

CHENEY SCHOOL Local Governing Body					Present	Andrew Allison (AA), Paul Davies (PD), Oliver Fawdry (OF), Karen Fogden (KF), Phil Oakley (PO), Jessica Rogers (JR), Richard Stamper (Chair), Jane Tuck (JT), Liam Bampton (LB), Rob Bown (RB), Louise Elias (LE), Judy Gleen (JG), Emma Hart (EH), Ben Hegedus (Head of HR), Saima Hussain (SH), Hugh Nelson (HN), Jolie Kirby (CEO), Louise Marsh (LM), Rupert Moreton (Head Teacher), Rob Pavey (Newly appointed Head Teacher, from September 2020), Judith Geddes (Clerk)			
Date and Time	17:00	11 May 2020	via video conference due to Covid-19 pandemic		Apologies	None were received			
Chair	Richard Stamper								
#	Agenda Item	Time	Record of Discussion	Actions	Responsible	Deadline	Outcome and date	Action RAG	
			This meeting was held by video conference call following government advice due to the impact of the Covid-19 pandemic.						
1	Apologies for absence and declaration of interest	2	No apologies for absence were received. No declarations of interest were received. The meeting was quorate.						
			The Chair welcomed Rob Pavey, the newly appointed Head Teacher of Cheney from September 2020, to the meeting.						
2	Non-confidential minutes of the previous meeting held 30/03/20	5	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	Action items that were not actioned or approved from the previous meetings	10	One action remains open: The Chair to compile a possible list of questions for Governors to ask their link contacts. One item remains in progress: The Chair to reply to an email received from the Chair of Trustees in response to the SLT and Governor's concerns around staff redundancies. The Chair also asked about the expected financial position for 2020/21. The Head of HR commented that the Head of Finance was currently working on this and would share this information with the Trustees in the next week or so. The CEO pointed out that the Head of Finance had been asked to share monthly reports with the Trustees and Chairs of LGBs and she will follow up on this.	CEO to follow up with Head of Finance regarding sending monthly reports to the Chair of Cheney LGB.					
4	Governors feedback from Link Meetings	10	The Chair stated that he has met periodically with both the Head Teacher and CEO to discuss the current situation relating to the Covid-19 pandemic and its impact on the school. This was covered later in the agenda under item 6. The Head Teacher expressed concern that only the Chair and KF had recorded link Governor visits online since December 2019. JR asked whether, as a new governor, she could receive further guidance on link meetings. The Head Teacher said that he was happy to set up a conference call via Google meet to go through what is required of Governors at link meetings. LM added that the school uses an internal line management meeting form for middle and senior leadership meetings which may be helpful as a basis for link governor meetings. She will send this round. LM also commented that safeguarding courses can now take place virtually.	Head Teacher to set up a Google Meet with Governors to cover link meetings. LM to send round internal school document relating to internal meetings. Clerk to liaise with Hugh Nelson regarding setting up online safeguarding courses for new governors.			Meeting held on 26th May. E-mail received by Clerk on 2nd June Safeguarding training scheduled for Wednesday 1st July at 5pm.		
