

ACADEMY COMMITTEE MEETING

Date: Monday 14th October 2024
Time: 4.30pm
Venue: Woodford Primary School

Clerk: N Burgess
Present: E Drake, L Woolley, S Stevenson, C Coyle, M Hurleston, D Russell and R Fernandez

	Action	Initials
1	Update register of business interests and publish on school website	NB
1	Circulate the monitoring schedule	ED
1	Update and share Link Governor visits schedule	ED
1	Update on Parent Governor election	ED
1	To refer any persons interested in becoming a Governor at the Trust to LW	All
3	To arrange a Safeguarding Link Governor visit	CC
3	To update on school growth	ED
3	To write to Redrow on behalf of the Academy Committee regarding traffic safety	MH
4	To complete mandatory training modules	All
4	To send training certificates to the Clerk for retention	All

Agenda – Part 1

Category	Item	Notes	Action
1	Governance Arrangements	<p>E Drake gave a presentation to Governors on Safeguarding at Woodford Primary School, including updates to Keeping Children Safe in Education 2024.</p> <p>The presentation has also been delivered to staff at September 2024 Inset. A copy of the presentation is in the files for this meeting for Governors to be able to refer back to.</p> <p>Key changes in KCSiE guidance include: Exploitation has been added to abuse and neglect. Early help was clarified in that it is vital the school gets help to families as soon as possible. It was noted that early help can also be around the family and not just the pupil in school. The definition of Safeguarding has been changed to reflect protecting children inside and outside of the home and also online. Further updates include where children are living in an</p>	

		<p>environment where domestic abuse occurs and the harm that can be caused where they see, hear or experience its effects.</p> <p>The school is part of Operation Encompass which means that the Police inform the school of any incidents recorded of domestic abuse they have attended and the school can then act accordingly.</p> <p>Persistent absence has also been updated. As a school attendance is closely monitored and we can look at any patterns of absence.</p> <p>Q – When you are informed of an incident of domestic abuse via Operation Encompass how does this affect in the classroom?</p> <p>A – There can be varying incidents, where pupils may have seen or heard something, or have been sleeping when the incident has taken place. Each case is treated individually. We would then monitor the pupils in school to support them and would see if their behaviour has changed in any way. Any information would not be widely shared in school with all staff but we would ask them to be aware and vigilant and to record any concerns.</p> <p>Reporting of safeguarding concerns was discussed. The school uses CPOMS and staff are reminded to log any concerns so that a log can be kept, and if necessary to build a bigger picture. Staff know to report a concern no matter how small it may seem.</p> <p>Governors found the presentation very useful and were reminded to refer any questions they may have to E Drake.</p>	
	Apologies	There were no apologies for this meeting.	
	AOB items	There were no other items of business to raise which were not covered in the agenda for this meeting.	
	Declarations of interest in any of the agenda items	There were no declarations made in any of the agenda items.	
	Register of interests	Governors reported changes to their record which will be updated and published by the Clerk.	NB
	Code of Conduct	Governors agreed to adhere to the Code of Conduct.	
	Part 1 Minutes	Minutes of the meeting held 15 th July 2024 were	

		<p><u>approved</u> as an accurate record of the meeting.</p> <p><i>Matters arising:</i></p> <ul style="list-style-type: none"> • C Coyle will attend the next EHP meeting in January 2025 • E Drake will update and circulate the monitoring schedule • E Drake to update and share Link Governor visits schedule <p>Governors are invited to come into school for their visits to look around and experience school life. Governors are also invited to attend end of term assemblies and Christmas concerts.</p>	ED ED
	Membership	<p>The school is currently running an election process to appoint a Parent Governor. Governors were given details of the election timeline. A further update will be given at the next meeting.</p> <p>Governors were reminded to refer any persons they know who may be interested in being a Governor in one of the Trust schools to L Woolley in the first instance.</p>	ED All
	Scheme of Delegation	<p>The SoD has recently been updated and reviewed to ensure compliance and to clarify roles and responsibilities.</p> <p>Sections have been colour coded to make clear who is accountable and who is responsible for delivery. There are no material changes to the responsibilities of the Academy Committee.</p> <p>The SDP also informs the Schedules of Business for all Trust Board committees and Academy Committee meetings.</p> <p>Q – Why is finance not a responsibility of this Academy Committee? A – This is managed centrally at Trust level, but as an Academy Committee you will receive updates via the management accounts for the school. You are very welcome to ask any questions around the spend and allocation of the delegated budget.</p>	
	Trust Board update	<p>Governors received the reports from the May 2024 and July 2024 Trust Board meetings. The reports contain a list of all policies approved by Trustees and also a link to the full minutes of the meeting.</p> <p>Governors had no further questions.</p>	

