



## ACADEMY COMMITTEE MEETING

Date: Tuesday 15<sup>th</sup> October 2025

Time: 17:45

Venue: Gorseley Bank Primary School

Clerk: N Burgess

Present: T Allaby, G Lavelle, C Liu, S Illingworth, N Mitchell, J Maguire, F Bell and Z Shah

Action	Initials
Governors are asked to read part one of KCSiE guidance	All
Governors are asked to inform the Clerk of any changes to their register of business interests	All
A Parent Governor election will be held in the Spring Term	FB/JM
Clerk to extend the term of office for Z Shah for a further four years	NB
Clerk to send Safeguarding Link Governor role information to Z Shah	NB
SEF to be an agenda item for all meetings	FB
Inform FB if Governors would like to attend the online training session	All
Governors are invited to attend any of the QAV meetings	All
To update on Safeguarding and SEND link visits at the next meeting	SI/ZS
Governors are asked to complete the four mandatory training modules as soon as possible	All
Governors are asked to send their training certificates to the Clerk for retention	All

Agenda – Part 1			
Category	Item	Notes	Action
1	Governance Arrangements	<p>F Bell presented KCSiE and Safeguarding updates to Governors. The presentation delivered was an overview of the training delivered to all staff at the start of the academic year.</p> <p>Governors noted:            DSL – F Bell            DDSL – G Lavelle, T Allaby and A Turrell            Safeguarding Governor – Z Shah</p> <p>FB detailed the training schedule for staff for the year, and that some was planned around context specific concerns.</p> <p>Governors noted that neglect was a priority for Cheshire East. Training is vital to ensure staff understand and know the signs and can identify as early as possible. There are four types of abuse, physical, emotional,</p>	

			<p>sexual and neglect.</p> <p>All concerns are recorded on CPOMS and staff are also able to use a body map to include in the reporting. Training has been given to all staff to show them how to respond to concerns, and to be able to recognise the signs, to report to the DSL or DDSL and to record on CPOMS. Staff are also aware that some concerns are more urgent and will need to be acted upon before the end of the school day. Noticing a difference in a child's behaviour is a key indicator.</p> <p>When recording any concerns staff are aware to log facts and not opinion, they should tell, explain and describe. The importance of accurate record keeping was discussed.</p> <p>FB then referred to the KCSiE document and updates. All staff and Governors should read part one of the guidance. The four Cs identified are Content, Contact, Conduct and Commerce. There is misinformation, dis information, fake news and conspiracies. The children in school are taught to be safe online in an age-appropriate way. Children can engage online but this should be in a safe and cautious way.</p> <p>Updates to the guidance include: Concerns about adults in schools- There is a Whistleblowing Policy at the Trust to be able to log any concerns. Attendance – this can be an indicator of a safeguarding concern. GL is the school lead for attendance and is working closely to monitor.</p> <p>Safeguarding is a culture in school and everybody plays a role, it is everyone's responsibility.</p> <p>Overarching principles in school are: It could happen here Always act in the best interests of the children Act immediately</p> <p><b>Q – Do you have anyone to call if you need to seek advice in an emergency?</b> A – Yes, we can make an urgent referral and if necessary, keep the children in school at the end of the day. We do also have emergency Social Workers. This can mean we receive some resistance from parents but we have to tell them we have been advised by specialists.</p> <p><b>Q – In terms of the 4C's and online safety, if there is not</b></p>	All
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		<p><b>any resources available from Cheshire East what is the impact?</b></p> <p>A – We do our own training with years 5 and 6. We are also holding a Parent Workshop via Teams on 24<sup>th</sup> November. There are no extra resources needed.</p> <p>Governors thanked FB for the comprehensive presentation and had no further questions.</p>	
	Apologies	There were no apologies received for this meeting.	
	AOB	There were no other items of business to raise.	
	Declarations of interest in any of the agenda items	There were no declarations in any of the agenda items.	
	Register of business interests	The Clerk circulated the Register of Business interests. Governors are asked to record any changes and the Clerk will update the register and publish.	All
	Code of Conduct	Governors reviewed the Code of Conduct and agreed to adhere to.	
	Minutes of last meeting	Minutes of the meeting held 15 <sup>th</sup> July 2025 were <u>approved</u> as a correct record of the meeting and there were no matters arising.	
	Membership and terms of office	<p>S Illingworth was welcomed to her first meeting as Chair of the Academy Committee.</p> <p>GL noted her term of office would be coming to an end in 2026 and a Staff Governor election would take place.</p> <p>There will also be a Parent Governor election in the new year.</p> <p>Governors were pleased to extend the term of office for ZS for a further 4 years.</p>	<p>FB/JM</p> <p>NB</p>
	Scheme of Delegation	There were no material changes to the Scheme of Delegation to note.	
	Trust Board updates	Governors reviewed the Trust Board reports from the May 2025 and July 2025 meetings and had no further questions.	
	Link Governor Roles and Responsibilities	<p>ZS agreed to be Safeguarding Link Governor.</p> <p>The Clerk will circulate the Safeguarding Link Governor job description and links to training.</p>	NB

