



**Non-Confidential Minutes of the Local Governing Body Meeting
held on Monday 14th December 2020, 5.00 pm by video conference call**

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| In the Chair: | Richard Stamper (Chair) |
| Present: | Andrew Allison (AA), Claire Edwards (CE), Oliver Fawdry (OF), Karen Fogden (Vice Chair), Usman Nasir (UN), Rob Pavey (Headteacher), Jane Tuck (JT) |
| In attendance: | Liam Bampton (Assistant Headteacher and DSL), Robert Bown (RB), Charlotte Broom (CB) (until item 12), Louise Elias (LE), Emma Hart (EH), Ben Hegedus (Head of HR), Saima Hussain (SH), Hugh Nelson (Deputy Headteacher), Louise Marsh (Deputy Headteacher), Judith Geddes (Clerk) |
| Apologies: | Jessica Rogers |

| | Minutes | Action |
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| | Items for Discussion | |
| | This meeting was held by video conference call following government advice due to the impact of the Covid-19 pandemic. | |
| 1. | <p>Welcome, apologies for absence and declaration of interests</p> <p>Apologies for absence were received and accepted from Jessica Rogers.</p> <p>The Chair advised that Jessica was unable to make the meeting due to family circumstances and sent best wishes to her on behalf of the local governing body.</p> <p>The meeting was quorate.</p> <p>Declarations of interest</p> <p>There were no declarations of interest received for any items on the agenda.</p> | |
| 2. | <p>Appointment of new parent and staff governors</p> <p>The Chair welcomed Claire Edwards as the new parent governor and Usman Nasir as the new staff governor to the local governing body.</p> | |
| 3. | <p>Non-confidential minutes of the last meeting held on 19th October 2020, for approval, and any matters not addressed in the rest of the agenda</p> <p>The non-confidential minutes of the previous meeting of 19th October 2020 were approved.</p> | |



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| 4. | Update on Non-confidential action points from previous meeting The following non-confidential action points remain outstanding: <ul style="list-style-type: none">- Include the SIP as an agenda item at the end of term 4 (March 2021) and term 6 (July 2021) LGB meetings. (Clerk)- Look into revising the structure of the website to make it easier for parents to use and find relevant information. (Headteacher) | CLERK HEADTEACHER |
| 5. | Link Governor reports Link Governor reports had been updated to the Link Governors visits spreadsheet and circulated to Governors via Governor Hub for review prior to the meeting. Link Governors highlighted the following main points: <ul style="list-style-type: none">- The school's information management system, Arbor, does not provide the information required to easily interrogate attendance statistics and therefore inform follow up actions. On Monday 7th December, there were approximately 15 class registers that had not been opened that day and about 50 that were incomplete. The Deputy Headteacher said that generally registers are checked most days and a power cut resulted in many of these incomplete registers.- Governors were concerned that given that it had been a Trust-level decision to buy into Arbor, to what extent could Cheney expect to make its own decisions about such matters in the future as part of another MAT? The Headteacher replied that as the contract for Arbor finishes at the end of the year, the plan is to look at other available management tools.- A student voice panel is to take place in the early part of next term focusing on behaviour and attendance.- The Rumble museum is looking to put in place a long-term plan covering: i) championing the museum more prominently, ii) highlighting what the museum represents, iii) embedding the museum into the life of the school, iv) looking at the long-term viability of the museum.- Even with David Gimson's excellent support, the Rumble Museum takes up a huge amount of Lorna's time, given voluntarily. Linda is happy to contribute this time, but running the museum and all the associated projects represents a considerable workload. This huge investment of mostly one person's voluntary time inevitably raises questions regarding the long-term sustainability of the museum. This has contributed to the museum's decision to draft a plan to address some of these key issues.- Concern around resources available in the communications department and the risk that things will be missed or fall by the wayside. Also, there is a lack of another "set of 'eyes'" to review work. This is not a huge issue whilst there are no events and parents' evenings and meetings are online but long term this could be an issue. The Governors agreed that it would be helpful to ensure all communications going out to parents and carers are checked.- No concerns around the central safeguarding register review. One area to highlight is the lack of IDs for staff at the time of joining who have been employed for a number of years. More recent IDs are on file.- Well-being day on 23d November, much appreciated by staff- Return to specialist rooms on 30th November 2020.- Live streaming is mostly embedded now. Judicious use with a few students who have severe difficulty coping in a school environment has also proved positive.- Attendance now at 94%, with some days >95% | |



