



PRIVATE AND CONFIDENTIAL

ACADEMY COMMITTEE MEETING

Date: Thursday 10th December 2020

Time: 4.30pm – 17:40pm

Venue: Microsoft Teams

Clerk: M Dyer

Present: C Nevin (Chair), G Theobald, J Crombleholme, C Johnson, G Lunt

In attendance: A Valentine, I Heslop, M Retburg, R Barlow

Action	Initials
To look at appointing one community Governor and one parent Governor before March 2021	GT/CN
The existing Governors were asked to relate to a discipline and possible have a discussion via Teams with the subject leads.	All
Instruction regarding NGA eModules to be circulated to all Governors	MD

Agenda – Part 1				
Category	Item	Notes	Action	
1	Governance Arrangements	Apologies	There were no Apologies received. J Birtles did not attend the meeting. C Johnson arrived at 16:49pm J Crombleholme arrived at 16:58pm	
		AOB items	There were no other items of business.	
		Register of interests	The Clerk circulated the register prior to the meeting and Governors were asked to report any changes to the Clerk.	All
		Code of Conduct	The code of conduct was circulated prior to the meeting and noted by the Governors. There has been no change to this document. All Governors agree to adhere to it.	
		Part 1 Minutes	The minutes were <u>approved</u> as an accurate record of the meeting held 24 th September 2020. <u>Actions</u> <ul style="list-style-type: none"> Register of business interests circulated to be checked. All Governors were registered with Educare to enable them to complete their GDPR training. 	

		<p>Membership: Recruitment Update/Succession Planning</p>	<p>Due to the difficult circumstances at present recruitment of Governors will be revisited in January 2021 by GT and CN with the hope to appoint one community Governor before March 2021.</p> <p>It was discussed that a broad range of Governors would be needed. Parent Governor elections are being revisited in the first half of 2021, exiting Governors were asked to make any relevant referrals to the chair. Once the school have an increased number of Governors onboard it was discussed that Governor Link roles would be looked at. The existing Governors were asked to relate to a discipline and possible have a discussion via Teams with the subject leads.</p> <p>JC Q – Do we have a SEND Link Governor? GT A – No, although we would like one, it is difficult to recruit Governors at this moment in time, however there is a lot of expertise across the Trust.</p> <p>JC Q: What size of Governing Board do we want and what does the skills audit show we are missing? CN A: In an ideal world we would want one x Staff Governor, two x Parent Governors and six x Co-opted Governors. The skills audit matched the recruitment list, it depends on the skills that the community Governors we recruit have, we can then look to fill any gaps.</p>	
		<p>Scheme of Delegation</p>	<p>The Scheme of Delegation is published on the Trust website and is an important document that needs to be reviewed on a regular basis, it contains the Terms of Reference for the Academy Committees and is reviewed by the Trust Board. There are no changes to note.</p>	
		<p>Trust Board Update</p>	<p>The report is produced after each Trust Board meeting to inform Academy Committees of what was discussed. The document was circulated by the clerk prior to the meeting, there were no questions raised regarding this document.</p>	

