

Date: 15th June 2022 at 6pm.

Present:

Mr R. Benson (Chair)
Mr M. Hickton (MkH)
Mr R. Machin (RM)
Prof T. Sadat-Shafai
Mr U. Smith (US)
Mrs J. Turner (JT)
Mr J. Green (JG)
Mrs L. Beardmore (LB)
Mrs S. Jorgensen (SJ)

Absent: Mr C. Hepting (CH)
Miss M. Haran (MH)

In attendance:

Mr J. Barlow (JB) (Headteacher)
Mrs L. Darling – Deputy Headteacher (LD)
Mr M. Warren - (Deputy Headteacher) (MW)
Miss L. Salt – Assistant Headteacher (LS)
Mr E. Tyrrell – Assistant Headteacher (ET)
Miss J. Boulton – Assistant Headteacher/Leader of Sixth Form (JB)
Mrs H. Vale – Curriculum Team Leader (HV)

Clerk: Mrs C. Gritton

Administration

1. The Chair welcomed everybody to the meeting and quoracy was confirmed. Apologies were received and accepted from CH and MH.
2. There were no declarations of personal or prejudicial interest.
3. The Minutes of the CHS LGB Meeting held on 17th February 2022 were **approved**. There were no matters arising.

Admissions' Update

4. Admissions Update – **Paper 4.0 Admissions** uploaded to GH prior to the meeting was **received**.
- 4.1 Yr7 2022 entry
 - **Governors noted that there appeared to be a drop in feeder school children coming to the School. It was reported that** the School always ask those families not sending their children to CHS, why not and there were a number of factors which affect the figures, but which do not reflect negatively on CHS. The vast majority of Quinta and Black Firs children come to CHS, and this year over 50% of Marlfields and an increasing number of St Mary's children were also coming to CHS.
- 4.2 In year admissions Children from new local housing developments had been admitted as had 3 Ukrainian students, of which Governors were very supportive.

School Performance

5. **Paper 5 School Performance**, uploaded to GH prior to the meeting, was **received** and covered:
 - 5.1 Covid update and regrowth plans **It was reported that** there were no Covid restrictions in place and staff absence was returning to normal levels. Students were resettling into their school routines and subject specific interventions had had a positive impact on behaviour, punctuality and students having the right equipment for their lessons. Attendance had not returned to pre-Covid levels, but was being addressed. A number of activities were taking place to create community focus.
 - **Governors challenged SLT as to whether 'Learning the CHS way' was fully inclusive. It was confirmed that** Learning the CHS way was for everyone, as it was about the ethos of the School.
 - 5.2 Yr10 and Yr12 **It was reported that** reading and parental engagement remained key focus areas and some of Yr10 were about to assist with the landscaping of the School site to create a relaxation area.
 - **Governors asked how the school is engaging with the wider community. It was reported that** a local person from the community was helping out with the gardening project and students and parents would be visiting Beartown Boxing Club following the boxing club being in School. The HT said that there was more to do.
- It was reported that** SISRA was being utilised to as a Progress8 (P8) indicator and assessments early September 2022 will provide clearer indications of progress. The School did not inflate scores during Teacher Assessed and

Centre Assessed Grades, so whilst the Government appear to be thinking that scores will not be back in line until 2024, it is anticipated that CHS scores will have risen.

- ***In a question raised prior to the meeting, Governors had asked: Given that Yr 11/13 will be taking their first external exams, how are we supporting the mental anxiety that comes with these challenges, both for staff & students? It was reported that*** good staff availability had assisted with student wellbeing during exams. This had been particularly challenging due to the number of special considerations.

It was reported that examination boards had made some mistakes on examination papers and some CHS students had written letters of complaint as will the School. Governors would support this action.

5.3 KS3 assessment It was reported that schools had been provided with the banding so CHS had an idea of where it expected students would go from KS2 to KS3 and on to GCSEs, which had been mapped with curriculum team leaders. The School would inform parents of whether their children were on target, but not their expected level. Assessment windows had been moved to enable better analysis and teachers would have to advise as to what would be done to ensure everybody progressed, no matter their level. In response to a ***Governor query***, **it was reported that** no subjects were standing out as being of particular concern. Examinations would be run earlier in the year next year and carried out in more formal examination conditions to ensure those who had not sat formal examinations had some experience. In response to a ***Governor query***, **it was reported that** parents would receive a programme of study for their child at the start of the school year and parent evenings would provide further information to help them support their children, including the changes to the KS3 assessments.

- ***Governors asked what had the School learnt from Yr11 and Yr13 students' exams this time to support future students in becoming exam ready. It was reported that*** the School had learnt that students need space. Previous revision programmes had been more intense and the School had found that letting students have some relaxation time after they leave an exam, had a positive impact on their wellbeing. **It was also reported that** the best way to ensure students are exam ready is to run mocks in exam conditions as realistic as possible.
- ***Governors asked whether successful interventions had been noted. It was reported that*** the School did not feel this was the appropriate time to look at that and would discuss that with students next term.
- ***Governors asked what assessments had been carried out for KS2. It was reported that*** assessments had been done to assess where each student sat within their year group but these had not been tied to previous years' data scores. The School knew which students were in the top 20%, but further analysis was needed to assess where they sat on the scale.
- ***Governors asked how did they know teaching was effective. It was reported that*** the quality assurance process shows rag-rated analysis across the School. Formative assessments were allowing staff to analyse the day-to-day picture of how students recall and use information and Teaching and Learning INSET sessions developed strategies for how to make learning stick and practical strategies to use in the classroom.

