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

Minutes of the Management Committee meeting held at the school on Tuesday 22 March 2022 at 4:00pm.

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| **Present:** | |  | **Mrs K Jarman (Chair)** | |
|  | |  | **Mr A Benson** | |
|  | |  | **Mrs M Chambers** | |
|  | |  | **Prof A Gatrell** | |
|  | |  | **Mr R Gittins** | |
|  | |  | **Ms D Gudojc** | |
|  | |  | **Mr A Jarman** | |
|  | |  | **Ms M Maxwell-Scott** | |
|  | |  | **Mr A Murray (Headteacher)** | |
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| **Also Present:** | |  | **Mrs M Cullen (Adviser/Clerk)** | |
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|  |  | | | **Action** |
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|  | **Apologies for Absence** | | |  |
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|  | Apologies for absence were received and accepted from Mr R Slaughter. | | |  |
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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 noted that since the last meeting Mr D Grist had resigned so there were now vacancies for two co-opted members. Professor Gatrell reported that Mr N Marsdin had expressed an interest in joining the Management Committee. Contact details would be forwarded to the Clerk.  Members appointed Ms Maxwell-Scott to one of the Co-opted Governor vacancies. Ms Maxwell-Scott was welcomed to her first full Management Committee meeting as a Co-opted member. In line with the Regulations, she was asked to ensure she –   1. started the DBS process within 21 days of appointment otherwise there was a risk of disqualification; 2. completed a register of business/pecuniary interests form and submitted it to the school.   Mr R Gittins was due to come to the end of his current term of office on 16 May 2022. The management committee was keen to retain his skills and agreed to co-opt Mr Gittins for a further four-year term.  There were also vacancies for two parent representatives. The Headteacher reported that a parent had expressed an interest and her contact details would be forwarded to Governor Services. | | | **Chair**  **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, except the new members, had the required clearances.  The chair confirmed the Single Central Record (SCR) had been checked and was up to date. 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 meeting held on 16 November 2021, 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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|  | The following matters arising from the minutes were noted:  Website (Minute 21.40 refers)  **Members asked if the website had been updated/re-designed.**  The Headteacher reported that at the last meeting, Mr Slaughter advised that the website was insecure and currently didn't comply with the Accessibility of Website Regulations. It was currently difficult to update the website due to its design. The old website was still currently being used as a re-design would be expensive. | | |  |
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|  | **Reports** | | |  |
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|  | **a) Committee Reports** | | |  |
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|  | Members noted the minutes of the following meetings:   * Standards and Effectiveness Committee held on 22 February 2022   Prof Gatrell highlighted the key points from the meeting and invited questions. He wished to record his appreciation to Ms Gudojc for her work on the Work Scrutiny. The next scrutiny would take place on 1 April 2022.  Members noted that Mr D Carville, the writer of the ITV series The Bay, had visited the school and met with students.   * Resources Committee meeting held on 22 February 2022.   Mrs Chambers highlighted the key points from the meeting and invited questions.  The following polices had been circulated prior to the meeting and were reviewed. They were approved without any further amendments:  Accessibility, Admissions, Attendance & Punctuality, Addendum to COVID-19 policy, Behaviour, Anti-bullying, Safeguarding, Anti-radicalisation, Complaints, E-safety, Mobile phones and other electronic devices, GDPR and DP policy, Equalities, internal appeals, Charging and Remissions, Freedom of Information Act, SEND policy | | |  |
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|  | **b) Nominated Members** | | |  |
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|  | * Mr Jarman provided a written report regarding maths and highlighted the key points. Members were invited to ask questions.   Mr Benson reported that the behaviour of year 10 students had improved recently.  Teachers had received very clear details on what would be included in exams for 2022, therefore the curriculum had been altered accordingly and the focus was currently on re-capping skills.  **Members asked what would happen if Covid rates rose and exams were cancelled again.**  The headteacher reported that teachers had enough testing material and would submit Teacher Assessments again.  Mrs Jarman provided a report regarding SEND.  **Members asked if any students with EHCP's had been returned to mainstream schools and had a KCSiE working party been set up**.  The Headteacher reported that no students with EHCP's had returned to mainstream schools and the KCSiE working party had not yet been set up. | | |  |
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|  | **c) Chair’s Action** | | |  |
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|  | The chair reported that since the last resources committee meeting, she had received replies from Cat Smith MP and Edwina Grant (LCC Executive Director of Education and Children's Services), regarding the funding situation. MP David Morris had also written to County Councillor Jayne Rear. Their replies had stated that the AP funding formula was 'fair and equitable'.  Further actions were discussed, and it was agreed that Mr Jarman and the Headteacher would speak at the next meeting of District 1 Headteacher's. They would emphasise the funding situation and the impact on their schools and gather additional support; their message would be:   1. Base funding had been reduced from 85 to 70 in the last 12 months. 2. The capacity of the school was still 90 at this time with 89 on role or pending admission. 3. The current staffing levels would be unsustainable by the next financial year which would require the capacity of the school to be reduced by up to 20 students (two forms). From 90 –70. 4. This would impact on the breadth of the curriculum and the support given to students. 5. Statutory students always took priority therefore any student on AP would be returned after the school reached 70 places. 6. The current situation was that because the LA did not include AP students in the census, Chadwick was unable to increase commissioned base funding. Therefore, the school could not expand its provision as there would be no retrospective funding from the LA.   Mr Murray explained that exclusion rates in the area had risen significantly and Wennington Hall was due to close, resulting in a lack of Alternative Provision.  Members also suggested that other Councillors on the Education Committee could be contacted. | | |  |
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|  | **School Improvement Plan** | | |  |
