

**Minutes of the AUTUMN TERM 2 2021  
Full Governing Body Meeting  
Chatsworth High School and Community College**

Date: 10<sup>th</sup> December 2021

Meeting started: 12:00

Meeting ended: 2:10pm

Venue: The meeting was held virtually via ZOOM.

The meeting met its quorum [4/7]

Present:	Ms Helen Birkinhead	Headteacher (ex-officio)
	Mr Steve Davismoon	Co-Opted Governor (Chair)
	Ms Amanda Downing	Co-opted Governor
	Mr George Kenyon	Co-opted Governor
	Miss Gayle Myers	Associate Member [part meeting]
In Attendance:	Dr Martin Hanbury	CEO
	Mrs Louise Hutchinson	Trustee
	Mr Graham Lunt	HS13 Teacher [part meeting]
	Mrs Emma Taylor	Clerk – Just A Sec
Absent:	Ms Katie Jones	Staff Governor

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## **1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Mr Kumar Siva, Co-Opted Governor, Cllr Gina Reynolds, Co-opted Governor and Ms Vicky McRae, Trust Finance Manager.

Apologies were not received from Ms Katie Jones. Ms Birkinhead advised that it was most likely that Ms Jones was unable to attend due to her teaching commitments. Governors were mindful of the significant staffing challenges which had arisen as a consequence of the pandemic however, school leaders were requested to ensure that lesson cover was put in place to ensure continued Staff Governor representation within Governing Body meetings.

Introductions were provided, particularly for the benefit of Ms Downing and Mr Kenyon.

**Mr Davismoon joined the meeting at 12:10.**

## **2. NOTIFICATION OF ANY OTHER BUSINESS**

There were no items to be included under Any Other Business.

## **3. DECLARATION OF CONFLICT OF INTEREST IN ANY ITEM ON THE AGENDA**

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

Mrs Hutchinson reminded Governors of her role as a Director of Chatsworth Engage Community Interest Company [CIC].

## **4. APPOINTMENT OF NEW CO-OPTED GOVERNOR**

Dr Hanbury was pleased to advise that during a recent Ofsted inspection of Chatsworth Futures [CF], the quality of the governance had been recognised. The Trust remained in a strong position and Dr Hanbury remained confident that the standard of the governance would be maintained with Mr Davismoon as Chair.

The appointment of new Governors to further strengthen the Governing Board was addressed by the Chair.

Mr Kenyon's experience in supporting student progression into adult life and further attainment was noted. Governors agreed that he would be a welcome addition to the Governing Body, providing support and challenge to the Chair.

**Agreed:** Governors agreed the appointment of Mr Kenyon as a Co-opted Governor for a four year term of office.

## **5. GOVERNANCE**

Dr Hanbury assured Governors that the Trust recognised the need to provide high quality information to facilitate high level scrutiny and challenge. The provision of the following documents, which had been circulated via GovernorHub in advance of the meeting, would assist with this process.

### **a. Agenda Template**

The format of the proposed Agenda template replicated the version which was used for Trust Board and CF Governing Body meetings. Four standing items would be considered at each meeting:-

#### Safeguarding

A comprehensive Trust wide Safeguarding Audit had been completed on 15<sup>th</sup> and 16<sup>th</sup> November 2021 and the outcomes considered with Ms Birkinhead. It was recognised that whilst safeguarding processes were appropriate, there were opportunities for further refinement, which would include updating the wording of

the safeguarding policy documents. Governors were encouraged to ensure that the context of safeguarding was appropriate for the students and their local environment and to understand where safeguarding issues were addressed within the curriculum. Dr Hanbury and Miss Myers would be completing curriculum development work on contextualisation, which would include students with severe and profound learning difficulties.

#### Behaviour Support

Measures taken in regard to behaviour support represented an important area of focus. Governors would continue to be provided with information concerning the use of Restrictive Physical Interventions and other behavioural issues which may arise.

**Action:** Ms Birkinhead to provide behaviour support information separately in the absence of Kathryn Connor.

#### Quality of Education

Senior Leaders conducted quality assurance process involving different measures of analysis. Half termly reports were produced and would be shared for scrutiny.

#### Quality Improvement Plan [QIP]

The QIP [September 2021 – August 2022] had been circulated via GovernorHub in advance of the meeting and had been informed by the work on quality of education. Governors would receive half termly reports containing areas of improvement and the actions which were being taken to secure improvement.

In addition to the standing items, Governors were invited to advise Mrs Taylor or Mr Davismoon if there were further items they would like to add to the agenda for consideration.

Governors commented that the agenda template was clear.

