

Cromwell Community College
Local Governing Body Meeting
Thursday, 3rd March 2022 at 14:00
(Rearranged from Thursday, 2nd February 2022)
Venue: Teams Link

MINUTES

Present: Ms S Pritchard (Vice Chair) Mrs J Horn (Executive Headteacher)
Mr I Whitlam Mrs F Baxter (Vice Principal)
Mr S Bainbridge Mrs C Corby-Judge (via Teams link)
Mr M Stevenson (Assistant Principal)
Mrs C Macdonald (Primary) Mrs K Patterson
Mrs J Roberts (Clerk - Minutes)

Apologies: Mrs H Cassady (Acting Chair); Mrs H Paul (Director of Post 16);

Item	Notes	Action
1	<p><u>Welcome and Apologies</u></p> <p>S Pritchard welcomes everyone and confirms stepping in for H Cassady as Vice Chair.</p> <p>Apologies from H Cassady and H Paul.</p> <p>We have appointed a new Trust Governor, Kirsty Patterson, who has joined us today as an observer. Kirsty has a pupil in Y7 and gave a brief biography.</p>	
2	<p><u>Declaration of Interests</u></p> <p>S Bainbridge – Active Learning Trust employee, Executive Headteacher of Highfield, Ely.</p> <p>I Whitlam – Go4Schools employee so would have an interest in assessment subject matters.</p> <p>S Pritchard – Governor for Somersham Primary.</p>	
3	<p><u>Minutes of Last Meeting and Matters Arising</u></p> <p>The minutes of the meeting held on Thursday, 2nd December 2021 were confirmed as true record.</p> <p>Matters arising – confirmation of ratification of the Cromwell Safeguarding and Child Protection Procedure. Discussed with governors at an emergency meeting on 11th January 2022 and ratified by all present at that meeting. Also ratified by those not present via email. Confirmation of ratification of Medical and First Aid Policy – confirmation emails received from all governors following minor amendments as requested at the last LGB meeting.</p>	JoR

	<p>Lettings Policy – amendment to one paragraph to include safeguarding information as requested by Trust – no other amendments but re-ratification required. Ratified by all present today.</p>	
4	<p><u>Safeguarding Audit & Pupil Premium Strategy – Mr M Stevenson (Assistant Principal and Safeguarding Lead)</u></p> <p>M Stevenson – presented a PowerPoint document for all governors.</p> <p>Shirley Young from ALT came in to Cromwell and completed an Audit. We were classed as effective in Safeguarding.</p> <p>C Corby-Judge – Safeguarding Governor. Completed her training and we are using the SCR audit tool put together by ALT. Working together to use this on a termly basis to ensure the SCR is as it should be.</p> <p>Highest levels of concern considered and how we can pre-empt or educate around these. Vulnerable pupils highlighted, came into play during lockdown but have maintained this going forward as very helpful for key staff to have that awareness.</p> <p>Signed up to a new strategy from CAMHS – mental health support team. One of the few schools in the county to sign up to this. Meeting next week to learn more about this.</p> <p>Very lucky that we have a caring and very competent safeguarding team. We attend regular training to keep up with things.</p> <p>Primary transition has a process in place for transferring pupils with safeguarding files. Not necessarily time effective to scan in a whole CP file.</p> <p>Any questions after the safeguarding section of presentation.</p> <p>Gov – ALT thinking of adopting an online SCR. May join things up a bit more effectively.</p> <p>M Stevenson – just want to make sure it is more effective on the ground. Also about ensuring all staff have had all the training to keep them and others safe. Making sure, on entry, the HR team know what is to be or has been done.</p> <p>M Stevenson presented on Pupil Premium.</p> <p>Focus on literacy currently. M Twigge (Assistant Principal) leading this. Reason there is no newer data is that we have changed the system used to record the data.</p> <p>Attendance also discussed. Discussion about learning a musical instrument and ensuring a budget for disadvantaged pupils around this.</p> <p>Any questions?</p> <p>Gov – are people aware of the key aspects we are working towards in school?</p> <p>M Stevenson – all information on website but will ensure copy sent to you.</p> <p>Format has changed between September and Christmas. Focussed on an individual level. Barriers that they face that are different from peers but they are not all the same. Need to look at this on an individual basis. Literacy has come to the fore during the pandemic. Real key driver with M Twigge. Finance is another big area. Pot of money so we can support on the basics – uniform and equipment. Trips etc. with potential contributions from school. Work closely with primary to minimise any gaps before primary transition into secondary.</p>	

