

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

Date:	Monday 22nd March 2021 at 4:30pm	
Venue:	Virtual Meeting using MS Teams	
Present:	Colin Price (CPR) Julie Brandreth (JBR) Heidi Thurland (HTD) Mike Finney (MFI) Alan Dixon (ADI) Stuart Mayhead (SMA) Catherine Broadhurst (CBR) Angela Deakin (ADE)	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
Apologies:	Simon McGrory (SMC) Mike Taylor (MTA)	Local Authority Governor Staff Governor
Absence:		
In attendance:	Rebecca Dale (RDA) Mark Edwards (MED)	Clerk Deputy Headteacher

The meeting met its quorum and started at 4:36pm

AGENDA ITEM 1	WELCOME & APOLOGIES	
Discussion:	The chair opened the meeting and welcomed the governing body. SMC sent apologies as he would be joining the meeting late. MTA sent apologies as he would be joining the meeting late.	
Decision:	The apologies of the above-named governors were accepted by the governing body	

AGENDA ITEM 2	CONFLICTS OF INTEREST RELATING TO THE MEETING (PECUNIARY OR OTHERWISE)	
Discussion:	<ul style="list-style-type: none"> • There were no conflicts of interest recorded for this meeting 	

MED joined the meeting at 4:40pm

AGENDA ITEM 3	APPROVAL OF THE MINUTES FROM PREVIOUS MEETINGS	
Discussion:	Approval of the minutes from the following FGB meeting: <ul style="list-style-type: none"> • FGB Meeting 11.01.2021 	
Decision:	Governors resolved to approve the minutes of the above meetings	

AGENDA ITEM 4	MATTERS ARISING FROM THE ABOVE MINUTES / ACTIONS OUTSTANDING
Discussion:	There are no items outstanding from the previous FGB meeting. There were no matters arising from the previous FGB meeting.
Decision:	Governors resolved to agree that there were no items outstanding or matters arising from the previous minutes.

AGENDA ITEM 5	ANY OTHER BUSINESS
Discussion:	The Chair of the Head Teacher's Performance Review Committee wished to notify governors that the Headteacher's mid-year review has taken place.
Decision:	Governors resolved to accept that the review had taken place.

MTA joined the meeting at 4:48pm

AGENDA ITEM 6	CHAIR'S UPDATE
Discussion:	The Chair wished to update the FGB on the following matters: - <ol style="list-style-type: none"> 1. ADE has agreed to take over the role of GDPR Link Governor from MFI. 2. Thanks to MFI and ADI who came to help out with the LFT testing of pupils, along with CPR. 3. A budget process document has been circulated to governors today. The aim of the document is to make the budget process run smoother. Please take the time to read through and offer feedback or suggest amendments where required. 4. CPR will look to producing a governance newsletter for families to update on what the FGB have done this term. A draft will be circulated to all governors for review prior to the newsletter being sent just before the Easter holidays. 5. The LA COVID briefings have been circulated by email to governors. Please read to keep up to date. 6. Ofsted have announced that they will not be undertaking any full visits until the autumn term. The CEC "A Governors Guide to Being Visit Ready" training session will take place on the 30th June 2021. This can be booked via GovernorHub.
Decision:	Governors resolved to approve the chairs update.

AGENDA ITEM 7	CHAIR'S ACTIONS
Discussion:	Chairs Actions were undertaken for approval of the following: - <ul style="list-style-type: none"> • COVID Risk Assessment • Health & Safety Policy • Privacy Notice for Home Testing Staff & Students
Decision:	The FGB resolved to accept the chairs actions recorded above

