Minutes of the Full Governing Body Committee

Wednesday 26th April 2023 at 6.00pm

Present: Mrs. H. Allison-Warby, Mr. P. Beighton, Mrs. A. Edlin, Mr. M. Edgar, Mr. C. Milnes, Mr. D. Gibbons Mr. M. McKeown, Mr M. Savage, Mr. N. Potter, Mrs L. Holmes, Dr. M Dunn, Mr. S. Holt

Guests: Mr. Chris Davison, Mrs. E. Garbutt, SLT, Mrs. C. Sibley, HR Manager

Apologies: Mr. R. Ingall, Mr. M. Stapleton **Minutes**: Mrs A. Williams, Clerk

26/04 23		**Actions**
22.	**Welcome and Apologies:** HAW welcomed the Committee and introduced the new Governors. Apologies: Mr. R. Ingall, Mr. M. Stapleton	
23.	**Declaration of interest in any items of discussion**: None	
24.	**Confirmation of the Minutes of the Previous Meeting:** 14th December 2023 The minutes were agreed and adopted as a true reflection of the meeting. **ME proposed, MD seconded.**	
25.	**Matters Arising**: None	
26.	**Protected characteristics and OFSTED** (Chris Sibley) It was agreed to discuss the abovementioned item, which was not on the Agenda, ahead of the Safeguarding update from Paul Fragle. The Protected Characteristics and OFSTED document had been circulated to Governors to review ahead of the meeting. CS explained that the document contained information regarding OFSTED expectations for our students. The document was self-explanatory, and MM advised that in recent OFSTED training the subject of Protected Characteristics had come up and it was important that Staff and Governors understood the document and were aware of its meaning. There were no questions from Governors. (HAW thanked CS who then left the meeting). **Safeguarding update** (Paul Fragle**)** PF gave an overview of the documents that had been circulated. PF advised Safeguarding is extremely challenging with the number of mental health referrals continuing to rise. Of particularly concern are 3 or 4 students who are having severe difficulties with self-harm and risk taking behaviours and the School is ensuring that they receive the support they need from the CAMHS Crisis team. The School works with a range of external agencies to provide support to students and their families as any student can be suffering from mental health challenges, especially students in Years 11-13 who are facing the stresses of exams.	

26.	Continued ……. All staff continue to receive Safeguarding training from the DSL (Designated Safeguarding Lead) as well as National Online Safety training. A log is kept of all the different levels of Safeguarding categories together with data on CPOMS which is collated termly and reviewed to see whether patterns or trends are occurring. PF discussed the Safeguarding Self-Assessment Audit Summary and the reasoning behind the stated levels. PF advised that he would be meeting with CM (Safeguarding Governor) to discuss the amber levels contained within the summary. An Ofsted checklist has been sourced for information and PF is confident that the School is compliant. MM added that CM is pro-active and visits the School on a regular basis talking to students and staff, checking the Single Central Register and holding PF to account. MM advised Governors that Safeguarding continues to take place for students in Alternative Provisions and encouraged Governors to continue to seek that reassurance during individual meetings with relevant staff. EG confirmed that all Alternative Provisions are vetted before use. The School is currently only using one Alternative Provider and has a very close working relationship with them. There are high levels of communication, students are visited on site and daily attendance checks are made. EG assured Governors that we are well within the guidelines. **CM asked which external providers we were using – EG advised ACORN.** **HAW questioned the bullying/assault level figures for Year 9 and asked how serious this was.** PF advised that the situation is closely monitored and the figures included a small cluster of students rather than the whole year group, one of whom has been permanently excluded. Interventions have been put in place for certain individuals and following those interventions the figures are reducing. **CM asked how supportive external agencies were and how quickly they respond with interventions?** PF advised that in extreme cases they are referred automatically to the CAMHS Crisis Team who deal with them direct. If the School makes a referral it can take up to 3-4 weeks. However, ff a child is at crisis they need to get direct support from the Crisis Team. The School does have a drop-in mental health service practitioner but there is a waiting list. **LH advised that there is a self-referral mental health service available and suggested it would be useful to make parents aware of this as it can be a quicker route.**	
27.	**Behaviour Hub update and Action Plan** (Elle Garbutt) EG provided an update. The Late Arrival to School system is working and figures have been reducing since January. **PB asked what the Late Arrival system is?** EG explained that the morning routine has changed and there is a much stricter practice. The gates are locked at 8.30am and SLT takes the name of any student who is late and they receive an immediate detention. Entries are made on ClassCharts every day so Parents are fully informed. The next step is 'Late to Lessons' which started this week 24th April 2023. Students late to lessons will be given a 15 minute detention at breaktime the following day. If they fail to attend this escalates to 30 minutes after school that day. **Further updates will be given at the Curriculum & Standards Committee meeting on 14th June 2023.** EG advised that an Inclusion Conference is held weekly to share information about students causing concern. Representatives from Safeguarding, Inclusion, Attendance, SEND and Pastoral teams are present. Key information is updated at these meetings with next steps agreed and reviewed in 2 weeks. **The progress on these new procedures and morning routines have all been positively evaluated by Wingfield Academy.** HAW thanked EG for the update and EG left the meeting.	

