

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

Date:	Monday 29th November 2021 at 4:00pm	
Venue:	Virtual	
Present:	Colin Price (CPR) Julie Brandreth (JBR) Heidi Thurland (HTD) Mike Finney (MFI) Alan Dixon (ADI) Catherine Broadhurst (CBR) Angela Deakin (ADE) Natalie Edwards-Clark (NED) Siobhan Tarbuck (STA)	Parent Governor (Chair) Co-Opted Governor (Vice Chair) Head Teacher Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor (left at the end of part 1) Staff Governor (left at the end of part 1)
Apologies:	Peter Taylor (PTA)	Parent Governor
Absence:	None	
In attendance:	Cheryl Jackson (CJA) Debbie Carter (DCA) Athene Atkinson (AAT) Mark Edwards (MED)	Clerk SBM - (left after agenda item 12) Finance Manager (left after agenda item 12) Assistant Head

The Chair confirmed that the meeting was quorate.

AGENDA ITEM 1	WELCOME & APOLOGIES
Discussion:	The chair opened the meeting and welcomed board members.

AGENDA ITEM 2	CONFLICTS OF INTEREST RELATING TO THE MEETING (PECUNIARY OR OTHERWISE)
Discussion:	There were no conflicts of interest recorded for this meeting.

AGENDA ITEM 3	APPROVAL OF THE MINUTES FROM PREVIOUS MEETING
Discussion:	The part one minutes from the previous FGB meeting held on 27 th September 2021 were accepted as a correct 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 4	MATTERS ARISING FROM THE ABOVE MINUTES / ACTIONS OUTSTANDING
Discussion:	Governors reviewed the action log from the previous meeting and confirmed that any outstanding actions are covered by agenda items for this meeting It was confirmed that all other actions were met and closed as appropriate.

AGENDA ITEM 5	ANY OTHER BUSINESS
Discussion:	Governors confirmed that there were no additional items of any other business to be considered at the meeting.

AGENDA ITEM 6	CHAIR'S UPDATE
Discussion:	<p>The Chair provided an update to governors on the following matter:</p> <ul style="list-style-type: none"> • Safeguarding <p>The Chair proposed that a new Deputy Safeguarding Link Governor role be created, and that PTA take on the role. PTA works as a Police Officer with the Child Protection Unit and can provide additional expertise in Safeguarding.</p>
Decision:	To approve the proposal that PTA be appointed as Deputy Safeguarding Link Governor.

AGENDA ITEM 7	CHAIR'S ACTIONS
Discussion:	<p>The Chair provided an update to governors on the following matters:</p> <ul style="list-style-type: none"> • Covid Risk Assessment 01.11.21 – CPR approved minor changes made to align with the Sir John Brunner Foundation • Approved the Children with Health Needs who cannot Attend School policy – this policy was discussed and approved at Resources Committee 18.10.2021.
Decision:	The FGB approved the Chair's actions.

AGENDA ITEM 8	GOVERNOR DEVELOPMENT & TRAINING UPDATE				
Discussion:	<ul style="list-style-type: none"> • The Chair noted that Governors had completed 24 training courses this term so far (details are available on Governor Hub – Governor Training Autumn 2021). • This includes induction training for newly appointed Governors • Feedback from NED indicated that MHS Governors are well trained and knowledgeable and are using correct formats and structure. • The Chair noted the following upcoming Governor training: <table border="1" data-bbox="341 1406 1525 1525"> <thead> <tr> <th>Governor</th> <th>Course</th> </tr> </thead> <tbody> <tr> <td>ADE / NED / STA/ PTA</td> <td>The Governors' Role in Monitoring, Supporting and Challenging</td> </tr> </tbody> </table>	Governor	Course	ADE / NED / STA/ PTA	The Governors' Role in Monitoring, Supporting and Challenging
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AGENDA ITEM 9	GOVERNOR VISITS / REPORTS
Discussion:	<p>The following Governor Visit Reports were received:</p> <p><u>SEND - MFI - 10.11.2021</u></p> <p>This report was circulated via Governor Hub prior to the meeting. MFI gave a brief overview of the visit and highlighted key points:</p> <ul style="list-style-type: none"> • Impact of Covid-19 (some students showing signs of delayed anxiety). • Change of SEND leadership will require management & support to minimise disruption. • Forest School is fully subscribed.

