

**MIDDLEWICH HIGH SCHOOL
RESOURCES COMMITTEE MEETING
PART 1 MINUTES**

Date:	Monday 18th October 2021 at 4:00 pm	
Venue:	Virtual Meeting using Google Meet	
Present:	Alan Dixon (ADI) Catherine Broadhurst (CBR) Colin Price (CPR) Heidi Thurland (HTD) Mike Finney (MFI) Angela Deakin (ADE) Natalie Edwards-Clark (NED) Peter Taylor (PTA) Siobhan Tarbuck (STA)	Co-opted Governor Co-opted Governor-joined at 4:50 pm Parent Governor-Chair Head Teacher Co-opted Governor Co-opted Governor Co-opted Governor-left at the end of part 1 Parent Governor Staff Governor-left at the end of part 1
Apologies:	None	
Absence:	None	
In attendance:	Sue Pomeroy (SPO) Cheryl Jackson (CJA) Debbie Carter (DCA) Mark Edwards (MED) Katy Cottrell (KCO) Janine Barton (JBA)	Clerk Clerk, shadowing Business Manager-left at 6:00 pm. Deputy Headteacher-joined at 4:55 pm, left at the end of part 1 Assistant Headteacher-Pupil Premium-left at 5:30 pm. SENDCO-left at 4:50 pm

AGENDA ITEM 1	WELCOME & APOLOGIES
Discussion:	<p>The chair opened the meeting, confirmed it was quorate and welcomed the governing body.</p> <p>Peter Taylor, Natalie Edwards-Clark and Siobhan Tarbuck were welcomed to their first committee meeting. Cheryl Jackson, new clerk, was also welcomed to the meeting.</p> <p>There were no apologies to receive. CBR had informed governors that she would be late joining the meeting.</p>

AGENDA ITEM 2	DECLARATION OF INTEREST (PECUNIARY OR OTHERWISE)
Discussion:	There were no declarations of interest declared with the business of the meeting.

AGENDA ITEM 3	ANY OTHER BUSINESS
Discussion:	<p>Governors agreed to discuss the following items of any other business:</p> <ul style="list-style-type: none"> ● Virtual Meeting Protocol ● Link governor roles

	<p>CPR informed governors that, following consultation, it was decided that a Virtual Meeting Policy was not required and that a Protocol will suffice.</p> <p>ADE is the governor responsible for attendance and behaviour and NED for staff and student well-being.</p>
Action:	<ul style="list-style-type: none"> ● CPR to upload the Virtual Meeting Protocol to Governor Hub. ● School to update governor responsibilities on the school website.

AGENDA ITEM 4	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING
Discussion:	Governors agreed that the minutes of the previous meeting held on 11 th May 2021 were an accurate record. The Chair will sign a copy and provide to the school for retention.
Decision:	Governors resolved to approve the minutes of the above meeting
Action:	Chair to sign a copy of the minutes.

AGENDA ITEM 5	MATTERS ARISING FROM THE PREVIOUS MEETING
Discussion:	<p>Governors reviewed the actions from the previous meeting and the following matters arising were discussed:</p> <ul style="list-style-type: none"> ● Floor Plans for the SEND provision CPR circulated the plans prior to this meeting ● Information about "Prevent" CPR informed governors that there is a link on the school website to the Prevent Team. Online Prevent training is recommended for governors.
Decision:	That all other actions were met and closed as appropriate.

AGENDA ITEM 6	GOVERNOR VISITS/REPORTS
Discussion:	<p>Three reports were circulated prior to the meeting via Governor Hub: ADE-Attendance and Behaviour MFI-Pupil Discipline CPR-Health and Safety</p> <p>The respective governors spoke to their reports: ADE-Attendance and Behaviour 11.10.21</p> <ul style="list-style-type: none"> ● ADE informed governors that she is new to this link role and that she met MED to review the documents for tonight's meeting. She will hold regular meetings with MED to review the data going forward. ● Attendance is a focus for the school and an OFSTED inspection would be interested in attendance rates post-Covid-19. ● The SIP is scheduled to meet MED in the first week after the October 2021 half term holiday and ADE will discuss the outcomes of this meeting with MED. ● A new attendance officer will be in post from 1st November 2021. <p>MFI-Pupil Discipline 04.10.21</p> <ul style="list-style-type: none"> ● MFI informed governors that the focus of his visit was pupil discipline meetings. MFI met with MED and the parent of a student causing concern. A follow- up meeting is planned. ● As part of this visit to school, MFI observed break-time, change-over between lessons and visited classrooms. He was impressed with the attitude of the staff and their visible presence on the corridors.

