

Minutes of the SUMMER TERM 1 2022 Local Governing Body [LGB] Meeting Chatsworth High School and Community College

Date: 10th June 2022

Meeting started: 12:24

Meeting ended: 2:20

Venue: The meeting was held in person and via Microsoft Teams where indicated.
The meeting met its quorum [3/5]

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|----------------|-------------------------|--|
| Present: | Ms Helen Birkinhead | Headteacher (ex-officio) |
| | Mr Steve Davismoon | Co-opted Governor (Chair) |
| | Cllr Gina Reynolds | Co-opted Governor |
| In Attendance: | Ms Kathryn Connor | Assistant Headteacher [part meeting] |
| | Dr Martin Hanbury | CEO [part meeting] |
| | Mrs Louise Hutchinson | Trustee [via Microsoft Teams – part meeting] |
| | Miss Gayle Myers | Associate Member |
| | Mrs Emma Taylor | Clerk – Just A Sec |
| Absent: | There were no absences. | |

1. WELCOME AND APOLOGIES

The Chair welcomed attendees to the meeting.

Apologies were received and accepted from Ms Amanda Downing, Co-opted Governor and Ms Katie Jones, Staff Governor.

Governors noted that Mr George Kenyon had resigned as a Co-Opted Governor on 1st June 2022 due to his work commitments. Ms Birkinhead had contacted him to thank him for his valued contribution to the LGB.

2. DECLARATIONS OF NON/PECUNIARY INTERESTS

There were no declarations of conflicts of interest in any items on the agenda.

3. MINUTES OF THE MEETING ON 1st APRIL 2022

The minutes of the meeting of the LGB on 1st April 2022 had been shared via GovernorHub in advance of the meeting.

Agreed: Governors approved the minutes of the LGB meeting held on 1st April 2022 as a true and accurate record.

4. MATTERS ARISING

The following Matters Arising were discussed and updated:-

- Dr Hanbury to send a letter of thanks to Kumar Siva on behalf of the Trust and the LGB.

Update: This action had been completed by Ms Birkinhead.

- Ms Birkinhead/Ms Hill to provide Governors with an update in regard to GDPR strategy and internal scrutiny visits at the next meeting.

Update: A GDPR Audit would take place and a further update would be provided at the next meeting.

- Dr Hanbury to provide sample Ofsted interview questions to Ms Jones for consideration and discussion in advance of the next meeting. **Update:** This action would be carried over to the next meeting.

- Appointment of a Governor Training and Development Trustee Link to be carried over to the next meeting.

Update: This action would be carried over to the next meeting.

- Mrs Taylor to liaise with Amanda Downing in regard to the role of Link Governor for Pupil Premium Grant/Children Looked After Children outside the meeting.

Update: This action would be carried over to the next meeting.

- Cllr Reynolds to organise to visit the school with Miss Myers.

Update: This action had been completed. The safeguarding monitoring meeting would take place on 27th June 2022.

- Dr Hanbury to provide Governors with the current number of referrals in respect of live safeguarding cases.

Update: Refer to item 8.

- Ms Connor to provide an email copy of the behavioural data provided within the meeting to Mrs Taylor to upload to GovernorHub.

Update: The behavioural data report had been uploaded to the Spring 2 2022 folder on GovernorHub.

- Dr Hanbury to circulate reading paper on secondary age readers to Governors.
Update: This action would be carried over to the next meeting.

- Ms Birkinhead to adjust the Lone Working Policy to place emergency details at the beginning of the policy.

Update: This action had been completed and the updated Lone Working Policy had been uploaded to the Summer 1 2022 folder on GovernorHub.

- Ms Birkinhead to update the telephone number for Cllr Reynolds within the Safeguarding and Child Protection Policy.

Update: This action had been completed.

5. ITEMS FOR ANY OTHER BUSINESS

There were no items of Any Other Business.

6. GOVERNANCE

a) Governor Recruitment

This item was considered once Mrs Hutchinson and Dr Hanbury had been able to join the meeting.

Dr Hanbury noted the strength and expertise of the current members of the LGB, whose contribution to the school was very much appreciated.

Following the resignation of Mr Kenyon, it was necessary to recruit and fill the following LGB vacancies:- Three Co-opted Governors
Two Parent Governors

Enquiries had been made with School Governors One-Stop-Shop [SGOSS] and Ms Birkinhead would progress this further in advance of the next meeting.