5.4 Pupil Premium (PP) Update

- ***Governors asked what was meant by 'improving'. It was reported that*** the School had looked at how PP, non-PP and disadvantaged student attendance had changed over the year with the aim of PP attendance being 96% and above as with non-PP and the figures were improving. Interventions to improve attendance appeared to have a bigger impact on PP students than on non-PP students. The Guidance team continued to provide support for hard-to-reach parents. The School continued to look at study skills for cared-for children and provide targeted bespoke and group support and Yr9 to Yr10 transition support was ongoing.
- ***Governors asked what the School was doing to help improve Yr9 behaviour. It was reported that*** the school was already working with them to ensure they knew what was expected in Yr10 and PP students had been teamed up with Tr13 role-models to support them on their chosen paths. There was also a plan for Yr9s to 'buddy-up' with Yr12 students for transition support.
- ***Governors asked whether the School had the funding it needed to maintain the intervention activities. It was reported that*** there were no problems with funding. **The HT reported that** there was a national shortage of Teaching Assistants (TAs) as all schools needed them.

5.5 Health and Safety Report 22 accidents were reported to Governors and it was confirmed that statutory tests were in place and records clearly kept. The most recent Health and safety Report showed no surprise items and all points had been addressed. In response to a ***Governor query***, **it was confirmed that** fire drills were

carried out and that the School building could be cleared in under 3 minutes and every student accounted for in under 8 minutes. No lock-down practice had been carried out this year but students and staff had received a briefing and a practice would be carried out early in the new school year.

5.6 General Data Protection Regulation (GDPR) Update – No reported breaches.

Attendance

6. Paper 6 Attendance uploaded to GH prior to the meeting, was **received**.

- **Governors asked where the School sat with regard to the national picture. It was reported that** national data was not easy to access but from anecdotal evidence, it was believed that attendance was roughly in line, with the national average, whereby PP student attendance had been impacted more than non-PP attendance, with the same national, recurring themes. The School continued to utilise its Family Support Worker and work with external agencies, particularly for hard-to-reach families and targeted interventions and 1-to-1 meetings were being held where appropriate.
- **Governors asked whether families taking holidays was impacting on figures. It was reported that** no holidays were being authorised but families were taking their children out of school, which had to be recorded as unauthorised absences. This had to be addressed, but was being done so sensitively.

It was reported that recognition and rewards were having a positive impact on attendance.

Welfare

7. Paper 7 Student welfare uploaded to GH prior to the meeting, was **received**.

7.2 Special Education Needs and Disability (SEND) Update **It was reported that** SEND had been restructured thanks to Mrs Vale and that the HT had requested more high level SEND support from the Trust and it had been agreed that a further very experienced, member of staff could be appointed to attend CHS one day a week and further Trust wide support work was ongoing. The HT confirmed that Trust support had therefore been very good and the School's own capacity had been improved.

7.3 Behaviour/exclusions In response to a **Governor query raised prior to the meeting, about whether alternative provisions were used it was reported that** there had been a few successes from different institutions such as The Lodge, but this was very expensive. Increases in student mental health was reflective of the national picture and the School worked with external agencies to provide support and wrap around care for vulnerable students. The School had deliberately grown its structure to support student welfare over the last 2 years and had increased the number of Supporting Wellbeing and Nurturing Strength (SWANS) appointments on offer.

- **Governors asked what had been done to make students aware of sexualisation issues. It was reported that** a big launch was done to raise awareness and the increase in referrals and disclosures to the School meant that it was a positive that the students trust staff to support them. The School had requested further training and support from external agencies to provide joined-up support and advice. The HT thanked Mrs Hainey, who was leaving the School to move on to a higher role elsewhere, for the great job she had done to support students, saying that she would be missed and that she left behind a positive legacy.
- **Governors asked whether safeguarding risks' safety plans were in place. It was reported that** every student considered medium or high risk to life had a risk assessment and the School worked with external agencies, parents and carers.
- **Governors asked what guidance was available to parents and students. It was reported that** every student was given a card of emergency numbers and the Newsletter also contained helpline contact numbers for support and staff had been provided with a helpline response automatic email which goes to students if staff are contacted outside of School time (as had happened in the past).
- **Governors asked whether there was a Trust led initiative. It was reported that** Mrs Hooley had returned to her post as Trust lead for the safeguarding hub. **ACTION:** Governors asked that the data plot incidences in terms of whether incidents are 49 students each with 1 incident or 1 student with 49 incidences.

It was reported that the ratio of achievements to consequences had had been 14 to 1 at the start of the year, but this was dropping so the School was addressing the issues thought to be causing that. Yr7 were doing well behaviourally, but fixed term exclusions (FTEs) were of concern although the School's numbers were lower than national figures. Assaults on site were also of concern and reflect national figures Police had informed the School.

