

**Minutes of the SUMMER TERM 2 2022  
Local Governing Body [LGB] Meeting  
Chatsworth High School and Community College**

Date: 8<sup>th</sup> July 2022

Meeting started: 12:00

Meeting ended: 2:31

Venue: The meeting was held in person.

The meeting met its quorum [3/5]

Present:	Ms Helen Birkinhead	Headteacher (ex-officio)
	Mr Steve Davismoon	Co-opted Governor (Chair)
	Ms Katie Jones	Staff Governor (part meeting)
In Attendance:	Ms Kathryn Connor	Assistant Headteacher (part meeting)
	Dr Martin Hanbury	CEO (part meeting)
	Mrs Louise Hutchinson	Trustee
	Mrs Emma Taylor	Clerk – Just A Sec
	Mr Richard Wilkinson	Deputy Headteacher (part meeting)
Absent:	There were no absences.	

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**1. WELCOME AND APOLOGIES**

The Chair welcomed attendees to the meeting. Apologies were received and accepted from the following:-

Ms Amanda Downing	Co-opted Governor
Miss Gayle Myers	Associate Member
Cllr Gina Reynolds	Co-opted Governor

**2. DECLARATIONS OF NON/PECUNIARY INTERESTS**

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

**3. MINUTES OF THE MEETING ON 10<sup>th</sup> JUNE 2022**

The minutes of the meeting of the LGB on 10<sup>th</sup> June 2022 had been shared via GovernorHub in advance of the meeting.

**Approved:** Governors approved the minutes of the LGB meeting held on 10<sup>th</sup> June 2022 as a true and accurate record.

#### **4. MATTERS ARISING**

The following Matters Arising were discussed and updated:-

- 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 Local Authority [LA] GDPR Audit would take place in September 2022, which would inform strategy and internal scrutiny visits.

- 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 Autumn 1 2022 meeting to align with review of Link Governor roles.

#### **Dr Hanbury joined the meeting at 12:36.**

- 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 progressed outside the meeting.

- Dr Hanbury to circulate reading paper on secondary age readers to Governors.

**Update:** Dr Hanbury would circulate the Ofsted paper in regard to the importance of inspection of this area within secondary schools.

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

**Update:** Just-A-Sec would provide bespoke induction packages tailored to the requirements of the school at a cost of £95 per Governor.

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

**Update:** Mrs Hutchinson confirmed that the packages available via Salford Governance Services were as follows:-

- £95 per Governor per training session – to be utilised for Governor inductions;  
or

- £105 per Governor for one year as part of the Governance Training, Support and Development Service Level Agreement [SLA]. This option would also include a termly e-newsletter and the benefit of access to a governor services

helpline. A package of training sessions would be available throughout the year. Whilst the 2022 – 2023 training programme had not yet been provided, it was envisaged that this would include training in areas such as Ofsted requirements and safeguarding [the inclusion of adult safeguarding would need to be clarified]. In person training would facilitate opportunities for Governor networking.

Governors commented that the resources available on GovernorHub were very useful however, it was recognised that in person training may be the preferred method of learning for some individuals.

It was agreed that the position would be reviewed further when Governor inductions were required. In the interim, key documents for Governors would be collated within a folder on GovernorHub.

**Action:** Mrs Taylor to create a file on GovernorHub containing key governance documents for ease of reference.

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

**Update:** A review of the inset provision had been conducted with the benefit of input from the Senior Leadership Team [SLT]. The revised schedule would ensure that statutory training was completed at the start of the academic year. The inset provision for the close of the academic year may require review to include consideration of pedagogy however, Dr Hanbury and Ms Birkinhead would revisit the frequency of mandatory training requirements before considering this further.

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

**Update:** The draft Health and Safety Policy had been uploaded to the GovernorHub meeting folder for review however, the Policy had not yet been finalised by Rachel Hill, Trust Business Manager and would therefore be carried over to the next meeting.

- 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.

**Update:** The Lone Worker Policy had been revised to reflect the suggested amendments and was displayed on the website.

## **5. ITEMS FOR ANY OTHER BUSINESS**

A confidential finance update from Dr Hanbury was accepted as an item of Any Other Business.

## **6. GOVERNANCE**

### **a) Governor Recruitment**

Following the resignation of Mr Kenyon, there were vacancies for Three Co-opted Governors and Two Parent Governors.

Ms Birkinhead would progress enquiries with the School Governors One-StopShop [SGOSS] outside of the meeting.

Mrs Hutchinson recommended Emma Harris from Governors for Schools to assist with recruitment of Co-opted Governors. Salford Governance may also support inspiring governance.

In regard to the Parent Governor vacancies, Ms Birkinhead confirmed that the election process had been completed in respect of Sandra Moore who had been elected unopposed. Trust Board approval of this appointment would be confirmed and written confirmation would be sent to Sandra Moore thereafter.

