



**Minutes of the AUTUMN TERM 1 2021  
Full Governing Board Meeting  
Chatsworth High School and Community College**

Date: 17<sup>th</sup> September 2021

Meeting started: 12:00 pm

Meeting ended: 1:20 pm

Venue: The meeting was held virtually via ZOOM.

The meeting met its quorum. [5/6]

Present:	Ms Helen Birkinhead	Headteacher (ex-officio)
	Mr Steve Davismoon	Co-Opted Governor (Chair)
	Mr Kumar Siva	Co-Opted Governor
	Ms Amanda Downing	Co-opted Governor
	Cllr Gina Reynolds	Co-opted Governor
In Attendance:	Mr George Kenyon	Prospective Governor [part meeting]
	Mrs Emma Taylor	Clerk – Just A Sec
	Mrs Louise Hutchinson	Trustee
Absent:	There were no absences.	

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**The Clerk outlined the protocol for the virtual meeting.**

Governors **confirmed** that they were accessing the meeting in a confidential environment and that mobile 'phones were to be switched to silent mode. Governors were reminded that all items of discussion were strictly confidential.

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Ms Jones.

**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 confirmed her position as Trustee on the Trust Board.

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

The appointment of new Co-opted Governors was addressed by the Clerk at this stage in order that Governor terms of office could be confirmed before the remainder of the meeting.

It was noted that the following Governors had stepped down:-

Judith Bull	Co-opted Governor
Andrew Cottrill	Staff Governor
Rachel Hill	Co-opted Governor
Louise Hutchinson	Co-opted Governor

Governors thanked those Governors who were stepping down for their valuable contributions as Governors.

Mr Kenyon was welcomed to the meeting as an observer and a prospective Coopted Governor.

Mrs Downing was welcomed to the meeting, having observed the meeting on 6<sup>th</sup> July 2021 as a prospective Governor.

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

Governors were notified that Cllr Reynolds' terms of office as a Local Authority Governor had recently expired. Cllr Reynolds wished to continue to support the school as a Co-opted Governor.

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

Governors noted that appointments of Mrs Downing and Cllr Reynolds would need to be ratified by Trustees at the next available Trust Board meeting in accordance with the Terms of Reference [ToR].

**Action:** Mrs Hutchinson to feedback to the Trust Board and seek ratification of Governor appointments.

#### **5. APPOINTMENT OF THE CHAIR OF GOVERNORS**

Governors noted that during the meeting on 22<sup>nd</sup> June 2021 it had been agreed that Mr Davismoon would be nominated for the role of Chair at the first meeting in September 2021.

Mr Davismoon confirmed that he would be delighted to accept the nomination for the role of Chair.

**Agreed:** Governors agreed the appointment of Mr Davismoon to serve as Chair until the first meeting of the 2022 academic year.

Governors noted that the appointment of Mr Davismoon would need to be ratified by Trustees at the next Trust Board meeting in accordance with the ToR.

**Action:** Mrs Hutchinson to feedback to the Trust Board and seek ratification of Chair of Governor appointment.

Mr Davismoon chaired the remainder of the meeting.

## **6. APPOINTMENT OF THE VICE CHAIR OF GOVERNORS**

The election of a Vice Chair was considered by Governors. Nominations were not received for the Vice Chair position. Governors discussed section 4.3 of the ToR, which provided that:-

*The Local Governing Body is free to elect a Vice-Chair of Governors, but this is not essential.*

**Agreed:** A Vice Chair would not be appointed. In the event of the Chair being absent, a Governor would be nominated by the remaining Governors to chair the meeting in his absence.

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

The minutes of the meeting of the Governing Body on 6<sup>th</sup> July 2021 had been shared via GovernorHub in advance of the meeting.

**Agreed:** Governors approved the minutes of the Governing Body meeting held on 6<sup>th</sup> July 2021 as a true and accurate record.

Cllr Reynolds advised that she had been unable to access GovernorHub to review the minutes.

