

<b>CHENEY SCHOOL Local Governing Body</b>			<b>Present</b>	K. Fogden, A. Allison, R. Stamper, R. Josephy, M. Siswike, MA Fischer, T Gardiner, J Gleen, LMA, RMR, LBA, LEL, JKI, CBR, ASH			
<b>Date and Time</b>	9th July 2018		<b>Apologies</b>	HNE, SPA, BEV, SSM			
<b>Chair</b>	<b>Richard Stamper</b>						
	<a href="#">Head Teachers Report</a>						
	<a href="#">KPI</a>						
<b>Date Raised</b>	<b>Discussion and Decision</b>	<b>Issues</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Deadline</b>	<b>Outcome and date</b>	<b>RAG</b>
	<b>1. Apologies for absence and declaration of interest</b>	Apologies for HNE, BEV, SSM, SPA No declaration of interest.	N/A	N/A	N/A	N/A	N/A
	<b>2. Non-confidential minutes of the previous meeting held 15th May 2018</b>	<i>09/07/2018 - No concerns or comments fed back to ASH before the meeting by Govs.</i> RJO Q - On agenda 11, do I need to make myself available for GSDM's or are these meeting on an ad-hoc basis? RMR A – These meetings are ad-hoc. All non- confidential minutes approved.	N/A	N/A	N/A	N/A	N/A
	<b>3. Action items that were not actioned or approved from the previous meetings</b>	N/A	N/A	N/A	N/A	N/A	N/A

	<p style="text-align: center;"><b>4. Y10 data analysis SPA</b></p>	<p>Unfortunately, could not attend the LGB meeting today, so RMR stepped in and gave a quick overview on the attached document on Year 10 data.</p> <p>RM explained the core group meetings. These are weekly meetings that happen with a number of different staff to discuss year 10 students.</p> <p>JGL Q - Can this information be shared with staff?  CBR A - Yes, we are working on a way to share this information with staff but we do not want a September information overload.  AAL Q - Is there an attendance problem with this year?  RMR A - Yes there is a number of students who struggle with attendance but this core group will not be looking at these students, this group will be looking at students who are struggling academically. Low attendance/ school refusers will be working with the pastoral team.  RJO C - I think the core group is a great idea. I do have some questions about the year data but these may be better emailed to SPA directly.  RJO Q - There are always very big gaps between different subjects. I am not sure what Governors should be concluding from this?  RMR A - In subject variation. This is something that Ofsted will question and something we are very aware of. We are working on this.  JGL A - There are students in the History group that can be problematic, but there are only a few in Geography. This will show in the data and make a big impact on the data.  JKI Q - This data section is very new - how are you moderating this? How are you comparing this to other schools?  JGL A - There has been lots of work with other schools.  TGA Q - The students in History and Geography, do they do both subjects? Are they low attainers and/or bad behaviour?  JGL A - The students are some low attainers, some low level bad behaviour, the behaviour is not being ignored, this is being looked at by HODs.  KFO Q - RMR does this data include your students who are you teaching after school?  RMR A - No.  KFO Q - Where is this data?  RMR A - This is not included in this doc.  LMA C - This data is explained more in the KPI document attached.  KFO C - I struggle to understand the KPI and who has wrote it.  LMA -C - It would have been the HOD/HOF and the link.  JGL C - We were asked to explain our data in the boxes. Would this be helpful for the Govs to see?  CBR C - Yes, we have that information and we can put this in the boxes.  CBR C - I think what Governors need to know is that things are in process and outcomes and feedback on this data is being worked on.</p>	<p>1. In the data document, please add the number of students in Y10 and Y11</p>	<p>SPA</p>			
	<p><a href="#">Year 10 Data Analysis</a></p>						

