and the team are working well together, this is the first time they have worked together as a team and they are developing. RB asked is Ali is involved. Yes all the way through and it has been set up well, with Ali very involved with transition and stay and play sessions from the outset. Time has been spend sorting out funding etc RB asked if we can do a parental survey for feedback of the difference between the previous pre school and this pre school.



RB asked some questions as follows to HCJ:

What are the targets and expected outcomes for Pupil Premium this year please? Can these be shared at the meeting? In light of this being such a nationally spotlighted group could this be added into the report with the whole school data at all?

Yes, we can report on this moving forward. At present attainment targets for current Y6 cohort, based on July assessment data is as follows:

Maths at ARE: 50%

Reading at ARE: 58%

Writing at ARE: 50%

There is a planned meeting with the Y6 teacher to set additional teacher targets for marginal pupils which will inform Bounce Back and targeted support to try and improve this.

Progress for this group is good at 83% (maths) 92% (reading) 100% (writing). However, although this highlights the low starting points, it does not address the gap between PP and non-PP.

Carla Parker (CP) is our pupil premium lead, the Pupil Premium report is due out in October. RB requested the PP data be part of the Heads Report. RB will meet with CP during this term. JH would also like to attend.

Could we have a verbal / general update about the preschool please? What are numbers like? Is it looking like this will continue or is there any potential for growth?

Preschool has made a really positive start. Staff and children are settling well and engaging with the new expectations. Staff are starting to find their feet as a team and are contributing to the growth and development of the provision. Numbers are higher than expected and we are currently building a waiting list.

What marketing has taken place for this setting?

Minimal marketing to date. This is something we are currently looking into for the next round of intake.

How much support has the Trust provided for this?

Most of the work has been completed by the school staff. Trust capacity means this is a fully school-run business. Final sign off (around changes to age range was managed by the Trust on our behalf.)

Many LA's provide set up grants - was this explored and utilised?

No, we budgeted for the set up, I wasn't aware of any available grants.

Is there anything else key that is needed that you haven't been able to resource yet? No

How is staffing in this setting? How well has this been incorporated into the 'whole school?'

Staffing is at full capacity and allows for some additional SEND support hours as well as cover arrangements. It is early days still, so the focus has been on settling children into their immediate surroundings, although they have used the hall for PE sessions and full-timers attend daily for lunch. There are plans to incorporate them further into the wider school including; outdoor learning, sensory, events, facilities.

Pupil numbers - What are EYFS numbers this year? Have you included this as FS or does this also include preschool?

Preschool: 26 on roll, Reception: 27 on roll. Although not full as we'd like, this is in line with our increasing intake numbers.

Has the national dip in pupil numbers affected Reception?

Possibly- we expected to be full but initial predictions have dropped to 27.



What are your predictions around this moving forward for the next 3 - 5 years?

We expect the preschool to have a further positive impact on intake so we would hope to increase to full over the next 3 years and become over-subscribed going into year 5. I have not seen the LA predictions yet based on local data.

What is the whole school attendance target over the year? What is the PP attendance target? What is the gap between attendance between PP and non PP please? How are you planning to target improving attendance this year?

PP Attendance Additional Report:

What is the whole school attendance target over the year?

On the policy we aim for 100% attendance for individuals.

Pleasingly we have been above National and county attendance %. In our June Attendance Audit with Simon Eardley, I was able to report our attendance % as being above National and County.

Fortunately, we continued this.

- Cromwell EOY 23/24 was 94.85% whole school attendance. Slightly above national.
- Cromwell EOY 22/23 was 94.07% and EOY 21/22 was 93.84% so we are improving the picture.
- Realistic aim is 95% for EOY 24/25

Most recent end of 23/24 data from Cromwell tells us the following:

R- 94.26%

1-93.21%

2-94.83%

3-93.81%

4-95.13%

5-96.37%

6- 96.14%

Whole School average: 94.85%

Pupil Premium : In year 23/24 Arbor attendance reports

PP Eligible at 92.66%

Non PP Eligible at 95.76%

Persistent absenteeism (below 90%)

PP Eligible 17/66 pupils were PA – 25.76%

Non PP Eligible 12/157 were PA – 7.64%

What is the PP attendance target?

PP attendance target will be to be in line with peers.

PP PA target will be to significantly reduce PP who are PA through the strategy actions. To ensure they are more in line with peers.

Attendance will be a target on the Pupil premium strategy it will also capture the double disadvantaged of SEND needs/PP and attendance concerns.

How are you planning to target improving attendance this year?

Please see new policy in line with the new attendance guidance from the local authority.

Please see WWW (what works well) which will be continued.

Please see EBI comments from S Eardley on attached report for new next steps.

Working with the Local authority on how their new processes can support our school aims.



	<p>The PP strategy statement is in the process of being written and can be shared once completed.</p> <p>Please see the new Attendance Policy</p> <p>How are languages being taught as the Spanish teacher has now left? How well is this working?</p> <p>Currently taught by class teachers- not our ideal but we hope to have a specialist teacher back in place in due course. Previous Spanish teacher supported in putting together a teaching programme that builds on her previous work to keep the momentum going.</p>
<p>4.</p>	<p>Governance Reports</p>
	<p>There are no reports.</p> <p>ACTION: RB will arrange a PP visit this term</p> <p>CS may do a Health and Safety – HCJ would like to meet to update policies.</p> <p>Each governor would do 1 report a year, however safeguarding is 1 per term.</p> <p>ACTION: HCJ will check if CS can come along to a Finance Meeting</p>
<p>5.</p>	<p>Policies for Approval.</p>
	<p>Code of Conduct.</p> <p>RB asked how is this used? HCJ say this should be shared with parents. Parents are supportive on the whole. If parents are disrespectful towards staff etc in line with HBK – Trust Policy provides a script which is helpful. Teachers can end the conversation if needed and they find this supportive.</p> <p>Attendance – No Issues</p> <p>SEND – No Issues – JH went through in advance, provided feedback to SENDCo and is happy</p> <p>Intimate care Is there a risk assessment in place to ensure clarity on how many members of staff are needed for intimate care with individual pupils. Is this working logistically at present? We have a separate Intimate Care policy in place for Preschool to cover day to day changing needs. Individual care plans are also in place for individual needs involving intimate care.</p> <p>How much impact is it having on supporting learning? How is staff training take place in this area? Preschool staff are all well experienced in this. Where there is an individual need, staff are supported by the SENDCO and, where appropriate, LA SEND services to implement care plans.</p> <p>All Policies were approved.</p>
<p>6.</p>	<p>Summary of Business referred from the LGC to the Trust Board</p>
	<p>None</p>



7.	Forward Plan
	Next Meeting 27 th February 2025. This meeting is face to face at Cromwell Academy Critical Incident – Lockdown protocol to be discussed at the next meeting

The meeting closed at 5.08pm.

ACTION LOG			
	Action	By whom?	Completed
1	RB/JH arrange PP Meeting with Carla Parker	RB/JH	
2	CS to support review of H&S Policy and meet with HCJ if needed.	CS/HCJ	
3	HCJ to enquire about Governor attendance at finance meeting.	HCJ	