



Local Governing Board to The Learning Alliance

CHESHIRE STUDIO SCHOOL LGB

Blended Meeting

MINUTES – Part I



Date: Wednesday 15 June 2022 at 4:00pm

Present:

Mrs C Millson (Chair)
Mr D Hermitt (via Teams)

Apologies

Ms J Brogan (JB)
Mr N Jackson (NJ)
Mrs A Sennett (AS) (Vice Chair)

In attendance:

Mr J. Whittaker – Headteacher (HT)
Ms M Hawkins (MHS) (items 4 & 5)
Mrs K Key – Deputy Headteacher (KKY)
Mr C Leigh – (CLH)
Mrs N Phillips – Director of Operations & Finance
Ms A Thatcher – (ATR)
Mr D Walton (observer- prospective governor)

Clerk: Dr. A Howells

Administration

- Welcome, Apologies and Quoracy - The Chair welcomed everybody to the meeting, apologies were received and accepted from JB, NJ and AS. Quoracy was not confirmed. The meeting proceeded on the basis of receiving items and confirming any decisions at the next quorate meeting. DW attended the meeting as a prospective governor in an observer capacity.
- Declarations of Interest - There were no declarations of personal or prejudicial interest.
- The Minutes of the meeting of the CSS LGB held on 10 March 2022 uploaded to Governor Hub (GH) prior to the meeting, were **noted** as “Chair approved”. Matters Arising – The Action Log was updated as noted thereon. **KKY advised that** the annual report on the use of Pupil Premium (PP) would contain detailed information on the apportionment of funds. In broad terms, half of the PP funds were directed towards Teaching and Learning, whilst a quarter was focussed on curriculum activities. **The Chair agreed** to meet with the HT and KKY to determine the most effective way to report all premium funding to avoid unnecessary or inefficient reporting tasks.

4. Admissions Update

- Admissions update - Paper 4.0 to 7.0 CSS LGB HT Presentation June 2022, uploaded to GH prior to the meeting, was **received**. The HT provided a chart that summarised the current student population by year group. Data was available for Knutsford Academy (KA) and CSS, since KA was the feeder into CSS. **It was reported that** applications for Yr7 entry into KA for 22/23 remained strong, with the 220 PAN expected to be met. The admissions appeal process was still ongoing, so Yr7 entry numbers were not yet confirmed. However, the larger yr7 entry would likely lead to an increase in entry to the Studio School downstream. **It was reported that** the Yr10 intake for CSS in September 2022 was predicted to be around 30. The football academy and pathways in Construction and Health, remained popular. Yr12 entry numbers appear less predictable, although all 34 pupils currently in Yr12 were expected to progress into yr13.
 - Governors queried what actions were being undertaken to market CSS further.** Governors were advised that the use of alumni, business networks, and general promotion of apprenticeships, (including degree apprenticeships), along with submitting positive news stories to the Guardian were all being pursued.

5. School Performance

5.1 & 5.2 Sixth Form Update and Curriculum Shape. Governors received and noted the report on pupil performance in Paper 5. Governors also received an oral presentation on the curriculum offer. **Governors noted that:**

- the curriculum shape continued to maintain a skills-based focus with pathways aligned to work experience and apprenticeships.
- The football academy continued to remain popular. Governors were advised that an element of the curriculum offered work experience within the USA, which also included an inter-college tournament. Four students had secured offers of scholarships to study in the USA.
- **Governors questioned information on destinations**, and were informed that many had secured employment within the sports industry, both in the USA and UK.
- **Governors also challenged whether female students were able to access the football academy.** They were advised that whilst access was available, the opportunity to undertake practical experience was restricted due to fewer female football teams.
- Other curriculum disciplines offered were aligned to local and regional employment opportunities. Alumni and local business links continued to be nurtured to secure employability insights as well as potential work experience opportunities.
- Progression Masterclasses had been planned for delivery in June to support current pupils.
- **Governors challenged whether in-School progression opportunities were designed into the wider curriculum offer, specifically around transition between Yr11-Y12.** Governors were advised that it was under continual review and when it was not available, it was often a consequence of not having the required facilities or expertise. In such cases, students were provided with further career advice and guidance.
- New curriculum opportunities remained under regular review. The approach was to ensure that it offered links into regional employment opportunities.
- There was an increasing understanding by employers of the wider range of apprenticeships opportunities, including higher and degree apprenticeships, which might impact the future cohort profiles within the School, attracting more academically-able pupils.
- In response to a **Governors question**, MHS confirmed that positive feedback had been received from former pupils on the effectiveness of the curriculum to provide employment and that the alumni network was now increasing access to the business network with the added benefit of increasing access to work placements' opportunities.
- The use of "the Pledge" appeared to make a positive contribution. Examples had included making available mock assessment centres as well as providing access to local employers such as Manchester Airport.

