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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, 29 June 2022 at 4pm.

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| **Present:** | |  | **Mrs K Jarman (Chair)** | |
|  | |  | **Ms N Banks** | |
|  | |  | **Mr A Benson** | |
|  | |  | **Mrs M Chambers (virtual)** | |
|  | |  | **Professor AC Gatrell** | |
|  | |  | **Mr R Gittins** | |
|  | |  | **Mr A Jarman** | |
|  | |  | **Ms M Maxwell-Scott** | |
|  | |  | **Mr NJD Marsdin** | |
|  | |  | **Mr R Slaughter (virtual)** | |
|  | |  | **Mr A Murray (Headteacher)** | |
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| **Also Present:** | |  | **Mrs V M Morris (Clerk)** | |
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|  | |  | **The chair opened the meeting and welcomed all, particularly new members Nina Banks and Nik Marsdin.** | |
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|  | **Apologies for Absence** | | |  |
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|  | There were no apologies for absence. Members noted the absence of Ms Gudojc. | | |  |
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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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|  | Ms Banks and Mr Marsdin had expressed interest in joining the management committee. Members agreed their skills and expertise would add strength to the board and their appointments were approved. Ms Banks would be a parent representative and Mr Marsdin a community representative.    In line with the Regulations, they were asked to:   1. start the DBS process within 21 days of appointment otherwise there was a risk of disqualification; 2. complete a register of business/pecuniary interests form and submit it to the school; 3. request access to the Schools' Portal; and 4. attend one of the New Governor training sessions if they were new to governance.   It was noted that Mr Jarman's term of office would end on 30 September. The management committee was keen to retain his skills and agreed to co-opt Mr Jarman for a further four-year term.  The clerk advised there was a vacancy for one parent representative. | | |  |
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|  | **c) DBS / Section 128 Checks** | | |  |
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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 meeting held on 22 March 2022, having been circulated, were approved as a correct record and were signed by the chair. | | |  |
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|  | **Matters Arising** | | |  |
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|  | The following matter arising from the minutes was noted:  Website (Minute 22.04 refers)  Mrs Jarman advised that the website was nearly compliant; Mr Jackson had identified what was missing and the headteacher agreed to arrange for him to resolve this. Mrs Jarman added that she was keen to improve the website and include photographs of what was happening in school and showcase the pupils work. | | | **Headteacher** |
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|  | **Reports** | | |  |
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|  | **a) Committee Reports** | | |  |
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|  | Members noted the minutes of the following meetings:   * Curriculum, Standards and Effectiveness Committee held on 24 May 2022.   It was noted that Ms Gudojc (rather than Mr Murray) would liaise with Mr Slaughter regarding training in the use of assisted technology.   * Finance, Staffing and Resources Committee held on 24 May 2022. | | | **Ms Gudojc** |
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|  | **b) Nominated Members** | | |  |
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|  | The following reports were received: | | |  |
|  | * Mr Jarman provided a verbal report following his meetings with Ms Manwaring regarding safeguarding. A visit was planned before the end of term to enable Mr Jarman to attend a DSL meeting to observe the new regime. | | |  |
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|  | * Mr Gittins reported that he was keen to arrange a visit to school in his role as health and safety member. The headteacher referred to plans to develop the site next to school for housing adding that he understood the LA had sold the entrance to the school site to a developer. A member referred to Section 77 of the School Standards and Framework Act 1998 whereby consent was required from the Secretary of State prior to the disposal of school land. Mr Murray reported that Mel Ormesher (LCC Head of Service Asset Management) had advised him there was no need to panic! It was possible work may not commence in the foreseeable future. Mr Gittins offered to work with the headteacher in identifying key questions to ask. A letter would then be sent to the LA requesting a meeting. | | | **Mr Gittins** |
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|  | * Mrs Jarman, nominated member for SEND, updated members on work in this area. Ms Ogden had requested to go part-time and would focus on the SENCo role, with no teaching commitment. She was liaising with colleges regarding appropriate courses for students and planned to create provision maps to link to SIMS. There were currently 19 students with an EHCP (Education, Health and Care Plan), ten of whom were in Y11. Funding was based on banding (E1-E4). Mr Murray reported an anomaly between alternative provision (AP) schools and special schools, noting that the latter received a minimum of £23k per pupil.   Mrs Jarman added that work scrutiny had focussed on SEN this term and Ms Gudojc would be asked to report back at the next meeting. | | | **Ms Gudojc** |
