

CHENEY SCHOOL Local Governing Body		Present	Mr Stamper, Ms Eve, Mrs Fogden, Ms Fischer, Mr Gardiner, Ms Gleen, Mr Allison, Mr Davies, Mrs Kirby (CEO), Mrs Smith (Deputy Head), Mr Nelson (Deputy Head), Mr Moreton (Head) Mr Hegedus, Mr Josephy			
Date and Time	27th November 2017 5pm to 7pm	Apologies				
Chair	Richard Stamper		Mrs Hackett (Head of 6th Form), Mrs Siswick, Mrs Marsh			
Date Raised	Topic	Debate, Discussion and Action Items	Person Respon	Deadline	Outcome and date	RAG
27/11/2017	1. Apologies for absence and declaration of interest	Apologies for absence from Mrs Hackett, Mrs Siswick and Mrs Marsh				
27/11/2017	2. Non-confidential minutes of the previous meeting held 30th October 2017	Previous minutes and actions were reviewed, discussed and updated including RAG				
27/11/2017	3. Risk Register RST	<p>JKI - overview of risk register Risk identified - Cheney school needs a good in OFSTED. Risk identified - Income stream Risk Identified - Sixth form numbers. 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 Risk identified - Staff well being. 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</p> <p>Action: JKI to add Cheney Sixth form numbers to Risk Register. HNE to send out sixth form review time table to LGB</p>	JKI HNE	04/12/2017 04/12/2017	Confirm 6th Form numbers in Risk Register JKI/RMR	
27/11/2017	4. F&R review of minutes RST	<p>AAL - Explains what the plan is going forward now Knowles has gone into administration Worse case 480k, but there is still snagging outstanding. Explained action on Cheney Head of Estates and Services to cost outstanding snagging Deficit budgeted to be £110k but with an additional capital spend of £41 to be added TGA - questioned when we will have an answer from Knowles.AAL unsure. JGL - questioned lettings income. AAL explains SCA plan to increase income. JKI - explains SCA role to bring money into the school. RMR explains CHN SIF bid £1.7m.</p> <p>Action AAL - Send Sept minutes out to LGB and send to VHA to put on the website. Head of Estates and Services to cost outstanding snagging</p>	AAL Head of Estates and Services	01/12/2017 Target: End of Dec		

27/11/2017	5. Humanities Faculty Improvement Review report HNE	<p>HNE Explained how the review went, what they looked at and improvements planned.</p> <p>TGA - Asked whether this review raised more concerns than those of other faculties carried out this term. HNE explained that the faculty needed pulling together.</p> <p>PDA - Questioned why results dropped this year. HNE explained that this was largely due to early entry GCSEs in Y10</p> <p>JKI - Asked how many Humanities teachers are currently examiners for exam boards., JGL explained that none currently but some are intending to become examiners and they are being encouraged to do so.</p> <p>RMR - Explained that GCSE exams have now all moved to Y11 and that will give the school an extra year to prepare students.</p> <p>PDA - Asked whether the exam boards used by Humanities subjects had been reviewed and optimised for the school. HNE stated that his had not been done recently.</p> <p>Action HNE to send out report to LGB</p>	HNE	04/12/2017		
27/11/2017	6. Pupil Premium RMR	<p>RMR explained the document on PP.</p> <p>RMR stated that a PP expert has been recruited to carry out a short-term consultancy contract before Christmas to provide advice on how to improve the school's approach to PP provision.</p> <p>RMR noted that the next school-wide review will be of all the Student Support Services.</p> <p>RMR explained we are legally compliant on the website for what we spent last year on PP.</p> <p>RST asked about the requirement to describe plans for spending this year; RMR responded that will be one outcome of the consultancy that has been procured.</p> <p>KFO questioned whether this document and others could be made clearer by identifying year groups by date of entry rather than the Year (7, 8 etc.) under consideration when a report is issued. After discussion the LGB decided that documents coming to LGB that will be tracked over multiple years should have the students cohorts identified by year of entry in addition to the year numbers for when the document is written.</p> <p>RMR explains new job roles for PP. (e.g - HLTA)</p> <p>Action Cheney SLT to identify student year group cohorts by year of entry in all multi-year tracking documents.</p>	Cheney SLT	On - going		
27/11/2017	7. Safeguarding SSM	<p>SSM had nothing to add to the report and took questions.</p> <p>KFO, who had undertaken the Safeguarding training recently, expressed surprise that she had not been provided with the "Keeping Children Safe" booklet, as this had been done in other settings where she had been trained. SSM stated that it was considered good practice to provide a copy, although not required except for Safeguarding Lead training.</p> <p>BHE reminded governors that they all needed to be DBS checked and to be safeguarding (re-)trained.</p> <p>Action SSM - Circulate keeping children safe in education booklet BHE - LGB to be DBS checked and safe guarding trained</p>	SSM BHE	04/12/2017 On-going		

27/11/2017	8. Finalise Governors Reporting templates RMR	<p>RMR summarised the current state of reports and drew governors' attention to the "Cribsheet" document that provided links to several data summaries.</p> <p>KFO requested that all documents should state the author and date of issue. RMR/RST agreed.</p> <p>RJO asked whether statements about the staffing structure and the curriculum were an indication that any were planned, because he would be concerned particularly about staffin giving the significant recent staffing reviews. RMR clarified that no further changes are planned at present to staffing in general, and confirmed that the only change to the curriculum is that already decided upon, that all GCSEs will be taken in Year 11 with the exception of RE which will continue to be taken in Year 10.</p> <p>Action RMR/Clerk: Ensure all documents for LGB identify their author and date of issue.</p>	Cheney SLT	08/01/2017		
27/11/2017	9. School Improvement report from Andy Swallow RMR	<p>RMR talked through the headlines of the report from ASW; the full report will be linked to from the Head's Report.</p> <p>RMR emphasised the value to governors of attending the "Mocksted" opprotunities when ASW is in school, since they give a realistic feel of the anture of questioning governors may get from Ofsted.</p> <p>JKI/RMR presented their view of what documents governors should be familiar with and how to prepare.</p> <p>JKI stated that she expected that the structure of link governors to be well-received, but asked when governors would report back from their link meetings. RST recommended that there be a standing item on the LGB agenda for Governors to raise questions arising in their link reports.</p> <p>JGL asked whether the link meetings should be recorded even if there was nothing particular to raised. RMR/RST recommended that it should eb recorded that the meetings took place.</p> <p>Action RMR - will put in ASW final report in Heads report RMR - Standing item for Governors Link reports</p>	RMR ASH	04/12/2017 08/01/2018		
27/11/2017	10. Items from Trustees JKI	There were no items from Trustees for the LGB				
27/11/2017	11. Health and Safety CHN	Health and Safety had been discussed at the Finance and Resources meeting immediately preceding this meeting. There were no matters needing to be brought to the full LGB.				
27/11/2017	12. Items for next agenda	<p>Sixth form review PP strategy Communication strategy</p> <p>Action Invite VHA</p>	RMR			
27/11/2017	13. Items to be raised with Trustees	None.				

27/11/2017	14. Date of next meeting	Next LGB meeting 08/01/2018 Action ASH to share meeting dates with LGB	ASH			
27/11/2017	15. 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. Action 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		
27/11/2017	16. Confidential minutes of the previous meeting	No confidential minutes from last meeting No confidential items for this meeting				
27/11/2017	17. AOB	KFO/JGL asked for more guidance on governor link meetings. RMR explained what the meetings are for and where to find guidance 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 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.	RMR/SSM/ASH			