- New intake (some with complex needs) has settled well.

HTD commented: that the new SENDCO, EBR, is an internal appointment and will commence in role from January 2022. A handover is currently taking place and some re-staffing is in progress, both under the management of MED.

Q- Is extracurricular activity commencing for pupil premium students?

R – Yes, the School enrichment is planned to start again. However, in view of the changing Covid-19 circumstances new restrictions may come into effect which will impact what can be provided.

Proportional representation is a focus area at MHS ensuring that approximately 1 in 4/5 students participating in enrichments/ school trips is a PP/SEND student.

STA commented that departments are tracking the attendance of PP/SEND students at after school, breaktime and lunchtime clubs. Many PP/SEND students rely on transport home and are unable to attend after school.

HTD stated that MHS is aware that many disadvantaged students are travelling to MHS and therefore SLT are looking at alternative enrichment opportunities for these students within the school day to ensure equity of access.

MED commented that Governors need to be aware that there is a correlation between complex needs PP/SEND students and low attendance and the priority for these students is getting them into school by building up partnerships with parents and using part time timetables to gradually increase attendance.

Some SEND students still on role at MHS have been identified as needing specialist provision and will not return to MHS.

Q -Are the students who are awaiting places being provided with work remotely?

R – Yes, work is provided through virtual tutoring.

Staff and Student Wellbeing - NED - 23.11.21

This report was circulated via Governor Hub prior to the meeting.

NED gave a brief overview of the visit and highlighted key points:

- First initial meeting to discuss wellbeing with HTD.
- The discussion focussed on the Education Staff Wellbeing Charter (ESWC), with a focus on organisational commitments.
- Majority of ESWC has already been implemented in MHS; some areas to be reviewed at the next meeting.
- Student wellbeing will also be discussed at the next meeting. NED looking to involve Student Voice in the plans going forward.

Q – What are your thoughts on the ESWC?

R – It is a lengthy document which could be shortened. The content is good, and it is easy to determine what MHS is doing and whether MHS is meeting its commitments.

Q – Do you think MHS will get support from DfE to implement ESWC?

R – It is a useful framework that can facilitate monitoring and checking activity at MHS. MHS has wellbeing at the heart of its leadership. Several pieces of work are in progress and will be brought together to assess the MHS position and compare that to the Foundation.

Chair commented that student & staff wellbeing is an important area, and the appointment of NED is already helping to generate discussion with Governors.

Q – Have all staff read the ESWC?

R – A summarised version has been discussed and circulated to all staff; it is important that we engage all staff and MHS are offering staff the opportunity to contribute and be listened to.

A governor commented that she has spoken to staff, who are positive and feel that SLT are considering their wellbeing.

Q- Is it possible to review the ‘eyes forward, face front’ signage in school?

R - This has come from a School Behaviour Strategy to move students safely around school. Based on comments received this will be reviewed.

The Chair commented on the excellent quality and content of the Governor Visit Report from NED’s first report.

Safeguarding – CPR/PTA - 22.11.21

This report was circulated via Governor Hub prior to the meeting. CPR gave a brief overview of the visit and highlighted key points:

- Introduction of PTA as Deputy Link Governor Safeguarding.
- Feedback from Cheshire East meeting on Safeguarding and the Ofsted Framework.
- Discussions on Peer-on-peer abuse, CIN, Neglect (this is a key focus in CE) and online safety.
- MHS had made huge strides this term regarding peer-on-peer abuse.
- Online Safety: Whilst there are numerous reports from Smoothwall (this is a firewall on the school server); there are very few that cause concern.
- There are no significant safeguarding trends

CPR advised Governors to read the Safeguarding Report which is available on Gov Hub and emphasised that Safeguarding is a key priority for MHS and Governors.

