

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

<b>Date:</b>	<b>Monday 21<sup>st</sup> March 2022 at 4:00pm</b>	
<b>Venue:</b>	<b>School</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>Siobhan Tarbuck (STA)</b> <b>Peter Taylor (PTA)</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>Staff Governor (left at the end of part 1)</b> <b>Staff Governor (left at the end of part 1)</b> <b>Parent Governor</b>
<b>Apologies:</b>	<b>None</b>	
<b>Absence:</b>	<b>None</b>	
<b>In attendance:</b>	<b>Cheryl Jackson (CJA)</b> <b>Mark Edwards (MED)</b> <b>Katie Cottrell (KCO)</b> <b>Emma Grant (EGR)</b>	<b>Clerk</b> <b>Deputy Head (left at the end of part 1)</b> <b>Assistant Head (Agenda items 14 &amp; 15 only)</b> <b>Assistant Head (Agenda items 14 &amp; 15 only)</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 welcomed the Student Leadership Team who introduced themselves to the Governors and spoke briefly about their responsibilities before leaving the meeting.</p> <p>The Chair opened the meeting and welcomed board members, especially those who were attending their first face to face Governor's meeting.</p>

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

<b>AGENDA ITEM 3</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	Governors confirmed that there were no additional items of any other business to be considered at the meeting.

<b>AGENDA ITEM 4</b>	<b>MEMBERSHIP</b>
<b>Discussion:</b>	Governors noted the following items resulting from the School's incorporation into Sir John Brunner Foundation (SJBF):

	<p>a) The constitution is as specified in the Foundation Terms of Reference for the LGB.</p> <ul style="list-style-type: none"> <li>● A minimum of one Governor appointed from the local community by the Governing Body</li> <li>● A minimum of 2 Parent Governors</li> <li>● Two Staff Governors</li> <li>● The Headteacher (if he/she so elects)</li> </ul> <p>b) The quorum is 3 or, where greater, any one third (rounded up to a whole number) of the total number of Governors holding office at the date of the meeting, at least 3 of whom must be external to the Academy.</p> <p>c) The Headteacher has to confirm that she will remain as an elected governor. This was confirmed.</p> <p>d) All Governors' Terms of Office commenced 01.12.21 for a period of 4 years (except for MFI and CBR)</p> <p>e) All Governors details are up to date on GIAS</p>
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<b>AGENDA ITEM 5</b>	<b>TERMS OF REFERENCE</b>
<b>Discussion:</b>	<p>The Chair explained that the Governors are able to approve all School Committee's and Panel's Terms of Reference, however following the School's incorporation into Sir John Brunner Foundation (SJBF) the LGB Terms of Reference needs the approval of the SJBF Trustees Board.</p> <p>a) Governors accepted the Foundation Terms of Reference for the Governing Board</p> <p>b) Governors approved the Terms of Reference for the following committees:</p> <ul style="list-style-type: none"> <li>● Resources Committee</li> <li>● Progress &amp; Attainment Committee</li> <li>● Appraisal &amp; Pay review Committee</li> <li>● Governors' Exclusions Panel</li> <li>● Complaints' Appeals Panel</li> </ul> <p>The Chair noted that:</p> <ul style="list-style-type: none"> <li>● The General Terms of References for Committees had been updated to note attendance and apologies.</li> <li>● The Complaints' Appeals Panel Terms of Reference had been updated to reflect the Foundation's Complaints &amp; Compliments Policy.</li> </ul> <p>The Chair informed Governors that there were a number of questions that had arisen following a review of the LGB Terms of References. The 'Questions Document' will be discussed with the Foundation.</p> <p>Governors raised a further question which will be included into the 'Questions Document':</p>

	<b>Q – Will the Headteacher be known as the Principal or continue as the Headteacher?</b>
<b>Action:</b>	Chair to review LGB TOR 'Questions Document' with the Foundation.

<b>AGENDA ITEM 6</b>	<b>APPROVAL OF THE PART 1 MINUTES FROM PREVIOUS MEETING</b>
<b>Discussion:</b>	The part one minutes from the previous FGB meeting held on 29.11.22 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 7</b>	<b>MATTERS ARISING FROM THE ABOVE MINUTES / ACTIONS OUTSTANDING</b>
<b>Discussion:</b>	Governors reviewed the action log from the previous meeting, and it was confirmed that all actions were met and closed as appropriate.

