| Part 1 Minutes of the Axis Local Support Board (LSB) Meeting of the YES Trust | | |
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| **Date:** | Thursday 3rd June 2021 at 5.00pm | |
| **Venue:** | Virtual video conferencing meeting | |
| **Present:** | Tony Smith | Trust Chair |
| | Emma Colley | Headteacher |
| | Helen Phillips (HPh) | Director of Education |
| | Karl Shirley (KS) | Chair of LSB |
| | Helen Parsonage (HP) | Governor |
| | Rachael Millington (RM) - part | Governor |
| | Maddy Shaw (MS) | Governor |
| | Nic Brindle (NB) | Trust CEO |
| | Chris Heptinsall - Part | Director of Business |
| **Apologies:** | None | |
| **Absent:** | Rachel Bagnall (RB) | Governor |
| **In attendance:** | Rob Lockett (RL) | Office Manager/Clerk |

| AGENDA ITEM 1 | WELCOME AND APOLOGIES FOR ABSENCE | | |
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| **Discussion:** | The Chair started the meeting with welcomes and confirmed that RM would be leaving the meeting at approx. 5:40pm. | | |

| AGENDA ITEM 2 | ROLE OF THE LSSB | | |
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| **Discussion:** | TS discussed the creation on the Governor handbook and explained that all governors should see the handbook as live document, to be developed and enhanced over time. NB added, the handbook highlights the responsibility of LSB, and what they should hold the Headteacher accountable for. Some Governor don't seem to have a copy on the Handbook. RL to re-distribute. Governors to receive the handbook and any comments or feedback to be centralised through to RL. The Chair asked RL if this is ok, RL replied saying yes, but mic not working. All governors confirmed that they have received a link to NGA. Once registered, Governors are able to use the site for any related training. | | |
| **Actions:** | **What:**<br>• **Governor Handbook to be re-sent to all Governors** | **By Whom:**<br>RL | **By When:**<br>ASAP |

| AGENDA ITEM 3 | DECLARATIONS AND CONFLICTS OF INTEREST | | |
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| **Discussion:** | The Chair informed Governors need to declare Conflicts of Interests – all Governors asked if any Governors had anything to declare, nothing to raise. TS added it is a formal process and that Governors should announce and changes. Governors informed of the need to declare at each meeting any item that a Governor may have a conflict with. | | |

| AGENDA ITEM 4 | ACCEPTANCE OF MINUTES FROM LAST MEETING |
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| **Discussion:** | Before moving on to Governor Records, TS informed the Chair that the minutes from the last meeting should be accepted before moving forward. <br> The Chair proceeded to ask if any changes or updates are needed and if minutes are acceptable. JM responded to confirm she had not seen the minutes. TS apologised and confirmed that the meeting minutes should go onto GVO as draft. KS went on to explain that there are changes in roles, and that issues will reduce once settled. TS to sign meeting minutes and action log items from last meeting. TS read out last meeting actions and confirmed that all actions had been acted upon. KS clarified that all Governors now have access to Educare and confirmed with training need to be done. |

| AGENDA ITEM 5 | GOVERNOR RECORDS and USE OF GVO | | |
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| **Discussion:** | Governors discussed the use link roles. – <br> • The Chair asked Governors how they feel about taking on extra roles and linking with the school. JM added that she is happy to help. <br> • The Chair and EC to discuss the best link roles that would benefit the school. <br> • EC added that she and the school are very grateful to the Governor for giving up their time and then went on to say that SEN and Safeguarding link roles would be a good idea. <br> • TS asked 'Do you have specified areas to focus of link roles?' – HPh answered to say it would be good to focus on English and Reading area. MS then asked what that involve? HPh replied saying that Governors would be encourage to form links with areas and get involved with what the school doing, seeing how the school is embedding skills into the student's life's, attending the school to see the impacts and work alongside staff to help developing reading. <br> • Question: would it be best for HPh and EC to decide on the link roles? What about external links, i.e. community links? HPh happy to help and thinks the idea of community links is good. <br> • EC and HPh to decide on roles together and put job descriptions together and sent out to Governors via email in the next month or so. The Chair suggested roughly 8 bullet points, as opposed to a description. HPh agreed <br> • TS has a version of link report, which he offered to share. | | |
| **Actions:** | **What:** <br> • **Decide on link roles and provide Governors with an outline of description and responsibilities** | **By Whom:** <br> **EC & HPh** | **By When:** <br> **End of July** |