MED commented on the staff training that CPR was involved in during the visit. The training focussed on the safe migration of children on site in a busy school. The training was for all adults in school not just teachers.

CPR stated that the training will empower staff and give them confidence.

Finance – CBR – 09.11.21

This report was circulated via Governor Hub prior to the meeting. CBR gave a brief overview of the visit and highlighted key points:

	<ul style="list-style-type: none"> Updated budget which includes adjustments to bring the figures in line with the academic year and will therefore be adopted upon conversion. Income reflects the likely levels which will be received in the 9 months to 31st August 2022 following conversion. Staffing Costs - Upon conversion the Trust have requested that MHS teacher pay scales are increased to fall in line with those used within the Foundation. Reviewed and agreed expenditure assumptions made and the estimations made.
Action	Review the 'eyes forward, face front' signage in school.

AGENDA ITEM 10	COMMITTEE CHAIR REPORTS
Discussion:	<p>Draft minutes from the Resource committee meeting on 18.10.2021 were circulated prior to the meeting. The committee chair gave a precis of the committee meeting.</p> <p>Draft minutes from the Progress & Attainment committee meeting on 15.11.2021 along with a written report, were circulated prior to the meeting.</p> <p>JBR commented that the P&A meeting is a learning opportunity and very much driven by Katy Cottrell and Emma Grant.</p> <p>Governors noted the minutes and reports.</p>
Decision:	The FGB resolved to accept the reports from the committee meetings detailed above.

AGENDA ITEM 11	ACADEMY CONVERSION STATUS
Discussion:	<p>The Chair updated Governors on the Academy conversion status:</p> <ul style="list-style-type: none"> The Commercial Transfer Agreement has been signed and submitted. Letter received from The Secretary of State on 23.11.21 confirming that the Funding Agreement has been agreed. MHS will open as an Academy from 01.12.21 as part of the Sir John Brunner Foundation. Congratulations to all involved – particularly SBM, CBR and the Finance Team. MHS Governing Body will be dissolved and reformed as a Local Governing Body (LGB) as part of the Trust. New Scheme of Delegation from the Trust will be uploaded to Gov Hub. <p>CPR asked whether all Governors agree to their terms of office starting from 01.12.21 for 4 years (except MFI & CBR – whose Terms of office will remain the same).</p> <p>HTD thanked DCA and the team for all their work over the last 5 years. A letter will be sent to families and the school will do a press release to inform the local community.</p>
Action:	Upload Sir John Brunner Foundation (SJBF) Scheme of Delegation to Governor Hub.
Decision:	All Governors except MFI & CBR will start a new 4-year Term of Office from 01.12.21.

