



**Non-Confidential Minutes of the Local Governing Body Meeting
held on Monday 13th December 2021, 5.00 pm by video conference call**

In the Chair:	Richard Stamper (Chair)
Present:	Andrew Allison (AA), Claire Edwards (CE), Oliver Fawdry (OF), Karen Fogden (Vice Chair), Mo Kamuss (MK), Rob Pavey (Headteacher), Jessica Rogers (JR) and Jane Tuck (JT)
In attendance:	Stephen Axcell (Interim Head of Finance) (until item 3), Liam Bampton (Assistant Headteacher and DSL), Ben Hegedus (Head of HR), Louise Marsh (Deputy Headteacher), Hugh Nelson (Deputy Headteacher) and Judith Geddes (Clerk)
Apologies:	Usman Nasir

	Minutes	Action
	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 were received and accepted for Usman Nasir. The Chair welcomed Mo Kamuss as a newly appointed governor to the LGB.</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 Headteacher highlighted the following headline figures:</p> <ul style="list-style-type: none"> - The recent audit confirmed school reserves of £681,000. - Projections to August 2022: GAG Income of £9.22 million, Other ESFA income of £603,000, Projected Staff costs of £8.14 million and Projected overall surplus of £421,000. - Spending plans: IT capital spend of £90,000, IT repairs and replacement of £45,000, General building work of £100,000. - Surplus after capital expenditure of £171,000. - KPIs: Staff as a proportion of funding: 81.4% (RLT benchmark of 78% but note outsourcing of cleaning and catering), Staff as a proportion of income: 77.6%, Funding per pupil: £6,145, Staff costs per pupil: £5,002, Teaching staff to pupil ratio: 15.6:1, Total staff to pupil ratio: 8.5:1. 	



	<p>Governors asked the following question:</p> <p><i>The surplus after capital expenditure is stated as £171,000 but the October management accounts show a surplus of £137,000 can you explain the difference?</i></p> <p>The Interim Head of Finance advised that the difference in the surplus figures is due to assumptions made at the start of the year regarding staff progression and vacancies which have now been revised resulting in a reduction in staff costs which has led to the increase in surplus.</p> <p><i>How many cover supervisors has the school brought in during the last 18 months?</i></p> <p>The Headteacher replied that the school has built up a bank of casual supervisors such as former members of staff and exam invigilators and therefore rarely makes use of external agencies.</p> <p><i>With regard to the school's surplus, how much buffer do you wish to keep in reserve?</i></p> <p>The Headteacher responded that the money that the school receives in any one year should be spent on pupils during that year. The Interim Head of Finance advised that RLT has a reserves policy and currently the school's reserves of around £600,000 significantly exceeds this. However, Governors will need to discuss how the school pays for any future major rebuild and whether this will be paid for by building up reserves. The Headteacher advised that this discussion should take place post merger with RLT and a priority list put in place as to what the school's immediate financial priorities are.</p> <p>The Chair further advised that during a recent Health and Safety link visit to the school a number of areas of work were identified relating to fire exits and fire detection.</p> <p>The Headteacher said that he will follow up on this.</p> <p>ACTION: HEADTEACHER</p> <p>With regards to Oxford Brookes University's proposal of a joint development with Cheney School, the Headteacher advised that Brookes have appointed an architect to carry out a scoping study and are due to report back by the end of January 2022.</p> <p>Governors agreed that this proposal should be explored once further details were received.</p> <p>There were no further questions.</p> <p>The Chair thanked the Interim Head of Finance for his attendance.</p> <p>The Interim Head of Finance left the meeting at 5.26pm.</p>	HEADTEACHER
3.	<p>Non-confidential minutes of the last meeting held on 18th October 2021, for approval, and any matters not addressed in the rest of the agenda</p> <p>The non-confidential minutes of the previous meeting of 18th October 2021 were approved.</p>	



