



ACADEMY COMMITTEE MEETING

Date: Thursday 23rd October 2025
 Time: 4.00pm
 Venue: Crown Street Primary School

Clerk: N Burgess
 Present: F Booth, S Hilton, H Thompson, L Woolley, P Wanless and A O'Leary

	Action	Initials
1	Governors are asked to read part one of KCSiE guidance	All
1	Governors are asked to complete to confirm their register of business interests	All
1	To inform the Head of School if there are any changes to the link roles and responsibilities	All
1	Governors are asked to arrange their link visits to school	All
1	Completed ROVS to be sent to the Head of School and the Clerk	All
2	Slides from the Governor and Trustee conference to be circulated	NB
2	Governors to contact HT if they would like to attend a QA Visit	All
4	Governors are asked to complete the four mandatory training modules	All
4	Governors to contact the Clerk if there are any issues with access to training	All
4	Governors to confirm their attendance at the conference with the Clerk	All
4	Certificates for training to be sent to the Clerk for retention	All
5	Head of School to ensure Governors are added to the newsletter distribution list	HT

Agenda – Part 1			
Category	Item	Notes	Action
1	Governance Arrangements	<p>H Thompson presented an overview of safeguarding at CSPS and also KCSiE updates. The training was an overview of the training which was presented to all staff at the start of the academic year.</p> <p>The key message to Governors is that safeguarding is the responsibility of everyone.</p> <p>Designated Safeguarding Lead (DSL)- H Thompson Deputy Designated Safeguarding Lead (DDSL)- S Hopkins Safeguarding Governors - F Booth and S Mellor</p> <p>Staff are trained to immediately report any concerns and that safeguarding is the ultimate priority. The school</p>	

			<p>uses CPOMS to record concerns. The school are able to access AGS, (Advice and Guidance Service), and also Manchester Safeguarding Partnership for further advice and assistance.</p> <p>There are four types of abuse: physical, emotional, sexual and neglect. It is vital that staff are trained to know the signs to look for and how to go about supporting the children and their families. Neglect is a rising area of concern in Manchester.</p> <p>There is also online abuse and staff need to be aware of the signs to look out for. Some of the children do go online and there is a need to educate them to be safe online in an age-appropriate way.</p> <p>Staff have access to a body map to be able to record any signs or symptoms of abuse when they are recording a concern. In terms of sexual abuse there is lots of emphasis on learning more as this can often be more difficult to spot the signs.</p> <p>The school are also part of Operation Compass, this means if Police attend an incident of domestic violence at the family home, the school will be informed the following day.</p> <p>CPOMS was detailed for Governors. Recordings of concerns on CPOMS allow for a log of concerns and incidents to allow a wider picture, to enable staff to be able to monitor and support if necessary. All staff have received training on how to record a concern on CPOMS, and also know to inform DSL if there is an immediate urgent concern. Staff know to recognise the signs, report to the DSL and to record on CPOMS. Staff know in terms of a child making a disclosure to receive the information, reassure them and record the concern. Recording should be accurate and concise and not contain personal opinion. Accurate record keeping is vital. Staff know to reassure the child but to not promise secrecy.</p> <p>Governors felt reassured that the children in school were safe and there were robust safeguarding measures in place. Governors were asked to read part one of the KCSIE guidance. Governors thanked HT for the comprehensive presentation.</p>	All
		Apologies	Governors were welcomed to the first meeting of the Academy Committee and introductions were made.	

