

<b>CHENEY SCHOOL Local Governing Body</b>		<b>Present</b>	Richard Stamper, , Karen Fogden, Marie-Anne Fischer, Tom Gardiner, Rupert Moreton, Ben Hegedus, Richard Josephy, Charlotte Broom, Steve Palmer, Louise Marsh, Judy Gleen, Brid Eve, Paul Davies, Liam Bampton, Sarah Warbrick, Kate Hackett. Minute taking - Adele Shepherd			
<b>Date and Time</b>	26th Febuary 2018	<b>Apologies</b>				
<b>Chair</b>	Richard Stamper		Andrew Allison, Hugh Nelson, Mayte Siswick, Sue Smith, Louise Elias, Jolie Kirby			
	<a href="#">Head Teacher's Report</a>					
<b>Date Raised</b>	<b>Discussion and Decision</b>	<b>Issues</b>	<b>Person Responsible</b>	<b>Deadline</b>	<b>Outcome and date</b>	<b>RAG</b>
26/02/2018	<b>1. Apologies for absence and declaration of interest</b>	Apologies for Andrew Allison, Hugh Nelson, Mayte Siswick, Sue Smith, Louise Elias, Jolie Kirby. No declaration of interests				
26/02/2018	<b>2. Non-confidential minutes of the previous meeting held 8th January 2018</b>	Agenda item 2 on the previous tab was discussed and reviewed. RMR to create a 'best practice sheet' for docs to Govs. Agenda item 3 on the previous tab was reviewed. ASH to arrange a meeting with RMR, RST and JKI to discuss the Risk Register and its use.  <b>Action:</b> 1. RMR to create a 'best practice sheet' for docs to Govs. 2. RMR to discuss with ASH about another way to keep the HT report updated. 3. ASH to arrange a meeting with RMR, RST and JKI to discuss the Risk Register and its use	1. RMR 2. RMR/ASH 3. ASH	26/03/18		ASH arranged a meeting with JKI, RST and RMR to discuss Risk Register for 19/03/2018.
26/02/2018	<b>3. Action items that were not actioned or approved from the previous meetings</b>					
27/11/2017	Students at risk of exclusion	RST reported that a recent decision to exclude permanently had been appealed by the parents and taken to an Independent Review Panel, which had upheld the decision of the LGB to exclude. RMR will share with RST information on any students that are considered at risk of PEX and will aim to use members of the LGB to meet with such students to help emphasise to them the risk of PEX that they are running.  <b>Action</b> RMR to share with RST students close to exclusion ASH to get some dates together for RMR + RST to meet	RMR ASH	08/12/2017 08/12/2017	RMR + RST did not meet. ASH to find some more dates for RMR + RST to meet to discuss students at risk of exclusion Deadline: 26/02/2018	Reviewed 26/02/18 <b>Action:</b> ASH to arrange a meeting with RMR and RST to discuss students on possible PEX. Deadline: 26/03/2018 ASH arranged a meeting for 19/03/2018
27/11/2017	3. Risk Register RST	JKI - overview of risk register <b>Risk identified - Cheney school needs a good in OFSTED.</b> <b>Risk identified - Income stream</b> <b>Risk Identified - Sixth form numbers.</b> AAL questioned why this will happen. RMR explained why Sixth form numbers will be down this year and what we are doing to try and increase number again JGL questioned facilities in sixth form. RMR and JKI discussed about trying to add more facilities for sixth form <b>Risk identified - Staff well being.</b> BHE explained what he has put in place so far. BHE discussed plans going forward with bringing MIND first aiders in school and getting staff trained. RST questions LGB if there is anything they would like to see on the Risk Register  <b>Action:</b> JKI to add Cheney Sixth form numbers to Risk Register. HNE to send out sixth form review time table to LGB	JKI HNE	04/12/2017 04/12/2017	Confirm 6th Form numbers in Risk Register JKI/RMR Deadline: 26/02/2018	Reviewed 26/02/2018 <b>Action:</b> ASH to arrange a meeting with RMR, RST and JKI to discuss the Risk Register and its use. Deadline: 26/03/2018 ASH arranged a meeting for 19/03/2018

27/11/2017	17. AOB	<p>KFO/JGL asked for more guidance on governor link meetings. RMR explained what the meetings are for and where to find guidance</p> <p>KFO asked about the status of the Respect for Learning policy. RMR/SSM responded that it is being updated and the revised version will be circulated</p> <p>It was agreed to hold LGB meetings in other parts of the school in future, to help give governors a broader view of the school premises.</p> <p><b>Action:</b> ASH to book rooms around the school for the meetings</p>	RMR/SSM/ASH	08/01/2018	ASH to booked different rooms around the school Deadline: 26/02/2018	done
