



**Non-Confidential Minutes of the Local Governing Body Meeting  
held on Monday 24th May 2021, 5.00 pm by video conference call**

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

	<b>Minutes</b>	<b>Action</b>
	<b>Items for Discussion</b>	
	This meeting was held by video conference call following government advice due to the impact of the Covid-19 pandemic.	
<b>1.</b>	<p><b>Welcome, apologies for absence and declaration of interests</b></p> <p>Apologies for absence were received and accepted from Andrew Allison and Jessica Rogers.</p> <p>The meeting was quorate.</p> <p><b>Declarations of interest</b></p> <p>There were no declarations of interest received for any items on the agenda.</p>	
<b>2.</b>	<p><b>Non-confidential minutes of the last meeting held on 29th March 2021, for approval, and any matters not addressed in the rest of the agenda</b></p> <p>The non-confidential minutes of the previous meeting of 29th March 2021 were approved.</p>	
<b>3.</b>	<p><b>Update on Non-confidential action points from previous meeting</b></p> <p>The following non-confidential action point remains outstanding:</p> <ul style="list-style-type: none"> <li>- Include the link to the process of thanking a member of staff in updates to parents since the link on the website is not obvious. (Headteacher)</li> <li>- Include the SIP as an agenda item at the end of term 6 (July 2021) LGB meeting.(Clerk)</li> </ul>	<p><b>HEADTEACHER</b></p> <p><b>CLERK</b></p>



#### 4. Link Governors

##### Visit Reports

Link Governor reports had been updated to the Link Governors visit spreadsheet and circulated to Governors via Governor Hub for review prior to the meeting. Both the Vice Chair and JT had undertaken a number of link governors meetings each. The following points were highlighted:

- Met with Richard Coombs and discussed staffing, staff wellbeing (good), levels of absence of staff in the SEND department (6 out of 12 TAs off on the day of the visit), being able to meet the needs of high-level students (time consuming to reach bespoke plans for individuals but fruitful when the right provision is in place), distributing information to classroom teachers about SEND provision within their lessons, transition from Year 6 to Year 7 for SEND students (a relatively low number of students with EHCPs at present but likely more at the last minute), 'school within a school' (some students don't want to leave and rejoin mainstream), Teacher assessed grades for SEND students (structure in place for provision during in-school assessments and frequent reminders to teaching staff and good rollout by the exams office) and communication with the Local Authority (very time consuming alongside frequent changes in personnel at the LA).
- Richard feels well supported. Difficulty is having the time and money to do what is needed - it is a huge and ongoing challenge.
- Catch-up reading programme was in place two years ago for approximately 60 Year 7 students but is not currently being offered. Need to ensure the school is meeting the needs for current Year 7 students in this area.
- Meeting was held with Charlotte Broom to discuss pastoral care and her day to day duties including the implementation of student behaviour, liaising with parents, and supporting staff/running staff training.
- Plans are in place to make the school rules more accessible and meaningful through a series of student and staff consultation.
- Good progress being made on the new House System/plans for Sports Day.
- Undertook a Year 8 PSHE Learning walk. Main concern raised by staff is trying to cover these large topics within 15 / 20 minutes of tutor time to enable students to have sufficient time to absorb and explore these important issues.

The Vice-Chair asked how teachers in class can obtain realtime information about their SEND Students.

Staff Governors responded that they normally receive an email about changes and the Deputy Headteacher (HN) added that pupil profiles are attached to the pupil's arbor page.

The Vice-Chair was concerned that if she was a parent of a SEND student could she be confident that every teacher would know her child's current specific needs?

The Headteacher acknowledged that there is an implementation gap but teachers do receive emails of any updates to SEND students requirements. The Deputy Headteacher (LM) advised that every teacher makes a SPOT folder at the start of each academic year with students' profiles. EH added that 7\* and 8\* staff have also run workshops which have updated the individual targets and strategies that work for individual SEND students in these groups. These meetings have been well received by teachers of 7\* and 8\*.

The Vice-Chair asked for an update regarding the Brighthouse roof.

The Headteacher replied that this was fixed in the Autumn and is no longer leaking. However, a staff governor commented that he thought it was still leaking. The Headteacher will follow this up with the Site Manager.

