

	<p>word Governor in the Search box.</p> <ul style="list-style-type: none"> • Governors can do as many courses as they wish to – the courses can be general, such as Ofsted, or specific to a Governor link role such as safeguarding and Health & Safety. • SW receives a report of the courses completed. • Governors are certificated for the courses completed. • Completing courses enables Governors to remain current in their thinking. • An advantage is that courses can be completed over time, they do not have to be done in one sitting. <p>SW advised Governors that:</p> <ul style="list-style-type: none"> • The school is currently reviewing its purchase of The School Bus, as the renewal premium is over £1k. • The School Bus is a website which advises on policy documents, journals and articles. Whilst interesting, it is of greater relevance for senior leaders in school. <p>Action: To explore why some Governors can access Modern Governor and others cannot</p>	Clerk
2	<p>CONFLICTS OF INTEREST</p> <p>The following pecuniary interests were recorded:</p> <ul style="list-style-type: none"> • Kate Jones: Deputy Head Teacher and SENDCo (Special Educational Needs and Disabilities Co-ordinator) at Broken Cross Primary School Macclesfield • Stef Williams: Chair of MSIP (Cheshire Maintained School Improvement Partnership) and Governor at the YES Trust. <p>There was no conflict of interest noted with the business of the meeting.</p>	
3	<p>TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING OF 10.11.22</p> <p>A copy of the Autumn Term Teaching & Learning Meeting minutes from 10.11.22 had been shared with Governors in advance of the meeting.</p> <p>Governors approved the minutes as a correct record of the discussion held pending one amendment.</p> <p>Action: To notify the Clerk of the required minute amendment</p>	SW/EF
4	<p>TO REVIEW THE ACTION LOG FROM 10.11.22 AND DISCUSS MATTERS ARISING FROM THE MINUTES</p> <p>A copy of the action log from the 10.11.22 meeting was circulated to Governors in advance.</p>	

	<p>The following points were discussed:</p> <ul style="list-style-type: none"> • AH had reviewed the Committee Terms of Reference but recommended no change to the document. <p>Challenge: Is there an update on Y4 progress and attainment? Challenge: Is there an update on staff absence? The response to these two questions was referred to the Part Two minutes.</p> <p>There was no further discussion of the 12.11.22 minutes or action log.</p>	
5	<p>To receive an Autumn Term data review, including the new IDSR (Inspection Data Summary Report)</p> <p>A copy of the school’s IDSR was shared with Governors in advance.</p> <p>Challenge: Why is the document focused on information from 2017, 2018 and 2019 and nothing more recent? Response: The document refers to reportable data and there have been no official SATS tests due to the pandemic, so there is data missing.</p> <p>Governors were advised that the format of the IDSR has changed. It is no longer as user friendly (it contains no charts or graphs) or as informative. Ofsted will use it as their first port of call with the school’s Self Evaluation Form. The format is useful to highlight significant trends:</p> <ul style="list-style-type: none"> • 2019 Writing data leading to the development of the oracy programme. • The school’s persistent absence data is within the top 20% nationally. <p>There was discussion that:</p> <ul style="list-style-type: none"> • Ofsted are currently not looking at data. • In 2022 attainment in Maths put the school in the top 20% of schools. • The context is useful showing a three-year trend. • The number of pupils with an education health care plan (EHCP) exceeds the national average. <p>Challenge: Is it correct (as discussed at the Governor Briefing) that an EHCP is awarded for the lifetime of the pupil? Response: This is not correct. An EHCP is reviewed annually.</p> <p>Challenge: Is there a danger that the success of the Havannah Hub will lead to a further increase of parents wanting their child to attend Havannah? Could this change the dynamic of the school? Response: This situation would need to be managed by the school in conjunction with the Local Authority. The Local Authority cannot name a specific school for a pupil to attend. Admission is ‘at the school’s discretion’. This is made clear to parents who show an</p>	

