

**MIDDLEWICH HIGH SCHOOL  
FULL GOVERNING BOARD MEETING  
PART 1 MINUTES**

<b>Date:</b>	<b>Monday 27<sup>th</sup> September 2021 at 4:00pm</b>	
<b>Venue:</b>	<b>Virtual</b>	
<b>Present:</b>	<b>Colin Price (CPR)</b> <b>Julie Brandreth (JBR)</b> <b>Heidi Thurland (HTD)</b> <b>Mike Finney (MFI)</b> <b>Alan Dixon (ADI)</b> <b>Catherine Broadhurst (CBR)</b> <b>Angela Deakin (ADE)</b> <b>Natalie Edwards-Clark (NED)</b> <b>Peter Taylor (PTA)</b> <b>Siobhan Tarbuck (STA)</b>	<b>Parent Governor (Chair)</b> <b>Co-Opted Governor (Vice Chair)</b> <b>Head Teacher</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor-left at the end of part 1</b> <b>Parent Governor</b> <b>Staff Governor- left at the end of part 1</b>
<b>Apologies:</b>	<b>None</b>	
<b>Absence:</b>	<b>None</b>	
<b>In attendance:</b>	<b>Sue Pomeroy (SPO)</b> <b>Debbie Carter (DCA)</b>	<b>Clerk</b> <b>SBM- left at the end of part 1</b>

The Chair confirmed that the meeting was quorate.

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES</b>
<b>Discussion:</b>	<p>The chair opened the meeting and welcomed new members to the board. He reminded governors of the following protocols in a virtual meeting:</p> <ul style="list-style-type: none"> <li>● Turn video on</li> <li>● Focus on the business of the meeting</li> <li>● Mute the microphone when not speaking</li> <li>● Use the “raise hand” function</li> <li>● Ensure that no-one else can overhear the meeting</li> </ul>

<b>AGENDA ITEM 2</b>	<b>CONFLICTS OF INTEREST RELATING TO THE MEETING (PECUNIARY OR OTHERWISE)</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>● There were no conflicts of interest recorded for this meeting</li> <li>● Governors were reminded to complete the annual declarations of interest via Governor Hub.</li> </ul>
<b>ACTION</b>	<ul style="list-style-type: none"> <li>● Governors to complete the annual declarations of interest via Governor Hub</li> </ul>

<b>AGENDA ITEM 3</b>	<b>ELECTION OF CHAIR AND VICE CHAIR FOR 2021-22</b>
<b>Discussion:</b>	<p>Governors agreed that the term of office for both Chair and Vice Chair be 1 year, or until the first meeting in the autumn term 2022 of the FGB.</p> <p>The following nominations were received:          Chair-Colin Price          Vice Chair-Julie Brandreth</p> <p>Following a vote, Colin Price was duly elected and appointed as Chair of Governors and Julie Brandreth as Vice Chair of Governors.</p>

<b>AGENDA ITEM 4</b>	<b>APPROVAL OF THE MINUTES FROM PREVIOUS MEETING</b>
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<b>Discussion:</b>	The part one minutes from the previous FGB meeting held on 12 <sup>th</sup> July 2021 were accepted as a correct record. The Chair will sign a copy and provide to the school for retention.
<b>Decision:</b>	Governors resolved to approve the minutes of the above meeting
<b>Action:</b>	Chair to sign a copy of the minutes.

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING FROM THE ABOVE MINUTES / ACTIONS OUTSTANDING</b>
<b>Discussion:</b>	Governors reviewed the action log from the previous meeting and the following matter arising was discussed: <ul style="list-style-type: none"> <li>The Governance statement for 2020-21 is still outstanding.</li> </ul> <p>It was confirmed that all other actions were met and closed as appropriate.</p>
<b>Action:</b>	The Chair will prepare the Governance Statement and upload to Governor Hub.

