



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



Date: 12th October 2022 at 6pm.

Present:

Mr R. Benson (Chair)
Mr J. Green (JG)
Mrs S. Jorgensen (SJ)
Mr R. Machin (RM)
Prof T. Sadat-Shafai
Mr U. Smith (US)
Mrs J. Turner (JT)-[via Teams]

Apologies: None

In attendance:

Mr J. Barlow (JB) (Headteacher)
Mrs L. Darling – Deputy Headteacher (LD)
Mr M. Warren - Deputy Headteacher (MW)
Ms A Harrison Assistant Associate Headteacher (AH)
Miss L. Salt – Assistant Headteacher (LS)
Mr E. Tyrrell – Assistant Headteacher (ET)
Mrs H. Vale – Curriculum Team Leader (HV)
Mr D Twambley- COO [items 7.4, 12, 13 only]

Apologies: Miss J. Boulton (JXB)

Clerk: Dr A Howells

Administration

1. The Chair welcomed everybody to the meeting and quoracy was confirmed.
2. There were no declarations of personal or prejudicial interest.
3. The Minutes of the CHS LGB Meeting held on 15th June 2022 were circulated previously on Governor Hub (GH) and confirmed as **approved**. There were no matters arising.
4. Appointments:
 - 4.1 **The Governors noted and endorsed** the appointment of RB as Chair for 2022-23.
 - 4.1 The appointment of JT, US and JG to serve as Vice Chairs for 2022-23 were **noted and agreed**.
 - 4.2 **The Governors confirmed** the following Link Governor roles for 2022-23
 - 4.2.1 SEND- U. Smith
 - 4.2.2 Safeguarding- R Benson
 - 4.2.3 Admissions Panel Membership- R Benson; R Machin; U Smith
 - 4.3 LGB Membership - **Governors noted** the current LGB membership. The Chair noted that one nomination had been submitted for approval to Governance Committee for consideration. The candidate met with RB and JB last academic year. Another potential candidate, who was also a parent, had approached the school to express interest. JB and RB would arrange to meet them.
Governors were also reminded to complete and record the annual declarations on GH as soon as possible. Three remained outstanding. The Clerk offered to support governors if needed.
 - 4.4 Governor monitoring visits. US had undertaken a visit for SEN on 11 October. A safeguarding visit was planned for the second half term. The Chair encouraged all Governors to undertake monitoring visits and to make arrangements via the HT. JG also visited the school in the Autumn term, to review performance data with Mike Warren.
 - 4.5 Website Review Audit. The HT confirmed that the school website was compliant. An audit had been undertaken during the summer when the website underwent upgrades.
5. School Vision and Values – **Governors confirmed** the school vision and values. **It was agreed that** these should be revisited again after the appointment of the new Headteacher. When this work was undertaken, the views of pupils, parents and staff should be captured by the leadership team and considered as part of the process.

6. and 7. School Performance

Paper 6 School Performance, uploaded to GH prior to the meeting, was **received** and covered:

- 6.1 Examination Results Yr 11 and Year 13 Governors were provided in the papers circulated in advance on GH with a detailed breakdown of KS4 and KS5 examination performance for 2022. The data was presented at whole school level, as well as for individual subject areas. Analysis of performance was presented by gender and Pupil Premium, with 2019 outcome data (pre-covid) included for comparative perspectives. Overall the school was pleased with the outcomes achieved, both at KS4 and KS5. KS4 performance was higher than in

2019 on both 4+ and 5+ English and Maths outcomes for boys, girls and PP pupil. The corresponding Attainment 8 outcomes were all higher than in 2019, with the exception of PP, although this still appeared to be above national averages. Progress 8 outcomes remained strong and positive. The impact of interventions to mitigate covid-related disruption appeared to support boys more effectively than girls with the 4+E&M performance increasing from 29.3 to 53.3%, whereas girls raised from 55.4 to 58.7% when compared to 2019 outcomes. Across all the curriculum areas increased monitoring of progress data was being undertaken by curriculum leads to embed improved performance.

CHALLENGE: Governors challenged and the **HT confirmed** that the school remained committed to delivering an ambitious, broad and balanced curriculum, which was evidenced through having the highest EBacc entry rates (85%) of any school in East Cheshire. EBacc achievement at 4+ was 35%, which was 10% above national levels. The high use of EBacc also demonstrated the School's commitment to inclusivity, as PP and SEN pupils all engaged with EBacc. However, the impact of covid on MFL subjects was evident. This had now resulted in the school reviewing its curriculum delivery model for MFL, with schemes of work being re-written along with the use of technology support in the curriculum delivery.

6.1.1 It was reported that performance at KS5 in 2022 had improved in comparison with 2019. The school's grade average stood at now B- based in the preliminary outcome data. Governors were also updated on the importance of offering a technical curriculum alongside the academic curriculum. The 2022 average cohort performance was lower than in 2019 (34.3 pts cf 37.0 pts), with the impact greater in boys than girls.