	<p>interest in Havannah Primary School.</p> <p>Governors noted the importance of maintaining a balance of pupils entering the school.</p> <p>Challenge: Who determines which students attend which school?</p> <p>Response: Pupils are placed by the Cheshire East Admissions Team using the schools' admission criteria when a school is over-subscribed, which Havannah Primary School is. Ordinarily admission is determined by distance from the school and sibling attendance. Looked after Children and EHCP pupils cannot be refused admission if the school is under-subscribed.</p> <p>It was noted that the cohort needs to be considered when admitting pupils.</p> <p>Governors were advised that there are currently 3 EHCP pupils in the Reception cohort. The school has refused admission to other pupils with an EHCP. It is important to consider the impact on current pupils on roll and members of staff when admitting additional pupils.</p> <p>Action: To read the IDSR and ask questions of its content at the FGB</p>	Govs
6	<p>TO RECEIVE A HAVANNAH HUB (ENHANCED MAINTAINED PROVISION) UPDATE</p> <p>It was noted that Governors had visited Havannah Hub on two separate occasions.</p> <p>Challenge: Were the visits beneficial?</p> <p>Response: The visits were enjoyable and helpful. Governors had seen the children in action in the Hub.</p> <p>Governors were advised that:</p> <ul style="list-style-type: none"> • Members of staff are doing an excellent job in the Hub. Absence can be an issue as staff have to be released to enable emotional literacy support assistant (ELSA) time at the expense of interventions. • Support is provided on a one-to-one basis and in small groups. • The Hub is currently working in the experimental phase but the impact for most pupils has been positive. Some pupils working in the Hub in the mornings have made accelerated progress and are now back in class. • Mark Bayley, Cheshire East, is due to visit Havannah Hub on 1.3.23. • SS-B has a funding application form in progress. <p>Challenge: Is there funding available for the Hub as a potential flagship provision as there is no other facility in the Congleton area?</p> <p>Response: The school will receive the standard funding package</p>	

	<p>which accounts for the salary of one member of staff but can be used at the school's discretion.</p> <p>There was a general discussion of Cheshire East's approach to SEND:</p> <ul style="list-style-type: none"> • Funding will be moving from a per pupil basis to a banding system. No date is set. • Schools are being asked to provide for their own pupils as a cost-effective approach with the emphasis on preventing a child needing an EHCP. • According to the Governor Briefing, the Local Authority wishes to revive the SEND Toolkit with all schools. <p>SS-B shared a scrapbook which the Havannah Hub Lead Teacher is compiling to show the work being done. It contains examples of pupil voice, evidence of work with social skills, lego-therapy and other activities. Governors were also advised of the provision map written for the Hub which:</p> <ul style="list-style-type: none"> • Shows the number of pupils being supported through the Hub • Includes the support given to first concerns plus pupils • Provides examples of work completed • Shows progress and impact <p>Challenge: How many pupils are experiencing the Hub? Response: Approximately 60-70 pupils are experiencing the Hub. The number can increase depending on the activity being provided. It was noted that this is approximately 25% of the total school population.</p>	
7	<p>TO RECEIVE A VULNERABLE PUPIL UPDATE</p> <p>SW advised Governors that no documents have been shared for this agenda item as all information is stored on Tracker and, if anonymised, would not be easy to access.</p> <p>SW informed the meeting that:</p> <ul style="list-style-type: none"> • She meets with SS-B weekly to review vulnerable pupils on the Tracker and CPOMS. • The school was complemented by the Safeguarding Children in Educational Settings (SCiES) Team for its policy and procedures re vulnerable pupils. • The school is focusing on the attendance of its vulnerable pupils: Action plans are created for pupils whose attendance is below 90%, below 80% and between 85% and 90%. The action plans look at new initiatives to improve attendance. <p>Challenge: Is there a correlation between EHCP pupils (50% of the vulnerable pupil cohort) and attendance less than 95%? Response: Many of the pupils are on Early Help Plans. The school drills down into the support plans and looks at individual cases for</p>	