<p>4.</p>	<p>Update on Non-confidential action points from the previous meeting</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 Communications Link Governor role. (JR) - To put together a list of bullet points highlighting the responsibilities of a Governor.(JR) - To carry out a parent survey using the RLT format and publish these results on the website. (Headteacher) <p>It was also agreed to extend the writing of the Terms of Reference to cover all Link Governor roles.</p> <p>ACTION: LINK GOVERNORS</p> <p>JT advised that she has written Terms of Reference for the Rumble Museum Link Governor role and will share this template with the other Link Governors for discussion and to ensure consistency.</p> <p>ACTION: JT</p> <p>The Clerk was asked to share details of the link governor roles and who was allocated to each role with all the governors.</p> <p>ACTION: CLERK</p>	<p>CHAIR</p> <p>HEADTEACHER</p> <p>LM</p> <p>JR</p> <p>JR</p> <p>HEADTEACHER</p> <p>LINK GOVERNORS</p> <p>JT</p> <p>CLERK</p>
<p>5.</p>	<p>Link Governor reports</p> <p>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.</p> <p>OF met with Jason Davis regarding careers and the following points were discussed:</p> <ul style="list-style-type: none"> - Virtual careers fairs are being held due to covid. - RLT have accepted Jason Davis' proposal for a "work experience project manager", whom he now manages. This initiative will go live for the next cohort of Year 11 students. - The new GATSBY benchmark has been completed, but Jason needs to update further details to better reflect the current situation. - In order to score 100% across the board on the GATSBY benchmark, the school must embed careers into schemes of work for every subject. This is being currently worked on with the Heads of department. - An overview of the careers provision needs to be made more accessible to parents and students on the school's website. <p>The Assistant Headteacher and DSL commented that career engagement for Year 11 students will start after the Christmas holidays.</p>	



	<p>The Chair advised that he had visited the school in his role as the Health and Safety Link Governor, meeting Dylan Davies and Rachel Evans, and noted the following:</p> <ul style="list-style-type: none">- There is a good mandatory health and safety training programme in place with a high completion rate. The next step is to embed suitable refresher training programmes.- There is some concern that joining RLT may provoke a change of training provider with a risk of disruption.- The system for reporting accidents is adequate, but the rate of near-miss reporting is low.- Building Fire Risk Assessments were externally generated in January 2021. Follow up works are in hand but there is some outstanding work needed particularly in Wainwright.- An audit of risk assessments for DT, Science and PE are planned. Closeout of improvement actions identified on risk assessments are not being logged.- Statutory inspections on asbestos, legionella and lifts are all being managed as required- COVID: ventilation is still being improved - portable door release systems to be installed the last week of December 2021. Reported CO2 levels in the Lane Building are very high. <p>The Vice Chair and CE attended the prospective sixth form evening at Cheney in order for CE to meet the team, see the physical space and get a sense of the current sixth form without making additional work for staff. This was then followed up by email to get some facts about numbers of students, courses offered, spaces available, wellbeing of staff and students ready for CE to take over as sixth form link governor. During the visit, the Sixth form team commented that if numbers continue to increase, an extra tutor group may be required but the observed number of students in several classes appears to be relatively low and so an increase in numbers would likely not have a proportionate impact on the number of teaching classes.</p> <p>JT advised that she has a meeting booked with the Rumble Museum next week and thanked the Headteacher for clarifying the issue of ongoing funding for the museum. The Headteacher stated that the ambition is to provide funding of £20,000 a year.</p> <p>JR asked whether an appointment had been made in respect of the vacant communications role.</p> <p>The Headteacher advised that an appointment has been made and the successful candidate will start in the role on 4th January 2022.</p>	
6.	<p>Update on Parent Governor Elections Process</p> <p>JR advised that eleven individuals had applied for the parent governor vacancy. The successful candidate was Alison Khan.</p> <p>The following questions/comments were raised by the Governors:</p> <ul style="list-style-type: none">- <i>Were all of the candidates who applied put forward in the vote?</i> JR confirmed that all applicants were put forward to the vote; there was no filtering of candidates.- <i>It was noted that one of the candidates was not a parent of a current student at Cheney but the Chair highlighted that the Local Governing Board's Terms of Reference states "A parent local governor should be a parent or carer of a registered pupil of the school or where this is not</i>	