<b>AGENDA ITEM 8</b>	<b>MATTERS FROM THE FOUNDATION</b>
<b>Discussion:</b>	<p>The following matters from the Foundation were discussed and agreed. The documents are available on Governor Hub:</p> <ul style="list-style-type: none"> <li>• LGB Terms of Reference</li> <li>• New Code of Conduct</li> <li>• New Scheme of Delegation</li> </ul>

<b>AGENDA ITEM 9</b>	<b>CHAIR'S UPDATE</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• The Chair informed Governors that MFI will be standing down as a Governor at the end of his term of office. MFI has been a Governor at the School for almost 30 years. The Chair will organise a farewell dinner to thank MFI for his service.</li> </ul> <p>The Chair requested that a skills audit be carried out next term prior to the recruitment of a new Governor.</p> <p>A Governor commented that, in line with the Trust, careful consideration should be given to the diversity of the Governing Board when appointing a new Governor.</p> <ul style="list-style-type: none"> <li>• The Deputy Head recruitment process will be supported by CPR, JBR &amp; ADE.</li> </ul> <p>The HT noted that there is a Staff Farewell on 31.03.22 and a whole school assembly on 01.04.22 Governors are welcome to attend.</p> <ul style="list-style-type: none"> <li>• The Chair asked Governors their preferences for face to face or virtual meetings going forward. He will send out a communication to gather views.</li> </ul>

<b>Action:</b>	Governors to complete a Skills Audit in the Summer term. The Chair to email Governors regarding meeting preferences.
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<b>AGENDA ITEM 10</b>	<b>CHAIR'S ACTIONS</b>
<b>Discussion:</b>	None

<b>AGENDA ITEM 11</b>	<b>GOVERNOR DEVELOPMENT &amp; TRAINING UPDATE</b>
<b>Discussion:</b>	<p>The following training has been completed this term:</p> <p>Governor Forum –CPR, MFI Prevent Refresher – JBR Ofsted – JBR Governor Induction – ADE, NED Basic Safeguarding – MFI SEND – STA</p> <p>The following training is planned for next term and the Chair asked Governors to book on the courses as soon as possible:</p> <p>Exclusions – ADE, PTA, ADI Governor Induction –PTA, STA Safeguarding –PTA Vulnerable Children –ADE</p> <p>The Chair informed Governors that STA is the Deputy SEND Link Governor, and the plan is for her to become SEND Link Governor once MFI leaves.</p>
<b>Action:</b>	Governors to book on the courses.

<b>AGENDA ITEM 12</b>	<b>GOVERNOR VISITS / REPORTS</b>
<b>Discussion:</b>	There were no Governor Visit Reports to discuss.

<b>AGENDA ITEM 13</b>	<b>COMMITTEE CHAIR REPORTS</b>
<b>Discussion:</b>	<p>The draft minutes and a written report, were circulated prior to the meeting from the following committees:</p> <ul style="list-style-type: none"> <li>• Progress &amp; Attainment committee meeting on 15.02.2022</li> <li>• Resource committee meeting on 07.03.22</li> </ul> <p>Governors noted the minutes and reports.</p>

<b>Decision:</b>	Governors resolved to accept the reports from the committee meetings detailed above.