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|  | * Mrs Jarman had met with Ms Pye, PHSE teacher, who was leading on RSE (relationships and sex education). This was likely to be a focus for any future Ofsted visit. A draft RSE Policy was being prepared and would be shared with members once agreed with staff. A further meeting with Ms Pye was planned and Ms Maxwell-Scott was invited to attend.   It had been suggested that core topics linked to PHSE be taught through subjects such as science, and for social skills to be taught through subjects such as art, PE and food technology, this may reduce PHSE commitments on other staff and enable Ms Pye to teach all KS3. Mr Murray agreed there were good links with subjects and noted that under the new timetable, Ms Pye would be able to access all classes. The feedback from pupils was that they enjoyed PHSE as they felt it covered the things they needed to know.  **A member asked** if there was a national curriculum map for RSE to ensure pupils who transitioned in and out of Chadwick did not miss out. The headteacher responded that Ofsted was focusing on mapping – what was taught when and building on knowledge. Mr Benson confirmed that Ms Pye was aware of changes in classes and was responsive to this. Ms Maxwell-Scott reported that she had sent Ms Pye some literature from Brook Advisory Services regarding appropriate behaviour.  Mr Marsdin was appointed nominated member for Pupil Voice and asked to speak with Ms Pye before meeting with the pupils. | | |  |
|  | Parental engagement continued to be difficult. The headteacher commented that he had suggested a coffee afternoon to entice parents into school to look at the classrooms and children's work. Ms Banks agreed to be nominated member for Parental Engagement and SEND. Ms Maxwell-Scott would be the nominated member for Medical and would support Mrs Jarman with PHSE. | | | **Clerk** |
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|  | Nominated members were thanked for their reports and continued support. | | |  |
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|  | **c) 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 reported that she had investigated a parental complaint and this had been resolved to the parent's satisfaction.  A letter had been received from Julie Bell, LCC Interim Director of Education, Skills and Culture regarding equity provision of funding. A Freedom of Information request revealed that other schools were better resourced.  Mrs Jarman had attended the Chair's Forum and reported on the topics under discussion. Information on TASS (Team Around the School and Setting) had been shared and it had been suggested to have an appointed TASS member. The local TASS group was concerned about rising exclusions and had suggested behavioural management support for schools. The Chadwick had not been approached to be part of this discussion, despite the AP strategy having kept exclusions at an all-time low before funding issues.  On 5 July, Mrs Jarman was due to hear a presentation by Edwina Grant, LCC Executive Director of Education and Children's Services regarding LCC’s stance on Local Authorities creating MAT’s, as outlined by the recent DfE white paper. | | |  |
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|  | **School Improvement** | | |  |
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|  | The headteacher informed members the School Development Plan and Self Evaluation Form had been updated – copies were available on Sharepoint. Members noted the progress of each focus area had been evaluated and next steps identified for the 2022/23 plan.  Mr Murray outlined the challenges – an increase in adverse childhood experiences (ACES) and decrease in protective factors eg stable homelife, carers who were present, financial stability etc. The impact on students included increased levels of attachment and unresolved trauma, resulting in dysregulated behaviour and inability to form relationships with self and others. This was evidenced by non-attendance, fight or flight responses ie walking out of lessons/ aggression and limited capacity to absorb learning, resulting in reduced attainment.  The headteacher shared the three-year development plan which focussed on the curriculum; teaching; health and wellbeing; leadership and management and behaviour. Attention was drawn to the seven aspects of cognitive science in the classroom as defined by the Education Endowment Foundation. Members were informed that policies would be audited to ensure they were supportive of trauma informed methodology. **A member asked** what kind of intervention was planned. Mr Murray explained that this needed to be child-led and would involve a change of mindset. It was a bespoke approach with 'take-up' rather than 'time-out' time.  **A member probed** if this had been shared with colleagues and if they were 'on board'. Mr Murray confirmed trauma training had already been provided and they were developing a mechanism to work in a trauma informed way.  **When asked,** Mr Murray advised there had been three training sessions thus far. **A member queried** who would lead on this and Mr Murray responded that he would drive the vision, but that it would be collaborative, and staff would be given time for self-study.  In the first year, there would be a programme of professional development delivered through teaching cluster meetings to develop professional dialogue around the use of cognitive science approaches in the classroom. **In response to a query** Mr Murray advised it would be introduced gradually in September; work scrutiny would continue. | | |  |
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|  | *Mr Slaughter joined the meeting at 5.05pm* | | |  |