2	School Performance and Accountability	Pupil Outcomes	<p>There is no further data to share at this point from the last meeting.</p> <p>The reporting template has been updated to show the data which will be reported on, in readiness for the end of KS1 tests which will take place in Summer 2025.</p> <p>Governors will receive data for Reading, Writing, Maths and also for greater depth for these areas. There will also be data to be able to compare the school to national average.</p> <p>Q – What are the targets for the end of KS1? A – These are our KPIs – over 90%. We monitor progress throughout the year.</p>	
		School Development Plan	<p>The School Development Plan is a 2 year plan. The plan is linked to the four Cornerstones of Academic Aspiration, Culture Creativity and Rhetoric, Competition and Physical Endeavour and Leadership and Service and this is aligned across the Trust.</p> <p>ED gave an overview of the curriculum aspect of the plan. The school are in the second year of the national curriculum and subject monitoring takes place in all subject areas. The monitoring schedule will be circulated to Governors for information.</p> <p>Q – How is the house system working? A – We are currently doing school tours for September 2025 places and ED has shared the House System with parents and carers on the tours. There is an election process for House Captains and they meet together with their peers in other year groups. This forms a wider family outside of the classroom. It is a position of responsibility and a chance to be a role model for other pupils. The positions are held for one term.</p> <p>Q – How is the Pupil Parliament? A – The Pupil Parliament meet weekly. It is very exciting at present as pupils are in the process of applying for departments. We will be announcing the outcomes in November and the 5 departments within the Pupil Parliament will then run from November to November each year.</p> <p>House Captains in school are responsible for counting points and they then announce in assembly.</p>	

			<p>Q – Is this preparation for Modern Britain SMSC, is it taught throughout? A – Yes, in PSHE lessons we empower the children to know their own rights and to be able to speak up for others.</p> <p>We have completed Prevent training with all staff in school to be able to ensure they are aware of any signs. Children in all year groups are also taught E-Safety in an age-appropriate way.</p> <p>Also circulated prior to the meeting was the Behaviour Culture action plan. This document sits behind the SDP and allows us to consider what behaviours we are seeing in school, understanding them and how they relate, and being able to react to them. The DfE Behaviour Audit tool has been completed in all of our primaries.</p> <p>Q – Is the impact measurable? A – Yes, we can RAG rate to show progress. The issues detailed relate to the wider school. We communicate with staff to get honest answers. We can then collate the outcomes to inform the data and to plan what we need to do to move forward. The action plan will be shared with all staff new starters to the school. We will try to encapsulate on a single page what we expect and how we deal with behaviour. Consistent routines are vital.</p> <p>Q – Was the Behaviour Action Plan in place last year? A – Yes, last year was the first year. We go back and measure impact so we can continually improve. Staff have valuable input about lessons learnt and what we can do to move forward.</p> <p>Q – Is this done by a working group of staff? A – No, by all staff.</p>	
		Confirm school curricula and assessment is in line with statutory requirements and the Trust approach	E Drake, as Head of School, confirmed the school curricula and assessment is in line with statutory requirements and the Trust approach.	
3	Governor monitoring	Finance update	<p>Governors reviewed the management accounts to 31st May 2024.</p> <p>The Trust are constantly monitoring the finances and we are making savings where necessary and trying to grow</p>	

		income. Q – Are we running with a deficit at present? A – At the end of the year we will not be in deficit. Funding is received at different times of the year for Nursery.	
	Policies	The School Safeguarding policy was <u>approved</u> by Governors. Governors also received the overarching Trust Safeguarding Policy for information. Governors reviewed the Safeguarding Action plan. The Section 175 Audit for Safeguarding has been completed and will be shared with C Coyle as newly appointed Safeguarding Link Governor. The audit feeds into the Safeguarding Action plan. CC attention was drawn to the record of visits folder which contains the previous completed visit forms. The proforma is completed in three visits over the academic year.	
	Confirm curriculum policies are in line with statutory guidance	E Drake, as Head of School, confirmed that the school curriculum policies, and behaviour and welfare policies, we in line with statutory guidance.	
	Safeguarding and SEND Link Governor updates	D Russell confirmed that he had completed a SEND Link Governor visit in the week prior to this meeting. The completed Safeguarding Link Governor record of visit has been uploaded for Governors information. C Coyle will arrange to come into school in the next half term. Q – Are Governors involved in recruitment? A – Yes, for senior staff appointments	CC
	Monitor Pupil Premium and Sport Premium	The agenda for this meeting included the links to the documentation on the school website. The Sports Premium document is on the website. Pupil Premium has not been reported due to the low number of pupils which would allow for identification. Governors had reviewed the information and had no further questions.	
	Behaviour and	Governors were informed that this year the school were	