<b>AGENDA ITEM 14</b>	<b>PUPIL PREMIUM UPDATE</b>
<b>Discussion:</b>	<p>The Pupil Premium (PP) Update was circulated on Governor Hub prior to the meeting.</p> <p>KCO informed Governors that the PP strategy has three key principles below:</p> <ul style="list-style-type: none"> <li>• Strengthen students’ access to the curriculum.</li> <li>• Improve attendance.</li> <li>• Raise aspiration.</li> </ul> <p>The desired outcomes for disadvantaged students are:</p> <ul style="list-style-type: none"> <li>• To meet or exceed KS4 targets.</li> <li>• To meet or exceed peer’s attendance rates.</li> <li>• To meet or exceed chronological reading age.</li> <li>• To positively engage with teachers and peers.</li> <li>• To ensure good preparation-for Post-16 destinations and ultimately for life after education.</li> </ul> <p>KCO gave a brief overview and highlighted the following key points:</p> <ul style="list-style-type: none"> <li>• Year 7 CATs were completed in November and ‘uplift’ has been applied to PP student’s targets.</li> <li>• School led tutoring is in place for Year 11 – priority is given to PP students of which there are 17 attending. The focus will be on English &amp; Maths.</li> <li>• Core intervention takes place for Year 11 during tutor time</li> <li>• Period 6 continues for Year 11.</li> <li>• The National Tutoring Programme is currently focused on Year 11 Science using School staff. After Easter the focus will be Year 10 English Literature and Maths using national tutors.</li> <li>• Attendance of PP students is 83%. MED noted that this is above national average. One issue that is being addressed is punctuality as this also impacts the attendance rate. Interventions include Home Visits and Rewards Schemes.</li> <li>• 83% of PP students engage with online vocabulary development and are on track to achieve a minimum target of 8 books read per year.</li> <li>• All PP students are having supported destination visits and have received mock interview experience via Barclays.</li> <li>• Parental communication has been achieved through Progress Evenings as well as targeted phone calls, emails and text messages.</li> </ul> <p><b>Q – Does the School know the % NEET figure from the destination data?</b> R – This will be added to the report when the data is available.</p> <p><b>Q – Is there any feedback on the uplift targets?</b></p>

	<p>R – Following the KS3 data review 17/36 Year 7 students are P- in 4 or more subjects and the remainder are either P or P+. The 17 P- students are being reviewed by Heads of Department.</p> <p>A governor commented that more than 50% of students with an ‘inflated’ target are coping and therefore early signs are that the strategy is working.</p> <p><b>Q – Home visits are time-consuming – what is the impact?</b> R – The data will be reviewed in the Summer term to assess the impact.</p> <p>The HT commented that some students that are classed as PA (persistent absence) have had the covid-19 infection twice which impacts the attendance rate.</p> <p>A governor commented that it would be useful to have figures that show the actual cost of interventions v the impact on students.</p> <p><b>Q – 83% engage with online vocabulary development – is it possible to get to 100%?</b> R – The School’s achievement of 83% is in the top 40. A package of interventions is being used to try and improve this figure.</p> <p><b>Q – How many Attendance Officers does the School have?</b> R – 1.5 FTE – they are currently working with the Foundation on best practice.</p> <p><b>Q – What is the criteria for selecting a student to attend the tutoring?</b> R – Students who are assessed as being furthest away from achieving their minimum target. The targets were set at the start of Year 10 and the assessments are from the November trials. This will be reviewed when the next set of assessment data is available.</p> <p>The Chair thanked KCO for an informative presentation.</p>
<b>Action:</b>	KCO to include figures that show the actual cost of interventions v the impact on students in the next Pupil Premium Report.

<b>AGENDA ITEM 15</b>	<b>TEACHING &amp; LEARNING UPDATE</b>
<b>Discussion:</b>	<p>The Teaching &amp; Learning Update was circulated on Governor Hub prior to the meeting.</p> <p>EGR gave a brief overview and highlighted the following key points:</p> <ul style="list-style-type: none"> <li>• Within a lesson there are ‘hinge’ moments. This is where a teacher checks that students have understood the knowledge or skills being taught or demonstrated.</li> <li>• The most effective way of doing is by using mini whiteboards where students provide answers that demonstrate their understanding.</li> <li>• The School have invested in a number of CPD sessions to support staff in using the white boards. After a disappointing start where only 44% of staff were using the white boards, this increased to 85% once barriers were addressed and expectations on investment and compliance were outlined.</li> <li>• Further training is planned to embed the practice.</li> </ul>

