CHENEY SCHOOL Local Governing Body					**Present**	Paul Davies (PD), Karen Fogden (KF), Richard Josephy (RJ), Ben Preston (BP), Phil Oakley (PO), Jessica Rogers (JR), Richard Stamper (RS), Louise Marsh (LM), Liam Bampton (LB), Charlotte Broom (CB), Hugh Nelson (HN), Rupert Moreton (RM), Judith Geddes (Clerk)			
Date and Time	17:00	16 December 2019	**Room: BR07, Cheney School**		**Apologies**	Eleanor Burnett, Andrew Allison, Jonathan Dawson, Christoper Summerfield, Jolie Kirby, Ben Hegedus			
Chair	**Richard Stamper**								
#	**Agenda Item**	**Time**	**Record of Discussion**	**Actions**	**Responsible**	**Deadline**	**Outcome and date**	**Action RAG**	
1	**Apologies for absence and declaration of interest**	**5**	Apologies for absence were received from Eleanor Burnett, Andrew Allison, Jonathan Dawson, Christoper Summerfield, Jolie Kirby and Ben Hegedus. No declarations of intetest were received. The meeting was quorate. The Chair introduced Phil Oakley, a new staff governor, and Jessica Rogers, who will be joining the LGB in the New Year. The Chair commented that RJ is leaving the LGB at the end of the calendar year. The Chair thanked RJ on behalf of the LGB for his expertise, skills and hard work during his time as a governor.						
2	**Non-confidential minutes of the previous meeting held 14/10/2019**	**5**	No comments/feedback. The Governors approved the minutes of the previous meeting.						
3	**Action items that were not actioned or approved from the previous meetings**	**5**	One action remains open: SIP - HN to follow up on table of attendance in SIP One action remains in progress: Fire Training - RM to doublecheck position with Rachel Evans						
4	**Governors feedback from Link Meetings**	**10**	RJ advised that he has had 3 meetings since the last LGB, held on 14th October, and noted a couple of items in common throughout all three meetings. i) Staff dissatisfaction with Arbor. RM agreed that Arbor had not met expectations. He has scheduled a meeting with the managing director of Arbor in January. If problems are not sorted out, RM said that Arbor will be put on notice. ii) Although there is good progress in behaviour within class, there is an ongoing problem with behaviour outside of the classroom. RM confirmed that he was aware of this but it is a challenging situation due to having limited staff numbers, running a significant deficit and having a number of students for whom mainstream education is not the right setting. RM also pointed out that it is low level disruptive behaviour occuring outside of lessons. KF asked how the extra 5 minutes transition time was working.HN replied that it gave the staff more time and they found it helpful. RM advised that punctuality will be a significant focus next term. KF advised that she has met with Richard Coombs. He appears to be struggling with finding spaces for the number of SEND children he has to deal with. RM responded that he has concerns with the capacity of SEND and that Cheney is working with SENCo at Bayards. LM commeneted that there are also environmental issues such as the way the classroom is set up that should be considered. LM to follow up. KF also mentioned that the SEND reports have not yet been written due to workload in the SEND department and Louise Elias' absence. PD said that he met with Judy Gleen in mid November to help with how systems work alongside academic curriculum for pastoral structures. LB commenetd that he has met with both AA and Tina Conway. LB confirmed that there has been a delay in completing the Safegurding Audit across the county due to IT problems and no logins being provided. The review has now been pushed back to February 2020 half-term. RS confirmed that he has met with Phoebe Mortimer, acting Head of English. They considered the Faculty Improvement Plan (FIP) and RS wondered how actively these plans were being used. CB replied that FIPs are running slightly behind the SIP. She has gone through the FIP and given appropriate feedback so good action points are in place. T1/T2 should be avaialble in T3. RS also noted that sixth form media studies students were struggling with video equipment. RS wanted to know whether this had been resolved. CB confirmed that this has been actioned.	LM to follow up on sensory provision.					