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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 reported significant demand for places. Y11 were now off roll, but there had been 102 on roll on Friday (24 June 2022). Today there were 76 on roll and it was likely this would increase to 80+ by the end of term. The number of Y10s was increasing and there would be no capacity for alternative provision (AP) students in September. **A member queried** the reason for the spike and Mr Murray explained that the school was not able to offer AP placements, so schools were using permanent exclusion.  The headteacher continued that current staffing could accommodate 98 students but the school was only commissioned for 60. There were currently nine forms, but this would need to reduce if additional funding was not secured. Mr Murray repeated the inequality of funding compared to other PRUs. It was understood Dr Sally Richardson's vision was to offer outreach to schools to support them not to exclude.  The headteacher had written to Audrey Swann, LCC virtual school headteacher, and received a letter from Kevin Smith (LCC schools finance) quoting the commissioned numbers. Mr Murray stressed that there was a need to increase the commissioned number back to 80+ places. Staffing had been reduced to the minimum required to deliver the curriculum and there would be one TA per class and one spare. DSL team meetings were working well; low level incidents were managed in school and Ms Manwaring was focusing on the rest.  **A member asked** if they needed to approve changes to staff contracts and it was agreed that these would be shared with the chair in future.  Members discussed the concerns and agreed there was a need to seek advice on how to take the matter forward. This could include a complaint regarding the financing of the school or a formal request to increase the commissioned places to 85 (backdated).  The headteacher was thanked for his comprehensive report. | | |  |
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|  | 1. **Unavoidable School Closures** | | |  |
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|  | Mr Murray confirmed there had been no unavoidable school closures since the last meeting. | | |  |
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|  | **Finance** | | |  |
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|  | 1. **Budget Outturn 2021/22** | | |  |
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|  | The management committee noted the school's outturn position for 2021/22.  Members reviewed the Analysis of Balances Return, which highlighted the commitments carried forward, and were informed that it had been submitted to the county council. | | |  |
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|  | 1. **Schools Budget 2022/23** | | |  |
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|  | Following the recommendation of the Finance, Staffing and Resources Committee, and after considering any budget sustainability issues, the management committee approved the school budget plan for 2022/23 as follows:  Revenue income of £1,376,428 and proposed revenue expenditure of £1,443,759 resulting in a net in year deficit of £67,331.  The management committee considered the effect on school balances and noted the estimated balance of £67,331 brought forward from the previous year which would result in a forecast carry forward balance of £0 into 2023/24. Financial forecasts for 2023/24 and 2024/25 were noted with concern.  Members repeated the view that staffing could not be cut further without impacting on curriculum delivery and they asked the headteacher not to proceed with the redundancy process despite the financial projections. The Chair agreed to write a formal request to Dr Sally Richardson asking for commissioned places to be increased and to meet with her to discuss issues regarding funding. | | | **Chair** |
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|  | The headteacher confirmed that the Income and Expenditure Form had been submitted to the county council within the required timeframe. | | |  |
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|  | 1. **Pupil Premium Grant (PPG) 2022/23** | | |  |
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|  | Members noted the pupil premium grant allocations and conditions of grant. | | |  |
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|  | **Educational Visits** | | |  |
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|  | 1. **Health and Safety of Pupils on Educational / Off Site Visits Policy and Guidelines** | | |  |
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|  | The management committee noted the information provided on the health and safety of pupils on educational visits.  It was confirmed thatAlfred BensonandAlex Colquhoun were the school's trained Educational Visits Co-ordinators (EVCs); Mr Benson held Head status for the school's EVOLVE system and Mr Colquhoun had administrator rights to EVOLVE. The reporting procedures for visits were agreed as:  *Option 3*  *The management committee to approve residential Type B visits only prior to submission to Lancashire County Council. The headteacher/EVC to approve all Type A visits and to approve all other Type B visits for submission to Lancashire County Council. The decisions to be reported to the management committee meeting each term.* | | |  |
|  | The headteacher was requested to check that the details recorded above aligned with those on the Evolve system and to return the e-proforma to the county council by 8 July 2022. | | | **Headteacher** |
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|  | 1. **Approval and Evaluation of Visits** | | |  |
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|  | The headteacher reported details of a proposed rewards visit to Blackpool Pleasure beach for 32 students and eight staff. The visit was approved. | | |  |
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|  | **Management of Serial and Persistent Complaints / Freedom of Information / Subject Access Requests** | | |  |
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|  | 1. **Management of Serial and Persistent Complaints** | | |  |
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|  | The management committee confirmed adoption of the DfE model policy for managing serial and unreasonable complaints. This would be added as an appendix to the current Complaints Policy. | | | **Headteacher** |
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|  | 1. **Freedom of Information (FOI) / Subject Access Requests (SARs)** | | |  |
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|  | Members confirmed that the school bought into the SLA with Legal Services and noted that Legal Services could provide advice and support regarding FOI and SARs. | | |  |