2	School Performance	Pupil outcomes	There were no changes to note to the data reviewed in the summer term. There has not yet been an assessment week in school and pupil outcomes will be reviewed in more detail at the Spring term meeting.	
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		<p>School Development Plan</p>	<p>Governors reviewed the SDP which had been circulated prior to the meeting.</p> <p>GL has responsibility for English across the school, and the thematic goal is writing. Each year the thematic goal is reviewed following feedback and discussions with staff and SLT.</p> <p>The data was reviewed for all year groups and staff feedback sought. September INSET was used to explain to staff the reasons writing was chosen as the thematic goal for the year.</p> <p>The revised SDP details short term actions which are regularly reviewed. A review is done at the end of every half term. The review allows discussions at SLT level to be able to review the actions which are needed to be completed to move forward. Governors were informed there good feedback from all staff on the Professional Learning impact.</p> <p>GL and ZS will be completing a link visit in November 2025 and writing will be reviewed as part of the record of visit.</p> <p><b>Q – For Link Governor visit the focus is on writing but should there also be a review of reading?</b>  A – Reading focus has been moved to the Spring Term meeting due to Trust changes.</p> <p>Governors then reviewed the individual sections of the SDP.</p> <p><u>Ambitious Curriculum</u>  There is now Subject Leader time across the Trust for primary collaboration. This means we can ensure the best use of time. There is a centralised document for Heads of School to be able to refer to.</p> <p><u>Inclusive Attitudes</u>  Scaffolding is the key focus. All staff are keen to support with scaffolding and this will inform the November INSET Day. FB confirmed that the LSA timetable will align with the PLM to ensure clarity. Scaffolding will also feed into the appraisal process to support and develop.</p> <p><u>Professional Development and Wellbeing (Pupils)</u>  Trauma training will be completed by staff in all year groups. A toolkit for emotional regulation will be developed for all classrooms.</p>	
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		<p><u>Professional Development and Wellbeing (staff)</u> Planning is currently taking place for the first Teaching and Learning conference at the November INSET.</p> <p><b>Q – Is the SDP shared with staff?</b> A – Yes they have an input and people are accountable for the actions, it is very much a live document which we refer back to. Some of the content was created on the September INSET day and the staff feel a part of it.</p> <p>Governors had no further questions to raise.</p>	
	Confirm school curricula and assessment	FB confirmed the school curricula and assessment was in line with the statutory requirements and Trust approach.	
	School Self Evaluation	<p>JM detailed the updated SEF document which has been added to the documents for this meeting.</p> <p>The SEF has been revised following the publication of the revised Ofsted framework. Governors noted that as part of the new framework there would no longer be an overarching grade for schools.</p> <p>There are now 8 categories and gradings and it is expected that schools should at least be expected standard.</p> <p>The SEF will be completed ongoing and will be on the agenda for every meeting of this committee.</p> <p>There will be an online training session held in November if Governors would like to attend. The revised framework will also be a focus for the Governor and Trustee Conference in December. Governors are asked to inform FB if they would like to attend the online training.</p>	<p>FB</p> <p>All</p>

		Quality Assurance	<p>Governors reviewed the QA visit report which was circulated prior to the meeting. Each visit is attended by LW as Director of Primary, and JM as Executive Headteacher.</p> <p>Each meeting has a different focus. The September visit focused on the start to the new academic year, the new staff, and the SDP. The next meeting in January 2026 will have a data focus.</p> <p>Governors are invited to attend any QA visits and the dates are contained within the report.</p>	All
3	Governor Monitoring	Finance update	<p>Governors reviewed the July 2025 Management Accounts. FB meets with the Trust Director of Finance to monitor the accounts ongoing.</p> <p>It was noted there are delays in receipt of high needs funding.</p> <p>There have been some issues in KidsClub regarding the number of spaces and not all being taken. Work has been done to increase the uptake and on ratios to ensure all places are taken.</p> <p>Pension costs were noted as an issue. Cheshire East contribution is 37% as opposed to GMPF which is 19.6%. An update has since been received in that the school no longer has to align with the LA and can now align with the Trust.</p> <p>There has been a review of the administration structure in school, and the number of staff has reduced from 5 to 3. There is no longer the post of Welfare Assistant. The Welfare Assistant has moved into an LSA role in school.</p> <p>There have been mitigations in place to address the reserves and there is a 3-year plan in place to build the reserves again.</p> <p>Governors had no further questions to raise.</p>	
		Policies	There were no policies for approval at this meeting.	