	Having the right staff to build relationships from early on for the children is key. Our new in post Family Worker also a massive support, particularly for primary.	
5	<u>Business Manager Updates</u> All included in the Headteacher's Report. S Surtees will provide further information around Risk Register, Risk Assessment and Risk Management, Security and Safety of Premises and Risk Assessment Security and Safety of Premises with the LGB at the meeting on 24 th March 2022.	
6	<u>Cromwell Headteacher's Report</u> J Horn went through the report. Additional staffing updates:- Teacher of English has resigned - interviewing tomorrow. 6 applications, interviewing 3. Also, Teacher of Technology, (recently stepped down from position of Head of Technology) resigned – advert out. Head of Technology appointed. Early Years Teaching Assistant relocating. Big loss as she has been here from the beginning. Post advertised. Delighted that we now have 2 members of staff in AP. Tricky running it for a couple of months with no permanent teachers in the dept. For the children who most need the input. PSO newly appointed - starts in 2 weeks. Teaching Assistant adverts out for Easter. Newly appointed Business Admin Assistant – starts in 2 weeks. EAL Lead, RSL Lead and PSCE Lead all appointed within College. Gov – recruitment tricky in our school, is that your experience? J Horn – yes, I cannot remember a time when we had double figures of applications. That said, you only need one person, but it is difficult. For one post we had an advert out for the whole of the Autumn term without a single applicant. However we recruited 2 maths teachers at the end of last half term. Advert out for Science teacher. Never has been easy and part of reason we became involved in ECT was to build our own staff that way – this has helped us over the years. Gov – yes, that has helped other schools, you being the hub. J Horn – Year 1 a challenging cohort so we could not put an NQT teacher in there. A lot of young teachers looking for jobs but with 4 EHCPs and other additional needs, and no capacity to mentor in primary phase, this would not work. Between now and May half term is often a time when people move. Some teachers are leaving the profession. Not just here, generic symptom of where we are at. Gov – persistent absence, particularly for pp – is that just Covid related? J Horn – yes – general absence in line or slightly above national average. Half way through the year it becomes more difficult to get out of PA. Gov – persistent absence for pp, could this have an impact on behaviour?	

