CHENEY SCHOOL Local Governing Body		Present	RST, TGA, RJO, KFO, BPR, AAL, POD, ASH, RCO, JKI, LEL, CBR, LBA, LMA, KHA, RMR, IBU				
Date and Time	19th November 2018	**Apologies**	HNE, SPA, BHE, GBU,				
Chair	**Richard Stamper**						
	November Head Teacher's Report						

Date Raised		Discussion and Decision	Issues	Action	Person Responsible	Deadline	Outcome and date	RAG
19/11/2018	1	Apologies for absence and declaration of interest	Hugh Nelson, Steve Palmer, Ben Hegedus, George Buchanan, No declaration of interest					
19/11/2018	2	The appointment of New Governors	Welcome Ben Preston and George Buchanan to Governors. RST and RMR feedback on recent meetings with potential new Governors. 1. Jonathan Dawson 2. Geoff Sutton Parent Governor applications closed today. ASH will circulate to Govs this week for their information and then we will go to election.	1. ASH to send all applications to Govs. 2. Govs to review and feedback by Monday 26th November.	1. ASH 2. Govs	26/11/18	**21/11/2018** - ASH sent Governors the applications and responses.	
19/11/2018	3	Non-confidential minutes of the previous meeting held 10/09/2018	KFO sent comments/ questions via email to ASH regarding the last meeting minutes. These comments/ questions have been actioned. ASH emailed actions to Govs. - **15/11/2018**					
19/11/2018	4	Action items that were not actioned or approved from the previous meetings	Governors Matrix still needs some work and updating, to do this we need more Governors on the LGB. We will review the Matrix again when more Governors have been appointed.	1. ASH to send out the Matrix to RST for updating when we have appointed new Governors.	1. ASH			
19/11/2018	5	SIP	**Governors comments on the SIP:** - Governors struggled to track the success of each point with no information on what the colours mean in the rag rating. - It would be helpful for Governors if SLT rag rate the front page, so it is clear what Governors should be focusing on. - SIP is very clear on what the School is focusing on. **SLT comments:** - How we arrive at the decision on the rag colour is done by SLT/ SLT meeting with links/ data and is based on the success criteria. - LMA agrees it would be very helpful to have explanation of what each rag rate colour means and will action this. SLT agrees it would be helpful for Governors to rag rate the first page and will do this for T2. **Key questions asked:** **TGA - Objective 4, item 3, is red. Is this Core Group? Why is this red?** *CBR - This is about HOF's and HODs working together. We are currently working on this and a core group is happening for Y11 but no other year group.* **RST – Attendance in SEND is reasonably close to its target but other groups are showing a decrease in attendance against the data for this time last year.** *RMR – Yes, we had low attendance on the first week back which has made an impact on the data. HNE has created a 'trend' document for this data. This shows that the school is on an upward trend and is improving.* **KFO – Thankyou for sending out next year's term dates for us to look at. Have you thought about looking at feeder primary school's term dates and trying to line them up? Could this be why attendance in the first week back is low?** *RMR – Yes, we have looked at feeder schools dates and also OCC dates.* **KFO – Has SLT looked at the students who are not attending in the first week? Where are the trends, where are they coming from?** *RMR to look at the low attendance in the first week and look at what schools these students are coming from. Is there a trend? Should we look into this deeper?* **KFO – There is lots of data on attendance but no comments on what we are doing as a school to help these students catch up when they have been out for a few days.** *RMR – Agree, we will look into this and add some information into the SIP.*	1. ASH to link HNE trend doc for Governors to look at. 2. RMR/ attendance team to look at attendance in the first week back, who are the low attenders? Which schools are they coming from? Is there a trend? 3. SLT to add explanation on the Rag Rate Colours 4. SLT to rag rate the front page of the SIP. 5. SLT to add information to the SLT regarding what the school is doing to help students catch up when they have been absent.	1. ASH 2. RMR/HNE 3. SLT 4. SLT 5. SLT			
		SIP						

