



Local Governing Board to The Learning Alliance

CONGLETON HIGH SCHOOL LGB

Online Meeting via Microsoft Teams

MINUTES – Part I



Date: 1st July 2021 at 6pm. Online on Teams

Present:

Mr R Benson (Chair)

Miss M Haran

Mr C Hepting

Mr M Hickton

Mr R Machin (RM)

Mr T Sadat-Shafai

Mr U Smith (US)

Mrs J Turner (JT)

Absent: Mr G Eardley

Mrs L Beardmore

In attendance:

Mr J Barlow (JB) (Headteacher)

Mrs L Darling – Deputy Headteacher (LD)

Mr M Warren - (Deputy Headteacher) (MW)

Mr D Twambley – TLA COO (6pm to 6.30pm)

Mrs N Phillips–TLA Director Finance & Governance (NP)

Clerk: Mrs C Gritton

Administration

1. The Chair **welcomed** everybody to the meeting and quoracy was confirmed. Apologies were received and accepted from Mr G Eardley and Mrs Beardmore.
2. There were **no declarations** of personal or prejudicial interest
3. The **Minutes** of the CHS LGB Meeting held on **4th March 2021** were **approved**. There were no matters arising.
4. **Composition of LGB –**
 - **It was reported** that the TLA Governance and Search Committee had approved the reappointments of Mr Sadat-Shafai upon the expiry of his current term on 31st August 2021 and Mr Smith on the expiry of his current term on 28th June 2021, both as Appointed Governors, for four-year terms.
 - **The Chair reported** that after nearly forty years of involvement with the school, Mr Eardley intends to step down as CHS Appointed Governor at the expiry of his term on 31st August 2021. The Chair noted the debt of gratitude that the school and various governing boards over the years, owe to Mr Eardley. The Headteacher reported that an award will be named in his honour and the Chair asked that Governors let him know if they have any other suitable ideas for lasting tributes to Mr Eardley.
 - **It was reported** that the Parent Governor Election process had been approved by the TLA Governance and search Committee. **It was agreed that** the school will run a Parent Governor Election process in the September 2021 term to enable the new Yr7 parents to take part.

Strengthening Leadership, Collaboration and Governance

5. **Matters for the Trust Board to share with LGB –** Expansion Project Update – The COO reminded Governors of the background to the project, as discussed at the CHS LGB meeting of 4th March 2021. **The COO reported that** the Trust Board is satisfied that the expansion should continue so the Trust is working with the Local Authority (LA) to develop a business case to be submitted to the ESFA. Approval will initially come through the Regional Schools’ Commissioner’s Office (the RSC), followed by various funding submissions. J Ashall’s devised the original scheme for the expansion and a recent costs’ refresher puts costs a little higher than the LA funding, so J Ashall are revising the scheme to find an economical model to meet the school’s needs. The substantial LA funding is sufficient for the core classroom and teaching space expansion, but the Trust and school are taking into consideration the wider student experience and are looking to improve the dining and hall facilities as well as the SEND support office space. The Trust Board is comfortable with the school utilising some reserves to supplement the LA funding. The next step is finalising costings and agreeing as a school whether it is happy to use reserves against those costings. It is hoped that revised plans can be with the LA before the end of the summer to enable the firm costing business plan to be put forward in the Autumn.

- **Governors asked whether this LGB will be consulted or asked for approval before a firm commitment to the project is made. It was reported** that the project will be subject to approval of this LGB of matters such as Admissions' arrangements, which is currently anticipated to be an admission at PAN. A decision as to whether to increase PAN sits with the Headteacher, overseen by the LGB and fundamentally, as the education and welfare committee, the LGB's job is to ensure that the scheme, as proposed does not have a detrimental impact on the students at the school. **Governors noted** that the dining facilities have long been an issue at the school and are factored into the expansion scheme. Subsequent to the build, the toilet block, originally put forward as an LA scheme to support the welfare of the school, will be factored into this as part of the proposal.
- **Governors asked what impact the expansion works would have on the day-to-day running of the school and whether any classrooms would be out of use during the build. It was reported** that whilst some works will inevitably happen during term time, the school will seek to make the best use of school holidays. The ability to use all classrooms during the build is contingent on the final scheme agreed. There may be some short-term disruption, but everyone will work to ensure that is kept to a minimum.
- **Governors asked whether there would be arrangements made to accommodate staff should the build affect their use of the staffroom. It was reported** that the staff room will be relatively unaffected under the new scheme. **Governors asked whether the build would improve the flow of students around the school. It was reported** that there has already been a considerable improvement to flow due to Covid requirements and the changes made to comply with those requirements will remain in place going forward.

6. **Monthly Report and Finance Update – Paper 6.0 CHS Finance Report – June** had been uploaded to GH prior to the meeting and was **received**. **Governors noted** that the school is in a strong financial position, commenting that this is a testament to the Headteacher's considered, measured use of funds.