2	School Performance & Accountability	Review Strategic Priorities and Critical Success Factors (School Level)	<p>Critical success factor targets are to be tabled each time. The focus is to be on one priority at a time involving a five-minute discussion. Performance indicators will be discussed at the beginning of the year around the Year 7 intake.</p> <p>Conversations will take place around KS3 and KS4 transitions as to where the students are currently up to and if the students are at the correct level in order for them to embrace the full curriculum.</p> <p>GT commented that the school only have hard data for Year 9 Spanish. At the March committee meeting expectations will be presented around Year 7 literacy and numeracy baseline tests. It was identified that the current Year 7's is more concerning with having nine EHCP students as well as LAC and PLAC students. There are some students who are unsuitable for mainstream education, resulting in some students becoming needier. As the school have been unable to present what the school is about due to Covid-19, Social Services are picking Laurus Cheadle Hulme out as an appropriate school without actually understanding what the school is about and ensuring that Laurus Cheadle Hulme is the correct fit for the student.</p>	
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		<p>Head of School report</p>	<p>Governors received and read the Head of School report. GT reported that staff have been phenomenal, working incredibly hard covering their colleagues' lessons when Covid-19 absences have occurred.</p> <p>GT explained that there have been no Covid-19 incidents in Year 7 and Year 9 therefore the students have received uninterrupted learning. In total there have been nine confirmed cases, one being a staff member. It was noted that a number of parents have been struggling with technical issues regarding accessing the home learning resources when students have been isolating therefore a guide has now been produced to give instruction and guidance and the school website has been re-designed to better signpost parents and students to the work. Teachers who have been isolating have still been able to deliver their lessons to class via Microsoft Teams which has been working very well.</p> <p>GT stated that she was pleased with the Year 9 KASH reports and data regarding Spanish will be available at the committee meeting in March 2021 to check to see if the school are meeting their targets.</p> <p>School have accepted five new students to Year 9 with a further two pending, unfortunately as these students are not prepared to sit their GCSE Spanish so they do put a strain on other resources in school.</p> <p>IH discussed the student wellbeing survey that took place in September when the students returned to school, the survey formed part of the school's response to the Covid-19 situation. A range of questions were asked across all year groups to ascertain how they were feeling with regards to returning to school. The survey along with student voice allowed the school to identify the students who require additional support via external agencies and has been used to support the school's response to individual KASH discussions. IH explained that the survey did not highlight vulnerable students as the school were providing weekly contact and support as the majority of these students were attending school throughout the pandemic. The survey will be repeated again towards the end of the school year to compare the results and check for improvements as well as identifying those students who may still be struggling.</p> <p>JC Q: What are the student survey results telling us and what is the school going to do regarding the highlighted areas?</p>	
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			<p>IH A: The school are happy with the overall results and it has allowed for an understanding of student’s mental wellbeing. Students have been added to the vulnerable list and weekly meetings are taking place regarding referrals for external support, staff members are also ensuring that they take more time to speak to highlighted students on a day to day basis.</p> <p>MR discussed the section of the Head of School report around preparing for Options. The process for all Year 9 students will formally take place after the Christmas break, with assemblies taking place and information being sent home week commencing 14th December. There will be an options afternoon on the 24th February for all students with a virtual parent information event being held in the evening. Formal one to one interview will be held with GT and MR to discuss and confirm student choices; the students will be asked to state their four preferences with the hope that all students will receive three out of four of their preferred choices.</p> <p>A discussion took place regarding the parents’ evenings and the virtual tour. It was identified that previous online parents’ evenings have been well attended, 92% of Year 9 parents and 86% of Year 7 parents attended. Parents who do not attend the Year 8 parents evening on the 17th December will be contacted after the event in case of technical issues, hardcopies of information will be sent home for those who do not have IT availability. There will be IT support staff available on the evening as in previous parents’ evenings to help out with any technical difficulties.</p> <p>CJ Q: How will the school follow up regards to the parents who haven’t received a subject teacher phone call?</p> <p>RB A: All form tutors have been asked to follow up on outstanding parent phone calls, they are using a spreadsheet where calls are being logged.</p> <p>AV discussed staff development, the school’s mantra is that of teaching and learning. Since the opening of the school all staff have committed to self-reflection and improvement, the weekly Further Professional Learning session take place and all teaching staff attend. The staff are very optimistic and strive to create the best classroom that they can.</p> <p>Chair CN stated that it was great to see the level of engagement and that he was impressed with the commitment of the staff.</p>	
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			<p>It was discussed that the Head of Schools report gives the Governors a flavour of what the staff are working towards, they are currently trying to get back to as much normality as possible. It was identified that there is a noticeable difference in the new Year 7 students and the impact that the lack of education during the Covid-19 lockdown has had on their level of learning and achievements. Writing strategies are being looked at in the subjects of English and History to enable the issues to be addressed.</p> <p>GT was thanked for a very comprehensive and informative report.</p>	
3	Governor Monitoring	Finance update	The finance report was noted by Governors. The surplus is being used to go towards an extension of the dining hall. Planning, design and build meetings are currently taking place with hope that the work commences at Easter and is completed in time for the start of school in September 2021.	
		Policy Reviews	<p>The following policies were approved by Governors:</p> <p>LCH Safeguarding Policy School Uniform Policy* Behaviour Policy* *policies have been reviewed and have no changes</p>	
		SEND	The SEND Audit was circulated to the Governors prior to the meeting. It was identified the Laurus Cheadle Hulme have approximately 5% more SEND students than the national average, CN stated that the committee were conscious of the extra pressure placed on the school due to the increased numbers, this is an area that needs to be monitored and discussions around what the committee can do to support the school.	

