



Part 1 Minutes of the Axis Local Support Board (LSB) Meeting of the YES Trust

Date:	Monday 8 th March 2021 at 6.00pm	
Venue:	Virtual video conferencing meeting	
Present:	Tony Smith Emma Colley Belinda Logan (BL) Helen Phillips Karl Shirley (KS) Helen Parsonage (HP) Rachael Millington (RM) - part Maddy Shaw (MS) Nic Brindle (NB)	Trust Chair (Transitional Chair of Committee) Headteacher Trustee (Transitional Support) Director of Education Governor Governor Governor Governor Trust CEO
Apologies:	Julia Murray (JM) Rachel Bagnall (RB) Chris Heptinsall	Governor Governor Director of Business
Absent:	None	
In attendance:	Carole Self (CS) Rob Lockett (RL) Lisa Carden-Doorey (LC-D)	Clerk to the Trustees Office Manager (Incoming Clerk to the LSB) Trustee

AGENDA ITEM 1	WELCOME AND APOLOGIES FOR ABSENCE
Discussion:	<p>The Chair welcomed everyone to the first meeting of the Axis Local Support Board (LSB), he confirmed that he was acting in a transitional capacity along with Belinda Logan, Helen Phillips, Nic Brindle and Chris Heptinstall to ensure that the LSB was supported in this embryonic stage.</p> <p>The Chair acknowledged that some Governors already had experience in other schools, however there were others who were new to the role and emphasised the importance therefore of asking questions or raising queries during the meeting.</p> <p>Governors were advised that part of this first meeting would be focused on the general governance of the LSB as well as the normal educational update that they would receive.</p> <p>The Chair asked that part of Item 5 be taken during this part of the meeting to allow for Maddy Shaw (MS) to be elected if the LSB felt inclined to do so. MS outlined why she wanted to undertake the role and her links with the school as a prospective Parent Governor. The Chair confirmed that he and the Headteacher had seen her application and he was happy to recommend her appointment to Governors. BL seconded the application and Governors formally approved the application.</p> <p>The Chair thanked MS for her application and welcomed her to the LSB.</p> <p>The Chair outlined how the Agendas were split between Part 1 public business and Part 2 confidential business.</p>
Decision:	<ul style="list-style-type: none"> • Apologies for absence were received and accepted from Julia Murray, Rachel

	<p>Bagnall and Chris Heptinsall.</p> <ul style="list-style-type: none"> Governors approved the appointment of Maddy Shaw as Parent Governor of Axis LSB.
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AGENDA ITEM 2	ROLE OF THE LSSB		
Discussion:	<p>The Chair outlined the role of the Trust Board and how the LSBs of each school were involved i.e., as a Committee of the Board who would focus on the way the school operates; outcomes for pupils; school development, safeguarding; the welfare of staff and pupils with an oversight on how the finances were spent.</p> <p>Governors were advised that the Trust had a scheme of delegation which outlined in detail the accountabilities and responsibilities of the Trust Board, the LSBs and Individuals. The Chair confirmed that this would be made available as part of the induction process however advised that it was available on the Trust website and the Governors Virtual Office (GVO) which all Governors would have access to. The Chair agreed to circulate the document in the meantime.</p>		
Actions:	<p>What:</p> <ul style="list-style-type: none"> Circulate the Scheme of Delegation to Governors 	<p>By Whom:</p> <p>TS</p>	<p>By When:</p> <p>ASAP</p>

AGENDA ITEM 3	DECLARATIONS AND CONFLICTS OF INTEREST		
Discussion:	<p>The Chair outlined the annual requirement to declare potential conflicts of interests confirming this was any links; employment or associations that may impact on the work of the LSB. The Chair confirmed that any declaration did not preclude individuals from being Governors, provided this was declared and that Governors absent themselves from any discussion on matters which were a conflict of interest. The Chair confirmed that as well as the annual formal declaration, ahead of each meeting, Governors would be asked to state whether there were any declarations of interest to be made in light of the agenda to be discussed.</p> <p>The Chair confirmed that the Director of Business would circulate the necessary documentation to Governors for them to sign electronically and return.</p>		

AGENDA ITEM 4	GOVERNOR RECORDS and USE OF GVO		
Discussion:	<p>The Chair explained the purpose of the Governors Virtual Office (GVO) confirming this was a repository for all Trust and LSB information. He confirmed it was a secure place and that all Governors would be provided with access.</p> <p>The Chair also advised that the GVO was used to record training, declarations of interest, attendance at meetings and the calendar for meetings and papers. He went on to say that GVO allowed the Trust or its Scrutineers to access information in a methodical and timely manner.</p>		

