

CHATSWORTH HIGH SCHOOL & COMMUNITY COLLEGE GOVERNING BOARD MEETING

Date of Meeting: 3rd July 2019

Meeting started: 12:30pm

Meeting ended: 3:10pm

Present:

- Mrs J. Bull
- Mr A. Cottrill
- Mrs R. Hill
- Mrs L. Hutchinson (Chair)
- Miss K. Jones
- Miss G. Myers (Acting Headteacher)

Also in attendance:

Mrs V. McRae
Mrs S. Wallace
Mr G. Smith

CMAT Business Manager (BM)
School Business Support Officer
Clerk to the Governing Board (GB)

The governing board expressed their thanks to Chartwells for providing the complimentary buffet prior to the meeting.

Note: for clarity in this set of minutes, Acting Headteacher (AHT) referred to Miss Myers and Headteacher (HT) referred to the new Headteacher who would start in September 2019.

1. APOLOGIES FOR ABSENCE

Agreed: The governing board received the apologies given by Mr S. Davismoon, Ms J. Pardoe, Cllr G. Reynolds, Mrs K. Begum and Mr K. Siva and consented to these apologies.

2. AGENDA ITEMS

a. Any Other Business (AOB)

Agreed: The governing board approved the addition of the following urgent business items under any other business (AOB):

- Budget
- Term dates

b. Confidential Items

There were no items of confidential business included on this agenda.

3. DECLARATION OF INTEREST

There were no declarations of interest for any items on the current agenda.

4. MINUTES OF THE PREVIOUS GOVERNING BOARD MEETING

Agreed: The minutes of the meeting held on 20th March 2019 were approved as a true and correct record.

5. MATTERS ARISING FROM THE MINUTES

a. Minute No 5a (Governor email addresses)

- This had been discussed at the committee meeting.
- The Chair now had a school email address.

- Other governors would continue to use their personal email addresses at present.
- All GB reports and documents continued to be uploaded to GovernorHub.

b. Minute No 5b (Policy Matrix)

- The governor away day had been restructured and shortened, so the policy matrix was not discussed.
- This was linked with the review of the terms of reference for the sub-committees.
- This would be completed for the autumn term sub-committee meetings

c. Minute No 5d (Performance Management for the Acting Headteacher)

- The Chair had clarified the position. Dr Martin Hanbury (Exec HT) had overseen Miss Myers' performance management as Deputy HT prior to her becoming Acting HT in Spring 2019. Therefore, for continuity in performance management he would continue in this role and the Chair need not be involved at this time.

d. Minute No 7

- The Chair highlighted to governors that the HT's report which had been presented on 20th March linked very closely to the School Evaluation Form (SEF) and the School Development Plan (SDP), and provided information that was very useful to governors. The questions and answers that were generated in the GB meeting showed a good level of support and challenge by governors. Therefore, this report and these minutes were an extremely useful source of information. This report was written and presented by the AHT.

e. Minute 8

- The Chair would review link governor visits when the agenda was being determined for the next full GB meeting.

6. COMMITTEE MINUTES

The following committee minutes were submitted for governors' information:

a. Minutes of the Leadership & Management Sub-Committee meeting held on 11th June 2019

Minute 6, final bullet point

- Lee Kaufmann from Haynes Watts had met with the School Business Manager (SBM), and now understood what the Trust Finance Committee wanted to see in the monthly report.
- Haynes Watts would work on this and in the short to medium term the SBM would pick up the production of the monthly reports.

Action to complete GB health check

- This was due to be completed by the Full GB at the autumn term meeting.
- Not only is this good practice, but the SBM explained that the health check would need to be completed for the next audit.
- The Chair wanted all Governors to be involved in completing the health check, so that it is a collaborative project with all Governors views taken into account.

- Therefore, the GB Health Check would be the focus of the next Governor Away Day in October 2019.

Action to set meeting dates for 2019/20

- Meeting dates had been set and would be distributed to governors.

Minute 11, Service Level Agreement (SLA) with One Education

- The SLA with One Education had not been renewed.

b. Minutes of the Outcomes and Quality of Teaching Committee meeting held on 11th June 2019

- There were some updates that the AHT had made to the minutes, but due to short timescales these would be uploaded to GovernorHub later in the week.
- These updates would include reference to Natalie Deasey's work on the curriculum.
- There would be updates on Pupil Progress and Pupil Premium (PP) in the autumn term, when the data would be available.
- The Chair reminded governors that a new Chair was needed for the Outcomes & Quality of Teaching sub-committee.
- The parent liaison policy would be updated in line with the timescale shown – Spring 2020.

c. Minutes of the Personal Development, Behaviour and Wellbeing Sub-Committee meeting held on 11th June 2019

- It was noted that the committee Chair's name was incorrect and should be Ms J Pardoe.

