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

Minutes of the Management Committee meeting held by video conference on Monday 15 March 2021 at 4:00pm.

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| **Present:** | |  | **Mrs K Jarman (Chair)** | |
|  | |  | **Mrs M Chambers** | |
|  | |  | **Prof A Gatrell** | |
|  | |  | **Mr R Gittins** | |
|  | |  | **Mr D Grist** | |
|  | |  | **Ms D Gudojc** | |
|  | |  | **Mr A Jarman** | |
|  | |  | **Dr A Magee** | |
|  | |  | **Mr R Slaughter** | |
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|  | |  | **Mr A Murray (Headteacher)** | |
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| **Also Present:** | |  | **Mrs M Cullen (Clerk)** | |
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|  | **Documents circulated prior to the meeting:**  SEC and Resources Committee Reports  CEIAG Report  Catch-Up funding report  SDP 20/21  SEND Report  Headteacher's Report  KPI proforma  Letter to parents re. exams 2021  Policy Overview  Website Compliance  Information booklet  Mins of previous meetings | | | **Action** |
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|  | **Apologies for Absence** | | |  |
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|  | Apologies for absence were received and accepted from Mr A Smith. | | |  |
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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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|  | **Management 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. **Membership** | | |  |
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|  | Members were asked to note that Mr R Slaughter was due to come to the end of his term of office 24 September 2021.  There was a vacancy for a co-opted member and one for a teacher representative.  The headteacher agreed to arrange a staff representative election. Members were requested to notify the Headteacher or Chair if they knew of anyone who may be interested in joining the Management Committee. | | | **Head** |
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|  | **c) Disclosure and Barring Service (DBS) checks for Members** | | |  |
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|  | 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) was up to date, and all details in relation to Members had been duly recorded. | | |  |
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|  | **Minutes of the Previous Meeting** | | |  |
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|  | The minutes of the Autumn term meeting held on 16 November 2020 and the Confidential Extra meetings of 28 October and 15 December, having been circulated, were approved as a correct record. | | |  |
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|  | **Matters Arising** | | |  |
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|  | There were no matters arising from the minutes. | | |  |
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|  | **Reports** | | |  |
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|  | **a) Committee Reports**  Members noted the minutes of the following meetings:   * Standards and Effectiveness Committee meeting held on Monday 8 February 2021. * Resources Committee meeting held on Monday 8 February 2021.   Mr A Jarman, nominated governor for safeguarding reported that the Safeguarding Policy and Keeping Children Safe in Education (KCSIE) document had been updated in January. Both documents would be reviewed in the summer term. Mr Jarman reported that safeguarding in the school was strong and a credit to the staff. | | |  |
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|  | **b) Nominated Members** | | |  |
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|  | There were no reports from nominated Members due to the current COVID-19 restrictions currently in place. It was hoped that visits would be able to resume in the summer term, subject to COVID restrictions being lifted.  Mr Grist was appointed as the Literacy Governor. | | |  |
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|  | **c) Chair’s Action** | | |  |
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|  | The chair reported that she had sent correspondence to Edwina Grant, Executive Director Education & Children's Services regarding the revocation of the academy order, however if the Local Authority agreed to the revocation there was still no guarantee that it would be agreed by the DfE.  There had been no replies received to date. The letter to the Regional School's Commissioner had not yet been sent.  Members noted that in the last four years only four Pupil Referral Unit's had been successful in revoking an academy order. The school had a strong management board and it was in the best interests of the school to remain under the control of the Local Authority rather than a MAT.  A letter had also been sent to LCC Property Services regarding the Radon Gas problem. There had been no replies received to date.  The headteacher reported that he had obtained a quote for a machine which would extract the Radon Gas from the school, and as it was a Health & Safety Issue a purchase had been made. | | |  |
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|  | **School Improvement and Self-Evaluation in the Extraordinary National Context** | | |  |
