



**Non-Confidential Minutes of the Local Governing Body Meeting
held on Monday 18th October 2021, 5.00 pm Room C2**

In the Chair:	Richard Stamper (Chair)
Present:	Andrew Allison (AA) (until item 8), Claire Edwards (CE), Karen Fogden (Vice Chair), Rob Pavey (Headteacher), Jessica Rogers (JR) (until item 11), Jane Tuck (JT)
In attendance:	Stephen Axcell (Interim Head of Finance) (until item 3), Liam Bampton (Assistant Headteacher and DSL) (until item 15), Robert Bown (RB) (until item 9), Charlotte Broom (CB) (until item 10), Louise Elias (LE) (until item 15), Emma Hart (EH) (until item 10), Ben Hegedus (Head of HR), Saima Hussain (SH) (until item 15), Tara Lamb (Senior Finance Officer) (until item 3), Louise Marsh (Deputy Headteacher) (until item 15), Hugh Nelson (Deputy Headteacher) (until item 10) and Judith Geddes (Clerk)
Apologies:	Oliver Fawdry and Usman Nasir

	Minutes	Action
	Items for Discussion	
1.	<p>Welcome, apologies for absence and declaration of interests</p> <p>Apologies were received and accepted for Oliver Fawdry and Usman Nasir.</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>Financial Update</p> <p>The Interim Head of Finance highlighted the following key areas:</p> <ul style="list-style-type: none"> - Following the merger with RLT, individual schools will take on more financial responsibility including 1) ongoing reporting and 2) budgeting and forward planning. - Management accounts will be produced on a monthly basis showing income and expenditure versus budget. - Main cost for schools is staffing. - Starting point in the budget is better than anticipated at the time due to Covid 19 funding and extra local authority funding. - Previous budget was conservative. - Budget position is better than expected which gives scope for considering investing in school improvement or the fabric of the school. - There are certain areas of expected funding to spend this year, including Cheney LAC. - RLT has a target reserve policy which currently CSAT is exceeding. - No requirement to spend all of the reserves above target before the merger with RLT. 	



	<p>The Headteacher advised that areas to consider further investment in the school include: 1) Replacing AV in all remaining classrooms, 2) remodelling buildings to create an additional 3 classrooms, 3) playground for 7 up and 8 up pupils, 4) updating toilets and 5) remodelling of the Lane area. He added that over the next term, the aim is to use student voice to get further ideas in order to put forward proposals and costs in January 2022.</p> <p>Governors asked the following question:</p> <p>Are boilers and toilets not essential work?</p> <p>The Headteacher replied that this is essential work but it still has to be budgeted for. The Head of HR added that following the merger with RLT, Cheney will have a guaranteed pot of money every year to spend on capital expenditure and there is another pot of money which all schools in RLT can bid for.</p> <p>The Chair thanked the Interim Head of Finance for his report.</p> <p>The Interim Head of Finance and the Senior Finance Officer left the meeting at 5.55pm.</p>	
<p>3.</p>	<p>Non-confidential minutes of the last meetings held on 20th July 2021 and 4th October 2021, for approval, and any matters not addressed in the rest of the agenda</p> <p>The non-confidential minutes of the previous meetings of 20th July 2021 and 4th October 2021 were approved.</p>	
<p>4.</p>	<p>Update on Non-confidential action points from previous meetings</p> <p>The following non-confidential action points remains outstanding:</p> <ul style="list-style-type: none"> - Follow up on point 2 of diversity proposals with Governors for Schools on the diversity of potential candidates. (Chair) - School development plan - strategy - To divide the strategy into priorities to cover the next 3, 5 and 10 years for discussion at the LGB meeting on 7th February 2022.(Headteacher) - Provisional dates of LGB meetings for 2021 / 2022 - To confirm dates of the school show to ascertain whether the last LGB meeting of the academic year can be held on 4th July 2022. (LM) - To write the Terms of Reference for the Rumble Museum Link Governor role. (JT) - To write the Terms of Reference for the Communications Link Governor role. (JR) - To look through the previous paperwork and put forward changes to the parent governor election process to make it more structured and encourage diversity. (JR) - To put together a list of bullet points highlighting the responsibilities of a Governor.(JR) <p>With regard to revising the process of parent governor elections, JR advised that she is looking to make this more prescriptive and increase the use of social media. To this end, she asked Governors if they were happy to be videoed and both JT and CE agreed.</p>	<p>CHAIR</p> <p>HEADTEACHER</p> <p>LM</p> <p>JT</p> <p>JR</p> <p>JR</p> <p>JR</p>