	<p><b>Q – How do you know this is happening when lessons are not checked. Are staff seeing the value?</b></p> <p>R – Staff were resistant at first, but they are now starting to see the impact. The practice is more visible in the classrooms and habits are building.</p> <p><b>Q – Are there methods other than the white-boards?</b></p> <p>R – White-boards are the preferred method in School as it is visual and immediate.</p> <p><b>Q – Is there a need for other methods in practical lessons such as PE or Drama?</b></p> <p>R – It can be done in every lesson and at multiple points in the lesson, teachers need to use it at the appropriate time in the lesson.</p> <p><b>Q - Where did the idea come from?</b></p> <p>R – Teach Like a Champion and the Rosenshine Principles.</p> <p>The HT commented that teachers need to engage the whole class and move away from ‘passive’ classrooms.</p> <ul style="list-style-type: none"> <li>• Teachers need to be able to manage the data received from the white-boards and have the ability to identify gaps and take immediate actions when students do not understand what has been taught.</li> </ul> <p>A Governor commented that during an inspection Ofsted would be looking for teachers to address the information received from the white boards.</p> <p><b>Q – Is there a possibility of over-use of the white-boards?</b></p> <p>R – There is always an opportunity to check understanding, it is the teacher’s judgement when to do this.</p> <p>The Chair thanked EGR for the information.</p>
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AGENDA ITEM 16	HEADTEACHERS REPORT
<b>Discussion:</b>	<p>The Headteacher’s report was circulated prior to the meeting on Governor Hub. HTD provided a summary and highlighted the following points:</p> <ul style="list-style-type: none"> <li>• The School is fully subscribed for September 2022. There may be further Resource Provision and EHCP places allocated which will bring the intake to approximately 150. 70% of students come from the immediate community, further analysis is currently being undertaken.</li> <li>• Quality of Education – this was discussed in the Teaching &amp; Learning Update (agenda item 15)</li> <li>• Behaviour &amp; Attitudes <ul style="list-style-type: none"> <li>○ There have been some challenges in the younger students as their maturity levels are low. Some are struggling with interpersonal relationships &amp; friendships. The</li> </ul> </li> </ul>

	<p>School are using a number of interventions to address this behaviour and support the students.</p> <ul style="list-style-type: none"> <li>○ Governors were made aware that there is bullying in the School, however the School are taking action to address this. The Anti-Bullying Policy has been applied to two Year 7 students.</li> <li>○ A formal complaint has been received citing homophobia and the School have already taken appropriate action.</li> <li>○ The School are reviewing the inclusion strategy to improve the work with students who persistently fail to meet the School’s expectations.</li> <li>○ The level of staff absence due to covid-19 has caused an issue with consistency of approach to behaviour as many lessons have cover teachers.</li> </ul> <p><b>Q – Was the Anti-Bullying policy effective?</b></p> <p>R – Yes, the parents know the student’s place is at risk. The School are seeing a positive response and monitoring is in place.</p> <ul style="list-style-type: none"> <li>● Leadership &amp; Management <ul style="list-style-type: none"> <li>○ The support from the Foundation continues; the School have completed extensive work with the CEO, Deputy CEO and senior leaders.</li> <li>○ Key priorities have been identified to strengthen school improvement which will inform the 2022/23 Development Plan.</li> <li>○ There are some significant changes ahead for the SLT with the departure of MED at Easter.</li> <li>○ The HT has had 2 sessions with a Culture Coach.</li> <li>○ The Leadership of SEND is under review. Over the next term the School-will be establishing a best practice model for systems and implementation in order to build on and strengthen existing practice.</li> <li>○ The School have reviewed leadership of Safeguarding in order to ensure a singular focus with capacity to complete the role effectively.</li> </ul> </li> </ul> <p><b>Q – Is the School seeing the benefits of EGR visiting Cledford?</b></p> <p>R – EGR has visited twice, she is focussing on Year 6 issues for transition.</p> <p>The HT informed Governors that the School had taken many parents on tours of the School and had an Open Day for parents to allow them to see the School on a ‘normal day’. Future plans include an Open Evening and Year 4/5 visits to School. Progress has been made against the KPI to have 80% of new pupils from the local community.</p> <p><b>Q – How are staff embracing the cultural change in School?</b></p> <p>R – Most staff are on board; this-will continue to build when the covid-19 disruptions reduce.</p>
<b>Decision:</b>	Governors resolved to accept the Headteacher’s Report.