Ms Birkinhead remained confident that one of the Parent Governor vacancies would be filled by the parent who had already expressed an interest in the role. Springwood Primary School were aware of the Parent Governor vacancies and would encourage interested parents of current Year 6 pupils who would be joining the school in September 2022.

Governors were encouraged to consider colleagues who may be suitable to join the LGB, particularly those with business and legal skills who would strengthen the LGB further.

b) Governor Training

Governors were reminded that training may be accessed via The Key for School Governors or Educare.

Governors agreed that the delivery of bespoke Governor induction training would assist new Governors. Mrs Hutchinson outlined the services which would be available via Salford Governance Services, comprising an initial induction session at a cost of £95 or £105 for an annual package [per Governor].

Action: Mrs Taylor to confirm whether Governor induction training was available from Just-A-Sec.

Action: Mrs Hutchinson to provide further detail of the particulars of the induction training available from Salford Governance Services.

c) Link Governor roles

Governors noted vacancies within the following Link Governor areas:-

- Governor Training and Development and Accreditation and Destinations (Careers) [formerly the role of Mr Kenyon].
- Trustee link for Governor Training and Development.
- Pupil Premium Grant/Children Looked After Children.

Dr Hanbury had agreed to oversee the school Risk Register until such time as an appropriate Link Governor had been appointed and this would be maintained under review.

Ms Birkinhead referred Governors to the Working Together to Improve School Attendance guidance published by the Department for Education [DfE], which would be applicable from September 2022. Whilst the new guidance was nonstatutory, it was anticipated that a Link Governor for attendance would be required by September 2023 and would align well with the Link Safeguarding role.

Cllr Reynolds agreed to undertake the role of Link Governor for attendance, however, Governors were asked to note that Ceremonial Mayor responsibilities may impact upon availability during the next academic year. Congratulations were extended to Cllr Reynolds in respect of the role of Ceremonial Mayor.

d) Governing Body effectiveness

This agenda item would be reviewed at the next meeting and would include consideration of the time and date of future meetings to facilitate personal attendance at the meetings where possible. Governors indicated that they would like to maintain the Friday meeting date. Feedback in regard to the timing of the meetings and whether a later start time would be preferable would be discussed.

7. SAFEGUARDING REPORT

Miss Myers provided Governors with the headlines from the Safeguarding Report for Governors [May 2022], which had been shared via GovernorHub in advance of the meeting.

Review of Practice

The Child Protection Online Management System [CPOMS] had been introduced at whole school level on 1st January 2022. An overview of incidents recorded as either Safeguarding or Child Protection [CP] from 1st January 2022 until 11th May 2022 had been provided to Governors.

Miss Myers had utilised the preparation of the data as an opportunity to reflect on practice and to measure the accuracy of reporting. The outcome of this was that staff members recorded entries skilfully and accurately upon CPOMS.

Q: How could the accuracy of CPOMS entries be determined.

Staff members were required to categorise incidents as Safeguarding or Child Protection. There had not been any occasions whereby the categorisation had required amendment.

The CPOMS system would be refined further to include additional areas of reporting to assist Governors. For example, how many incidents were categorised as neglect related, physical, sexual or behavioural.

Incidents by Month

This data had been provided by way of bar chart illustration and reflected national trends and expectations in line with the end of lockdown in September 2021. Whilst the number of incidents recorded had increased slightly when compared with the data provided to Governors at the meeting on 1st April 2022, the increase was not sufficient to be of concern.

Mrs Hutchinson joined the meeting via Microsoft Teams at 1:00 and Dr Hanbury joined the meeting in person.

Attendance

Whole school attendance was 88%. For a Special Educational Needs and Disabilities [SEND] provision, the expected figure was between 90 to 95%. National data for SEND schools during the pandemic 2020 – 2021 provided a whole school average of 84%.

The rigour around attendance would be maintained and developed further as part of an Annual Safeguarding Report, which would be presented at the meeting on 8th July 2022.

In addition to the Annual Safeguarding Report, and further to input from Carolyn Eyre, it was proposed that Term 1-5 reports completed for Governors would be provided by way of overview and would include the following:

- Percentage of incidents Safeguarding vs Child Protection (pie chart)

- Incidents by month overview (bar graph)

- Any updates to practice
- Number of students at CP, Child In Need [CIN] and high level of concern
- Number of Operation Encompass referrals
- Attendance overview
- New staff (Confirmation added to SCR and completed Safeguarding Induction training)

Governors endorsed the proposed form of reporting for Term 1-5 reports as outlined above.