<b>AGENDA ITEM 6</b>	<b>CHAIR'S UPDATE</b>
<b>Discussion:</b>	<p>The Chair provided an update to governors on the following matters:</p> <ul style="list-style-type: none"> <li><b>Membership</b> The following governors have been appointed 1 x staff governor- Siobhan Tarbuck 14.09.21-13.09.25 1 x co-opted Governor -Natalie Edwards-Clark 14.09.21-13.09.25 1 x Parent Governor-Peter Taylor 25.09.21-24.09.25</li> </ul> <p>Simon McGrory resigned as LA Governor on 27.09.21. The school will not seek a replacement LA Governor as this position will not be required when the school converts to academy status.</p> <p>There are currently 2 vacancies on the board.</p> <ul style="list-style-type: none"> <li><b>Declarations</b> The Chair requested that governors confirm that they have read part 1 and 2 of Keeping Children Safe in Education (KCSiE) and that they agree to abide by the Code of Conduct.</li> <li><b>LFT testing</b> The Chair thanked MFI and ADI for assisting with the programme of LFT testing in school.</li> <li><b>School website</b> New governors were asked to forward a photograph and short biography for inclusion on the school website.</li> </ul>
<b>Decision:</b>	Governors resolved to approve the chairs update.
<b>Actions:</b>	<ul style="list-style-type: none"> <li>Clerk to remove Simon McGrory from Governor Hub.</li> <li>School to update governance details on GIAS.</li> <li>School to carry out necessary DBS checks for PTA.</li> <li>Governors to complete the confirmations and declarations on Governor Hub.</li> <li>Governors to add tonight's Safeguarding training to their record on Governor Hub.</li> <li>New Governors to forward a photograph and short biography to Alison Newsome.</li> </ul>

<b>AGENDA ITEM 7</b>	<b>GOVERNOR TRAINING UPDATE</b>	
<b>Discussion:</b>	The Chair noted the following upcoming Governor training:	
	<b>Governor</b>	<b>Course</b>
	CPR, HTD	Cheshire East-OFSTED Inspections and Sexual Abuse Review
	CPR	MAT Governance Academy Funding Inspection Ready
	JBR	Inspection Ready
	ADE	MAT Governance Inspection Ready The Governors' Role in Monitoring, Supporting and Challenging
	MFI	MAT Governance Inspection Ready
<b>Actions:</b>	Newly appointed governors to complete induction training Governors who have not yet done so, are to enrol on the "Inspection Ready" course if available to do so.	

<b>AGENDA ITEM 8</b>	<b>GOVERNOR VISITS / REPORTS</b>	
<b>Discussion:</b>	The following Governor Visit Report was received:	
	<ul style="list-style-type: none"> <li>Safeguarding CPR 16.09.21</li> </ul>	
	<p>This report was circulated via Governor Hub prior to the meeting. The Chair informed governors that he had met with Steve Wiseman to discuss how the Year 7 children are settling into school and the OSFTED report into Sexual Abuse in Schools and Colleges.</p> <p>A Safeguarding Report from Steve Wiseman was also circulated via Governor Hub, along with the school's response to the OFSTED report.</p>	
<b>Decision:</b>	To accept the above reports.	

<b>AGENDA ITEM 9</b>	<b>APPROVAL OF INSTRUMENT OF GOVERNMENT</b>	
<b>Discussion:</b>	Governors reviewed and approved the Instrument of Government.	
<b>Decision:</b>	That no changes are required to the Instrument of Government.	

<b>AGENDA ITEM 10</b>	<b>APPROVAL OF THE GOVERNORS' CODE OF CONDUCT</b>	
<b>Discussion:</b>	Governors reviewed and approved the Code of Conduct.	
<b>Decision:</b>	To abide by the Code of Conduct.	

<b>AGENDA ITEM 11</b>	<b>APPROVAL OF FGB STRUCTURE OF GOVERNANCE</b>	
<b>Discussion:</b>	Governors reviewed and approved the FGB structure of governance. The FGB operates with two committees: Resources and Progress and Attainment. The Chair proposed retaining this structure and reviewing it at the point of conversion to academy status, although it is currently in line with that of the other two schools in the Trust.	

<b>Decision:</b>	To retain the current FGB structure of governance.
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<b>AGENDA ITEM 12</b>	<b>APPROVAL OF FGB AND COMMITTEE TOR'S</b>
<b>Discussion:</b>	<p>The Terms of Reference for the FGB and Committees were shared via Governor Hub prior to the meeting. It was noted that some responsibilities such as Pupil Premium (PP) are shared between the two committees; the Resources Committee will monitor the expenditure of the PP funding and the Progress and Attainment Committee will monitor the Pupil Premium Strategy.</p> <p><b>Q. Should the responsibility for SEND also be split between the two committees?</b>  R. Pupil assessment data presented to the Progress and Attainment Committee will automatically include SEND as part of the reporting on all vulnerable groups. The Resources Committee will consider the way the funding is allocated.</p> <p>HTD confirmed that the responsibilities of the two committees are appropriate for the school.</p>
<b>Decision:</b>	To approve the FGB and Committee Terms of Reference.

