

<b>CHENEY SCHOOL Local Governing Body</b>		<b>Present</b>	Mr Stamper, , Mrs Fogden, Ms Fischer, Mr Gardiner, Mr Allison, Mrs Kirby (CEO), Mrs Smith (Deputy Head), Mr Nelson (Deputy Head), Mr Moreton (Head) Mr Hegedus, Mr Josephy, Mrs Broom (Assistant Heah Teacher), Mr Palmer (Assistant Head Teacher), Mrs Marsh (Deputy Head), Miss Hathaway (Head of Communication) Minute taking - Adele Shepherd			
<b>Date and Time</b>	8th January 2018	<b>Apologies</b>				
<b>Chair</b>	Richard Stamper		Paul Davies, Mayte Siswick, Brid Eve, Judy Gleen			
<b>Date Raised</b>	<b>Discussion and Decision</b>	<b>Issues</b>	<b>Person Respon</b>	<b>Deadline</b>	<b>Outcome and date</b>	<b>RAG</b>
08/01/2018	<b>1. Apologies for absence and declaration of interest</b>	Apologies for the absence of Paul Davies, Mayte Siswick, Brid Eve and Judy Gleen. No declaration of interest				
08/01/2018	<b>2. Non-confidential minutes of the previous meeting held 27th November 2017</b>	Minutes reviewed from preivous minutes items: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16 -approved.  Action Items: 1,2,4,5,6,7,8,9,10,11,12,13,14,16 - approved 3,15 - on going  <b>Action:</b> JKI to update risk register AJO questions the exit interview policy. BHE to send to ASH and ASH to send to Govs. RMR to create a 'best practice' guidelines sheet for reports to the Governors.	JKI BHE/ASH  RMR		BHE sent report on Exit Interviews to ASH on 09/01/2018. ASH sent out to Govs on 09/01/2018	
08/01/2018	<b>3. Risk Register RST/JKI</b>	RST discussed the Risk Register and questions whether creating a Cheney level Risk Register in additional to the Trust level one would be a good idea. This would be to highlight the Schools main risks. RMR challenges whether we need another small Risk Register or would it be just more documents to keep updated. RST explains that the Trust level Risk Register is very intense. RST explains that a Risk Register is only useful is used properly. JKI raises her concerns regarding having another Risk Register. JKI explains it would be more documents to keep updated. RST and JKI discuss concerns about the Risk Register not being reviewed by SLT enough. RMR adds an idea to solve this issue an action will be put in place for SLT to meet to discuss the Risk Register every term and SLT to report on any changes.  <b>Action:</b> JKI to update risk register ASH to make agenda item once a term for SLT to review Risk Register	JKI ASH	26/02/2018 26/02/2018		
08/01/2018	<b>4. F&amp;R review of minutes AAL</b>	AAL simply explains some points from the F+R meeting. Knowles outstanding invoice - awaiting for a final request. This is looking promising. Chris Honey is attending a meeting on Friday to discuss this. AAL offers to circulate all the F+R minutes and previous minutes. RST explains both SIF bids put in by Cheney School				

08/01/2018	<p><b>5. Communication strategy VHA</b></p>	<p>VHA explains the communication strategy (link below)  VHA explains the plan for communication to be 'easy' for parents and students. To use social media more. To make sure the communication is relevant, reliable, accessible and timely. To use a weekly newsletter via email.  VHA raises concerns about the website. To intense and to difficult.  VHA mentions maybe moving away from the company we currently work with as they are very expensive to use and to change things on the website.  VHA explains the plan going forward, VHA explains the need for more email addresses. RST questions how many email addresses we are missing. VHA explains she is unsure but has plans in place to get more.  VHA discusses the plans for the look and feel of the school - display boards/ walls/ hallways etc.  VHA questions whether the LBG meeting minutes should be public and on the website. RST explains only the minutes should be on the Website and nothing else. TGA suggests ideas for the website reaching out to the Sixth Former starters.  RST talks about a piece of writing which is published every week about education in The Oxford Times. RST explains this piece of writing is always written by High End/Private schools. Could Cheney get involved in this? RMR explains we may not spend enough at The Oxford Times to be featured in this section but VHA to question and see what we can do.</p> <p><b>Action</b>  VHA to put email slot on the questionnaires for parents evenings.  VHA to tidy up the Gobs section of the website. Take off/move the password protected area.  VHA to make sure the Gobs minutes are up to date.  VHA to question The Oxford Times.</p>	<p>VHA  VHA    VHA  VHA</p>	<p>Before the next parents evening  26/02/2018    26/02/2018  26/02/2018</p>		
	<p><a href="https://docs.google.com/presentation/d/103cJMWRwNT-berL7lWhmvSTnh_cVRQ95wyTns42U1XE/edit?usp=sharing">https://docs.google.com/presentation/d/103cJMWRwNT-berL7lWhmvSTnh_cVRQ95wyTns42U1XE/edit?usp=sharing</a></p>					