26/02/2018	4. RfL Overview from LBA	<p>LBA explained the reasons behind changes due to 90% of detention sanctions are the same students everyday. LBA discussed the stats after one week; reduction on-call from lessons dropped by 60%. The next step is to work with students on rewards for good behaviour.</p> <p><b>Action</b> RfL - page for parents to be shared with Governors - LBA <a href="https://docs.google.com/presentation/d/1JRvet-5KkABoVilhaloAitEnpo0H3ufEI6u_xLxZbSc/edit?usp=sharing">https://docs.google.com/presentation/d/1JRvet-5KkABoVilhaloAitEnpo0H3ufEI6u_xLxZbSc/edit?usp=sharing</a> RfL policy to be shared with Governors - LBA <a href="http://fluencycontent2-schoolwebsite.netdna-ssl.com/FileCluster/CheneySchool/MainFolder/Vicky/ofsted-policies/Respect-for-Learning-Behaviour-Policy---Feb-update.pdf">http://fluencycontent2-schoolwebsite.netdna-ssl.com/FileCluster/CheneySchool/MainFolder/Vicky/ofsted-policies/Respect-for-Learning-Behaviour-Policy---Feb-update.pdf</a> LBA to link the behaviour report to the HT report for Govs. <a href="https://docs.google.com/spreadsheets/d/1yRPoCankQbBTyv9VtiNr2TAbXbtEBZvfgzbs4yxmx/A/edit?usp=drive_web&amp;ouid=109418826690789162179">https://docs.google.com/spreadsheets/d/1yRPoCankQbBTyv9VtiNr2TAbXbtEBZvfgzbs4yxmx/A/edit?usp=drive_web&amp;ouid=109418826690789162179</a></p>	LBA	26/03/18		ASH sent out links to Govs - 05/03/2018
26/02/2018	5. Risk Register RST/JKI	<p>As JKI was unable to attend the LGB meeting ASH will arrange a meeting with RMR, RST and JKI to discuss the Risk Register and the use of it.</p> <p><b>Action:</b> ASH to arrange a meeting with RMR, RST and JKI.</p>	ASH	26/03/18		ASH arranged meeting for 19/03/2018
26/02/2018	6. F&R review of minutes AAL	Meeting will be held on 26th March 2018				
26/02/2018	7. Safeguarding SSM  Review Policies Anti-bullying Drugs and Substance misuse Health and Safety Sex and Relationships Exam Access Policy	<p>As SSM was unable to attend the LGB meeting, RMR questioned if the policies that needed reviewing had been sent out and if so have Govs reviewed these? KFO added the policies need alot of work. RMR and Govs agreed to reviewing all policies by email and sending feedback to ASH/RMR regarding each policy. RMR explained the idea of all the policies going onto a google docs so they are easier to find.</p> <p><b>Action:</b> 1. RMR, SSM, VHA to meet and sort of google doc for policies by the next LGB meeting. ASH to arrange - 26/03/2018 2. Govs feed back concerns on policies by the end of the week - 02/03/2018 3. SSM/ASH to send out policies in amber by the end of the week - 02/03/2018. Govs have the week after to review and feedback concerns - 09/03/2018 4. LBA to follow up with SSM and put a list of students at risk of exclusion in the HT report - 26/03/2018.</p>	1. ASH 2. GOVS 3. SSM/ASH/GOVS 4. LBM/SSM	1. 26/03/2018 2. 02/03/2018 3. 09/03/2018 4. 26/03/2018		<ul style="list-style-type: none"> <li>- ASH sent out Exam Access Policy - 05/03/2018</li> <li>- VHA, SSM + RMR meeting on 12/03 to discuss policies on google docs. - 05/03/2018</li> <li>- Health and Safety Pol is being reviewed by Trustees on 19/03/2018</li> <li>- ASH emailed LBA and SSM to remind them about creating a document for the HT teachers regarding students at risk of FTE/PEX/ - 12/03/2018</li> <li>- ASH added to the HT report a docs from LBA and SSM regarding students at risk of pex.</li> <li>- ASH sent out new policy on use of photos and videos which was an action from 1SG audit - 15/03/2018</li> <li>- ASH sent out Anti Bullying policy - 19/03/2018</li> </ul> <p>27/04/18 Policy tracker sent out to Govs</p>

26/02/2018	<p><b>8. Safeguarding Audit</b> Concerns raised by the audit and what we are doing to improve in Governors</p>	<p>BHE gave a overview of the safeguarding audit in SSM absence. BHE explained the process taken for the audit. Following the audit BHE and SSM are working with other relevant members of staff to pull through the actions needed and will arrange a meeting to work on what is needs to be added to the school and what needs to change. BHE explained one of the ideas to solve the problem with access into the school is having only 1 single point of entry for the school, moving the attendance office to the reception to make it easier to man who is going in and out.</p> <p>RMR explained his ideas for access into the school. Turnstiles, locked gates after 8.30am, more staff members.