



Part 1 Minutes of The Cornerstone LSB of The YES Trust

Date:	10 th March 2022 at 5:00pm	
Venue:	The Stables, Warmingham Road, Crewe, CW1 4PP	
Present:	DG - Darren Gallimore DS – Damien Sweeney JB - Jo Bain JJ - Juliet Jones KO - Kathryn Ollier AWS - Anne Williams	Chair Headteacher Vice Governor Governor Governor Staff Associate
Apologies:	None	
Absent:	SB - Sarah Bond PF - Paul Forsyth	Governor Governor
In attendance:	TS - Tony Smith HP - Helen Phillips	The YES Trust Trustee Director of Education (joined at 5.45pm)

AGENDA ITEM 1	WELCOME AND APOLOGIES FOR ABSENCE		
Discussion:	TS introduced himself and extended a welcome and thanks for joining the Cornerstone LSB and attending the meeting this evening. DG also thanked everyone for attending and as Chair, welcomed everyone.		

AGENDA ITEM 2	DECLARATIONS AND CONFLICTS OF INTEREST		
Discussion:	<ul style="list-style-type: none"> All Governors to declare any conflicts of interest, all to declare verbally now DG – Federation of small Businesses JB – Governor at Excalibur and foster carer JJ – Headteacher at Excalibur PF KO – Office Manager, The Oaks Academy PF – N/A SB – N/A 		
Actions:	What:	By Whom:	By When:

AGENDA ITEM 3	DECLARATION OF ANY OTHER BUSINESS		
Discussion:	AOB discussed at the end of the meeting.		

AGENDA ITEM 4	PART ONE MINUTES OF THE LAST MEETING (9TH NOV '21)		
Discussion:	Minutes approved by all for last meeting Minutes to be sent by DocuSign to DG and DS.		

AGENDA ITEM 5	REVIEW OF THE ACTION LOG		
Discussion:	Linking Cornerstone Calendar to GVO.		
Actions:	What:	By Whom:	By When:



AGENDA ITEM 6	CHAIR'S ACTION		
Discussion:	There may, from time to time be urgent action required, possibly appeals/Perm Ex etc.		
Actions:	What: Only when required, as and when.	By Whom: DS, DG.	By When:

AGENDA ITEM 7	LSB ORGANISATION, RESIGNATIONS, APPOINTMENTS AND VACANCIES		
Discussion	<p>DG confirmed as Chair. JB confirmed as Vice Chair</p> <ul style="list-style-type: none"> • Student Wellbeing – JB and SB • Public Relations – JJ and JB • Teaching & Learning – JJ & DG • Health & Safety – KO & PF <p>Training on the Platforms we use in each area can be in short 20-minute meetings be it in person or TEAMS</p>		
Actions:	What: DS to meet Governors as required in relation to specific areas.	By Whom: DS	By When: Summer Term

AGENDA ITEM 8	GOVERNOR RECORDS AND USE OF GVO		
Discussion:	<ul style="list-style-type: none"> • All Governors to update personal and professional details on GVO • All Governors to be responsible for training modules required and upload to GVO • All Governors to use GVO and take part in discussions • Governor Link Roles – all Governors are welcome and can visit once per term as agreed by DS. Wednesday afternoons are the best time for visits as the children finish at 1pm. • All Governors to complete and upload page 9 of the Governor handbook: Governor Visit Report – a brief summary/bullet points is all that is required. 		
Actions:	What: All Governors to organise their training.	By Whom:	By When: ASAP

AGENDA ITEM 9	GOVERNOR INDUCTION AND TRAINING		
Discussion:	<p>A part of Item 8, discussed training and recording training. Training is basic Governor and Trustee Induction, Safeguarding (level 2) and Prevent. Safer Recruitment if required and anything else that is an area of interest.</p> <p>DS will meet with Governors as discussed in ITEM 8 to cover areas: Boxall, Data, SEND.</p>		
Actions:	What: Those who have not completed Governor and Trustee Induction, Safeguarding, Prevent or Safer recruitment are required to complete training and upload certificates to GVO asap.	By Whom: As required	By When: ASAP



AGENDA ITEM 10	COVID 19 UPDATE
Discussion:	<p>DS updated with Staff & Child figures and explained that Cover was managed successfully without having a great financial cost due to timings of Staff having Covid and keeping both schools open.</p> <p>Restrictions have been lifted, but we will follow Cheshire East guidance and report DFE weekly attendance figures.</p> <p>DS has supported all Cornerstone staff through COVID by meetings/phone calls/communication</p> <p>HP has supported DS through COVID by meetings/phone calls</p> <p>DS informed children have not been unduly affected due to DS managing and rotating staff.</p> <p>TS – any impact on progress/learning?</p> <p>DS – no, as all children attended.</p>