AGENDA ITEM 12	FINANCE UPDATE
Discussion:	<p>The budget report and budget forecast were circulated to the FGB prior to the meeting. Governors submitted questions to the SBM ahead of the meeting and answers to these questions are available on Governor Hub.</p> <p>SBM gave an update on the finance, highlighting the key changes that have been made due to the conversion to an Academy:</p> <p><u>Local Authority Accounts (Apr21 – Nov21)</u></p> <ul style="list-style-type: none"> • LA accounts closed on 30.11.21. • Assumptions have been made for Local Authority (LA) transactions not yet processed, both debits and credits. These will be confirmed by LA before 31.03.22 (the detailed spreadsheet is available on Gov Hub). • Taking assumptions into consideration, an estimated balance of £550K will be carried forward. • All accounts have been pro-rated to reflect the 8-month accounting period (Apr-Nov) • The process has been complex as the LA had recently re-mapped accounts. Now the account will be re-mapped again to align to the Trust accounts. <p><u>General Annual Grant (GAG) (Dec21- Aug22)</u></p> <p><i>Income</i></p> <ul style="list-style-type: none"> • GAG funding statement is based on the October 2020 Census information. • Forecasts are based on current primary student numbers, and historical uptake of places. • Our current PAN is 140, giving us capacity for 700 students. • Income will still be received from astro turf lettings. <p><i>Pay</i></p> <ul style="list-style-type: none"> • Teachers Pay Assimilation to take them to advisory rates and to align with the Academy pay scales – budget increase of £15K. • Assumptions have been made for items such as pay, back pay and national insurance. <p><i>Facilities Access Agreement (FAA)</i></p> <ul style="list-style-type: none"> • The apportionment %'s agreed in the FAA have been applied to Gas (19.77%) and Electric (29.77%) expenditure. • This apportionment rate will also apply to buildings, maintenance, cleaning, and caretaking costs. <p><i>Grants</i></p> <ul style="list-style-type: none"> • Recovery Premium £19,125, and National Tutor Programme £15,467 will be spent. <p><i>Inflation rates</i></p> <ul style="list-style-type: none"> • Zero inflation applied to most expenditure codes – this unknown is a concern. <p><i>3-Year Budget forecast</i></p> <p>The 3-year budget forecast shows an in-year deficit for each year, which is mostly due to the inflation applied to salary costs. The budget income line remains static, other than</p>

	<p>pupil number fluctuations. The cumulative surplus forecasts give the school a stable baseline for the transition to Academy status and planning for future years.</p> <p>Condition Improvement Fund (CIF) Bid</p> <ul style="list-style-type: none"> • Some of the £550K budget carried forward along with the Devolved Formula Capital money to support the CIF bids. • Approximately £1m funding is required for roofing repairs, a new fire alarm system and fire doors. • % contribution is required, the bigger the contribution the more points you score towards your CIF bid. • 30% is required to get maximum points which would equate to £300k contribution. • Meeting with the Trust on 30.11.21 to review the CIF bids and discuss options to fund contribution, including Trust Loans and CIF Bid Loans. <p>Q. Does the Trust put forward CIF Bids in the future? R. No, it is the school's responsibility. The school have commissioned AA Projects who are a professional organisation with experience in writing bids and providing supporting documentation.</p> <p>Q. How will the Trust Support the CIF bid? R. Details on the support available will be discussed at the meeting 30.11.21.</p> <p>Q. Is it preferable for Trust to loan the money to enable the bid to get maximum points? R. Yes, this option will be discussed at meeting 30.11.21. The focus is getting the best option for the school.</p> <p>Q. How does the Education & Skills funding Agency (ESFA) prioritise CIF bids? R. The CIF bid will score points as funding is essential to keep school open and running. However, there are many bids with similar criteria from other schools generating competition for funding.</p> <p>CPR requested that the Finance Q&As submitted prior to the meeting be attached to the meeting minutes as an appendix to ensure they are recorded.</p> <p>CPR asked Governors to approve the Teacher Pay Assimilation to take teachers to the advisory rates and to align with the Trust's pay scales and eradicate any chance of an equal pay challenge. SBM confirmed that the Trust are aware of this increase.</p> <p>CPR asked Governors to approve the Academy Budget (Dec21-Aug22).</p>
Decision:	Governors resolved to approve the Teacher Pay Assimilation. Governors resolved to approve the Academy Budget (Dec21-Aug22).
Action:	SBM to provide a Finance Update at the next Resources Committee 07.03.22. Clerk to include Finance Q&As as an Appendix to the meeting minutes.

AGENDA ITEM 13	HEADTEACHERS REPORT
Discussion:	The Headteacher's report was circulated prior to the meeting on Governor Hub.