	<p>J Horn – 2 weeks before half term we had 15 teachers out. Prior to this and during Covid we closed the school with only 13 teachers out. We try to keep the school going and some of the pupils were disillusioned with cover lessons. Had a bit of a rough deal, pupils and teachers. We know the children, we can explain it. Hopeful absence will start decreasing and children will come back into school.</p> <p>Gov – behaviour – majority of the sendings out by new staff. Are we seeing an improvement on that – any data on that we can show?</p> <p>J Horn – yes, we have data to show impact of all of support but they do continue to be higher, particularly NQT's. Behaviour will not be sorted in a term, may take 2 or 3 terms. We need to be aware of how we use the statistics around behaviour. We don't want staff to stop using the mechanisms in place to tackle this behaviour. Need to look behind the statistics. Don't want staff to feel we are looking at numbers to judge them in a negative way.</p> <p>Gov – but you are supporting those people?</p> <p>J Horn – yes.</p> <p>Gov – exclusions gone up? Is that linked to issues around staffing?</p> <p>J Horn – partly. Need to stick to our standards. For some, there is no point in excluding and for safeguarding they are better in seclusion where they are under our control, and this often can be more impactful than an exclusion. Sometimes they do just need an exclusion to make an impact. A number of exclusions around inappropriate and sexualised behaviour. Very odd behaviour but warrants exclusion. This is a shift and we have taken it very seriously. Parental attitude is fascinating. Some parents say it is banter and they get cross with us and disagree with the exclusion, others have been very supportive. Ongoing education of parents as well, around what is "banter" and what is acceptable or not acceptable. May not have been reported in the past but is now being reported. We have had extensive CCTV installed so pick up a lot that we did not pick up previously. Children feel safer around the school.</p> <p>Gov – sharp increase in Children in Care – 9 last year and up to 16 now. Is there a reason or is CCC a centre of excellence? Sharp increase in workload as well.</p> <p>J Horn – yes. Many secondary schools in Cambs have 2 or 3 but the Fenland schools have 15-16. Same at some of the other local schools. We have had up to 72 Children in Care between us recently. A challenge of the system is that you have CIC in county but also out of county. Cambs virtual school sometimes don't know we have these. Nobody has a total of the CIC.</p> <p>Gov - that is changing and they are working on this.</p> <p>J Horn – we met 4 years ago about this and still nothing has been changed. 16 is what we are used to, we do really well with them. 2 new ones in Y10 have been great. Have to go over PAN, don't say no. Aggravation comes when it is not equitable across the county and nobody has any idea of numbers of our out of county CIC.</p> <p>Y11 going through mocks at the moment – therefore data out of date from December. I will say that 2 of the foci areas for Year 13 were Physics and Maths but you can see the impact of the intervention that went in there. Compared to end of Y12 for Y13 now is evidence of impact. H Paul (Director of Post 16) is</p>	
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	<p>aware of every child where they are not meeting target grades. These are set on a ready reckoner – at every key stage. Happy our target setting is robust. However no ready reckoner for the past couple of years as no data. We have used, for current Y13's, Centre Assessed Grades and 2019 ready reckoner so you could argue target grades are quite challenging. I am confident that the targets Y13 have are challenging and confident that H Paul can tell you about every student that is under target grade and is monitoring intervention. Where they are not achieving, some are struggling with mental health, they are the year group that have never sat an exam so you can see how this might create heightened anxiety. We have a plan in place to support these children as best we can.</p> <p>Gov – CIP and SEF seen but would be good to see what the impact of some of those actions has been now. Would be good to know this so that we can be informed prior to an Ofsted visit. SEF – in light of persistent absence, you may want to put something about what you are doing around that in the SEF.</p> <p>J Horn – yes.</p> <p>Gov – key areas picked up by Jenny Milsom were Physics and Maths.</p> <p>J Horn – yes, which we knew. We have had some intervention externally from a teacher who has brought up grades. Also we have a new Head of Maths which has helped improvement. She is an A level specialist and has taken on the A level teaching. Across the board at GCSE level as well, she is working very hard. We need to know that Maths results will improve.</p> <p>Gov – yes, really positive.</p> <p>Health and Safety Update provided by S Surtees in the Headteacher's report which has been shared prior to this meeting with all governors. There will be further updates with regard to our Risk Register, Risk Assessment and Risk Management and Security of Premises in the next LGB on 24th March.</p>	
	<p><u>FB – Teaching and Learning</u> F Baxter shared her presentation on Quality of Education at CCC. Last few meetings we spoke about typicality. Started to look at our feedback tool to see what information it could give us to share with you as governors. F Baxter will share the presentation with governors so they can review at their leisure. No surprises, all information flagged up we already knew. Where there were issues, they tended to be easy fixes. Changed CPD based on some of these findings. Brought to our attention that challenge had more red and amber scores. Real focus was the systematic checking of pupils understanding/use of assessment. We felt this was where we could make a real difference. Decided that this will be a focus this half term. Went through this with SLT at our last SLT meeting. All line managers had a mini strategy meeting with middle leaders who took it back to their teams in their department meetings, explaining quality assurance is still a focus but additional focus is checking pupil understanding, understanding where the CPD need is there.</p>	