AGENDA ITEM 8	GOVERNOR TRAINING UPDATE (APPENDIX A)
Discussion:	<p>The training list for the spring term was circulated to governors prior to the meeting.</p> <p>The CoG stated that the training undertaken by governors during the spring term was an impressive list, some of which will be featured in the newsletter. The chair reminded governors that now was an ideal time to undertake online / virtual training as next term governors may have the opportunity to get back into school rather than hold virtual meetings.</p> <p>A governor commented that the effective school visit training was particularly good.</p> <p>A governor attended the CWAC Heads and Governors conference last month. This included a presentation from Ofsted. The governor will share this with the CoG to see if it is worth sharing with FGB / SLT. The focus of inspections will be the recovery curriculum and remote learning.</p> <p>The Summer training schedule has now been launched by CEC. The chair asked that governors look at the schedule and sign up for any training required. The chair will also meet with the clerk to review any training needs identified.</p> <p><i>Q) Is it worth governors having a “dummy run” for an Ofsted inspection?</i> <i>A) No, there is no need for this as the school is prepared and ready to welcome them at any point.</i></p>
Action:	1. Training courses to be booked via GovernorHub as required by: governors

AGENDA ITEM 9	GOVERNOR VISITS / REPORTS
Discussion:	<p>The Link Governor reports were circulated to the FGB prior to the meeting. Key points: -</p> <p><u>Careers: -</u> A meeting was held between the careers link governor, chair of the Progress & Attainment committee, the careers lead, Deputy Headteacher and ADE to review the breadth and balance of the careers offer, and how careers education permeates the whole curriculum. This allows the careers link governor to double check how STEM is being used within the school. ADE will be working with the careers lead to check that non-STEM subjects are not being left behind – it is fundamental to ensure that careers are also given relevance in history, geography and other non-STEM subjects. The careers lead is currently working on a presentation to be delivered at the Progress & Attainment committee meeting in July.</p> <p><u>Health & Safety / COVID Risk Assessment:</u> The CoG undertook two visits to site this term, one to carry out a site walk with the Headteacher to review the COVID-19 risk assessment (no changes reported as students are still in their year group bubbles), and the second to run through the lateral flow test process for staff and students.</p> <p><u>Safeguarding:</u> Due to a problem with MS Teams the meeting was done via a 25 minute phone call with the Safeguarding lead. The meeting was a catch-up to see how the children have settled back into school and how the LF testing has gone from a safeguarding point of view.</p>
Decision:	The FGB resolved to accept the link governor reports.

AGENDA ITEM 10	REPORTS FROM THE COMMITTEE CHAIRS
<p>Discussion:</p>	<p>Draft minutes from the Progress & Achievement committee meeting, along with a written report from the committee chair were circulated prior to the meeting. Key points: -</p> <ul style="list-style-type: none"> • The AHT: Teaching and Learning presented to the committee on trial exam data and how middle leaders are working with her to focus upon progress in relation to helping set bespoke targets for achievement and progress with each individual Department in relation to teacher assessed grades. • This will enable the school to evidence progress from the trial exams up to the latest date possible. • The AHT: T&L also spoke about specific interventions taking place for students who require additional support. • Governor training will be rearranged to provide a guidance as to what intervention might look like at Middlewich High School. The committee chair will speak to the AHT: Curriculum to discuss what the training will involve. • The AHT: Curriculum presented on the remote learning self-assessment which is a key document. This is available on GovernorHub for all governors to read. <p>Draft minutes from the Resource committee meeting were circulated prior to the meeting. The committee chair gave a precis of the committee meeting. Key points: -</p> <ul style="list-style-type: none"> • The meeting opened with the announcement that the chair of the Resources committee had stood down due to personal commitments. The meeting was chaired by the CoG and a new committee chair will be appointed at this FGB meeting. • All link governors have carried out their visits, with all being completed before the committee meeting. All of the all of the link reports were submitted prior to the meeting and that drove the focus for the reports from SLT members. • The SENDCo attended the meeting to deliver the SEND report. Going forward this will be delivered termly. • The CoG has sent out report templates to the SLT Links so that each report is in the same format, which will be easier for SLT to complete and governors to read. • The PP Spend report was presented to governors, however this is an annual document and is very detailed. Moving forward this information will be condensed on a termly basis • The committee also received the finance, attendance, attitude to learning and exclusions reports. <p><i>Q) Was the matter of SEND admin support resolved?</i> <i>A) Yes, an existing member of the admin team is now covering this role.</i></p>
<p>Decision:</p>	<p>The FGB resolved to accept the reports from the committee meetings detailed above.</p>