19/11/2018	6	**Progress Data** **Y12 + 13** **SEND** **SPA/KHA/RCO**	**Y12/13 Progress data:** KHA talks through presentation (linked below) **Key points:** Attendance data – lots of work has gone into improving the sixth form's attendance. Y12 is looking good. Y13 is looking worse than it did this time last year but this is because of students leaving to go elsewhere for various reasons but have not come off roll yet. However, over all a huge improvement on attendance. While working so hard on attendance in the sixth form team, we have uncovered some problems on punctuality that we did not anticipate. Because of this, we have a focus on teachers making sure they are marking all students that are late with an L so we can follow this up. We have a staff member in the Sixth form team that follows these L's up and supports/ mentors these students to help improve. The culture is Y12 is great and is going the way we hoped. The culture in Y13 is very different. We hope that when the Y12 go to Y13 the culture will be embedded and the new Y12's will be even better. KHA talks through the linked progress data. **Key points:** KHA/ SLT need to populate last year's AP2 and 3 into the doc. This data is entered directly by HOFS/ HODS during link meetings with KHA and SLT links. **Key questions:** **RJO – There is small numbers in the sixth form this year. Was this expected?** *KHA – Bigger drop than expected on external students. Many students came to look but did not enrol. However, yes, we did expect a drop in numbers due to our strict requirements and hard work to make sure that students are on the right courses.* **AAL – Are the colours on the progress by subject doc correct?** *CBR – No, SLT to look over the colour consistency on this doc.* **SEND data** RCO talks through the SEND report (Linked below) **Key points:** There are concerns on some SEND student's attendance. We need to be mindful that lots of our SEND students have medical needs/ SE needs so this has an impact on our attendance. SEND are working hard with other agencies to support these students as best we can. Slow progress in SEND for core subjects. However, we have started a pathway course to run to support these students with these core subjects and the data of this so fat is showing a positive impact. Progress in 2017/18 was slow but we are hoping to see improvement this year as we have a great team and embedded better structure and processes. SEND are very pleased with their curriculum. SEND big focus is working together with outside agencies to support our students as best we can. SEND team are experiencing some challenges with this and sometimes hits difficulties in joined up thinking with outside agencies. Agencies are often pushing back on schools and not taking ownership. We are now challenging this as a school and holding them to account. Hopefully, with this we will see some improvements. SEND are working on students engagement in school. Struggling to fill TA spaces. Overall SEND is moving in a positive direction. **Key questions:** **BPR – What agencies are the most unhelpful?** *RCO – Early Help (LCSS)* *RMR – this is a national problems but worse in Oxford than many others due to cuts in funding and lack of alternative provisions. Options are limited for challenging students. David Clark the Deputy Head of Department of Education is currently working with Heads in Oxford to investigate this problem.*	1. KHA/ SLT to populate last years AP2/3 into the progress doc. 2.CBR/ SLT to look at colour consistency on the progress by subject doc.	1. KH/ SLT 2. CBR/SLT		
		Sixth Form on SIP					
		Sixth Form Data					
		SEND AP data					
		SEND report					
		Sixth Form report					

Date	No	Item	Discussion	Action	Who		Update	
19/11/2018	7	**Link Review:** **(a) Safeguarding** **(b) Maths** **(c) Vulnerable Learners** **Any other items from link governors**	**Vulnerable learners** Vulnerable learners was discussed at length in the training session on 05/11/2018. The presentation is link below. The improvement plans, that are outlined in the presentation are linked below. RST reminds all Governors to take a look if they could not attend the training. **Discussion:** RST – To track the gab between PP and non PP it would be helpful to have data for PPvNonPP instead of PPvAll. RMR – Nationally, this is not done this way. TGA – SPA said he would work on this the last time we spoke. RMR – happy to look at this, but please explain why would you like this data? KFO – A few years ago, the data would be looking at the gab between BoysVGirls, not BoysVAll. This is why to measure the gab in different areas of PP, it would be good to have data PPvNonPP RMR, agreed SLT would look into this. **Maths** Report on maths department link meeting, 5th November 2018 between Steve Palmer and Karen Fogden: Exam results: The 2018 maths results, which were as expected from the last set of predictions. This year's cohort is much more on-side and the projected grades suggest a better set of outcomes for the current Year 11. Staffing: The department is currently fully staffed, but with a new member of staff off after 4 or 5 weeks with depression. A variety of other teachers and agency staff are covering their lessons. There is a possibility of a part-time return to work. One teacher leaving at Christmas, joining Cherwell. Two appointments for January, one of them to the position of enhanced second in maths, each 0.8FTE. The idea of this post was talked about a year ago in response to Steve's data role. The maths PP champion is in post and a temporary HLTA for maths was due to start on 5th Nov, until Christmas, whilst a permanent member of staff continues to be sought. Maths department plan for the year: This includes a continued focus on the use of mathematical language and also work with science and business studies on a common approach to problem-solving. Also, attention to be given to key concepts that students don't understand on entry to Year7. Other questions were about what expectations and support exist when a student is absent. Also, can sixth-formers be used to support students in tutor time in a similar way to the new literacy support? KFO 12/11/18 **Safeguarding** Please see agenda item 9. **Items from other link Govs:** RJO – Science concerns of the level of Tech support in Fac. This could endanger the Tech support we currently have, to leave. Tech concern about teaching 2 subjects in one class.	1. SLT to look at data (PPvNonPP)	1. SLT			
		SEND FIP						
		PP FIP						
		Presentation						
19/11/2018	8	**Changes to Cheney intake from local schools**	Governors and SLT talk through the link Doc. **Key points and questions:** . KFO – What do we do for those students who come to Cheney but did not pick Cheney as a first choice? How do we support them and make them feel 'at home' in school. LMA – We do nothing for this group of students but we are currently working very hard on transition as a whole, for the whole year. JKI – Agrees with KFO, that this is something to look as at The Swan School is opening and will be very attractive for families in this area. We will be sure to lose some students to The Swan school from our feeder schools. Is there anything we can do to keep these students? RMR – Agrees, we are at risk of loosing these students, which is why we are working on improving transition as a whole. We are going to all primary schools, SLT are introducing themselves, we are holding QA sessions with students from Cheney and primary schools. RJO – Are there any schools we need to work with? RMR – We have been working and building relationships with all Primary schools in Oxford KFO – Is there any ideas to look at progress data between students in Cheney who chose Cheney as a First choice and students who choice Cheney as second or third? RMR – we have not looked, there is huge difference in progress data between different feeder schools but we have not looked at students who Cheney was first choice V students who Cheney was second or third. LMA – We can look at this through learner characteristics, to see if this is something we need to look into deeper. JKI – It would be good if Governors could see Parent feedback from Parents eve, RMR – We will get this sent.	1. SLT to look at progress data between students who choose Cheney as first choice V students who chose Cheney as second or third. 2. Sent Parent Feedback from Parents Eve to Govs.	1. SLT 2. ASH/ VHA		**20/11/2018 -** Liam reviewed the data and fed back to Governors via email.	
		Cheney Intake by year						