	<p>Learning walks, student and teacher voice will take place before producing a mini report for the next strategy meeting. Presentation a month later by one of the line managers, explaining what they have learned.</p> <p>Gov – really helpful, helps us know the school.</p> <p>Gov – really powerful piece of work F Baxter, and reinforces what you knew in school already.</p> <p>F Baxter – yes, but definitely helped us to narrow the focus.</p> <p>Gov – interesting CPD now. I would be interested in how this roles out over the next few months.</p> <p>F Baxter – core CPD offer – we reminded staff. Another slide about each subject e.g. English, which is very strong. Also asking that part of their report is what the CPD profile is of their department, giving them ownership.</p> <p>Gov – it will be interesting to see what you get back from middle leaders. Thank you.</p>	
7	<p><u>Governor Information</u></p> <p>Governor Visits</p> <p>No questions on the reports.</p> <p>IW – completed a couple of visits for which minutes have not yet been completed. Will share as soon as complete.</p> <p>Skills Audit</p> <p>All Skills Audit information collated, just waiting for information from K Patterson. Chair will discuss further at the next LGB on 24th March.</p> <p>Governor Training</p> <p>One or two still need to share with J Roberts their information around training completed.</p> <p>Structure of Link Governor Visits</p> <p>Structure for visits – timetable discussed and will be properly shared at the LGB on 24th March.</p> <p>Gov – the information within our Governor biographies needs updating for the website.</p>	
8	<p><u>Policies</u></p> <p>Policy Ratification</p> <p>RSE Policy</p> <p>Now updated to reflect an all through policy, as requested.</p> <p>Policy ratified.</p> <p>Attendance Policy</p> <p>Gov – persistent absence – does it need to say what it is?</p> <p>Gov – is the target of less than 8% reasonable now?</p> <p>J HORN – except for the data including the pandemic, this is reasonable.</p>	

	<p>Agreed it remained. Policy ratified.</p> <p>Supporting Pupils with Medical Conditions Policy Policy ratified.</p> <p>Pupils Who Cannot Attend School Due to Health Needs Policy Gov – question on first sentence – not sure what it means, does not make grammatical sense. J HORN – explanation is that we have kept this quite generic to accommodate all health needs. Sentence will be amended to ensure it makes sense. Gov – special school provision wording to be removed. Subject to the minor amendments mentioned above – policy ratified.</p> <p>Information Advice and Guidance Policy (IAG) Policy ratified.</p>	
9	<p><u>Trust Updates</u> AIG – postponed and will now take place on Tuesday, 22nd March 2022.</p>	
10	<p><u>Any Other Business</u> S Surtees information to be shared at LGB on 19th March 2022. S Pritchard - Governor action plan from Chair sent out to all governors today. Just to show that we have actions to ensure we are doing the best job we can do. This is for this academic year. Could people look at this prior to 24th March when we will plan for the next academic year? To move things forward and improve strengths. Please note, for headers and figures for KS4 – H Cassidy has taken data from FFT. This needs to be changed. Also need to add Early Years data moving forward. Good opportunity for us all to say what we need to be in this plan. School staff also need to be part of this. Information needs to be in the body of the action plan rather than the heading. Those sort of things would be useful to bring to the meeting on 24th to discuss further. Gov – a challenging time for you all and thank you for stepping up and for all the hard work. You have kept going through it all, well done to all of you. J Horn – staff were phenomenal – gave up PPA to help out and made huge efforts to ensure the pupils had a teacher in front of them. This included SLT as well. They all pulled together, as they have done for the last 2 years, for the pupils. They were fantastic. Excellent response from all.</p>	
9	<p>Date of next meeting: Thursday 24th March 2022 at 2pm at Cromwell Community College</p>	

Meeting closed 4.06pm