**ACTION: HEADTEACHER**

**HEADTEACHER**



	<p><b>Health and Safety Link Governor</b> The Chair volunteered to take on the role of Health and Safety Link Governor. The LGB agreed to this.</p> <p><b>Future Link Governor Roles</b> The Chair referred to the Governor Link Matrix which sets out the current link governor roles.</p> <p>A discussion followed and it was agreed to look at this in more detail at the Governors' Away Day on 26th June 2021 and add to the agenda for the next LGB meeting in July.</p> <p><b>ACTION: CLERK</b></p> <p>The Governors also asked for a draft programme of the Away Day to be circulated prior to the meeting. The Chair agreed to put this together and send out prior to the Away Day.</p> <p><b>ACTION: CHAIR</b></p>	<p><b>CLERK</b></p> <p><b>CHAIR</b></p>
<p><b>5.</b></p>	<p><b>Covid-19 Status</b></p> <p><b>Teacher Assessment Grades</b> The Headteacher advised that the school has collated evidence for teacher assessment grades for Year 11 and Year 13 students with only a few students requiring further evidence. SH confirmed that the next steps are to invite students back into school where further evidence is required and to send a standard letter to parents who will be directed to send any queries to a central e-mail address.</p> <p><b>Summer school</b> The Deputy Headteacher (LM) advised that the Government's summer schools programme is open to secondary schools. The aim of the programme is to deliver a short summer school, offering strong enrichment activities alongside some academic content. Funding has to be paid up front by the school which will then be reimbursed in the Autumn. The Deputy Headteacher further advised that the school will be targeting Year 6 students transitioning into Year 7 together with the school's vulnerable students and around 30 staff members are keen to be involved. One member of the SLT will be available every day. EH stated that currently 51 Year 6 students have completed an expression of interest form.</p> <p>The Governors asked the following questions:</p> <ul style="list-style-type: none"> <li>- It is great that so many staff are willing to be involved here. How can the balance between offering the provision and actively encouraging it be struck so that this provision does not become the bastion of the already more engaged? The Deputy Headteacher (LM) replied that all Transition students are invited. Transition used to actively encourage those who may benefit the most. Targeted Cheney students are invited. She added that the school will need to review who has signed up at regular intervals and may need to be more proactive if it doesn't think the right students are engaging.</li> <li>- What about children who are unable to attend (on holiday etc.), we do not want them to feel like they are missing out and don't want this to inadvertently add to their anxiety? The Deputy Headteacher answered that it is not replacing the school's normal Transition days as usually only have Year 7/ Year 12 on the first day. She added</li> </ul>	



	<p>that she did not believe this would cause extra concern as the curriculum content is not being covered.</p>	
<p><b>6.</b></p>	<p><b>Update on Transition</b></p> <p>EH referred to a transition update paper circulated to Governors prior to the meeting. The Governors raised the following questions:</p> <ul style="list-style-type: none"> <li>- Will students and families have the opportunity to give feedback about the transition process in order to both give them the chance to acknowledge the helpful parts of the process, and to continually improve the provision here, given that this is such a key moment in the students' educational journey? EH replied that she will make sure that this is done in September as it will be really useful for future years and for ongoing reflections. A similar process was carried out this year but this only included primary heads and it makes sense to extend it to both students and their families.</li> <li>- Where are the trends in the number of students applying for places at Cheney, or not, from each feeder primary being recorded? EH responded that she holds data from last year and this year relating to the number of students coming from each school. Moving forward she will be able to collate this data.</li> <li>- The document regarding transition: (<a href="https://www.cheney.oxon.sch.uk/wp-content/uploads/2020/03/website-Cheney-Sept-2017-Transition-arrangements-for-Year-6-SEND-students-to-Cheney-School.pdf">https://www.cheney.oxon.sch.uk/wp-content/uploads/2020/03/website-Cheney-Sept-2017-Transition-arrangements-for-Year-6-SEND-students-to-Cheney-School.pdf</a>) is on the school's website and states it was updated in March 2020. Would it be possible to have an up-to-date version for parents to see there? EH commented that all the information on the transition web pages has been updated and new videos added. She will liaise with Richard Coombs to update the website.</li> </ul> <p><b>ACTION: EH</b></p> <ul style="list-style-type: none"> <li>- What is behind the increase in numbers of schools Cheney is taking Year 6 students from? EH replied that to her knowledge there was no particular reason behind this trend. Lots of current Cheney students have younger siblings and the profile of Cheney school has been raised through open mornings and workshops with other schools.</li> <li>- Are students who are not from specific feeder schools for Cheney in a particular catchment area? EH said that she had not looked into this in any detail.</li> </ul> <p>There were no further questions.</p> <p>The Chair thanked EH for her report and hard work in this area.</p>	<p style="text-align: center;"><b>EH</b></p>