**Action:** Mrs Taylor to include ratification of the appointment of Sandra Moore as an agenda item for the Trust Board meeting on 1<sup>st</sup> August 2022.

The second Parent Governor vacancy would be promoted to parents of students joining the school in September 2022 from Springwood Primary School.

Ms Jones suggested that Governors should be invited to the next event at the school where parents would be in attendance to provide an opportunity to demystify the role of Governors.

**b) Governor Training**

Governor Training would be carried over to the Autumn 1 2022 meeting.

**c) Link Governor roles**

Link Governor roles would be carried over to the Autumn 1 2022 meeting.

**d) Governing Body effectiveness**

Governors agreed that it would be good practice to conduct a Skills Audit which would inform recruitment and training needs.

**Action:** Mrs Taylor to circulate the Key for School Governors Skills Audit link for completion in advance of the Autumn 1 meeting.

## **7. CAREERS EDUCATION INFORMATION AND GUIDANCE**

Dr Hanbury provided a verbal update in regard to careers education, information and guidance. A meeting had taken place with Christa Donnolly within which the Compass/Compass+ benchmarking tools had been utilised to benchmark areas of careers provision. Vigorous reporting had been conducted and the scores which had been achieved exceeded national figures in almost every area, which was very positive. Mr Wilkinson had also led the Personal Development Deep Dive.

**Action:** Dr Hanbury to circulate Careers Benchmarking/Personal Development Deep Dive documents in advance of the Autumn 1 2022 meeting.

## **8. SAFEGUARDING REPORT**

Governors were referred to the Safeguarding Report for Governors [July 2022], which had been circulated via GovernorHub in advance of the meeting.

**Ms Connor joined the meeting at 1:05.**

Dr Hanbury extended thanks to Ms Connor and Ms Surrey, Assistant Headteachers [AHT], for their support as Deputy Designated Safeguarding Leads to ensure the completion of safeguarding actions during the absence of the Designated Safeguarding Lead.

Q: Would attendance figures be inaccurate should staff members omit to complete the afternoon register.

Yes. Ms Birkinhead understood that email reminders to complete the afternoon register were no longer issued.

**Action:** Ms Birkinhead to review whether attendance had been fully recorded and whether any steps were required to address this.

Q: Was the criteria for unauthorised absences clearly communicated to parents.  
Yes.

Q: Was the attendance figure of 47.24% between 10<sup>th</sup> June 2022 to 8<sup>th</sup> July 2022 accurate. The figure was very low when compared against other periods. Ms Birkinhead suspected that the data contained an error and would investigate this further.

**Action:** Ms Birkinhead to update the attendance data between 10<sup>th</sup> June 2022 to 8<sup>th</sup> July 2022 and circulate an amended Safeguarding Report via GovernorHub.

Governors noted the Safeguarding Report.

## **9. BEHAVIOUR SUPPORT**

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.

The planned behavioural supports were recorded within individual behaviour support plans. Where unplanned interventions were required, these were classified as unplanned.

In June 2022:-

**40 unplanned RPIs** had been recorded. Many of these unplanned RPIs concerned one student who had engaged within the classroom and whose behaviour had escalated following the most recent half term. The interventions often involved moving the student to a safe place with a blanket wrapped around

him to preserve his dignity. He would attend the school for half days until the end of the current academic year and efforts would continue to break the cycle of these incidents. From September 2022, this student would transfer to the Deans site and may benefit from the change of location.

**Mr Wilkinson, Dr Hanbury and Ms Jones and left the meeting at 1:10.**

**40 Group Room Door Held RPIs** had been recorded, which related to three key students:-

Student R: had effectively worked outside of the main classroom for the entirety of the current academic year. It was testament to the input of the two staff members who supported Student R, that in the days prior to the meeting he had been able to participate in two offsite trips during which he had integrated positively within class groups.

Student J: was very sensitive to noise, particularly upon the transition into school. Strategies were in place to address this, which included a later start time and collaboration with his mum to assist the journey. Improvement had been observed as a consequence of these strategies.

Student M: often required time in a quiet room which required the door to be closed.

**Mr Wilkinson, Dr Hanbury and Ms Jones returned to the meeting at 1:17.**

Dr Hanbury highlighted that the school environment played a significant part in the successful education of the students. During the pandemic the number of students within the school had reduced, alongside a reduction in the number of recorded RPIs. The reduced RPIs were directly linked to the additional space which had been available which supported a more calm school environment. It was important to acknowledge the additional challenge attributable to the lack of space within the building. On occasion, more than one student would require the same safe space, which required staff members to make important judgement calls to maintain the safety of students and staff members.