5. SEND

LE referred to the SEND Information report 2020-2021 and the Governors SEND Report 2020-2021 which were circulated to Governors prior to the meeting and highlighted the following points:

- OCC's framework was used to update the SEND report for 2020-2021.
- 65% of days lost to exclusions are for students on the SEND register and the rate of exclusions for students with an EHCP is 62% higher than the national rate. These exclusions are not evenly distributed across all 46 students with an EHCP, but are concentrated in eight students.
- Students with SEND are absent more than their peers without SEND.
- The 7 Star and 8 Star cohorts contained a very high number of students with EHCPs, including EHCPs for ASD combined with ADHD.
- Progress 8 score of -0.80 for all students with SEND (in 2020/2021).

The Governors asked the following questions:

- ***Are the gaps in attainment and attendance better or worse than the national average?***

LE replied that attainment at KS4 is better than the national picture and attendance is better overall than the national average for all age groups and needs.

The Headteacher added that there is still lots to do to close gaps but the vast amount of work currently being done by the school is moving outcomes in the right direction.

- ***How does Cheney compare with other schools in the county?***

LE responded that it is difficult to obtain county figures and the DfE dashboard is not very helpful.

The Headteacher added that the pressures faced by Cheney School are very similar to those of neighbouring schools. 8 Up is the most noticeable group currently whose needs are not being fully met by the school but the 7 Up cohort are faring much better. There are 14 EHCPs in Year 8 with a number combining ADHD and ASD.

The SEND Link Governor referred to a visit she had made to the school on 15th October 2021 when she met Richard Coombs and summarised the following main points:

- Morale was good.
- New member of staff who has fitted in well.
- Two members of staff have been upgraded from HLTA status to unqualified teachers.
- Starting to work with the Helen Arkell centre (<https://www.helenarkell.org.uk/about-us/what-we-do.php>) from January 2022 to the end of the academic year at a cost of approx £6000. This will provide training for staff in SEND and initially English, with the plan of passing that training on to humanities and then the rest of the staff. Currently individual students with dyslexia can have support after school on Tuesdays, Wednesdays and Thursdays in SEND.
- TAFs and Early Help is taking a lot of time.
- EH has handled the transition as well as it has ever been managed, with a really helpful spreadsheet and a useful structure of meetings with Year 6 teachers as well as invitations to visit Cheney for individual students.
- EH has also asked for feedback from families of new Year 7 students about the transfer to Cheney School.