	Confirm curriculum and behaviour and welfare policies	FB confirmed that the school curriculum policies and behaviour and welfare policies are in line with statutory guidance.	
	Safeguarding and SEND Link Governor updates	Visits have been arranged and an update will be given at the next meeting.	SI/ZS
	Curriculum records of visits	Governors are in the process of scheduling their visits for the academic year and updates will be given at future meetings.	
	Monitor Pupil Premium and Sport Premium	<p>Governors noted the links to the documents on the school website.</p> <p>Sport Premium has been updated and has to be published annually every July.</p> <p>Pupil Premium is currently being reviewed and will be published in December. Governors were informed Pupil Premium numbers had risen in school.</p>	

	Behaviour and Safeguarding update	<p>Governors noted DH was working as a SEMH specialist in school, and will be completing DSL training in the coming weeks. DH works with vulnerable families and children and has also completed Early Help Training.</p> <p>TA has been working as part of a behaviour group to look at reviewing and amending the Behaviour Policy. There will be more engagement with parent/carers as sometimes parent/carers are not aware of issues in school. The revised system will mean a message is sent home to ask to please speak to the children at home. There have been some message sent out already and feedback has been good.</p> <p><b>Q – Are the teachers comfortable with this new system of contact?</b> A – Yes they are.</p> <p>FB detailed to Governors the Section 175 Safeguarding Audit which was included in the report. Staff will be completing refresher Prevent training, contextual safeguarding will be revisited as part of INSET and key staff will be completing further enhanced safeguarding training.</p> <p><b>Q – As a wider point, would it be useful for Governors to have a roles and responsibilities list to refer to?</b> A – Yes, this has now been added to the meeting documents.</p>	
	Attendance Report	<p>Governors reviewed the Attendance data which was circulated prior to the meeting.</p> <p>Governors compared the final figures for last year against the year to date. Attendance is looking very promising at present with 98.3%. FB commented that there is a big effort on punctuality taking place, with allowances for some specific circumstances.</p> <p><b>Q – At the end of the summer term 2 there was a drop in year 6 attendance?</b> A – Attendance was poor after SATS and this is a focus for us to monitor this year. We have a new attendance team in place, who meet half termly, and good communication with our families is key.</p> <p>Governors suggested a letter to all parents to emphasise and remind of the importance of attendance and punctuality, rather than just to specific families. It was discussed that for children who are late every day in KS1 they miss Phonics teaching.</p>	

		Pupil numbers	Governors noted the pupil numbers in all year groups, and the total number of children in school was 424.	
		Review educational achievement of CLA and PLAC	Governors discussed the educational achievement of CLA and PLAC whilst noting that reporting in detail was not possible due to the small number of children and to avoid their identification.  It was noted that one area of focus was the lower outcomes for writing for the children.	
		Health and Safety update	Governors reviewed the Health and Safety report and had no further questions to raise.	
		Website compliance	FB confirmed the school website was compliant in the publication of all statutory requirements, and that this was overseen by the Trust Director for Compliance.	
		School Risk Register	The School Risk Register has been updated to reflect FB , as Associate Head of School, as the risk owner and action owner.  There have been no changes to the identified risks or their risk profile.  <b>Q – Is there anything on the Risk Register which really concerns you?</b> A – Income and finances, which is linked closely to pupil numbers and staffing costs.  The Health and Safety of the school site is controlled well internally and there are good mitigations in place. The Critical Incident Plan is in place and is a very robust document.	
4	Governor Development	Review Trust Training plan	Governors are reminded of the four mandatory modules of training which should be completed at their earliest convenience: GDPR Cyber Security Prevent Safeguarding	All

		Clerk to minute any training undertaken since the last meeting	Governors are asked to send their training certificates to the Clerk for retention.	All
		Governor and Trustee Conference	Governors are reminded of the Governor and Trustee Conference which will be taking place on Wednesday 10 <sup>th</sup> December 9.00 – 10.30am.	
		Academy Trust Handbook	The Academy Trust Handbook was circulated prior to the meeting for Governors information.	
5	Community	Stakeholder Engagement	GL had updated the Parental Engagement Strategy following the last meeting.  Governors had no further questions to raise.	
	AOB		Following discussion, it was agreed that the start time of the Academy Committee meetings be moved to a 5.30pm start.  As this was his last meeting thanks were offered to N Mitchell for his time and commitment to the school and Academy Committee.	
	Meeting Dates:		Tuesday 10 <sup>th</sup> March 2026 at 5.30pm Wednesday 15 <sup>th</sup> July 2026 at 5.30pm	

#### Impact of Meeting / Key Outcomes

FB gave a presentation on Safeguarding and KCSIE updates

Membership of the AC was reviewed, this was S Illingworth's first meeting as Chair of the committee

Governors reviewed the School Development Plan

Revised SEF template was reviewed by Governors

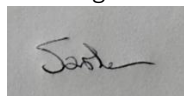
Governors reviewed the QAV report from the September visit

Governors received a finance update

Behaviour and Safeguarding report was reviewed by Governors

School Risk Register was reviewed by Governors

Meeting closed at: 7.30pm



S Illingworth  
Chair of Academy Committee  
10.03.26

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