AGENDA ITEM 5	LSSB RESIGNATIONS, APPOINTMENTS AND VACANCIES		
Discussion:	<p>Governors were advised that Rachel Moreton had decided to resign ahead of this meeting, therefore as she had been formally appointed, her resignation was also formally recorded.</p> <p>The appointment of MS was discussed and recorded under Item 1 in order that she could fully take part in the meeting.</p>		



AGENDA ITEM 6	GOVERNOR INDUCTION AND TRAINING
Discussion:	<p>Governors were advised of the support available to enable them to undertake their role which included formal training for induction and mandatory aspects of the LSB's work such as Safeguarding. The Chair also confirmed that the Trust was in the process of updating the induction pack to support Governors in their role. Governors were advised that training during this period was being held remotely.</p> <p>NB advised of training via Cheshire East which was helpful particularly for Governors new to the role but also useful as a refresher. NB confirmed that the next cohort of sessions would be announced at Easter.</p>
AGENDA ITEM 7	ELECTION OF THE CHAIR (to take effect from the Summer Term)
Discussion:	<p>Ahead of the formal election of the Chair for the summer term, Governors were advised that the LSB would meet once each Term in line with the Trust Board meetings. The Chair advised that as Axis was a new school, during the first term i.e., Autumn, the Trust provided oversight of the school to allow the recruitment of Governors. During this second term, he confirmed that himself and BL were providing support along with Helen Phillips, Chris Heptinstall and Nic Brindle to allow Governors to shadow the process. From the third term, Governors were advised that the LSB would take the lead with Members of the Trust Board shadowing and providing support and advice with the intention that by the Autumn 21/22 term the LSB would be up and running.</p> <p>With regards to the election of the Chair for the LSB, Governors were advised that one nomination had been received from the Headteacher for KS to be Chair. KS confirmed that he was happy to be nominated. Governors were afforded the opportunity to nominate themselves or another ahead of the election process. No nominations were forthcoming. BL therefore agreed to second the nomination that KS be Chair from the summer term. Governors approved the appointment of KS as Chair.</p>
Decision:	Governors approved the appointment of KS as Chair of the LSB
AGENDA ITEM 8	DECLARATION OF ANY OTHER BUSINESS
Discussion:	NB confirmed that he had an item to discuss under the confidential agenda.
AGENDA ITEM 9	COVID 19 UPDATE
Discussion	<p>The Chair confirmed that the Headteacher Report, circulated ahead of the meeting, would be recorded as one item here and would cover school performance, quality of teaching, school development, behaviour and welfare and evaluation as well as an overview of the response to Covid 19</p> <p>The Headteacher provided an overview of the number of pupils on roll, which currently was 16 moving up to 32 during this academic year.</p> <p>Attendance was reported favourably against national comparators and the Headteacher confirmed that the school was fully open and attended by all pupils however up until the 8th March 2 pupils had been shielding and therefore received remote learning.</p>

A breakdown of the cohort of pupils by gender was provided, with Governors being advised that it was as expected that the trend was to have more boys than girls.

Health and safety activities were reported to be up to date with the first fire drill being undertaken successfully in the previous week.

Governors were advised that one pupil had had to be removed this month as the school was not able to meet their needs. Governors were provided with an overview of pupils to highlight the flexible approach of the school. The Headteacher advised that the school had been inundated with requests for Year 7 places from September 21 confirming that those pupils in Year 6 would automatically qualify for a place. **Q. Are you where you thought you would be when you opened the school? The Headteacher** advised that she thought the pupil numbers would be higher as the LA had led the school to believe that there were 60-70 pupils waiting for places. She went on to say that she was however in regular discussions with the LA and that since the new building had been opened, interest in the school had risen. NB advised Governors that the school was due to open in January 20 however it was not opened until September 20 and thus the delay led to 12 students being offered out of county placements. NB went on to say that the minimum number of pupils required from a viability perspective was 14. The Headteacher confirmed that the school was working on placements for September 21 however due to the number of requests, the school have agreed to run two Year 7 classes next year. Governors were advised that currently there were 14 pupils for September 21 and that the school had capacity to support them as modelled against the Integrated Curriculum Financial Planning ICFP capacity staffing tool. **Q. Have you already started to recruit to the two roles in Maths and Food LM? The Headteacher** confirmed that the advert would be placed before Easter with recruitment taking place in readiness for September 21.

Quality of Teaching

Governors were provided with an overview of the Teaching data along with Student progress and interventions. The Headteacher confirmed that lesson observations were taking place and that some of these had been quality assured by Helen Phillips. **Q. What is the reason for the uptake in student progress Performance this term compared to last term? The Headteacher** confirmed this was due to a gap in Year 8.

