



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



**Date: 29<sup>th</sup> March 2022 at 6pm.**

**Present:**

Mr R. Benson (Chair)  
Mr J. Green (JG)  
Prof T. Sadat-Shafai  
Mrs J. Turner (JT)  
Mr P. Turner – (PT)  
Mrs S. Jorgensen (SJ)  
Mr U. Smith (US)

**Apologies:** Mr R. Machin (RM)  
Mrs S. Hubball – (SH)

**In attendance:**

Mr M. Warren (Interim Headteacher) (MW)  
Mrs L. Darling – Deputy Headteacher (LD)  
Mr. R Cartlidge – Student Leader (Items 1 - 4 only) (RC)  
Miss L. Fraser– Student Leader (Items 1 - 4 only) (LF)  
**Apologies:** Miss L. Salt – Interim Deputy Headteacher (LS)

**Clerk:** Mrs C. Gritton

**Administration**

1. The Chair welcomed everybody to the meeting. Apologies were received and accepted from RM and SH and the meeting was quorate.
2. There were no declarations of personal or prejudicial interest.
3. The **Minutes of the CHS LGB Meeting held on 18<sup>th</sup> January 2023** were confirmed as **approved**.  
Matters Arising – MW thanked Governors who supported the school during the recent Ofsted inspection and in the new Headteacher interview process. MW reported that he felt well supported by staff and Governors and Governors thanked MW for his work on both processes.

Unless otherwise stated, Papers were uploaded to Governor Hub, prior to the meeting.

**4. Student Leader Presentation**

**It was reported that** Student Leaders’ work focuses on being role models and highlighting student voice, whilst celebrating diversity, supporting charity and engaging with Yr6 feeder pupils. Student Leaders are advocates for good mental health, environmental issues and Special Educational Needs and Disability (SEND). Student Leaders work as peer mentors, ambassadors and volunteers. LD and MW reported that the Student Leaders are evident all around the school and have a positive and impactful presence. Governors were pleased to note that Student Leaders are working hard to inspire the next year’s Student Leaders and RC and LF thanked the Senior Leadership Team (SLT) for putting their trust in them to be such an important part of the school community. Governors thanked the Student Leaders for their work and praised them on their impressive presentation. **Challenge: Governors asked whether there is anything they can do to support Student Leaders.** **The Student Leaders reported that** the school and peer support is already very good, but would bear the LGB’s question in mind. SJ is the Student Liaison Lead and will arrange to meet Student Leaders in the summer term.

**5. School Performance**

**5.1 School Improvement Plan (SIP) Paper 5.1 SIP was received.** The new Headteacher will be in post from the start of the 2023 summer term and a supportive transition and handover is planned. The new Headteacher will attend the summer term LGB meeting. The SEND cohort numbers have increased, but improved monitoring and increased staffing are in place to support those students. Ofsted had looked at the SIP and the report praised personal development of students and student leaders and the ambitious reading programme. A new SIP, following a Trust template, is being prepared with the new Headteacher’s input. Further discussions were held under Part 2.

**5.2 Admissions and Pupil Number Update Paper 5.2 Admissions and Numbers, was received.** The majority of 6<sup>th</sup> Form interviews have been completed and were worthwhile. Firm September 2023 6<sup>th</sup> form student numbers will not be known until summer examination results are received, but expectations are positive as current numbers look to be around 130-135. Yr7 September 2023 admissions look to be around 210 with a Pupil Admission Number (PAN) of 230, but numbers nationally show this as a smaller year group. **In response to Governor Challenge, it was reported that** MW and the SLT are carrying out analysis of the numbers of

students coming from CHS' feeder schools. Last academic year CHS had 24 feeder schools and this coming year there will be 28.

**Challenge: Governors asked whether the 6<sup>th</sup> form is at capacity at 135. It was reported that** this is not the upper limit as the school adjusts staffing to fit with student needs as subjects become more popular. Capacity issues might arise in technical labs, but the school are keeping a watch on that.