**Action:** Mrs Taylor to insert 'confidentiality' item after Any Other Business within the agenda template.

#### **Mr Lunt joined the meeting at 12:33.**

#### **ii. Report Template**

The report template had been shared to assist Governors with the preparation of monitoring visit reports. The regularity of monitoring visits had been impacted by the pandemic, which was unavoidable. Monitoring visits would be arranged as a priority, subject to Covid-19 restrictions, and the development of existing links between Governors and Trustees in key Link Governor areas would be further reinforced. Governors were encouraged to consider key Link Governor questions they would like to address during their visits for inclusion within their reports. Key questions for Link Governors were available on The Key for Schools and provided an excellent resource.

**iii. Self Evaluation Report Autumn 2021**

Governors were reminded of the requirement to evaluate the work of the Governing Body to ensure that training and other developmental needs were addressed.

**iv. Trustwide Meeting Schedule 21-22**

The Trust wide report cycle had been shared to ensure clarity in regard to the items arising.

**6. STUDENT EMOTIONAL WELL-BEING**

Mr Lunt provided Governors with a PowerPoint presentation in regard to student Emotional Well-Being [EWB]. The presentation was shared on screen and would be circulated to Governors following the meeting.

It was acknowledged that one of the key strengths of the school was the support provided to ensure the emotional wellbeing of students. The priority was to ensure that consistency continued within the school and the individual classes, to promote student engagement in this process and to share and promote successful examples of strategies for change and best practice within the classrooms.

The EWB curriculum was informed by the principles of the Emotionally Able approach [Fox, Lavery & Chowdhury 2020], the Emotionally Friendly Settings [EFS] manual and positive behaviour support.

There were three key areas of focus:-

- i. Feeling Positive and Being Stronger [recognising challenges, seeking support, positive outlook, looking for boosts]
- ii. Relationships and My World [interacting, having my own control relationships and using communication]
- iii. Engagement and The Self [my identity, my value, my confidence, my emotions]

The three key areas formed termly focus areas. Each theme incorporated an in-depth review, consideration of areas for improvement and evaluation and feedback in regard to the success of the steps towards improvement.

The Autumn 2021 focus was Engagement and The Self. Autumn classroom strategies were in place, which included consideration of how the structure of the day, the organisation of the classroom and teaching strategies would support EWB in the classroom.

Every class had prepared their own classroom visions for EWB, which included the key visions and focus for the class to support EWB and the steps required to achieve this. Students had been encouraged to take part in this process.

The theme for Spring 2022 would be Relationships and My World and Summer 2022 would focus on Feeling Positive and Being Stronger.

Mr Lunt was involved in the work to secure the Emotionally Friendly Settings [EFS] Accreditation, which had been led by the Salford Educational Psychology Service. The accreditation process had commenced in December 2019 and Mr Lunt remained confident in the work which had been completed to date.

Q: How could steps to secure student EWB be extended to assist the families of students with their EWB.

The CEA strategy provided teachers with the tools to include all parties involved in the care of the students with their EWB. An aspirational day would be piloted this year and would converge into a body of work in regard to parents and the school working together. Consideration would be given as to how EWB could be incorporated into the aspirational day.

Mrs Hutchinson's experience was that informal support was provided to parents as a matter of routine however, there may be opportunities to strengthen this further and to document the support in more detail, perhaps by way of regular questionnaires. It was encouraging that the emotional wellbeing of the students was considered proactively, rather than this being a reactive process.

Q: How would the school ensure that key attitudes were embedded within the curriculum. For example, where would building confidence be included within the curriculum subjects.

Mr Lunt assured Governors that a great deal of work had taken place to raise the profile of student EWB and to ensure that this was embedded within the curriculum. Core Education, Health and Care Plan [EHCP] targets included EWB. The lesson observations and lesson planning as part of the Autumn 2021 focus upon Engagement and The Self included provision for EWB and review of the support which was offered in classrooms.

Governors thanked Mr Lunt for such an informative presentation in regard to student EWB.

**Mr Lunt left the meeting at 1:10.**

## **7. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

The minutes of the meeting of the Governing Body on 17<sup>th</sup> September 2021 had been shared via GovernorHub in advance of the meeting.

**Agreed:** Governors approved the minutes of the Governing Body meeting held on 17<sup>th</sup> September 2021 as a true and accurate record.

