TRUE LEARNING PARTNERSHIP

Lostock Hall Primary School

MINUTES OF A MEETING OF
THE CURRICULUM, STANDARDS AND WELFARE COMMITTEE
OF LOSTOCK HALL PRIMARY SCHOOL
ON TUESDAY 14TH MAY 2024

GOVERNORS IN ATTENDANCE:	Graham Hamilton	(GH)	Headteacher
	Ben Sleeman	(BSL)	Co-opted Governor
	Brenda Sigley	(BSi)	Co-opted Governor
	Eddie Latch	(EL)	Acting Chair of Committee
	Jenny Myers	(JM)	Staff Governor
OTHERS IN ATTENDANCE:	Elizabeth Dockry	(ED)	Deputy Headteacher
	Sarah Lomas	(SL)	Clerk to governors

MINUTES – PART ONE: NON-CONFIDENTIAL BUSINESS

The meeting commenced at 5:02pm.

ITEM		ACTION
1.	**APOLOGIES AND ANY OTHER BUSINESS** Apologies were received and accepted from the following governors: • VM • MD There were no other items of business tabled for discussion at this meeting.	
2.	**DECLARATIONS OF INTEREST** The following declarations were made by governors: • GH's wife works for Connex Education who are employed to provide tutoring services to the school. • EL is employed by the TTLP Trust as a teacher at Poynton High School. There were no anticipated conflicts of interest with the business of the meeting raised by governors.	
3.	**PART ONE MINUTES AND MATTERS ARISING** a) The Part 1 minutes from the previous meeting on 01.02.24 were confirmed as a true and accurate record of proceedings. Governors **approved** the minutes. **ACTION:** Upload an electronically signed copy of the minutes from 01.02.24 to Governor Hub. b) They action log from the previous meeting was discussed and the following items were noted: Item 6 – It was agreed regarding link visits that governors would endeavour to ensure contact had been made with staff and a visit undertaken prior to the end of the academic year. **ACTION:** Governors to ensure link visits have taken place by the end of the academic year.	**Clerk** **All govs.**

	All other actions were marked as complete.	
4.	**SCHOOL PERFORMANCE UPDATE** The Headteacher provided a verbal update on school performance as follows. a) In EYFS, 78% of pupils are predicted to meet the early learning goals by the end of the academic year. b) KS1 – Indicative data suggests that 50-60% of pupils will reach the expected levels by the end of the academic year. The school confirmed that these figures are expected at this time in the academic year. **Q: Are the percentages referenced a summation of all three subjects (reading, writing and maths)?** **A:** Yes, and it is important for governors to be aware that the figures provided are estimates. c) KS2 – Data suggests that 80-90% of pupils will reach the expected levels by the end of the academic year. d) SEND – Pupils with SEND are progressing well with the same attainment levels as non-SEND pupils. The school confirmed that the adaptive teaching methods in place were having a positive impact. Governors highlighted that Ofsted had also identified the use of adaptive teaching and how this was ensuring SEND needs were met to enable attainment and progress. e) Pupil Premium – Funding is monitored and utilised to provide additional support to pupils in areas of need following consultation with families. f) Sports Premium – The school confirmed that all funding has been allocated and spent with no carry forward as this is no longer permitted. **Q: Is the school still using the external sports coaching, Little Sports?** **A:** Yes, but this provision will cease at the end of the academic year. From September 2024, all sports provision will be provided by teaching staff which it is anticipated will provide a higher standard of provision. **Q: How will the funding be utilised going forward?** **A:** The school have reinvested in a new PE curriculum and would also like to develop the Forest School provision and could use some of the Sports Premium funding to support this development to allow for additional sessions for pupils across the school. g) Catch Up Premium – The school confirmed that it is not financially viable for the school to utilise the catch up funding due to the high level of top up the school is required to provide and therefore these funds will be returned. The school confirmed that the need identified due to Covid has been met. Governors confirmed the feedback provided by Ofsted during the inspection relating to the curriculum which was very positive. Inspectors confirmed the high level of provision across all year groups and these significant improvements are something the school should be very proud of.	
5.	**ATTENDANCE AND WELLBEING** a) The current attendance rate stands at 95.6% with a 10.6% persistent absence rate. The school highlighted the significant improvements in the persistent absence rate with a reduction from 17% and attributed this to the hard work and dedication of the staff and the external support the school have employed. In terms of the external support, an attendance officer visits the school once a month to review data and suggest strategies for further improvements. This work has been ongoing for over 12 months and therefore the school are now able to clearly track trends and changes in data. Staff continue to track all attendance issues and work with	