AGENDA ITEM 11	SAFEGUARDING			
Discussion:	Any urgent Safeguarding issues that arise will be actioned by DS immediately who will contact DG to action appropriately. Any major 'significant events' as recorded on CPOMS will be reported to the Governing Body verbally in the next meeting.			
Actions:	<table border="1"> <tr> <td>What: Anything urgent raised by DS, will be reported to DG for agreed immediate action.</td> <td>By Whom: DS</td> <td>By When: As required</td> </tr> </table>	What: Anything urgent raised by DS, will be reported to DG for agreed immediate action.	By Whom: DS	By When: As required
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AGENDA ITEM 12	OFSTED REPORT
Discussion:	<p>DS discussed the OFSTED report in all areas.</p> <p>It was noted that the Inspector verbally informed that all but one areas were outstanding. Congratulations was given by all Governors to DS and the whole team.</p>

AGENDA ITEM 13	SCHOOL PERFORMANCE			
Discussion:	<p>All Governors were happy with the presented format of the pack and Headteachers report containing progress and data. Discussed was SMEH, Good Relations and progression.</p> <p>DS - Phonics – we are now using Twinkl.</p> <p>JJ - Moving forward, don't replicate the HT report with the SEF.</p> <p>JJ - Narratives are good.</p> <p>JB – Data on bar charts is easy to read and understand</p>			
Actions:	<table border="1"> <tr> <td>What:</td> <td>By Whom:</td> <td>By When:</td> </tr> </table>	What:	By Whom:	By When:
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AGENDA ITEM 14	FINANCE			
Discussion:	<p>DS - Our Forecast for the year is looking okay but we need to maintain numbers on roll to generate income.</p> <p>JJ noted a forecast spend of approx. £90K by the end of the year. The next financial report will update us with regard to this 'other' expenditure</p> <p>AWS – financial transactions are very quick income/outgoings</p> <p>TS – no overall concern with the budget, no ongoing concerns.</p>			
Actions:	<table border="1"> <tr> <td>What: DS to lead admissions keeping number on roll to maximum potential.</td> <td>By Whom: DS</td> <td>By When: As required</td> </tr> </table>	What: DS to lead admissions keeping number on roll to maximum potential.	By Whom: DS	By When: As required
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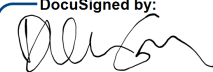


AGENDA ITEM 15	QUALITY OF TEACHING
Discussion:	<p>DS – Obs ongoing and pleased with everyone</p> <p>DS discussed joint observations and will agree dates with JJ to moderate judgments.</p> <p>DS informed staff appraisal is 'Perspective' and target and review to be informal.</p> <p>DS informed KM & SN are studying NPQSL</p> <p>DS will do all staff appraisals this year and next academic year. SN and KM will take this on as part of their SLT role.</p> <p>HP – The YES Trust has moved away from Performance Management and are moving towards personal development meeting, more individual and personalised.</p>

AGENDA ITEM 16	SCHOOL DEVELOPMENT PLAN AND SCHOOL EVALUATION			
Discussion:	<p>DS – will include SEF in every meeting as it is a developing document and is RAG rated.</p> <p>JB – SEF is big and should be reduced. Everything is good and some areas must be outstanding?</p> <p>JJ – success criteria and Intent, where we are aiming. The steps in-between are the actions taken / implementation of actions.</p>			
Actions:	<table border="1"> <tr> <td>What: DS, reduce the size of the SEF. As the design is changing for the new year, it will be shown by September.</td> <td>By Whom: DS</td> <td>By When:</td> </tr> </table>	What: DS, reduce the size of the SEF. As the design is changing for the new year, it will be shown by September.	By Whom: DS	By When:
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AGENDA ITEM 17	POLICIES			
Discussion:	<p>JJ – CCTV policy is available on the Website.</p> <p>TS – all policies uploaded to GVO have been approved and can now be signed off. DS to go through with TS and amend as appropriate.</p>			
Actions:	<table border="1"> <tr> <td>What: DS to action on GVO indicating amendments adopted today, 10/3/22.</td> <td>By Whom: DS</td> <td>By When: ASAP</td> </tr> </table>	What: DS to action on GVO indicating amendments adopted today, 10/3/22.	By Whom: DS	By When: ASAP
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AGENDA ITEM 11	DECLARATION OF ANY OTHER BUSINESS AND DATE OF NEXT MEETING(S)
Discussion:	<ul style="list-style-type: none"> • TS advised that personal email address are fine to use as its easier for Governors rather than have another outlook address that clashes with their main one. • DS informed that some pupil have with us longer than expected. Children returning to mainstream have been fine. Children moving to specialist settings have been delayed as it's not been signed off. This is frustrating as we have waiting lists at both sites. DS has this as a priority. • JJ – do we have capacity to increase PAN – no. DS advised we are looking for another site in the Wilmslow/Macclesfield area and we are exploring the possibility of expanding The Stables. • TS – previous minutes, part 2 have also been agreed and can be signed off. • Next Meeting is Thursday 16th June at 5pm, The Stables.

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