	<p align="center"><b>5. SIP/SEF</b></p>	<p>RMR draws attention to the draft SIP for next year. RMR explains that SLT met to discuss the SIP and the feedback from the SIP of this year. SLT felt that the SIP was too big and needed to be a 'one pager'. SLT feel like the SIP has not been user friendly or been the drive this year. RMR explains the attached draft SIP.</p> <p>JGL Q - I like the first page with the headlines but there are still 9/10 pages behind this. Is this manageable? RMR A - Yes, we want to make sure that we have enough detail that staff, students and parents know and understand what we are working on and be able to look at outcomes and progress. TOM Q - Vulnerable students and closing the gap, how much do you want to close the gap? RMR A - this is something we are going to look at again tomorrow. RMR brings up the Year 10 doc again and explains we will be able to follow a cohort and track outcomes. AAL C - I think this is a great idea and I like how simple this is - this is a good approach. Where are the outcome targets? RMR A - These are at the bottom on the doc. RJO C - I agree with AAL, I think this is a great idea and I think it's nice to not have too much in the doc. RJO Q - Is there enough resources? CBR A - This is something that will be looking at again tomorrow. TOM Q - At the end of the doc, where the whole school targets, can we also have aspirational data? CBR A - These numbers are from FFT20 so these are already quite aspirational. TOM - could you add PP aspirational data? RMR - Yes. We could 5+ PP English and Maths and 5+ SEND English and Maths.</p> <p>CBR - We will not be leading with these numbers. We put these numbers at the back of the document in the hopes that if we are successful in everything else mentioned earlier in the SIP, then these numbers will fall into place.</p> <p>JGL Q - Why do we only have English and Maths, and no other subjects? What message does this send to staff? RMR A - This is a mock up for Govs. There will be more detail.</p> <p>RST Q - When will the 'final' SIP be ready to go ahead. RMR A - September, this will also be looked at in our Inset day in Aug.</p>	<p>1. RMR/ SPA to add PP and SEND 5+ data in English and Maths</p>	<p>RMR/SPA</p>			
	<p align="center"><a href="#">SIP</a></p>						
	<p align="center"><a href="#">SEF</a></p>						
	<p align="center"><a href="#">Draft SIP 18/19</a></p>						
	<p align="center"><b>6. Staffing</b></p> <p align="center"><b>Staffing for 2018/19</b> <b>Leavers and Joiners</b> <b>RMR/HNE/BHE</b></p>	<p>BHE overview on recruitment. Recruitment is in a good place. BHE explains the attached doc for starters and leavers.</p> <p>KFO Q - Are all the exit interviews set up? RMR A - Everyone has been offered an exit interview with either myself or HR. RJO - It would be useful for Govs, where it says 'teachers' to know what subject they teach? In addition, the teachers that are appointed, it would be good to know which are NQTs.</p> <p>RST Q - Is there a financial impact? RMR A - All has been signed off by SCA JKI - We had x10 NQTs last year which always helped with finance. RMR A - We also have lots of NQTs starting this year too which is healthy. LMA C - Talks about all the new starters and explains we are in a very good place with new starters for next year. Induction day is Wednesday this week.</p>	<p>1. Add in what subject the teachers taught/ teach. 2. When a teacher is appointed, state if they are an NQT</p>	<p>BHE/ NWA</p>	<p>20/07/2018</p>		
	<p align="center"><a href="#">Staffing document</a></p>						

	<p><b>7. Items from Governors link meetings</b></p>	<p>Link meetings that have taken place since the last LGB meeting:  22nd May 2018 RST met with CBR  22nd May 2018 RST met with RMR  20th June 2018 AAL met with TST and PE department  20th June 2018 AAL met with TST and PE department  20th June 2018 KFO met with TST and PE department  21st June 2018 KFO met with JKI + RMR  22nd June 2018 KFO met with RJO + KHA  22nd June 2018 RJO met with KFO + KHA  27th June 2018 RST met with RMR  27th June 2018 RST met with CBR  27th June 2018 RST met with English Department  27th June 2018 RJO met with LEL  29th June 2018 RJO met with HNE  2nd July 2018 KFO met with BHE + HNE  4th July 2018 KFO met with BHE + RMR</p> <p><b>09/07/2018 - No items brought to ASH to put on the agenda before the meeting by Govs.