	families. The attendance action plans in place were also praised by Ofsted due to the individualised approach the school takes. There are also ongoing conversations within the Trust regarding the potential to appoint an in-house attendance officer for all schools within the Trust. This has been successful in other Trusts and could provide economies of scale. b) Pupil Wellbeing is positive, and this was reinforced during the Ofsted inspection with the positive comments from inspectors on behaviour and attitudes. c) Staff Wellbeing – It has been a stressful time for staff with the recent Ofsted inspection and personal tragedy following the death of a staff member. The Trust have been supportive with Alison Ferneyhough (AF) providing support to the school following the death. The school confirmed that AF has taken on the wellbeing role within the Trust following the retirement of Margaret Aldridge last year.	
6.	**SCHOOL DEVELOPMENT PLAN** a) An update on the SDP was provided to governors following the recent Ofsted inspection. Governors noted that Ofsted have reviewed the curriculum section of the plan and identified areas for improvement linked to teacher subject knowledge, refinement of assessment across the foundation subjects and potential development cultural awareness. The school confirmed that an appointment has been recently made for a curriculum leader position and this member of staff will have overall responsibility for all subjects across the curriculum. Governors noted that there may be a review of the staffing structure in the future with regard to leadership roles. **Q: Does the curriculum lead post have additional leadership time?** **A:** Ideally, yes but this will need to be considered in terms of the current flexibility within the staff team. Initially the role will take on reading and writing as a focus. Governors noted that in order to take the school from good to outstanding, the curriculum across all 13 subjects needs to be linked coherently and this is an area that the Trust will also provide support on. Governors were assured that a clear plan and trajectory is in place to facilitate further improvements. The next Ofsted inspection will be ungraded and therefore, whilst the grade would not change, the inspection could identify outstanding features. The development plan that the school has put in place was recognised by Ofsted.	
7.	**DIRECTOR'S REPORT** Governors were updated on relevant items from the Director's report and the following actions were noted:S.175 Audit underway. **ACTION:** Send the link for the new government guidance on governance to the Board. **ACTION:** Forward details on the Governor Forum session on wellbeing to the Board. The school confirmed that the S.175 Safeguarding audit was underway and would be completed and submitted in line with the deadline of 08.07.24.	 **Clerk** **Clerk**
8.	**GOVERNOR MONITORING AND TRAINING** Governors confirmed that training requirements were being met. MD had completed a significant amount of training during this term and BSi has completed safer recruitment training. The potential governor candidate was discussed and the wider Board informed that a candidate with educational experience had come forward and GH would contact them to arrange a meeting. **ACTION:** Forward the contact details for the governor candidate to GH.	 **Clerk**

	Governors discussed school policies and how the website is updated. **Q: Who is responsible for updating the policies on the school website?** **A:** Ultimately, this responsibility lies with the headteacher. All policies have been completed and are up to date. Governors raised the issue identified by Ofsted that whilst the policy for SEND was up to date, the local offer referenced on the school website was not and considered how it could be ensured that going forward this is managed. **Q: Who is the school's liaison contact at the Trust for the school website?** **A:** Marcus Heath and some administrative staff within school also have access to update items. Governors noted that Ofsted commented that the school website was compliant but highlighted that if a parent was trying to identify the local offer for their child, the information they would have had access to would have been out of date. **Q: Is there any merit or potential in assigning this responsibility to office staff within school to ensure that policies are up to date?** **A:** Potentially, but ultimately the overall responsibility should be at Trust level.	
9.	**ANY OTHER BUSINESS** There were no other items of business tabled for discussion at this meeting.	
10.	**POINTS TO HIGHLIGHT/COMMUNICATE TO THE LGB AND TTLP** The following item was agreed to be forwarded to the Trust for consideration: **ACTION:** Request clarification on the responsibilities for updating school websites with Trust and school policies.	**Clerk**
11.	**IMPACT OF THE MEETING** Governors helped to move the school forward in the following ways during this meeting: • Governors challenged the use of sports premium funding following the cessation of the use of external provision and received assurance of planned future investment in the PE curriculum and Forest Schools initiative. • Staffing was considered with particular reference to the new subject lead role and how additional time could be allocated to this role. • The management of the school website and ensuring policies were up to date was discussed with an action taken to clarify responsibility for this area with the Trust.	
12.	**DATES OF NEXT MEETING** Draft meeting dates for 2024-25 had been circulated prior to the meeting to GH, BSL and TC and were provided to governors during the meeting. It was agreed that these would be confirmed following the meeting once the Trust had confirmed the suitability of the dates. **ACTION:** Follow up on draft meeting dates with the Trust.	**Clerk**

The meeting moved to Part 2.

……..Chair

……Date