

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

Date:	Monday 12th July 2021 at 4:30pm	
Venue:	Virtual Meeting using MS Teams	
Present:	Colin Price (CPR) Julie Brandreth (JBR) Heidi Thurland (HTD) Mike Finney (MFI) Alan Dixon (ADI) Catherine Broadhurst (CBR) Angela Deakin (ADE)	Parent Governor (Chair) Co-Opted Governor (Vice Chair) Head Teacher Co-opted Governor Co-Opted Governor Co-Opted Governor Co-Opted Governor
Apologies:		
Absence:	Simon McGrory (SMC) Mike Taylor (MTA)	Local Authority Governor Staff Governor
In attendance:	Rebecca Dale (RDA) Mark Edwards (MED) Debbie Carter (DCA) Athene Atkinson (AAT)	Clerk Deputy Headteacher Business Manager Finance Manager

The meeting met its quorum and started at 4:34pm

AGENDA ITEM 1	WELCOME & APOLOGIES
Discussion:	<p>The chair opened the meeting and welcomed the governing body.</p> <p>Apologies were not received from either MTA or SMC, who were both absent from the meeting.</p>
Decision:	The governing body did not consent to the absence of the above-named governors

AGENDA ITEM 2	CONFLICTS OF INTEREST RELATING TO THE MEETING (PECUNIARY OR OTHERWISE)
Discussion:	<ul style="list-style-type: none"> ● There were no conflicts of interest recorded for this meeting

AGENDA ITEM 3	APPROVAL OF THE MINUTES FROM PREVIOUS MEETINGS
Discussion:	<p>Approval of the minutes from the following FGB meeting:</p> <ul style="list-style-type: none"> ● FGB Meeting 22.03.21 ● FGB Budget Meeting 18.05.21
Decision:	Governors resolved to approve the minutes of the above meetings subject to the matters arising under item 4.
Action:	<p>1. Approved minutes to be uploaded to the school website and a copy placed in the folder by: the clerk.</p>

AGENDA ITEM 4	MATTERS ARISING FROM THE ABOVE MINUTES / ACTIONS OUTSTANDING
Discussion:	<p><u>FGB Meeting 22.03.2021</u></p> <p>A governor referred to Item 12 “The LA will continue to have liability for the school building as they are responsible for ensuring that it is fit for purpose”.</p> <p><i>Q) Is this correct – do the Foundation not take on the responsibility for the building, rather than the LA? Is this not why the Foundation look at the buildings as part of their due diligence?</i></p> <p><i>A) Yes, the Foundation takes responsibility for the upkeep and maintenance of the buildings however the LA have an interest in terms of basic need.</i></p> <p><u>FGB Budget Meeting 18.05.21</u></p> <p>The clerk requested that the initials need removing from the minutes to anonymise them.</p> <p>The chair of governors confirmed that the Action Log is up to date, with all actions completed.</p>
Decision:	Governors resolved to agree that the matters arising had been clarified.
Action:	1. Removal of the initials from the Budget Meeting Minutes by: the clerk

AGENDA ITEM 5	CHAIR’S UPDATE
Discussion:	<p>The chair requested that the Reflection of Governance for 2020-21 be deferred to September 2021. This is not a statutory requirement of a maintained school, and it would be better to introduce it at the start of the next academic year when it becomes statutory for an academy school.</p> <p>SMA has resigned from FGB with immediate effect due to personal reasons MTA has resigned as a teacher therefore his post as staff gov will end at the end of the current term.</p> <p>After a discussion with the chair of the Sir John Brunner Foundation, the chair can confirm that the FGB constitution will change as an academy. The board will become a Local Governing Body (LGB) and require a minimum of 5 governors plus the headteacher (<i>ex-officio</i>) should they choose to remain on the LGB. This will consist of: -</p> <ul style="list-style-type: none"> - 1 x Co-opted governor - 2 x Parent governors - 2 x Staff governors <p>The chair intends to recruit for 1 parent governor and 2 staff governors in September.</p> <p>The chair and vice chair will need to be elected at the first meeting in September and it will be for a 12-month term. The committee chairs will also need to be elected at this meeting. The chair asked that if anyone wished to nominate themselves for any of the positions, they email him directly.</p>