Minute 7 – Behaviour Support Plans, second bullet point

- This should read "20% of a behaviour support plan was reactive, 80% was comprised of proactive and active strategies".

Minute 8 – RPI report, third bullet point

- The second sentence should read "The workstation was being used as a seclusion room and the corridor would also be used".

Minute 8 – RPI report, penultimate bullet point

- The first sentence should read "Behaviour numbers were looking high because of the way we had to record each intervention."

Minute 9 – Staff Wellbeing Survey

Q: Could you explain more about the last bullet point?

A: This relates to a small number of members of staff sharing negative opinions in the staff room and café. This may be negativity about anything, not necessarily restricted to the work environment. Some staff had commented upon a negative atmosphere in these areas during break times.

Q: Has there been feedback given to staff?

A: We wish to discuss the survey results more fully with the new HT in September before feeding back to staff, or implementing any changes. The AHT felt that she could give a more

complete response with agreed actions in the autumn term rather than significant actions being taken now, only to be potentially changed once the new HT had started.

Q: Can we not just acknowledge the survey, we do not want people to think it has been forgotten?

A: We need to be careful. There are some things that might be able to be shared, things that are already being done, but others would have to wait for September.

Q: One point brought up in the survey was low staff numbers in classes at certain times. Can you tell us about this & if any actions have been taken to remedy this?

A: Some of this was due to staff being out of class to work on developing strands within the new curriculum. The frequency and timings of these meetings have now been altered to improve the situation. On occasions there was also a lack of communication about where staff were when they were not in the classroom, so this has been addressed.

- Governors agreed that it would be good to share with staff what was already being done in response to the staff wellbeing survey.

Minute 10 – Governor Visits into School

- One governor explained that they had visited school, but they were unable to complete an evaluation form, because of not having a ‘school’ email address and uncertainty at the time about GDPR.
- Governors agreed that it was important to record and feedback on governor school visits, because it showed governors’ involvement and knowledge of the school.
- The governor had attended the Year 11 Transition Assembly and found it to be an inspiring whole school event.
- The agreed proforma would continue to be used to complete the evaluations.
- Governors’ personal email addresses could be used to email the evaluations to school as the evaluations do not contain any student or staff details / names.
- Evaluations should be anonymous.
- Specific classes should not be identified – for example, “High School Class” should be used rather than “HS1”.
- During this term there had been a number of governor visits into school. These visits included attendance at the Year 11 Transition Assembly, plus monitoring visits relating to Health & Safety, & the Quality Assurance (QA) process in school.

Minute 12 – Health & Safety Update

- The Health & Safety audit was to take place the following day.
- The PAT testing had been carried out.
- Governors requested that the report should be sent to the H&S link governor (Mr K. Siva) and the Chair.
- Fire rescue blankets had been ordered. These were to be used for quicker evacuation of pupils who were out of their wheelchair at the time of the evacuation alarm.

7. HEADTEACHER’S REPORT

- The AHT had not prepared a formal report as the HT’s Report in spring term had been extensive, and new developments within school had been paused until the new HT was

in post in September 2019. Therefore, the AHT presented a summary of the recent Ofsted Conference that she had attended.

a. Feedback from Ofsted Conference

- The AHT and new HT had attended an Ofsted conference in Manchester looking at the new inspection framework.
- The changes suited the school's setting.
- The new framework would focus on the progress that the data did not highlight.
- The curriculum and non-targeted learning were important.
- It appeared that everything that was identified as necessary in the curriculum was already included at the school.
- For the last few years, progress had been reported at a whole school level, with break down analysis in several different ways.
- With the new framework, the emphasis would be on whether the school knew which students needed support and what support they needed.
- The format of the progress reports would change. The HT and AHT would work out what information was required to be in the report.
- Other elements of the conference were positive for the school and there were no surprises.
- There would be a focus on behaviour, including a big drive on raising pupils' behaviour and expectations.
- The tracking system would have to identify what targets had been missed, rather than simply giving an overall measure of progress.
- The system would need to look at the curriculum, allow targets to be identified and monitor based on that.
- Narrative comments would be used to capture explanations.
- There would continue to be the need to compare the progress of PP pupils against the whole school.

b. Transition to the New HT

- The new HT would be in the school the following day to meet with the AHT and the Senior Leadership Team (SLT).
- The new HT would prepare the content for two teacher development days (TDD) in September. She would also take this opportunity to introduce herself and set out her expectations for staff, students and the school.