HTD provided a summary and highlighted the following points:

- Wellbeing Charter – this was the subject of a recent Governor Visit and has already been discussed at the meeting (item 9).
- Transition – HTD met with Headteachers from Partner Primary Schools to improve transition and curriculum understanding. Future initiatives are planned to continue to improve these areas.
- Intake Numbers - new intake numbers for September 2022 are slightly down on last year. These do not include Cheshire West or SEND applications. Based on the current consultation for SEND places for 2022 and the initial starting point, MHS will be at least at PAN.

MED commented that often Cheshire East approve appeals which does inflate the year group which can present challenges.

Appeals are being received every week. HTD is meeting Laura Rogerson (Head of Inclusion & Virtual Schools) to discuss this situation. MHS does not want to be overwhelmed by children where the school cannot meet their needs.

- Consultation around demographics for the Resource Provision should result in more Autism Spectrum Disorder (ASD) students and fewer Hearing Impaired (HI) students and therefore MHS will be offering places where there is demand at a high need level.
- Attendance Report from Susan Walsh (SIP) - The report stated in 2019 school absence was above the national average (NA). PA was also above the NA. Recently attendance rates have been above the weekly NA for secondary schools produced by the DFE, suggesting significant improvements to attendance despite the challenges of Covid. This demonstrates that the evidence informed strategies that have been contextualised for the school and put in place are working, and the school continues to monitor and assess the impact going forward. MHS continues to work hard to improve attendance of disadvantaged students. MED stated that the meeting with the SIP was very positive and the increase in attendance shows that the work done with vulnerable families has been successful. This is a key priority in school to support PP students.

Governors requested clarification on the recommendations contained within the Attendance Report from the SIP.

Q. Is it correct that in some classes the register is not taken?

R. Expectation is that the register is taken in every lesson. There are some issues with staff not saving the register which means that Attendance Officer must follow this up. This has been addressed with individual staff.

Q. What are the concerns about part-time timetables?

R. No concerns. All students on part-time timetable are recorded with the Local Authority; the timetable is reviewed fortnightly, and an end point is identified. Part-time timetables cannot run indefinitely.

Q. The report stated that part-time timetables had varying degrees of success – can you explain?

R. This is all about individual needs and case studies will be presented at the next Resources Committee which demonstrate that part time timetables can have significant impact on attendance for some students.

Q. What checks are in place to ensure students attending alternative provision are safeguarded and the setting is appropriate?

R. Attendance is checked daily for any students in alternative provision. All alternative provision providers have been visited by MED ,NED or HTD. The only one of concern is Cheshire Alternative Provision (CAP) which was last inspected in June 2021 and was found to be RI for a second time. The school is in contact with CAP to monitor the situation closely.

Q. Can you assure Governors that the school is confident that all aspects of safeguarding are covered for students attending alternative provision?

R. Yes

MFI commented that Governors should receive a report on alternative provision which provides details of the provision, number of students attending and the impact it is having.

Q. Do you have case studies of students who have been on part time timetables and then successfully integrated back into school, to be able to provide evidence of success of part time timetables?

R. Yes, MHS will be able to provide case studies and evidence of closely tracking students on part time timetables, which would be available to Ofsted.

Q. Why have fixed term exclusions increased during Covid?

R. The increase is due to the unavailability of partner schools as an alternative provision. This increase has been seen nationally.

Q. Is the issue relating to the Attendance Policy location on the school website being addressed?

R. The most recently approved Attendance policy will be available in both the Attendance and Policy sections of the website.

Q. Are the 2 new Attendance Officers receiving adequate training?

R. Training courses have been attended and peer support is available from Brine Leas School.

ADI commented that the School Priorities date on the website needs updating to 21/22.

Q. What are the differences between MHS and Leftwich reporting on data at KS4?

R. This is a complex issue and will be covered fully at the next P&A Committee.

Q. What is 'Scholarly Behaviour'?

R. A student who is truly engaged in learning and goes beyond expectation and is marked as a '4' on the register.

Q. What is a SAR panel?

R. It is Self-Assessment Review Panel. The quality assurance process was observed at Leftwich and MHS will be looking to implement with middle leaders in the Spring term.

