Minutes of the Full Governing Body Committee

Wednesday 29th September 2021 at 6.00pm

Present: Dr. M. Dunn, Mrs. A. Edlin, , Mr. Chris Milnes, Mr. D. Gibbons, Mr. M. McKeown, Dr. S. Rowland, Mr M. Savage, Mr. M. Stapleton, Mr. N. Potter, Mr. P. Watson Mrs. S. Wilkinson

Apologies: Mrs. H.Allison-Warby, Mrs. R. Knowles **Minutes**: Mrs A. Williams, Clerk

Guest: Mr. Mark Edgar (newly appointed Governor)

29/9/21		**Actions**
10.	**Welcome and Apologies:** In the absence of an elected Chair, AW welcomed Mr Mark Edgar to the Committee, a new Governor appointed by the Foundation. Two further Governors appointed by the Foundation will also be joining the Governing Body; Mrs Janis Daly and Mr. Peter Beighton. All will be joining the Finance, Property Risk & Audit Committee.	
11.	**Declaration of interest in any items of discussion**: None	
12.	**Confirmation of the Minutes of the Previous Meeting:** 8th September 2021 The minutes were agreed and signed as a true reflection of the meeting.	
13.	**Matters Arising**: none	
14.	**Election of Chair of Governors**: After discussion with the Foundation and in the absence of any volunteers for the role of Chair, PW agreed to be nominated. SR proposed the nomination DG seconded. The nomination was put to a vote. Governors unanimously agreed. **PW appointed as Chair of Governors.**	
15.	**Headteacher's Items** Headteacher's Management Report: MM presented the Management Report which is an initial document giving an operational overview of how the School is progressing in the following areas: • Pupil Premium – discussed in depth at the C&S Committee meeting on 15th Sept 2021 • Current Attainment • Safeguarding • Pupil and Parent Voice • Staffing and Finance • Curriculum Enrichment MM suggested that it may be useful for Governors to email the Clerk with any specific areas that they wished to be included in future reports. MM brought attention to the SEND figures and advised that they were higher than National. Our EHCP (Education, Health & Care Plan) figures stand at 1.6%. The National figure is 2% but this includes specialist provision.	

15.	Continued …… All our SEND students are registered as having a specific need. Our ASD (Autism Spectrum Disorder) and ADHD (Attention Deficit Hyperactivity Disorder) figures are significantly higher than average. **MSt asked if there was a reason for the large number of SEND students and whether it was a local issue?** MM advised that there was no particular reason but more pupils were being diagnosed earlier on in their Primary Schools before going onto Secondary. **MM confirmed that we genuinely welcome all students, despite the challenges and are a truly inclusive School.** Safeguarding was discussed and Governors were assured by the report which detailed who was in charge of specific areas, together with a record of up to date Training. Pupil & Parent Voice – MM confirmed that communication within the School has changed significantly over the past year. ClassCharts is working well and Parents Evenings have been moved to the School Cloud and will continue this year. **CM asked how many persistent absentees we have and whether they were being monitored?** MM confirmed that there were 12 in number and all receive regular visits from the EWO. Staffing overview was discussed. **AE expressed concern over the high number of days lost due to staff absence.** MM advised that several days had been lost due to COVID and staff having to self isolate. However, MM confirmed that there is a robust Absence Policy in place with a 3 stage approach and was happy to share this with Governors if required. **It was agreed that in future it may be useful to have historical past data or National data to compare and benchmark any statistical figures.**	
16.	Overview of the Pupil Premium (MD/MM) Overview of the Exam results for the 2021 series (MD/MM) MD advised that the Curriculum & Standards Committee had received a good presentation from E.Garbutt and B. Middleton regarding Pupil Premium, Exam results and Quality Assurance during the meeting on 15th September 2021. It was agreed that it was difficult to make comparisons regarding exam results as different assessments had been used in each differing years, ie Teacher Assessed Grades (TAGS) and Centre Assessed Grades (CAGS). MM advised that the Staff had worked extremely hard and the School was confident with the results and the assessed grades given. Quality Assurance – discussion followed on how Governors could get more involved in the life of the School to receive quality assurance. It was suggested that Governors volunteer to attend the deep dives (mini reviews of each subject area) taking place within the School. **PW, AE, ME, CM, MD, MS, DG and MSt all agreed to take part in future deep dives.** MM to arrange and feedback.	**MM**
17.	**Policies** LCHS Child Protection & Safeguarding Policy 2021/2022 (Draft) LCHS Home School Agreement 2021/22 LCHS Inclusion Support Policy 2021/22 LCHS Mobile Phone Acceptable Use Policy 2021/22 LCHS School Uniform Policy 2021/22 LCHS Anti-Bullying Policy 2021/22 AW confirmed that all the abovementioned Policies contained only minor changes. **PW proposed that all policies be approved having noted that they contained minor changes only, NP seconded – all abovementioned Policies approved.**	

18.	**Chair's Items** 18.1 Terms of Reference – Updated Terms of Reference 2021 were discussed. **CM proposed, DG seconded – Terms of Reference 2021 approved.** 18.2 Model Code of Conduct 2021 – **Model Code of Conduct 2021 adopted and signed by PW on behalf of the Governing Body.** 18.3 Attendance Record – AW confirmed the Attendance Record for 2020/2021. There were no objections. – **Attendance Record 2020/2021 approved for publishing on the School Website.** 18.4 PW advised that in line with the current Governors Handbook, our existing Articles of Association and how the Governing Body is set up is far from where it should be. LCHS is a Limited Company by guarantee and as such should have separate Trustees and Members. Discussion followed and it was agreed that the structure of the Governing Body needs reviewing to adhere to current Handbook guidelines. **PW to meet with MM to discuss further and feedback.**	**AW** **PW/MM**
19.	**Any Other Business** 19.1 Term dates for 2022/2023 were presented by MM for approval. **DG proposed and ME seconded – Term dates for 2022/2023 approved.** 19.2 School Visits Form – AW to email updated School Visits Form and guidance to Governors. The pro forma to be used to record all Governor School visits going forward. 19.3 MM requested Governor approval for an amount of £50K for an outdoor covered seating area. The School is currently running a split break time with 600 pupils on a break at any one time. A covered area is needed to accommodate the pupils especially with the approaching winter months. It would be a permanent fixture at the back of the School. MM confirmed that the funds would come from the built-up reserves and not from the in-year Budget. PW advised that the Tender process would normally be used for this amount but given the fact that lead times for the outside covered areas is around 12 weeks, on this occasion to avoid further delays, approval has been granted from the Governor's to proceed with the best value quote, given that 5 quotes have already being received therefore demonstrating value for money. **CM proposed the amount and SR seconded – Governors fully approve £50K for the purchase of an outdoor covered seating area.** 19.4 MSt commented that homework was not always being put on ClassCharts which made it difficult for parents to track. MM confirmed that all homework should be on ClassCharts and agreed to investigate.	**AW** **MM**
20.	Date of next meeting: 15th December 2021 **Meeting ended: 7.40pm**	