CHALLENGE: Governors enquired about the factors associated with this decline. It was reported that the ability to access practical aspects of the curriculum during lockdowns, pupil absences and a more flexible approach to entry standards were provided as likely factors. However, **Governors endorsed** the school commitment to delivering a technical and vocational curriculum, since this ensured a broad inclusive offering was available at the school. The SLT reported that in respect of 2022-23 entry, a more personalised student approach had been taken during offer making.

6.2 Pupil Attainment Targets for 2022/23 **Governors received and agreed** whole school and EBacc attainment targets for 2022-23. They noted that the targets were "ambitious but realistic". **The SLT confirmed that** they had used FFT20 when establishing these targets. At individual subject levels targets for 2024 were expected to be at least, or in most cases higher than those set for 2023.

Governors expressed their thanks and congratulations to staff and pupils for the outcomes achieved in 2022.

7.1 School Improvement Plan (2022/23): **The Governors received and agreed** the SIP. In doing so, there was acknowledgement that timelines were dynamic and subject to change. The SIP was a product that was driven by the SEF (see item 7.1 below), and included four key priorities

- i. Curriculum: priorities that support the delivery of a broad and balanced inclusive curriculum, which is robust, sequenced and ambitious. A whole school approach would be adopted.
- ii. Attendance: priorities and actions that seek to maximise attendance across all groups. These would be underpinned by regular weekly tracking and monitoring.
- iii. Assessment: prioritising the use of data to enable tracking and support intervention strategies where required.
- iv. Leadership: Establishing a culture and practices that secures consistency within and across leadership at all levels.

When agreeing the SIP, **CHALLENGE: Governors asked whether the 96% attendance target offered sufficient stretch. It was reported that** although attendance was already above national attendance rates, the 96% was still challenging, although the impact of ongoing pupil illness remained difficult to predict, since covid attendance/register reporting was not a formal requirement to capture.

CHALLENGE: Governors asked whether the SIP and SEF sufficiently articulated the inclusive ambition of the school, which had already been expressed in its approach to the curriculum offering in respect of the EBacc expectations and the availability of both vocational and academic curricula.

7.2 Update on SEF: **Governors received** a copy of the latest SEF. This had recently been updated by the SLT and continues to be so at regular intervals throughout the term as it remained a key Ofsted document. Governors also received a supporting paper and presentation on the school's "focus on reading". Governors were made aware that Ofsted's expectations would be for staff to know the which of the pupils fell within the bottom

20% of readers. The School was now undertaking reading testing of all pupils to assist in their identification and needs. Aspects that were emerging identified a mixed picture that required input into phonics and comprehension as well as an encouragement on reading for pleasure. Disciplinary literature was also a focus which all curriculum leaders were now seeking to address with their colleagues. **CHALLENGE: Governors asked how this was now being communicated to families**, which was via parents Information evenings and regular email and written communications. **Governors endorsed** the SEF.

7.3 Curriculum Update: An update on the KS3 curriculum model was provided. Governors were advised that as part of delivering a broad-based inclusive curriculum, additional lessons had been included for dance and performing arts. A recent teaching staff appointed had been made in this area, and it was hoped that this would also strengthen a pathway for pupils to consider these subjects at KS4.

Governors also received confirmation that the website was compliant with respect to curriculum content. A further enhancement was due shortly, with the inclusion of curriculum maps at key Stage 4 and 5 for each discipline (which would be in addition to the curriculum booklets currently available). **Governors requested that** these updates be communicated to parents.

7.4 Staffing: **Governors received** a paper via GH. **The HT reported that** the school continued to attract a strong field of applicants when advertising teaching roles. Recruitment for support staff and those roles designated term-time only remained challenging to recruit. **The HT confirmed that** all new staff starters appeared to have settled in well this term.

A further update on confidential staffing matters was provided within Part 2 agenda. (Confidential minutes).

8. School Welfare

8.1 Admissions Policy: **The HT confirmed that** the admissions policy and pupil numbers for 2024/25 would be presented to Governors for consideration at the next LGB meeting in January. This would meet the statutory deadline in February. The policy for entry in 23/24 was in place.

8.2 Attendance targets for 22/23: **Governors received** in advance via GH a paper that identified the nine key priorities for attendance in 2022/23. These priorities, coupled with a whole school attendance target of 95% were **agreed** by **Governors** for 22/23. The overall target was recognised as ambitious and challenging, but appropriate. Current attendance rates were around 92%, which continued to be a few percentage points above national. **CHALLENGE: Governors queried the impact of Covid in 22/23 and the ability of the school to monitor and track this.** They were advised that the removal of testing and non-categorising of covid on register attendance records made the ability to track accurately difficult. However, it was unlikely that the school would be expected to close unless a community outbreak was designated which would require infection rates of 20% or greater under current health guidelines. When staff and pupils confirmed a positive covid diagnosis then they were asked to follow the latest Government guidelines on isolation and absence.