	<p>Q. The corridor from the library has been widened; has this made a difference to the movement of students around school?</p> <p>R. The widening of the corridor has made a difference, but adult presence is the key. The school has maintained one-way systems where possible, and this has also had an effect on the smooth movement of students around school.</p> <p>CPR-Health and Safety 07.10.21</p> <ul style="list-style-type: none"> ● CPR carried out a site walk and observed the work undertaken on the school during the summer term. The highlight was the staff room which is much improved. ● There are areas of the school which still require decorating. ● There are ongoing issues with the roof and signs of mould are returning. This will hopefully be dealt with upon conversion to academy status. ● The fire doors have been upgraded. ● Repairs have been carried out to the pitch. CPR discussed with the site maintenance officer whether the tractor in the shed could be used to maintain the pitch. <p>Q. Why is the tractor not used to maintain the pitch?</p> <p>R. There are issues with manoeuvring the tractor out of the shed and the school uses an external contractor for Grounds Maintenance which includes the pitch.</p>
Decision:	Governors resolved to accept the above reports.

AGENDA ITEM 7	SEND RESOURCE REPORT
Discussion:	<p>The SEND Report 18.10.21 was circulated prior to the meeting on Governor Hub. JBA spoke to her report and highlighted the following matters:</p> <ul style="list-style-type: none"> ● There are currently 98 (K) SEN students who require SEND support funded from element 1 funding (£6000) and 32 (E) EHCP students (with funding determined on their plan to add to the first £6000) identified on the SENCAR. ● Emma Brown is the Lead for Enhanced Mainstream Provision (EMP) and Sam Denham is the Teacher responsible for EMP. The main focus is on supporting 6 students to avoid the need for an EHCP application. ● There are complex needs in the Year 7 cohort. The school did not receive comprehensive information on all these students from their previous schools and this presents challenges when planning to address their needs appropriately. ● The Forest Schools provision is working well. 17 students have been referred and they have engaged well with the programme; it provides a safe environment for them to discuss a wide range of issues. ● There is one place available in the Resource Provision and the school is confident that this place will soon be filled. ● The Year 11 students have 100% attendance at their FE provision, resulting in 0% NEET. ● One Year 8 student had very poor attendance last year and now has a 100% attendance rate. ● Attendance overall remains an issue to focus on. Some students are on part-time timetables with varying degrees of success. A key worker is used to develop relationships between home and school. <p>Q. What actions have been taken regarding the 2 non-attenders in Year 7 and Year 11?</p> <p>R. There are a range of actions taken including face to face meetings, the use of Google Classroom, work being sent home and work on developing the relationship between home and school.</p> <p>Q. 17 students are accessing the Forest Schools programme. Is this sustainable?</p>

R. It is a rolling programme of 6 weeks intervention. Some students attend in their form time and others attend in lesson time.

Q. How does the school ensure that the students do not miss parts of the curriculum by attending Forest Schools?

R. It is a rolling programme planned so that the students do not miss the same lessons each time. The students involved in the Forest Schools programme are ones who are experiencing a range of difficulties such as anxiety and poor attendance and are not accessing the full curriculum and may be at risk of exclusion.

- In-year admissions for students with SEND are up to 17. The school must carefully assess whether it can meet the needs of these students.

Q. The school has 32 students with EHCP's. Is this considered to be a significant amount? What would be expected for a school of this size?

R. Yes, 32 is a significant number and is above the national average. The school is experiencing a growing number of children with additional needs.