</p> <p>MAF questioned if having a single point of entry would effect students and staff getting out of the school in an emergency. RMR explained that the staff will still have access to open the gates if needed via their lanyards.</p> <p>T asked how the access into school is working now and why this needs to be a changed. RMR explained how the school is accessed by students at the moment and talked about how this does not work as we do know who is coming in and out of the school (sixth formers). Also from the safeguarding audit, it is currently easy for people to tailgate into school.</p> <p>KHA explained the sixth forms are not just coming in late, they come and go as they please throughout the day, this means Cheney does not know who is in the school with the current system.</p> <p>RMR then went out to talk about another point from the audit, Policies. RMR explained Cheney had lots of policies not in place because we were unaware that we needed them. SSM is actioning this.</p> <p>BHE explained the new introduction pack. RMR required this doc is in a google doc format for everyone to use.</p> <p>BHE explained another point from the audit, Prevent. We do not have enough staff trained on Prevent. BHE and SSM are looking into this. MAF questioned whether this training could be done at induction. BHE agreed.</p> <p>RMR explains the DV docs in the students SG files should not be kept and filed but should be noted and then disposed off. This has now been done and all DV have been taken out of the SG files.</p> <p>JGL questioned whether this review has been shared with staff. LMA and LBM are almost sure that the audit is on the intranet. LMA to check.</p> <p>JGL questioned if the uptake on parent questionnaires are good, RMR explained the online survey has had 125 this year. LMA explained that there are also parents evening questionnaires. JGL questioned whether the Goves could see the data from this. ASH to send out data to Goves.</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. BHE to work with SSM regarding the outstanding polices and make sure they are sent to Goves to be reviewed and agreed 26/03/2018</li> <li>2. LMA to check that there is a representative from each department at staff briefing to feed back to departments.</li> <li>3. Annual Safe guarding report sent to LGB before the next meeting to be signed off by Goves - SSM 26/03/2018</li> <li>4. ASH to send out data from the parents evening questionnaires - 26/03/2018</li> <li>5. RMR, SSM, MSI and JGL to meet to review the outcomes from the safeguarding audit before the next LGB. ASH to arrange - 26/03/2018</li> </ol>	<ol style="list-style-type: none"> <li>1. BHE/SSM</li> <li>2. LMA</li> <li>3. SSM</li> <li>4. ASH</li> <li>5.ASH</li> </ol>	<ol style="list-style-type: none"> <li>1. 26/03/2018</li> <li>2. 26/03/2018</li> <li>3. 26/03/2018</li> <li>4. 26/03/2018</li> <li>5. 26/03/2018</li> </ol>	<p>ASH arranged a meeting with JGL, MSI, RMR and SMS for 19/03/2018 15/03/2018 - ASH sent out safeguarding annual report</p>
	<p><a href="https://docs.google.com/document/d/1KJCVmVBpCp3VtAsLSYgUopp2F3jCl6QkoDaFvGiRh-Q/edit?usp=sharing">https://docs.google.com/document/d/1KJCVmVBpCp3VtAsLSYgUopp2F3jCl6QkoDaFvGiRh-Q/edit?usp=sharing</a></p>				

26/02/2018	<p><b>9. Sixth Form Review</b>  <b>- Outcome of Sixth Form Conference</b>  <b>- Sixth Form Dress code - Attendance</b>  <b>RMR/ Sixth Form Team</b></p>	<p>SWA talked through the presentation and outcomes from sixth form conference.  Attendance Y12 - explained the difference between the red line (in lessons, approved school trip, work experience, open day university, illness) and blue line. SWA looked at the lowest attenders and 50% of the lowest attenders have redone their Y12 or have come from other school that struggled with Y12.  MAF questioned if Govs can see the attendance data from each subject. SAW agreed this can be done. JGL explained that her Y12 students are more 'ill' than her students in Y10.  Attendance Y13 - drops hugely because of study leave and work experience. RMR questioned the difference between this year Y12s and last years Y12s, the attendance is much worse this year. SWA explained the slide of actions being taken for this.  KHA explained that when a teacher is absent the lesson is not covered which means the students are not expected to go to their lessons. This is now a mark on the attendance data 'not expected at lesson'.  