

CHENEY SCHOOL Local Governing Body					Present	Andrew Allison (AA), Paul Davies (PD), Oliver Fawdry (OF), Karen Fogden (KF), Phil Oakley (PO), Richard Stamper (Chair), Jane Tuck (JT), Liam Bampton (LB), Rob Bown (RB), Charlotte Broom (CB), Louise Elias (LE), Judy Gleen (JG), Emma Hart (EH), Saima Hussain (SH), Hugh Nelson (HN), Jolie Kirby (CEO), Louise Marsh (LM), Rupert Moreton (Head Teacher), Judith Geddes (Clerk) Liz Tyler-Bell (LT-B), from 6.25pm Ben Hegedus (BH), by telephone from 6.30pm			
Date and Time	17:00	10 February 2020	Room: BR07, Cheney School		Apologies	Jessica Rogers, Christopher Summerfield			
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	2	Apologies for absence were received and accepted from Jessica Rogers and Christopher Summerfield. No declarations of interest were received. The meeting was quorate.						
2	Non-confidential minutes of the previous meeting held 16/12/19	2	The Clerk advised that the draft minutes had been updated following feedback received prior to the meeting. No further comments were made and the Governors approved the minutes of the previous meeting.						
3	Governor appointments Governor link matrix	5	The Chair asked everyone at the meeting to introduce themselves. The Chair commented that Eleanor Burnett and Ben Preston had resigned as Governors since the last LGB meeting in December. The Chair thanked them both on behalf of the LGB for their contribution and hard work during their time as governors. With regard to link Governor roles, the Chair advised that Jessica Rogers had agreed to take on 3 link roles. The Chair highlighted that a number of link vacancies still need to be filled and asked Governors to review these and let the Chair know if they wish to put their name forward for any of the outstanding roles.	Governors to review the outstanding link roles and advise the Chair if they wish to put their name forwards for any of the vacancies.					
4	Action items that were not actioned or approved from the previous meetings	5	HN commented that the action relating to the table of attendance within the SIP had been completed. One action remains in progress: Fire Training - The Head Teacher advised that most staff had undertaken the fire training but he was still awaiting a definitive list from Rachel Evans. The Head Teacher subsequently emailed governors to inform them of the numbers outstanding regarding fire safety training.						

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6	Attendance HNE	10	<p>An attendance report was circulated prior to the meeting and a number of questions were raised:</p> <ul style="list-style-type: none"> - KF asked how many students were absent on day 1 of this term (so missed the key message about attendance in tutor time)? How was the message delivered to them and their families? How many students stayed away because they didn't want to go to a 90-minute tutor session? How many of those absent on day 1 were also absent on day 2? HN replied that 84 students were absent on day 1 and of those 53 were absent on day 2. It is not clear how many would have stayed away because of a 90 minute tutorial. The issue of attendance has also been given a greater profile in the school's newsletter. - HN pointed out that a new spreadsheet has been developed to manipulate attendance data. The Chair agreed that this was a useful format but wanted to know about the wider gap between PP/non-PP (and FSM/non-FSM) in Years other than Year 7 and whether this is a pattern seen in previous years, or is it a new development this year? HN confirmed that there is an increase in absence as students progress through school with Year 7 attendance generally the best. Normally, a wider gap appears in older years - this is not a cohort effect but rather a dissatisfaction with school and peer pressure. The Chair wondered whether it was Cheney School itself affecting pupil's attendance. HN replied that he did not believe so as relationships in Cheney school are positive and inclusive. Attendance in Oxfordshire is low compared to other counties, particularly in the city. HN added that he had arranged an external audit of Cheney's processes to be carried out by Jo Goody, from Oxfordshire County Council. Jo had also looked at the school's cohort and said that the council will try to give the school more support. The Head Teacher further advised that Jo Goody felt the school was understaffed regarding attendance for a school of Cheney's size. The Chair wanted to know what attendance was like at other schools. KF answered that comparative data can be found on the DfE website. LB advised that the issue of attendance is also raised during other meetings with parents, including those covering behaviour and academic performance. - JKi said that attendance needs to be overt and not just an issue for tutor time. HN agreed but the school was aiming to get the basics in place first. - The Chair asked why there was no information regarding attendance for Sixth Form pupils. CB advised that the school can pull this information together if required. KF commented that Kate Hackett felt that attendance in Sixth Form is good but not 100% and drops when pupils are not chased. CB agreed that attendance in Sixth Form has increased, but drops if no-one chases the pupils, and that there is a dip in punctuality which is an area that the school is currently working on. 						
	January 2020 Attendance Report								
	December 2019 Attendance Report								
	September 2019 Attendance Report								

