

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

Date:	Tuesday 10th November 2020 at 4:30pm	
Venue:	Virtual Meeting using MS Teams	
Present:	Alan Dixon (ADI) Catherine Broadhurst (CBR) Colin Price (CPR) Heidi Thurland (HTD) Mike Finney (MFI) Simon McGrory (SMC) Stuart Mayhead (SMA)	Co-opted Governor Co-opted Governor Parent Governor Head Teacher Co-opted Governor Local Authority Governor (Chair) Co-Opted Governor
Apologies:	Andy McAdam (AMC)	Staff Governor
Absence:		
In attendance:	Rebecca Dale (RDA) Debbie Carter (DCA) Mark Edwards (MED) Steve Wiseman (SWI) Karen Holt (KHO)	Clerk Business Manager Deputy Headteacher Assistant Head: Safeguarding Assistant Head: Curriculum

The meeting met its quorum and started at 4:30pm

AGENDA ITEM 1	WELCOME & APOLOGIES
Discussion:	<p>The chair opened the meeting and welcomed the governing body.</p> <p>Catherine Broadhurst was welcomed to her first committee meeting.</p> <p>Apologies were received from Andy McAdam (AMC)</p>
Decision:	The apologies of the above-named governor were accepted by the governing body

AGENDA ITEM 2	DECLARATION OF INTEREST (PECUNIARY OR OTHERWISE)
Discussion:	<ul style="list-style-type: none"> • MFI declared that he is a Learning for Life trustee • SMA declared that he is a Governor at Middlewich Primary School and an Exam Invigilator at Middlewich High School. • CBR is an employee of Sir John Deane's Sixth Form
Decision:	The governing body accepted the declarations.

AGENDA ITEM 3	CHAIRS UPDATE
Discussion:	This is a standing item. As this is the first meeting of the Resource committee there is nothing to report at this meeting.

AGENDA ITEM 4	GOVERNOR VISIT REPORTS
Discussion:	This is a standing item. As this is the first meeting of the Resource committee there is nothing to report at this meeting.

AGENDA ITEM 5	BALANCED 1 YEAR AND 3-YEAR BUDGET REPORT
Discussion:	<p>The 1 year and 3 year budget forecasts were circulated to the committee prior to the meeting, along with a full budget report, budget V actual report and a copy of the ChESS purchase report.</p> <p>The committee were asked to provide any questions regarding the forecasts and reports prior to the meeting. These were answered by the SBM and circulated to the committee before the meeting.</p> <p>The SBM ran through the documents circulated to governors prior to the meeting, and the committee were asked to confirm if this is too much information or not enough for future reports? The committee agreed that they were happy with the report and the depth of information it contained.</p> <p>The SBM also informed the committee that in addition to the 1-year forecast information the school has since received a bill for £7,000 to replace the lighting in sports hall.</p> <p>Key points:</p> <ul style="list-style-type: none"> • With reference to ledger code 39420, the variance of £283,086 includes the 2019/20 carry forward of £129,500 plus any unallocated 2020/21 budget. . • Any item that is showing in red with minus means an overspend on expenditure or we have not received the amount of budgeted income. • The Covid catch up grant, £32,949 in 2020/21 financial year replaces the Y7 catch up grant, £13,000 <p>The total carry forward stated is £278,413 but this is with caution as the covid pandemic may have further impact on figures, for example the school may face additional costs around IT / remote learning as a result of further lockdowns.</p> <p>The committee were invited to ask further questions on the current year budget:-</p> <p><i>Q) What has happened with regards to the coaches?</i> <i>A) The coaches have Increased capacity – we have gone from a 70-seater and a 53-seater to 2 x 70-seaters to cope with an increase in student numbers. The explanation for the change has been provided in the questions raised prior to the meeting. The students using the coaches generate approximately£516,000 in terms of revenue budget. CWAC also fund some of the seats at full rate where pupils are eligible for Free School Meals. The revenue has not come in from the LA so this has had an impact on the school funds.</i></p> <p><i>Q) Do we need to look at the level of subsidy provided?</i> <i>A) We have reviewed the figures, but not had the benefit of a full year of subsidy from CWAC due to the school closure. The Finance Manager suggested contacting CWAC to increase their payment up to £5 per pupil, however the head and the SBM do not feel it is appropriate at this time to ask parents to pay more towards the fees due to a change in their financial circumstances as a result of the pandemic – many families are struggling financially so it would be unfair to ask them to increase their contributions.</i></p>

