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| **GOVERNOR SERVICES: EDUCATION, QUALITY AND PERFORMANCE SERVICE**  **CHADWICK HIGH school (01149)** |

Minutes of the management committee meeting held by video conference on Monday, 16 November 2020 at 4pm.

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| **Present:** | |  | **Mrs K Jarman (Chair)** | |
|  | |  | **Mr D Grist** | |
|  | |  | **Professor A Gatrell** | |
|  | |  | **Ms D Gudojc** | |
|  | |  | **Mr A Jarman** | |
|  | |  | **Doctor A Magee** | |
|  | |  | **Mr A Murray (Headteacher)** | |
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| **Also Present:** | |  | **Mrs V M Morris(Clerk)** | |
|  | |  | **Ms E Holland (Deputy Headteacher - Observer)** | |
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|  | **Apologies for Absence** | | |  |
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|  | Apologies for absence were received and accepted from Mr R Gittins.  It was noted that Mrs M Chambers, Professor A Gatrell and Mr R Slaughter were experiencing technical difficulties in joining the meeting.  Mr Grist had informed the chair he would be late joining, due to a prior commitment.  The clerk advised that the meeting was not quorate. | | |  |
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|  | **Meeting Protocol** | | |  |
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|  | Members confirmed their agreement for the meeting to be held by video conference and to abide by the Virtual Meetings Protocol. | | |  |
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|  | **Election of Chair** | | |  |
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|  | Following a discussion, Mrs Jarman was elected as chair until the first meeting of the autumn term 2021. | | |  |
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|  | **Election of Vice-Chair** | | |  |
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|  | This item was deferred to the next meeting. | | | **Clerk** |
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|  | **Committee Matters** | | |  |
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|  | 1. **Declaration of Interest** | | |  |
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|  | There were no declarations of interest in relation to agenda items. | | |  |
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|  | 1. **DBS / Section 128 Checks for Members** | | |  |
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|  | The committee confirmed that all necessary arrangements were in place, and that all members had the required clearances. Mr Jarman reported that he had seen a copy of the Single Central Record and all appeared to be in order. He had not however checked it against personnel files. | | |  |
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|  | 1. **Membership** | | |  |
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|  | The chair advised that Mrs Hickson had resigned due to other commitments, leaving a vacancy for a community representative. Mrs Jarman noted her appreciation to Mrs Hickson for her contribution to the school. Members were encouraged to let the chair know of anyone who may be interested in joining the management committee.  There continued to be a vacancy for a staff member. | | | **Members**  **Headteacher** |
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|  | 1. **Register of Business Interests** | | |  |
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|  | All members, observers and associate members to sub-committees were reminded of the need to update the Register of Business Interests on an annual basis, and to ensure that appropriate details were included on the school's website. The chair offered to circulate copies.  It was noted that this register should remain in school and that the Data Controller had been made aware of the form. | | | **Chair** |
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|  | 1. **Code of Conduct** | | |  |
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|  | The committeeadoptedthe updated model Code of Conduct and members reflected on the commitment, duties and responsibilities included in the code. All agreed to adhere to the Code of Conduct. | | |  |
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|  | 1. **Disqualification Criteria** | | |  |
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|  | The management committee noted the disqualification criteria for members. | | |  |
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|  | **Minutes of the Previous Meeting** | | |  |
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|  | The minutes of the meeting held on 15 June 2020, having been circulated, were approved as a correct record and would be signed by the chair at a later date. | | | **Chair** |
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|  | **Matters Arising** | | |  |
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|  | There were no matters arising from the minutes. All actions had been completed. | | |  |
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|  | **Review of Sub-Committees** | | |  |
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|  | The management committee reviewed the constitution and membership of its sub-committees and the requirement to appoint a clerk to each sub-committee. It was agreed that the membership of the sub-committees for the 2020/21 academic year be appointed as detailed at Appendix A to the minutes.  The terms of reference and delegated powers of the sub-committees would remain the same as in the previous year. | | |  |