28.	**Property Update** (Claire Simmons) Due to a mis-communication CS was absent from the meeting. However, Property Update is covered in item 31 Committee Updates.	
29.	**Headteacher's Items** <u>MAT update</u> MM advised that since the last meeting the next step has been taken as discussed. 3 Trusts have visited the School and given their feedback. They were all very impressed. **Lincolnshire Gateway Academies Trust** – were keen to work with us. They have schools in Grimsby and the North. They are moving their headquarters to Louth. Very positive meeting, in theory you could join the MAT at a certain level as the 'top slice' is divided up. Their CPD offers is good and they have a dedicated Maintenance Team. **MD advised they were relatively new (previously Toll Bar MAT) MD felt it was early days and they had little experience in supporting new schools.** **David Ross Education Trust -** Positive meeting. The Trust contains 39 schools. Top slicing between 4-5%. They were specific about which qualifications we could offer and which exam boards to follow. Genuine desire to work with us. A large 'Brand' organisation with lots of money. It was felt we would have less autonomy with this Trust. **DRET Secondary Way** – a web link had been provided containing details ahead of the meeting together with information on **The Malcolm Academy Way**. Lengthy discussion followed regarding the pros and cons of joining a MAT as it is no longer a legal requirement to join a MAT. **Several Governors were not convinced and felt that independently we are doing fine so why change, what was the need to join a MAT?** MM totally agreed with the comments that we are doing well and outlined the facts surrounding enhanced funding, better CPD provision and overall better facilities and opportunities for our students. **Governors felt that there was no real evidence of the impact of joining a MAT and whether they are better at producing results. They believed insufficient material was available to make an informed decision and come to a conclusion. It was suggested and agreed that interested Trusts be invited into school to give a presentation to Governors promoting themselves and detailing what they can offer to us as a School**. **MM agreed to investigate further and invite Trusts into School for a presentation.** <u>School Self-Evaluation Document (SEF)</u> MM discussed the alterations from the previous version and gave a brief overview. MM confirmed that the SEF is not a compulsory document but felt it was valuable for Governors to get an insight. Highlights included: • An increase in the number of SEND and ECHP pupil. • Attendance is broadly in line with national – we are tracking attendance closely • Strategies are in place for tracking data and outcomes • There is a national crisis regarding attendance, so the School is looking at how we tackle the problem. Attendance will be on the Action Plan for the next 12-18 months.	**MM**

