



## MINUTES

|                      |                                |               |               |
|----------------------|--------------------------------|---------------|---------------|
| <b>Meeting:</b>      | Governing Board                | <b>Date:</b>  | 26 March 2025 |
| <b>Trust:</b>        | <b>Wellacre Academy</b>        |               |               |
| <b>Venue:</b>        | School                         | <b>Time:</b>  | 4.45 p.m.     |
| <b>Governance</b>    | <b>Trust Governor Services</b> | <b>Clerk:</b> | Trust GS      |
| <b>Professional:</b> | Julie Lawson (Head of Service) |               |               |

**PRESENT:**

Mr T Fredrickson  
Mrs L Henry  
Ms L Hepple-Stokes  
Mr C Hinchcliffe  
Ms L Johnston  
Mrs M Radhakrishnan  
Mrs J Sharrock (Principal)  
Mrs J Thirkill  
Mr A Young (Chair)

**IN ATTENDANCE:**

Miss P Bailey (Business Director) (BD)  
Mr P Pemberton (Vice Principal and DSL)  
Mrs E Jenkinson (Clerk, Trust GS)

### 1. MEETING MANAGEMENT

#### 1.1 ATTENDANCE AND APOLOGIES

Apologies for absence were received for Mrs J O'Connor, Cllr S Procter, Ms H Rayson and Mr S Russell.

**Resolved:**

- i) ***That the apologies for absence for Mrs J O'Connor, Cllr S Procter, H Rayson and Mr S Russell be accepted.***
- ii) ***That the attendance of Mr P Pemberton at this meeting be approved.***

## 1.2 **DECLARATION OF INTEREST IN AGENDA ITEMS & UPDATES TO BUSINESS INTERESTS**

There were no declarations of conflict of interest, direct or indirect pecuniary interest by members of the Board in respect of any item on the agenda.

## 1.3 **APPROVAL OF MINUTES OF THE MEETING HELD ON 27 NOVEMBER 2024**

**Resolved:** *That the minutes of the meeting held on 27 November 2024 be approved as a correct record.*

## 1.4 **PRESENTATION ON ATTENDANCE & SAFEGUARDING**

Mr Pemberton, the Designated Safeguarding Lead (DSL), delivered a presentation on Attendance and Safeguarding.

On 18 March 2025, a review was conducted by Judicium, the school's external safeguarding advisor, in preparation for the Safeguarding Audit scheduled for 27 June 2025. Indications suggest that governance will be a key area of focus, specifically:

- Safeguarding patterns and trends and what is being done to tackle these.
- How pupils with protected characteristics are supported.
- Record-keeping procedures for incidents of discrimination against protected characteristics and bullying are established and analysed.
- Record-keeping procedures for discrimination against protected characteristics and bullying are in place and analysed.
- Record keeping and the SCR are kept in line with KCSE guidance.
- Consideration of Judicium's Safeguarding Governor materials to support the triangulation of information shared by leaders.

### i) **Safeguarding**

3 Students are on a Child Protection Plan, 7 students are on Child in Need, 3 students are Looked after Children and 7 students have a Social Worker or Intensive Family Support involvement. 35 students have been identified as vulnerable and are receiving pastoral support. 8 referrals have been made to Early Help this academic year. Trafford Team Together (TTT) has worked with 34 students and their families and 5 cases are in the TTT process. One referral has been made to the LADO (Local Authority Designated Officer).

## ii) **Safeguarding Training**

Staff receive regular child protection and safeguarding information through channels such as the inclusion bulletin, staff meetings, weekly bulletins and emails. The Principal and Vice Principal have addressed several reported LLCs (lower-level concerns). New staff have completed safeguarding training and have access to online modules on topics such as e-safety, bullying, mental health and preventing child sexual exploitation. Training will also be extended to the e-safeguarding platform of Judicium (the school's external safeguarding consultancy). Inclusion staff have access to mental health training.

All safeguarding issues and concerns are logged on CPOMS.

### **Q. A Governor asked, at what point does the situation reach a level that requires escalation?**

The Principal replied that the data is used intelligently to make informed decisions for a graduated response to persistent behaviour, taking any mitigating circumstances into account.

### **Q. Are LLCs (Lower Level Concerns) more prevalent in one age group?**

The DSL replied that no particular year group stands out in frequency or type of issues.

It was noted that the Governors would find year-on-year comparative data, broken down by year group, helpful to analyse trends and patterns.

### **Action: DSL to provide year-on-year comparative data, broken down by year group to Governors.**

The Principal recommended that the Link Governors for Safeguarding review CPOMS during their next visit to familiarise themselves with how safeguarding incidents are logged, tracked and managed, as well as to gain an understanding of how the school responds to concerns, the types of data recorded, the procedures followed and how trends are identified and addressed.