PDA questioned whether the students are not going to lessons because of un-engagement, learning difficulties, etc.? SWA agreed this might be the case but all of the actions from this conference are looking to have a positive effect. RMR questioned whether the yellow and red reports for student are working. SWA explained this may be too early to say but from what she can see so far has been good and made a positive impact. Students are coming and asking SWA to be on report to help motivate themselves to do better.  SPA questioned what is happening to the students that are off for a long time but authorised? KHA explained docs notes are required and where possible SWA rings the parents/carers to confirm.  Staff taking registers has approved. RMR and SSM are getting list of staff who have not taken registers from AM and PM and are meeting with these staff to tighten up on this.  RMR wondered why the sixth form lessons are not covered when a teacher is absent. Should these lessons be covered? Should work be set and sixth formers be in supervised room when the teacher is not in so learning is still taking place.  PDA explained he was surprised that sixth form lessons are not covered when a teacher is absent as a sixth form teacher previously, he was surprised that such a intense year is not covered.  RMR and SWA explained there is a problem with a culture in sixth form but actions are being taken to improve this.</p> <p>SWA Sixth Form conference feedback and actions. SWA explained the conference day, students, workshops and sessions.  - Sports (Action - started every week from last week)  - Communication (Action - waiting for a cost for E notice board)  - Freedoms (Action - Y12 have more freedom with coming and going from school)  - Student Leadership (Action - Head boy and Head girl)  - Volunteering (Action - Sixth formers helping in lower schools)</p> <p>KHA explained the slides with the medium and long term changes.  RMR explained the about the idea Sixth form dress code. KFO explained the conversation she had about the dress code with the students at the conference and about the difference at Cherwell with dress code. RMR explained there will be a student survey and a student meeting to discuss a dress code for sixth form. JGL explained the previous problems within the school in the summer months with students wearing very short skirts and short tops.</p> <p>RMR explained the child to adult transition and the difficulty with understanding that at cheney, The transition from 'me, me, me' to thinking about others.</p> <p>RMR and Govs thanked KHA and SWA for all the hard work.</p> <p><b>Action:</b>  Add to next agenda item - ASH</p>	ASH	26/03/2018	ASH added item to next agenda - 05/03/2018
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26/02/2018	10. Students at risk of exclusion SSM	<b>Action</b> LBM to meeting with SSM to put together a doc for the HT report for students at risk of exclusion.				ASH added doc to HT report
26/02/2018	11. Review the dash board in progress in the mock GCSE results SPA	<p>SPA explained the dashboard and %.</p> <p>SPA explained why the figures are still quite low, with the results of the students taking their GCSE in Y10 on the old curriculum.</p> <p>JGL agrees that additional English lessons are helping but wondered whether the additional classes for English and Maths are paying off for the SEND students, who are struggling. Is there something being put in place for support? CBR explained that the students that are sitting in additional English are still in need of the additional English support.</p> <p>RMR explained that the data from the last year of Y10 GCSE results shows that the old curriculum did not work. RMR explains the worry of this impact on this academic year..</p> <p>JGL questioned whether the 1 year subjects are the problem. SPA explained another doc of data from the presentation.</p> <p>SPA explained when Ofsted come we should be talking about and showing them the projection results for the next Y11s. LMA discussed the idea to show Ofsted the projections from the lower years (Y7/Y8) who are on the new curriculum to prove the positive changes from the new curriculum.</p> <p>CBR explained the core group sessions. RMR explained some students may have to drop other subjects to focus on core subjects. RMR worry about the results of this year group, some student have been working hard and are turning around but lots are still not getting it.