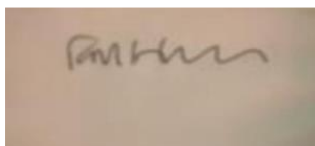
		Safeguarding update, including attendance	<p>using the My Child at School (MCAS) app to notify parents of minor first aid incidents in school. Anything more serious would still be a call to parents/carers. We aim to get parent/carer views on how this is working.</p> <p>Governors noted that the attendance to date was very good. Attendance is being closely monitored and meetings take place to review every 2 weeks. The school issues a letter to parents if lateness becomes an issue.</p> <p>To date there have been 112 applications for 30 places in Reception for September 2025, 42 of these applications were first choice.</p> <p>School growth was discussed due to the proposed expansion of the Woodford Garden Village. A feasibility survey is due to be presented to Stockport LA in the coming weeks. Prospective parents have raised an issue when they have been unable to get a place in the school after buying a home. It was noted that the message would need to be delivered accurately and to not be of detriment to other local schools. The school was designed and built to possibly increase to 2 form entry in the future. Governors will be further updated at a future meeting.</p>	ED
		Health and Safety update	<p>Computers have now been installed in the multi-purpose room ready to be used by pupils.</p> <p>The school have committed to every LSA receiving paediatric first aid training.</p> <p>ED updated on the roof leak which had occurred 2 weeks prior to the meeting. The cause has been identified and the blocked inlets cleared. It was fortunate that the leak took place during the school day when staff were on site and damage could be kept to a minimum. Roof cleaning will now be added to the annual maintenance plan to prevent a reoccurrence.</p>	
		Check website compliance	E Drake verbally confirmed that the website was compliant and this was also checked by Trust Director for Assessment, Accreditation and Compliance.	
		School Risk Register	The school Risk Register was circulated prior to the meeting. It has recently been updated to reflect the increase in pupil numbers, and also the increase in traffic this brings. Governors discussed co-ordinating a potential parent/school group to lobby for traffic road markings and traffic calming measures to be installed. A	

			long discussion took place around traffic safety outside of the school. It was agreed that MH would write to Redrow, on behalf of the Academy Committee, to request some assistance.	MH
4	Governor Development	Review Trust training	<p>Governor's attention was drawn to the updated training plan on the SharePoint page.</p> <p>The sections have been broken down into beginning of the year, training and resources.</p> <p>Beginning of the year – contains code of conduct, meeting dates, contact information and guides</p> <p>Training plan – training is planned in sections including compulsory. Governors are asked to complete the compulsory modules at their earliest convenience. It was noted that all Governors are welcome to complete Safer Recruitment training should they wish to.</p> <p>Resources – includes glossary, CST guidance and also NGA and National College links to be able to undertake training.</p>	All
		Resources	The glossary of terms was included in the meeting papers for Governor's information.	
		Training completed	<p>There was no training to report since the previous meeting.</p> <p>Governors were reminded to send their certificates to the Clerk for any training completed.</p>	All
		Academy Trust Handbook	The Academy Trust Handbook was included in the meeting papers as a useful reference point for Governors.	
5	Community Engagement	Stakeholder Engagement	<p>The Parental Engagement Strategy was presented to Governors.</p> <p>The document has been created to capture key communication to all stakeholders as the school grows.</p> <p>The school are using drop-ins, workshops and newsletters as ways of maximising communication with parents and carers.</p>	
	AOB		The date of the Trustee and Governor conference was confirmed as Wednesday 4 th December 2024 at 9.00am.	
		Meeting dates:	Monday 10 th March 2025 at 4.30pm	

			Monday 7 th July 2025 at 4.30pm	
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Impact of Meeting / Key Outcomes	
Governors received a presentation on Safeguarding, including updates to KCSIE 2024	
Governors reviewed the membership of the Academy Committee, including the current Parent Governor election	
The updated Scheme of Delegation was reviewed	
Trust Board updates from May and July 2024 were received	
Governors reviewed the revised 3-year School Development Plan	
Safeguarding policy was approved by Governors	
Governors received updates on Behaviour & Safeguarding, and Health & Safety	
School Risk Register was received and reviewed by Governors	
Governors noted the updated training plan	
Parental Engagement Strategy was reviewed	

Meeting closed at 6.00pm



Mike Hurleston
Chair of Academy Committee
10.03.2025