AGENDA ITEM 11	APPOINTMENT OF THE RESOURCES COMMITTEE CHAIR
Discussion:	<p>The clerk did not receive any nominations for the role of Resources committee chair prior to today's meeting, and no nominations were made during the meeting.</p> <p>As there is only 1 meeting left this term the CoG offered to chair, and then a new chair can be re-elected during the autumn term as usual.</p> <p>Governors agreed that this was the best course of action.</p>
Decision:	The FGB resolved to approve that the CoG stand as Chair for the final Resources committee meeting.

AGENDA ITEM 12	ACADEMY CONVESION UPDATE
Discussion:	<p>The headteacher proved the FGB with an update of where MHS is up to with the academy application. Key points: -</p> <ul style="list-style-type: none"> • The Headteacher and SBM met with the CEO and CFO of the Sir John Brunner Foundation last week to go through the current timeline for academisation; • The Trust solicitors are now reviewing MHS's "joint land use" obligations; • The school is now working towards TUPE discussions; • Any potential roadblocks need to be addressed by 1st July, and everything needs to be signed off by the 12th August to ensure a September 1st conversion. • Should there be a delay due to legal issues (i.e. around joint land usage) then it is likely that the next conversion date would be November due to the summer holidays. • The head and SBM are a meeting with the trust next week to discuss due diligence relating to MHS's buildings, and the trust will also undertake a conditioning report of the school buildings. <p><i>Q) Hasn't Due Diligence already been undertaken?</i> <i>A) Yes, due diligence on the school has already been completed. This is regarding the legal aspects, in particular the complex age-old agreements around shared usage that need to be worked through.</i></p> <p><i>Q) Is the decision to convert a confidential subject or can it now be raised with the local primary schools that are we moving into the trust?</i> <i>A) Yes, it is absolutely fine. MHS has published this on the school website and communicated in the press, as well as written to parents/carers.</i></p> <p><i>Q) Have the school received the £25,000 conversion support grant yet?</i> <i>A) The money is paid into the school's account, however the school does not physically see the money. It will be used to pay legal fees and other costs incurred as part of the conversion process.</i></p> <p>The head remarked that MHS now needs to decide on the joint use of the Leisure Centre and that conversations are currently underway regarding this. The main concern is that the wider community are still able to use the facilities, with availability being better suited to the needs of the school.</p>

	<p><i>Q) Is there any scope looking forward for investment in infrastructure by the trust? Will they have any influence in obtaining funds to improve the school building?</i></p> <p><i>A) As an academy the school can submit a Condition Improvement Fund (CIF) bid to apply for capital funding for school improvements - the bidding process becomes different for academies. Currently the school can apply for a Central government basic needs grant under section 106 of The Town and Country Planning Act 1990, or the Community Infrastructure Levy (CIL). As an academy the school retains control over how this money is invested and is able to manage projects itself, rather than the LA doing this on the school's behalf. For example, the LA managed the new reception build which despite the works completed still has a leaking roof and also cost another £200K more than originally budgeted.</i></p> <p>It was noted by a governor that as schools often have to write bids to access pots of money by certain deadlines, by being part of a bigger unit, rather than a single stand-alone school, a bid may be more advantageous in terms of the number of learners that may benefit from the bid. A trust may also have central people who are skilled in writing the bids.</p>
Decision:	The FGB resolved to accept the academisation update.