Q. Are all schools experiencing this issue?

R. Both Cheshire East and Cheshire West report that this is the case and other local schools are finding the same.

Q. There is a significant investment in SEND provision at the school. Will this result in the school attracting more pupils with SEND?

R. The Enhanced mainstream provision is not for children with EHCP's. Cheshire East is encouraging Primary Schools to identify pupils in Year 4 or 5 who may need an EHCP later. The schools must fund the first £6,000 and this discourages some Primary schools from applying for an EHCP earlier in the child's time at the school. This in turn means that issues need to be dealt with at secondary level when pupils transfer to Year 7.

Q. Does the Sir John Brunner Trust understand the school's situation regarding SEND?

R. Meetings have been held with The Executive Headteacher at Sir John Deans and they are experiencing more students with complex needs. Leftwich High School does not have a Resource Provision. It is important that the Trust understands the Forest School provision and its benefits.

Q. Was SEND part of the due diligence carried out between the Trust and the school?

R. Yes SEND formed part of the due diligence carried out. There will be consistent dashboard reporting across the three schools in the Trust. JBA has been involved in meetings with the other SENCO's in the Trust.

Q. The floor plans for the SEND provision show that the treatment/sensory room has been removed. Why is this?

R. It has been moved, rather than replaced, and is being refurbished as it is very dated.

Q. Are the individual attendance plans effective?

R. They are effective in tracking attendance and maintaining the focus on improving attendance. They are reviewed regularly and are good for both staff and pupils.

Q. Do staff have the capacity to produce these individual plans?

R. There is a lot of paperwork involved in producing them but they are beneficial.

ADE commented that she has seen anonymised examples of the attendance plans during her visit with MED and that it would be useful for other governors to see them.

	<p>CPR thanked JBA for her report.</p> <p><i>JBA left the meeting at 4:50 pm.</i></p>
Decision:	Governors resolved to accept the SEND report.
Action:	<ul style="list-style-type: none"> To share anonymised attendance plans with governors at the next meeting of the Resources Committee.

AGENDA ITEM 8	SAFEGUARDING REPORT
Discussion:	<p>The Designated Safeguarding lead in school was unable to attend this meeting. A report was shared on Governor Hub prior to the meeting and MED highlighted the following matters from the report:</p> <ul style="list-style-type: none"> The school has undertaken a significant amount of work in response to the OFSTED report on Sexual Abuse in Schools and Colleges, particularly on ensuring that systems are in place for students to report any concerns. CPOMS has been updated to allow for more accurate and detailed reporting. <p>Q. The school recorded 440 incidents on CPOMS. Is this correct? R. Yes. The incidents recorded are not 440 individual, unrelated incidents. Multiple pieces of information may be recorded relating to one student.</p> <p>Q. Should a different term be used rather than “incidents?” It appears that there is a high number of concerns. R. The school does not have an unusually high number of recorded incidents. A large amount of information is recorded to build a full picture of individuals and to provide data on Early Help, Child in Need cases etc.</p> <p>Q. Can you provide more information on the well-being awareness day? R. It was an effective day held with Year 7 and Year 6 pupils in the partner Primary Schools, looking at key areas of mental health. Year 7 pupils made gifts for the Primary children and SWI also visited some of the Primary Schools. It was a good day.</p> <p>Q. What level of support is currently being offered by the SWaNS counselling service? R. Supervision sessions for all staff are offered throughout the year, along with a drop-in facility for all students on Mondays to Wednesdays.</p> <p>Q. The service provided by SWaNS is used well. Is there a need for a full-time counselling service for students? R. It is a cost-effective way of providing on-site counselling for students. However, 3 days per week is the maximum capacity that SWaNS can currently offer. When the school joins the Sir John Brunner Foundation, counselling services will be looked at. One of the schools already employs their own counsellor.</p> <p>Q. What does level 2 safeguarding training involve? R. It deals with serious case reviews and the lessons learned. 20 members of staff have received training at this level through an arrangement with the SCiES team. The training is not required for governors.</p> <p>Q. Do all staff need to undertake the Level 2 training? R. No, it is appropriate for some staff, such as those working with SEND pupils, but it is not required for all members of staff.</p>

