



**CONGLETON HIGH SCHOOL LGB
MINUTES – Part I**



Date: Wednesday 19th June 2024 at 4:00 pm.

<p>Present:</p> <p>Mr R. Benson (Chair) Mr J. Green (JG)-arrived at 4:35 pm Mrs J. Turner (JT)-arrived at 5:13 pm Mr S. Worthington (SW)</p> <p>Apologies:</p> <p>Prof T. Sadat-Shafai (TSS) Mr P. Turner (PT) Mrs K. Powell (KP)</p> <p>Absent: n/a</p>	<p>In attendance:</p> <p>Ms H. Thurland – Headteacher (HT) Mrs L. Darling – Deputy Headteacher (LD), arrived at 4:35pm Mrs L. Salt – Deputy Headteacher (LS) Miss J. Boulton – Assistant Headteacher, Head of 6th Form (JB) - arrived at 4:40 pm Mr P. Blaylock (PB) - Assistant Headteacher (Inclusion) Mr E. Tyrrell (ET) - Assistant Headteacher Mr M. Warren (MW) - Deputy Headteacher Dr Allan Howells - Director of Quality TLP (AH)</p> <p>Mr J. Marsh (JM) - observing</p> <p>Clerk: Mrs S. Pomeroy</p>
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Administration

- The Chair welcomed everyone to the meeting. Apologies were received and accepted from TSS, PT and KP. JT had informed governors that she would be late arriving at the meeting. The meeting was not quorate until JT arrived, and the minutes of the previous meeting were approved at this point. The minutes are recorded in agenda order for ease of reading. There were no Declarations of interest with the business of the meeting.
 Unless stated otherwise, all papers and policies had been uploaded to Governor Hub (GH) prior to the meeting.
 The Chair welcomed Justin Marsh (JM) as an observer to the meeting. JM had been appointed as a governor with effect from 01.09.24.
- The minutes of the CHS LGB Meeting held on 8th May 2024 were approved as a correct record of the meeting.
 Matters Arising – The actions from the previous meeting were updated and are included at the end of these minutes. The following matters arising were discussed:
 - Support for Headteachers-AH explained that there is a mix of informal and formal support available to Headteachers. There is an informal buddying arrangement, one to one meetings with the CEO and line management with the Director of Education. RB would discuss the issue at the next Chair’s Forum in July 2024.
 - Staff survey-the Headteacher reported that she had received only a summary from the HR Director, and she is awaiting a more detailed report to prepare an action plan. AH would follow up again with the HR Director.
- Richard Benson had indicated that he would be willing to serve as Chair of the LGB for a further year (2024-25). The clerk had asked for any further expressions of interest via Governor Hub, and none had been received. RB’s appointment as Chair would formally be approved at the Governance Committee on 18.07.24.
- Governors’ Skills Audit- AH thanked governors for completing the audit. The analysis showed strong coverage across the board and did not highlight any training needs for the LGB as a whole. Individual governors had highlighted training needs associated with their link governor role and the clerk would provide some relevant materials.

Leadership and Management

5. School Improvement Update 2023-24

An update had been provided at the previous LGB meeting on 08.05.24 and the Headteacher informed governors that there was nothing further to report.

6. Priorities for 2024-25

Governors had attended a workshop with the Headteacher and SLT on 12.06.24 to identify priorities and the resulting School Improvement Plan 2024-2025 Overview had been included in the meeting pack (Paper 6). The Headteacher is now considering the actions required to underpin the priorities. The DCEO and Director of Education would visit the school for a challenge meeting on 21st June 2024 and further adjustments may be made to the document following this visit.

The Chair commented that governors are happy with the progress made so far on the priorities for 2024-25 and the document would be reviewed again in September 2024.

Quality of Education

7. Examination Results Year 10 and Year 12

LS provided an update:

Year 10

- Year 10 outcomes will be based on attainment only as there is no KS2 data for this cohort.
- CAT4 tests were used to generate FFT targets. This generated an Attainment 8 target of 50.5.
- Trial exams have indicated a stronger A8 value of 50.3.
- Subject analysis-Languages are still an area of concern, and the school is on a long-term journey with languages. Students are under-performing in food and nutrition. SLT are reviewing the data with all team leaders.
- Work ethic and attitudes are good in this cohort.