Q) There are 120 students on bus currently; the £516,000 makes a difference moving forward. Would moving to a target of having 80% of students from Middlewich have an impact on this?
A) The school recognises that it needs to increase local student numbers whilst continuing to support those from outside of the catchment area. The school would receive the same AWPV value per student regardless of which town they lived in.

A governor commented that the school bus is an investment for the school.

It was noted that the public Arriva bus has been “hit and miss” lately due to lower staffing levels as a result of drivers shielding. This has led to the school receiving more enquiries about pupils using the school bus due to the impact of COVID. It was recognised that there might not need to have so much of a subsidy if more seats can be filled.

The SBM confirmed that the CWAC LA will only give funding for FSM students and won't subsidise students who are not in receipt of this.

The SBM ran through the 3-year budget plan and KPIs associated with them.

Key points:

- There will be a £78,635 in-year deficit in the next financial year due to inflation on salary costs and the removal of the teacher pay grant
- Next year's budget is based upon the October census which has already been submitted therefore the student numbers are accurate.
- The LA need to move to the National Funding Formula (NFF) next year, which will have an impact on the deprivation aspect of the budget the SBM has rolled this model forward.
- Pupil numbers are set to increase over the next 3 years looking at the primary forecast – need to work to improve transition numbers, particularly with those from MPS

The SBM reported that the school will need to look at staffing following COVID. The curriculum and financial modelling will be reviewed to enable the school to be more cost-efficient and efficient in the running of the school, however there are no structural changes included in the 3-year budget at present.

The SBM invited the committee to ask questions on the 3-year budget:

Q) With regards to the joint use / non-joint use agreement, will that recharge continue?
A) The SMB can only model on one basis currently. If the school moves to academy status then this will change. The current financial arrangement with the LA for the joint use of MHS facilities is that the school pays 58.83% of the utility costs, and Everybody Leisure pay 41.17%. We also receive 40% of the letting income from the astro turf. SJD have a good lettings system set up so it may be worth looking at this model moving forward.

Q) How much of the old style uniform is left?
A) There is some remaining, which is mainly the large sizes. The Finance Manager is hoping that the Y11 will purchase this, but sales have helped to claw back on the school funds. The uniform ledger was £3000 in deficit last year but this has now reduced to around £1000.

A committee member stated that the report was good and that all questions have been answered. The SBM needs to ensure that the school development plans are being met through the budget and that items are itemised so that can see where the money is being spent

	<p><i>Q) Are we confident that the 3 year budget plan is what the MAT wish to see?</i> <i>A) The SBM will meet with CBR and then meet with the Chief Financial Officer of the SJBF to discuss the 3-year budget position. Once these are agreed they can be included in the Academy application.</i></p> <p>The SBM stated that she had submitted a claim in April for FSM costs and access control to zone school off. However, the LA haven't received the money from the government yet therefore they have not reimbursed the school. The funds may have come in by the time SBM reports back to governors again but she cannot account for it in the budget today.</p>
Decision:	Governors resolved to accept and approve the 1 year and 3 year budgets
Action:	Meeting to be held with both CBR and the CFO of the SJBF by: the SBM

DCA & DKE Left the meeting at 17:15

AGENDA ITEM 6 & 7	TERMS OF REFERENCE AND SCHEME OF DELEGATION FOR RESOURCE COMMITTEE
Discussion:	<p>The CoG wished to remind the committee that whilst the TOR and SoD for the committee were approved at the FGB meeting, should governors wish to refresh themselves they should visit GovernorHub to do so.</p> <p>Both the TOR and the SoD are working documents so it is possible to update throughout the year – provide feedback if you identify anything.</p>