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|  | **Review of Nominated Members** | | |  |
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|  | Nominated member appointments were reviewed and confirmed as detailed at Appendix A. | | |  |
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|  | **Reports** | | |  |
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|  | 1. **Sub-Committee Reports**   Members noted and accepted the reports of the following sub-committee meetings:   1. Standards and Effectiveness Sub-Committee held on 12 October 2020; 2. Finance, Staffing and Resources Sub-Committee held on 12 October 2020. | | |  |
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|  | 1. **Nominated Members** | | |  |
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|  | Ms Holland was thanked for sharing her detailed report and case studies with the committee.  Mr Jarman congratulated Ms Holland on the safeguarding provision in school which had been praised by Ofsted during the inspection on 14 January 2020. The following was highlighted from the report '*Safeguarding in this school is of a very high quality. Safeguarding leaders know pupils exceptionally well. They work effectively with a wide range of external agencies to ensure that pupils and their families receive the help and support they need. They are persistent in ensuring the best outcomes are achieved'.* | | |  |
|  | **In response to a question** regarding the impact of Covid, Ms Holland explained that staff had contacted students by 'phone and text and had made home visits if they had not been able to engage. Some families were reluctant to allow their child to attend school and Ms Holland, Ms Manwaring and Ms Barlow were challenging parents and chasing up attendance. Those not in school and self-isolating were being monitored. Ms Holland advised that all staff had access to CPOMS and were aware what they needed to record. As Designated Safeguarding Lead (DSL), Ms Holland received an alert each time an entry was made and she took follow up action where necessary. | | |  |
|  | The headteacher clarified that CPOMS was a recording tool and did not absolve staff of their safeguarding role. It had proved to be an effective way to share information between staff and with other schools. **A member asked** about other agencies. Ms Holland advised that most contact had been via email or 'phone. All conferences were taking place via Skype calls. | | |  |
|  | A report had been prepared by Ms Ogden, the school's SENCo and thanks were expressed to her. Mrs Jarman had spoken to Ms Ogden and informed members of the school's success in securing EHCPs (Education, Health and Care Plans) for a number of children. However, it was crucial that appropriate settings were identified for these students. It was a concern that two pupils with one year plans were still on roll at Chadwick despite the school not being set up to support them fully. | | |  |
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|  | Reference was made to the health and safety statement. Mr Murray advised that the sealed asbestos had not been removed over the summer and the work had been deferred. A separate Covid risk assessment was in place. | | |  |
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|  | 1. **Chair’s Action** | | |  |
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|  | The chair reported that it had not been necessary to take any urgent decisions on behalf of the management committee since the last meeting.  Mrs Jarman informed members that an application had been prepared with Mr Murray and Mr Bird (School Adviser) to have the academy order revoked. | | |  |
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|  | *Mr Grist joined the meeting at 4.45pm – it was now quorate* | | |  |
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|  | **School Improvement** | | |  |
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|  | 1. **School Improvement and Self-Evaluation in the extraordinary national context** | | |  |
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|  | The headteacher informed members there had been insufficient time to fully implement the appraisal/coaching model. The aim was to embed this further during the current academic year. Ms Gudojc had completed a full work scrutiny and had identified six students to speak to. She also planned to interview some parents. It was agreed that feedback would be provided at the next Standards and Effectiveness Committee.  Mr Murray reported that it was unclear when Chadwick would return to full day in-school teaching. The current reduced school day had minimal impact on students as extra lessons were available on line. The blended teaching programme provided flexibility and enabled pupils and staff to continue to work from home when needing to isolate. **When asked,** the headteacher confirmed that some staff were more comfortable with online delivery than others. | | | **Clerk/**  **Agenda** |
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|  | 1. **Ofsted Interim Visits** | | |  |
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|  | The management committee noted the arrangements for Ofsted interim visits. | | |  |
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|  | 1. **Lancashire School Safeguarding Checklist** | | |  |