08/01/2018	<p style="text-align: center;"><b>6. Sixth Form Review HNE</b></p>	<p>HNE explains the Sixth Form Review (link below)  HNE explains the outcomes from the review - support, teaching, organisation, sixth form strategy for coordination. JKI explains when RMR and JKI went on learning walks 2 weeks after the review they saw improvements.  RMR talks about this review being more about teaching and learning but would like to add that there is another piece of work going on at the moment with the Sixth Form team about what we can do to make our Sixth Form better, what it should look like and what improvements need doing.  RMR explains the idea for adding a dress code for the Sixth Form, for example: Smart/ Casual. JKI agrees with this. RST adds that he thinks there is no evidence on uniform making any difference to the way students work. RMR and HNE explain the school is not looking for a uniform but a Sixth Form dress code to help bring up aspirations, work ethic, ownership and work. RMR explains there is going to be a wider discussion with the Sixth Form team to discuss the dress code and other things such as Sixth Form Areas, social areas/ quiet areas and the presentation of these areas.  RJO questions the shortage in staff when the review took place. Is there any plans for these roles to be upheld. For example - Assistant Head of Sixth Form. RMR and HNE explains the appointment of Sarah Warbrick, who is now the Sixth Form Assistant.</p> <p><b>Action</b>  RMR to let the Gobs know when the date of the Sixth Form Conference</p>	RMR	ASAP		
	<a href="https://docs.google.com/document/d/10ordqoNYBvGSJOnTm2yWWDvvQxBi1QX7BekQA4wb1c/edit?usp=sharing">https://docs.google.com/document/d/10ordqoNYBvGSJOnTm2yWWDvvQxBi1QX7BekQA4wb1c/edit?usp=sharing</a>					

08/01/2018	<p align="center"><b>7. Pupil Premium Strategy RMR</b></p>	<p>RMR explain the new PP Strategy (link below)  RMR explains that from today Cheney are offering x2 AAHT. One for Student Support Services and one for Teaching and Learning, RMR explains the PP Strategy is taking more time than he thought because he would like the new AAHT to be appointed to help head this.</p> <p><b>PP Strategy Staffing Review:</b>  Counsellor  AATH  Ed-phisc  HLTA – appointed  PP Champion? In Question  Learning Mentor? In Question</p> <p>KFO questions a point made in the doc - which the PP students were not aware of what they were entitled to being a PP student. RMR explains that the ?PP Champion would work on this and have meetings with students to discuss and explain to students what they are entitled too and to talk about what the students think is working and what they feel they need help with.  RMR explains the doc he would like to have in future where the students' need are in are listed in a googledoc with what the students' needs are and what is being done to help these students next to it.  RST questions what the cost and staff changes will be for the new academic year. RMR explains Shane Carter (Head of Finance) is currently putting together a doc to show the cost changes for the new strategy starting in the next academic year. RMR explains the new AAHT roles and that Cheney Plus is currently not in the model. RMR explains the TA/HLTA to work specially with a Faculty. There will also hopefully be x1 full time counsellor. x1 part time ed-phisc.  RMR explains the new AAHTs are hoping to be in post and ready by the end of Feb. RJO mentions that everything sounds promising.</p>				
	<p align="center"> <a href="https://docs.google.com/document/d/1E9-wJVszdWbtQW7pBc8Ik1-0GafzX6nQabrDK0wz2nA/edit?usp=sharing">https://docs.google.com/document/d/1E9-wJVszdWbtQW7pBc8Ik1-0GafzX6nQabrDK0wz2nA/edit?usp=sharing</a>   <b>Student Support Services</b>  <a href="https://docs.google.com/document/d/1GGSWJGnDm4hAGFoLwcA3E4vsxQ7tyFxt-kt0sFSmsl8/edit?usp=sharing">https://docs.google.com/document/d/1GGSWJGnDm4hAGFoLwcA3E4vsxQ7tyFxt-kt0sFSmsl8/edit?usp=sharing</a> </p>					
08/01/2018	<p align="center"><b>8. Safeguarding SSM</b></p>	<p>SSM has nothing to add.  KFO questions SSM about the safe guarding policy, SSM answers and explains,</p> <p><b>Action</b>  SSM to make a link available for govts to see regarding safe guarding.</p>	SSM	26/02/2018		
08/01/2018	<p align="center"><b>9. Items from Trustees JKI</b></p>	<p>FYI from JKI - RST and RMR presentated at the preivous Trustee meeting with a Q and A.</p>				