AGENDA ITEM 13	HEADTEACHER'S REPORT
Discussion:	<p>The Headteacher's report was circulated to governors prior to the meeting. Key points: -</p> <p><u>COVID-19:</u></p> <ul style="list-style-type: none"> • Many local schools are undertaking quite lengthy phased returns, with some schools only just returning back to full capacity this week. • MHS made the decision to start with testing early in order to get all students back in school on the 8th March. • The earlier return has allowed for a full term of teaching, which is particularly beneficial to the Y11 students. • The induction process on day 1 provided a consistent messages across the school to everyone which helped to make the transition back easier. • Year groups are still in bubbles within specific areas of the school • Risk assessments have been completed where required for students and staff. • The school has undertaken the three houses activity to provide an opportunity for all children to disclose in a in a safe space how they are feeling, what emotions they are experiencing, what they may have issues with etc. as sometimes they are not comfortable talking aloud to somebody. This has been commended by the SCIES team at Cheshire East because schools often only do this with a child when a problem arises. • The school has recognised whilst the curriculum is incredibly important, it is also key to review student wellbeing given everything that they have been through over the last year. • A false positive LFT result meant that the whole year 7 group needed to isolate at home whilst close contacts were identified. The staff were able to flip from face-to-face learning in the classroom to remote learning overnight, which demonstrates how far the school has come with being able to provide this learning flexibly. • Around 98% of the school, if not more, are wearing face masks. Those who aren't are appropriately exempt due to medical or sensory needs. • Whilst students are aware of the importance of wearing face masks, in circumstances where they are not wearing them they are not challenging each other in an aggressive manner.

- Students have demonstrated respect and understanding around the nervousness of staff if they are not wearing a mask and the school has been very clear to staff regarding who is exempt so as to not make a conversation punitive.
- Staff have today been updated with the plans around operational changes due to take place from April 19th.
- April 19th has been chosen as it is the first day back after the Easter holidays and many of the school's staff have now been vaccinated against COVID-19. That, combined with the bi-weekly LFT testing means that the school has a wider range of factors to ensure staff safety.
- Staff will run a further induction with students next week to implement the changes effectively after the break.
- The CoG will do a site walk with the Headteacher to understand the plan.
- Any anxieties raised by staff or students regarding the changes will be addressed.

Q) What would your greatest concerns be around moving to the new operational changes?

A) The greatest concerns would be around the management of the students and the logistics of moving them safely around site. But we need to trust the professionals to do their jobs, which essentially is to teach the children and provide them with a quality education. I am visiting classrooms on a daily basis and I am seeing students receiving this. The school will need to manage the LFT results as they come in and ensure that contact tracing can be done quickly. There is a lot of vigilance in the school around this.

The headteacher wished to thank governors for coming in to school and helping with the Lateral Flow testing of students, and also to the LA who provided the school with several volunteers. This all led to the process running smoothly. The school also received a commendation from Cheshire East in terms of the way that the school managed the testing, and have said that they will be taking this to cabinet.

School site:

- Intake for September 2021 is currently at 152 accepted. There are also 18 on the waiting list, meaning we could have 170 children in year seven if we wanted. We had 133 in September last year so this a massive improvement.
- The Vision is that MHS is the school of choice for the locality. The SLT and staff have been working hard to promote this.
- The school has engaged with the community via social media, electronic communication and the school website during lockdown, offering transparency and honesty. The community have provided positive feedback in reaction to our support.
- The revised curriculum model shows that the school could potentially cope with 160 entry for this year.
- The increase in numbers demonstrates that parents are choosing to educate their children locally rather than sending them to schools out of town.
- Should the school continue to grow in this way then the school may be able to obtain capital investment to make much needed improvements to the current site.
- The Headteacher and SBM are meeting with the LA after Easter to discuss improvements to the Resource Provision.

Staffing:

- The advert for Heads PA is due to close shortly
- Cover supervisor / Library assistant due to start after the Easter break.

*Q) Do we know why the decision to fund improvements for the Resource Provision was revoked?
A) The funding was seemingly only for the HI provision, and the LA identified across the county that only a very small number of students required this (this is due to improving technologies, for example students receiving cochlear implants). Whilst the demand is now lower for the HI provision, MHS does still have a resource provision for which there is a significant cost because of the specialist support, and though our HI children may not need a HI specific classroom they do still require the support. The reality is more complex than completing a paper assessment form and there are also sensory issues to consider. Because we are an autistic provision crossover our development work was intended to bring the provisions together in order to better focus the resources. It is better to have a multi-agency space, for example to have a forest school, to have a place for parents to meet and talk about their children and also a dedicated physio space. This is a future-proofed provision because it can evolve to whatever it needs to be. Jackie Forster has picked up on this so we will be meeting to discuss this further.*

Q) Do we complete exit interviews or surveys for staff that leave?