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|  | The headteacher had circulated a copy of the School Development and Improvement plan and updated Members on the progress of this year's improvement priorities. Members were invited to ask questions and challenge senior leaders.  Mrs Jarman had also received an Annual report on the School Adviser's visits.  **Members asked if mainstream schools were managing students' behaviour in-house and if they were also putting pressure on the local authority to address issues with alternative provision.**  Mr Jarman reported that schools had set up inclusion units and were developing their own in-house provision, but they were not solving behavioural problems and students were still being permanently excluded.  Mr Murray explained that the school had capacity to take 85/90 students however the Local Authority commissioned number was 70, therefore budgets had been based on 70 students. In February, there had been 83 students however the school had only been funded for 70. There were currently 7 permanently excluded students waiting to be admitted, therefore those students who were receiving intervention may have to be sent back to their mainstream schools to make space for permanently excluded students.  Members agreed that If the school had capacity to take extra students and help them it would, even though funding was not available.  Benchmarking data compared how the school was funded to other similar schools but did not account for the high level of deprivation in the area.  Mr Murray highlighted that the local authority wanted permanently excluded pupils to be returned to mainstream education quicker. | | |  |
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|  | **School Emergency Plan** | | |  |
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|  | The Management Committee noted that the school's Emergency Plan had been updated. | | |  |
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|  | **Members and the Curriculum** | | |  |
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|  | Members noted the changes to the Ofsted Inspection Framework with regard to the curriculum. | | |  |
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|  | **Headteacher's Report** | | |  |
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|  | 1. **Termly Report** | | |  |
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|  | Members had received the headteacher's written report in advance of the meeting. Mr Murray invited Members to ask questions and challenge senior leaders.  Challenge/Questions/Discussions:  Members noted that the way late attendance was recorded had changed and the time limit extended so that students were now recorded as late rather than absent.  Class sizes had been increased to accommodate more students and retain current staffing levels.  The majority of students in the medical unit suffered with anxiety.  Members noted that there had been 14 permanently excluded students admitted in the last 5 weeks.  The headteacher was thanked for his comprehensive report. | | |  |
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|  | 1. **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 Partial School Closure** | | |  |
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|  | The Management Committee received a report from the headteacher in relation to the unavoidable closure of the Medical Unit from 22 March to 25 March 2022 due to COVID-19. | | |  |
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|  | **Finance** | | |  |
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|  | 1. **Schools Financial Value Standard (SFVS) 2021/22** | | |  |
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|  | The Management Committee approvedthe SFVS as completed by the chair, vice chair and School Business Manager. The SVFS had been submitted to the County Council. | | |  |
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|  | 1. **School Budget 2022/23** | | |  |
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|  | The Management Committee delegated the review and recommendation of the school's budget plan for 2022/23, and a forecast for 2023/24 and 2024/25 to the Resources Committee  It was noted that this had to be submitted to the county council by Friday 20 May 2022.  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 2022. | | | **Chair** |
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|  | **Governor Training and Development** | | |  |
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|  | The training link governor reported that training on Trauma would be available in May. Members were recommended to book themselves on the course and look at the training courses that were available through the National College.  It was noted that all staff had completed Prevent Training.  Members were reminded to let Mrs Jarman know of any courses they had completed as a record was being maintained.  Ms Maxwell-Scott had registered for courses organised by the National College.  It was noted that all Members had a Schools' Portal account. | | |  |
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|  | **Pay Policy 2021/22** | | |  |
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|  | The Management Committee confirmed adoption of the model Pay Policy (September 2021). | | |  |
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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:   * Alcohol/Drug abuse, statement for employees (December 2021); * Appraisal Policy (Teachers) (September 2021); * Appraisal Policy (Teachers) – Centrally Managed Services (September 2021); * Capability Policy (Teachers) (September 2021); * Capability Policy (Teachers) – Centrally Managed Services (September 2021); * Career Break Scheme (December 2021); * Paternity Leave Policy & Form (November 2021); * Recruitment and Selection (September 2021); * School Staff Code of Conduct (September 2021); * Smoke-free Policy (September 2021). | | |  |
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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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|  |  | Safeguarding – Section 175/157 Audit.  It was agreed that the safeguarding governor would receive the outcome of the assessment. Mr Jarman wished to record his appreciation to Mrs Manwaring, DSL. He reported that he had met with the DSL to discuss safeguarding issues and would attend the next DSL meeting. | | **Safeguarding Governor** |
|  |  | School Admissions and Fair Access Arrangements | |  |
|  |  | Covid and Local Authority Risk Assessment | |  |
|  |  | Ofsted | |  |
|  |  | Safeguarding – Review of Sexual Abuse in Schools and Colleges.  The headteacher reported that procedures were in place for dealing with incidents of sexual abuse, and students were encouraged to confide in any member of staff they felt comfortable with. | |  |
|  |  | LASGB – | |  |
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|  | Forums for Chairs and Vice-Chairs | | |  |
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|  | The Management Committee received a report from the chair concerning topics covered at the latest forum meeting, including the concerns of other schools regarding the AP strategy.  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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|  | **Dates and Time of Next Meeting** | | |  |
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|  | Resources (4pm) & SEC (5pm) – Tuesday 24 May  FULL COMMITTEE - 4pm– TUESDAY 28 JUNE  The chair, on behalf of the Management Committee wished to record her appreciation to the staff for their continued support during this difficult period. Mrs Jarman also thanked Members for their attendance and contributions and closed the meeting at 5:35pm. | | |  |