Decision:	Governors resolved to accept the Safeguarding report.
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AGENDA ITEM 9	PUPIL PREMIUM SPEND REPORT
Discussion:	<p><i>KCO experienced some technical issues with joining the meeting. Governors agreed to move to agenda item 11.</i></p> <p><i>KCO re-joined the meeting.</i></p> <p>A Pupil Premium Spend Report was circulated prior to the meeting via Governor Hub which addressed items 9 and 10 on the agenda. CPR requested that KCO provide an overview on PP to governors.</p> <ul style="list-style-type: none"> ● KCO explained that Pupil Premium is funding to improve education outcomes for disadvantaged pupils in schools in England. ● Pupils meet the criteria for the funding if they are eligible for Free School Meals (FSM) or have been eligible at any point in the past 6 years, have been adopted or have left care or are looked after by the Local Authority. ● The funding is £955 per eligible pupil, and the government has increased this by £145. ● A smaller amount of £310 is available for the children of service personnel. ● The school receives around £160,000 of Pupil Premium funding with an additional £25,000 of Recovery Premium Grant. There is a system for accountability and reporting of Pupil Premium spending. The DfE has recently introduced a new template which must be used by all schools for their PP report and spending decisions, which must be based on research evidence. <p>KCO then discussed the National Tutoring Programme (NTP) with governors:</p> <ul style="list-style-type: none"> ● The programme was in place last year, but it did not meet the needs of students at the school as it was based on the use of external tutors. ● The programme has been revised to include school led tuition. The school will receive £202.50 per pupil for 60% of their pupils that are eligible for pupil premium, from year 7 to year 11. The allocation is based on an average cost of £18 per hour and a pupil receiving a package of 15 hours of tuition. ● The main barrier to implementing school led tuition is that the training is not released until November 2021 and it involves 11 hours of training for non-teaching staff and a 2-hour programme for teaching staff. KCO will undertake the training and then assess if it is necessary for all staff to complete it. ● The funding must be spent directly on tuition in a 1:1 setting or 1:3 as a maximum. ● The tutoring programme has the potential to be a powerful tool in raising achievement for disadvantaged students. The funding is not ring-fenced and can be re-distributed to meet the needs of a wider group of pupils; not all disadvantaged students claim FSM. <p>Q. Can the school easily source tutors for the NTP? R. There are many companies set up to provide tutoring, and some of them are well-established. Tuition is available across any EBacc subject. However, the best support for the students is from teachers they are familiar with.</p> <p>Q. Are staff at the school interested in being involved in the tutoring programme? R. The availability of staff for the tutoring programme is an issue; their work/life balance needs to be considered. It is also tiring for the students to do extra lessons after the normal school day.</p> <p>Q. Does the tuition have to take place after the normal school day?</p>

	<p>R. Yes, if the school is to claim the funding then the tuition must be additional to a teacher's normal contract. The DfE wants to avoid students missing out on parts of the curriculum.</p> <p>HTD commented that the curriculum and the quality of teaching in school are the most important factors in students making progress. A range of approaches is used, and the school will have enough staff available to carry out tutoring where it is required for individual students.</p> <p>CPR thanked KCO for her report.</p> <p><i>KCO left the meeting at 5:30 pm.</i></p>
Decision:	Governors resolved to accept the Pupil Premium Spend Report.

AGENDA ITEM 10	CORONAVIRUS CATCH-UP REPORT
Discussion:	This item was addressed under agenda item 9.

