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

Minutes of the Management Committee meeting held at the school on Tuesday 16 November 2021 at 4:00pm.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Present:** | |  | **Mrs K Jarman (Chair)** | | |
|  | |  | **Mr A Benson** | | |
|  | |  | **Mrs M Chambers** | | |
|  | |  | **Prof A Gatrell** | | |
|  | |  | **Mr R Gittins - Virtual** | | |
|  | |  | **Mr D Grist** | | |
|  | |  | **Ms D Gudojc** | | |
|  | |  | **Mr A Jarman** | | |
|  | |  | **Mr R Slaughter - Virtual** | | |
|  | |  |  | | |
|  | |  | **Mr A Murray (Headteacher)** | | |
|  | |  |  | | |
| **Also Present:** | |  | **Mrs M Cullen (Adviser/Clerk)** | | |
|  | |  |  | | |
|  | |  |  | | |
|  |  | | | **Action** | |
|  |  | | |  | |
|  | **Apologies for Absence** | | |  | |
|  |  | | |  | |
|  | There were no apologies for absence. | | |  | |
|  |  | | |  | |
|  | **Election of Chair** | | |  | |
|  |  | | |  | |
|  | Following a discussion, Mrs K Jarman was re-elected as chair until the first meeting of the autumn term 2022. | | |  | |
|  |  | | |  | |
|  | **Election of Vice-Chair** | | |  | |
|  |  | | |  | |
|  | Following a discussion, Mrs M Chambers was re-elected as vice-chair until the first meeting of the autumn term 2022 | | |  | |
|  |  | | |  | |
|  | **Management Committee Matters** | | |  | |
|  |  | | |  | |
|  | 1. **Declaration of Interest** | | |  | |
|  |  | | |  | |
|  | There were no declarations of interest in relation to agenda items. | | |  | |
|  |  | | |  | |
|  | **b) DBS / Section 128 Checks for Members** | | |  | |
|  |  | | |  | |
|  | The Management Committee confirmed that all necessary arrangements were in place and all Members had the required clearances.  The chair confirmed the Single Central Record (SCR) had been checked recently and was up to date. All details in relation to Members had been duly recorded. | | |  | |
|  |  | | |  | |
|  | 1. **Membership** | | |  | |
|  |  | | |  | |
|  | The clerk advised that since the last meeting Mr A Smith, parent representative had resigned. There were now vacancies for a parent representative and two co-opted members.  Mrs Jarman reported that Ms Maxwell-Scott had expressed an interest in joining the Management Committee and would be invited to attend the Spring term Management Committee meeting.  Members were asked to let the chair know if they knew of anyone with the requisite skills and who may be interested in joining the committee.  There were no ends of term of office or other changes to report. | | |  | |
|  |  | | |  | |
|  | 1. **Register of Business Interests** | | |  | |
|  |  | | |  | |
|  | All Members, observers and associate members to 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.  It was noted that this register should remain in school and that the Data Controller had been made aware of the form. | | |  | |
|  |  | | |  | |
|  | 1. **Code of Conduct (2021)** | | |  | |
|  |  | | |  | |
|  | The Management 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. | | |  | |
|  |  | | |  | |
|  | 1. **Disqualification Criteria** | | |  | |
|  |  | | |  | |
|  | The Management Committee noted the disqualification criteria for Members | | |  | |
|  |  | | |  | |
|  | **Minutes of the Previous Meeting** | | |  | |
|  |  | | |  | |
|  | The minutes of the meeting held on 14 June 2021, having been circulated, were approved as a correct record. | | |  | |
|  |  | | |  | |
|  | **Matters Arising** | | |  | |
|  |  | | |  | |
|  | The following matters arising from the minutes were noted:   1. Academy Order (Minute 21.25 refers)   Mrs Jarman was pleased to report that the Academy Order had been revoked, allowing the school to now determine its own future.  b) Children's Safeguarding Assurance Partnership – Safer Remote Learning (Minute 21.24 refers)  The headteacher had offered to make enquires of Ms Holland and Ms Pollitt regarding completion of the checklist. This action had not yet been completed.  Website (Minute 21.26 refers)  Staff had been requested to audit their area of the school website and ensure that all links were relevant and documents up to date.  Members discussed the difficulties of using the website. Mr Slaughter advised that the website was insecure and currently didn't comply with the Accessibility of Website Regulations.  **Members asked if a web designer could be hired to re-design the website**  The Headteacher reported that the cost of a web designer would be approx. £1,000 and suggested that the same website could be used for both the McKee and Chadwick centres.  d) Training (Minute 21.31 refers)  All members had been signed up to the National College Training Programme. | | |  | |