Date	#	Item	Discussion	Action	Who		Update	
19/11/2018	9	**Safeguarding** **LBA/ HNE**	Govs discuss Draft SG Report (linked below) **Key points:** KFO - Are we consistent with the dates? This doc is for last year, some items have this year information.	1. HNE and JKI to look at dates.	1. HNE/ JKI			
		Draft SG report						
		JKI Safeguarding Audit	JKI talks through the SG Audit - (linked to the left) **Key points:** SG is looking positive Antibullying training is needed (LBA has this is hand)					
		New Safeguarding Policy	Govs approved.					
19/11/2018	10	**Policies** **ASH/ VHA** **Policy Updates**	**PP Policy for information only:** https://docs.google.com/document/d/10_JkOQTsI8xhebdstloXPblXZN4iyaG-RulHdigUqKo/edit?usp=sharing **SG policy** - as above					
		Policy Tracker						
19/11/2018	11	**Risk Register** **RST/JKI**	No discussion.					
		Risk Register						
19/11/2018	12	**F&R review of minutes AAL** **(3min review of meeting)**	Last F+R meeting 24/09/18, please see below tab to the left. **Key points raised:** RMR - The school is experiencing some heat issues. We are putting a BID in for this. AAL - the next meeting is Feb. SCA will be sending AAL monthly finiance updates until then. AAL and SCA are meeting in Decemeber.					
19/11/2018	13	**Students at risk of exclusion** **LBA**	LBA talks through the link docs to the left. **Key points:** Fewer FTE than last year Fewer behaviour points than last year Positive progress LBA and TCO are looking into behaviour trends and focusing on these with workshops/ Russ PC/ Assemblies. LBA and LMA met with various different teachers to discuss behaviour and get their feedback. The feedback was positive and has improved. Pastoral teams are working hard to outside agencies to make sure Cheney students are supported. **Key questions:** **RST - it seems that there has been a unexpected spike in Y7 behaviour.** *LBA - Yes, this is because we did not receive all the information needed to support these challenging students fully with correct interventions. This is now being picked up and teachers from primary schools are coming in and meeting with us to give us all the information and advice.* **KFO - looking the data on the linked docs, this data does not match up?** *LBA to look at this and update.*	1. LBA to correct the data	1. LBA		**20/11/2018** - LBA corrected the linked data	
		FTE Overview 2017/18						
		Whole School Analysis						
		Detailed Behaviour Analysis						
		Achievement Data						
		FTE Overview 2018/19						
19/11/2018	14	**Health and Safety** **RMR/ CHN**	Concerns regarding the accidents on Gypsy Lane. CHN has been in touch with LA and Highways for support. So far, no luck. Heating concern as above.					

19/11/2018	15	**Items from Trustees** **JKI**	No items to be discussed.					
19/11/2018	16	**Items to be raised with Trustees**	None.					
19/11/2018	17	**Date of next meeting**	11th Feb 2019					
		Governors meetings						
19/11/2018	18	**Items for next agenda**	Hums Link Review 12 week circle of interventions review – LEL/ CBR	1. ASH to add to the next agenda.	1. ASH			
19/11/2018	19	**AOB**	None.					
19/11/2018	20	**Confidential minutes of the previous meeting**	Sent to Governors and approved.					
19/11/2018	21	**Confidential Minutes** **BHE**	Staff Governors left and ASH minuted in another doc.	1. ASH to send to send to all non-staff Governors	1. ASH		**20/11/2018** - ASH sent to all non-staff Governors	