		Governor Self Review of Impact	<p>The Trust Board Report to Academy Committees was distributed to the Governors by the Clerk prior to the meeting.</p> <p>Governance arrangements The governors are satisfied that the schedule of business is being completed efficiently and effectively.</p> <p>School performance and accountability The Governors have studied the School Development Plan and are aware of the contributions that they need to provide. Achievements have been focused on and they are being tracked on a regular basis. The Head of School report is very comprehensive and covers a broad range of topics, giving the Governors a feel of what is happening within the school, the Governors do not feel that there is any additional information that needs to be added. The report has picked up on the Wellbeing of Students monitoring process, future monitoring will take place in order to gather further information and improve.</p> <p>Governor monitoring The Governors have identified that the school is managing its finances well, the school is currently solvent and the surplus is being allocated to the extension of the canteen. The school is working within the agreed policies, three policies have been reviewed at this evenings meeting and all policies are reviewed on a regular basis.</p> <p>Governor Development All Governors have completed their GDPR training since the last meeting and it was discussed that training will be held around Pupil Premium at the meeting in March 2021. All Governors are to have access to the NGA eModules which they will complete on an elective basis.</p> <p>Community Engagement Community engagement does take place however due to the current pandemic, this is limited. Future engagement with stakeholders has been discussed and it was identified that this is currently complicated with the Covid-19 pandemic however will increase when we gain some level of normality.</p>	
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4	Governor Development	Governor training	<p>It was acknowledged that all Governor should have now completed the GDPR training, certificates need to be emailed to the clerk as a record of training completed. Pupil Premium Training will be discussed in March 2021.</p> <p>A discussion took place around the NGA eModule training available to all Governors, it was explained that the modules can be completed in their own time ensuring and instructed modules are completed before the following committee meeting. Governors were informed that the Clerk will forward the relevant training access documents to enable them to login, within the next week.</p>	MD
5	Community Engagement	Stakeholder Engagement	<p>CN stated that he was impressed with the LCH Newsletter and the content.</p> <p>JC Q: How are you getting on with the neighbours regarding parents dropping and collecting students on nearby residential roads?</p> <p>GT Q: The school have had six complaints in total, however there have been no complaints this month. Contacting parents doesn't have a great impact.</p> <p>JC Q: Do you have any issues with pick up and drop offs with the primary school and the sixth form college?</p> <p>GT A: The school work together with the primary school and there is always a large staff presence in the carpark during these times, the school ensure that parents are not parking in the disabled bays unless the are badge holders. There is an increase in vehicles when experiencing bad weather conditions. Regarding the sixth form, the school have a good relationship with the Head and do not experience issues as we work on different hours.</p> <p>Thanks, from all Governors, were again offered to all staff for their hard work in supporting the students through this difficult and uncertain time.</p>	
	AOB		There were no other items of business.	
	Meeting Dates:	Academic year 2020-21	Thursday 17.06.2021 4.30pm	

Chris Nevin

Mr C Nevin
Chair to the Committee

E enquiries@laurustrust.co.uk
T 0161 485 7201

The Laurus Trust | Registered in England and Wales | Company number 07907463
Registered office Cheadle Hulme High School, Woods Lane, Cheadle Hulme, Cheadle, Cheshire SK8 7JY