29	Continued ……. MM advised that almost a third of Year 11 students are relatively poor attendees and these students will have an impact of our results. The Year 11 Team are writing Case Studies for students as some students have only just joined in Year 11 but have never attended. Shadow data will also be prepared. Attendance overall is much better but the number of ECHP students are increasing and if there is a small cohort, even one child being absent seriously affects our figures. **MM confirmed that the new Assistant Headteacher will deal specifically with Attendance and Pupil Premium recovery.** Staffing updates – We have filled the positions in Science and Art. However, we are still looking for LSA's (Learning Support Assistants). Our new SENCO will be starting 2nd May 2023. **DG suggested that within the summary the terminology 'peer on peer' should be changed to 'child on child'. PB requested attainment figures v national figures for each year group together with attainment averages.**	
30.	**Policies** LCHS Whistleblowing Policy 2023-2025 Updated date, no other amendments. **NP proposed, AE seconded. Policy approved**	
31	**Committee Updates** <u>Finance</u> - PB PB confirmed the current end of year excess of expenditure over income is currently £25K. This position is likely to remain for the rest of the year. This is a revised estimate as the previous figure was £200K. PB thanked Claire Simmons, who is newly in post, for her hard work in getting to this financial position. Staffing costs for 2022/2023 will be greater than recent years due to the extent of increases that are unfunded. <u>Property</u> Boiler project - Tender documents have been issued to 4 companies with a deadline date of 15th May. Final approval will be made at the Finance meeting on 17th May 2023. All is progressing to timescales allowing for the work to be completed over the Summer break. <u>Audit & Risk</u> - ME ME advised that the Internal Audit is due to take place shortly. The Risk Register is continually being reviewed and updated. A deposit account has now been opened for surplus funds achieving a higher rate of interest as discussed in previous meetings. <u>Curriculum & Standards</u> – MD MD advised a Behaviour Hub presentation by EG took place during the January meeting. A Quality Assurance update was received from CO in March together with an Attendance presentation and trend graph from GG. The Curriculum & Standards committee also approved the Curriculum for 2024/2025. A further progress and lateness update was requested for the next committee meeting on 14th June 2023.	

31.	Continued … Safeguarding Link Governor – CM CM had no areas of concern and confirmed a good job is continuing around Safeguarding. A meeting with PF has been scheduled in shortly for further updates. SEN Link Governor – MSt. apologies received Staff Mental Health & Well Being (New Link Governor) MM confirmed that the School has employed a Mental Health Practitioner and regular meetings will be taking place between herself and MM. In the absence of any volunteers for the Link Governor position, HAW agreed to temporarily take on the role of if there were no objections. There were no objections to the suggestion. **AE proposed and NP seconded.** **HAW temporarily appointed as Staff Mental Health & Well Being Link Governor.** HAW thanked Governors for the updates.	
32.	**Chair's Items** Chair of Governors Report HAW briefly discussed the Report which detailed the visits to the School and the walk abouts with the Headteacher, providing Governors with assurance of accountability. Governance Plans 2023/2024 The Governance Plans 2023/2024 had been circulated for review ahead of the meeting. There were no questions or objections. **MD proposed EJ seconded. Governance Plans 2023/2024 approved.** Vacancies within the Governing Body HAW discussed the 2 vacancies on the Governing Body due to MSt stepping down from his role of Vice Chair of Audit & Risk and SEN Link Governor due to time constraints. In the absence of any volunteers MS agreed to take on the role of Vice Chair of Audit & Risk temporarily until September 2023. HAW also agreed to take on the role of SEN Link Governor until September 2023. **ME proposed NP seconded. MS appointed as Vice Chair of Audit & Risk Committee; HAW appointed SEN Link Governor (both positions temporary until September 2023).** **LH expressed an interest in the SEN Link Governor position from September depending on work commitments.** Preparation for Ofsted General discussion took place regarding preparation for Ofsted and Governors offered their full support of the Chair on Inspection day. If required, it was agreed that as many Governors as possible attend.	

33.	**Any Other Business** HAW confirmed there would be a tour of the School at **5.15pm** before the FGB meeting on 12th July 2023. Steve Holt confirmed that he has met with the new Claire Simmons, new Finance Manager, and she has been invited to the next full Foundation meeting. SH also advised that the Foundation has donated £20K to create a digital archive in celebration of the 50th anniversary of LCHS. **LCHS at 50 - Celebrations will be taking place 13th-15th September 2023.** ME advised a 'Thank You' email had been received from an ex pupil from Afghanistan who had just qualified as a teacher. He wanted to express his sincere thanks for all the support he had received whilst being a student at LCHS.	
34.	Date of next meeting: tba **Meeting ended: 8.30pm**	