	<p>The Vice Chair asked the following questions:</p> <ul style="list-style-type: none"> - How many unqualified teachers are there at Cheney School? LM replied that there are currently 3 unqualified staff. - Is there a training programme in place for unqualified teachers? The Headteacher responded that there is: 1) an assessment only route after a number of years in teaching, 2) finishing a degree then qualifying or 3) SCITT route. LM advised that Cheney has 3 subject specialists who are unqualified - 2 in DT and 1 in Art. They will follow the assessment only route which is run through Oxford Brookes University which takes 6 weeks. - Is there a bespoke plan for each unqualified teacher? LM agreed that this is the case. 	
6.	<p>Premium Funding</p> <p>LE referred to the Pupil premium strategy 2021/2022 and Spending Review 2020/2021 report and LM referred to the COVID Catch-Up Strategy and Funding 2020/21/22 report sent to Governors prior to the meeting. The Governors asked the following questions:</p> <ul style="list-style-type: none"> - Barrier D in the report does not appear to be a barrier. Can this be reworded? LE said she will reword this. ACTION: LE - Do our pupil Premium students know that the school receives specific money for their benefit? LE said that they do not. - Do Pupil Premium students know what their entitlement is? LE replied that a general letter is not sent out that states students can access a certain amount of money but Pupil Premium students do receive English books and they know why they are receiving them. In addition, information is sent out regarding trips to ensure that money is not a barrier for pupils wanting to undertake these. - Does this funding include the money spent on the Year 6 transition week? LE replied that money for the summer school came from a separate pot and cost around £60,000. - Are there plans to repeat the summer school? LM and EH said that the school will probably run this again. However, currently there is no indication as to whether the DfE will subsidise this. - Has any formal evaluation of the summer school taken place? JR replied that parents have been asked to complete a questionnaire to provide feedback. <p>There were no further questions or comments.</p>	LE
7.	<p>SIP 2020/2021</p> <p>The Chair stated that overall the SIP 2020/2021 worked well.. The first priority regarding “Post Covid actions” was met and Priority 2 “Vulnerable Students” was broadly successful with the exception of 8 Up students, the reasons for which have been discussed earlier in the meeting.</p> <p>There were no questions or comments.</p> <p>AA left the meeting at 6.23pm.</p>	



8. SIP 2021/2022

Update on progress

HN referred to a comparison report circulated to Governors prior to the meeting and pointed out the following:

- Covid has had a large impact on the school's attendance but it remains above the national average.
- Attendance and Year Teams are tracking absence patterns and students of concern.
- School warning letters and Penalty notice warning letters have been issued.
- The school is encouraging a calmer attitude towards behaviour.
- Break times and lunchtimes are significantly calmer.
- Defiance issues are much lower.
- 8 Up is a challenging group due to the combination of ADHD and ASD. This group has not settled in well following the return to school in September and a number of students from this group have accumulated a large number of incidents.
- The proportion and number of incidents involving SEND students has increased from last year. The incidents involving students from 8 Up may also explain this increase.
- There have been a number of staff absences every day. Behavioural incidents jump when staff absences are high. School, however, is still remarkably calm and productive.

The Governors asked the following questions:

- ***There has been a switch in the percentages of PP students to non PP students being involved in incidents, how is the school responding to this?***

HN replied that this may be connected to lateness and uniform infringements but there is yet no clear explanation as to the underlying cause of this. Staff are explaining to students why they need to behave in a certain way and talking to them about any outside issues which may affect them getting to school on time.

- ***Some parents are concerned that the school did not appear to know where their child was despite completing an absence form via Google Meet. Can you explain this?***

HN replied that a large number of Google forms are received every day and these go to a single person to deal with, who is currently overstretched.

- ***Have any students been stuck abroad due to Covid restrictions?***

HN replied that one student was in Peru.

Report from Governors visit

On 15th October 2021, AA, CE, JT and KF visited the school to undertake a Governors' visit. A report of the visit was circulated on Governor Hub prior to the meeting. The Governors who participated in the visit made the following points:

- Very positive experience.
- Lunchtime and the end of the day were both very calm.
- Students from Year 9 were divided as to whether behaviour was better or worse than before. They were aware of the "be ready, be respectful and be your best" posters in every classroom.
- Student voice from Year 7 was overwhelmingly positive and students said they would definitely recommend Cheney to a younger sibling or friend.