	<p>Dates for the diary: -</p> <ul style="list-style-type: none"> ● 15th July staff BBQ – 3:30pm – 5:00pm. ● 2nd September – INSET Day – Governor Training (SDP, SEF, OFSTED & Presentation on celebration of curriculum) <p>The headteacher will add the updated SDP to GovernorHub at the end of the week</p> <p>The chair has received 2 letters of complaint from parents. Both complaints were initially resolved at school level over 6 months ago and were not raised as formal complaints in line with the complaints policy. The chair was happy with the steps that the school had taken to resolve the complaints, and therefore did not feel the need to go to formal process.</p> <p>The DfE have updated the KCSIE document, and the new version comes into force from 1st September 2021. Governors will need to read P1 and P2. The new version will be uploaded to GovernorHub Safeguarding folder and governors notified.</p> <p>Governors should be aware of the OFSTED review of Sexual Abuse in schools. The link to this is on the GovernorHub notice board. A copy will also be uploaded to the GovernorHub Safeguarding folder, along with the school's response to the report (a copy of which can be found with the Safeguarding Link report for item 9 of this meeting).</p> <p>The chair thanked the clerk for her work with the governing body over the last 3 years and wished her luck in her new role.</p>
Decision:	<ol style="list-style-type: none"> 1. Governors agreed to move the annual review of governance to the next meeting 2. Governors resolved to approve the chairs update.
Action:	<ol style="list-style-type: none"> 1. Annual review of governance to be added to the agenda for the next meeting by: the clerk 2. Nominations for chair/vice chair positions to be sent to the CoG by: governors 3. Availability for training and staff barbeque to be sent to the CoG by: governors 4. Updated KCSIE to be uploaded to GovernorHub and declaration to be updated once the document has been read by: the clerk / governors 5. Ensure familiarisation with the Ofsted review into sexual abuse in schools and read the school's response to this by: governors

AGENDA ITEM 6	ANY OTHER BUSINESS
Discussion:	The clerk did not receive any other business

AGENDA ITEM 7	CHAIR'S ACTIONS
Discussion:	<p>Chairs actions were undertaken for approval of the following: -</p> <ul style="list-style-type: none"> ● Examinations Policy ● Updated Covid Risk Assessment
Decision:	The FGB resolved to accept the chairs actions recorded above

AGENDA ITEM 8	GOVERNOR TRAINING UPDATE (APPENDIX A)
Discussion:	The training list for the summer term was circulated to governors prior to the meeting. The chair confirmed that all governor records are up to date
Action:	1. Training courses to be booked via GovernorHub as required by: governors

AGENDA ITEM 9	GOVERNOR VISITS / REPORTS
Discussion:	<p>The link governor reports were circulated to the FGB prior to the meeting. Key points: -</p> <p>Finance: The link governor for finance thanked the SBM and finance manager for their work in managing the budget.</p> <p>SEND</p> <p><i>Q) At the last meeting there were 17 primary students identified with SEND and the school was looking at providing an early transition period with 3 meetings. Has this happened?</i> <i>A) Transition visits have been taking place, with key workers taking students around after school hours. These have been individual visits in line with the COVID risk assessment and 2 visits have been arranged for each student.</i></p> <p><i>Q) The governor's report refers to the development of a new handbook for staff to increase awareness around SEND. Has this been done yet?</i> <i>A) There will be several different roles within the provision for staff to enable a more targeted provision. Student needs will be communicated fully with all staff to inform of support required and provide information on the range of conditions our students may have. "Handbook" is not really the correct term, as it is guidance.</i></p> <p><i>Q) In the SEND report to governors the SENDCo refers to external agencies – there is a mixed bag in terms of the level support provided. Are the school going to continue with these agencies?</i> <i>A) COVID has restricted staffing capacity for many of the agencies which has led to reduced support and increased waiting times. Agencies have not been providing all services and most of their staff are working from home. The LA has recently gone through a SEND Ofsted inspection. 2020 has not been an easy year for anyone. CAMHS is overloaded, and the school is being told that students in need of help are not suitable for support (even those with suicidal tendencies) as they are stretched beyond limit. The school is however tirelessly working to find solutions and provision to support students, commissioning for example counselling service from SWANS.</i></p> <p><i>Q) How would the school get education psychologist support when applying for an EHCP for a student? Would this need to be funded by the school?</i> <i>A) The LA would provide this however the school has had to push for this for EHCPs. The waiting list can be up to 6 months, It is frustrating but there is a shortage of educational psychologists nationally.</i></p>