Ms Connor commended staff members for their excellent support in circumstances where students displayed very challenging behaviours. It was important to maintain positive staff morale by meeting and discussing the positive outcomes of support and displaying these visually where appropriate. For example, the success of Student R participating in the offsite trips.

Ms Birkinhead confirmed that a Wellbeing Policy was being prepared to support staff members and fundraising was taking place which would contribute to emotional wellbeing initiatives.

Dr Hanbury endorsed this approach. Due to the busy nature of the environment, there were less opportunities for staff members to meet to discuss positive



interventions and a more forensic analysis of positive behavioural outcomes may facilitate additional learning.

Ms Jones suggested that it would be informative for teaching staff to share opportunities to teach more challenging classes. Ms Birkinhead confirmed that this would be considered as a mechanism for sharing wider areas of good practice. A whole school review of behaviour and culture would take place in the next academic year, which would inform areas of further development.

In the meantime, Ms Connor would continue to monitor interventions on a daily basis and report this information on a weekly basis to Dr Hanbury and Ms Birkinhead for scrutiny. Particular themes would be disseminated where applicable.

Q: Excellent scrutiny continued to be demonstrated, however how did the necessary intervention strategies align with the educational progress of the students.

Of the four most challenging students, Student P would seek to 'opt out' of academic work and therefore academic progress was lower than expected. In the remaining cases, the intervention strategies enhanced the ability of the students to learn by successfully managing their behaviour. The level of impact continued to be monitored to understand whether learning had increased as a consequence of the interventions.

Dr Hanbury added that behaviour support plans contained clear learning objectives, which identified steps to manage behaviour and behavioural goals.

Governors thanked Ms Connor for the update in regard to behaviour support. It was noted that there was a miscalculation within the TCI supine column which stated six when it should have been eight.

**Action:** Ms Connor to check the arithmetical calculations within the data and to circulate an amended version.

Governors noted the Behaviour Support update.

**Ms Connor left the meeting at 1:37.**

## **10. QUALITY IMPROVEMENT PLAN**

Governors were referred to the Quality Improvement Plan [QIP] Progress Summer 2022 document, which had been circulated via GovernorHub in advance of the meeting.

Actions had been Red Amber Green [RAG] rated for ease of reference and the following headlines were outlined by Ms Birkinhead:-

**Quality of Education** reviews continued to be completed by the leadership team. Opportunities would be provided for AHTs to conduct these reviews from September 2022. Dr Hanbury would provide an overview of all completed reviews in September 2022.

Continued **Curriculum Development** had delivered positive changes. The standardisation of documentation and the implementation of evidence of learning ensured accurate collection of data and standardised teaching across the school. Subject link teachers continued to draft Schemes of Work [SOW], which included White Rose Maths and Monster Phonics.

The **development of ICT opportunities** would continue following completion of the IT infrastructure at the Deans site.

Staff focus upon supporting **Self-Regulation** to ensure that students were able to focus upon learning continued and student gains in this area remained visible. The next step would be to engage parents further in this process.

**Mr Wilkinson left the meeting at 1:42.**

**Personal Development** targets had not yet been completed.

The ongoing **co-ordination of therapeutic interventions** continued with the inclusion of Speech and Language Therapy [SaLT] input and Music and Art therapy. The SaLT worked strategically with staff members for one day each week to standardise classroom practice and it was anticipated that the impact of this work would be considerable.

Ms Jones suggested that this would be supported further by completion of the Oral Motor Training Programme at Delamere School, which would be of particular assistance to students who were non-verbal.

**Aspirational workshops** concentrating upon English as an Additional Language [EAL] had been very successful and supported inclusion for students and families.

Graham Lunt had secured a position in another school. Ms Deasey would oversee the continued positive impetus of the work completed by Graham on **Emotional Wellbeing and Learner Voice**. Ms Jones agreed to support this.

One of the **Leadership and Management** objectives had been to establish a thorough Quality Assurance [QA] process. To assist this, Dr Hanbury was overseeing the preparation of a Gantt chart, which would detail key activities and facilities, including Human Resources [HR].

The objective of ensuring **School Improvement through CPD** would include the finalisation of a planned skills matrix for all staff members. Work had commenced upon the improvement of the Induction programme, which would be delivered by



leaders in advance of the scheduled inset days at the end of the summer 2022 holiday.

Work would continue to achieve the **Silver Artsmark** supported by Sadie Smith.

The vigour with which the **Transition Process** for students had been delivered had been increased with the provision of many additional initiatives. These would be reviewed carefully to understand where benefits had been secured.

Ms Jones noted that the baselining of students had improved within Year 6 and matching children by reference to ability had been positive. Whilst it had been challenging to organise the transition of students from three classes into one class, it was envisaged that the position would stabilise in the next academic year and would ultimately result in an improved transition process.

