

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

<b>Date:</b>	<b>Monday 27<sup>th</sup> June 2022 at 4:00pm</b>	
<b>Venue:</b>	<b>Conference Room, Middlewich High School</b>	
<b>Present:</b>	Colin Price (CPR) Julie Brandreth (JBR) Heidi Thurland (HTD) Catherine Broadhurst (CBR) Natalie Edwards-Clark (NED) Peter Taylor (PTA)	Parent Governor (Chair) Co-opted Governor (Vice Chair) Head Teacher Co-opted Governor Staff Governor (left at the end of part 1) Parent Governor
<b>Apologies:</b>	Alan Dixon (ADI) Angela Deakin (ADE) Siobhan Tarbuck (STA)	Co-opted Governor Co-opted Governor Staff Governor
<b>Absence:</b>	None	
<b>In attendance:</b>	Cheryl Jackson (Clerk) Anne Young (AYO)	Clerk Governance Professional - SJBT

The Chair confirmed that the meeting was quorate.

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES</b>
<b>Discussion:</b>	The Chair opened the meeting and welcomed AYO who will be taking the role of the Governance Professional for the School from September.  Apologies were received and accepted from ADI, ADE & STA.

<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>APPROVAL OF THE PART 1 MINUTES FROM PREVIOUS MEETING</b>
<b>Discussion:</b>	The part one minutes from the previous FGB meeting held on 27.03.22 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>	The Chair to sign a copy of the minutes.
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<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING FROM THE ABOVE MINUTES / ACTIONS OUTSTANDING</b>
<b>Discussion:</b>	<p>Governors reviewed the action log from the previous meeting, and it was confirmed that all actions were met and closed as appropriate.</p> <p>Action Ref No. 53 - To amend the wording in the Health &amp; Safety policy. Following a review of the policy by the HT it was agreed that no amendment was required.</p> <p>A Governor noted that an 8-page summary of the new Attendance Guidance was available.</p>
<b>Action:</b>	JBR to email a copy of the Attendance Guidance Summary to ADE (Link Governor – Attendance).

<b>AGENDA ITEM 6</b>	<b>MATTERS FROM THE FOUNDATION</b>
<b>Discussion:</b>	Governors are awaiting a response from the Foundation on the Questions For The Foundation document that was sent following the LGB on 21.03.22. AY will follow this up with SA.
<b>Action:</b>	The Chair to send copy of Questions For The Foundation to AYO who will follow up with SAR.

<b>AGENDA ITEM 7</b>	<b>CHAIR'S UPDATE</b>
<b>Discussion:</b>	<p>The Chair gave the following updates:</p> <ul style="list-style-type: none"> <li>• Governor Recruitment – The Chair informed Governors that they are looking to recruit new Governors to improve the skills and diversity of the board. He has joined Inspiring Governors who offer a Governor recruitment service. Adverts will also be placed and letters will be sent to parents.</li> <li>• Key Dates <ul style="list-style-type: none"> <li>28 Jun– Art Exhibition</li> <li>29.Jun – New Parents Open Evening (Year 6)</li> <li>06 Jul – Open Evening (Year 4 &amp; Year 5)</li> <li>12/13/14 Jul – West Side Story</li> <li>18 Jul – Staff Leaving (3.30)</li> <li>20 Jul – Final Assembly (12.00)</li> </ul> </li> </ul> <p>Governors were encouraged to attend events and were asked to contact the Head's PA for tickets to West Side Story.</p>