		Apologies were received and accepted from N Daniels, staff governor.	
	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 of interest made for any of the agenda items for this meeting.	
	Register of interests	Governors are asked to complete their information and return to the Clerk. The register will then be updated and published on the school website.	All
	Code of Conduct and Acceptable Use policy	Governors received the Code of Conduct and Acceptable Use policy and agreed to adhere to.	
	Membership and Link Governor Roles and Responsibilities	<p>Membership of the Academy Committee was discussed.</p> <p>Currently there is one staff governor, 1 parent and 3 coopted governors. 8 to 10 governors is the optimum number for an Academy Committee.</p> <p>Link roles were detailed and the essentials are Chair, Clerk, Head of School, Safeguarding Link Governor and SEND Link Governor. Curriculum links will be established as the committee grows.</p> <p>The suggested link roles were circulated prior to the meeting. Governors are asked to inform HT if they wished to change their link area.</p> <p>Governors are invited to contact their link in school to arrange a visit, to meet the member of staff, have a walk around the school and to speak to children and staff.</p> <p>LW detailed the record of visit proformas to Governors, templates of which can be found in the Governor area on Teams. The template can be completed as part of the link visit and in conjunction with the member of staff. There are four templates for visits.</p> <p>SEND – this should be completed over 3 visits during the academic year.</p> <p>Safeguarding – this should also be completed over the 3 visits during the academic year. The areas of focus are mapped against KCSiE guidance.</p> <p>Academic links – this proforma should be used for</p>	<p>All</p> <p>All</p>

		<p>curriculum visits</p> <p>Generic – this proforma is used for non-statutory curriculum areas, such as Careers or Wellbeing.</p> <p>Governors are asked to complete their ROV and to send to the Head of School and Clerk for retention.</p> <p>Governors are also asked to arrange their link visits and if possible before the next meeting of this committee.</p> <p>Governors are asked to please contact LW if they need any assistance.</p>	All
		<p>Scheme of Delegation</p> <p>LW confirmed the Scheme of Delegation was reviewed over the summer and reflects the compliance areas for scrutiny and the decision making process within the Trust.</p> <p>The key people with the most responsibility are the Trustees. The focus of the Academy Committee is on the education of the children.</p>	
		<p>Trust Board update</p> <p>Governors received the reports from the May 2025 and July 2025 Trust Board meetings.</p> <p>LW informed Governors that Trustees meet 5 times per year and this report is produced after each meeting to update Governors on what was discussed. There is also a link in the report to the full minutes of the meetings.</p> <p>Trustee reports will be an agenda item for each meeting of this committee and Governors are welcome to ask any questions.</p>	
2	School Performance and Accountability	<p>Pupil Outcomes</p> <p>Governors are asked to review the data circulated prior to the meeting and are welcome to ask any questions.</p> <p>The only statutory data is for the Reception cohort for the last year and their progress towards GLD.</p> <p>Governors discussed the context behind the data. There were a number of children who joined the school in January and some were new to the country. There were 26 children in the cohort. Word reading is a big area of focus for the school moving forward.</p> <p>Governors then reviewed the breakdown of identified groups. It was noted that it had been a transient cohort with a number of children leaving during the year and others joining.</p> <p>Q – Would you expect the numbers to go up next year? A It would depend upon the context of the cohort but yes we would expect so. We track through the KPI with the cohort and aspire to be above national average.</p>	

			<p>Q – In terms of the split of boys and girls, did you expect the difference?</p> <p>A – There is a big difference between boys and girls in the cohort. There is usually a gender gap for certain aspects of GLD. When you breakdown the data boys outperform girls in maths, and girls outperform boys in writing.</p> <p>It is vital to look at further performance of groups as some children will fit into more than one group, for example EAL and SEND. This allows for a more detailed understanding and review of the outcomes. The boys did perform lower in word reading, writing and fine motor skills. We will be focussing on these children in their new year group to ensure they are able to catch up and keep up.</p>	
		School Development Plan	<p>The School Development Plan was circulated prior to the meeting. It is a 2-year plan which identifies four priorities and their subsequent actions.</p> <p>The four areas are: Ambitious Curriculum Inclusive Attitudes Professional Development and Wellbeing of staff Professional Development of Pupils</p> <p>The thematic goal is also within the plan. The thematic goal for the school is to establish a behaviour culture which focuses on a secure Personal, Social and Emotional foundation. Work is being done to instil self-awareness in the children as people and to look at their behaviour going forward. Zones of regulation are specific to the children and we are teaching them to understand their emotions and the impact and to be able to react and develop empathy. If the behaviour is right the rest will follow.</p> <p>It was agreed that at each meeting of this committee there would be a focus on a key area of the SDP. This will allow a more indepth review, although it should be noted that as it is a 2-year plan there may be some actions which have not yet commenced.</p>	
		Confirm school curricula and assessment is in line with statutory requirements	<p>HT, as Head of School, confirmed that the school curriculum and assessment is in line with the statutory requirements and the Trust approach.</p> <p>Governors were informed these were matters of compliance for them to be reassured the statutory</p>	