Q: Would it be possible to compare safeguarding data, to include CPOMs data, over a three year period.

Whilst this may be possible in the future, the significant impact of the pandemic upon referrals, would limit the value of this data currently.

Q: How effective were the CP and CIN Plans, particularly having regard to the Local Authority [LA] backlogs at the end of the most recent lockdown.

Governors would have an opportunity to scrutinise the relevant data within the Annual Safeguarding Report, which would include breakdowns of referrals and outcomes which were closed, escalated and challenged by the school, where applicable.

Q: How did the school ensure effective monitoring of those students who had been identified as high level of concern but did not meet the threshold for the CP or CIN Plans.

Miss Myers assured Governors that those students would continue to be monitored and re-reported where appropriate. Dr Hanbury added that significant school resources continued to be required to support those students. It was not envisaged that this need would reduce in the foreseeable future light of the numbers of experienced social workers and practitioners who were either retiring or leaving the profession.

8. BEHAVIOUR SUPPORT

Ms Connor joined the meeting at 1:35 pm.

Ms Connor provided Governors with a handout containing data in regard to Restrictive Physical Interventions [RPIs] during the period from September 2021 to July 2022.

It was highlighted that in May 2022:-

- 22 unplanned interventions were recorded. These would range from holding hands to turning the student around by way of deflection.
- 35 group room door held interventions were recorded, 24 of which involved Student R for whom the door would be shut when he displayed aggressive behaviour. The length of time for the door to be shut would range from one

minute to seven minutes depending upon the situation, following which staff members would re-enter the classroom. These incidents were however, reducing which was positive.

Therapeutic Crisis Interventions [TCIs] involved six different holds which provided safe means of stabilising students and de-escalating more serious incidents safely.

Q: What does PROACT-SCIPr-UK stand for.

PROACT-SCIPr-UK represented an acronym for the title; Positive Range of Options to Avoid Crisis and use Therapy – Strategies for Crisis Intervention. Interventions would focus de-escalating the crisis as quickly as possible and avoiding reoccurrence by way of behaviour support. The programme was accredited by the British Institute of Learning Disabilities [BILD].

TCIs were trauma informed. All staff members had been trained in the theory of TCIs, which informed the whole school understanding, the debrief process and the overall emotional wellbeing of students. 20 staff members were trained in the delivery of TCIs and would receive annual refresher training in September 2022.

Q: RPIs and TCIs were effective where physical support was required. What strategies were in place to support students to build their self-regulation skills.

70% of the focus would be upon the development of these life skills. Active strategies included distraction, changes of environment and behaviour. Schemes of Work [SOW] incorporated learning on zones of regulation and supporting students to self-regulate through the Personal, Social, Health and Economic [PSHE] curriculum. Students were encouraged to recognise how they felt and to understand that their emotions were valid.

Whilst the curriculum was necessarily subject led, SOWs included targets based upon individual student Education, Health and Care Plans [EHCPs], which were closely monitored.

There remained a strong ethos within the school that students were able to express and communicate their needs and therapeutic regulation was embedded into all areas of school life. There was a direct link between emotional wellbeing and receptiveness to learning. Dr Hanbury explained that inset activities for the 2022/2023 academic year were under review and consideration would be given to whether additional inset time was required to enable additional focus in this area.

Ms Connor endorsed additional inset time related to the culture of emotional wellbeing and positive behaviour, which would ensure the safety of students and staff throughout the year.

Governors agreed that the potential benefit of this approach would be carefully balanced against any days of lost learning for the students. Governors suggested that this could be piloted over a 12 month period in the first instance.

Action: Dr Hanbury to prepare a paper in regard to the proposal for additional inset time.

Q: Had there been any Fixed Term Exclusions as a consequence of behaviour in the current term.

No.

Governors thanked Ms Connor for the update in regard to behaviour support.

9. QUALITY IMPROVEMENT PLAN

Governors were referred to the Quality Improvement Plan dated 4th March 2022, which had been circulated via GovernorHub in advance of the meeting.