7. **Governors' Skills' Audit – Paper 7.0 CHS Skills' Audit Matrix – July 2021** had been uploaded to GH prior to the meeting and was **received**. **It was reported** that there were no areas of concern regarding the broad spread of skills and experience of the CHS LGB. Across the Trust schools there is a need for training in exclusions' hearings, SEND and admissions, for which the Trust will arrange training in the Autumn term, to which all TLA Governors will be invited.

8. **LGB Self-Assessment – It was reported** that a set of LGB self-assessment questions are available on GH, which Governors might wish to consider to gauge the Board's effectiveness. NP and the Chair will discuss how best to carry out a full LGB self-assessment in the Autumn term.

9. **School Risk Register (Standing item)- It was reported** that the Trust Risk Register and Trust Risk Policy had been completed and the schools' level Risk Registers, based on the new risk management framework are being prepared.

Improving Education and Opportunities

10.. Covid-19 Recovery Strategy (including Staff Wellbeing)

10.1 **Covid Catch-Up Premium Plan – Paper 10 Covid 19 recovery Strategy and Paper 10.1 Covid Catch-Up Premium Plan (1)** – had been uploaded to GH prior to the meeting and were **received**. **It was reported** that a key focuses are on Teaching and Learning and on school community. **Governors noted** and were pleased to see that the plan contained a strand focusing on restoring community ethos. Costings are not included on the Covid Catch-Up plan as decisions are still being made on the use of funding.

[The COO left the meeting at 6.30pm]

- **Governors asked whether the school has the resources it needs to enact the recovery plan. It was reported** that Team Leaders were asked to submit detailed bids for funding in their areas and so far, the funding has been adequate to cover those bids. The Headteacher has a measured approach to granting funding requests, which must be well researched, properly targeted and impactful. Flexible staffing arrangements are being considered to enable resources to be accessed based on differing levels of need throughout the school year; The school currently appears to have adequate funding, which targeted in the right places, should make a positive impact.
- **Governors observed** that a previous Ofsted report had noted that the school's interventions targeted at narrowing the Pupil Premium (PP) gap, were spread too wide and cautioned against

pursuing too many initiatives. **It was reported** that the school are drilling down into what interventions are being used and carefully assessing how impactful each of them are.

- **Governors asked whether the school has to justify in terms of evidence, the impact of the funding. It was reported** that the school has to do a Pupil Premium (PP) Impact Statement and the Catch-Up Premium Plan also includes provisions which record the impact of the use of catch-up funding. Baseline assessments have been carried out for Y7 students as usual and the school has also paid for baseline assessments for Y6 students transitioning to the school, as there is otherwise a lack of data for Y6, due to Covid. Those baseline assessments will be utilised to identify gaps in learning and as progress comparison data when those students are in Y11. **Governors remarked** that this was an excellent use of benchmarking data.
- **Governors asked how the school measures the impact of interventions on health and wellbeing as those factors impact on educational outcomes. It was reported** that there are several initiatives planned to address whole-child recovery, including:
 - A move to SIMS from Progresso for which training is underway for staff, to look at how the school uses SIMS for school improvement, including attendance. SIMS data will be provided fortnightly to middle leaders, reporting on items such as attendance, attitude to learning and progress data.
 - Increased focus on student voice; the school is going out more regularly to students to ask them how they are feeling and about their concerns.
 - Friday Registration having a wellbeing focus. Phones will be banned on Fridays, not as a punishment but as an opportunity for students to converse and socialise in person.
 - Personal Social health and Economic (PHSE) Stop day focus on relationships and wellbeing
 - The broadening out of the mentoring team to include in-school counselling, mental health support, increased numbers on the safeguarding team, family support, behaviour support and to pro-actively look at interventions.
 - The Chair and Headteacher feel that establishing a Governor Working party to support the school in carrying out the Recovery Plan would be helpful. US, RM & JT volunteered.

It was reported that staff wellbeing is also a priority. Staff absence is extremely low and the school have been creative with the use of casual cover staff, rather than using agency staff. There are a number of initiatives in place to support staff wellbeing, such as a flexible approach to leave of absence.

11. **Teacher Assessed Grades (TAGs) – Paper 11.0 Teacher Assessed Grades 2021** had been uploaded to GH prior to the meeting and was **received**. **The Headteacher reported** that the school had received Trust support and guidance to draw up the TAG Policy. **Governors noted** the integrity of staff in assessing and awarding TAGs. Grades were submitted in time and results are not yet released for Governors' assessment.

12. **Strategic Vision 12.1 School Performance (including assessments) - The Headteacher reported** that grades awarded over the last two years have been in line with the two years' pre-Covid grades and next year's grades are also anticipated to be in line; schools do not fluctuate massively year to year and Governors agreed that it is results' trends which are important for Ofsted purposes.