AGENDA ITEM 8	BEHAVIOUR, SAFETY & INCLUSION REPORT
Discussion:	<p>The Behaviour, Safety & Inclusion document was circulated to the committee prior to the meeting. No questions on the report were received in advance.</p> <p>The Safeguarding lead gave an overview of the report.</p> <p>The Curriculum and Assessment lead ran through the Pupil Premium report. Questions were received on the data in the first two tables:</p> <p><i>Q) Do the figures refer to all PP plus their 'additional' needs?</i> <i>A) If we take Y7 as an example, there are 25 students identified as Pupil Premium. Of those 25 student students 10 of them have SEND needs. 23 of the 25 are FSM, 1 is LAC and 1 service child.</i></p> <p>The school ran an IT Audit and acknowledged that a digital curriculum is important. It was identified that there were a number of students needing IT access at home. A second audit was conducted more recently and all PP students in Y11 now have IT access thanks to the DfE funded laptops. The school is looking to see if it can apply for more funding going forward. This is currently only possible if an entire year group goes into isolation. The school has heavily Invested in Google classrooms and remote learning. No child will miss out on learning if they are unable to attend school.</p>

	<p>The report also focused on:</p> <ul style="list-style-type: none"> • Attendance of pupil premium students • Literacy (STAR and CPD for staff) • Attitude to Learning • PP specific intervention • Chimney House Alliance (CHA) PP working party to offer additional support. <p><i>Q) On the table with the percentages, how do these figures compare nationally?</i> <i>A) There is no data for national PP students. We may be able to source this from the CHA but unsure that information is there. Could possibly look at this with local schools via CHA, 1/3 of PP pupils have SEND needs also so need to work on this with SENDCo. The school requires the ability to provide 1-2-1 support.</i></p> <p><i>Q) Does more funding need to be put in to provide the support?</i> <i>A) The Pastoral leads are available now to provide this support. The school needs to look at the best way to utilise the pastoral team. This also requires time to embed. Social care able to conduct more meetings now that they can meet remotely. The Attendance Officer has now picked up PP attendance work rather than the teaching assistants.</i></p> <p><i>Q) When will see impact of this work?</i> <i>A) End of September – 1st data drop in January. Also going to look at national tutor program (cost of £3k to school) looking at targeted curriculum intervention and who this should be delivered to. High quality teaching and CPD for staff. This will have a positive impact on PP.</i></p> <p><i>Q) Regarding the Student Voice questionnaire, can governors receive a summary of results?</i> <i>A) The results came through today. SWI will send them out on the next impact report.</i></p>
Decision:	The committee resolved to accept the reports from the Safeguarding and Curriculum Leads
Action:	<ul style="list-style-type: none"> • Investigate whether national data on PP can be acquired via the CHA by: KHO • Results of the Student Voice survey to be shared at the next committee meeting by: SWI

AGENDA ITEM 9	ATTITUDE TO LEARNING REPORT
Discussion:	<p>The Deputy Head gave an overview of the report and stated that he is proud of how students have returned to school in the midst of the pandemic – resilience and trust in the school is clearly reflected in the ATL scores. Y7 & 8 students in the high 90s have been awarded with either a silver or a gold badge. Children are meeting school expectations every day. There are a core group who have just missed out therefore do not qualify for a badge (they have 1 lesson at a 2 for example)</p> <p>There are a core group of Y9 students who have been causing some disruption, however the SLT have been working closely with these students to address the reasons behind the behaviour.</p> <p>The school culture and ethos links in to MHS being the school of choice. Students are proud to attend the school.</p> <p>The committee discussed the impact of ATL scores on students in depth.</p> <p>The deputy head concluded that students are ambitious around their ATL and are irritated when their learning is interrupted by peers.</p>

	<p>Q) It was picked up at a review last year that not all teachers were consistent with ATL. Has this changed?</p> <p>A) The DHT has run several CPD sessions on this and there is a much better understanding around the ATL with staff. ATL also forms part of weekly review with staff. This is unfinished work however there is a significant improvement. Work around ATL was interrupted due to the school closure but the DHT has tried to continue with it.</p> <p>Q) What are the ACL reports that are to follow?</p> <p>A) These have now been prepared and can be shared with governors.</p>
Decision:	The committee resolved to accept the ATL report
Action:	ACL reports to be shared with the committee by: The deputy head