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|  | Mr Jarman confirmed that he and Ms Holland had completed the Safeguarding Checklist. The school's policy needed to be updated to reflect changes to Keeping Children Safe in Education 2020, but all other elements of the checklist had been actioned. | | | **Headteacher** |
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|  | 1. **Statutory Requirements in PSHE Education 2020/21** | | |  |
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|  | **Members** noted the update on the implementation of the PSHE statutory requirements and **requested** an update on how this area integrated into the curriculum. The headteacher agreed to arrange for someone to prepare a report. It was thought likely that this would be a focus of future Ofsted visits in light of the heightened focus on wellbeing following the Covid pandemic.  Doctor Magee agreed to be the nominated member for PSHE. | | | **Headteacher** |
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|  | **Headteacher's Report** | | |  |
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|  | 1. **Termly report** | | |  |
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|  | The headteacher's report on the achievements and developments in school since the last meeting of the management committee was received and noted.  Mr Murray drew attention to the formation of an Alternative Provision (AP) Strategy Group on which the PRUs would have rotational representation. Sarah Callaghan (LCC Director of Education and Skills) would also meet with PRU heads prior to each Strategy Group meeting. A copy of the AP Action Plan had been shared with members. Concerns were raised that LCC was trying to push the strategy through and the headteacher said Lancashire needed to be more transparent regarding the basis of assumptions. Mr Murray had researched NEET data and reported that Lancashire performed well and it was not an area of concern. He was keen to weed out all inaccuracies so the group could focus on what was important and relevant. | | |  |
|  | Members congratulated the school on the excellent exam results in 2020. All students had achieved a centre assessed grade and assurance was given that the grades were fair and accurate. The number achieving 5 GCSEs (grade 9-1) had almost doubled to 80%. A member highlighted the importance of students doing the 'right' exams for them.  **When asked,** the headteacher advised there were 58 students on roll at present, predominantly in KS4. **In response to a further question** Mr Murray explained that the Government had agreed to delay some Y11 exams (by 3 weeks) and had revised the content in several subjects. It was possible that centre assessed grades may be needed again in 2021. | | |  |
|  | Members were keen that the school had a robust process across all subjects. The headteacher said he had discussed this with teachers and assessments were being done at the end of each half-term using questions from past papers. Six teacher assessed grades would be available by the end of the academic year. Ms Gudojc added that she would look at this as part of the work scrutiny. | | |  |
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|  | Mr Murray was thanked for his comprehensive report. | | |  |
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|  | 1. **EU Settlement Scheme** | | |  |
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|  | The management committee noted the information regarding the EU Settlement Scheme. | | |  |
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|  | 1. **Unavoidable School Closures** | | |  |
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|  | The headteacher confirmed there had been no unavoidable school closures since the last meeting. | | |  |
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|  | **School Term and Holiday Dates – 2021/22** | | |  |
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|  | The management committee noted the school term and holiday framework provided by Lancashire County Council (following consultation with the County Union Secretaries and the Diocesan/Church Authorities).  Members approved the circulated proposal for school term dates 2021/22 and agreed INSET days on:   * Wednesday, 1 September 2021 * Tuesday, 4 January 2022 * Wednesday, 5 January 2022 * Thursday, 6 January 2022 * Friday, 7 January 2022.   The time would be taken as twilights throughout the year. Members advised they would like to join any training of relevance to them. This would provide good opportunity to meet with staff. | | |  |
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|  | *Professor Gatrell joined the meeting at 5.05pm* | | |  |
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|  | **Evaluation of Educational Visits and Approval of Future Visits** | | |  |
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|  | There were no visits to approve at the time of the meeting. | | |  |
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|  | **Lancashire Personnel Policies** | | |  |
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|  | The management committee confirmed adoption of the following model Lancashire Personnel Policies and Procedures, and also all generic HR policies:   * Absence (Management of Sickness) – August 2020 * Absence (Management of Sickness) Guidelines – August 2020 * Attendance Procedure (Teachers) – Centrally Managed Services – August 2020 * Breastfeeding at Work – August 2020 * Ill Health Retirement – Support Staff – August 2020 * Ill Health Retirement – Teachers – August 2020 * Long-Term Absence Procedure – August 2020 * Long Service Award – Support Staff – July 2020 * Long Service Award – Teachers – July 2020 * Retirement – AAB – August 2020 * Retirement- Phased – August 2020 * Short-Term Absence Procedure – August 2020. | | |  |