9. Behaviour: **The HT confirmed that** the school **Behaviour Policy** was in place and would be communicated to parents and pupils after the meeting, once Governors had approved the changes. The school's policy also conformed to the latest updates to statutory guidance on exclusions. 13 priority actions for behaviour had identified for 2022/23 and **Governors confirmed their approval of the policy and priorities.**

10.1 Safeguarding: **Governors received** the Safeguarding and Student Welfare Update paper via GH in advance of the meeting. This summarised the number of pupils within key categories, and also set out the 13 key priorities for 2022/23. **The policy and priorities were confirmed by governors.**

10.2 SEN: **Governors received and approved** the 10 key priorities for SEN for 22/23. They noted that 30 pupils currently held EHCPs. However, LA support for EHCP assessments and support was currently slow. School would continue to deploy a range of support measures in a layered fashion, including offsite provision/direction when this was appropriate. Governors also noted that the school had advertised for an assistant SENCO, who would work alongside the newly appointed SENCO.

11. Pupil Premium and Covid catch up Funding

Governors received draft reports on pupil premium and covid impact funding. Reports were preliminary as the attainment data and national comparators had not yet been finalised. Finalised reports would be provided at the next LGB. However, the preliminary data identified a progress 8 score of -0.35, which would categorise the school in this performance as "average". Governors were advised that this performance had narrowed the gap between PP and other pupils.

Covid catch-up funding had been deployed against three priority themes, namely the curriculum, social and emotional support, and rebuilding the school community. The HT confirmed that actions which supported these three themes would continue to feature in the school's development plans, irrespective of any additional covid recover funds being made available. These would continue to underpin the narrative of post-pandemic regrowth.

12. Local Matters and Finance Update

12. Estates Development: The planned Estates development, which included the construction of a new modular classroom block and a new canteen facility, was progressing. Two key approvals had been secured, namely that of the RSC and Planning status. The Tender process was ongoing and the selection of the preferred supplier would take place soon. **CHALLENGE: Governors asked whether the September 2023 target opening date remained achievable, given the expected increase in pupil numbers in Sept 2023.** The COO confirmed that this remained achievable, with priority focussed on the classroom building, so that any short-term delay would most likely impact the availability of the new canteen facility. **CHALLENGE: Governors asked how the building plans were being communicated to parents and the community.** The SLT confirmed that concepts were presented at school open days along with direct messaging to parents. **CHALLENGE: Governors also enquired whether the current specification took account of energy efficiency and pupil flow.** The COO confirmed that these were factored into the original specifications and would again feature in future revisions to the build specifications. Governors queried whether the build programme would have a detrimental

13. Finance Update The COO confirmed that budget for 2022/23 was in place. The impact of the cost of living, energy increases and un-funded pay awards were being reviewed by the HT and Director of Finance increased the likelihood for the need for some in year adjustments. Provision had already been made for the impact of energy, however, the greatest pressures were arising from the Government's decision to back-date pay awards which were unfunded or partially funded. Close monitoring was taking place, and the current projection still remained the delivery of a break-even budget at year end. The school's reserves remained healthy, with a sum of approx. £800k.

Matters to Share with the Trust Board

14. None.

Matters for the Trust Board to Share with the LGB

15. Governors were updated in item 11 on the Financial position

16. AOB

16.1 Ofsted preparations: The HT provided a short briefing on Ofsted. The presentation used would be uploaded to GH. **Governors requested that** a folder be set up in Governor Hub which could be used to provide links to key documents for Governors to use to support their preparations. **[Action HT]**

16.2 Student Voice- The Chair and HT had met the student council. The students had highlight four priority themes, for 2022-23, namely student mental health awareness and support; quiet areas for 6th Form study; Charity work (supporting local charitable causes); and peer-to-peer support. The School leadership team would work with the Student Leadership team on supporting these priorities.

16.3 Staff wellbeing- The HT reported that the Trust had issued a wellbeing survey to all staff earlier that week. The School would consider the results of this when they became available. The SLT would reflect on whether a further staff survey was required within the academic year, taking into account the need verses over-surveying.

16.4 Mobile Phone Policy Implementation - Governors sought an update on the implementation of new mobile phone policy and procedures in the school. LD and ET confirmed that it had made a positive impact. The use of the Learning Resource centre had increased. Pupil engagement and interaction appeared stronger, and nearly all parental feedback had been strongly positive.

Next Meeting : Meeting Closed 8:22pm

Next Meeting Wednesday 18 January at 6pm at CHS

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