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|  | The headteacher had previously circulated copies of the SDP. Members were updated on the progress of this year's improvement priorities and the inclusion of the Alternative Provision Strategy and plans for strengthening links with partnership schools. Member noted that the key priorities of the AP strategy were to:   * increase the number of children and young people supported in mainstream provision * reduce the number of exclusions from schools * address the rising number of young people receiving home tuition * stop off-rolling, leaving young people without education * halt the increasing use of specialist provision * ensure specialist provision is in the right locations * increase the number of young people in education, employment and training   The School Adviser, Mr David Bird, had conducted his termly visit of the school. The report was positive.  Sally Kenyon, CEO of Bay Learning Trust was due to visit the school in the summer term.  **Members asked how the PRU management group would work**  The headteacher explained that the steering group would discuss what schools wanted or needed and therefore stakeholders would have more ownership and be able to support their students.  Progress on the priorities of the School Development Plan would be monitored by the working committees. | | |  |
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|  | **Children's Safeguarding Assurance Partnership – Safer Remote Learning** | | |  |
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|  | The Management Committee noted the Safer Remote Learning guidance and asked Naomi Pollitt and Lizzie Holland to complete the checklist. | | | **Naomi Pollitt & Lizzie Holland** |
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|  | **Covid-19 Catch-Up Funding** | | |  |
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|  | The headteacher had previously circulated a written report on Covid-19 Catch-Up funding and had presented to the working committee's the school's approach to catch-up from the start of the autumn term, including how the funding was being used and the impact thus far.  It was confirmed that details of the grant for the academic year 2020/21 had been uploaded to the school's website. The funding of £15,300 had been based on 63 students. Every student now had a laptop. The impact of the funding would be monitored by the working committees.  **Members asked if students had to hand the laptop back to the school when they left**  The headteacher confirmed that students had to return laptops when they left school and they would be stored and used for other students. | | |  |
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|  | **Headteacher's Report** | | |  |
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|  | 1. **Termly Report** | | |  |
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|  | The headteacher's written report had been circulated in advance of the meeting. Mr Murray highlighted the key points and invited questions.  Questions/Challenge/Discussions:  **Members asked why only 65% of parents had consented to COVID testing**  The headteacher reported that reasons given were due to anxiety and conspiracy theories, however the students did wear masks and were sensible. Staff had been pro-active in encouraging parents to complete the consent forms. It was a similar picture in other local schools.  **Members asked about student behaviour since returning to school**  The headteacher reported that the atmosphere was calmer and there had been no behavioural issues so far.  **Key Performance Indicators (KPI's) –** Members noted the information which would be recorded on the proforma, which would provide an easy to read snap-shot of the schools performance across a lot of areas – Members also noted the questions on the Pupil Attitudinal Survey.  **Members asked about the latest work scrutiny**  Ms Gudojc reported that marking and feedback was good and the quality of teaching and learning was good. Feedback had been RAG rated so that the teacher could reflect on the areas to develop. CPD would be arranged for teachers who required support.  **Members asked if on-line learning would continue**  The headteacher confirmed that it would whilst there was still a possibility of further COVID-19 cases, self isolation etc. Microsoft Teams was used and so lessons could be planned and students could learn from home if they were unable to get into school. Face to Face learning would continue in school.  **GCSE's** – The headteacher outlined the arrangement for exams this year. Members noted that teaching in all subjects would be Monday-Thursday and a test on Friday's using past papers. The papers would be moderated by another teacher and the results reported to the Headteacher. Parents had been informed about the arrangements for exams in 2021. A copy of the letter had been including in the meeting papers.  *(Mr Slaughter joined the meeting)*  **School Website** - The headteacher reported that a report on the website had been included in the meeting papers. Staff from the McKee school had worked on the website however the information on the school website required to be updated, in line with DfE requirements.  **Members asked about accessibility of the Website**  Parents needed to complete a consent form and the website was accessible on a mobile phone. Members noted that there were now some polish and Spanish speaking parents who may had difficulty in understanding the information.  Mr Slaughter kindly offered to look at accessibility of the website and ensure that the website met the DfE requirements once all actions had been completed, and report back at a future meeting  **Careers** – members received a copy of the CEIAG report and noted that year 11 students would receive assistance in applying for apprenticeship's, 6th form places and also receive a 1:1 careers guidance interview.  Ms Pollitt was completing a L6 OCR Diploma in Careers Guidance (apprenticeship).  **Members asked for an update on SEND**  The headteacher had previously circulated a written copy of the SEND report and reported that 3 students were still waiting for an Educational Psychologist assessment. The delay was due to COVID-19.  **Members asked if the school had established links with the Morecambe Bay curriculum and Eden North Project**  The headteacher informed members that all schools were involved in the project. One secondary headteacher attended the steering group meetings and fed back information to the other headteacher's. Primary Schools and Lancaster and Morecambe College of Further Education were heavily involved in the project which had started over 2 years ago  The headteacher and those staff whom had contributed were thanked for the comprehensive report. | | | **Mr Slaughter** |