	<ul style="list-style-type: none"> <li>• Governance Structure This will remain the same for 2022/23. The Link Governors will remain the same. There will be a new Sustainability Link Governor. A self-evaluation of the Governing Body will also be completed and will be take place annually.</li> </ul>
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AGENDA ITEM 8	GOVERNOR DEVELOPMENT & TRAINING UPDATE
<b>Discussion:</b>	<p>a) The Governor Training Record and Governor Training Report were available on Governor Hub prior to the meeting.</p> <p>The Chair noted that Governors had completed a good level of training this year.</p> <p>b) The feedback from Governors attending the training was positive.</p> <p>Training booked / planned:</p> <ul style="list-style-type: none"> <li>• PTA - (Deputy Safeguarding Link): The Governors Role in Safeguarding – 07.07.22</li> <li>• PTA &amp; STA to complete Induction Training</li> <li>• STA to complete SEND training as the new SEND Link</li> <li>• All governors to complete Exclusions Panel Training - Cheshire East have had to cancel Exclusions Panel Training on 23.06.22.</li> </ul> <p>Governors are requested to familiarise themselves with the following documents:</p> <ul style="list-style-type: none"> <li>• Government White Paper</li> <li>• Government Green paper</li> <li>• SEND Code of Practice (CH.6)</li> <li>• KCSIE – proposed changes Sept 2022</li> </ul> <p>All Governors to look at the autumn training program when released by CE and book relevant training as necessary.</p> <p>The HT informed Governors that a Governor training session will be held in School at the start of September to cover SDP, Strategic Priorities and Self Evaluation.</p> <p>c) Governor attendance has been good this year. The Chair emphasised the importance of attending the meetings.</p> <p>d) The Governor Skills Audit shows a healthy skills mix across the Board. The Board has some new Governors, and their skills will develop during next year.</p>
<b>Actions:</b>	<ul style="list-style-type: none"> <li>• All Governors to attend a governor training session in school in September (date tbc).</li> <li>• STA &amp; PTA to complete Governor Induction Training.</li> </ul>

AGENDA ITEM 9	GOVERNOR VISITS / REPORTS
<b>Discussion:</b>	<p>a) There have been two Governor visits this term:</p>

	<p>ADE - Attendance &amp; Behaviour – Attitude to Learning - 09.06.22  ADE - Attendance &amp; Behaviour – Attendance – 09.06.22</p> <p>The Governor Visit Reports were available on Governor Hub prior to the meeting.</p> <p>The Chair noted that the reports were very thorough, and all the points raised were discussed at the Resources Committee on 13.06.22.</p> <p>b) The HT confirmed that the Safeguarding Audit meeting with SCiES will take place on 07.07.22 and the Section 175 Return will be submitted by 29.07.22. The report will be discussed at the next FGB meeting.</p>
<b>Action:</b>	The Clerk to add 'review report following Safeguarding Audit Section 175' to next FGB agenda.

<b>AGENDA ITEM 10</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 23.05.2022</li> <li>• Resource committee meeting on 13.06.22</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 11</b>	<b>FINANCE MATTERS</b>
<b>Discussion:</b>	<p>All finance matters had been discussed and agreed at the Resources Committee on 13.06.22 and agreed by the Trust Board.</p> <p>Governors approved the following items:</p> <p>a) The draft budget for 2022/23.  b) The staffing structure for 2022/23.</p> <p>These items were not discussed as they are now managed at Trust Board level.</p> <p>c) Purchase of annual contracts.  d) Arrangements for the purchase of services to the school.</p> <p>There was no update on the CIF Bid that had been resubmitted.</p>
<b>Decision:</b>	<p>Governors approved the following items:</p> <ul style="list-style-type: none"> <li>• The draft budget for 2022/23.</li> <li>• The staffing structure for 2022/23.</li> </ul>
<b>Action:</b>	The Chair to inform the Trust Board of the approval of the draft budget 2022/23.

AGENDA ITEM 12	HEADTEACHERS REPORT
Discussion:	<p>The Headteacher’s Report was circulated prior to the meeting on Governor Hub.</p> <p>The HT provided a summary and highlighted the following points:</p> <ul style="list-style-type: none"> <li>• The year had been very challenging due to the impact of absence and working with ‘unknowns’ when budget planning.</li> <li>• The Summer term has been positive with the relaunch of the personal development curriculum and enrichment programme to support students’ wellbeing.</li> <li>• Year 11 demonstrated an excellent work ethic through their exam period attending all exams.</li> <li>• The School is preparing to welcome the new intake for Sept 2022.</li> <li>• The School is oversubscribed in September.</li> <li>• The new staffing structure will give a better balance to the school going forward.</li> <li>• The move to join the Sir John Brunner Trust is a positive and exciting times lie ahead. The support provided by them to improve the quality of education has been good.</li> <li>• The School has clear, defined priorities set for next year.</li> <li>• The School has moved forward during difficult times and that is credit to the staff and Governors.</li> </ul> <p><u>Quality of Education</u></p> <p><b>Q - How is the Maths curriculum changing?</b></p> <p>R – The School is adopting the new curriculum from the County High School, Leftwich. Two key leaders from the County High School, Leftwich will be working in the School to support the transition to a new teaching model. There will also be a change of exam board to OCR. There is a number of new staff starting in the Maths department in September and they will start with the new curriculum.</p> <p><b>Q – Will this change improve outcomes?</b></p> <p>R - The County High School, Leftwich is in the top 2% in the country for Maths. This is the right move for the school and it will lead to an improvement in results.</p> <p>A Governor agreed that this is the right approach and a great opportunity. With two key leaders supporting the change the risks are minimised.</p> <p><b>Q – What is ‘lean learning’.</b></p> <p>R – Lean learning is part of the Peps McCrea approach – it is a streamlined approach with a focus on planning with the end result in mind.</p> <p>The HT noted that some staff have already been to Sir John Deanes College to develop the skill set. This approach will help the School have a consistent method of teaching and remove the variances across the classrooms.</p> <p>A Governor commented that this approach is just a continuation of the work already started at the School.</p>