5.3 Pupil Progress and Attainment **Paper 5.3 Pupil Progress and Attainment, was received. It was reported that** 6<sup>th</sup> form results are pushing towards an average Grade B, but holding at a C+. Maths and English catch-up lessons have finished as all students have now passed GCSEs. A number of the current Yr11 have individual medical and personal challenges, but targeted interventions and alternate provision support are having positive impacts. It is anticipated that Progress 8 (P8) will see improvement and high ability students are expected to achieve a number of 8s and 9s across the board when examinations take place. The school is disappointed to note an increase in the number of Unconditional University offers, which can in some cases, lead to a reduction in effort, leading some students to achieve lower grades than those of which they are capable, so the school is keeping a watch on this.

**Challenge: Governors asked whether any P8 national metrics were available for comparison. It was reported that** not much data for that exists. Standardised scores have been levelling out and the CHS cohort has remained fairly constant. The Government have not released what they think P8 scores will be.

**Challenge: Governors asked whether the Trust would collate that data across its schools. It was reported that** the Trust schools have different cohorts of different sizes, each with its own challenges and curriculum, so this would not necessarily be useful data comparison.

5.4 Special Educational Needs and Disability (SEND) **Paper 5.4 SEND, was received. It was reported that** School SEND teams are facing challenges nationally, but the school has a good Special Educational Needs and Disability Coordinator (SENCo) and the SEND team will be restructured under the new Headteacher. Provision maps, a live staff bulletin and fortnightly briefings are used to share updates with all relevant staff.

**Challenge: A Governor asked how the school knows all staff are checking the provision maps. It was reported that** their use is not yet consistent across the school, but the SIMS platform is being developed to assist with that and the bulletins and briefings do keep them up to date too, so no one is solely reliant on provision maps. The school is working on quality assurance of the SEND development plan and there are capacity challenges, but it remains an important focus for the school.

**Challenge: A Governor asked whether there are any limits or pressures on numbers of students with SEND in the school. It was reported that** there are no limits; the school is fully inclusive and the pressures are more with regard to time, capacity and funding to do what needs to be done to fully support each student.

**Challenge: Governors noted that** information is being shared well in school **and asked how is information shared with parents to enable them to support their children. It was reported that** the school has adopted a triage system for parental contact and allocated support staff to further support communication channels. The planned restructuring will further address need.

**Challenge: Governors noted the 'brilliant work' being done and asked from the staff point of view, with regard to the pressures of the SEND roles, what support are the SEND team getting. It was reported that** the changes being put in place are supportive of staff pressures. The school will need to recruit into this area as the school grows. The school has a reputation in the community, of looking after students with SEND but this has to be balanced with the knowledge that the school is not a specialist provision. The school and Trust work with the Local Authority (LA) and support the LA's lobbying for their much needed support. The Trust utilise political connections as far as procedurally proper to do so, to lobby and support the LA, school and community.

5.5 Covid and Pupil Premium (PP) Finding Reports **Paper 5.5 PP Funding, was received. It was confirmed that** the PP report is on the school website. The school is performing well with its PP students.

## 6. School Welfare

6.1 Attendance **Paper 6.1 Attendance, was received. It was reported that** the school has a number of Persistent Absences, but overall, is performing better than the national average. Strategies have been put in place and the picture is improving and is expected to further improve in September. Ofsted requested details of some of the school's interventions to show as examples of good practice for other schools.

**Challenge: Governors asked how non-attenders are being educated. It was reported that** the school arrange home visits and ensure speedy referrals for medical needs to Cheshire East and to 1 of the 2 alternate

provision places the school uses. The school continues to be creative in its methods to engage absent students and uses fixed penalty notices and fines where appropriate. The Trust and school need to discuss the option of fines for unauthorised holiday, but generally, prefer to use positive engagement than punitive methods.

**Challenge: Governors asked whether absence data is analysed for age groups and whether there is a correlation between absence and achievement. It was reported that** absence is analysed for age groups and there is a direct correlation between absence and impact on performance; attendance is a large part of student risk profiles.

6.2 Behaviour **Paper 6.2 Behaviour, was received. It was reported that** Yr11 behaviour in particular has improved noticeably.

**Challenge: Governors asked what the school is doing to ensure that next year's Yr11 (current Yr10) do not have the same behaviour issues. It was reported that** as was seen to be impactful for the current Yr11, Mr Ainsley continues to carry out supportive work with students and parents/carers and parental/carer engagement will continue to be encouraged. Rewards and incentives will continue to be focus of behaviour improvements.