</p> <p>SPA explained the higher students in the year group are still lower than last year but if we got the lowest students up to 4 this would really help with the overall results.</p> <p>PDA questioned whether the results will effect the sixth form numbers. RMR agreed this is will happen. RMR explained that Cheney may have to take a big sixth form cut to be able to work up again a good sixth form, ethos and culture.</p> <p>KFO questioned Y12 into Y13. Can we say no if they are projected a U grade? RMR and SPA explained that this needs to happen before it is too late. JGL talks about that this starting to happen already on the Y12 reports.</p> <p>PDA questioned what is happening for the higher attaining students. RMR explained that David Gimson is great and works very hard on supporting and challenging the high achievers.</p> <p>JGL questioned whether moving on to horizontal tutor groups in Y11 had a positive outcome to the culture. SPA explained there were lots of positive outcomes from this. RMR explained that the pastoral and tutors times are not the best currently at Cheney but LBA is working hard to change this.</p> <p>RMR showed the draft idea for sixth form staffing from sept 18. JGL questioned if someone from the school will head PHSE for the whole school. LBA explained ideas.</p> <p>SPA explained the next projections for Y11 will not be in and ready before the next LGB. LGB agrees this is ok.</p>				

26/02/2018	12. Health and Safety RMR	RMR explained we have adverse weather policy. Cheney is in a much better position from where we were.  RST explained snow is forecast this week. JGL questioned attendance during 'snow days'. Do we just take it on the chin and explain it in our data? RMR agrees.				
26/02/2018	13. SIP/SEF	SEF has not changed.  SIP reviewed. RMR explained the new changes on the SIP, - Amber and red points are things that are not going as well as we hoped currently. JGL and LMA discussed staff and CPD. LMA explained what we have in place for staff at the moment has a positive effect. RMR explained that Cheney are loosing staff in September but this is not because of the school but because of personal issues, moving away etc.  RMR explained he would like Goves to go to other Goves meeting to see best practice. Tom questioned whether the Goves can go to OCL training? LMA to follow this up and to follow up on other organisations that do Goves training. JGL questioned the rewards system. RMR explained what is happening at the moment - hot chocolate with SLT, Tutee of the week, post cards home, assemblies, celebration prize giving assemblies. MAF questioned if there is any rewards for attendance? LBA explained the rewards for this. CBR explained the accelerated learner progress.  <b>Action:</b> 1. JKI to arrange Goves going to other Goves meetings in Oxford to see best practice. 2. LMA to look into training from OCL and other organisations for the Goves.	1. JKI 2. LMA	1. 26/03/2018 2. 26/03/2018		RST went to Bayards Hill Goves meeting for some training JKI is looking at other Governors meeting within Oxford for Goves to go to.  15/03/2018 - ASH sent out to Goves a training link from LMA.
26/02/2018	14. Items from Trustees JKI	<a href="https://drive.google.com/open?id=15dfkJjtIN5LROBbPO5Ra0kxAs-xT3jKvFYF3tVXAmsU">https://drive.google.com/open?id=15dfkJjtIN5LROBbPO5Ra0kxAs-xT3jKvFYF3tVXAmsU</a>  <a href="https://drive.google.com/open?id=1PJFkZcCATz1cHBHv4A0XuuNApg-znTA_vNQIeIWaS7w">https://drive.google.com/open?id=1PJFkZcCATz1cHBHv4A0XuuNApg-znTA_vNQIeIWaS7w</a>				
26/02/2018	14. Items from Trustees JKI	JKI could not attend the meeting.				
26/02/2018	15. Items to be raised with Trustees	GCSE results.  RMR questioned if RST is going to the Trustee meetings. RST said he is not. RMR and RST to talk to JKI to arrange this.  <b>Action</b> ASH to follow up with JKI regarding RST going to the Trustee meetings	ASH/JKI	26/03/2018		
26/02/2018	16. Items from Governors link meetings	None.  KFO reminded Goves to make communication with there links. RMR questions whether all Goves agree to the Goves Matrix being sent out to staff? All Goves agree.  <b>Actions</b> VHA to send gov matrix to staff	ASH/VHA	26/03/2018		ASH sent VHA Goves Matrix to send out to staff on 06/03/2018 VHA put Goves Matrix on Staff intranet and will also put it on as useful docs. - 13/03/2018