12.2 School Improvement Priorities:

a. **Summer Term Review of Development Priorities 2020/2021 - Paper 12.2a Summer Term Review of Development Priorities** had been uploaded to GH prior to the meeting and was **received**. **It was reported** that overall, despite Covid distractions, a great deal has been achieved and many key performance indicators are looking positive. Governors praised the Headteacher and staff for the many achievements.

b. **Draft 2021-2022 Action Plan – Paper 12.2b Draft 2021/2022 School Development Plan (SDP)** had been uploaded to GH prior to the meeting and was **received**. **It was reported** that there had been a Trust-led approach to development planning in TLA schools.

- **Governors asked how far the school has progressed the objective to move to an Ofsted Outstanding rating. It was reported** that the best the school could be awarded on the next inspection will be Good, but close to Outstanding. **The Headteacher reported** that his discussions with staff centre around improvement, rather than Ofsted ratings. The Headteacher and SLT are assessing the school's strengths and weaknesses, based on their breakdown of the Ofsted framework. Each member of the SLT has an individual area of responsibility, which are considered in detail at weekly SLT meetings in a friendly and supportive environment. Subject reviews are carried out in the manner of an Ofsted deep-dive process, which is proving to be of great help in

understanding the impact of teaching and learning. The school has also carried out some collaborative work with Knutsford academy on Ofsted assessments.

- **Governors asked whether they would be provided with training for an Ofsted visit. It was reported** that Governors would receive Trust guidance and support in readiness for in inspection and that the Trust would be closely involved, utilising the expertise of its CEO.

13. **Student Welfare (including Safeguarding) – Paper 13.0 Student Welfare LDA ET HL** had been uploaded to GH prior to the meeting and was **received**. **Governors noted the summary of incident logs on CPOMS and asked how the figures compare to previous years. It was reported** that as CPOMS was in its infancy last year, data comparisons are difficult. The school therefore look at the incidents logged from September 2020; whilst there was a decrease in the number of some incident types, wellbeing concerns increased. Safeguarding Children in education Settings (SCiES) work closely with school staff and the school offers counselling and mental health support for students as well as support for parents.

- **Governors asked how the school measures staff emotional wellbeing. It was reported** that the safeguarding team work to their individual strengths and meet to review cases and to support each other and the SLT open door policy provides additional support.
- **Governors asked about the September Y7 cohort. It was reported** that they are a promising cohort of children, for whom staff have high hopes. There are gaps in learning, but staff have visited their primary feeder schools and spoken with every child individually. Detailed data has been collated and will be shared with CHS staff as appropriate. Carefully placed learning mentors are employed to build relationships with those that may need additional support. Intake Evenings held on Zoom have been successful in engaging parents and children will be taught explicit behaviour expectations.
- **Governors asked what support is in place during the summer holidays, for those children about whom there is substantial concern for their wellbeing. It was reported** that those children about whom there is significant concern, already have external agency support. Automated school email responses are being set up with the contact numbers of available support during the holidays.

Fostering Identity and Ethos

14. LGB Roles:

14.1 **Link Governor Update** – Link Governor meetings with Curriculum Leaders have been suspended due to Covid. Thanks were offered to the following Governors for taking on Link Governor roles:

- US - SEND Link Governor. The Chair will complete a role description to enable US to undertake this role in September 2021.
- RM - Staff welfare Link Governor
- The Chair – Safeguarding Link Governor

14.2 **Training Update** – The Chair thanked NP for arranging the safeguarding training, which had been very helpful and NP thanked Governors for their attendance.

15. **Local Matters – Paper 15.0 Local Matters** had been uploaded to GH prior to the meeting and was **received**. **Governors reported** that they were pleased to note the investment that is being made in the fabric of the building.

16. **LGB Policy Review – The Policies listed below (the Policies)** had been uploaded to GH prior to the meeting and **Governors requested** that in future, changes are highlighted for ease of referral. There were no questions and **the Policies were approved**.

16.1 **SEN Policy**

16.2 **NQT Induction Policy**

16.3 **Children with Health Needs Who Cannot Attend School**

16.4 **Health and Safety Policy**

17. **Matters to Share with the Trust Board** (exception reporting) – Governors wish to thank the Trust for its work in obtaining the school expansion funding.

AOB

18.1 Governors are welcome to visit the school to see the new toilets as soon as it is Covid safe to do so.

18.2 **A Governor asked whether the school has trialled the use of electronic readers. It was reported** that they had been used extensively in examination situations recently, where they had a significant impact. Their use has now been extended to regular school activities.

18.3 The Chair asked Governors to let him know their thoughts on hybrid LGB meetings.

18.4 On behalf of all Governors, the Chair thanked the Headteacher and staff for keeping the CHS students safe, for going the extra mile and doing their best to educate in such difficult circumstances. The Chair wished all present a safe and happy summer. The Headteacher thanked the Chair and Governors for their support.

Next Meeting TBC Autumn term 2021

Meeting Closed 8pm

Signed.....Date.....