<b>AGENDA ITEM 17</b>	<b>DIRECTORS REPORT</b>
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<b>Discussion:</b>	<p>The Clerk highlighted the following items to Governors:</p> <p>1.1 – Natasha’s Law &amp; School Food Safety The HT is confident that all food in School is labelled with the ingredients and appropriate warning.</p> <p>3.6 Cyber Security The HT informed Governors that a meeting is planned to assess cyber security and ensure that the School is aligned to the Foundation’s IT strategy.</p> <p>A Governor commented that Barclays offers free support and training on IT security.</p>
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<b>AGENDA ITEM 18</b>	<b>POLICIES APPROVAL &amp; REVIEW</b>
<b>Discussion:</b>	<p>The following policies were recommended for approval:</p> <ul style="list-style-type: none"> <li>• Access Arrangements</li> <li>• Cared For Children</li> <li>• Charging &amp; Remissions</li> <li>• Health &amp; Safety</li> <li>• Supporting Students with Medical Conditions</li> </ul> <p>The following policies were ratified following approval at by the HT:</p> <ul style="list-style-type: none"> <li>• Exclusions</li> <li>• Lone Working</li> <li>• Minibus</li> <li>• RE &amp; Collective Worship</li> <li>• Remote Learning</li> <li>• School Uniform</li> </ul> <p><b>Q – Are the pupil premium students included in the Charging &amp; Remissions policy?</b> R – The School offers hardship support to all students. Pupil premium students are not explicitly identified in the policy as support is personalised and offered on a case-by-case basis?</p> <p>The HT noted that there is always a checking process to ensure proportional representation on school trips and other events to ensure pupil premium students are not missing out.</p> <p><b>Q – Is the training noted in the Health &amp; Safety Policy officially recognised training?</b> R – All health &amp; safety issues are discussed and reviewed in the Resources Committee and the School have an annual compliance audit carried out by the Local Authority.</p> <p>A Governor requested that the wording of the Health &amp; Safety policy be amended to reflect the type and level of health &amp; safety training.</p> <p>The HT noted that medication (paracetamol) is now longer offered by the School.</p>

<b>Decision:</b>	Governors approved the above policies (pending the minor rewording of the Health & Safety policy). Governors ratified the above policies.
<b>Action:</b>	The Chair to amend the wording in the Health & Safety policy to reflect the type and level of health & safety training.

<b>AGENDA ITEM 19</b>	<b>PLANNED RESIDENTIAL VISITS</b>
<b>Discussion:</b>	There were no residential visits discussed at the meeting.

<b>AGENDA ITEM 20</b>	<b>MATTERS TO BRING TO THE FOUNDATION</b>
<b>Discussion:</b>	As discussed in agenda item 5 - The Chair informed Governors that there were a number of questions that had arisen following a review of the LGB Terms of References. The 'Questions Document' will be discussed with the Foundation.
<b>Action:</b>	The Chair to review the 'Questions Document' with the Foundation.

<b>AGENDA ITEM 21</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	<p>The Chair informed Governors that this is the last Governor meeting that MED will be attending. All Governors thanked him and acknowledged the contribution he has made to the School.</p> <p>MED commented that the School is a special place and that it has been a privilege working with children. He noted the strength of the Governing Board and that the School is in good hands.</p> <p><b>Q – Is there any objection to the STEM projects being run jointly with the other schools in the Foundation?</b></p> <p>R –The HT noted that it is a good idea, and she will mention this at the next meeting with The-County High School Leftwich.</p>

<b>AGENDA ITEM 22</b>	<b>IMPACT STATEMENT</b>
<b>Discussion:</b>	<p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none"> <li>● Checking that the school policies are effective.</li> <li>● Understanding the importance of cyber security in school.</li> <li>● Asking questions about the teaching &amp; learning methods being introduced.</li> <li>● Requesting further information on the cost v impact of interventions.</li> <li>● Challenging the school to improve engagement of students with online vocabulary development.</li> <li>● Understanding the selection criteria of students receiving additional tutoring.</li> </ul>

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|  | <ul style="list-style-type: none"><li>● Attending Governor training to further improve skills and knowledge</li><li>● Ensuring Health &amp; Safety standards are maintained.</li></ul> |
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**The next meeting of the Local Governing Body will take place  
Monday 27<sup>th</sup> June 2022 at 4:00pm. Venue - School**

**The meeting ended at 6:15pm.**

**STA, NED & MED left the meeting.**

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

## 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.