	<p>social care issues and illness. There is usually an underlying reason for poor attendance.</p> <p>The importance of checking pupils and addressing their individual needs with a bespoke action plan was discussed.</p> <p>The school knows who its persistent absentees are, the school monitors their attendance, the school acts appropriately and monitors the impact of this.</p> <p>There are attendance trends.</p> <p>Challenge: Has attendance become high-profile post-pandemic? Response: Yes, it has. This was reflected at the Governors' Conference in the Autumn Term 2022 where the keynote speech was focused on attendance.</p>	
8	<p>TO RECEIVE ANY LINK GOVERNOR UPDATES FROM NATIONAL COLLEGE COURSES COMPLETED</p> <p>A copy of the Ann Holland 26.1.23 Governor Briefing Feedback document was shared in advance with Governors.</p> <p>Some Governors had completed safeguarding training. This was very child centred and focused on the importance of respecting human rights for all people. It was noted that currently the Designated Safeguard Lead (DSL) in school is SW and the Deputy Designated Safeguard Lead (DDSL) is SS-B. The DDSL role will need to be re-allocated when SS-B goes on maternity leave.</p> <p>Governors attended a Maths meeting with Miss Kitson. The meeting was very interesting. The new curriculum, new resources and progress being made were explained.</p> <p>Some Governors visited the Havannah Hub. They noted that the children had just completed a sensory session. The atmosphere in the Hub was lovely, it felt comfortable for the children.</p> <p>Some Governors completed a walk-around before Christmas 2022 visiting all classrooms.</p>	
9	<p>TO REVIEW PROGRESS AGAINST THE RELEVANT SECTIONS OF THE SCHOOL DEVELOPMENT PLAN (SDP)/SELF-EVALUATION FORM (SEF)</p> <p>Action: To add an item to the Spring Term 2023 FGB agenda: To review progress against the SDP</p>	Clerk

	<p>SW advised Governors that the current focus is on updating the Self-Evaluation Form:</p> <ul style="list-style-type: none"> • SW and SS-B had spent half a day with Helen Scott (School Improvement Partner) working on the SEF. During this meeting they had reviewed the Ofsted criteria for a 'Good' judgement in the Behaviour and Attitudes section and had written this section of the SEF as a guideline for all other sections referencing what the school does. • SW and SS-B would write the Personal Development section using the same techniques on 01.03.23. • SW aims to complete the SEF by Easter 2023 by revising the Leadership & Management section and finally the Quality of Education section. <p>Action: To add an item to the Spring Term 2023 FGB agenda: To share the draft SEF with Governors</p> <p>Action: To share the draft SEF with Governors</p>	<p>Clerk</p> <p>SW</p>
10	<p>TO MONITOR WELLBEING ACROSS THE SCHOOL COMMUNITY</p> <p>SW advised Governors that:</p> <ul style="list-style-type: none"> • She is talking with all members of staff about mental health and wellbeing. No survey will be completed, as this technique is now tired. Members of staff are being asked if there is anything which the school has done in the past which can be revisited to support their wellbeing. • In response to conversations held: Shorter staff meetings are being scheduled Parents' evenings are being held on the night members of staff would have had a staff meeting Members of staff can take their planning, preparation, and assessment (PPA) time at home Members of staff are being granted time off school for family matters. <p>Challenge: Are members of staff ever asked what they have found beneficial about wellbeing activities? Response: This is being done through staff voice and discussions with SW. It was noted that using Cheshire East to help tackle persistent staff absence had raised morale. It was further discussed that members of staff and parents could be further encouraged to participate in the <i>myhappyminds</i> programme. • SW is aware of members of staff under stress. During return-to-work interviews personal questions are asked. Each member of staff is treated as an individual with different recommendations being made, including Occupational Health referrals. <p>Governors noted that Havannah Primary School is a very caring school.</p> </p>	