<b>AGENDA ITEM 13</b>	<b>APPROVAL OF SCHEME OF DELEGATION</b>
<b>Discussion:</b>	It was noted that there are no changes to the Scheme of Delegation which was shared prior to the meeting.
<b>Decision:</b>	To approve the Scheme of Delegation.

<b>AGENDA ITEM 14</b>	<b>APPROVAL OF COMMITTEE MEMBERSHIP AND LINK GOVERNOR ROLES</b>																																												
<b>Discussion:</b>	<p>a) The Chair proposed retaining the Committee membership from 2020-21 for at least the Autumn Term 2021. It was noted that all governors attend both committees and it is at the committees where the detailed work of the governing board is carried out.</p> <table border="1"> <thead> <tr> <th>Governor</th> <th>FGB</th> <th>Resources</th> <th>Progress &amp; Attainment</th> </tr> </thead> <tbody> <tr> <td>Colin Price (CPR)</td> <td>✓ (Chair)</td> <td>✓ (Chair)</td> <td>✓</td> </tr> <tr> <td>Julie Brandreth (JBR)</td> <td>✓ (Vice Chair)</td> <td>✗</td> <td>✓ (Chair)</td> </tr> <tr> <td>Heidi Thurland (HTD)</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Mike Finney (MFI)</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Alan Dixon (ADI)</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Catherine Broadhurst (CBR)</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Angela Deakin (ADE)</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Natalie Edwards-Clark (NED)</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Siobhan Tarbuck (STA)</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Peter Taylor (PTA)</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table> <p>b) It was confirmed that Colin Price is the Chair of the resources Committee and Julie Brandreth is the Chair of the Progress and Attainment Committee.</p> <p>c) The link governor roles were confirmed as:  Safeguarding - CPR/SWI  Health and Safety - CPR/DCA/IBR  (COVID Risk Assessment) - CPR/HTD  Pupil Premium - JBR/KCO  SEND - MFI/JBA  Finance - CBR/DCA  Curriculum - JBR/EGR</p>	Governor	FGB	Resources	Progress & Attainment	Colin Price (CPR)	✓ (Chair)	✓ (Chair)	✓	Julie Brandreth (JBR)	✓ (Vice Chair)	✗	✓ (Chair)	Heidi Thurland (HTD)	✓	✓	✓	Mike Finney (MFI)	✓	✓	✓	Alan Dixon (ADI)	✓	✓	✓	Catherine Broadhurst (CBR)	✓	✓	✓	Angela Deakin (ADE)	✓	✓	✓	Natalie Edwards-Clark (NED)	✓	✓	✓	Siobhan Tarbuck (STA)	✓	✓	✓	Peter Taylor (PTA)	✓	✓	✓
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	<p>STEM/Careers - ADI/ADE/MED/CAN Gov. Training &amp; Development - CPR GDPR - ADE/ANE</p> <p>It was suggested that an additional link role with responsibility for well-being would be beneficial, given the current focus and importance of this issue. To aid governor succession planning it was also suggested appointing Vice Chairs of committees</p> <p><b>HTPM</b> The panel members were confirmed as ADE, JBR and MFI.</p> <p><b>Pay Committee</b> The members were confirmed as CPR, ADI and CBR.</p>
<b>Decision:</b>	<ul style="list-style-type: none"> <li>To approve the Committee Membership and link governor roles.</li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>To appoint a well-being governor by the spring term 2022.</li> <li>To consider appointing vice chairs of committees in the spring term 2022.</li> <li>To remove Simon McGrory from the committee membership.</li> </ul>

<b>AGENDA ITEM 15</b>	<b>APPROVAL OF SDP 2021-22</b>
<b>Discussion:</b>	The updated SDP was circulated via Governor Hub prior to the meeting. The Chair informed governors that it provides the basis for governor monitoring visits during 2021-22.
<b>Decision:</b>	<ul style="list-style-type: none"> <li>To approve the SDP for 2021-22.</li> </ul>

<b>AGENDA ITEM 16</b>	<b>CHAIR'S ACTIONS</b>
<b>Discussion:</b>	<p>The Chair informed governors of the following action taken on behalf of the governing board since the last meeting:</p> <ul style="list-style-type: none"> <li>Approval of the updated Covid Risk Assessment 01.09.21</li> <li>Approval of the updated Covid Risk Assessment 21.09.21</li> </ul> <p>He explained that these documents are based on model Cheshire East documents which have been personalised to the school. Governors noted some minor word omissions in the document dated 21.09.21</p>
<b>Decision:</b>	To approve the above chair's actions.
<b>Action</b>	HTD to amend the risk assessment dated 21.09.21.