	Chair commended MED for the impactful work done to improve attendance.
Decision:	To accept the Headteacher's report.
Action:	<ul style="list-style-type: none"> To re-review the SIP's MHS Attendance document and provide a detailed report to Resources Committee 07.03.2021 on alternative provision (including case studies). To upload current Attendance Policy to the School website under the School Policies section. To change School Priorities date on School website from 20/21 to 21/22 Reporting at KS4 to be an agenda item at the next P&A meeting 15.02.22.

AGENDA ITEM 14	DIRECTORS REPORT
Discussion:	<p>The clerk highlighted to governors several issues, and governors noted the items:</p> <p>1.7 Financial Monitoring for Academy Trusts. 2.3 Academy Trust Handbook Updates. 3.10 Condition Data Collection 2 Programme.</p> <p>Additional items of interest highlighted:</p> <ul style="list-style-type: none"> DfE new statutory guidance on school uniforms. DfE School Governance Update for November.
Action:	Upload Directors Report and additional items of interest to Governor Hub.

AGENDA ITEM 15	POLICIES APPROVAL & REVIEW
Discussion:	<p>The following policies were recommended for approval:</p> <ul style="list-style-type: none"> Support Staff Pay Policy 2021-22. Teachers Pay Policy 2021-22. Inclusion and SEND Policy 2021-22 <p>The following policies were ratified following approval at Committee level:</p> <ul style="list-style-type: none"> Accessibility Plan 2021. Governors' Allowance Policy 2021. Performance Management Policy 21-22. Attendance (Students) Policy 2021. Examinations Policy 2021.
Decision:	<p>To approve the above policies. To ratify the above policies.</p>

AGENDA ITEM 16	ANY OTHER BUSINESS
Discussion:	None.

AGENDA ITEM 17	IMPACT STATEMENT
Discussion:	Governors helped to move the school forward in this meeting by:

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| | <ul style="list-style-type: none">● Requesting further information on the Attendance Report produced by the SIP.● Ensuring safeguarding is in place for students in alternative provision.● Attending Governor training to further improve skills and knowledge.● Confirming governance arrangements for the newly formed Local Governing Board.● Approving policies to ensure that the school is compliant.● Ensuring staff and student wellbeing is a priority at MHS.● Analysing budget information to ensure that the school is in a healthy financial position. |
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The meeting moved to the part two agenda

**The next meeting of the Full Governing Body will take place
Monday 21st March 2022 at 4:00pm. Venue to be confirmed**

APPENDIX A

Finance questions - FGB 29.11.2021

- What are the arrangements for the joint use going forward - will the shared billing of utilities continue for example?

Yes, the shared billing will continue on the new rates as per the Facilities agreement; for Gas 19.77% and Electricity 29.77%

- On the Oct. BVA report Line 67 4999NA - other expenses - what is included in this heading?

This is for an SEN adjustment

- What has been the cost to school of Covid - inc. building amends/ materials/ additional staffing etc and how much has been reclaimed/ promised?

We have received the following income:

May Covid Catch up Grant: £24,730

Contact Tracing Payment: £1,600

Autumn Recovery Premium: £6,375.25

Autumn School Led Tutoring Programme: £ 6,368.91

The following expenditure relates to Covid, but we don't have a specific Covid centre code:

May Covid Catch up Grant has been detailed on the catch-up premium report 2021.

Postage is up at a total of £3.4k, and a portion of this will relate to Covid and sending additional post out to parents and students

Cleaning Products: £8.4k

Cleaners increased costs as we now have an extra 3 cleaners during the day at a cost of £19,873 for (Apr-Nov).

Nothing has been spent as of yet against the Autumn Recovery Premium and the Autumn School Led Tutoring Programme. The School Led Tutoring Programme only pays 75% of costs and the additional 25% of costs are included in the Academy budget.