Agreed: The governing board:

1. **Thanked the AHT for her feedback from the Ofsted conference, and the update on the new HT.**

8. SELF EVALUATION DOCUMENT OR SCHOOL IMPROVEMENT PLAN UPDATE

An update would be provided in the autumn term once the new HT had started.

9. REPORTS FROM THE LOCAL AUTHORITY (LA)

a. Report No.1 – School complaints policies

- The template Complaints Policies would be personalised for the school, entering the school's name where appropriate.

- The updated document would be reviewed at the Leadership & Management sub-committee in October 2019.
- This work would be completed by Mrs. R Hill, who would be appointed as the complaints coordinator.
- It would then be submitted to the Trust Board for ratification. If Chatsworth Futures GB agreed, this would be adopted as a Trust document.

Agreed: The governing board agreed:

- 2. To adopt the policies in full, subject to the changes that were to be made and ratification by the Trust Board.**
- 3. That Mrs R. Hill would update this policy and present to the L&M committee in October.**
- 4. To appoint Mrs R. Hill as the school's complaints coordinator.**

10. TEACHER DEVELOPMENT DAYS (TDD) 2019/20

These had been set previously and were:

- 2nd and 3rd September 2019
- 6th January 2020
- 17th July 2020
- There would also be three twilight sessions
- The new HT had already planned the content for the 2nd and 3rd September.
- Whole school safeguarding training had been provisionally booked for 6th January, but there was some discussion about the training provider for this.
- There was a need for Health & Safety Staff Awareness and Fire Safety training for all staff. Therefore, staff would be completing training relating to safeguarding, Health and Safety, GDPR, fire safety and first aid during the TDD on 24th July 2019.
- The extended SLT required extended fire safety training.
- The topics for TDD would be shared with governors so that they could attend if was appropriate. This could be particularly relevant for 2nd and 3rd September.
- Governors discussed whether they would be able to do something to say "thank you" to staff and meet with them.
- It was suggested that the last Tuesday before the end of term would be an appropriate time, as school already did something for staff between 10am and 11:30am.
- Governors decided that they could provide some additional cakes and go along to meet with staff during this time.

Agreed: The governing board agreed that:

- 1. Governors who were available to attend school on Tuesday 23rd July to thank staff for their hard work and commitment to the school.**
- 2. Governors to be invited to attend TDD as appropriate.**

11. GOVERNING BOARD MEMBERSHIP, COMMITTEES AND NOMINATED GOVERNORS

a. Governing board membership

- There was a discussion about GB membership, as there were two current vacancies – one co-opted and one parent.
- It was suggested that there were a number of parents who could be approached and encouraged to put themselves forward for the parent governor position.

- Parents of pupils starting in September could also be invited to consider becoming a governor.
- The parent governor vacancy would also be discussed at the parent liaison group in the autumn term.
- Mr S. Davismoon and Mrs R. Hill were appointed as co-opted governors for a four year term of office.
- DBS checks and references had been obtained for all new governors.
- Ms J. Pardoe was stepping down as a governor after more than 16 years. The GB expressed their thanks to Ms Pardoe for her input and knowledge over those years.
- Both Ms Pardoe and Mrs S. Bennett (who had also stepped down as a governor this year) had been invited to the leavers' afternoon tea.
- It was agreed to review the vacancies at the autumn term meeting when the level of interest would be known.
- The GB were notified of the following governors whose terms of office were due to expire:
 - Mrs L Hutchinson (co-opted governor) – 20.11.19
 - Mrs J. Bull (parent governor) – 14.10.19
- It was agreed to defer discussion of governor terms of office due to expire to the autumn term full GB meeting.
- As Ms Pardoe had acted as Vice-Chair this year, it was noted that a new Vice-Chair would need to be elected at the autumn term full GB meeting.