### **Matters Arising**

The following items had been completed:-

- Agenda item 4 – Appointment of new Co-opted Governors  
**Action:** Mrs Hutchinson to feedback to the Trust Board and seek ratification of Governor appointments.
- Agenda item 5 – Appointment of the Chair of Governors  
**Action:** Mrs Hutchinson to feedback to the Trust Board and seek ratification of Chair of Governor appointment.
- Agenda item 7: Matters Arising  
**Action:** Mrs Hutchinson to contact the prospective Governor by email to confirm whether she wished to progress the Governor role further.
- Agenda item 6/7: Update on Covid-19  
**Action:** Clerk to invite Graham Lunt to attend the Autumn 2 meeting to present upon staff wellbeing.
- Agenda item 8 – Governance Items  
**Action:** Mrs Hutchinson to feedback to the Trust Board and seek ratification of the LGB Code of Conduct and LGB Terms of Reference.  
**Action:** Mrs Hutchinson to create and circulate to all Governors a governance glossary document, and an overview of the role of the Link Governor.
- Agenda item 9 – Update on Covid-19  
**Action:** Ms Birkinhead to request that Rachel Hill emails a copy of the most recent Risk Assessment [Covid-19] to the Clerk to place upon GovernorHub for review.
- Agenda item 11 – Budget Review  
**Action:** Clerk to invite Ms McRae to the meeting on 5th November 2021.

All remaining items were detailed below and would be deferred to the meeting on 14 January 2022.

- Agenda item 6/7: Update on Covid-19  
**Action:** Governors will receive an update concerning GDPR at the Autumn 2021 meeting [Autumn 2 meeting].
- Agenda item 8 – Governance Items  
**Action:** Mr Davismoon to speak with Mr Kenyon to discuss collaboration in connection with supporting disabled students in Higher Education.  
**Action:** Clerk to highlight any outstanding declarations at the Autumn 2 meeting.  
**Action:** Ms Birkinhead to confirm that the records held by Get Information About Schools was accurate.  
**Action:** Governors to confirm on GovernorHub that they have read the Keeping Children Safe in Education update.  
**Action:** Ms Birkinhead to update Governors in regard to Parent Governor vacancies at the Autumn 2 meeting.  
**Action:** Governors to consider Link Governor roles in readiness for discussion at the Autumn 2 meeting.

- Agenda item 12 – Staffing

**Action:** Mrs Hutchinson to coordinate the PMR for completion by the end of October 2021 and to confirm whether external advice would be provided by The Schools People.

## **8. PUPIL PREMIUM & LAC**

Miss Myers referred Governors to the Pupil Premium report, which had been circulated via GovernorHub in advance of the meeting.

The headlines of the report were as follows:-

- There were 67 Pupil Premium students. These students received Free School Meals [FSM] up to and including Year 11 and represented 60% of the Key Stage 3 [KS3] and Key Stage 4 [KS4] population. Key Stage 5 [KS5] students did not receive Pupil Premium.
- There were 7 Children Looked After [CLA], 6 of whom received Pupil Premium Plus.
- The total allocation for Pupil Premium planned spend for 2021-2022 was £65,525.
- The planned spend included Pupil Premium students but did not include Pupil Premium Plus students.
- The planned spend would be flexible and reviewed in conjunction with the Trust Finance Committee. At the end of the academic year, the actual spend would be reviewed.
- The areas of allocation had been informed by analysis of the Pupil Premium spend in the previous academic year, which included desired outcomes, the actions taken to reach the desired outcomes and the impact of those actions.

Q: Would additional Speech and Language Therapy [SaLT] be funded. In the event that additional specialists were required, the planned spend could be reviewed and adjusted accordingly. The Local Authority SaLT provision was suitable however, in the event that an appropriate SaLT recruitment could be secured this would be supplemented.

Q: How was the planned spend for Pupil Premium Plus students addressed.  
A termly Personal Education Plan [PEP] action plan was provided by the Virtual School team. Meetings took place in the autumn term with social workers and carers who had an opportunity to provide input into the plan and the targets set. Actions and reviews were clearly time lined and responsibilities outlined to ensure that outcomes would be met. The Pupil Premium Plus funding was approximately £1,600 per student.

The Virtual School team had been very complimentary of how the school had embedded interventions into the curriculum for all students.

In the current academic year, there had been a supplementary body of training for therapeutic crisis intervention. All of the students who had been impacted by the training had contributed towards the training budget and a similar approach was applied to other cost areas, which included music therapy and hydrotherapy.

Q: Were any of the LAC students based outside the Salford district and, if so, had this presented any issues.

One student lived in Wigan and fell within the Wigan Virtual Schools team. Another student from Manchester remained on roll but had not been based at the school. Dialogue was ongoing with the Virtual Schools team to progress this.

Q: Had any difficulties been experienced obtaining the funding from the Local Authorities.

The release of funding depended upon completion of the documentation. The funding for two students who were based in Salford had been released pending completion of the documentation by their social workers.

Governors were asked to note that the format of the Pupil Premium report would be altered to incorporate the new format of the prescribed Pupil Premium Strategy Statement, which had been introduced by the Department for Education [DfE].