|  |  | | |  | |
|  | **Annual Review of the Collaboration**  The Annual Review of the Collaboration had taken place on 3/11/21 at the McKee school with the chairs from both schools and one other person in attendance. Kerstin and Andrew Jarman had represented Chadwick High School.  The following points were particularly noted with regards to the Collaboration:   * The curriculum had broadened on both sites and had been evaluated as high quality. The vocational curriculum reflected the requirements of the cohorts. * NEET figures post 16, and over time were exceptionally low. * Management systems, such as quality assurance and assessment had been integrated to serve both schools * The benefits of sharing staff expertise such as developing the learning platforms for both sites. * During Covid both schools’ systems ensured daily contact was maintained with all pupils, monitored by pupil tracker with safeguarding processes established for those pupils where contact was not made. * CPD for staff and Members of both schools had been effective. * Financial benefits.   Members commented that the collaboration had been excellent to date and the Management Committee agreed to continue with the collaboration. | | |  | |
|  | **Governor Appointments** | | |  | |
|  |  | | |  | |
|  | 1. **Review of Committees** | | | |  |
|  |  | | | |  |
|  | The Management Committee reviewed the constitution and membership of its committees and agreed that no changes be made.  The terms of reference and delegated powers of the committees would remain the same as in the previous year. | | | |  |
|  |  | | | |  |
|  | 1. **Review of Nominated Members** | | | |  |
|  |  | | | |  |
|  | Nominated governor appointments were reviewed and confirmed as  Vacancy - Medical  Mrs K Jarman - PSHE  Mr A Jarman - CP/Safeguarding/Prevent  Mr R Slaughter - IT/E-Safety  Mr D Grist - Pupil Voice  Prof A Gatrell - English  Mr A Jarman - Maths  Vacancy - Training Link  Mrs K Jarman - SEND  Mrs K Jarman - Pupil Premium  Vacancy - Parental Engagement  Mr R Gittins - Health and Safety  Members were requested to visit the school before the Spring term full committee meeting.  The Management Committee agreed that reports from nominated Members would be received at the termly full committee meeting  . | | | |  |
|  |  | | |  | |
|  | **Reports** | | |  | |
|  |  | | |  | |
|  | **a) Committee Reports** | | |  | |
|  |  | | |  | |
|  | Members noted the minutes of the following meetings:   * Standards and Effectiveness Committee held on 12 October 2021.   Professor Gatrell highlighted the key points of discussion at the meeting and invited questions.  Professor Gatrell also circulated information on The Lancashire Emotional Health in Schools and Colleges programme, which delivered training and support to staff in all schools on topics related to mental health, with a view to a Senior Mental Health Lead being established in every school. Training would be available for staff from January 2022.  The Headteacher agreed to make enquiries regarding the training opportunities for staff.   * Resources Committee held on 12 October 2021.   The Management Committee ratified the following policies as commended by the Committee:   1. Charging and Remissions 2. Lettings 3. Members' Expenses. | | |  | |
|  |  | | |  | |
|  | **b) Nominated Members** | | |  | |
|  |  | | |  | |
|  | There were no reports from nominated Members. | | |  | |
|  |  | | |  | |
|  | **c) Chair’s Action** | | |  | |
|  |  | | |  | |
|  | The chair reported that following the resources committee meeting she had spoken briefly with Elaine Cluett, Head of Governor Services and County Councillor Jayne Rear at the Chair's Forum meeting. She requested a meeting to discuss Chadwick finance and AP strategy and was told to contact by e mail to arrange this.. However there had been no reply from the email subsequently sent to them both, and the Local Authority was still refusing to engage in any conversations regarding funding.  Members discussed and agreed that the chair, on behalf of the Management Committee write to local MP's and the officers of the Local Authority again.  Mrs Jarman had also attended the Chairs' Forum and had volunteered to be on the locality board for Team Around Schools.  Correspondence had been received from the Regional Schools' Commissioner, Vicky Beer regarding joining a MAT. The Headteacher reported that it was a target of the current government to convert every school into an academy.  Members discussed the AP strategy and local provision, noting that one mainstream primary school was setting up alternative provision for pupils with EHCP's. Now that the academy order had been revoked, consultations with other schools could take place to ensure that local provision was the best for the students. | | |  | |