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| | <ul style="list-style-type: none">- Fixed leak in Brighthouse roof, and Lane roof fix will be cheap (~£8K) not subsidence-related. Electric heating is now off in Chadwick overnight and at weekends as is too expensive. | |
| 6. | <p>SIP Report</p> <p>Detailed reports were sent to Governors to read prior to the meeting. The Headteacher highlighted the following key areas:</p> <ul style="list-style-type: none">- Attendance rates appear very positive compared to the national average reported by the Department for Education.- Non-vulnerable group attendance has improved by nearly 1% whereas SEND and PP students have improved by 2.6%. FSM students' attendance is up by 2.8%.- There has been a steady improvement in behaviour management. The new behaviour policy has been well received by teachers and students.- The number of days lost to fixed term exclusions are down by 15, the number of internal exclusions are down by over 100 and there have been over 1000 fewer detentions. 105 students have 10 detentions or more and account for 2041 out of the 3622 detentions.- Google classroom is having a positive impact on students' learning. Live streaming of lessons enables students to attend lessons remotely and have a meaningful learning experience. This is particularly important for students that are self isolating. However, it has also been useful in supporting students that have struggled with the demands and expectations in school.- School within a school is having a positive effect on behaviour and attendance with a notable improvement in 13 out of 15 pupils.- Setting up of a House system is at the early stages. One competition has been run with over 100 entries received. Heads of Houses have been appointed and Arbor is in the process of being updated to reflect the House system.- New SEND strategy is required because the complexity and level of the special educational needs of the school's intake is increasing year on year.- The aim of the SEND strategy is to improve the universal and specialist provision for SEND students. Any new model must also be delivered in a cost sensitive environment, with no significant additional costs compared to 2020/2021 budget.- Looking at streamlining SEN provision. Currently the school has i) School within a school, ii) Cheney Plus and iii) 7* and 8*. The proposal for 2021/2022 onwards is to split the 7* and 8* groups by need: one group for those who only require literacy and numeracy support and another group to support social and emotional issues.- In due course (space and finances permitting) also want to explore genuinely vocational provision at KS4. Governors should be aware that there will therefore be an effect on headline figures such as Progress 8. The earliest these options would be introduced would be 2022/23, with more detailed proposals examined and developed in 2021/22. <p>The Governors raised the following questions in relation to the SIP:</p> <ul style="list-style-type: none">- With regard to attendance, do parents know about their child's non-attendance? HN replied that if the attendance of a pupil drops then a telephone call home is made and parents and students are invited to an attendance meeting. An attendance process is then completed which can, ultimately, result in a fine.- Are there any plans to move to vertical tutoring? | |



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| | <p>The Headteacher responded that there are no such plans. He continued that vertical tutoring does not replace year groups or a pastoral system.</p> <ul style="list-style-type: none">- How will changes to SEN provision be funded? The Headteacher answered that this is being currently looked at but should be able to be managed by rearranging current resources.- Will students taking vocational courses also be expected to take core English, Maths and Science? The Deputy Headteacher said that such students will also be doing some qualifications in English, Maths and Science. SH commented that the Maths department is currently working on this for all students. <p>There were no further questions.</p> | |
| <p>7.</p> | <p>Covid-19 status</p> <p>The Headteacher advised Governors on a significant outbreak of Covid-19 cases in Year 8 alongside significant staff shortages. Remote learning started on Friday 11th December and attendance in Years 7, 8 and 9 today has been similar to that if students had been in school. Attendance in Years 10 and 11 has not been so good and this is being followed up. The Headteacher advised that an investigation is being carried out to ascertain whether there is any connection with a return to specialist classrooms and the latest Covid-19 outbreak although he believes that the new measures actually enhance both hygiene and the school's ability to teach online.</p> <p>The Governors asked how many students are currently in school? The Headteacher replied that there are around 50 students in school. LM commented that every student who has not yet engaged with online learning has been contacted by the school.</p> <p>The Governors asked whether the return to specialist classrooms has led to better behaviour? The Deputy Headteacher said that movement around the school is better and anecdotally behaviour has improved. The Staff Governor agreed.</p> <p>RB highlighted that student participation in on-line learning is much better now than it was in the original lockdown.</p> <p>The Headteacher thanked staff for all their hard work with regard to remote learning. The Governors agreed that this has been very impressive.</p> <p>The Governors asked how the protocol for welfare calls for small groups of students sent home to self-isolate is managed? The Assistant Headteacher and Designated Safeguarding Lead (DSL) replied that the school will follow up with any family deemed to be vulnerable. Contacts are made by Year Teams which SLT follow up. The Headteacher added that such students should be in live streamed online lessons so their attendance can be monitored. He added that where there are any concerns, this will be followed up by Year Teams.</p> | |
| <p>8.</p> | <p>Progress Data Report</p> <p>The Headteacher advised that overall Year 11 mocks have gone well with very few students who have not engaged at all. SH commented that mock exam data will be</p> | |