### **Q. Is training is available for disciplinary panels?**

The Principal replied that it is available. Governors play a key role in decision-making related to student behavioural issues.

The school takes active steps to ensure that all students with protected characteristics are treated fairly and have equal access to opportunities and resources.

Judicium's Safeguarding Governor Visit Framework was provided to Governors, highlighting key areas to review, relevant questions and evidence to gather during visits.

**Q. Do regular audits of the diversity policy through the lens of inclusion, equity and representation take place?**

The DSL confirmed that they do.

Miss Bailey, Business Director (BD) provided an overview of the school's password-protected SCR (Single Central Record), as per KCSIE Guidance 2024, to track safeguarding checks for staff, volunteers, visitors, contractors and supply staff. The SCR holds information on DBS checks, right to work, identity verification, qualifications and barred list status to ensure individuals are safe to work with children. The record of staff who leave is immediately marked inactive and access to school systems is revoked. The BD regularly ensures the SCR is regularly updated and accuracy is maintained in line with the school's safeguarding procedures.

iii) **Attendance Update**

The governors were provided with the school's key attendance data published on VYED (View Your Education Data):

Y7 94.5%

Y8 92.6%

Y9 91.4%

Y10 92.6%

Y11 92.4%

**Q. What is the definition of severely absent?**

The DSL replied that persistent absence is defined as below 90% and severely absent below 50%.

Current overall attendance is 93.2%, overall absence is 6.8% and unauthorised absence 1.5%

The Principal added that students arriving after the register has closed are marked as absent and lose any credit for being present at any point during the morning, which can be discouraging for students and does not accurately reflect attendance.

**Q. What is the impact on students with a Doctor or Dental appointment?**

The DSL replied that the absence is recorded with a medical code.

**Q. Is attendance a Link Governor role?**

The Principal responded that it is part of Safeguarding.

Mr Pemberton left the meeting.

## 2. PERFORMANCE

### 2.1 PRINCIPAL'S REPORT

The Principal proceeded on the assumption that the report was read before the meeting, as it had been distributed along with the agenda.

The following highlights were noted:

#### i) **Wellacre Academy Trust Strategy**

The Principal has reviewed the work of several Multi-Academy Trusts (MATs), including the Co-op, United Learnings and Bright Futures, The Wellacre Academy Trust Strategy was provided to Governors.

The Principal shared the long-term vision and strategic direction to Governors in the Wellacre Academy Trust Strategy Report. It was approved by majority.

The school spent almost £25k up to February on AP (Alternative Provision) to some of the children experiencing challenges such as behavioural difficulties, emotional issues, mental health problems, or a need for more specialised support. Despite the spending, alternative provision does not always work as intended. Next year, the school will make greater use of their own resources and outdoor learning and is part of the inclusive vision.

#### ii) **Alternative Provision (AP)**

The school spent c£25k in the last academic year up to February this year and year for AP for some of the children struggling to engage with education. Despite the spending, it has not achieved the desired outcome for the students or the school. The school will use its own resources, such as the Ecology Centre and Forest School, to provide an alternative curriculum. This decision aligns with the school's inclusive vision.

#### iii) **Student Voice**

The results of the Biannual Greater Manchester. BeeWell Student Voice survey revealed Year 7 students are more likely to experience challenges in building relationships with peers and trusted adults and difficulties related to home life and food poverty. In response, the school has organised carousel sessions specifically for Y7s with Trafford Thrive.

iv) **Parental Survey**

The results of the parental survey, following the progress evening, was positive and have been shared with the leadership team. Responses from Parents and Carers of Year 8s and Year 10s were shared with Governors.

v) **Weekly Comms**

The Social Media Analytics Report was shared with Governors.

vi) **School Improvement Plan (SIP)**

A progress update was provided to Governors in the Wellacre School Improvement Plan 2024-25.

The Principal attended a meeting with Trafford's Director of Education and Secondary School Improvement Lead on 12 February 2025 to update areas for improvement. The school actively participates in the initiatives provided by the Trafford. The Principal holds half termly discussions with the DfE's Relationship Manager and has attended a meeting with the CEO of Bright Futures and the Achieve and Learn Trust.

A summary of the visits from the School Improvement Partner (Vicky Atherton) was provided to the Governors. External reviews of Science, SEND and Personal Development will take place in July 2025 to validate the work.