A) Yes, every member of staff has an exit interview involving an open conversation about what they found positive, along with any constructive feedback – for example suggestions as to how we could improve. Staff generally move on due to taking the next stage in their career, an opportunity they can't turn down, or it's for family reasons. There are many ways that we look to improve things for our staff.

Q) Despite all of the challenges during recent times there's lots of positive outcomes from the online approaches that have been adopted by the school. Is it possible that some of those techniques may benefit particular students post pandemic?

A) The school cloud for parents' evenings is an absolute win - parents love it and its enabling us to engage with a wider range of students because it's more accessible. Being able to record staff CPD sessions so that staff can stream them at a time to suit has provided flexibility. Jamboard (a digital whiteboard that staff can use with each other and with students) has also been working well. Students who were provided with laptops still have them – we haven't pulled them back in yet because we don't know what will happen with isolations going forward and we want to make sure that the work is accessible whatever happens. Staff have had a huge learning curve with technology and online learning, and are planning to keep that going to have more resources available for students.

The staff governor commented that whilst the thought of recording lessons filled them with dread a year ago, they do not think twice about doing it now, especially if it helped students to review a lesson by playing back and going over things they may have missed at the time.

Q) Leftwich High School are running virtual mock interviews for students on the 26th of April, which I will be helping out with. The planning and logistics are still in their infancy but if you want to consider looking at something similar for Middlewich I'm sure that Leftwich wouldn't mind sharing what they have prepared you?

A) Yes, if there is something that they're doing which is quite innovative we will certainly look at that. We will look to see how we can get phone interviews and create support for students. I will contact the Head to discuss further.

Q) In your report you refer to a "Forest School" for year six, could you tell us more about this?
A) The school is looking at what we can do over the summer holidays to benefit the students, particularly those who are disadvantaged. We also need to factor in the year 11 assessed grades so I need to balance that with staffing capacity and availability. I have gone out to staff to ask for feedback and have said that this is optional, and that any staff who volunteer their time will be paid extra. It may be possible that it can be run during the week of the GCSE results when staff are likely to be on site, or we could run it during the first week of the holidays, however it will be focused according to the guidance from the DfE, and focused on free school meal students in year 6 who are coming to us. I have got a meeting with the LA to discuss this proposal any time now and see if this is how the funding can be spent. It may be possible to remove summer school and implement during the summer term, especially with the vulnerable students moving up. Essentially what we would be doing is using that money for a sustainable curriculum provision which will support those students well. We are looking to provide something sustainable in order that the children can engage in something that that builds the social skills that they will have missed out on during lockdown.

Q) When was the staff survey completed?

A) It was completed mid-January, and the student one came back in February so it was during the second school lockdown.

Q) Looking at the results for current workload staff felt that this has been manageable - 60% said they agreed or strongly agreed which means obviously 40% didn't. Do you think that has improved now that teachers are back in school?

A) There are a lot of external workload surveys going on, for example on Twitter, and around 80% of respondents think that it's unmanageable, so I think that 60% of our staff thinking workload is manageable is probably a reasonable reflection. Remote learning is not a magic bullet and staff need to look at a range of ways of learning to engage students, so we provided a blended approach and that did support staff with being able to manage their workload. It was a different way of working and a huge amount of information to take on board. Staff had to train themselves in ICT that we've not used before so it was inevitable that we were going to have to have staff who felt their workload was difficult. However, when I look at staff attendance and the number of risk assessments we have for stress we are looking at a very small number within the staff. In terms of staff attendance and retention at school we are doing well, so I think the result is not surprising but also not something that I would be incredibly worried about. The reality is that the situation was unprecedented, but we have worked with staff through both the NEU and through the executive staffing group.