**Approved:** Governors approved the QIP.

## **11. BUDGET REVIEW**

Governors agreed that this item would be treated as confidential. Refer to confidential minutes.

**Mr Wilkinson joined the meeting at 1:55.**

**Dr Hanbury left the meeting at 2:06.**

## **12. PUPIL PREMIUM & LAC REPORT**

Governors were referred to the report on Looked After Children [LAC], which had been circulated via GovernorHub in advance of the meeting.

Q: Had Pupil Premium information been displayed on the website.  
Ms Hill continued to work on this and the website would be updated.

Governors noted the content of the LAC report.

**Action:** Mrs Taylor to include Pupil Premium as an agenda item in the Autumn 2022 term.

## **13. PUPIL PROGRESS REPORT**

Ms Birkinhead provided Governors with a Progress Report for the Autumn and Spring Terms 2021-2022.

Governors were invited to review the report and raise any questions outside of the meeting. A further report would be provided in the Autumn 2022 term by way of overview of the 2021-2022 academic year.

**Action:** Mrs Taylor to include Pupil Progress as an agenda item in the Autumn 2022 term.

Governors noted the Progress Report for the Autumn and Spring Terms 2021/2022.

**Mr Wilkinson left the meeting at 2:09.**

#### **14. ATTENDANCE REPORT FOR STAFF AND STUDENTS**

Refer to item 17 below.

#### **15. GREEN PAPER**

Governors were provided with a verbal overview of the 2022 Green Paper SEND Review by Ms Birkinhead as follows:-

- Implementation of a new national SEND and Alternative Provision [AP] system would ensure national standards for the identification of and meeting of needs at every stage of a child's journey. This would include consideration of the most appropriate setting for individual students. A list of current service providers would be collated to support this.
- Establishment of new local SEND partnerships would bring together education (including AP) and health and care partners with local government and other partners to produce a local inclusion plan.
- Standardisation of funding across different LAs was desired.
- Digitisation of the EHCP process, assisted by the streamlining of the EHCP hub would be completed.
- Focused staff training would identify SEND as early as possible, which would represent a positive development within the education sector.
- Consultation upon the introduction of a new SENCo National Professional Qualification would take place, which Ms Birkinhead would like to introduce at the school.
- The LA would exercise greater control of student placements.
- Pupil Rehabilitation Units would be expected to provide targeted support for mainstream schools, which would incorporate time limited/transitional placements budgeted over a three year period.
- Review of transitions in and out of AP would take place within the statutory framework.
- Out of borough provisions would be streamlined.
- Increased accountability for Academies and statutory standards for LAs were envisaged.
- Establishment of a new National SEND Delivery Board would monitor SEND and AP.
- Contextualisation of performance tables would take place.

The National Governance Association overviews of the Green and White Papers provided useful summaries and would be uploaded to GovernorHub.

**Action:** Mrs Taylor to upload National Governance Association overviews of the Green and White Papers to the GovernorHub meeting folder.

Governors noted the verbal overview of the 2022 Green Paper SEND Review.

## **16. OUR VISION YOUR VIEWS**

Governors were referred to the Our Vision Your Views document, which had been circulated via GovernorHub in advance of the meeting.

It was not envisaged that the launch would take place in September 2022 and this action would therefore be carried over to the next meeting.

Governors requested that they were invited to the launch when this took place.

**Action:** Ms Birkinhead to ensure that Governors were invited to the launch of Our Vision Your Views.

## **17. STAFFING**

Governors agreed that this item would be treated as confidential. Refer to confidential minutes.

## **18. CHATSWORTH EMERGENCY LOCKDOWN PROCEDURE**

Governors were referred to the Chatsworth Emergency Lockdown Procedure, which had been circulated via GovernorHub in advance of the meeting.

Ms Birkinhead confirmed that further to feedback received, roles had been allocated in regard to parental contact. Staff members at the Deans site would ensure that a message was circulated to parents in the event of an emergency lockdown.

Q: Would it be possible to complete a practice drill in school.

This had been planned since the procedure had been written however, it had not yet been possible to complete the drill.

Fire drills were completed regularly and it was envisaged that students would be able to complete the drill successfully.

**Approved:** Governors approved the Chatsworth Emergency Lockdown Procedure.

## **19. ANY OTHER BUSINESS**

There were no items of Any Other Business.

## **20. CONFIDENTIALITY**

The following items would be treated as confidential:- •

Budget Review.

• Staffing.

## **21. NEXT MEETING**

Governors agreed their preference that meetings would continue to take place on Fridays, however, it was suggested that in person attendance would be assisted by a later start time.

It was agreed that the next meeting would take place on Friday 16<sup>th</sup> September 2022 at 4:00pm.

**Signed**.....**Date**.....

**Mr Davismoon (Chair of Governors)**

**The meeting concluded at 2:31**