JG and LD arrived at 4:35 pm.

Q. Is it correct that there will be no national data for progress with the Year 10 cohort?

R. That is correct. However, the school still has a “value added” mindset and is looking at how to stretch pupils.

PB added that the school now has a strategic system in place to identify students who require access arrangement testing.

JB arrived at 4:40 pm and provided an update:

Year 12

- Assessment point 2-very positive. Results have increased from assessment point 1.
- Average grade is B-. Assessments were rigorous.
- Year 12 – Assessment 2 data
 - Alps quality indicator for A Level – 3
 - Alps quality indicator for Vocational – 5
 - Alps Performance measures A Level – B-
 - Applied General – M+
 - Technical – D+
- Subject areas causing concern are Geography, BTEC Sport, Art and Design. There are small numbers of students taking these subjects and if only a few students improve by one grade, then these subjects will move up the quality indicator thermometer.
- Boys are slightly underperforming. However, their attendance is good.
- Behaviour and attitudes are good in this year group.
- Vocational subjects Year 12-boys are performing better than girls.
- Overall, performance in vocational is not as strong as in A Levels.
- Intervention plans are in place and detailed in the report.

- From September 2024 the school will work on “Preparation for Excellence”. Students will have fuller timetables and the emphasis will be on developing independence and study skills.

Q. Why is the school not offering Business Studies and will this have an impact on students wanting to stay on into the sixth form?

R. The school does not have the specialist staff to deliver the subject. The school has looked at the outcomes and analysed the under-performance. The aim is to re-build the faculty and develop the staff.

8. Admissions and Pupil Numbers

The Headteacher provided an update:

- There has been an increase in the projected intake number for September 2024 and the school is expecting to admit closer to 190 students.
- There has been interest in places from students in the Biddulph area.
- Year 8 is over PAN and the school will admit over PAN where it can.
- Transition arrangements have been strengthened and are going well. Extra visits are offered to pupils if required.
- The partner primaries are invited to the school’s musical production.
- The school is building a relationship with Dove Bank Primary, the newest school to join the Trust.

9. SEND Report

Information was included within the Headteacher’s Report June 2024.

- SEND continues to be a focus area and since September 2023, the provision has been strengthened and improved.
- The new SENCO started at Easter 2024 and new systems have been established such as tracking the EHCP review process and provision mapping.
- The Trust SEND lead has provided valuable support to the school.
- The HUB provision for pupils struggling to access mainstream education has been strengthened using Oak Academy lessons which are aligned to the taught curriculum.
- A stepped approach has been used to bring students back into school, some of whom had been out for 12 months.
- The school is still dealing with legacy issues but there has been a shift in attitudes from parents as the school has worked hard to improve relationships.
- The Local Authority has recognised the quality of the school’s work in SEND.
- PB will observe lessons to quality assure the provision for Pupils with SEND. CPD needs will be identified, and training arranged where required.
- There is a new process for access arrangements, implemented in line with Trust recommendations, enabling earlier intervention and more timely processing.
- There is a whole school approach to Reading and PB will work with new AHT and literacy lead to ensure that it is fit for purpose for pupils with SEND.
- The school has plans to formalise student voice activities for pupils with SEND. There are also plans to gather parental voice specifically in relation to SEND.

Governors recognised the impact PB had made in improving SEND provision since his appointment at Easter 2024.

10. Looked After Children Report

LD provided an update:

- The school now has 17 Looked After Children; this is the highest ever number.
- The school works closely with Cheshire East and the Virtual School.
- ET ensures that PEPs are in place and reviewed regularly.
- PB is taking on responsibility for Looked after Children and running a transition programme.

11. Curriculum-Link Governor Monitoring

- There were no reports available for this meeting.
- KP had scheduled a safeguarding link visit with LD for next week.

- JG had carried out a monitoring visit on 04.06.24. He had met with LS to discuss how exam preparation (focusing on areas where the school had concerns), an early view of exam issues/concerns and areas where governors could help with respect to data.