<b>AGENDA ITEM 17</b>	<b>HEADTEACHER'S REPORT</b>
<b>Discussion:</b>	<p>The Headteacher's report was circulated prior to the meeting on Governor Hub and contained the following items:</p> <ul style="list-style-type: none"> <li>Introduction</li> <li>COVID 19 Update: Testing</li> <li>Yr11 GCSE Appeals</li> <li>SDP &amp; SEF</li> <li>Appraisal</li> <li>CPD</li> <li>Quality Assurance</li> <li>Staffing</li> <li>Welfare</li> <li>School promotion</li> </ul>

- Trust/MAT
- Unions
- Enrichment

HTD highlighted the following matters to governors from her report:

**Covid 19**

Since the report was written there has been an increase in the number of cases in school. Public Health England (PHE) and the Local Authority (LA) were involved, and the school's Outbreak Management Plan was implemented. 34 cases in the last 10 days have been reported and contact tracing carried out due to the cluster of cases.

Three form groups in Year 7 have had PCR tests and student attendance has fallen due to the outbreak. The reporting system to the LA is onerous and places a high workload on staff.

The school has worked closely with the relevant authorities to maintain education for the students. There were some issues with Google Classroom which have now been resolved and remote education is in place.

The wearing of masks has been re-introduced, along with social distancing for adults. Currently there are two staff cases of Covid-19.

**Q. Is the Covid-19 testing disruptive for the school?**

R. Yes, it presents a high workload in terms of communications, risk assessments and paperwork. It is impacting on the capacity of staff to carry out other work. It can take a full day to complete the required level of reporting.

**Q. Have any additional resources been made available to the school?**

R. 6 testing assistants came from the LA, but the school still had to backfill. 42 schools in CE are in Outbreak Management situations.

**Q. Is the transmissibility of the Delta variant responsible for the increase in cases?**

R. The virus is spreading as the school, and society in general, is working under different guidance. Staff have been double-vaccinated and there have been no cases of serious illness.

**Q. Are Covid-19 vaccinations planned for 12–15-year-olds?**

R. Yes, the school has been given the date of 08.10.21 for this to take place. The school is unsure about the logistics of vaccinating so many students in one day. E-consents will be obtained for the vaccination and are not being processed by the school. The school will support the vaccination programme and provide the Sports Hall as a venue. This obviously will have an impact on the PE curriculum.

**Q. Is the plan for 12–15-year-olds to receive a double dose of the vaccination?**

R. This is unclear. The school is expecting that it will be a single dose for now.

**Q. Is the general situation around Covid-19 affecting student attendance?**

R. Some families are choosing not to send their children into school if there is Covid in the family. There is also a stomach bug in school which requires students to stay at home for 48 hours. If a student is symptomatic, they are required to take a PCR test and remain at home until they have a negative test. The school is working hard to ensure that some families do not use the current situation as an excuse for their children to be absent from school.

	<p><b>GCSE Appeals</b> None of the appeals submitted by students were upheld.</p> <p><b>Q. What is the situation with union representation in school?</b> R. The Unison and NEU representatives resigned, and their positions have not been filled. There is a new NASUWT representative in post. Regional union representatives are involved in discussions around academy conversion. The staff are confident in the school leadership.</p> <p><b>Q. How much has the school received in Recovery Premium?</b> R. Around £57,000 was received last year and the school is expecting a further amount of £25,000. There is also a Tutoring Grant of £25,000. The school must meet 25% of the costs and is considering whether to engage with the National Tutoring Programme or to use its own tutors.</p> <p><b>Staffing</b> New staff have been appointed and have made a positive start. An advertisement has been placed for a Science teacher and a separate one for Head of the department. The aim is to secure the best quality candidates.</p> <p><b>SDP and SEF</b> Narrowing the gap for students entitled to PP funding is the focus for the Quality of Education section.</p> <p><b>Q. Which areas is the school looking to strengthen? Is there a gender gap?</b> R. The attainment of girls is generally better than that of the boys, although not in all subjects. This is already being addressed in school. The school is looking to provide an ambitious curriculum offer for students with SEND.</p>
<b>Decision:</b>	To accept the Headteacher's report.