7.4 Staff welfare **It was reported that** there had been Trust support for the DfE Wellbeing Charter across Trust schools and stress management toolkits were being considered. The Trust send out regular updates, such as the

Menopause Policy and Stress at Work Policy and every member of CHS staff had an additional hour of Planning, Preparation and Assessment (PPA) time each week, which had been built into next year's timetable. Temporary Leader posts had been created to support the School Development Plan and better use of streamlined data systems was resulting in staff feeling data entry was worthwhile and purposeful. In response to a **Governor query, it was reported that parents' evenings were still being held online, with overwhelmingly positive feedback reported by parents and staff. 6th Form students had been given longer appointments following parent feedback. Governors advised that** key to understanding issues such as menopause is training, risk assessments and actual active support.

- **Governors asked where the Trust stood on EDI. It was reported that** the Trust were looking into it.

School Priorities

8.1 Self-Evaluation Form (SEF) and next steps Paper 8.1 SEF June 2022 uploaded to GH prior to the meeting, was received. The HT advised Governors to familiarise themselves with the SEF as its priorities, based on what was right for CHS students, aligned themselves closely with the Ofsted framework.

- **Governors asked how the School knows it is achieving its SEF targets. It was reported that** external audits and reports helped analyse this. The Trust had provided a template SEF, on which the key areas had been listed. The School would be in the OFSTED window in January 2023 and Governors would be provided with training support from the School and the Trust.

Governors recognised the support the Trust provided to the school for SEND needs and requested that the Trust continued to improve and build on that support. Governors were concerned that the Trust Scheme of Delegation (SofD) did not provide clarity on their role and Governors were concerned that they were not able to fulfil that role properly without better understanding of the school's financial position and risk register. **8.2 School Development Plan (SDP) Paper 8.2 School Development Plan** uploaded to GH prior to the meeting, was received.

LGB Appointments

9. It was reported that after 20 years teaching at CHS, Mkh was retiring, after doing summer school for CHS. LB was also stepping down from her Governor role at the end of her term in November. MH would also be stepping down as Staff Governors will no longer be sitting on TLA LGBs. Governors thanked Mkh, LB and MH for their contributions and hard work for the school and the LGB and thanked Mkh for his years of service as a great teacher. Mkh thanked Governors and said it had been an honour to work with such great teachers at CHS. **It was reported that** TLA LGB current Chairs would be serving for the 2022/2023 academic year and that JG would be Vice Chair with a focus on performance, US Vice Chair with focus on student welfare and JT will also remain as Vice Chair with a focus on leadership and the Development Plan.

9.1 Governors were asked to download the GH Health Check and send their responses to the Clerk.

9.2 It was reported that the Trust is carrying out a systematic DBS update across the Trust and the Clerk will be in touch with Governors about the process.

Local Matters

10.1 Estates Development It was reported that site development was ongoing with improvements to the sports hall and the building of a darkroom. Other matters were reported under Part 2.

10.2 Website Audit It was reported that it was a Trust requirement that a School website audit be carried out. The HT had completed the Trust template Checklist and the Chair would cross check. The School had the expertise of Mrs Kenyon to support its IT communications.

Finance

11.1 Monthly Management Accounts P9 Income and Expenditure Report uploaded to GH prior to the meeting was received.

11.2 Budget 2022/2023 It was reported that the budget forecast for the end of the 2021/2022 School year was very healthy. Reflecting national trends, the School had seen large energy cost increases and had come out of energy contract last Autumn. The Trust was looking to get all TLA schools on to the same provider for cost efficiency purposes. All schools would be receiving a school support grant from the Government for 2022/2023 to help offset energy and food costs. The School is overstaffed for the next academic year, to assist with recovery and an advert for Learning Mentors had gone out, but the 2022/2023 budget remained strong and the Trust was satisfied with the figures and a teacher pay-rise had been accounted for just in case. On **Governor query it was reported that** the School had previously considered installing solar panels but a Trust wide environment plan was being discussed.

Policies	
12. Governors noted that all statutory policies were up to date as at 15th June 2022.	
Matters to Share with the Trust Board	
13.1 Governors recognised the support the Trust provided to the school for SEND needs and requests that the Trust continued to improve and build on that support.	
13.2 Governors were concerned that the Trust Scheme of Delegation (SofD) did not provide clarity on their role and Governors were concerned that they were not able to fulfil that role properly without better understanding of the school’s financial position and risk register.	
13.3 Governors would like to know whether the site development plans were a sustainable future proof build in terms of the environment, energy costs and IT resources.	
Matters for the Trust Board to Share with the LGB	
14.1 Governors noted the Trust Board Away Day 15 th July at Sir William Stanier School to which all were invited.	
14.2 and 14.3 Governors noted the contents of the Government White and Green Papers’ Summaries. The HT advised that the Trust Board was aware that growth needs to be right for the Trust and its schools and the Trust was not rushing into anything.	
AOB	
Nothing to report.	
Next Meeting : Meeting Closed 8:22pm	Next Meeting Wednesday 12 October at 6pm at CHS

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