AGENDA ITEM 10	ATTENDANCE REPORT
Discussion:	<p>The Deputy Headteacher ran through report circulated to governors prior to the meeting.</p> <p>Attendance is a key priority, especially with SEND and disadvantaged students. The school currently sits at 92.6% attendance, where-as the national figure is 87% therefore this is exceptional. Students who are isolating do not affect attendance figures.</p> <p>The school is currently working with families to improve attendance rates; the pastoral leads use individual attendance plans for students who are struggling to attend for whatever reason.</p> <p>Q) You mention that isolation not included in attendance figures. Is this only if the school is notified via Test & Trace?</p> <p>A) Yes, Test & Trace, family members etc., as directed by the DfE. If parent does not send a student to school as they feel that the school is unsafe, then this is classified as unapproved absence.</p>
Decision:	The committee resolved to accept the attendance report

AGENDA ITEM 11	EXCLUSION REPORT
Discussion:	<p>The Deputy Headteacher confirmed to governors that whilst School Leaders reserve the right to exclude pupils, the LA are asking schools to avoid this currently due to covid. Pre-covid schools could use an APU but this isn't possible currently therefore exclusion is the only option. All of the MHS exclusions have been due to either safety concerns or a lack of respect.</p> <p>Governors also need to be aware of PP / SEND students at risk of exclusion. Some students are on EHCPs and have challenging behaviour. MHS cannot meet the needs in certain circumstances so have been working with the LA to look at how those pupils can be supported. It is important that the school balances the needs of that student with the safety of others.</p> <p>MFI has offered to meet with pupils informally to discuss behaviour prior to it needed to go to a behaviour panel.</p>

	<p>Q) With regards to the issues surrounding Y9 behaviour, what do you think is the main factor behind this?</p> <p>A) Y9 are a challenging year group to start with. The pastoral leads are now more proactive in dealing with this behaviour. Lockdown has had a huge impact on this year group. The Headteacher is surprised that it hasn't affected other years in a similar way. There is no quick fix – the group includes LAC students and some vulnerable students. There are some who need a multi-agency approach. The school is committed to ensuring that the right support is in place for students and their families.</p> <p>*School Leaders* in the report to be amended to School Leader as only the head can exclude. A Behaviour Panel is 3 governors so an alternative phrase should be used for the behaviour meeting, i.e. a member of the FGB will attend. The CoG pointed out to the committee and SLT that due for the requirement of governors on a behaviour panel to be impartial and have no prior knowledge of any behavioural issues, it was important that only 1 member of the FGB be involved in a behaviour meeting with a student so as not to leave the FGB short should a panel be required.</p>
Decision	The committee accepted the exclusion report pending an amendment to para 1 and para.
Action:	<ul style="list-style-type: none"> Exclusion report to be amended as detailed above by: the Deputy Headteacher

AGENDA ITEM 12	STAFF ABSENCE REPORT
Discussion:	<p>The staff absence report format has been amended to give more accurate figures, specifically looking at the impact of isolation on absences.</p> <p>Q) Is this a helpful report for governors? A) Yes, the governors found the report useful.</p> <p>As yet, there have been no covid positive cases in school. Absence is due to staff members having to isolate because of Test & Trace or displaying symptoms awaiting test results.</p> <p>Q) If staff are in isolation, are they still working remotely? A) Yes. This has meant that they can still contribute to the organisation. Talking to other schools they have been much more significantly impacted with staffing. The NHS app has also caused issues with some schools i.e. 15 members of staff at 1 school being told to isolate, but again MHS has not been significantly affected by this.</p> <p>Q) There is a high number of absence in PE, do we know why? A) PE & Science lost the highest number of staff – PE was 1 member of staff isolating due to family member testing positive.</p> <p>The headteacher asked governors for there to be an acknowledgement of staffing costs by DfE as a result of this.</p>
Decision:	The governors resolved to accept the staff absence report+

AGENDA ITEM 13	HEALTH & SAFETY UPDATE
Discussion:	The Headteacher informed the committee that the Risk Assessment has been reviewed by head and amended to have the new Chair of Governor's signature, however nothing has changed in the details of the risk assessment as the school was already carrying out the new recommendations before they needed to be implemented.