<b>AGENDA ITEM 18</b>	<b>ACADEMY CONVERSION UPDATE</b>
<b>Discussion:</b>	<p>The Chair provided an update to governors:</p> <ul style="list-style-type: none"> <li>● A meeting was held today with the Trust regarding issues around the Sports Centre.</li> <li>● The school is moving closer towards conversion. The Commercial Transfer Agreement is ready and lease documents are close to being finalised. There is an issue with the Land Registry and a slight discrepancy which may just be due to the scale of the plans.</li> <li>● A new Facilities Access Agreement has been drawn up by the LA and needs finalising.</li> <li>● Documents are due to be presented to the LA on 06.10.21 to sign off the conversion and the relevant paperwork is required to be submitted a week in advance. If the papers are agreed there will be a 5-day period to allow for objections to be raised.</li> <li>● The deadline to notify payroll to enable conversion to go ahead on 01.12.21 is 22.10.21.</li> <li>● It is a complex process with tight deadlines. It will be good for the school when the process is concluded.</li> <li>● Meetings with the Principals and Chairs of the other schools in the Trust are taking place and the SBM is meeting with the finance team at the Trust to prepare for conversion.</li> </ul>

<b>AGENDA ITEM 19</b>	<b>FINANCE UPDATE</b>
<b>Discussion:</b>	The SBM informed governors that a full financial update report was presented at the FGB meeting in July 2021 and there have been no significant changes to the budget since that time. The figures reported are down by around £26,000 from April 2021 due to work carried out in the office areas

	and the staff room and to the NJC review of pay scales which affected 9 staff who received backdated pay amounting to a total of £3,800.
	The SBM is working with the Trust to transfer to an academic year budget model and to scale this into a 3-year budget plan.
<b>Action:</b>	SBM to present a financial update to governors at the FGB meeting in November 2021.

<b>AGENDA ITEM 20</b>	<b>POLICIES FOR REVIEW/APPROVAL</b>
<b>Discussion:</b>	<p>The following policies were reviewed and approved by governors:</p> <p><b>Statutory Policies</b>  Admissions  Behaviour  Capability for Teaching Staff  Careers  Grievance  Child Protection  RSE  Allegations of Abuse against Staff</p> <p>The Chair explained that, when the school joins the MAT, statutory policies will be produced by the Trust for the school to receive.</p> <p><b>Non-statutory Policies</b>  Absence Management Policy and Procedure  Disciplinary Procedure and Policy  Peer on Peer Abuse Policy  Provider Access Policy  Leave and Time Off Policy  Parental Bereavement Leave Policy</p> <p>HTD informed governors that the Peer-on-Peer Abuse Policy is a new document produced by the school in response to the OFSTED review into Sexual abuse in schools and colleges. It is a non-statutory policy, but the school believes it is a crucial area which requires a stand-alone policy, and it is important that governors are consulted on it.</p> <p>The Chair commented that the remainder of the non-statutory policies are based on CE model policies. A Governor questioned whether staff should be able to request time off during term time if they are ill during the holidays. HTD responded that staff can request time off, but the school is not obliged to grant the request and that it is important not to alter the content of model CE policies as they have been agreed with trade unions.</p> <p><b>The following statements/guidance documents were reviewed by governors:</b>  Staff Code of Conduct  Covid-19 Outbreak Management  MHS Baker Clause  MHS Local Offer  Staff Handbook</p>
<b>Decision:</b>	<ul style="list-style-type: none"> <li>● To approve the above policies.</li> </ul>



<b>AGENDA ITEM 21</b>	<b>AOB</b>
<b>Discussion:</b>	It was noted that the time of the meeting on 23.05.21 is incorrect on the school website.
<b>Action:</b>	HTD to amend the time of the meeting.

<b>AGENDA ITEM 22</b>	<b>STATEMENT OF IMPACT</b>
<b>Discussion:</b>	<p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none"> <li>● Agreeing governance arrangements to enable the board to operate efficiently</li> <li>● Considering succession planning</li> <li>● Approving the SDP</li> <li>● Approving statutory polices to ensure that the school is compliant</li> <li>● Requesting budget information to ensure that the school is in a healthy financial position</li> <li>● Receiving a MAT conversion update to monitor the strategic direction of the school</li> </ul>

**The meeting moved to the part two agenda**

**The next meeting of the Full Governing Body (Budget) will take place  
Monday 29<sup>th</sup> November 2021 at 4:00pm. Venue to be confirmed**