</b></p> <p>RST - I recently met with CBR and then had lunch with the English Department. It was good to have a catch up and the teachers found this very useful.  RMR - I think it is really appreciated by staff when Governors meet with the Departments. It is great for them to get solid validation and a well done from Govs.  RST - This is a good time for us to discuss other Governors bits.</p> <p>I have pulled together all the skills matrix docs together. RST explained his doc and the Governors weaknesses and strengths. RST will email this to all Governors.  RST - BEVE has discussed with me that she is finding it difficult to juggle Governors, work and personal life and would like to resign. This means we will need appoint new a Governor.  RMR - Explains the staff governors candidates are currently on the staff intranet  TGA - It is a great idea to get together our Governors Skills matrix and then appoint new Governors with strengths where our weaknesses are.  AAL - I chair the F+R and we have really struggled with F+R this year. We need some Governors with expertise in finance/ estates.  RST- I suggest that we invite Kevin Burrell to join our Governing body because he has lots of experience and knowledge, We also go to advert for Governors with strengths and expertise in our current weaknesses.  Govs discuss and vote if Kevin Burrell should be invited to join the LGB. Govs all agree,  RJO – I would just like to clarify what I need to put into the Governors link reports. Should I be adding every time I come into school? I would like to make sure everyone is doing the same.  RMR a - Yes, please add every time you come into school.</p>	<p>1. RST to email the Governors Skills Matrix Doc to all Governors.  2. RST/ ASH invite Kevin Burrell to join the LGB  3. Go to advert for more Governors.</p>	<p>RST  RST/ASH  RST/ASH</p>	<p>20/07/2018  20/07/2018  20/07/2018</p>		
	<p><b>8. Sixth Form Dress Code/ Ethos</b></p>	<p><b>02/07/2018 - Please see attached letters for your information. These letters will be sent out to students and parents. There is a few minor tweaks which comms and Sixth Form are working on but this is the general content of the letters.</b></p> <p>RMR - explains the attached letters.  KFO - I like the fee of these letters.  AAL - I like these letters, I like the humour.  RJO - I like the feel and content in the letters, but I would like to add that I am upset that Govs were not more involved in the earlier stages.  RMR - Explains that it was our absolute intention to let the Govs know and invite involvement. As you saw from the forwarded email, there was an email sent. As we all know, there has been some trouble with technology and the new email system.</p> <p>JGL Q - What is the process for students who are not dressing appropriately?  RMR A - They get two warnings and then they will be sent home to change.  JGL - I had a discussion with a tutee and they said "Miss not every teacher cares about uniform". I know this is not true, it is just teachers do not pick it up every time.  RMR – Yes, I agree and teachers need to start picking up uniform more.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
	<p><a href="#">Current Y12's going into Y13 Letter</a></p>						
	<p><a href="#">Current Y11's going into Y12 Letter</a></p>						

<p style="text-align: center;"><b>9. Policies</b> <b>ASH/ VHA</b></p> <p><b>How we make our parents and students aware of our policies</b></p> <p><b>Approve Exclusion Policy - LBA/HNE</b> <b>Approve RfL Policy - LBA/HNE (date of approval pushed back)</b></p>	<p>This is how we make our parents and students aware of our policies: <a href="http://www.cheney.oxon.sch.uk/Policies">http://www.cheney.oxon.sch.uk/Policies</a></p> <p><i>03/07/2018 - Exclusion policy is currently in final govs review for 3 days. I will add the final policy link for Govs to approve on Friday 6th July.</i></p> <p><i>03/07/2018 - RfL policy approval has been pushed back as LBA is waiting for tutor groups to finish work on the positives. This Policy needs to be approved by September so will be approved via email in the summer holidays.</i></p> <p><i>09/07/2018 - Final Exclusion Policy for approval</i> <a href="https://docs.google.com/document/d/1y8MidbcKHGLNVet8yJSwZbDWU-79x7KOdlN_Y_IRPnBY/edit?usp=sharing">https://docs.google.com/document/d/1y8MidbcKHGLNVet8yJSwZbDWU-79x7KOdlN_Y_IRPnBY/edit?usp=sharing</a></p> <p>Govs all approve the Exclusion Policy.</p>	<p>1. School owner to make comments/ response to Govs instead of just 'resolving' the comments made by Govs. (ASH to discuss with school owners)</p>	<p>ASH</p>	<p>20/07/218</p>				