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|  | **b) Required Actions for Type A Visits** | | |  |
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|  | The Management Committee confirmed that the approval for Type A and Type B visits was being managed on EVOLVE. | | |  |
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|  | **c) Approval and Evaluation of Educational Visits** | | |  |
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|  | There were no visits to approve at the time of the meeting. | | |  |
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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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|  | **Finance** | | |  |
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|  | 1. **Schools Financial Value Standard (SFVS)** | | |  |
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|  | The Management Committee approvedthe SFVS as reviewed by Mrs Chambers and Mrs Jarman.    The Management Committee delegated the submission of the approved standard to the school business manager noting that it should be submitted to the county council by 31 March 2021. | | | **SBM** |
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|  | 1. **School Budget 2021/22** | | |  |
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|  | The Management Committee delegated the review and recommendation of the school's budget plan for 2021/22, and a forecast for 2022/23 and 2023/24 to the Resources Committee.  It was noted that this had to be submitted to the county council by Friday, 21 May 2021.  The budget and forecasts would be presented for approval at the next Management Committee meeting. | | | **Resources Committee**  **Management Committee** |
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|  | 1. **c) Lancashire Schools' Forum** | | |  |
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|  | The Management Committee noted the information provided about the Schools' Forum election process and delegated to the chair the responsibility for voting on behalf of the Management Committee should an election take place in the summer term 2021. | | | **Chair** |
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|  | **Governor Training and Development** | | |  |
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|  | Mr Jarman reported that he had recently completed training on Safeguarding – Safer Recruitment and Child Protection.  Members were encouraged to look at the on-line training that was available on the schools' portal and book themselves onto any relevant courses.  It was noted that all Members had a Schools' Portal account.  The Management Committee agreed that all members would complete the Covid-19 Review of Virtual Governance and Mrs Jarman would collate the responses | | | **chair** |
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|  | **Capacity Within School to Support NQT Induction 2020-2021** | | |  |
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|  | Members noted that the school did not currently employ any newly qualified teachers (NQTs) but had the capacity to support a NQT. The School Adviser, Mr Bird had completed the checklist | | |  |
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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:   * Appraisal Policy (Teachers) – September 2020 * Capability Policy (Teachers) – September 2020 * Extreme / Unpredictable Weather Guidance – January 2021 * Guidance on the Use of Social Networking – December 2020 * OHU Referral Guidance and Questions – November 2020 * Pay Policy (Teachers) – September 2020 * Recruitment and Selection Guidance – September 2020 * School Staff Code of Conduct – September 2020 * Statement of Ethical Standards – September 2020. | | |  |
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|  | **Appraisal** | | |  |
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|  | The Management Committee confirmed that appraisals had taken place for all teachers and school leaders. It was also noted that appropriate objectives were in place for the current year, and arrangements had been made for mid-year reviews. | | |  |
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|  | **Information, updates and items for further discussion as appropriate** | | |  |
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|  | The Management Committee noted the guidance and additional information in relation to: | | |  |
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|  |  | Arrangements for School Inspection - Ofsted | |  |
|  |  | Governance Handbook. | |  |
|  |  | LASGB | |  |
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|  | Forums for Chairs and Vice-Chairs | | |  |
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|  | Members noted that this term's forum had been held remotely.  The chair confirmed she hoped to attend the next meeting. | | |  |
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|  | **Confidentiality** | | |  |
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|  | 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. | | |  |
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|  | **Date and Time of Summer term Meetings** | | |  |
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|  | Resources – Monday 17 May 2021 at the later time of 4pm  SEC – Monday 17 May 2021 at the later time of 5pm  Management Committee – Monday 14 June 2021 at 4pm | | |  |

Members were thanked for their attendance and participation. The meeting closed at 5:30pm.