**Q. Will the improvements be demonstrable to Ofsted?**

The Principal responded that developing and assessing detailed improvement plans, along with implementing evidence-based practices, effectively demonstrate progress to Ofsted

**Q. Will the external review reports be shared with Governors?**

The Principal replied that the Safeguarding Review is included in the Governing body meeting and the Subject Reviews will be shared.

vii) **Inspection Data Summary Report (IDSR)**

The Principal shared the IDSR with the Governors, offering context and insight into the data. The IDSR serves as a summary and analysis of the school's performance, helping to guide Ofsted inspectors' discussions with the Principal and the key areas they are likely to pursue in the inspection.

Ethnicity, gender and the low levels of EAL students make demonstrating progress more challenging for the students. The school is all-male and nationally, boys tend to perform less well than girls. 81% of the students are from a White British background, a group that generally shows less progress between KS2 to KS4. Additionally, the school has a limited number of EAL students, who typically contribute significant value to overall progress between KS2 and KS4 as they become more fluent in English.

viii) **SEND**

The primary need for the majority is specific learning difficulties or moderate needs. The school has seen a significant rise in students with Education, Health and Care Plans (EHCPs). Additionally, there was a 166% increase in parents selecting the school as their preferred secondary school provision in the last academic year.

ix) **Subject Entries**

Subject entries in Year KS4 show that 53% of students opted for a single triple science, the second highest in Trafford. However, this approach did not yield positive results for the school. To address this, the school will be more selective about entry to triple science and encourage others to consider the combined double award as a valuable option.

The EBacc includes English, Mathematics, Science, MFL and either History or Geography. As students must study a MFL to achieve the EBacc, a low uptake of French has ultimately reduced the school's overall EBacc performance.

**Q. What is the impact of the results in the single and triple science award?**

The Principal responded that a school's EBacc performance is directly impacted by performance in single and triple science subjects.

High attainment areas for the school are Construction and the National Sport Course. English, Maths and Humanities progress continues to improve.

**Q. How we can avoid the conflict experienced during the last inspection, where Governors discussed current performance while the inspectors referenced published data from the previous year?**

The Principal replied that the timing of the previous inspection preceded the receipt of the data and assured Governors that the data provided reflects recently published outcomes.

**Q. How is the IDSR shared with staff?**

The Principal replied that the curriculum middle leaders meet as a group and have fortnightly line management meetings.

**x) Student Numbers**

Student Numbers were presented to the Governors. Of the 18 leavers, 10 transferred to maintained schools, 4 opted for elective home education and 4 were permanently excluded.

**xi) Indicative Numbers**

144 have been allocated, 6 have declined and there are some on a waiting list. The school has been named on the EHCP for 7 students and is confident it will achieve 150. The school put together a package and events specifically to support the 22 families who were not offered a place at any of the five schools they had expressed a preference for in Trafford, but none of the students were allocated, 20 were allocated Broadoak and 2 were allocated Lostock.

**Resolved:**

- i) That the Principal's Report be received and noted.**
- ii) That the Wellacre School Improvement Plan 2024-25 be received and noted**
- iii) That The Wellacre Academy Trust Strategy Report be approved and noted.**
- iv) That the IDSR be received and noted.**
- v) That the Judicium Safeguarding Governor Visit Framework be received and noted.**
- vi) That the Social Media Analytics Report be received and noted.**

**2.2 GOVERNANCE & LEADERSHIP REPORT**

**Resolved:**

- i) That the Governance and Leadership Report be received and noted.**
- ii) That the Curriculum and Standards Committee Report be received and noted.**
- iii) That the Attitudes & Personal Development Committee Report be received and noted.**
- iv) That the Members AGM Minutes be received and noted.**
- v) That the Behaviour, Attitudes and Personal Development Committee be received and noted.**
- vi) That the verbal report of the Resources Committee be received and noted.**

## 2.3 SCHOOL IMPROVEMENT UPDATE

**Resolved:** *That the School Improvement Update be received and noted.*

## 2.4 WORKFORCE UPDATE

**Resolved:** *That the Workforce Update be received and noted.*

## 2.5 FINANCE & OPERATIONS UPDATE

Miss Bailey advised that the Monthly Management Accounts are made available, received and noted by Trustees. Management reports are uploaded onto GovernorHub every month.

Miss Bailey provided a Finance and Operations update to the Governors. The final budget has been received, which is £12,191.00 less than expected due to the MFG (Minimum Funding Guarantee) reduction and the HNF (High Needs Funding (HNF)). Last year, the MFG was c£16k, but this year has been set at 0.5% less by the LA.

### **Q. Can the HNF top slicing be appealed?**

Miss Bailey replied that LA had no alternative.

The results of the SIF bid for a new boiler are awaited. The heating was off for around three weeks in January, resulting in a bill for £900.00 for a new water pump.