**It was reported that** a lower school rewards' event was being planned as well as the Yrs11 and 13 events. **A Governor** noted there are awards for high achievers and **recommended** consideration of an award for high improvers. The recommendation was welcomed.

**It was reported that** Ofsted were impressed by the permanent exclusion figures and were keen to understand what the school does to avoid permanent exclusions, as nationally it is an issue. The school continues to look at ways in which it can reduce suspensions without lowering standards' expectations and repeat offender figures are decreasing. **Governors noted** that girls appear to be increasingly the subject of suspensions. **It was reported that** this follows a national trend and is thought to be the result of underlying needs and hidden disabilities which only become apparent with examination pressures and the school is doing all it can to identify and support all students in this regard. Vaping does happen in school, but the toilet troop patrol the toilets and report incidences to staff. Alarms and drug wands have been considered, but would be shift in the culture of the school and require major policy changes. The school is aware of student drug use, but this is not on site and the school does all it can to support those students; referrals are made to Change Grow Live and the school works with the police liaison teams.

**Challenge: Governors asked whether support for victims of poor student behaviour had been progressed. It was reported that** after any incident, the aggressor and victim are now assigned a learning mentor and interventions take place every afternoon. LD thanked the Governor for the suggestion for support for victims at the last meeting.

6.3 Safeguarding **Paper 6.3 Safeguarding, was received. It was reported that** the Ofsted report had recognised safeguarding as high quality and the school is keeping children safe in all aspects. **It was reported that** as mentioned earlier, substance abuse is increasing, but the school does what it can to support families. The next Supporting Children in Education Settings (SCiES) review will be carried out at the school on 18<sup>th</sup> May. Mrs Hainey is settling in very well and the school is finding the IT checking system Smothwall, expensive, but of great use, as it recognises words and phrases even when students do not press 'Enter'. The Trust support with regard to the consistent use of CPOMs across the Trust has been helpful and reporting has increased for a number of reasons as previously reported at LGB.

6.4 Staff Wellbeing This item was taken under Part 2. **Paper 6.4 Staff Wellbeing, was received.**

## 7. Policy updates

7.1.1 First Aid Policy 2022/2023 **The Policy was received. It was confirmed that** there are 2 defibrillators in school and all support staff are trained in their use. The location of the medical room will be added and subject to this amendment, the **policy was approved.**

7.1.2 Supporting Pupils with Medical Conditions Policy 2022/2023 **The Policy was received.** Health and Safety is a Trust responsibility, rather than the LGB's so the policy will be amended to reflect that. Subject to that amendment and this policy and the First Aid Policy being correctly cross-referenced, **this policy was approved.**

7.2 Link Governor Monitoring There had been no Governor visits since the last meeting.

## 8. Other Matters

8.1 Risks **It was reported that** teacher strikes continue to affect all schools nationally, but the school remains focused on vulnerable students and ensuring examination progress is affected as little as possible. If there

are further strikes, the school may have to consider closing to Yrs 7, 8 and 9 to give continuity to examination groups.

8.2 Local Matters **It was reported that** works are unlikely to begin on 4<sup>th</sup> April as hoped, but the Trust is discussing this with the architects and the build will be progressed.

8.3 Matters to Share with the Trust Board Nothing to report.

8.4 Matters for the Trust Board to Share with the LGB **It was reported that** it is anticipated that the merger proposal will be taken to the next Headteachers' Advisory Board and the Trust still has a strong aspiration to complete the merger in time for the September start of the 2023/2024 academic year. The Trust remain committed to supporting and improving their current schools and are endeavouring to ensure that the merger does not delay any matters for its schools.

8.5 AOB The school has received representations from a parent about a suspension and is dealing with that in accordance with the DfE guidance.

**Challenge: Governors noted that** under the Trust Scheme of Delegation, the LGB is tasked with monitoring the views of parents **and asked how the LGB should go about doing that. It was reported that** parent view is used as a benchmark and parent and student surveys have been used to assess that. Triangulation of all sources of data and surveys can help Governors decide whether there are any actions needed and whether concerns need to be elevated to Trust level.

**Next Meeting : Meeting Closed at 8:28pm**  
**Next Meeting Wednesday 12<sup>th</sup> July 2023 at 6pm at Congleton High School**

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