**Q – What is the impact of the extra tuition?**

R – This will not be quantifiable until the School has data from the exam results, and even then, it will be difficult to determine if the tutoring had an impact.

A Governor commented that the tutoring has been a positive experience for many students. It has managed to reengage some students with learning.

**Q – Are the tutoring hours being reported?**

R – The hours are being reported and will be published in a league table.

The HT noted that the criteria to allocate the additional funding had changed during the year and had become more flexible. The School will have to continue to contribute towards any funding received in the next two years.

Personal Development /Behaviour & Attitudes

**Q – How did the inset day go?**

R – There was a powerful session delivered about the School culture and there are now many conversations taking place about the School Values which is very encouraging. Most staff are now taking ownership of attitude to learning and there is additional support for those that need it. Letters of praise have been sent to the parents of those students who are receiving 3s & 4s. As in any School there are a small number of students with challenging behaviour that require ongoing management.

A Governor commented that the on-call system has improved, the repair sessions are more productive, and students are spending more time in the classroom.

The HT commented that she is very happy with the pilot so far, it has been good to encourage the students to take responsibility and expectations are high.

**Q – What impact is the new Librarian having?**

R – There has been a great improvement. The space has improved with interesting displays and more students are going to the Library.

Leadership & Management

This term the School are reviewing school planning and working with the Foundation on the School Improvement Plan.

**Q – How was the SEND SLE visit?**

The SEND SLE Report was circulated to Governors prior to the meeting. A number of strengths were identified, and the team have offered some really helpful support to strengthen new leadership. They will return in the Autumn term to review progress.

The HT noted the report validated that the School is doing the right thing and moving in the right direction.

**Q – What was the outcome of the Safeguarding Deep Dive?**

R - The Safeguarding SLE provided a great deal of positive feedback for school leadership and culture, 5 more days of support are planned this term. A review of systems, including

	<p>CPOMS, has helped to streamline reporting. Also staff have been trained on ‘lean’ narrative.</p> <p>The HT noted that the School has made huge steps forward and strengthened safeguarding in all areas. There is a final meeting with the Foundation to sign off the Safeguarding Plan.</p> <p>Following the Safeguarding SLE visits Governors will receive a full update in the Autumn term.</p> <p>The Chair commented that Governors share the excitement and optimism for the year ahead.</p>
<b>Decision:</b>	Governors resolved to accept the Headteacher’s Report.

<b>AGENDA ITEM 13</b>	<b>APPROVE RESOURCE PROVISION ADJUSTMENT OF INTAKE</b>
<b>Discussion:</b>	<p>The Redesignation of Resource Provision Demographic document was circulated on Governor Hub prior to the meeting. It was discussed in detail and agreed at the Resources Committee on 13.06.22.</p> <p>The HT noted that it was not an increase in number just a redesignation of places. The redesignation will be phased in once the build is completed.</p> <p><b>Q – Are there risks to the change i.e. funding?</b> R – No, the funding is fully explained in the document</p>
<b>Decision:</b>	Governors resolved to approve the Resource Provision Redesignation.
<b>Action:</b>	The Chair to inform the Trust Board of the approval of the Resource Provision Redesignation.

<b>AGENDA ITEM 14</b>	<b>RATIFY APPROVAL OF SCHOOL DAY FOR 2023-2024</b>
<b>Discussion:</b>	The School Day Consultation document was circulated on Governor Hub prior to the meeting. It was discussed in detail and approved at the Resources Committee on 13.06.22.
<b>Decision:</b>	The Governors ratified the approval of the Changes to the School Day for 2023-2024.