		and Trust approach	requirements were in place in terms of the National Curriculum and the Early Years Framework.	
		Confirm curriculum policies are in line with statutory guidance	HT also confirmed that all curriculum policies are in place in line with statutory guidance.	
		School Self Evaluation	<p>The SEF will be updated following the publication of the new Ofsted Framework. Governors were shown the new SEF template which the school will be using going forward. The SEF will be an agenda item for all meetings ongoing to allow Governors to be updated on the content and updates.</p> <p>The Ofsted framework revision means that schools are expected to start at expected standard. The SEF will allow the school practices to be aligned to the key areas.</p> <p>Governors were informed that the content of the Annual Governor and Trustee Conference would be the revised framework. Slides will be circulated following the conference.</p>	NB
		Quality Assurance Visit report	<p>Governors reviewed the QAV report which was circulated prior to the meeting. LW and JM, Executive Head of Primary, will visit the school several times throughout the academic year and the meetings are more collegial.</p> <p>Governors are welcomed to attend and should contact HT if they wished to do so. The future meeting dates are contained within the report.</p> <p>The visit and the report provides reassurance to Governors that there is both support and challenge to the Head of School.</p>	All
3	Governor monitoring	Finance update	<p>Governors reviewed the Management Accounts to 31st July 2025.</p> <p>Governors were able to compare the actual year to date to the budget year to date. Governors found it useful to have the comments to explain some of the variances.</p> <p>Staffing is the biggest cost, and this does increase due to pay increments, pension cost and increase in NI contributions.</p> <p>HT works closely with the Trust Finance Director to</p>	

		<p>monitor. It is a challenge that whilst the school is still growing as some of the costs are the same as if the school was full, for example broadband. It was noted that the budget in a one form entry primary school is always more challenging. There is a high level of pupil need in the school but this does not always come with the necessary funding. The school is always looking at other areas of additional income and it was noted that a PTA has now been set up.</p> <p>Q – In terms of nursery and wraparound is there context around this?</p> <p>A – The income comes into the budget and then there are changes to the patterns of care required, for example parent/carers may choose not to take up all days, or may change their work patterns. We have to cautiously predict.</p>	
	Policies	<p>Governors <u>approved</u> the school Attendance Policy.</p> <p>Governors also noted the revised Trust Behaviour Policy which will be approved by Trustees.</p>	
	Safeguarding and SEND Link Governor updates	<p>At future meetings the Safeguarding and SEND Link Governors will give a verbal update of their visits to school.</p> <p>FB updated that she had attended an introductory Safeguarding meeting in school at the end of the academic year. FB was very reassured that every concern is recorded on CPOMs to be able to build a profile. As part of the meeting the Attendance Policy was reviewed and was in line with statutory requirements.</p>	
	Behaviour and Safeguarding update	<p>Governors reviewed the Behaviour and Safeguarding update which had been circulated with the meeting.</p> <p>The report contains a summary of the training undertaken by staff in school. PLMs have a Safeguarding focus and it was noted that LSAs in school have completed Paediatric First Aid training.</p> <p>In terms of behaviour, every member of staff in school should feel empowered to lead on behaviour as the adults are the role models to the children in our school. It is always vital to model good behaviour and expectations.</p> <p>Governors reviewed the number of concerns recorded on CPOMs and agreed this allowed for the building of a</p>	