Personal Development

12. Attendance

LD provided an update:

- Attendance has remained above the national figure throughout this academic year but there is scope for further improvement. It currently stands at 91.2%.
- The partnership with Cheshire East's attendance team is now very well established and has had a positive impact on attendance with some of the hardest to reach families.
- Changes to systems and processes have been implemented ready for the new academic year.
- PB has carried out some effective work to reduce PA, which is often linked to pupils with SEND. There has been a focus on re-engaging with pupils and their families to bring students back into school.
- The Local Authority is pleased with the work at the school and is using CHS as an example of best practice.
- There is a growing trend, both nationally and locally, of families choosing to electively home educate their children. There is a wealth of information available online to parents.

Q. Is the Trust providing any support on attendance?

R. The Trust is working with the Local Authority and there are also opportunities to share best practice with other schools within the Trust. The Oaks Academy has improved its attendance and CHS is working with them to share strategies.

13. Behaviour

The Headteacher provided an update:

- ET has led an initiative focussing on punctuality to lessons as this has an impact on behaviour in lessons. All the data indicates that there has been an improvement.
- Strategies are in place to ensure a prompt start to lessons.
- 15 students have recently been identified across Years 8, 9 and 10 due to persistent lateness. This group also have other issues and parents have been involved and interventions put in place. Clear targets are set around punctuality and the school is already seeing evidence of an improvement.
- During the last half term Tutors have been focussing on Superstars, Concerns and 'Ghosts'. Each week Tutors meet to discuss each of these areas. The information is taken back to form time and shared with the identified students and parents. All year groups have shown an improvement in their ratio of Achievement points to Behaviour points. The next step is to reduce the difference between SEND and PP students and the overall ratio.

JT arrived at 5:13 pm.

Q. On the data for suspensions and exclusions Year 8 stands out. What action is the school taking?

R. The school is considering the support for these pupils; suspensions are not now having the desired impact for some pupils. The Reset room is being used as an alternative to suspension. There have been 338 incidences of students having to be placed in the RESET room and 68 incidents would have resulted in a suspension before the room was available. The school is also working closely with other local schools to provide alternative provision.

Q. How is the school responding to issues of drug use amongst pupils?

R. The school has referred pupils to two agencies (Change, Grow, Live and Queensberry AP) for support. Excellent feedback has been received from year 8 and 9 students. This issue is also addressed through PHSE, assemblies and the PD Curriculum. More students now feel that they can approach staff for help and the new House system has fostered a sense of community.

Q. Does the school still do “Stop Days?”

R. The school has moved to timetabled PSHE lessons to ensure that a more comprehensive coverage of issues. Specific, targeted stop mornings will still be offered.

Welfare

14. Safeguarding-Paper 14

Wands for vaping are being considered. They are proving to be successful in other schools. The policy would need to be updated and approved in September 2024.

Q. Is there an annual assurance framework for safeguarding?

R. Safeguarding reviews take place from the Trust and from the SCiEs team on alternate years. The school also completes a Section 175 annual audit for the Local Authority. The Trust also has a Safeguarding lead and Safeguarding link trustee who reports to the Trust Board.

Governors noted that it would be useful for governors to be able to track the actions from any audits and the Headteacher agreed that these could be added to the meeting papers in future. Safeguarding trends and school specific challenges are already identified in the Safeguarding report.

15. Welfare and Wellbeing – Students

This item had already been covered.

16. Welfare and Wellbeing – Staff

The Headteacher explained that it had carried out a short, anonymous questionnaire with staff. The results were included in the Headteacher’s report. The questions had been based on those used by Ofsted. The school was already aware of any issues raised and was addressing them.

Governors expressed concern that the survey was not detailed enough and did not provide enough information. The Headteacher explained that the school was still waiting for the detailed report from the Trust well-being survey and, in the meantime, had decided to carry out its own, short survey to gain a sense of staff well-being and where staff are accessing support. The school also has information from staff focus group meetings and a summary of this could be shared with governors.