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|  | **Finance** | | |  |
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|  | 1. **Finance Policies** | | |  |
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|  | The management committee approved the following policies:   * Lettings Policy/Charges; * Charging and Remissions Policy; * Internal Financial Regulations. | | |  |
|  | To meet DfE requirements, the headteacher was requested to ensure that the Lettings Policy and Charging and Remissions Policy were available on the school website. Mr Murray advised that the school did not have any lettings and did not charge pupils for anything. | | | **Headteacher** |
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|  | 1. **The Unofficial School Fund 2019/20** | | |  |
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|  | The school did not operate an unofficial school fund. | | |  |
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|  | 1. **Schools Financial Value Standard (SFVS)** | | |  |
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|  | Members agreed that Mrs Chambers and Mrs Jarman would consider the SFVS on behalf of the committee. A detailed report together with the completed self-assessment and action plan would be brought to a future meeting of the committee for approval.  It was agreed that the headteacher would submit the approved standard to the local authority by 31 March 2021. | | | **Mrs Chambers and Mrs Jarman**  **Headteacher** |
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|  | 1. **Budget Sustainability** | | |  |
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|  | The management committee had previously delegated the review and setting of all school's budget plan to the Finance, Staffing and Resources Committee. The difficulty forecasting pupil numbers was readily accepted.  **A member asked** if the predicted surplus of £67k in March 2021 was still reasonable. Mr Murray responded that he thought it may be higher than that, but was dependent on pupil numbers. | | |  |
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|  | 1. **Financial Transparency of Local Authority Maintained Schools and Academy Trusts: Government Consultation Response** | | |  |
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|  | The management committee noted the DfE's response to the consultation and agreed that the headteacher would arrange for the additional financial information to be published on the school's website from 1 January 2021. | | | **Headteacher** |
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|  | **Member Training and Development** | | |  |
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|  | Members noted the Lancashire County Council Governor Services Governor Training & Development Programme 2020/21 was available on the [LPDS website](http://www.lancashire.gov.uk/lpds). Courses this term would be delivered by video conference.  The chair advised that she would review training needs in the summer term in light of the skills audit. | | | **Chair** |
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|  | **Information and Updates** | | |  |
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|  | Members noted the following articles of additional information:   1. Inspiring Governance 2. Governor Self Review Tool for Online Safety 3. Keeping Children Safe in Education 4. DfE Guidance for Schools: Coronavirus (COVID-19) 5. DfE Consultation on Draft Schools Admissions Code 6. LASGB. | | |  |
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|  | Forums for Chairs and Vice-Chairs | | |  |
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|  | The chair confirmed she hoped to attend the next meeting. | | |  |
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|  | **Confidentiality** | | |  |
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|  | Members confirmed that all matters discussed at management committee meetings were confidential and not for general discussion outside the meeting.  The management committee considered whether any items discussed were required to be recorded in the minutes as confidential. It was agreed there were no items deemed confidential. | | |  |
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|  | **Date and Time of Future Meetings** | | |  |
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|  | The committee confirmed meetings would take place as follows:   |  |  | | --- | --- | | Resources Sub-Committee | Monday, 8 February 2021 at 3pm | | Standards & Effectiveness Sub-Committee | Monday, 8 February at 2021 4pm | | Full Committee | Monday, 15 March 2021 at 4pm | |  |  | | Resources Sub-Committee | Monday, 17 May 2021 at 3pm | | Standards & Effectiveness Sub-Committee | Monday, 17 May 2021 at 4pm | | Full Committee | Monday, 14 June 2021 at 4pm |   The chair thanked members for their attendance and input and closed the meeting at 5.15pm. | | |  |

APPENDIX A

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| **GOVERNOR SERVICES, EDUCATION, QUALITY AND PERFORMANCE SERVICE**  **CHADWICK HIGH School (01149)** |