Agreed: The governing board:

- 1) confirmed the appointment of Mr S. Davismoon and Mrs R. Hill to serve as co-opted governors for a four year term of office;**
- 2) agreed to defer discussion of the vacant positions and terms of office due to expire to the autumn term.**
- 3) thanked Ms Pardoe for her commitment and dedication to the GB.**

b. Committees and nominated governors

- It was agreed that all governors would be members of the Complaints and Appeals Committee. If it was necessary to form a panel, this would be selected based upon governor availability and the nature of the complaint or appeal in question.
- The following changes were made to link governors:
 - Mrs K. Begum – add Pupil Premium, Looked After Children and Continuing Professional Development
 - Mrs R. Hill – add Developing Governance, Pupil Premium, Curriculum
 - Mrs L. Hutchinson – add Assessment
 - Miss K. Jones – remove Pupil Premium, Looked After Children and add Student Wellbeing, Assessment

Agreed: The governing board agreed the changes to the committee membership and nominated governors as detailed above.

12. GOVERNING BOARD TRAINING AND DEVELOPMENT

- The SBM had signed up to The Key for school governors and had sent out the details.

13. ANY OTHER BUSINESS (AOB)

a. Budget

- The SBM explained that there was now a draft three year budget for the school.
- The initial version was quite concerning, because it showed an in-year deficit of approximately £250,000, which would use all the reserves.
- Much work had been done and the budget had been updated. Some income was still to be confirmed, for example the teacher pay grant.
- Some areas had had to be cut back, for example the budget for Continuing Professional Development (CPD).
- The school could access the apprenticeship levy monies and this was being investigated as a possible resource. This may enable staff to access CPD opportunities without any cost to the school.
- The main cost was staffing.
- A draft staffing plan had been shared with staff, however some changes had had to be made since that time.
- Proposed additional TA1s had to be cut back.
- There was no funding for backfill of longer term absences with supply staff.
- Pupil numbers were to be capped at approximately the numbers on roll currently, which was 129. The draft budget assumed numbers would be capped at 128.
- The proposed number for September 2019 was 128 and the three year budget forecast had been calculated by increasing this number by seven each year i.e. 135 Sep 2020, 142 Sep 2021. It was thought these numbers would be manageable without necessarily having to increase staff numbers.
- The life skills unit at the old Chatsworth Futures site had been budgeted for in 2019-2020 but not in years two and three. The school may not be able to afford the life skills unit in years two and three.
- The revised plan would be presented to staff, but it was felt that this may lead to concerns about staffing levels.
- A discussion would be required with Salford City Council about the capping and where there would be potential funding to expand.
- It was planned that Dr Hanbury (Exec HT of the Trust) would present the revised plans to staff.
- The AHT needed to share next year's class arrangements with staff and this could not be done until after staff had been informed of the changes caused by the need to balance the budget.
- Years two and three of the budget did not look good, but that could change because levels of funding could increase.

Q: What happens if there is no supply cover for absent staff?

A: Staff have to be redistributed to cover.

Q: Can TAs cover for a teacher?

A: TA3s or TA4s can.

- There was some additional funding still to be added into the budget, for example maternity leave reimbursement.
- The AHT said there was no doubt that it would be very hard over the next three years.

Q: In the revised plan, does every class have two TAs?

A: Yes

- The budget could have been pared back even further, but the current draft was a middle course.
- Governors agreed that the funding issue was a nationwide problem.
- The message would need phrasing carefully so that it was seen as affecting the whole school, not just individual classes being singled out.
- Governors appreciated that setting a cap on pupil numbers would have effects, with the LA having to send pupils elsewhere. The Executive HT would need to have discussions with the LA about this.

b. Term Dates

- A governor raised a concern about the length of terms, specifically how the school used to have a two week break for the summer half term holiday and a shorter summer break, but no longer did this.
- The GB agreed that this had been discussed before and the following points were raised as practical considerations:
 - Parents who had children at different schools and/or authorities
 - Services shared with Oakwood Academy – Kitchen staff, caretaker etc.
 - Length of time available for work to be done over the summer.
- The SBM would ask SPIE (The FM service provider) if they would be able to provide cover if the school changed to a two week break for the summer half term and had a shorter summer break.
- This would be discussed at the autumn term full GB meeting.

Agreed: the governing board agreed:

1. **To maintain the term dates identified for 2019-2020.**
2. **That the SBM would speak with SPIE and Oakwood regarding the implications of changing the term dates.**
3. **To discuss term dates further at the autumn term full GB meeting.**

14. DATES OF FUTURE MEETINGS

This was not discussed.

Signed as a correct record

Chair