	Governor link matrix								

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5	Attendance HNE	5	<p>HN commented that, whilst in lockdown, the school is not required to record daily attendance figures. Instead, a daily return is made to the DfE of the following:</p> <ul style="list-style-type: none"> - number of students attending who are children of key workers or who are vulnerable, - which teachers are present, - which other staff are present, and - what free school meal provision and other food provision is being made. <p>HN added that a daily return of vulnerable students is also made to the attendance team at the Local Authority.</p> <p>With regards to welfare calls, HN stated that from the beginning of the lockdown period 194 students were identified as being vulnerable to some degree and are receiving at least weekly calls to check on their welfare. The Chair enquired as to the number of students who may not have received a call from a tutor and may not have submitted work. HN responded that tutors and Year Teams are continuing to try to contact all students and their families. Where Year Teams are having difficulty either making calls or getting through, support is being provided by the Behaviour Improvement and Cover Teams. All Year Teams have been contacted and have been instructed to follow up and safeguard where necessary. Bearing in mind that the spreadsheet does not always indicate if a student has completed work, HN indicated that the following figures provide a worst case picture: Year 7 - 1 student, Year 8 - 4 students, Year 9 - 23 students, Year 10 - 22 students.</p>						
	January 2020 Attendance Report								
	December 2019 Attendance Report								
	September 2019 Attendance Report								
	External Attendance Review March 2020								
	Attendance Report for Governors 11 May 2020								
6	Covid-19	30	The Chair asked the Head of HR to confirm the furloughed status of certain staff. The Head of HR replied that only a limited number of cleaning staff have been furloughed. The Head Teacher wondered why invigilators have not been furloughed. The Head of HR advised that invigilators do not fall under the DfE's specific definition of staff who can be furloughed as they are paid out of GAG. A discussion followed regarding the status of invigilators under the Covid-19 job retention scheme and the possibility of exams occurring in the autumn term when invigilators will be required.						
	Free School Meal Provision		The Head Teacher advised that as of Friday 8th May, 158 families had redeemed free school meal vouchers. Since then, another 5 families have had their details uploaded to the system. Another 83 families have not yet redeemed their vouchers and the reason why is currently being clarified. The Head Teacher added that the school has also been in contact with parents with urgent needs and food packages have been provided in these cases. The Chair asked if the free school meal provision scheme is open-ended. The Head Teacher believed that this is the case.						
	Attendance of vulnerable children		HN pointed out that further to his comments made in item 5 of the agenda, the school had been open over the Easter holiday and the bank holiday on Friday 8th May for the children of key workers and vulnerable students. The Chair asked if any additional concerns had arisen. HN commented that one family needed a lot of support, which included medical help.						
	Effectiveness of teaching/work-setting		LM commented that work for students during lockdown is being set via paper packs and online lessons. A timetable is now being run where every year group (from year 7 to year 10) has two online lessons a day. Cheney Plus, 7 star and 8 star students have their own set of work. LM added that Heads of Faculties are working on putting in place a more consistent approach to providing feedback and ensuring quality assurance. HN advised that a Virtual Learning Protocol had been written to ensure proper safeguarding practices for remote learning during school closure. No guidance had been received from LADO regarding this and in fact LADO were now using Cheney's virtual online protocol as best practice. The Chair agreed that the protocol looked good. JR added that as a parent of a child at the school she thought that the online lessons had been well executed and she felt supported. AA asked about families who do not have online access. LM said that the situation would widen the gap between students and that the school will need to plan carefully how to help these students catch up. The Chair asked how students are coping. HN said that there is a mixed picture depending on their circumstances but he is seeing a lot of anxiety in students. The Head Teacher agreed that the hard part will be to identify students for whom the lockdown has been detrimental and what to do to deal with this. The Chair acknowledged the great work that the school has done in setting up systems and activities.						
	https://docs.google.com/document/d/1lvQ_NbCVxSGYX480G64gtdUOI1az96g_VP-9dKPEBRA/edit								

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	Status of Y11/13		SH advised that a timeline had been sent to all Heads of Faculties and teachers regarding the grading and rankings for Year 11 and Year 13 students. This information will be uploaded to a matrix and will be submitted to the exam boards once further details are received after 29th May. KF asked whether Year 10s will be offered the opportunity to sit a GCSE before next summer as would have been the case with RE prior to the school closures. The Head Teacher replied that this would probably not now be possible.						
	Phased return planning		The Head Teacher stated that phased return planning had started. The site team have been looking at 2 metres social distancing within classrooms which would mean 9 students could be accommodated in a small classroom and 11 students in large classrooms. The Head Teacher further commented that the site team have also ordered PPE and hand gels for every classroom and have been looking at how many students can safely stay inside school if it were raining. In addition, the canteen is likely to only offer cold food when the school reopens. The Chair thanked the Head Teacher and site team for all the work being done in this area. The Head Teacher added that it was likely that there would be further pressure on schools in the near future to take in more vulnerable students as the uptake so far has been very low so the school will need to plan for this.						
