

CHENEY SCHOOL Local Governing Body		Present		Mayte Siswick, Richard Stamper, CBR, LBA, RRM, Karen Fogden, JKI, LEL, HNE, JGL, LMA, LBA, SSM, Andrew Allison, CBR, BHE, SPA, Paul Davies			
Date and Time	14th May 2018	Apologies		Marie-Ane Ficsher, Thomas Gardiner, Richard Josephy, Brid Eve			
Chair	Richard Stamper						
	Head Teachers Report						
Date Raised	Discussion and Decision	Issues	Action	Person Responsible	Deadline	Outcome and date	RAG
14/05/2018	1. Apologies for absence and declaration of interest	Apologies for absence for Marie-Ane Ficsher, Thomas Gardiner, Richard Josephy, Bird Eve No delcarations of interest.	N/A	N/A	N/A	N/A	N/A
14/05/2018	2. Non-confidential minutes of the previous meeting held 26th March 2018	Nothing to discuss (no feedback given to ASH before the meeting)	N/A	N/A	N/A	N/A	N/A
14/05/2018	3. Action items that were not actioned or approved from the previous meetings	N/A	N/A	N/A	N/A	N/A	N/A
	4. GDPR Changes Review BHE	BHE explains the new approach for data protection in schools and the actions Cheney school are taking. - An audit is currently taking place to look at how we share and protect data and identify what improvements can be made. This audit should be finished by the end of May. - BHE has sent out letters to staff and parents to make them aware of the changes. - ICO will communication anything they are unhappy with through the Educational Board. RST Q - What happens to CV's? CV's may be sent to lots of different people and have lots of personal information on. How long do we keep CV's on file? BHE A - BHE explains Cheney's new process/ procedure for shortlisting/ viewing CV's. CV's are only shared internally to the relevant people and are not sent to personal accounts. CV's can stay on file for 6 months and then they are deleted.	N/A	N/A	N/A	N/A	N/A
14/05/2018	5. Staffing and currciulum model HNE	Govs mention that the viewing right need changing on these documents. ASH to send a reminder and explain to all staff what the viewing rights should be to make sure everyone can see the information. HNE talks through the attached documents and key points. - Y8 options are now complete and letters are ready to go home to parents. - Sixth form numbers are nearly done, this just needs some fine tuning. - Curriculum timetable is slightly delayed because the Data Team were holding off, until they knew what MIS we were using next academic year. - Planning Curriculum Sheets have been sent out to HOFs to fine-tune their curriculum model. - Cheney is still recruiting staff. We anticipate there will be more resignations before the deadline on May 31st. KFO Q - If the HOFs want to make changes to their Curriculum model, do they come to you or the data team? HNE A - Both, in the first instance the data team. If the data team think it is a curriculum decision then they will bring it to my attention. RST Q- I see there is Twilight sessions for Y9. What are these and are these just for Y9? HNE A - These are mixed Y9, 10, 11 afterschool Latin lessons, linked to the classic centre. JGL Q - Will there be the 7* intervention? HNE and LMA A - No. The students in 7* will be getting there interventions through other interventions , 1:1, literacy support etc. BHE talks about the Staffing, Leavers and Joiners document. - No different to the situation last year. - BHE is going to put together a document for leavers, with information on job roles, why they are leaving, what they are moving on to do. This is so Cheney can track data and identify reasons for leavers. - BHE has now made a 'Leavers and Joiners' email address, so the relevant people are aware and exit interviews for each member leaving can be arranged with RMR.	1 . ASH to send out a reminder and explain to all staff the view rights needed for docs to Govs. 2. BHE to put together a document for Leavers and Reasons why.	ASH BHE	09/07/2018 09/07/2018		
	https://docs.google.com/document/d/13AQcapDFih2KqXiqd87YWkzk19vJQNrvqlnCUbqazA/edit?usp=sharing						