	<p><i>reasonably practical, a person who is the parent of a child of compulsory school age.</i></p> <ul style="list-style-type: none"> - <i>As only around 140 votes were received, which is a very small sample of the total school community, we need to look at how to increase parental engagement.</i> JR agreed that new ways need to be found to reach out to parents and that hopefully the newly appointed communications expert, dedicated to communications, will help with this. <p>With regards to parent communication, the Vice Chair thanked the school for translating the weekly bulletin to parents into a number of different languages.</p> <ul style="list-style-type: none"> - <i>One Governor highlighted that they had been able to vote despite the fact that they have no children at the school and so were not eligible to vote.</i> Both JR and the Headteacher noted this. 	
7.	<p>SIP 2010/2022 - Focus on Teaching and Learning</p> <p>a) Update on progress The Assistant Headteacher (LM) referred to a paper which had been circulated to Governors prior to the meeting and highlighted the following points:</p> <ul style="list-style-type: none"> - Good progress is being made against the SIP. - The school is working hard on quality assurance. - With regards to CPD, there is a whole school sharing best practice session each term and there are 2 CPD Faculty Meetings each short term. - The overall quality of Teaching and Learning is good. - The school has had five external reviews so far this year. - Next steps are to draw on API data to further identify where Teaching and Learning support is needed and to increase staff and student voice to improve understanding of areas of strength and development. <p>Governors asked the following questions:</p> <ul style="list-style-type: none"> - <i>The first two lines of the SIP table refer to 1) improving students' active engagement in lessons and 2) improving differentiation and access. Do you have evidence that these have improved?</i> The Deputy Headteacher (LM) said that a number of learning walks have been carried out and followed up on. - <i>Are observations made on these learning walks sufficiently focussed on engagement and differentiation?</i> The Deputy Headteacher (LM) replied that specific, focussed questions have been given to individuals carrying out the learning walks and 106 walks have been carried out focussing solely on the issue of engagement. <p>b) Report from Governors' Visit of 7th December 2021 A report on the Governors' visit of 7th December 2021 had been circulated to Governors prior to the meeting.</p> <p>The Governors thanked the Deputy Headteacher (LM) for organising this visit which was very well structured and was very positive. The following points from the visit were highlighted:</p>	



	<ul style="list-style-type: none">- Lots of evidence of engaged students.- Classes were very calm and focused.- A low level of disruption was observed.- There was good positioning of SEN students.- Observations tallied up with the findings from the school's Learning Walks, as outlined in the Deputy Headteacher's report discussed in item 7a above. <p>MK asked how often these visits are carried out. The Chair replied that these are arranged one per half-term alternating between Teaching and Learning and Behaviour and Attendance.</p> <p>There were no further questions.</p>	
8.	<p>Headteacher's report</p> <p>The Headteacher referred to a summary circulated to Governors prior to the meeting and pointed out the following:</p> <ul style="list-style-type: none">- Attendance is well below where the school would like it to be but it is still above national averages. A minority of the student absence is due to diagnosed Covid cases, although some is because of suspected cases. Work is being put on Google Classroom for students.- High level behaviour incidents have been rare and lower level defiance and anti-social behaviour is less common.- The detention and exclusion rate is almost identical to that of last year. However, SEND and PP pupils are disproportionately represented in detentions and Full Time Exclusions (FTEs). Lots of work is being done on this.- There are far fewer wanderers than in the past and many fewer instances of raised voices or unpleasant interactions.- Teaching and learning are going well. <p>The Governors asked the following questions:</p> <ul style="list-style-type: none">- How much of any attendance problems are parents aware of? The Headteacher replied that there are some parents who don't engage at all. The Deputy Headteacher (HN) added that the fall in general attendance appears to be attributed to seasonal illnesses as well as an increase in Covid cases and nervousness around the Omicron variant. In addition, there has been a drop in Year 11 attendance following the mock exams without students having the same urgency to be in school. The Deputy Headteacher (HN) advised that the school is monitoring attendance figures closely and lots of penalty notices have been issued.- Does the school have any reticence around parents not sending their children in and relying on the school putting work online instead? The Deputy Headteacher (HN) stated that the school is continually putting pressure on parents to send their children into school. The Headteacher added that some parents will take their children out of school no matter what the school says and so having work online for students to access is very important in such cases. <p>There were no further questions.</p>	