<b>AGENDA ITEM 15</b>	<b>APPROVAL OF THE TERM DATES &amp; SCHOOL HOLIDAYS FOR 2023-2024</b>
<b>Discussion:</b>	<p>The School Calendar Dates were circulated on Governor Hub prior to the meeting.</p> <p>Publication of the dates had been delayed due to a consultation with the Local Authority regarding the Xmas dates.</p>

	The term dates align with the other Schools within the Trust and some inset days will be joint.
<b>Decision:</b>	Governors approved the term dates and school holidays from 2023-2024.

<b>AGENDA ITEM 16</b>	<b>APPROVAL OF THE GOVERNOR MEETING DATES</b>
<b>Discussion:</b>	The Governor Meeting dates are available on Governor Hub, they will be a combination of face-to face and virtual meetings to be specified nearer the time.
<b>Decision:</b>	Governors approved the meeting dates for 2022-2023.

<b>AGENDA ITEM 17</b>	<b>DIRECTORS REPORT</b>
<b>Discussion:</b>	<p>The Clerk highlighted the following items to Governors:</p> <p>2.6 – Early Careers Teachers  2.7 – New Agreed Syllabus for RE  3.2 – Teachers Pension  3.3 - Safer Working Practices</p> <p>The Chair also commented on:</p> <p>1.5 – Annual 175 Safeguard Audit and noted that as Link Governor he would contact VCH for an update.  2.4 – Behaviour, Suspension &amp; Exclusion – the HT confirmed that the School policy had been redone to align with the guidance.</p> <p><b>Q – Does the School have any Ukrainian students?</b>  R – The Fair Access Panel meets each month and allocates students. MHS have offered places, however most Ukrainian students are in Alsager.</p>

<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>• Attendance</li> <li>• Admission (required due to a move from the LA policy)</li> <li>• First Aid</li> </ul> <p>The Chair informed Governors of some minor administration amendments that were required on page 1 &amp; 2 of the policies and asked that the body of the policies be approved.</p> <p>The Chair noted that the School will be adopting a number of Foundation policies.</p>

	<p><b>Q – The DfE guidance states that the Attendance policy is available on the school website and in Joining Packs?</b>  R – The policy is on the website.</p> <p>A Governor noted that it is important that the school fully comply with the guidance, especially as attendance is a high priority as the school continues to work hard on processes to improve attendance.</p> <p>The HT confirmed that the policy will be sent to new Year 7 in September.</p> <p><b>Q – Does the School have students on part-time timetables?</b>  R – Yes, there is a clear rationale with evidence for each student. The plans are time-limited and there is a fortnightly review. The School has positive case studies which were discussed at the Resources Committee on 13.06.22.</p> <p><b>Q – Has the Attendance Officer completed training?</b>  R – The training is ongoing, and a network of support is being established.</p> <p><b>Q – Is there a minimum requirement for the number of First Aiders in the School?</b>  R -There is no minimum, the School have 7 First Aiders and more staff will be trained next year.</p> <p><b>Q – Does the training cover adult first aid?</b>  R – The training is a 3-day course and incorporates adult first aid.</p> <p>The HT will check that adult first aid is covered</p>
<b>Decision:</b>	Governors ratified the above policies.
<b>Action:</b>	<ul style="list-style-type: none"> <li>• The HT to send out Attendance Policy to new Year 7 in September.</li> <li>• The HT to check that the 3-day First Aid Course covers adult first aid.</li> <li>• The Chair make minor amendments to the Admissions, Attendance &amp; First Aid policies as agreed.</li> </ul>

<b>AGENDA ITEM 19</b>	<b>PLANNED RESIDENTIAL VISITS</b>
<b>Discussion:</b>	A ski trip planned for 2023-2024 which will be brought to Governors when more details are available.

<b>AGENDA ITEM 20</b>	<b>MATTERS TO BRING TO THE FOUNDATION</b>
<b>Discussion:</b>	There were no items for the School Representatives Group.

<b>AGENDA ITEM 21</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	There were no items of any other business.

<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>● Challenging the Attendance process to ensure that the School are following the DfE guidance.</li> <li>● Checking that the new Attitude to Learning processes are having a positive impact on the School.</li> <li>● Planning Governor training and development for 2022-2023.</li> <li>● Asking questions about how the school is strengthening Safeguarding.</li> <li>● Approving the changes to the school day to align with the White Paper requirements.</li> <li>● Approving the Resource Provision Redesignation Proposal to provide additional places for ASD students.</li> <li>● Ensuring adult first aid is provided in the School.</li> </ul>

**The meeting ended at 6:10 pm.**

**NED left the meeting.**

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