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| | <p>added to 4matrix tomorrow. The mock result day is on Friday when students can come into school and talk to staff.</p> <p>The Governors referred to the paper entitled “Responding to Data” which had been circulated prior to the meeting and raised the following questions:</p> <ul style="list-style-type: none">- What has happened regarding the core group? Last academic year this covered Year 11 weekly and Years 9 and 10 fortnightly but the current report only refers to Year 11? CB replied that this is correct and she believes that this is the right strategy. The core group looks at students who are struggling and has carried out a number of learning walks and asked for student feedback. CB added that there is a proposal to look at a core group for Year 8 involving different people which will meet on a weekly basis.- Can Governors receive regular updates on the effectiveness of the core group? CB said she will continue to share information with Governors on this issue. | |
| <p>9.</p> | <p>Draft SEND Report</p> <p>A draft SEND report had been circulated to Governors for their review prior to the meeting.</p> <p>The Governors asked what the “dash” means in the report by Jason Davies about the destinations of students after they leave Cheney? EH agreed to check and respond to the Governors.</p> <p>ACTION:EH</p> <p>The Governors approved the SEND report.</p> | <p>EH</p> |
| <p>10.</p> | <p>Safeguarding report</p> <p>The Governors approved the Safeguarding report.</p> <p>The Assistant Headteacher and Designated Safeguarding Lead (DSL) highlighted that the school has worked closely with LADO, implementing the following:</p> <ul style="list-style-type: none">- creating 7 minute videos on key safeguarding issues- sending out monthly newsletter to parents- compiling a document tracker for all students with concerns- introducing counselling for Staff <p>The Governors agreed that the safeguarding newsletter sent to parents was brilliant and helped open an avenue for discussions with children at home.</p> <p>The Governors asked how many Looked After Children (LAC) there were in the last academic year? The Assistant Headteacher and DSL replied that there were 10 and there are 6 this academic year (2020/2021).</p> | |



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| <p>11. Policy reviews</p> | <p>The following draft policies were circulated to Governors for review prior to the meeting:</p> <ul style="list-style-type: none">i) Admissions Policyii) Positive Handling Policy <p>The Governors raised the following questions:</p> <ul style="list-style-type: none">- Can Governors amend the Admissions Policy or does this need to be made in conjunction with the Local Authority? The Headteacher said that any material change to the policy will need to go to the County Council and then on to consultation. He added that he is keen to increase the roll for Year 7 without increasing the PAN, which does not involve any substantial changes to the policy. The School needs to ensure it is not under its PAN (Published Admission Number) otherwise it can be forced to take in students who have been excluded from other schools. The Chair agreed that it is crucial that the school is not below its PAN as this has a financial impact.- Is there any information on how many siblings of current students have not come to Cheney? The Headteacher was not sure how to get this information systematically rather than anecdotally. Any forms that parents complete go directly to the County Council and are confidential. The Chair said that if there is any possibility of gleaning this information then this would be useful.- With regard to the wording of the Positive Handling Policy, the Governors asked that if the incident was not serious, then why was force being used by a member of staff? The Deputy Headteacher replied that in certain circumstances, in a busy environment, there may be shepherding of some students which is not force but may involve some contact. He added that the point of the policy is to try to give a distinction between physical intervention and physical restraint.- The Chair suggested that a definition of intervention is included at the beginning of the policy. The Deputy Headteacher said that he would like to include a definition of intervention but would not want to create any limitation. <p>ACTION: HN</p> <ul style="list-style-type: none">- How does the school intend to ensure that all teachers are made aware of this policy? The Deputy Headteacher agreed to meet the Staff Governor to discuss this in more detail. <p>ACTION: HN AND OF</p> <p>The Governors approved the Admissions Policy and the Positive Handling Policy, subject to the agreed change.</p> <p>CB left the meeting at 6.45pm.</p> | <p>HN</p> <p>HN AND OF</p> |
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| 12. | Diversity on LGB The Chair advised that this issue relates to how well the LGB can execute its role if it is not diverse. As this issue had been raised by a Governor who was not able to make this meeting, it was agreed to revisit this issue at the next LGB meeting in February. ACTION: CLERK | CLERK |
| 13. | Reduction in PAN at Bayards Hill School from September 2022 The Chair advised that consultation is currently taking place regarding the reduction in PAN at Bayards Hill School from September 2022. Governors should note that this will affect Cheney School in 4 or 5 years' time. | |
| 14. | Any other business Sixth Form Governors asked about the issue with the Sixth Form roof, which is leaking, which was hoping to be fixed by Christmas? The Headteacher responded that this is now happening in February 2021. Period poverty The Governors asked what the school has done on the issue of period poverty? The Deputy Headteacher advised that a big box of products is available in reception. The Staff Governor added that this is heavily publicised to students in Tutor time. Governor Communications It was agreed that a WhatsApp group is set up for Governor Communications. ACTION: CLERK AND GOVERNORS | CLERK AND GOVERNORS |
| 15. | Confidential items Confidential items are minuted separately. | |
| 16. | Dates of next LGB meeting Date of next meeting: Monday 1st February 2021 @ 5:00pm. The meeting ended at 7.26pm. | |