<p><b>7.</b></p>	<p><b>Covid-19 catch-up funding</b></p> <p>The Deputy Headteacher (LM) advised that little has changed since the last LGB meeting in March 2021 apart from all tutoring for Years 7 to Year 10 students has now started online after school.</p> <p>The Chair asked whether it was too early to see an impact of the interventions paid for by the catch-up funding? CB advised that attendance at the tutoring for Years 7 to 10 was not strong at the start but this has now been opened up to all students who have expressed an interest. Students who are engaging with the interventions are enjoying them.</p> <p>There were no further questions.</p>	
<p><b>8.</b></p>	<p><b>Safeguarding update</b></p> <p>A safeguarding update report had been circulated to Governors prior to the meeting. The Assistant Headteacher and DSL highlighted the following main points:</p> <ul style="list-style-type: none"><li>- 134 learners open to Social Care.</li><li>- After Easter, termly safeguarding newsletters will be produced and sent to all DSLs and uploaded to the school's safeguarding page. Contact details and key topics will be the focus of these newsletters.</li><li>- A Serious Case Review has been created for one key learner at significant risk due to exploitation.</li><li>- Key Focus - Everyone's Invited - The Assistant Headteacher and DSL Lead had attended a session with LADO regarding the approach that should be taken by schools.</li><li>- Cheney school's approach is that all disclosures will be dealt with and investigated in the usual way using the usual processes.</li><li>- Any historic disclosures will need to be reported to the police and they will check relevant records or request further information.</li><li>- CB has created a series of PSHE sessions on Everyone's Invited.</li></ul> <p>The Governors raised the following questions:</p> <ul style="list-style-type: none"><li>- Everyone's invited - What Cheney specific mechanism is in place for students to make such disclosures? The Assistant Headteacher and DSL replied that this would be through standard Safeguarding practices for students disclosing to staff (this approach was advised by LADO and Police).</li></ul> <p>The Assistant Headteacher and DSL thanked the Year Teams and SEN Teams for their hard work. He added that one of the next steps is to look at the well-being of the staff dealing with safeguarding issues.</p> <p>The Governors were concerned that staff may not be updated on the safeguarding needs of certain students. The Assistant Headteacher and DSL advised that discussions had taken place highlighting this issue and this will be looked at as part of the school's strategic planning.</p> <p>There were no further questions.</p> <p>The Chair thanked the Assistant Headteacher and DSL on his report and diligent work.</p>	





	<p>met. The Deputy Headteacher (HN) went on to say that this behaviour is seen mainly with vulnerable Year 7 students both from within 7* and mainstream, 8* students, one Year 9, and mainstream and Year 10. All have significant needs, are getting support, some are on a reduced timetable and do not respond well to zero tolerance.</p> <ul style="list-style-type: none"> <li>- Do all staff have the 'energy and enthusiasm' needed, in order to expect that to be reflected back by students? The Deputy Headteacher (LM) replied that she believed so. Her evidence is that Simon Duffy observed in his reports that "Staff enjoy working at Cheney School, feel well supported, and are pleased to be part of the school community." from the most recent visit which was based on 3 well-balanced staff panels; very low numbers of staff leaving for other schools/ comparable roles this year; keenness expressed - in ongoing team and line management meetings - to 'get back to normal' and also to 'press reset in Term 6'. Once TAGs are over we will also increase our QA activities which will help us to be sharper on expectations and supporting staff who find this harder.</li> <li>- Do the wanderers encourage other students to wander? The Hedateacher replied that this is likely to occur.</li> <li>- For other students who wander, is their punishment different to the known wanderers? The Headteacher responded that this is the case as for some students detentions simply do not work.</li> </ul> <p><b>Governors Away Day</b> This has been scheduled for 26th June 2021 from 9.30am to 12.30pm. The intention is to hold this at School face to face but subject to Covid-19 restrictions prevailing at the time. The Chair acknowledged the need to provide a well constructed programme and materials in advance for Governors to review as actioned under agenda item 4 above.</p>	
<p><b>14. Confidential items</b></p>	<p>Confidential items are minuted separately.</p>	
<p><b>15. Dates of next LGB meeting</b></p>	<p>Date of next meeting: Monday 19th July @ 5:00pm.</p> <p>The meeting ended at 7.18pm.</p>	