14/05/2018	6. Data - New Data Analysis	<p>SPA and RMR explain that when Ofsted came to the school, they were unhappy with the way we analysed our data. This is why SPA has created a new document to improve data analysis and improve consistency.</p> <p>SPA talks through the attached document.</p> <ul style="list-style-type: none"> - Who's does what on the docs. - What the figures mean. - This document is a simple, minimalistic overview of data and SLT expect there to be more detailed data analysis going on behind this. - This document is Phrase 1, focused on the measurement of impact of school interventions. Phrase 2 will be more focused on SSS, SEND PP, School interventions. - Line meetings will be formalised and put into the timetable. This is make sure that the data is being questioned and discussed in line meetings. - There is a list of questions on this document that HOFs/ HOYs should be using to question the data. - This document will help track the impact of school interventions. <p>JKI Q - how will you rag rate/ rank year groups data and impact of interventions? RMR A - This will be worked through in year group core meetings. AAL Q - Can/ do we ask students for their feedback on their interventions? JKI A - I do lots of work with students and will triangulate with HNE and CBR the feedback. KFO Q - How long do you leave an intervention in place before you know if it has made an impact? SPA A - Around 1 year. RMR A - We need to make sure we are identifying interventions that are NOT working. JKI (statement) - Interventions are so broad. LMA agrees and explains that interventions may not be extra curriculum activities, may be tweaking what is happening in the classrooms, contacting home etc.</p>	N/A	N/A	N/A	N/A	N/A
	https://drive.google.com/open?id=1K1W9GgXj2sBj2q8SpWMu5EN2aob8el2bTO4_2bUxeYg						
14/05/2018	7. Sixth form and Student Support Services	<p>RMR explains where Cheney is now with Pastoral Teams, SSS and Sixth Form from the attached doc.</p> <p>HOSP - senior teachers with focus on student progress PL - Non-teaching senior pastoral lead focus on pastoral support AP - Assistant pastoral support, to sit under PL</p> <p>RST Q- HOSP has changed from previous doc. Moved from every year having HOSP to only have 3 to overview Key stages. RMR A - Yes. HOSP will be overlooking student progress in KS groups. JGL Q - PL will stay with their year groups? RMR A - Yes. KFO Q - I think PL are a great idea. How will you make sure that Tutors are kept in the loop? RMR and LBA A - LBA is putting together a new pastoral curriculum and process to work with Tutors. PL will have regular meetings with Tutors to discuss issues.</p> <p>RMR explains that SEND department may also be changing. TA's may move to sit under Fac's instead of under SEND. Cheney + is moving towards a move revolving door system, allowing kids to go into Cheney + for periods of interventions and then being reintegrated back into mainstream school.</p> <p>MSI Q - Do Cheney have enough TA's? RMR A - Yes, but currently we do not use them efficiently. LMA A - We are going to use them more efficiently and make the role more demanding and appealing. More like a career step role.</p> <p>RMR explains Sixth Form Restructure.</p> <ul style="list-style-type: none"> - Talks through and explains the different roles. - Super Tutors etc. <p>MSI Q - Are you recruiting internally? RMR A - Yes. JKI Q - Is there costs in these changes? RMR A - Not much change to the current cost. New pastoral roles in Sixth Form are being paid with time and not money.</p>	N/A	N/A	N/A	N/A	N/A
14/05/2018	8. Risk Register RST/JKI	No changes to discuss.	N/A	N/A	N/A	N/A	N/A
	Risk Register						
14/05/2018	9. F&R review of minutes AAL	Meeting arranged for Monday 21st May, 4pm-5pm	N/A	N/A	N/A	N/A	N/A

14/05/2018	10. Safeguarding SSM/ LBA/ HNE Focus on issues raised by Ofsted Update on Safeguarding Audit review	MSI, RMR, SSM, TCO met last month to discuss to Ofsted points and the safeguarding audit. Points from meeting are: - Entry points into the school. - SSM leaving the school, HNE become DSL - Policies - SG training and conferences for staff - Template for SG report to Govs. RMR explains that Ofsted flagged that we did not have an off rolling system. RMR shows and explains the new off rolling process now in place. JGL Q - Does this absent and off rolling process happen for Sixth Formers? RMR A - Not a 100% sure, but should be. LBA and HNE to talk to SWA and RHA about this. RMR Q - ASH to invite Sixth Form team and RHW to SG meetings on Friday mornings. KFO Q - Are staff getting better at their registers? RMR A - Staff are getting better but still not great. HNE A - RHA now gives a daily report to SLT and CC's the relevant staff in on missing or incomplete registers. This is improving. RMR A - Now we are seeing improvements in register taking, the next step is quality of the registers, marking correctly. JGL Q - Is Sixth Form on that daily list? SPA A - Yes, will be now cover is given for Sixth Form when the teacher is away. SPA to double check with SWA and RHA.	1. LBA, HNE, SWA and RHA to discuss registers and absent process. 2. SPA to talk to RHW to make sure Sixth Form registers are on the daily report	LBA/ HNE SPA	09/07/2018 09/07/2018		