A new server is scheduled to be installed during the Easter half-term. The school is transitioning from Windows 10 to Windows 11. The DfE has successfully negotiated a staggered upgrade with Microsoft, who were due to discontinue updates for Windows 10 in August 2025. Microsoft has agreed to provide updates for the next three years at an incremental cost: £1.00 per licence in the first year, £2.00 in the second year and £3.00 in the third year, in addition to the existing licences.

A discussion took place regarding the ICT support contract, which is due to expire this year. The service provision will increase from £66,000.00 per annum to £71,500 per annum, the first increase from the service provider in three years. Governors were given the option to put it out to tender or to renew with the existing service provider and agree to the price increase.

The Governors approved renewing the contract with the current service provider by majority.

Confirmation of the grant for schools to cover the increased National Insurance Contributions (NICs) is awaited.

**Resolved:**

- i) *That the Monthly Management Accounts are made available, received, and noted by Trustees.*
- ii) *That the Governors have viewed the NCSC Cyber Training before the meeting be noted.*

### **3. COMPLIANCE**

#### **3.1 RISK REGISTER & RISK MANAGEMENT**

**Resolved:** *That the Risk Register be received and noted.*

#### **3.2 INTERNAL AUDIT UPDATE**

**Resolved:** *That the Internal Audit Update be received and noted.*

#### **3.3 SRMSAC (SCHOOL RESOURCE MANAGEMENT SELF ASSESSMENT CHECKLIST) SUBMISSION**

**Resolved:** *That the SRMSA submission be approved and submitted to ESFA by 15 March 2025.*

#### **3.4 POLICIES FOR APPROVAL**

##### **i) Change in Admissions Policy 2026**

The Principal proposed a change in the Admissions Policy 2026. The school's Published Admission Number (PAN) has consistently not been reached, prompting a review and consideration for a reduction to 160 and an average class size of 26.6. Parents have been consulted. The LA was concerned about the potential impact on their sufficiency planning. The Principal reasoned that Lostock and Broadoak both have surplus places, and the authority has never allocated any of the school's sufficiency planning places.

**Q. What is the rationale for reducing PAN?**

The Principal replied that the school is happy to accept in-year admissions of international arrivals. Should the school approach the PAN of 160, with Sixth Form Entry on c26.7, given the complexity of needs of some students, a class size of nearly 30 would not be conducive to providing quality education.

Reducing the school's PAN to 160 was agreed by majority.

**Resolved:** *That the following Policies be approved;*

- i) Change to Admissions Policy 2026 (page 42)*
- ii) CEIAG & Careers Entitlement Plan (page 45-51)*
- iii) Admissions Appeals Process (page 52) sight of*
- iv) Appraisal Policy for Teachers (page 53)*
- v) Data Retention Policy (page 58)*
- vi) Pay Policy for Teaching Staff (page 71)*

**Q. Should the 14-day CCTV retention period be extended?**

Miss Bailey replied, in line with advice from Judicium, that retaining CCTV footage longer than 14 days is discouraged.

**3.5 NOTICES FROM TRUSTGS (CLERKING SERVICE)**

**Resolved:** *That [The Clerk's Post](#), Spring 2025 Governance Newsletter including Governance Training details, be received and noted.*

**3.6 GOVERNORS SKILLS AUDIT ANALYSIS**

Miss Bailey thanked the Governors for their responses to the Skills Audit. It was emphasised that Ofsted expects Trustees and Governors to demonstrate their essential role in supporting the school's leadership and holding it accountable. They should have a clear understanding of what effective school leadership entails and be able to articulate how they contribute to the school's success, ensure accountability and engage in strategic planning.

**3.7 GDPR TRAINING FOR TRUSTEES**

**Governors were asked to sign that they had watched the NCSC Cyber Training video.**

**Resolved:** *That the NCSC Cyber Training video was watched prior to the meeting.*

### 3.8 ANY OTHER BUSINESS

i) **ESFA**

Miss Bailey shared the letter and uploaded it to GovernorHub, confirming the transfer of ESFA under the DE umbrella, effective from 1 April 2025.

ii) **Parent Code of Conduct**

The Parent Code of Conduct was shared with Governors.

**Resolved:**

- i) **That the ESFA letter be received and noted.**
- ii) **That the Parent Code of Conduct be received and noted.**

### 3.9 ADDITIONAL AGENDA ITEMS FOR NEXT MEETING

There were no additional items requested for inclusion on the agenda for the next Board meeting.

### 3.10 ACTION SUMMARY

- Resolved:** **That the following Action(s) arising from the meeting be noted.**
- i) **DSL to provide year-on-year comparative data, broken down by year group to Governors.**

### 3.11 DATE OF NEXT MEETING

- Resolved:** ***That the next meeting of the Trust Board be held at the school / online on 9 July 2025 at 4.45 p.m.***

The meeting closed at 18:50 p.m.

Chair of Trust Board.....