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|  | **Health and Safety** | | |  |
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|  | 1. **Ionising Regulations** | | |  |
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|  | The headteacher advised the school did not have access to ionising radiation. | | |  |
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|  | 1. **Fire Safety** | | |  |
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|  | Members noted the new challenge procedure introduced by the Lancashire Fire and Rescue Service and confirmed that the school's fire safety procedures included the need for the responsible person on site to check for signs of smoke or fire prior to making the 999 call. | | |  |
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|  | **Policies and Procedures** | | |  |
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|  | 1. **Performance Management and Pay** | | |  |
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|  | In preparation for the performance management of staff in the autumn term, the management committee confirmed that the following arrangements were in place:   * a committee to undertake the appraisal of the headteacher's performance and the validity of the appraisal process across the school (Mr A Jarman, Mrs K Jarman and members from The McKee, forming a Collaboration Committee); * the school had bought into the county council Schools Advisory Service for advice regarding the appraisal of the headteacher; * a committee to undertake pay decisions in relation to the headteacher and teacher's pay (Mr R Gittins, Mr A Jarman and Mrs K Jarman); * relevant training had been undertaken by members to assist them in fulfilling their duties; * consideration would be given to the changed school context when reviewing performance.   It was note that the school did not have a Pay Appeals Committee and this would be addressed at the autumn term meeting. | | | **Clerk** |
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|  | 1. **Menopause Policy for Schools** | | |  |
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|  | The management committee confirmed adoption of the model Menopause Policy. The headteacher agreed to share the policy with staff. | | | **Headteacher** |
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|  | 1. **Election of Chair and Vice Chair** | | |  |
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|  | The management committee noted the options available for the appointment procedure of chair and vice-chair.  It was agreed that:   * nominations would be accepted by both self and other nomination; * nominations would be received at the meeting; * voting would be by show of hands; * in the event of a tie, a second vote would be held; if the outcome remained tied then lots would be drawn; * in the event ofonly one candidate being nominated for a position the candidate would not be asked to leave the room while a vote was held. | | |  |
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|  | **Member Training and Development** | | |  |
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|  | Attention was drawn to the courses available through Governor Services. Mrs Jarman confirmed that she was aware of training undertaken by members during the current academic year. This included:   * Safeguarding levels 1 and 2 * Safer Recruitment * Prevent * Cyber security * Internet security for pupils and parents * GDPR * Agile leadership for senior leaders * BSL in the workplace * Diversity in learning and teaching * Mental health and wellbeing * Stress management * Trauma informed practice.   Ms Banks and Mr Marsdin were encouraged to attend a new governor course.  It was noted that all members had a Schools' Portal account. | | | **Ms Banks and Mr Marsdin** |
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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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|  |  | Team Around the School and Settings | |  |
|  |  | White Paper – Mr Murray noted the Government's wish for all schools to join a Multi Academy Trust (MAT) by 2030. Whilst LAs could form a MAT, it was understood Lancashire had no interest in doing so. The headteacher said he was aware of plans for a free school special school (primary mental health) in Lancaster. It was reported that the Government was planning 60 new AP/special free schools across the country. | |  |
|  |  | Green Paper | |  |
|  |  | LASGB | |  |
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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 Next Meeting** | | |  |
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|  | The management committee confirmed the pattern of dates for the 2022/23 academic year as follows:   |  |  | | --- | --- | | **Autumn Term** |  | | Finance, Staffing and Resources Sub-Committee | Tuesday, 18 October 2022 at 4pm | | Curriculum, Standards and Effectiveness Sub-Committee | Tuesday, 18 October 2022 at 5pm | | Full Committee | Tuesday, 22 November 2022 at 5pm | |  |  | | **Spring Term** |  | | Finance, Staffing and Resources Sub-Committee | Tuesday, 28 February 2023 at 4pm | | Curriculum, Standards and Effectiveness Sub-Committee | Tuesday, 28 February 2023 at 5pm | | Full Committee | Tuesday, 21 March 2023 at 5pm | |  |  | | **Summer Term** |  | | Finance, Staffing and Resources Sub-Committee | Tuesday, 23 May 2023 at 4pm | | Curriculum, Standards and Effectiveness Sub-Committee | Tuesday, 23 May 2023 at 5pm | | Full Committee | Tuesday, 27 June 2023 at 5pm |   All meetings would take place in school, with a virtual link available if required. To enable members to contribute more fully, the full management committee meeting would commence at 5pm (rather than 4pm).  Members were encouraged to visit school the get to know what was going on and support the staff.  Mrs Jarman congratulated the full staff team, noting that it had been a tough year and members were appreciative of the work they did. The headteacher thanked members for their continued support.  The chair thanked members for their attendance and input and closed the meeting at 5.50pm. | | |  |