	<p>Reminders have gone out to staff about car-sharing, and Q&A documents have been sent out to parents.</p> <p>Phase 2 will be looking at how to move to a whole school bubble rather than year group bubbles – science is not being delivered in labs currently, PA not in the music / drama rooms. A Paper has been written on how to safely manage a whole school bubble and this will be presented to the H&S working party.</p>
Decision	Governors resolved to accept the health and safety update.

AGENDA ITEM 14	GDPR UPDATE
Discussion:	<p>The Data Protection Lead (DPL) informed governors that there have been no data breached during the last term.</p> <p>There had been 1 incident where a teacher had contacted the aunt of a student, thinking that it was the parent, but this had been resolved and a communication had been sent to all staff reminding them to check that they have the correct contact details when calling home. A plan has been put into place regarding this particular student to prevent a repeat of the incident.</p> <p>MFI will be meeting with the DPL to discuss the school’s current position regarding GDPR before the end of term.</p>
Decision	Governors resolved to accept the GDPR update,
Action:	Meeting to be held to discuss GDPR by: MFI and the DPL

AGENDA ITEM 15	APPROVAL OF SUPPORT STAFF PAY POLICY
Discussion:	The policy has been scrutinised by the committee who are happy that no amendments are required.
Decision:	This is an LA Policy adopted by the governing body. The committee resolved to approve the policy.

AGENDA ITEM 16	PARTNERSHIPS / ENGAGEMENT
Discussion:	<p>The chair of the committee confirmed that this is a standing item regarding raising the profile of the FGB with key stakeholders. The committee are unable to address this presently due to COVID / Lockdown restrictions, but asks governors to think about how to progress with this going forward</p> <p><i>Q) Who are the Key Stakeholders?</i> <i>A) Parents, staff, students and wider community</i></p> <p><i>Q) IS this solely from an FGB perspective, as the school is already doing this?</i> <i>A) Yes</i></p>
Action:	Ideas of how to engage with key stakeholders to be forwarded to the clerk by: FGB

MFI left at 18:27

AGENDA ITEM 17	ANY OTHER BUSINESS
Discussion:	<p>The CoG informed the committee that he had received resignation from AMC and that he would be stepping down as staff governor with immediate effect. The FGB also need to identify a new PP / SEND link governor. The CoG will send out a communication regarding this</p> <p>The Headteacher confirmed that she was supportive of this decision as the focus needs to be on the science department.</p> <p>The Headteacher updated governors that due to shielding the SENCO is now isolating and the AHT / HoM will also be shielding in Dec. Interviews are taking place later in the week to recruit the new Head of English, however SLT will be stretched.</p> <p>The chair of the committee thanked SLT for all of their hard work under difficult circumstances.</p>
Action:	<ul style="list-style-type: none"> • Staff governor recruitment to commence at the end of week by: The clerk • Parent governor recruitment to commence asap by: The clerk

AGENDA ITEM 18	STATEMENT OF IMPACT
Discussion:	<ul style="list-style-type: none"> • Received, discussed and approved 1 year budget • Received, discussed and approved 3 year budget • Welcomed new governor to the committee • Received, discussed and accepted Behaviour, Safety & Inclusion reports • Received, discussed and accepted Attitude to Learning report • Supporting ATL by supporting badges • Received, discussed and accepted Pupil Attendance report • Received, discussed and accepted Pupil Exclusion report • Received, discussed and accepted Staff Absence report • Received, discussed and accepted the revised Risk Assessment and H&S report • Considered the long term impact of not having a whole school bubble • Accepted the GDPR update • Agreed Only MFI for pupil behaviour meetings • Considered partnerships for wider impact on governance

There being no further business, the meeting closed at 18:37pm

**The next meeting of the Resource Committee will take place using MS Teams on
Tuesday 2nd March 2021 at 4:30pm**