**Action:** Clerk to liaise with Cllr Reynolds to resolve the issue with access to GovernorHub.

### **Matters Arising**

#### **• Agenda item 5: Safeguarding Audit**

**Action 5.1:** Review of safeguarding training would be included within the agenda planner and considered at the autumn 2021 meeting.

**Update:** Ms Birkinhead confirmed that staff members were completing safeguarding training via Educare. This action had been completed.

**Action 5.3:** Ms Birkinhead to incorporate feedback from the community and staff members into the Safeguarding Children Self Assessment [SCSA].

**Update:** The SCSA had required the school to rate all aspects of safeguarding within the school. The approach had been thorough and feedback had been considered. A Trust wide safeguarding audit would be taking place across the school and Chatsworth Futures and feedback would be available in November 2021. This action had been completed.

- Agenda item 5: Governor Recruitment

**Action 5.6:** Mrs Hutchinson to invite prospective Governors to attend the first meeting of the autumn 2021 term.

**Update:** In addition to Mr Kenyon, a second prospective Governor had been invited to join the meeting today however, unfortunately she had not responded to the invite.

**Action:** Mrs Hutchinson to contact the prospective Governor by email to confirm whether she wished to progress the Governor role further.

- Agenda item 6: Update on Covid-19 (safeguarding/CPOMS)

**Action:** Governors will receive an update concerning GDPR at the Autumn 2021 meeting.

**Update:** This would be carried over to the Autumn 2 meeting.

**Action:** At the first meeting in September 2021, Governors to review the possibility of participating in PROACT SCIPr training in the Autumn 2 meeting.

**Update:** Following further consideration, it was not considered that this would be appropriate for Governor participation. The training involved de-escalation and techniques for handling challenging behaviour and could be challenging for staff members even in the absence of observation. This action had been completed.

- Agenda item 7: Update on Covid-19

**Action:** Clerk to invite Graham Lunt to attend the Autumn 2 meeting to present upon staff wellbeing.

**Update:** This had been discussed and would be progressed by Ms Birkinhead.

- Agenda item 12: School Policies for Review or Appraisal

**Action:** Ms R Hill to provide Governors with a list of all policies; updated mandatory statutory policies and commentary in advance of the meeting on 17th September 2021.

**Update:** Ms Birkinhead confirmed that policy reviews were continuing upon a 'rolling basis' in accordance with statutory requirements and this process was managed by Ms Hill. Where policies required the approval of Governors, they would be added to the meeting agenda. This action had been completed.

All remaining items were covered within the meeting agenda.

## 8. GOVERNANCE ITEMS

- Governor Introductions

Governors introduced themselves for the benefit of Mr Kenyon and Mrs Downing.

Mrs Downing was the Associate Assistant Vice Principal of the Saints Peter and Paul Catholic School in Widnes, where she was also an English teacher and a named Special Educational Needs Coordinator [SENCo]. Mrs Downing was responsible for overseeing the inclusion agenda within the school.

Mr Kenyon introduced himself as an Outreach Assistant for Greater Manchester Higher [GMH]. GMH was a collaborative network and part of the Uni Connect programme, which delivered a nationally coordinated approach, working with schools, universities, and colleges to help people access Higher Education. Within GMH, Mr Kenyon worked with learners from disadvantaged backgrounds to explore Higher Education pathways. He had also been nominated as the Chair of the National Education Opportunities Network [NEON]; a National Organisation which worked to widen access to Higher Education for disabled learners.

**Action:** Mr Davismoon to speak with Mr Kenyon to discuss collaboration in connection with supporting disabled students in Higher Education.

- Confirm Accuracy of Governor Declarations and Contact Details on GovernorHub

The Chair reminded Governors to confirm the accuracy of declarations and contact details on GovernorHub at their earliest convenience, to include the following:-

- *Declaration of Interests / Non Pecuniary Interest Register*
- *Confirmation of Eligibility*
- *Profile*
- *Skills Audit*
- *Training Records*

**Action:** Clerk to highlight any outstanding declarations at the Autumn 2 meeting.

- Confirm Accuracy of Governor Attendance Records

The Chair reminded Governors to ensure that the records of attendance on GovernorHub were accurate.