AGENDA ITEM 11	ATTITUDE TO LEARNING REPORT
Discussion:	<p>MED spoke to his "Positive Attitudes to Learning Report" which was circulated prior to the meeting via Governor Hub.:</p> <ul style="list-style-type: none"> ● Overall attitudes to learning (A2L) are excellent. ● The school target for 2021-22 has been raised from 85% to 90% for Silver +. The ultimate target is 100%, representing no disruption to lessons. ● Year 10 is a focus group. ● A2L achievement is lower for students entitled to Pupil Premium (PP) and the school has identified support strategies for this cohort. The focus is for this group to achieve in-line with non-PP students. <p>Q. There is a dip in the numbers of students achieving gold from year 7 to Year 11. Is this because the badge becomes less meaningful? Is another incentive required?</p> <p>R. Conversations with student leaders have shown that the pupils value the reward scheme as it provides an opportunity to demonstrate achievement. It is important to remember that the Year 10 and Year 11 children have not experienced this system throughout their time in school as it is a more recent incentive. It is not just the incentive itself which is important but the culture behind it. There is a different focus in Years 10 and 11 on qualities like scholarly behaviour.</p> <p>Q. What is the cost of the reward/badge system?</p> <p>R. The original budget was £600.</p> <p><i>KCO joined the meeting and governors returned to agenda item 9.</i></p>
Decision	Governors resolved to accept the A2L report.

AGENDA ITEM 12	ATTENDANCE REPORT
Discussion:	<p>An Attendance Impact Report was circulated prior to the meeting via Governor Hub. MED highlighted the following matters from the report:</p> <ul style="list-style-type: none"> ● The school submits daily attendance data to the DfE. ● Overall attendance compares positively to the National reported figure of 86.3% on 30.09.21. ● The attendance of pupils entitled to PP funding is above average.

	<ul style="list-style-type: none"> ● The attendance of students with SEND remains a challenge. There are significant needs within the SEND cohort; some children are awaiting an alternative placement and are currently out of education. One placement has been agreed and a further one is in process. ● Individual Attendance plans are implemented for pupils with attendance below 90%. The plans raise the profile of the importance of good attendance. ● Some hard-to-reach families are offered pastoral support. It is important to work with families and home visits are carried out where appropriate. ● Warning letters for Fixed Penalty Notices have been issued and Cheshire East is now willing to issue these again. ● Requests for holidays within term time are refused. However, some families still proceed with taking their children on holiday in school time. ● Prior to the Covid-19 pandemic, the school would encourage pupils to attend school if they had a mild illness. This is not the case now and pupils must be sent home to get a PCR test if they show any symptoms of C-19. ● The attendance report was shared with ADE as part of her monitoring visit. ● The school employs a range of strategies to promote good attendance and it is frustrating that Covid-19 is still having an effect on attendance figures. There is a culture for students to want to be in school.
Decision:	Governors resolved to accept the Attendance Report.

AGENDA ITEM 13	EXCLUSIONS REPORT
Discussion:	<p>An Exclusions Report was circulated prior to the meeting via Governor Hub. MED spoke to the report:</p> <ul style="list-style-type: none"> ● The school seeks to avoid excluding students. ● A small number of exclusions has been necessary. ● Repeat exclusions are very low at the school. ● The school has a comprehensive programme to re-integrate students who have been excluded. ● A managed move of a pupil from a Crewe school is being considered.
Decision	Governors resolved to accept the Exclusions Report.

AGENDA ITEM 14	STAFFING REPORT
Discussion:	<p>HTD informed governors that Covid-19 has had a significant impact of staff absence and at some points the school has had to consider whether enough staff have been available to safely staff the school. Supply cover is an issue and on one day this half term there was none available in Cheshire East. It has been necessary for staff to give up their PPA time on occasions and the school may have to combine groups. This has consequences on the capacity of staff to carry out other work. Unnecessary training and meetings have been cancelled.</p> <p>Governors expressed their thanks to the staff for supporting cover and ensuring the safe running of the school.</p>

AGENDA ITEM 15	HEALTH AND SAFETY REPORT
Discussion:	<p>A Health and Safety Report was circulated prior to the meeting via Governor Hub. DCA spoke to the report:</p> <ul style="list-style-type: none"> ● Costings have been added to the school maintenance section of the report. ● The fire risk assessment is ongoing.