08/01/2018	<b>10. Health and Safety RMR</b>	RMR explains Chris Honey (Head of Estates) reported in the F+R that there has been very little accidents. RMR explains the when we had the snow days Cheney struggled and noticed the need for a School Bad Weather Policy. Chris Honey, RMR and JKI are working on this doc. MAF questions the attendance on the snow days. RMR states Y7 - 40 and Y11 - 60. SSM explains these days have had a knock on affect with the whole school average attendance,				
08/01/2018	<b>11. Items for next agenda</b>	- Review the dash board in progress in the mock GCSE results. - Sixth form Review - Invite Sixth Form team to discuss Sixth Form Attendance - SSM review policy - Drugs policy/ Behaviour policy and Exam Access Policy - SIP/ SEF  <b>Action</b> SSM to send the policies to the Govs ASAP to review ASH to put another tab for the next LGB meeting as soon as possible.	SSM ASH	ASAP 28/02/2018		
08/01/2018	<b>12. Items to be raised with Trustees</b>	None.				
08/01/2018	<b>13. Date of next meeting</b>	26th Feb - 5pm-7pm				
08/01/2018	<b>14. Students at risk of exclusion SSM</b>	SSM explains there are some students that SSM and the behaviour team are working hard with at the moment. TGA questions the gov docs should be nameless. SSM agrees.  <b>Action</b> SPA to remove link with students names in	SPA	ASAP		
08/01/2018	<b>15. Concern of Head of Maths regarding his overall role. RJO</b>	RJO explains the postive staffing in Maths. RJOs concern is that the Head of the Maths and a Senior Leader role is difficult to do along side eachother. SPA agrees with this concern. CBR also agrees for English. RJO mentions that this is not a action Govs need to take he just wanted to make Govs aware.				
08/01/2018	<b>16. Indications for this year's GCSE results RJO</b>	RJO wanted to make a point that the GCSE results may be worse than last year and that Govs should not be shocked by this. This is because of the change of the year the students are taking the GCSEs.  SPA explains the link for the mock results.				

08/01/2018	<b>17. Staffing in 6th Form RJO</b>	<p>RJO explains the concerns of staffing in the Sixth Form. RJO expressed concern that there is no Assistant Head of Sixth Form, RJO also explains his concerns about the Sixth Form Attendance and the knowledge of the Sixth Form Attendance in school and student Attendance in classes and who is following this up. RMR explains that the attendance is being monitored as a whole school including with Sixth Form but SLT should make sure that someone is picking up the attendance report.</p> <p>SSM explains why it is difficult for Richard Hawkswood (Head of Attendance) to follow up on the data on Sixth Form Attendance. This is for the role on the assistant in Sixth Form. MAF explains that the school attendance and the lesson attendance needs to be reported separately so we can see who is attending school and actually attending the lessons.</p> <p>RST explains that the website with all of the AHOY contact details needs to be updated.</p> <p><b>Action</b> VHA to update the Assistant HOY on the website with the correct email addresses.</p>	VHA	26/02/2108		
08/01/2018	<b>18. the process for reporting on Link Meetings RJO</b>	<p>RJO what happens after the link meetings? RMR apologies for not sending the link to the govts with minutes and outcomes from the link meetings. RMR questions who should be allowed to see this link? Govts agree that it should be all Govts and RMR.</p> <p><b>Action</b> RMR to add to the bottom on the link meeting forms - confidential minutes with share with only Govts.</p>	RMR	26/02/2018		
08/01/2018	<b>19. Confidential minutes of the previous meeting</b>	None.				
08/01/2018	<b>20. AOB</b>	RMR shares the plan for all Staff to be trained in Googledocs and have their own google address for this.				