5.2: Staffing Update: A confidential staffing update was provided and was recorded in Part2 Confidential Minutes. **The Headteacher confirmed that** teaching staff were in place to deliver the curriculum in 2022-23.

5.3: Progress Data: Governors received a report in paper 5.3 published in advance on GH. The data was updated at the meeting to provide the latest information on expected grades for KS4 and KS5 pupils. This was based on assessments undertaken in the spring and early summer terms. These indicated an ongoing positive trajectory, although caution was expressed as numbers in the School were small, which could result in significant percentage swings arising from individual pupil performance.

- **Governors asked what actions had been taken to mitigate the impact of lost teaching and learning as a result of COVID and whether there remained challenges to address prior to the end of assessment period.** The HT and KK provided detailed information on the additional support that had been provided to pupils, with worked examples shared for English, Mathematics and Sciences. Governors noted that different strategies had been deployed to meet the specific requirements of the curriculum and students. **The HT also reported** how specific catch-up funding had been deployed, which had involved the use of existing staff providing additional tutoring and revision

support, as opposed to procuring external tutors through national programmes. The School's approach had secured greater engagement and could be targeted to support individual pupil need. Progress data was provided within the report. Expected grade at KS5 had improved since the previous data review, and were now averaging 25.05 points or an equivalent of "C-" for the cohort.

5.4 & 5.5: SEND and Pupil Premium Update: Governors received summary of SEND and PP performance data within papers 5.4 and 5.5. posted in advance on GH. ATR provided a summary update on the work being undertaken to support Special Education Needs (SEN) and PP pupils. An approach, named "Focus Fortnight", was being used to undertake subject-based reviews which identified areas of effective practice and areas for development. Outcomes were then used to prioritise activities at a subject-level that could become embedded. The approach taken involved lesson observations, book reviews and student voice engagement. Outcomes were shared beyond the subject area in order to embed effective practice across the School. Two subject areas had undergone review, and found the approach beneficial. Governors were provided with a list of strengths and development areas arising from these exercises. Governors were also appraised of changes to roles and responsibilities to staff supporting SEND activities. These changes, supplemented by training and Continuous Professional Development (CPD) would enable the School to provide more effective support and also respond to the increasing number of pupils with Education Health and Care Plan (EHCP) requirements. This number currently stood at 11.

- ***Governors challenged whether there was sufficient staff resources available to meet this growing need,*** and assurance was provided.

Governors were also updated on the mechanisms being used to communicate with families whose pupils were receiving learning support. They were also advised by ATR that an exercise with parents/carers to highlight free-school meal qualification and benefits was being undertaken during the summer term to assist with the current economic challenges.

5.6 Behaviour: Paper 5.6 in the report posted to GH provided a statistical breakdown of pupil exclusions in year-to-date. 30 Fixed Term Exclusions (FTEs) and one Permanent Exclusion had taken place. Whilst behaviour in the School was good overall, the HT noted that 2021/22 had seen more unsettled behavioural incidents. Anecdotal evidence from other local HTs was that they had witness similar experiences in their schools as a consequence of the post-pandemic return to school study.

6 Attendance

6.0 Attendance: Governors received attendance data in paper 6.0 issued in advance on Hub. Comparison with national data and also with KA highlighted that the School was lower. However, comparison with previous Studio School data only indicated a -4% difference. Governors were provided with a detailed breakdown of the factors which contributed to this change and the overall attendance rates. In summary, the rates were negatively affected by a small number of pupils. Three anonymised case studies were shared. These were used to also explain the approach that the School was taking to address poor attendance and enhance engagement. These included adopting a more flexible and hybrid approach to curriculum delivery, which included on-site delivery, work experience and alternative provision, with provision built around the needs of the pupil. Early results had demonstrated significant improvement in engagement and attendance rates.