<p style="text-align: center;"><b>10. Risk Register</b> <b>RST/JKI</b></p>	<p>Nothing to discuss.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p style="text-align: center;"><a href="#">Risk Register</a></p>								
<p style="text-align: center;"><b>11. F&amp;R review of minutes AAL</b></p>	<p>F+R meeting did not take place in June. Budget approved via email. (email trail and notes can be found in below tab F+R 11/06/2018)</p> <p>AAL explains the struggle F+R had have with meetings this year. AAL talks about items that will be discussed next year at F+R: Top slice of 5%.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p style="text-align: center;"><b>12. Safeguarding</b> <b>SSM/ LBA/ HNE</b></p>	<p>LBA explains the attached overview docs. LBA explains we are in our transition to CPOMBS which will be more secure and all in one place.</p> <p>MSIS explains that she met with HNE earlier this week and discussed CPOMBS. In addition, HNE is now working more closely with attendance, which will tighten everything up.</p> <p>RMR explains that LBA, HNE, TCO, RMR and SWA now meet once a week to discuss safeguarding and outstanding safeguarding issues.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p style="text-align: center;"><a href="#">Safeguarding</a></p>								
<p style="text-align: center;"><b>13. Students at risk of exclusion</b> <b>LBA</b></p>	<p><i>02/07/2018 - Exclusion Data only valid until 25th May due to not being end of full term yet</i></p> <p>KFO - Figures are worse than last year. There has been more exclusions than last year. Is this because the behaviour is worse or because the school is getting tighter with exclusions. LBA A - This is because we have been tighter in exclusions this year. RMR A - Yes, this is correct, because the behaviour was a problem. It has been a focus of ours and we are being tighter in behaviour.</p> <p>RJO - How can there be more student's excluded then there are exclusions? LBA - Something to look out for and discuss with LMI.</p> <p>KFO - Does it feel like there has been an improvement? RMR A - Yes, it have been signing much less exclusion letters.</p> <p>LBA - Explains the Students at risk of PEX and interventions that are put in place to help these students.</p>	<p>1. LBA to discuss and tighten the report with LMI.</p>	<p>LMA</p>	<p>20/07/2018</p>				
<p style="text-align: center;"><a href="#">Students at risk of PEX</a></p> <p><a href="https://drive.google.com/open?id=13Jnt7K15Q7Jlmmw7MPigtkyBj4-OYeIR">https://drive.google.com/open?id=13Jnt7K15Q7Jlmmw7MPigtkyBj4-OYeIR</a></p>								
<p style="text-align: center;"><b>14. Health and Safety</b> <b>RMR/ CHN</b></p>	<p>No updates/ no major concerns to discuss.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

	<b>15. Items from Trustees JKI</b>	JKI would like a few minutes to update on growth plan. Trustees meeting regarding a growth plan on the academy.	N/A	N/A	N/A	N/A	N/A
	<b>16. Items to be raised with Trustees</b>	No items to be raised at Trustees	N/A	N/A	N/A	N/A	N/A
	<b>17. Date of next meeting</b> Review proposed dates for next academic year	<a href="https://docs.google.com/spreadsheets/d/1bxko3ZDtO4b0G4pbNHNnohTNIh5mbv10Bni4KLNdTdo/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1bxko3ZDtO4b0G4pbNHNnohTNIh5mbv10Bni4KLNdTdo/edit?usp=sharing</a>	1. ASH to send calendar invites for all meetings to all Govs.	ASH	20/07/2018		
	<b>18. Items for next agenda</b>	N/A	N/A	N/A	N/A	N/A	N/A
	<b>19. Confidential minutes of the previous meeting</b>	None to discuss.	N/A	N/A	N/A	N/A	N/A
	<b>20. AOB</b>	RJO - I would like thankyou Rupert and all the staff for a fab year! It has been a pleasure to come into the school. RST - Yes thankyou. And thankyou so MFI, who is now leaving us.	N/A	N/A	N/A	N/A	N/A