	Members of staff demonstrate this through their loyalty.	
11	<p>TO REVIEW POLICY DOCUMENTS</p> <p>A copy of the 2022-2023 Policy Schedule was shared with Governors in the meeting.</p> <p>Policies identified for approval at this meeting were:</p> <ul style="list-style-type: none"> • The Behaviour Policy • The SEND Policy and Local Offer Information <p>SW advised Governors that:</p> <ul style="list-style-type: none"> • The Behaviour Policy had been uploaded to Governor Hub today. The policy will receive a complete overhaul for September 2023. The school would like to adopt a restorative approach to managing behaviour and to remove the negative elements from the document. <p>Action: To add an item to the Summer Term 2023 Teaching & Learning Committee agenda: To share the amended Behaviour Policy with Governors</p> <ul style="list-style-type: none"> • The SEND documentation is to be uploaded. <p>Action: To either acknowledge approval of the policies by marking as read or leaving a message on the Governor Hub noticeboard</p>	<p>Clerk</p> <p>Govs</p>
12	<p>TO REVIEW ITEMS FROM THE SPRING 2023 DIRECTOR'S REPORT</p> <p>A copy of the 2023 Spring Director's Report had been shared with Governors and the following items were highlighted by the Clerk:</p> <p>1.1: School Bill officially withdrawn but MATs still on the agenda 1.1: Continue to monitor wellbeing and mental health – done in this meeting 1.2: Part-time timetables need an end date and schools need to check that there are no issues regarding the vulnerability of the child 1.5: There was a Digital Monitoring course for the Safeguarding Lead Governors looking at safeguarding and e-safety 1.6: NGA document for Safeguarding Lead Governors to read to support children who identify as transgender</p> <p>Action: To send the NGA document re support for children who identify as transgender to KJ</p> <p>2.1: Data reports must include benchmarking. The impact of the pandemic must be considered when making quality of learning judgements 2.3: Review the IDSR – reviewed in the meeting 2.4: Continue to monitor National Tutoring Programme expenditure v objectives - more appropriate for the Leadership & Management Committee 2.5: Members of staff to attend RE network sessions – SW advised Governors that the MSIP had raised the difficulty facing schools in writing a curriculum. Jonathan Norris had offered free twilight sessions for RE Leads.</p>	<p>Clerk</p>

	<p>NB advised the meeting that this is his daily work, and he could offer support for planning and provision of resources. NB was thanked.</p> <p>2.6: The Ofsted Annual Report is available to read – for information only</p> <p>2.7: Holiday Activities and Food Programme information – Havannah does access this programme. There is a HAF programme at the New Life Church over the Easter holidays 2023.</p>	
13	<p>ANY OTHER BUSINESS</p> <p>There was no additional Part One business raised for discussion.</p>	
14	<p>WHAT SHOULD WE HIGHLIGHT/COMMUNICATE TO THE FGB</p> <p>Governors discussed the success of the Havannah Hub for the progress and support of the many pupils who access it daily. Governors held a realistic discussion of funding for the provision and the issues of staffing the provision to maintain the level of intervention and emotional health and wellbeing for the pupils and members of staff. Wider discussion of the impact of the Hub on Havannah Primary School was voiced.</p> <p>Governors discussed the attendance statistics for the school’s vulnerable pupils, looking at patterns of attendance, interventions used to reduce absence and their impact. Whilst Governors are aware that attendance is a national problem, they are determined that attendance at Havannah will be as high as possible to secure the quality of education for all pupils.</p> <p>Continued professional development (CPD) in school and amongst Governors was discussed. CPD is important to ensure that all stakeholders are fully trained to carry out their duties in a professional and competent way. Governors committed to developing as individuals to support the school.</p>	
15	<p>DATE OF NEXT MEETING</p> <p>After much discussion the Summer Term 2023 Teaching & Learning Committee Meeting was scheduled for: Tuesday 4th July 2023 at 4pm.</p>	

EF and SS-B left the meeting at 6.28pm.

The meeting moved to the Part Two agenda.

The meeting ended at 6.30pm.

..... Chair

..... Date