7 Safeguarding

7.0 Safeguarding: A summary of the safeguarding key actions was included in paper 7 posted on GH in advance of the meeting. The actions aligned to the priorities identified and agreed for 2021/22. Governors were informed by CL that all actions and developmental objectives had been completed. **Governors noted in particular that:**

- key staff had undertaken CPD and secured additional qualifications
- regular meetings with the safeguarding governor each term were occurring
- higher level support from the Safeguarding Children In Education Settings (SCIES) Team was being provided and found effective

- A member of the team had a focus on alternative provision and was developing links and managing placements.
- No significant changes in pupil numbers had occurred.

Governors were also updated on mental health issues. Staff restructuring, including the addition of a new role had enabled support to be better targeted. Child protection would become a focus. The impact of COVID had highlighted the additional support needed and governors recognised that recovery work would likely take a long-term approach. Governors suggested that the use of SCIES to undertake an additional audit in 22/23 could offer advantages and identify any other emerging issues. **It was agreed** to include this within the priorities for 22/23. Governors also encouraged the leadership team to continue with the recent work on flexible curriculum delivery in order to maintain attendance and engagement and support individual safeguarding actions.

- **Governors queried whether pupils residing outside Cheshire were receiving appropriate levels of support from their “home” Local Authorities.** It was confirmed that this was the case.

8. LGB appointments

8.1 Constitution: **Governors noted** the current LGB membership composition and vacancies and that a parent governor election process would be undertaken in the autumn. **The Clerk confirmed that** a skills audit had been completed. **[Action Chair/Agenda]**

8.2 Governor Health Check: **It was agreed** to defer the exercise until the next meeting. Members were asked to review the Governor Hub tool and consider responses to the questions set in advance of the meeting. **[Action LGB members/Agenda]**

8.3 Terms of Reference: **These were received and noted.** The position of vice-chair would be considered at the next meeting **[Action Clerk/Agenda]**

9. Local Matters

9.1 Estates Development [Item reported under Part 2 minutes]

10. Policies :

It was noted that all policies were up to date and published on the School website

11. Matters to Share with Trust Board

None

12. Matters for the Trust Board to Share with LGB

12.1. Trust Away Day: **The Clerk advised that** a communication would be issued this week providing more details on TLA conference to be held on 15 July. Governors asked whether keynote speakers could be recorded and shared for those unable to attend.

12.2 Government White Paper Summary: A link had been provided via Governor Hub

12.3 Government Green Paper Summary: A link had been provided via Governor Hub

13. AOB

13. Annual reporting of GDPR and Accidents: These would be reported at the next KA LGB meeting and circulated to CSS Governors.

Date and Time of Next Meetings:

All to commence at 16:00 in person- participation via Teams may be requested.

Monday 26 September 2022

Monday 16 January 2023

Tuesday 2 May 2023 (provisional, subject to Bank Holiday arrangements)

Monday 26 June 2023

Minutes approved:

Date:.....

Action Log – Post March 2022 Meeting		
Action and Item Number	By Whom	By When/Complete
3. To confirm the Chair’s Approved minutes of 20 March 2022 Meeting	LGB	September 2022 Meeting
3. The HT agreed to meet with KKY and the Chair to discuss effective way to report PP funding	HT/KKY/Chair	Autumn Term
8.1 Election will be held in the late Autumn term 2022	SLT	September/October 2022
8.2 LGB Health Check – to undertake in September LGB meeting, arriving at a consolidated outcome. Governors to prepare individual responses in advance	LGB	September 2022 Meeting
8.3 To consider nomination(s) for Vice-Chair for 2022-23	LGB	September 2022 Meeting
March 2022 Meeting	By Whom	By When/Complete
7.1.1 Updated pupil progress data projections, including destinations	HT	Completed reported to June 2022 meeting
8.3 Enhancing communication with parents on SEN identification and actions	HT	Completed – reported to June 2022 meeting
12. Income lines on finance reports to set out specific income streams	COO	As soon as appropriate.
November 2021 Meeting		
6 The COO will include separate apportionments for leadership & Staffing costs, and include appropriate income lines in the management accounts.	COO	Completed - budget process. Link to use of premium funds to be provided on Governor Hub [AT following June meeting]
12 Trust to recommend NGA learning Link Modules	Clerk	Exclusions module recommended to date – ongoing.