		<p>whole picture.</p> <p>Governors had no further questions to raise.</p>	
	Attendance	<p>Governors reviewed the Attendance report. The data included tracks attendance across the term, with last years data to allow for comparison.</p> <p>It was noted that preschool attendance up to the age of 5 is not mandatory, but that this it is still tracked by the school in the same way.</p> <p>Governors noted that already this term there had been a drop in attendance. There had been some families who had taken holidays at the start of term. It was confirmed that school had not approved the holidays. Parent/carers can complete a leave request form, for example for Eid, and this would be authorised as religious observation, but that holidays are not authorised.</p> <p>When reviewing attendance broken down by identified groups it was discussed that some children are in more than one group. It was also noted that due to the size of the cohort one child can make up a significant percentage of the data.</p> <p>The school monitor attendance closely and follow up absences with parents/carers.</p>	
	Review educational achievement of CLA and PLAC	<p>Governors discussed the educational achievement of this group whilst acknowledging the small number of children who make up the group and allowing for anonymity.</p>	
	Pupil Premium and Sport Premium	<p>Governors reviewed the Pupil Premium report and the key areas of focus. The Pupil Premium report is published on the school website and will be updated again on 31st December.</p> <p>Sport Premium is in the first year for the school due to there now being a year 1 cohort, the report will be published at the end of the academic year.</p> <p>Governors had no further questions to raise.</p>	
	Website compliance	<p>HT confirmed that the school was compliant in publication of all statutory requirements, and that this was overseen by the Trust Director of Compliance.</p>	

		Health and Safety update	<p>The Health and Safety update was circulated prior to the meeting.</p> <p>The Head of School, the School Operations Co-ordinator and the Estates Manager had worked together to compile the report.</p> <p>Snagging of building issues is ongoing with the contractor. There are no big issues to note. The school is in the process of looking at bike and scooter storage to encourage active travel.</p> <p>Governors were also informed the school had secured a nursery-based grant to increase the space to be able to utilise to the best availability.</p> <p>There have also been door access controls moved and an intercom fitted for use at Kids Club.</p> <p>HT commented that there was nothing of concern and that the school had received lots of support from Trust colleagues.</p>	
		Pupil numbers	<p>Governors noted the school pupil numbers on roll.</p> <p>There are currently 27 children in year 1 and 28 in Reception.</p> <p>Q – Is the PAN 30? A – Yes, except in preschool when it is 24, but this will increase after the alterations. The numbers in year groups relate directly to the transient nature of the school population.</p> <p>Governors had no further questions.</p>	
		School Risk Register	<p>The School Risk Register (RR) is a new document for review by Governors.</p> <p>The RR identifies the key risks in school and what is in place to mitigate the risks. The document is then RAG rated. It is important to highlight any potential risks so that actions can be put in place to minimise.</p> <p>Staffing and budget are identified as the biggest risks. Staff numbers appear high due to the current number of children in school, noting that some posts are essential regardless of the size of the school.</p> <p>Governors had no further questions.</p>	

4	Governor Development	Review Trust training	Governors are asked to complete the four mandatory training modules ahead of the next meeting of this committee. GPDR, Cyber Security, Prevent and Safeguarding. The training can be accessed by the link in the agenda. Governors are asked to contact the Clerk if there are any issues in accessing the training.	All All
		Governor and Trustee conference	Governors are reminded of the Governor and Trustee Conference which will be held on Wednesday 10 th December at 9.00am and are asked to notify the Clerk if they are planning to attend.	All
		Training completed	Governors are asked to send any certificates for training to the Clerk for retention.	All
		Academy Trust Handbook	The Academy Trust Handbook was circulated for Governor information. The handbook is the statutory framework for MATS.	
5	Community Engagement	Stakeholder Engagement	The school newsletter contains a wealth of information to allow Governors to have an insight into the life of the school. Governors will be added to the distribution list for newsletters going forward.	HT
	AOB		There were no other items of business to raise.	
		Meeting dates:	Thursday 26 th March 2026 at 4.00pm Thursday 9 th July 2026 at 4.00pm	

Impact of Meeting / Key Outcomes

Governors were welcomed to the first Academy Committee meeting for the school
HT gave a presentation on Safeguarding and KCSiE updates
Governors reviewed the Link Governor roles and responsibilities
Governors reviewed two reports from the Trust Board
Pupil outcomes from the end of the academic year were reviewed
Governors reviewed the School Development Plan
SEF template was reviewed
Governors reviewed the Quality Assurance visit report
Management accounts were reviewed
Attendance Policy was approved
Governors reviewed the School Risk Register

Meeting closed at 5.35pm

F Booth

F Booth
Chair of Academy Committee
26.03.2026