	Safeguarding Audit Review						
14/05/2018	11. Students at risk of exclusion LBA	LBA talks through attached docs. - Students that have been excluded up to 15 days in one year will need a GSDM. - LBA and HOYS are designing a process for the GSDM and identifying what the outcome should be. - Govs need to make themselves available for these meetings. - Parents need at least 1 weeks notice for the GSDM. KFO Q- Do Cheney exclude at lunch time/ half a day? RMR A - This would be very, very rare	1. LBA to meet with LMI and tighten up the report. 2. LBA to send out Doodle pole for Gov with dates for GSDM. 3. Govs to make themselves available for these meetings	LBA LBA Govs	09/072018 ASAP 09/07/2018		
	GSD's - 3 in Yr9 and 3 Yr 10 Students at risk of PEX						
14/05/2018	12. Health and Safety RMR/ CHN	No new updates.	N/A	N/A	N/A	N/A	N/A
14/05/2018	13. SIP/SEF	Review not needed for this meeting.	1. ASH to add SIP and SEF to whole day SLT Agenda	ASH	18/06/2018	17/05/2018- ASH rearranged SLT afternoon for 20/06/18. SIP and SEF is on the agenda	
	SIP SEF						
14/05/2018	14. Items from Trustees JKI	- A successful visit from the RSC office to Cheney and CSAT. - We have definitely been signed over to be the MAT for Barton Park primary school to be opened in September 2020. - We have Pat O Shea joining the Trustees. - Trustees very happy with Ofsted report	N/A	N/A	N/A	N/A	N/A
14/05/2018	15. Items to be raised with Trustees	RMR and RST will be attending the next Trustees meeting	N/A	N/A	N/A	N/A	N/A
14/05/2018	16. Items from Governors link meetings	Nothing to discuss (no feedback given to ASH before the meeting)	1. ASH to list all the link meetings that have taken place from the previous LGB meeting in the next agenda	ASH	09/07/2018	26/06/2018 - ASH has linked all link meeting that have taken place since this meeting in the next agenda/ minues tab.	
14/05/2018	17. Date of next meeting	9th July 2018 5pm-7pm	N/A	N/A	N/A	N/A	N/A

14/05/2018	18. Items for next agenda	SIP SEF Y10 data analysis Policy review (how we make our parents and students aware of our policies) Exclusion Policy approval	1. ASH to add to next agenda	ASH	07/02/2018	17/05/2018 - ASH has created the agenda for 09/07/2018 in a new tab.	
14/05/2018	19. Confidential minutes of the previous meeting	None.	N/A	N/A	N/A	N/A	N/A
14/05/2018	20. AOB	<p>RMR - At last LGB meeting, there was a discussion on the process of appointing new Govs. What is the process when appointing new Govs, who does the advert, go out to and how do we shortlist? JKI Q - Is this post for a School Improvement Governor? RMR A - Yes, do we open this advert out to everyone and review what interest we get? All Govs agree that the advert should go to everyone and then applicants can be reviewed.</p> <p>ASH - Policies and approval process. ASH explains that Govs only need to review policies that have a Y in the E column of the spreadsheet. ASH will send out the spreadsheet along with the policy that needs reviewing to Govs and will give Govs a deadline to make comments and give feedback. After this deadline, the school owner of the policy will make changes that they see fit and ASH will bring the final doc to the next Govs meeting for Govs to approve. JGL Q - how do we make parents and students aware of all of our policies? KFO Q - There is a page on the website with a few polices and a statement to say if the policy you are looking for is not on here then please contact the school and ask. How do parents know what policies to ask for? ASH + RMR A - ASH and RMR to discuss with VHA about how we can circulate policies and discuss if all policies should be on the website.</p>	<p>1. RMR/ASH to put new Gov advert to all staff.</p> <p>2. ASH to arrange a meeting with VHA and RMR to discuss how we make parents and students aware of policies and discuss if they should all be on the website.</p>	RMR ASH	09/07/2018 09/07/2018	<p>17/05/2018 - ASH has arranged a meeting with RMR, ASH and VHA to discuss the policies for 24/05/2018.</p> <p>06/06/2018 - ASH sent out all policies that were up for review along with the policy tracker and the new policy for review process.</p> <p>06/06/2018 - VHA added a link on the school website for parents to access all of the live policies.</p> <p>12/06/2018 - ASH sent out Staff Governor Vacancy and JHE put this on staff news. Deadline for this is 22/06/2018</p> <p>12/06/2018 - ASH sent out a reminder to all Governors the deadline for the policies.</p>	