7	Safeguarding LBA/ HNE	10	LB advised that the school is in regular contact with vulnerable students and that he and Tina Conway continue to meet every Wednesday so that they can follow up with students where necessary. In emergency situations, the school is carrying out home visits wearing PPE and observing the 2 metre social distancing rules. LB added that all meetings on TAFs are taking place virtually and that he has the safeguarding phone at home. As a result, he has received a lot of calls from parents over the holidays and weekend including some in relation to free school meal provision. The CEO thanked LB and Tina Conway for all their hard work in this area.						
	Amended SG Policy- COVID 19								
8	SIP	5	The Head Teacher advised that he and the Chair have agreed to start the process of updating the SIP. This will be done virtually. The Chair acknowledged that the current SIP is impeded by the fact that certain objectives cannot be acted upon due to the Covid-19 pandemic and that the focus should now be on preparing the SIP for the next academic year.	The Head Teacher and Chair to start the process of updating the SIP for the next academic year.					
	SIP								
9	Students at risk of exclusion Interventions LBA/ LEL	5	LB stated that as PEXs have been rescinded, 3 students at Cheney are now dual registered until schools reopen.						
	FTE and PEX Data and Comments 2018-19								
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	Key Data for FTE and PEX								
10	Policies ASH/ Clerk	5	HN advised that all policies he owns have been updated and forwarded to the Clerk. SH added that Exams and Data Policies are currently being reviewed. The Clerk advised that she will work through the policy tracker and progress those policies that need to be reviewed and approved by Governors. The Chair asked Governors to be alert to any emails they receive regarding policies that require approval.	The Clerk to work through the policy tracker and progress those policies that need to be reviewed and approved by Governors.					
	Policy Tracker								
	Policy Review Process								
11	Health and Safety RMR	5	The Head Teacher commented that Rachel Evans, the Health and Safety Officer, is working hard to ensure the school complies with all legal requirements.						

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12	Date of next meeting and items for next agenda	2	6th July Items for next agenda: - Covid-19 - Planning for resumption of school in Autumn term - SIP Review - Attendance - PP Plan						
	Meeting dates								
13	AOB	5							
	Renewal of The Key		The Head of HR advised that the subscription to The Key had not been renewed as part of the Trust's financial review but the intention is to recommitment it as soon as possible. The Chair asked whether there were any other resources that could be made available to Governors such as NGA membership. It was agreed that the Clerk would check whether the school is a member of the NGA and can therefore use its resources.	The Clerk to check whether the school has NGA membership.			The school does not have NGA membership, as per e-mail received from IT department in January 2020. Standard membership costs £97 a year.		
	Confidential Items		KF asked about the financial position of the school and whether any information had been received since the previous LGB meeting in March at which no financial position was available either. The Chair answered that the Head of Finance is actively working on a forecast for the next academic year and this should be available in the next week or so. The Head Teacher advised that the Head of Finance had shared a draft set of accounts with him for 2020/2021, which he will share with the Chair and Vice Chair following the meeting. The CEO said that she had asked the Head of Finance to share monthly accounts with the Chair. OF asked whether any further action had been taken on providing staff feedback around possible redundancies as promised in the Town Hall meeting. The Head of HR confirmed that information that staff had submitted would only be shared with Governors and Trustees as there was a lot of personal information in the submissions. He added that feedback on the revised proposal was included in an email sent to all staff. OF said that he was disappointed in the response. The Head of HR asked what else OF expected to receive. OF said he would come back to the Head of HR on this.	The Head Teacher to share draft set of accounts for 2020/2021 with the Chair and Vice Chair. OF to follow up with Head of HR regarding the question of staff feedback on possible redundancies.					
14	Confidential minutes of the previous meeting	5	Confidential meeting minutes held separately.						
15	Update on future of CSAT	10							
		114							