Ms Birkinhead highlighted the following areas of the updated QIP:-

- Refinement of SOWs had initially increased staff workload however, opportunities for subject leaders to lead Continued Professional Development for their subjects had been utilised with good effect.
- The Monster Phonics and White Rose Maths schemes had been purchased and staff training had been scheduled.
- A staff knowledge library would be developed to support pedagogical knowledge.
- Reading continued to be promoted throughout the wider school community through display and further information which would be circulated to parents.
- The immediate focus of Information and Communications Technology was to ensure that the systems supported the expansion at the Deans site. Other areas would be detailed for further consideration once these systems were in place.
- Further Aspirational Days would be scheduled with a focus upon increasing parental ambitions to support personal development. Feedback would be evaluated.
- Three English as an Additional Language support group sessions had taken place on Saturday mornings where parents had been able to learn about topics such as signing.
- The Leadership and Management calendar had been reviewed for the 2022/2023 academic year.
- The progression of staff undertaking National Professional Qualifications would be supported by the provision of mentoring and a number of staff would participate in this process.

- Senior Mental Health Lead training would be completed by Ms Birkinhead and Graham Lunt to promote staff wellbeing and work/life balance.
- An improved Transition Event would take place and the Senior Leadership Team were gathering further information from parents to facilitate this.

Governors commended the thoroughness of the QIP and the positive developments which had been highlighted.

Approved: Governors approved the QIP.

10. HEADTEACHER'S REPORT

Governors were referred to the Headteacher's Report – Summer 2 2022, which had been circulated via GovernorHub in advance of the meeting.

Ms Birkinhead provided the following headlines:-

- The School Development Plan would be updated to align with the new mission statement and Trust values.
- Projected student numbers were provided until 2025-2026. Student numbers continued to increase and the LA were aware of this. It was estimated that 174 students would be on roll in 2022-2023.

Q: How were the student numbers calculated.

By reference to the main feeder school and information from the LA. In addition to the numbers detailed, Ms Birkinhead would also envisage a number of additional students joining the school from outside the area.

- Two classes were located at the Deans site. Increased student numbers would be assisted by the completion of building adaptations to the Deans site to accommodate three further classes by September 2022.
- Staffing vacancies were predominantly attributable to promotions, which were positive. Vacancies would be filled to accommodate the additional classes and interviews had been scheduled.
- The PULSE system had been installed to support communication between leaders and staff members. The ethos of a culture of care was highlighted within regular bulletins aligned with national areas of focus, such as men's health week.
- Following a serious health and safety incident, which had been notified to Mr Davismoon, the Health and Safety Policy was being updated and would be brought to the next Governors meeting for ratification. An Health and Safety Link Governor would also be required.

Action: Ms Birkinhead to provide updated Health and Safety Policy for consideration at the next meeting.

Governors noted the content of the Headteacher's Report, Summer 2 2022.

11. BUDGET REVIEW

Dr Hanbury confirmed that an interim Chief Financial Officer had been appointed and would join the Trust week commencing 13th June 2022.

An update in regard to the current budgetary position would be carried over to the next meeting.

12. OUR VISION YOUR VIEWS

This item would be carried over to the next meeting.

13. STAFFING

This item would be carried over to the next meeting.

14. CHATSWORTH EMERGENCY LOCKDOWN PROCEDURE

Governors were referred to the Chatsworth Emergency Lockdown Procedure, which had been circulated via GovernorHub in advance of the meeting for Governor information and comment. Further consideration of this would take place at the next meeting due to time constraints, however, the following questions were discussed.

Q: The lockdown procedure provided that parents were advised not to enter school premises under any circumstances. SBT to liaise with other site to put [preprepared] emergency communication on the website. Would a website communication be sufficient to alert parents. Would a Whatsapp or Seesaw communication be preferable.

Consideration would be given to communicating via Parentmail alongside the website notification. Communications would continue with the Deans site, where appropriate.

Q: the Lone Worker Policy provided that when the last person was leaving the school, they should ensure that all doors were locked. Should that also include windows.

Yes.

Q: Were staff members required to work alone in the community.

Action: Ms Birkinhead to highlight the relevant section and/or appendix of the Lone Worker Policy, which would address staff members working alone in the community.

Q: Would a lone worker be required to stay in the school building with a student on a 1:1 basis.

This may potentially be required however, staff members would seek to avoid this.

15. ANY OTHER BUSINESS

There were no items of Any Other Business.

16. CONFIDENTIALITY

There were no confidential items.

17. NEXT MEETING

8th July 2022 at 12:00.

Governors noted the date and time of the next meeting.

Signed.....Date.....
Davismoon (Chair of Governors)

Mr

The meeting concluded at 2:20