**Action:** Ms Birkinhead to confirm that the records held by Get Information About Schools was accurate.

- Governors receive Local Governing Body Code of Conduct and Terms of Reference

Governors were referred to the updated Terms of Reference [ToR] and Code of Conduct [COC] documents, which had been shared via GovernorHub in advance of the meeting. These documents would require approval at the next Trust Board meeting and annual review thereafter. They would assist Governors to understand their roles and responsibilities within the Trust and contained important reminders concerning the Nolan Principles and the importance of Data Protection, for example.

**Agreed:** Governors noted the COC and ToR for the Local Governing Body, which had been circulated via GovernorHub in advance of the meeting.

**Action:** Mrs Hutchinson to feedback to the Trust Board and seek ratification of the LGB Code of Conduct and LGB Terms of Reference.

- Governors receive updated Keeping Children Safe in Education

Governors were directed to Part 2 of the Keeping Children Safe in Education, September 2021, which had been shared via GovernorHub in advance of the meeting.

**Agreed:** Governors noted the Keeping Children Safe in Education, September 2021, which had been circulated via GovernorHub in advance of the meeting.

**Action:** Governors to confirm on Governor Hub that they have read the Keeping Children Safe in Education update.

- Governors receive Academy Trust Handbook 2021

Governors were directed to the Academy Trust Handbook 2021, which had been shared via GovernorHub in advance of the meeting.

**Agreed:** Governors noted the Academy Trust Handbook 2021, which had been circulated via GovernorHub in advance of the meeting.

- Governor Membership, Recruitment and Vacancies

It was confirmed that the Governor terms of office were in order.

There were two Co-opted Governor vacancies and two Parent Governor vacancies. Mr Kenyon would be visiting the school in the near future with a view to becoming a Co-opted Governor, which would leave one Co-opted Governor vacancy.

Ms Birkinhead confirmed that the Parent Governor vacancies had been advertised and interest had been received from one Year 7 parent, which would be explored further.



**Action:** Ms Birkinhead to update Governors in regard to Parent Governor vacancies at the Autumn 2 meeting.

- Governor Link Roles

Governors were invited to consider Link Governor responsibilities in readiness for agenda items linked to the School Development Plan which would be considered at the Autumn 2 meeting. The Link Governor roles should align with the needs of the school and the school priorities, whilst utilising individual areas of Governor expertise.

Governors noted the mandatory Governor Link roles for Safeguarding, Pupil Premium and Looked After Children [LAC]. Cllr Reynolds and Ms Jones were Link Governors for Safeguarding.

By reference to the Governors who had left the Governing Body, the following areas had previously been covered as Link Governor roles:-

Curriculum  
Developing Governance  
Complaints Co-ordinator  
Leadership Capacity  
Quality Assurance Processes

Mrs Hutchinson confirmed that training responsibilities would continue to be managed as part of her extended Trustee role. However, it would be beneficial for a Training Link Governor to be in place after Christmas 2021. Mrs Hutchinson would be preparing a glossary document to assist Governors and an initial draft had been provided to Mr Davismoon.

Governors were further directed to resources on The Key for Governors, accessed via Governor Hub and the online learning which was available via the school subscription to Educare.

**Action:** Governors to consider Link Governor roles in readiness for discussion at the Autumn 2 meeting.

**Action:** Mrs Hutchinson to create and circulate to all Governors a governance glossary document, and an overview of the role of the Link Governor.

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

Ms Birkinhead provided Governors with a verbal update. Positive cases of Covid19 had reduced in the local area however, numbers remained under review.

Whilst the school would continue to adopt a cautious approach, with summer routines and protocols remaining in place, measures would be gradually introduced



to release some of these protective measures. This process would be informed by ongoing guidance from Public Health England.

Students were exempt from wearing masks within school, however, bubble arrangements continued and educational visits had not yet resumed. The numbers of visitors to the school remained reduced and assemblies continued to take place virtually, which worked well across the three school sites.