The Governors asked the following questions:

- ***How will we see things get better given we had such a good starting point during our visit?***



	<p>The Headteacher replied that he would hope that on future visits there will be no wanderers and that Governors start to hear of fewer high level incidents. HN added that the hope is that Governors will see the culture that the school is trying to embed becoming increasingly adopted throughout the school.</p> <ul style="list-style-type: none"> - Can a condensed version of the Governors' report be uploaded to the school's website to give a positive message about the school? <p>The Headteacher replied that the school can carry out a parent survey using the RLT format and publish these results on the website.</p> <p>ACTION: HEADTEACHER</p> <p>There were no further questions.</p> <p>The Governors thanked HN for facilitating the visit.</p> <p>RB left the meeting at 6.46pm.</p>	HEADTEACHER
9.	<p>Safeguarding update</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"> - 102 learners open to Social Care. - With regard to KCSIE, the DSL role is being held more accountable and Governors will have increased oversight of the DSL and the DSL Team. - Additional CPD for staff on Safeguarding themes to be carried out. - Monitoring concerns around a small group of students across Year 9 and 10. <p>There were no questions or comments.</p> <p>HN, EH and CB left the meeting at 7pm.</p>	
10.	<p>Timetable review</p> <p>The Headteacher referred to a Proposal for timetable change which had been sent to Governors prior to the meeting.</p> <p>The Headteacher's recommendation to the Governors is to remove RE from Year 10 and instead offer it as an option in Year 11 alongside other GCSE subjects.</p> <p>The Governors asked the following questions:</p> <ul style="list-style-type: none"> - What about other PSHE topics not covered in Year 10? The Headteacher replied that further work needs to be done on how to fit in statutory and optional PSHE / Citizenship topics into the timetable. One thought is possibly to reduce one period of PE and replace this with enrichment. - Have you thought about introducing a 1/2 GCSE in RE? The Headteacher responded that, in his experience, short course GCSEs have limited buy-in and they are difficult to timetable. - What are KS4 pupils taught in computing? There are 4 bullet points on the DfE website? The Headteacher said he would look into this further. <p>ACTION: HEADTEACHER</p>	HEADTEACHER



	<ul style="list-style-type: none">- What is the value of studying for a GCSE in Year 10? The Headteacher commented that this helps to build up exam experience as formal exams are taken in the school hall.- What has been the feedback on this proposal from staff? The Headteacher stated that Heads of Faculties (HoFs) are generally in favour of the recommendation. The Head of RE is keen as currently RE is taught by a number of non-specialist teachers. <p>The Governors voted to approve the Headteacher's recommendation subject to ensuring that any statutory requirements are met.</p> <p>JR left the meeting at 7.15pm.</p>	
11.	Oxford Brookes University Site Development The Headteacher advised the LGB that Oxford Brookes want to centralise their site and currently the idea is to explore the redevelopment of Chadwick and the potential of shared use in some way. Oxford Brookes have assigned an architect to look at scoping some outline plans. The Headteacher will keep the LGB up to date on any further developments as and when they happen.	
12.	Policy Review The LGB approved the following three policies: 1) Child Protection and Safeguarding Policy 2) SEND Policy 3) Respect for Learning Policy	
13.	Items to refer to the Trust The Chair advised that he had contacted Mo Kamuss regarding him joining the LGB and had asked Mo to forward a personal statement for the Chair to send to the Trustees in order to approve Mo's appointment as an Appointed Governor. ACTION: CHAIR The Headteacher asked for the Timetable Change to be referred to EPAC. The Clerk advised that this issue was already on the agenda for the next EPAC meeting scheduled for 22nd November 2021.	CHAIR
14.	Any Other Business LM said that no decision has yet been made on the date of the school summer show. It was agreed that the focus of the next Governor Visit should be Teaching and Learning and that the Clerk will send round a Doodle Poll for Governors to complete to finalise a date for the next visit, preferably a Tuesday morning in late November / early December. ACTION: CLERK LB,SH,LM and LE left the meeting at 7.20pm.	CLERK



15.	Confidential Items Confidential minutes of the last meeting held on 20th July 2021 The confidential minutes of the previous meeting of 20th July were approved.	
	Date of next meeting: Monday 13th December @ 5:00pm. The meeting ended at 7.25pm.	