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			SH left the meeting at 5.23pm						
7	Safeguarding LBA/ HNE	10	<p>LB advised that the safeguarding report has been postponed until the end of February 2020. LB added that the report is completely different from previous years and has taken him around 3 to 4 weeks to update. LB asked the Governors to review the report and provide feedback before the due date of end of February 2020.</p> <p>LB continued that there is currently a high level of safeguarding issues and there have been a number of challenging cases arising since October 2019. The Chair was concerned that ease of accessing safeguarding records was an issue at the school's last Ofsted report. HN responded that CPOMs was working well and LB added that more staff have been trained to run specific safeguarding reports.</p> <p>PD expressed thanks to the safeguarding team, on behalf of the Governors, for all their hard work in this area.</p>	Governors to review the safeguarding report and provide feedback before the end of February 2020.					
	DRAFT SG Audit 2018/19								
8	Curriculum changes	5	<p>The Head Teacher gave a brief summary of the proposed curriculum changes:</p> <ul style="list-style-type: none"> - The new curriculum model moves from a 3 year KS4 to a 2 year KS4 with three options at KS4. - The reduction of GCSE options from 4 to 3 will be phased in to ensure enough time is available for option subjects to deliver high quality option GCSEs on a 2 year course. - In 2020/2021, the school will continue with a 3 year KS4 and 4 GCSE options. Year 9 will have 2 hours a week for Enrichment. - In 2021/22, Year 9 will continue into a third year of KS3 with 2 Hours Enrichment per fortnight for Years 9, 10 and 11 - The phasing of these changes, from 2020 to 2023, will allow for proper planning and preparation for a lengthened KS3 and shortened KS4. <p>JKi urged Governors and SLT to be clear on the rationale behind the proposed changes as this is a key area for Ofsted and Cheney school will shortly be in an Ofsted window.</p> <p>KF asked when parents will be told about these changes. JG replied that she anticipated this would happen in the next few working weeks.</p> <p>The Chair asked Governors to review and comment on the proposed changes. This will be included as an agenda item at the next meeting on 30th March 2020.</p>	Governors to review and provide feedback on proposed curriculum changes.					
	Proposed Curriculum changes								

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12	Reviewing impact of maths and Eng interventions Y8/9	5	LE stated that she had replied to comments raised on her report prior to the meeting. She then highlighted the following points: - There is 1 PP champion in English and 2 PP maths champions - Last year was challenging but there has been an improvement in outcomes this year as the systems in place are working better. KF asked whether parents were made aware that their child was involved in this process. LE replied that a letter is normally sent to parents. LM said she would check that this has taken place. KF also asked if the parents that were being written to could read. LE said that she was not sure and that she and LM would check.	LM to check whether appropriate letters had been sent to parents regarding these interventions and whether the parents are able to read.					
	PP Intervention Summary: English and Maths T1&2 2019-2020								
13	Policies ASH/ VHA Policy Updates	5	KF pointed out that the SEN report needs to be completed and uploaded to the website. LE will follow this up with Vicky Hathaway. The Chair enquired whether the policy tracker is up to date. LM responded that this currently sits with Adele Shepherd. JKI commented that the Behaviour Policy is a statutory policy. The Head Teacher advised that this is under review and is unlikely to be ready for the next LGB meeting at the end of March. LM asked Governors if they were happy to re-approve the policy if the essence hasn't changed. The Chair asked whether the current policy accurately reflects what actually happens. LM said she will check. KF said that the cover sheets of some of the policies do not match the current position. The Chair asked for the Governors to be given an update on the state of the policies. The Clerk will co-ordinate this with Adele Shepherd and Vicky Hathaway.	LE/LM to follow up with Vicky Hathaway to ensure the SEN report is completed and uploaded onto the website. LM to check the accuracy of the current behaviour policy. The Clerk will co-ordinate with Adele Shepherd and Vicky Hathaway to provide an accurate update of the state of the policies.	LEL and comms team	Next gov's meeting	All details sent to comms team to update the website. This part of website will then be updated as per the SEND/Gov meeting notes and will meet all criteria indicated.	G	
	Policy Tracker								
	Policy Review Process								
14	Risk Register RST/JKI	2	- Ofsted window shortly for Cheney - Competition risk from local schools - Financial Expenditure - need to ensure the Trust does not receive a financial notice to improvement which would restrict decision making. JKI advised that SRMA (financial Ofsted) is to meet with the Head of Finance on 30th and 31st March to produce a report on the financial processes within the Trust						
	Risk Register								
			LT-B joined the meeting at 6.25pm						

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15	Health and Safety RMR/ CHN	3	The Head Teacher pointed out that the Head of Estates has now left the school but he had met with Dylan Davis last week and had nothing to report.						
16	Items from Trustees JKI	3	To be covered under confidential items.						
17	Items to be raised with Trustees	3	To be covered under confidential items.						
18	Date of next meeting and Items for next agenda	2	30th March 2020 Items for next agenda: - SIP Review - Learning characteristics - Attendance - Curriculum changes - Policies						
	Meeting dates								
19	AOB	2							
			All members of staff, including staff governors, left the meeting and BH joined the meeting by telephone at 6.30pm						
20	Confidential Items from Trustees LT-B / JKl	25	Confidential meeting minutes held separately.						
	Cheney School Leadership and Staffing								
21	Confidential minutes of the previous meeting	2							
		126							