|  |  | | |  | |
|  | **School Improvement** | | |  | |
|  |  | | |  | |
|  | The headteacher had previously circulated a copy of the School Development Plan 2021/2022 and updated Members on the progress of this year's improvement priorities which would focus on:   * Reviewing the whole school approach to Peer on Peer abuse by a root and branch analysis of all aspects of school policy, culture and ethos. This will include attitudinal surveys of parents, students and staff, the identification of gaps in training and curriculum, the amendment of policies and procedures where appropriate, an action plan to created and implemented from joint working group. * Developing our understanding of students historic work completed prior to admission and adapting lesson planning to fill gaps. * A greater understanding of the strategies to be deployed in supporting SEMH/SEN students to access learning within the classroom through appropriate resources, differentiation and behavioural support. * Continuing to develop our approach to devolved leadership throughout the school. Staff identifying where they can lead, supporting the school and students.   Members noted that the Self Evaluation Document had also been reviewed and updated.  Members had also received an anonymised Case Study, highlighting how the school had supported the student. It was noted that the student's attendance had vastly improved. After initially refusing to attend, the student was now on a fulltime timetable, happy in school and got on well with peers and staff.  **Members asked about the rewards system**  The headteacher reported that students were given short, medium and long term goals and rewards such as prize draws and postcards sent to parents, were used to reward good behaviour and attendance.  **Members asked how attendance compared to other schools.**  The headteacher reported that students' attendance had started well at the start of the academic year however there were still a small cohort not going into school regularly, and attendance was currently at 68%. | | |  | |
|  |  | | |  | |
|  | **Headteacher's Report** | | |  | |
|  |  | | |  | |
|  | 1. **Termly Report** | | |  | |
|  |  | | |  | |
|  | Reports on Attendance, Behaviour, Safeguarding and SEND had been circulated in advance of the meeting. Mr Murray invited questions, challenge and discussion.  Members wished to record their appreciation to staff for their contributions to the report. | | |  | |
|  |  | | |  | |
|  | 1. **EU Settlement Scheme - Update** | | |  | |
|  |  | | |  | |
|  | The Management Committee noted the information regarding the EU Settlement Scheme. | | |  | |
|  |  | | |  | |
|  | 1. **Unavoidable School Closures** | | |  | |
|  |  | | |  | |
|  | The headteacher confirmed there had been no unavoidable school closures since the last meeting. | | |  | |
|  |  | | |  | |
|  | **School Term and Holiday Dates – 2022/23** | | |  | |
|  |  | | |  | |
|  | 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 noted that staff were currently being consulted on two options. The agreed dates would be published as soon as possible on the school website. | | |  | |
|  |  | | |  | |
|  | **Educational Visits** | | |  | |
|  |  | | |  | |
|  | There were no visits to approve at the time of the meeting. | | | |  |
|  |  | | |  | |
|  | **Personnel Policies** | | |  | |
|  |  | | |  | |
|  | The Management Committee confirmed adoption of the following model Lancashire Personnel Policies and Procedures, and also all generic HR policies:   * Adoption Leave (June 2021) * Absence (Management of Sickness) (August 2021) * Capability Procedure (Support Staff) (May 2021) * Long Service Award – Support Staff (July 2021) * Long Service Award – Teachers (July 2021) * Long-term Absence Procedure (August 2021) * Short-term Absence Procedure (August 2021). | | |  | |
|  |  | | |  | |
|  | **Finance** | | |  | |
|  |  | | |  | |