Remote learning would be available where required however, there was no longer a requirement to send contacts of positive cases home which had necessitated remote learning previously.

Staff members were encouraged to test themselves twice weekly. Two members of staff were currently isolating. One member of staff was suffering with long Covid but remained able to work.

Mrs Hutchinson had benefited from review of the most recent Covid-19 Risk Assessment and considered that Governors would benefit from also having sight of this.

**Action:** Ms Birkinhead to request that Rachel Hill emails a copy of the most recent Risk Assessment to the Clerk to place upon GovernorHub for review.

## **10. SAFEGUARDING**

Ms Birkinhead provided Governors with a verbal update.

Governors were assured that staff members were aware of the September 2021 updates to the KCSIE and were continuing to be proactive in regard to safeguarding. There were no safeguarding concerns to be brought to the attention of Governors.

There was a strong safeguarding team in place. Miss Gayle Myers, Deputy Headteacher, had commenced the Designated Safeguarding Lead [DSL] and Pastoral Deputy Headteacher roles from September 2021. Mr Richard Wilkinson Deputy Headteacher, would be training as a DSL and Ms K Connor, Assistant Headteacher, as Deputy DSL.

The Trust Engagement Manager carried out many of the Early Help Assessments and was a valuable member of the safeguarding team.

## **11. BUDGET REVIEW**

Ms Birkinhead provided Governors with a verbal update.

Ms Birkinhead met with Ms Vicky McRae, Trust Finance Manager, weekly and confirmed that there were no concerns which ought to be raised with Governors in regard to the budget. Consideration was being given to requesting additional funding from the Local Authority because working across the three sites resulted in less flexibility with staff members. Governors would be updated further at the Autumn 2 meeting.

**Agreed:** Ms McRae will attend every second meeting of the Governors to provide a detailed budget review.

**Action:** Clerk to invite Ms McRae to the meeting on 5<sup>th</sup> November 2021.

## **12. STAFFING**

Ms Birkinhead provided Governors with a verbal update.

Further to the approved restructure, Mr Wilkinson and Miss Myers were now in place as Deputy Headteachers. An Assistant Headteacher had been appointed, which meant that there were three Assistant Headteachers, covering each of the Key Stages.

Three members of staff would be taking maternity leave and their roles would need to be covered. One part-time Teaching Assistant had left the school.

The systems with regard to staffing had been more vigorous and steps had been taken to reduce flexible working.

There had been absences due to longer term sickness and bereavements, however, these were being managed accordingly.

### **• Performance Management Review & Appraisal**

Mrs Hutchinson offered to support the Performance Management Review [PMR] of Ms Birkinhead, which would include the review of objectives for the preceding 12 months and priorities for the next year.

Three panel members would be required to carry out the review, which would need to take place before end of October 2021. Cllr Reynolds would be happy to assist. It was not known whether external advice would be provided by The Schools People.



**Agreed:** Governors agreed that Mrs Hutchinson, Mr Davismoon and Cllr Reynolds would form the Head Teacher's Appraisal panel.

**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.

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

- Admissions Policy 2022

The Admissions Policy 2022 was not presented for consideration by Governors.

- Accessibility Plan

Governors were referred to the Accessibility Policy and Plan [APP], September 2021, which had been shared via GovernorHub in advance of the meeting. Governors did not raise any questions in regard to the APP. Governors noted the APP.

### **14. ANY OTHER BUSINESS**

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

### **15. CONFIDENTIALITY**

Governors agreed that there were no items to be recorded in 'Confidential Minutes'.

### **16. DATES AND TIMES OF REMAINING 2021-22 MEETINGS**

Governors noted the following meeting dates for the 2021 – 2022 academic year:-

5 November 2021  
14 January 2022  
11 March 2022  
20 May 2022  
8 July 2022

The meetings would take place at 12:00 pm unless Governors were advised otherwise.

Mr Davismoon thanked Mrs Hutchinson for her assistance with the transition to the new Chair role and welcomed Mr Kenyon and Mrs Downing to the Governing Body.



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

**The meeting concluded at 1:20pm**