Q. Is staff turnover tracked? Does the school currently have any vacancies?

R. There are no major concerns regarding retention and recruitment of staff. The HR Director at the Trust has an overall picture of turnover and the new SBM at the school would track this locally. Staffing at the school has been stable and there has been some turnover due to promotion, retirement and relocation. The school is not expecting any vacancies in September 2024.

Q. Are there any concerns with recruitment and retention of support staff?

R. Recruitment of support staff is a challenge nationally in all schools. Some flexible working has been offered to retain staff. The Learning Mentor has not been replaced and the role has been changed. The Trust is providing opportunities for staff to work in different roles and/or in different schools. The aim is to retain the best staff within the Trust.

Q. What is the school’s policy on non-specialist teaching?

R. The school has reduced the amount of non-specialist teaching. ITT providers do not always insist on trainees having a first degree in the subject. The school’s policy is to recruit teachers with a degree in their chosen subject but will also take relevant experience into account.

Local Matters and Stakeholder Engagement

17. Local Policy Approval

- Charging and Remissions Policy
- Accessibility Plan
- Allergy Policy
- Governors approved the policies above.

Q. How is training, for example on First Aid, recorded and monitored?

R. The new Business Manager will collate all training information. Training is part of staff induction. Staff must sign in for training and the Blue Sky platform is used as part of the HR system for logging CPD.

Q. Does the Trust have a policy on training and compliance?

R. AH would follow up on this with the HR and H&S leads.

Health and Safety Policy (Trust Policy to adopt)

It was noted that the Health and Safety Policy was a standard Trust one which had been personalised to the school. The front page required amending.

18. Governor Training Update

- Governors were reminded to log on Governor Hub any training they have completed.
- Governors noted the Trust Governor Conference on 13th July 2024. AH informed governors that the programme had been changed due to a lower than expected number of attendees. The emphasis would be on opportunities to interact across different levels of governance and to build networks.

19. Stakeholder Engagement – Parents/Carers-Paper 17

Details were included in the Headteacher’s report. The emphasis had been on SEND and new intake families.

20. Stakeholder Engagement – Wider Community

A range of community engagement activities are detailed in the Headteacher’s report. An scholars’ awards evening would take place in the Town Hall on 18th July 2024 for 50 students and staff.

21. Communication to Trust

Acknowledgement of the Trust support for SEND and Safeguarding.
The chair would raise the issue of support for Headteachers at the Chairs’ Forum.
Consideration of the impact school’s budgetary challenges on educational provision.
Information requested on the Trust’s EDI Policy and Sustainability.

22. Communication from Trust

AH informed governors of the following:

- The next Trust Board meeting would take place on 18th July 2024.
- An external review of governance is underway and would report back to the Trust Board. Any issues relevant to the LGBs would be fed back.

AOB

The Chair thanked Mike Warren for his service to the school as Deputy Headteacher and wished him a happy retirement. He noted the Headteacher’s first year at the school and commented on the improvements made over the that time. The school had focussed on clearly identified priorities and he looked forward to improved outcomes for the students. The Chair also thanked Ed Tyrell for his work with the leadership team at the school.

Q. Is there a report available from Mike Cladingbowl’s review of progress from the Ofsted Report?

R. The school has only just received the report. It would be shared with governors in September 2024.

Q. Are parents invited to Sports Day?

R. No, this is not standard practice in Secondary schools due to safeguarding issues.

Meeting Closed at 6:40 pm

Next Meeting: Wednesday 18th September 2024 at 5:00pm at Congleton High School

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

Actions: From the meeting held on 08.05.24

Action	Who	When	Update
6. To discuss possible reduction in PAN with the Trust.	HT	19/06.2024	
14.0 To share with LGB results from Trust staff well-being audit.	HT	19/06/2024	School is awaiting detailed report. AH to follow up.
14.1 To discuss support for Headteachers at the next Chair's Forum.	RB	19/06/2024	Would be done at the next Chairs' Forum in July 2024

Actions: From the meeting held on 19.06.24

Action	Who	When	Update
5. To review the SDP 2024-25 priorities.	LGB	Sept-24	
17. To check with HR and H&S on the recording of training and the compliancy framework.	AH	Jul-24	
21. To follow up the issues under agenda item 21 with the Trust.	AH	Jul-24	