| AGENDA ITEM 6 | LSSB RESIGNATIONS, APPOINTMENTS AND VACANCIES |
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| **Discussion:** | No updates or changes |

| AGENDA ITEM 7 | GOVERNOR INDUCTION AND TRAINING |
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| **Discussion:** | Partly covered in Item 4, The Chair asked if all Governors have completed the Educare training required, adding that if not yet completed, Governors are to try and complete before the next meeting, especially as the next meeting will hopefully be at the school. |

| AGENDA ITEM 8 | DECLARATION OF ANY OTHER BUSINESS |
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| Discussion: | TS interjected to say that this item should be higher up in the agenda. The chair acknowledged<br><br>The Chair asked EC if any more books were required for the library. EC thanked the Chair for getting the books so far, and added more books are always welcome. The Chair will put out another appeal. |

| AGENDA ITEM 9 | HEADSTEACHER'S REPORT |
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| Discussion | EC confirmed the report has been added to GVO for Governors to read through.<br>TS agreed that adding the report prior to the meeting is a good process to go through and that going forward Governors should be encouraged to read the report prior to the meeting, so that highlights can be pulled out and discussed.<br>The Chairs Question: With the Indian variant of Covid in mind, what measures are in place.<br>EC answered: we encouraged staff to take home testing kits home with them to distributed and use as regularly as possible. No positives so far. If positive, we are set up for remote learning. All staff fully vaccinated. The school and staff are to keep being careful and testing.<br><br>TS had a couple of questions:<br>Question 1: How are Admissions? EC answered: our admissions are growing fast, currently getting consulted daily. Should hit pan by September. 39 students for September so far, 1 off pan. Two year 7 classes will be running from September due to high intake. In September year 7, year 9 and year 10 are already full.<br>Question 2: based on Academic Data, Maths and Science have dropped? Can you provide details on students making progress in English, Maths and Science? EC answered: year 8 and 7 have now been setted, for Science and Humanities based on ability. KS2 science, support has been increased, small working groups. Increase should be seen next meeting. The reason for the drop in Maths progress is a small number of pupils underperforming. Maths interventions put in place, revisions before tests, use of quite room. |

| AGENDA ITEM 10 | FINANCE |
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| Discussion: | CH joined the meeting for this item. He shared his screen and ran through the Finance report for period 8, April Month End.<br><br>Question: The Chair asked what do we do with surplus at the end of August, is it lost? CH answered to confirm the surplus is carried forward to next year's budget. He also added that the Trust tries to have get the schools operating on a two-month operational surplus (£200k) but cashflow not as big concerns as it is centralised Trust bank account.<br><br>CH then ran through 2021-2022 budget, adding that an additional vehicle is budgeted for next year and staff may be started earlier based on student numbers.<br>Question from TS: What would the grounds costs be for 2022? Answer £4-5k based on previous school experience.<br>The Chair suggested connecting with Reaseheath College and offering the grounds to them as practical areas for their students? – The Chair has contacts and is happy to enquire. No objections |

| AGENDA ITEM 11 | POLICIES | | |
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| Discussion: | All policies now of GVO, Governors to review and approve all Axis policies by 31st August 2021<br>RL and EC to approve cycle and let governors know, then Governors to agree on a policy review cycle | | |
| Actions: | What:<br>• **Review and Approve Policies**<br>• **Create a policy review Cycle** | By Whom:<br>• **Governors**<br>• **EC & RL** | By When:<br>• **31st August 2021**<br>• **ASAP** |

| AGENDA ITEM 12 | DATE OF NEXT MEETING/S | | |
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| Discussion: | EC suggested that the next meeting is best held after a data drop, so that the most up to date data can be reported. This would mean the meeting taking place 1st week of November.<br>TS inputted that this needs to be built in to the Trust governance meeting. HPh agrees with TS and asked that the Governors hang fire on a date for now, so that HPh and the Trust can look at all calendars and come back with dates that fit.<br><br>Next meeting hopefully held at school. | | |
| Actions: | What:<br>• **Set next meeting Date** | By Whom:<br>**Trust to confirm suitable dates, then Governors to confirm date** | By When:<br>**ASAP** |