**Action:** Miss Myers to share the prescribed Pupil Premium Strategy Statement with Mrs Taylor for circulation to Governors.

Q: Had Pupil Premium students received additional Catch Up funding following the pandemic.

Ms Birkinhead confirmed that funding had been offset against Year 7 to ensure the provision of sufficient staffing to settle students into school. These students had been significantly disadvantaged as a consequence of the pandemic. The rationale had been clearly documented and the challenges linked to the strategies.

Governors noted the content of the Pupil Premium report, which had been circulated via GovernorHub in advance of the meeting.

## **9. SAFEGUARDING**

Miss Myers provided Governors with a verbal update in regard to safeguarding.

Miss Myers and Dr Hanbury had completed an intensive Designated Safeguarding Adult Lead [DSAL] training course. It was intended that additional staff members would be trained to DSAL level, which included safeguarding individuals aged 18 and over.

Q: When would this additional training take place.

Training was reviewed and renewed on an annual basis.

**Action:** Miss Myers to provide safeguarding training information within future safeguarding reports.



The Deputy Designated Safeguarding Leads [DSLs] were Ms Birkinhead, Richard Wilkinson and Kathryn Connor and an additional Deputy DSL who was currently on maternity leave. Kathryn Connor was also a behavioural lead and this linked well with her role as Deputy DSL. Weekly safeguarding meetings were held, which the school nurse would also attend to provide feedback in regard to specific health issues. The Deputy DSLs would be accountable for completion of actions allocated to them and would also challenge and support Miss Myers.

The Child Protection Online Management System [CPOMS] software system continued to support the monitoring and management of safeguarding.

The key safeguarding headlines were as follows:-

- 40 students with CPOMS referrals had been added between September and November 2021. These referrals would be reviewed to ascertain if they required refinement.
- Three child protection referrals had been made via the Bridge Partnership, two of which related to the same student. The Bridge Partnership provided an online portal for those students who did not have a social worker and the referrals would prompt social worker appointment.
- Nine students were classed as Child in Need, where the family required some support.
- Sufficient safeguarding concerns had been identified to warrant Child Protection Plans for two students. Meetings were held with social workers every six weeks and a Child Protection conference would take place every 12 months, chaired by the Child Protection team.
- Seven students [including two learners at Child Protection level] had recorded an high number of incidents on CPOMs. Feedback from the three day Safeguarding Audit which had taken place in November 2021 with Carolyn Eyres, was that the CPOMs could be recorded differently in order that the incidents could be refined.
- Rachel Hill, Assistant School Business Manager, would be focusing upon optimising the efficiency of CPOMS recording to provide additional detail. Most of the issues arising concerned care and support and behaviours within the home and how the school supported parents at these levels.

Miss Myers invited feedback upon the information Governors would find beneficial in future reports.

Governors would like to receive anonymous case studies, by way of examples of the initial safeguarding issues arising and how these had been addressed.

Governors noted the increased awareness of peer-on-peer abuse within schools. Ms Birkinhead had attended a session on 9<sup>th</sup> December 2021 in regard to the Ofsted review of peer-on-peer abuse and would be considering this further with Miss Myers. Miss Myers and Dr Hanbury would also be reviewing safeguarding

policies and practices week commencing 13<sup>th</sup> December 2021, which would include consideration of how peer-on-peer abuse was incorporated into curriculum and practice. The importance of building healthy relationships and providing students with a positive outlook on behaviour represented a continued area of focus.

Governors thanked Miss Myers for her very thorough and comprehensive input into the meeting.

**Miss Myers left the meeting at 1:57.**

#### **10. HEADTEACHER'S REPORT**

This item was deferred to the meeting on 14 January 2022.

#### **11. SCHOOL DEVELOPMENT PLAN**

This item was deferred to the meeting on 14 January 2022.

#### **12. CURRICULUM**

This item was deferred to the meeting on 14 January 2022.

#### **13. UPDATE ON COVID-19**

This item was deferred to the meeting on 14 January 2022.

#### **14. BUDGET REVIEW**

This item was deferred to the meeting on 14 January 2022.

#### **15. STAFFING**

Refer to confidential minutes.

#### **16. SCHOOL POLICIES FOR REVIEW OR APPROVAL**

- Admissions Policy 2022

This item was deferred to the meeting on 14 January 2022.

#### **17. ANY OTHER BUSINESS**

There were no items to be included under Any Other Business.

**18. CONFIDENTIALITY**

Governors agreed that item 15 would be recorded in 'Confidential Minutes'.

**19. DATES AND TIMES OF REMAINING 2021-22 MEETINGS**

Governors noted the time and date of the next meeting:-

14 January 2022 at 12:00

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

**The meeting concluded at 2:10pm**