5	**SIP**	**10**	RS asked whether the school has managed to reduce the number of FTE days. LB stated that up to 11th November there had been 46 PEX in Oxfordshire, with 41 in Oxford and he will shortly be having meetings to discuss Cheney's 2 PEXs . LB also confirmed that he is currently working on a number of projects to help reduce PEX and double PEXs. KF asked whether Cheney has taken in any students who have a previous PEX. LB replied that no student had been taken in this academic year who had a previous PEX but Cheney has taken in vulnerable admissions. RM commeneted that 6 students had been offered alternative provision at Abingdon & Witney college but all had rejected this and so were slowly being integrated back into Cheney school. RS asked why he couldn't find current year data for other success criteria for objective 2. LB confirmed that this was currently being processed. It was agreed to include a review of the SIP at future meetings.	Include a review of SIP at future meetings.					
	SIP								
6	**Results analysis AP1** Link to report	**15**	CB gave a summary of the data. Headlines included: - Progress 8 is significantly down - Maths is behind where it should be - English language is overprojected - Science is an area of concern A disucssion followed regarding learning characteristics and the consistency of use of these. CB commented that specific training on the use of learning characteristics had been carried out but she will report back on the general recording of learning characteristics and how they tie in with projected data.	CB will report back on the use of learning characteristics.					

7	**Attendance** **MBL/ HNE**	**10**	RS commented that top level observations do not give sufficicent infomation about the implications of the actions taken. He wanted to know whether there had been any school attendance meetings. HN replied that attendance meetings have not been held with every student but a number had been carried out. The approach was to try and send out letters rather than have meetings. LB pointed out that instead of holding specific meetings which only cover attendance, the issue of attendance has also been raised during other meetings, including those covering behaviour. HN pointed out that attendance is a standing item at the SLT's weekly meeting. However, it is difficult to select a cohort of students within Arbor. Data has to be extracted individually in order to obtain attendance reports. RM commented that attendance is covered within tutuor groups but more emphasis needs to be put on recording this accurately. Looking to include attendance in a student's report. With regard to the attendance report, RS noted the number of students in the 90-95 band and asked what happens to these students in school. RM replied that the school needs to separate out those students for whom this is a one off incident. HN pointed out that the school has sent out 199 parental communications on poor attendance, including prosecutions. PD asked whether the 28% of students who attend school 100% of the time are rewarded. LB replied that the school offers incentives and is looking to enrich and boost formal recognition of this. CB stated that there are also mental health issues to be aware of such as students forcing themselves to come in to achieve a 100% attendance record. BP asked whether groups pf parents could be invited in to discuss attendance. RM responded that the school have looked into this but have had limited uptake. KF highlighted the number of "N"s shown in the report and wondered why some year teams appear to follow up on this but others don't. HN said that the school was tightening up on this but there has been confusion as to what "N"means. Y7 and Y8 had no Ns as these need to be transfered to the final code within 48hours. There should not be any Ns in final absence categorizations.HN will follow up with Richard Hawkswood on this.	HN to follow up with Richard Hawkswood on the use of "N"s within the attendance report.											
	Attendance Report													What does "offrolled" mean? RJ	
	Attendance Report Dec 2019														
8	**Students at risk of exclusion** **Interventions** **LBA/ LEL**	**5**	LB highlighted the current position. Key areas discussed were: - school is seeking support from OCC in reducing exclusions - a vulnerable student support group meets every two weeks - school is working on a Behavioural Improvement Plan - Jo Hatfield, Education Inclusion Manager at OCC has visited the school and noted that there is a requirement for more specialist provision but there is insufficient support available - Meadowbrook is retendering but this will not be in place until September 2021 and the college is currently struggling with numbers of students - other providers have also been ask to tender but capital investments costs for new providers are extremely high - Cheney may be able to improve its provision by using facilities at Barton Park school when it opens												
	FTE and PEX Data 2018-19														
	FTE and PEX Data 2019-20														
	Key Data for FTE and PEX														
9	**Safeguarding** **LBA/ HNE**	**15**	LB confirmed that a new exploitation meeting has been set up with key figure heads, police etc to discuss specific safeguarding issues.												