<p>9.</p>	<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">- 120 learners open to Social Care.- Lots of pressure on the school in running Early Help with little or no help from the Early Help and the Locality Community Support Service (LCSS). There is only one dedicated LCSS practitioner per area operating this service.- The school has sent in 6 Early Help Assessments. <p>The Chair asked whether the school was coping with the additional workload. The Assistant Headteacher and DSL replied that the school is managing well but that the local social care services are being very slow in dealing with the increased number of children at risk.</p> <p>AA advised that as the Safeguarding Link Governor he will visit the school in January 2022.</p> <p>The Chair thanked the Assistant Headteacher and DSL and his team for their hard work in very challenging circumstances.</p>	
<p>10.</p>	<p>Policy Reviews</p> <p>The following three policies had been circulated to Governors for their review prior to the meeting:</p> <p>Admissions arrangements Governors approved this policy subject to the removal of the appendices by the Headteacher.</p> <p>ACTION: HEADTEACHER</p> <p>Headington Partnership Governors approved this policy.</p> <p>Designated Teacher Policy The Vice Chair was concerned that the current Assistant Headteacher and DSL had the necessary capacity to also be the Designated Teacher under this policy. The Assistant Headteacher and DSL confirmed that he did have capacity as there is a lot of crossover with his current work and that he had support from another colleague on this.</p> <p>Governors approved this policy.</p>	<p>HEADTEACHER</p>
<p>11.</p>	<p>Update on Timetable review and Legal Requirements</p> <p>The Head of HR said that following concerns raised at previous LGB and EPAC meetings that he had investigated the issue of making RE optional at KS4 and confirmed that this was in line with Government guidance.</p> <p>The Vice Chair asked whether the school will consider offering a different subject as an early entry GCSE. The Headteacher said that the school could consider this in the future.</p>	



	<p>The Vice Chair also restated their concern that mock exams do not give the same experience as a real GCSE a year early. MK agreed with this concern but noted that he had not been part of the discussion at the last meeting, having only just been appointed. The Vice Chair asked that the school keep this under review.</p> <p>With regards to the IT syllabus, the Headteacher confirmed that, as an academy, the school is not obliged to follow the national curriculum, which is in fact quite vague in respect of computing.</p> <p>The Governors were concerned about the perceived lack of student knowledge around IT applications such as Word, for example, and the ability to use Word to write suitable letters to prospective employers. The Deputy Headteacher (LM) advised that such issues are increasingly being covered through enrichment which is currently only available to Year 9 students but which is being extended to Year 10 and Year 11 pupils.</p>	
12.	<p>Update on Governor Training</p> <p>Governors confirmed that no-one had undertaken any training since the previous LGB meeting.</p>	
13.	<p>Update on Health and Safety Issues</p> <p>The Chair advised that there were no additional issues other than those already discussed as a result of his Health and Safety link governor visit under item 5 above i.e. 1) work recognised as a result of Fire Risk assessments and 2) Ventilation in respect of Covid-19.</p>	
14.	<p>Items to refer to the Trust</p> <p>There were no items to refer to the Trust.</p>	
15.	<p>Any Other Business</p> <p>Term dates for academic year 2022/2023 Governors did not approve an end date of 18th July 2023 but instead approved an end of term date of 19th July 2023. The Headteacher will amend the term dates accordingly.</p> <p>ACTION: HEADTEACHER</p> <p>Focus and date of next half-term's Governors' visit It was agreed that the focus will be on Behaviour and Attendance and that the Clerk will send round a Doodle Poll for Governors to complete to finalise a date for the next visit.</p> <p>ACTION: CLERK</p> <p>Approval of Mo Kamuss as an Appointed Governor Governors noted the Trust's approval of Mo Kamuss as an appointed Governor to the LGB.</p>	<p>HEADTEACHER</p> <p>CLERK</p>



CHENEY SCHOOL

Think for yourself, act for others

	<p>Clerk's role Governors noted that the current Clerk will be leaving their role following the merger with RLT. The governing body and staff thanked the Clerk sincerely for all their work in this role.</p>	
	<p>Date of next meeting: Monday 7th February 2022 @ 5:00pm. The meeting ended at 7.24pm.</p>	