|  | 1. **Finance Policies** | | |  | |
|  |  | | |  | |
|  | The Management Committee approved the following policies   * Lettings Policy/Charges; * Charging and Remissions Policy; * Internal Financial Regulations; * Control and Disposal of School Assets; * Use of Direct Central Payment / Non-Order Invoice and Confirmation Order Routes within FMS; * Income Treatment and Reconciliation Policy (including the use of cashless payment systems); * Potential Risks and Key Controls Checklist; * Petty Cash / Imprest Accounts Financial Arrangements (document and policy); * Debt Management / Billing Arrangements (document and policy). | | |  | |
|  | The headteacher was requested to ensure that the Lettings Policy and Charging and Remissions Policy were available on the school website. | | | **Headteacher** | |
|  |  | | |  | |
|  | 1. **The Unofficial School Fund 2020/21** | | |  | |
|  |  | | |  | |
|  | The Headteacher reported that the school did not hold an Unofficial School Fund.  Funding of £500 had been received to provide students with a breakfast. The funding, provided by the charity, Magic Breakfast, would be used to purchase equipment. Free food such as bagels, juice, cereals etc would be available from 6 December 2021 | | |  | |
|  |  | | |  | |
|  | 1. **Schools Financial Value Standard (SFVS)** | | |  | |
|  |  | | |  | |
|  | Members agreed that the chair and vice chair would consider the SFVS on behalf of the Management Committee.  A detailed report together with the completed self-assessment and action plan would be brought to a future meeting of the Management Committee for approval.  It was agreed that the headteacher would submit the approved standard to the local authority by 31 March 2022. | | | **Chair/Vice**  **Headteacher** | |
|  |  | | |  | |
|  | 1. **Budget Sustainability** | | |  | |
|  |  | | |  | |
|  | The Management Committee had previously delegated the review and setting of all school's budget plan to the Resources Committee.  Mr Murray reported that as the school had capacity to take more, students were welcomed to the school even though the Local Authority funding did not go with the student. The local authority did not re-determine budgets if the commissioned number was exceeded, and it was not possible to increase the commissioned number.  Local schools had been made aware of the funding situation. It was expected that there would be an increase in the number of students permanently excluded. | | |  | |
|  |  | | |  | |
|  | 1. **Financial Transparency of Local Authority Maintained Schools and Academy Trusts** | | |  | |
|  |  | | |  | |
|  | The Management Committee confirmed that the required information had been published on the school's website and noted that further requirements may be provided in due course. | | |  | |
|  |  | | |  | |
|  | **Governor Training and Development** | | |  | |
|  |  | | |  | |
|  | Mr Jarman requested that members notify him of any training undertaken and encouraged members to complete any relevant training for their role.  Ms Maxwell Scott would be encouraged to attend a new governor course.  It was noted that all Members had a Schools' Portal account. | | | **Chair** | |
|  |  | | |  | |
|  | **Information, updates and items for further discussion as appropriate** | | |  | |
|  |  | | |  | |
|  | The Management Committee noted the guidance and additional information in relation to: | | |  | |
|  |  | | |  | |
|  |  | School Policies | |  | |
|  |  | National Tutoring Programme | |  | |
|  |  | Keeping Children Safe in Education | |  | |
|  |  | School Suspensions and Permanent Exclusions | |  | |
|  |  | Forums for Chairs and Vice Chairs | |  | |
|  |  | LASGB. | |  | |
|  |  | | |  | |
|  | **Confidentiality** | | |  | |
|  |  | | |  | |
|  | Members were reminded that all matters discussed at Management Committee meetings were 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; that is, that should not be made available to the general public should a request be received to view Management Committee papers.  For the purpose of the minutes there were no items deemed confidential. | | |  | |
|  |  | | |  | |
|  | **Date and Time of Next Meeting** | | |  | |
|  |  | | |  | |
|  | SEC & Resources committees on Tuesday 22 February 2022  Full Committee meeting on Tuesday 22 March 2022  The chair thanked Members for their attendance and input and closed the meeting at 7:55pm. Members were invited to the Christmas Lunch on 16 December 2021 at 1pm. | | |  | |