	<ul style="list-style-type: none"> The fire alarm system is out of date and the school needs to consider how to fund an upgrade. The cost is likely to be around £70,000. Previously the school would have used capital grants but as part of a MAT it will be possible to submit a bid to the Condition Improvement Fund (CIF). Around £11,000 was spent on decoration and minor repairs to parts of the school building. <p>Q. 9 Prime Accidents were recorded. Is there a pattern to these incidents?</p> <p>R. This information is not currently available, but it is possible to categorise the accidents.</p> <p>Q. Is the tree survey being carried out on the school field?</p> <p>R. No, it will be carried out on the whole site and remedial work will be required.</p> <p>CPR thanked DCA for her report.</p> <p><i>DCA left the meeting at 6:00 pm.</i></p>
Decision:	Governors resolved to accept the Health and Safety Report.
Action:	DCA to provide information on the categorisation of Prime accidents.

AGENDA ITEM 16	GDPR REPORT
Discussion:	There were no GDPR issues to report at this meeting.

AGENDA ITEM 17	PARTNERSHIPS/ENGAGEMENT
Discussion:	The Covid-19 pandemic has had a significant impact in this area and there was nothing to report at the meeting. The end of term newsletter will demonstrate that the school is engaging as far as possible under the current circumstances.

AGENDA ITEM 18	POLICIES
Discussion:	<p>CPR outlined which polices are statutory and which require the approval of the FGB. Governors reviewed the following policies:</p> <ul style="list-style-type: none"> Accessibility Plan Children with Health Needs who cannot attend school Governors' Allowances Policy Performance Management Policy <p>The above policies were approved by governors, with the Children with Health Needs Policy being approved by Chair's Action.</p> <p>Governors recommended the following policies to the FGB for approval at the next meeting:</p> <ul style="list-style-type: none"> Support Staff Pay Policy Teacher's Pay Policy <p>Governors requested minor amendments to be made to the following polices:</p> <ul style="list-style-type: none"> Children with Health Needs who cannot attend school- the word "Policy" needs to be added to the front cover Performance Management Policy-spacing issues need rectifying, and it needs to be made clear in paragraph 3 which statement the school has adopted from the model policy. HTD clarified that statement 1 is the correct one.

	<p>Q. The Performance Management Policy states that governors are responsible for ensuring that the headteacher maintains a healthy work/life balance. Who is responsible for ensuring this for the staff?</p> <p>R. The Headteacher is responsible.</p> <p>Q. How are incremental pay increases managed for support staff?</p> <p>R. They are automatic within the pay grade. This is stated in the policy.</p>
Decision:	To approve/recommend the above polices subject to the requested amendments being actioned.
Action:	CPR to liaise with Laura Platt to carry out the requested amendments.

AGENDA ITEM 19	MAT CONVERSION UPDATE
Discussion:	<p>CPR informed governors that a meeting was held with Cheshire East on 06.10.21. The school was invited to set out the reasons why conversion to academy status is the best decision for the school. Cheshire East voted to approve the school's request to convert, and 5 days were allowed for any appeals against this decision to be made.</p> <p>Everything is in place for conversion to academy status to take place on 01.12.21. Governors thanked all the staff for their hard work during the conversion process and particularly acknowledged the contribution of DCA.</p> <p>CPR explained that the governing board will be replaced by a Local Governing Board upon conversion. It is unclear at present whether governor terms of office will rollover or whether they will start again from the point of conversion.</p>
Action:	CPR to contact the Trust for clarity on governor terms of office.

AGENDA ITEM 20	STATEMENT OF IMPACT
Discussion:	<p>Governors helped to move the school forward in the following ways during this meeting by:</p> <ul style="list-style-type: none"> ● Presenting reports on governor link visits ● Challenging the SEND data and ensuring that initiatives are sustainable ● Ensuring that systems are in place to ensure the good attendance of students ● Approving statutory policies ● Requesting more detailed health and Safety information ● Ensuring that the reward system delivers value for money ● Questioning how the tutoring programme can best be used to support the needs of students

AGENDA ITEM 21	DATE AND TIME OF NEXT MEETING
Discussion:	The date and time of the next meeting of the Resources Committee was confirmed as 7 th March 2022 at 4:00 pm.

NED, STA and MED left the meeting at the end of part one.

The meeting moved to the part two agenda.

Chair.....

Date.....