Q) Who is getting access to the to the science practicals at the moment? My concern is students being unable to access the whole curriculum.

A) As you know, science have had to do the delivery of lessons in classrooms. Y11 have been protected as they have been based in the science rooms. The science department have been pretty creative and have managed to carry out some experiments outside of the labs so it hasn't been completely devoid.

There have been very few chemicals moving about but there are ways to cover the experiments and we are lucky to have great technicians who have been moving pieces of equipment to us. When we return on the 19th we will return to a normal timetable however despite all pupils having access to the science labs from this date there are actually a lot of restrictions around the sharing of equipment. Whilst our technicians will have more capacity to assist us with practicals, there will still be problems around the use of microscopes for example. Equipment is still going to require quarantining 72 hours so there will be a rotation. Inevitably there will be a lot of new learning in

	<p><i>September where it should have been covered this terms, so there will be a lot of thinking about longer term curriculum planning and also creative ways of getting those practicals delivered.</i></p> <p>The staff governor was reminded that the IET has a vast library of science resources on their website to tap into.</p> <p><i>Q) Are you happy with the current student attendance? A) 95% of the school came back, with a slightly narrower gap from people premium students (around a 2% difference) so there is still a lot of work to do with hard to reach families. The pastoral leads started this work during lockdown and they found that they had a lot of capacity to make really strong links with those families in the virtual world. That has helped to prepare the children to come back to safe return and one where they felt supported as well.</i></p>
Decision:	The FGB resolved to accept the Headteacher’s report and the Covid update.

SMC joined the meeting at 5:46pm

AGENDA ITEM 14	POLICIES FOR REVIEW
Discussion:	<ul style="list-style-type: none"> • Accessibility <ul style="list-style-type: none"> - Amend the name of the committee approving the policy to “FGB” <p><i>Q) The policy refers to repainting the lines for the visually impaired to avoid trip hazards. Are there signs in place? A) We are about to redo the signage so this will be addressed. There have been changes in the level of the building so this needs to be clearly marked.</i></p> • Cared for Children <p><i>Q) Do we have an identified LAC governors? A) Yes, this is CPR – LAC falls under safeguarding. The policy will be updated to reflect this.</i></p> • Inclusion & SEND – approved • Medical Care & Medicines - approved • Performance Management <p>This policy has been updated in line with the SJBF policy and is their review policy. The date on the front cover needs to be amended to today’s date and the policy is to be reviewed annually, however the next review date will be autumn 2021 to align with academisation.</p> <p><i>Q) Does the Data Protection Act now need to be changed to GDPR? A) No, the Data Protection Act still stands and was updated in 2018 to include UK GDPR.</i></p>
Decision:	<ul style="list-style-type: none"> • Governors resolved to approve the above policies subject to the amendments recorded above.
Actions:	<ul style="list-style-type: none"> • Signage to be discussed with the site team during the next Health & Safety link visit by: LA Governor • Policy meeting to take place by: CoG, VCoG & Clerk

AGENDA ITEM 18	STATEMENT OF IMPACT
Discussion:	<ul style="list-style-type: none"> ● Approved the minutes from the FGB meetings held on 11.01.2021 ● Accepted that the Headteacher’s mid-year review has taken place ● Received and accepted the Chair’s update ● Received, and approved the Chairs Actions, detailed under item 7 ● Received and accepted the training update ● Received and accepted the governor visit reports ● Received and accepted the committee chair reports ● Appointed a new chair for the Resources committee. ● Received and accepted the updated Academy conversion report ● Received and accepted the Headteacher’s report and Covid update ● Approved the policies listed under item 14, subject to the amendments recorded.

MTA left the meeting at 6:24pm

There being no further business, the meeting closed at 6.37pm

**The next meeting of the Full Governing Body (Budget) will take place using MS Teams on
Tuesday 18th May 2021 at 4:30pm**