RM joined the meeting at 19.03pm

Governors were advised that students were placed into sets based on ability which afforded Teachers the opportunity to focus on the academic needs of individuals as well as providing after school interventions. **Q. How are you deciding on what constitutes Good or Outstanding Progress? The Headteacher** confirmed that primary progress is assessed over a year with the expectation that a year's progress is made in that academic year. Secondary progress was then divided and assessed as 7 sub grades in the year, this being the same as in mainstream schools.

Behaviour and welfare

Behaviour and welfare were reported favourably with 100% attainment of behaviour targets being achieved. PSD progress was reported as high and PSD interventions were outlined. The Headteacher advised that "Keeping in Touch" days were open to all children to attend in the holidays with over half of students attending at least one of these. She went on to say that these maintained the routine for children and were received positively. **Q. Do you offer**

transport for these days and are the terms and conditions different for staff to enable them to support these? The Headteacher confirmed that the days were voluntary for the majority of staff with the exception of Lorna who was expected to support some of these. She also confirmed that Parents were asked to drop off and pick up children however if this was causing difficulty, the school would work with the family to provide a solution. **Q. How have staff found these? HP** confirmed that she personally had thoroughly enjoyed it and that it was a great way for children to keep in touch with friends and they equally really enjoy it.

Covid 19 Response

The Headteacher confirmed that all the information in relation to Covid 19 arrangements was on the school website however she stressed that the safety of the children and her staff was paramount to every decision she made in keeping the school open. Governors and Trustees agreed that keeping the school open was extremely beneficial to the children and credit was afforded to the Headteacher and all her staff for ensuring that this had been possible without a single positive case of Covid 19 being reported.

The Headteacher outlined the additional safety measures put in place in addition to the risk assessment.

School Development and Self Evaluation

The Headteacher outlined the different methods of self-evaluation as outlined in her report. NB advised Governors that the School Development and Self Evaluation were actual plans which they would review and monitor. **Q. What is the process for the master class? The Headteacher** confirmed that the whole team gets together after school to review the PSD data and targets to determine whether more staff training was required. **Q. Do you believe the new student reports will be more helpful for students? The Headteacher** felt that they would and confirmed that these were undertaken using Arbour.

Governors thanked the Headteacher for her report.

AGENDA ITEM 10	SCHOOL PERFORMANCE
Discussion:	Discussion on this item, was recorded under Agenda Item 9 as agreed.

AGENDA ITEM 11	FINANCE
Discussion:	<p>Governors were shown the management report for the school for period 5 which included the monthly spend, total spend to date and the overall costs. NB explained that the funding for SEN students differed from that for mainstream pupils where funding was based on pupil numbers as per the census. He confirmed that SEN funding came from the Higher Needs Budget at a rate of £10K per student and then special schools were able to charge a top up fee of between £14,250 and £15K per pupil. Unlike income in mainstream schools which was based on the census, which could result in monies being clawback by the LA, SEN funding was received on a termly basis linked to each named pupil.</p> <p>Governors were advised that the total income for the school was £881,500. Q. What about pupil premium funding? NB confirmed that this was not payable in Year 1 but would be available thereafter.</p> <p>NB reported a forecast surplus of £29K and that 3-5% of this was expected to be carried</p>

	<p>forward unless the Headteacher wanted to save more for a large capital project. He confirmed this was a good position for the school given the delayed start and he gave credit to the management team for this.</p> <p>Governors were advised that the Trust would like a Governor to be linked to Finance so that they could be part of the monthly meetings with the Headteacher and feedback to other Governors. Helen Phillips confirmed that the Director of Business was happy to be contacted to discuss finance and Governors were encouraged to do so.</p>
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AGENDA ITEM 12	QUALITY OF TEACHING
Discussion:	Discussion on this item, was recorded under Agenda Item 9 as agreed.

AGENDA ITEM 13	SCHOOL DEVELOPMENT PLAN AND SCHOOL EVALUATION
Discussion:	Discussion on this item, was recorded under Agenda Item 9 as agreed.

AGENDA ITEM 14	POLICIES
Discussion:	The Chair confirmed that policies would be a standing item on each Agenda and that the LSB would be responsible for formally approving these. He advised that all policies would be uploaded to GVO for comment and review and that the majority of these were managed at Trust level. He confirmed that there were no policies for approval at this first meeting and that the Director of Business maintains the policy schedule.

AGENDA ITEM 15	DATE OF NEXT MEETING/S
Discussion:	Governors agreed a provisional date for the next meeting as 3 rd June 2021 at 5.00pm however this would be formally agreed outside of the meeting by KS.