	Safeguarding Annual Report		LB confirmed that the Safeguarding audit has been pushed back to February 2020 half-term due to IT issues and may be pushed back further.												
10	**Y7 transition completed by Bayards**	**10**	A discussion took place around transition. The key areas discussed were: - Judy Gleen is working at both schools, which is helpful. - LB is working on a project with Ellie Payne at Wheatley Park School looking at transition - Should be a seamless transition from one school in the Trust to another. RS to raise this with Trustees KF said that in a recent link meeting, it had been reported that some of the mixed attainment year 7 maths groups were being disrupted by high profile students. HN pointed out that it was not mixed abilitility but broader sets and RM confirmed that he will follow up on this.	RS to raise issue of seamless transition with Trustees. RM to follow up on behaviour within mixed attainment maths groups											
11	**Reviewing impact of maths and Eng interventions Y8/9**	**5**	RM apologised that these documents had not been anonymised so will put back on agenda for the next LGB meeting in February 2020.	Include this item in agenda for LGB meeting in February 2020											
12	**SLT monitoring KS3 interventions and impact**	**5**	RM apologised that these documents had not been anonymised so will put back on agenda for the next LGB meeting in February 2020.	Include this item in agenda for LGB meeting in February 2020											
13	**Policies** **ASH/ VHA** **Policy Updates**	**5**	A discussion took place around the attendance policy. It was agreed to put the signing page of this policy as an appendix on the website.	HN to update attendance policy on website and add the signing page as an appendix.											
	Policy Tracker														
	Policy Review Process														
	Attendance														
14	**Risk Register** **RST/JKI**	**5**	There was nothing new to add since the last LGB meeting apart from a staffing risk in science. BP stated that adverts have gone out 3 times but no appointments have yet been made. BP did expect to appoint one or two NQTs in January for September 2020 and he has revamped the advert. RM also highlighted that a number of current maths teacher with science qualifications will also support in January.												
	Risk Register														
15	**Health and Safety** **RMR/ CHN**	**5**	RJ highlighted that there were unsatisfactory gas supplies to 3 of Cheney's science labs. The alternatives have been condemned. BP replied that Rachel Evans is working on this. There is no new funding to buy new gas burners.												
	Estates Report														
16	**Items from Trustees** **JKI**	**5**	In JK's absence there were no items from Trustees												
17	**Items to be raised with Trustees**	**5**	RS to raise the size of each Year Group (currently 270) again with Trustees RS to raise issue of seamless transition into Y7 from Bayards to Cheney (see item 10)	RS to raise two issues with Trustees											

18	**Date of next meeting and Items for next agenda**	**5**	10th February 2020 Items for next agenda: - Safeguarding Report - SIP Review - Learning characteristics - Attendance - Reviewing impact of maths and Eng interventions Y8/9 - SLT monitoring KS3 interventions and impact - Curriculum changes PO agreed to be the Environmental and Rumble Museum link governor	RS and Clerk to ask governors to propose themselves for link governor roles											
	Meeting dates														
	Governor link matrix														
	Cheney Governor visit Record														
19	**AOB**	**5**													
	<u>Curriculum changes</u>		RM informed the LGB that he had had discussions about a possible new curriculem model, but it was not proposed to the LGB. RM proposed that the curriculum should switch from a 2 year KS3 and 3 year KS4 to a 3 year KS3 and 2 year KS4 to provide greater breadth of learning for students in Year 9. A discussion followed regarding this change in curriculum. The key areas covered were: - Ofsted's dislike of a 3 year KS4 - To enable curriculum change to be embedded for September 2020, a decision needs to be made in early January. This would give the school 8 months implementation time. - Need to allow for timely communications with Parents and allow staff time to embed the changes The governors agreed that this is a significant item to be included in the agenda for the next LGB meeting.	Include this item in agenda for LGB meeting in February 2020											
20	**Confidential minutes of the previous meeting**		There were no confidential minutes of the previous meeting.												
			Meeting closed at 7.04pm												