	<p><u>H&S</u></p> <p><i>Q) The report states that the school needs a new fire alarm system and has received 2 quotes, one for £85K and a second for £67K. Does CEC pay for that work to be carried out or is it for the school to finance?</i></p> <p><i>A) CEC will not pay for this. The funding will be looked at under a SIF bid when the school becomes an academy.</i></p> <p>The fire system was mentioned during the recent Health & Safety walk with the site manager. It needs to be updated as it cannot be programmed in line with L2 requirements. This is because it is an old analogue system.</p> <p><i>Q) Are the Health & Safety training dates for maintenance staff still valid or will they need to be renewed?</i></p> <p><i>A) The dates are being reviewed by SBM / site manager to check that they are still current and to identify any new staff that will require training. There are several new members of staff on the site team so they will need to undertake manual handling training and working at height training.</i></p> <p>The annual Health & Safety audit did not take place as the auditor has been unable to attend for personal reasons. It has been rebooked for 15th Sept.</p> <p><u>Safeguarding</u></p> <p><i>Q) Is the de-escalation and positive handling training still going ahead?</i></p> <p><i>A) There are 20 staff members who will be trained to level 2 designated safeguarding status to help reduce pressure on the team. There is nothing currently booked for de-escalation and positive handling. This needs to be carried out for core staff but has not been agreed yet, a restraint log is in place for any incidents that may occur in the meantime.</i></p>
Decision:	The FGB resolved to accept the link governor reports.

AGENDA ITEM 10	REPORTS FROM THE COMMITTEE CHAIRS
Discussion:	<p>Draft minutes from the Progress & Achievement committee meeting, along with a written report from the committee chair were circulated prior to the meeting.</p> <ul style="list-style-type: none"> As the meeting only took place 7 days ago the committee chair had nothing further to add to the report. <p>Draft minutes from the Resource committee meeting along with a written report from the committee chair were circulated prior to the meeting.</p>
Decision:	The FGB resolved to accept the reports from the committee meetings detailed above.

AGENDA ITEM 11	ACADEMY CONVERSION UPDATE
<p>Discussion:</p>	<p>The chair confirmed with the FGB that following final consultations and due diligence, the governors are resolved to join the Sir John Brunner Trust.</p> <p>This was agreed by those members present.</p> <p><u>Commercial Transfer Agreement</u></p> <p>The chair referred to the Commercial Transfer Agreement available on GovernorHub and asked the FGB to confirm that they were happy for any 1 member of the FGB to sign the document rather than agreeing a designated governor specifically, as this may cause a delay in the academisation should that governor be unavailable.</p> <p>The FGB agreed that they were happy for this to be the case.</p> <p>The SBM informed governors that the copy currently on GovernorHub is only a draft and not the final document which is why it cannot be signed now. The final document may contain amendments, but these will be clearly marked.</p> <p><i>Q) What happens to funds currently held in bank accounts and cash-in-hand monies. If it does not get spent does it need to be returned to county?</i></p> <p><i>A) Yes, the school is currently a “chequebook” school so the money is not physically in the account, it is a specific amount allocated to the school 4 times a year to cover running costs therefore if it is not required then the school will not receive the funds.</i></p> <p>The school and trust are still under negotiations with the unions as to whether the trust will agree to a Trade Union recognition agreement. A further meeting is taking place on 13th July to discuss this.</p> <p>The school has already received a statement from the trust to offer reassurances around terms and conditions, contractual rights etc. and there is no risk to staff. The trust is not seeking to change terms & conditions of employment, and staff will not notice any difference come Sept. The trust current does not have a Trade Union recognition agreement in place with Leftwich, however the trust is not looking to deny staff the opportunity to be in a union.</p> <p>Everything is now ready to go – the school and the trust are meeting tomorrow re: the buildings – the trust is seeking to get a contribution from CEC before they take the school on.</p> <p>The SBM is also awaiting the joint use contract to be finalised</p>
<p>Decision:</p>	<ul style="list-style-type: none"> ● Following final consultations and due diligence, the governors are resolved to join the Sir John Brunner Trust. ● The governors agreed that any one member of the FGB can sign the CTA document. ● The governors resolved to accept the academisation update.

AGENDA ITEM 12	FINANCE UPDATE
<p>Discussion:</p>	<p>The updated finance report was circulated to governors prior to the meeting, and governors submitted their questions to the team in advance.</p> <p>Key points: -</p> <ul style="list-style-type: none"> ● The out turn from the local authority has now been received and there have been changes to staffing which have now been reflected in the 3-year budget proposal. ● The school was expecting a payment of approximately £13,000 due to Covid Mass Testing (not included in the May forecast). The school received £14,160 on 25th May and a further £13,240 on 9th June. ● Maternity Reimbursements of £7,232 received on 20th May ● SEND adjustments of £12,690 received on 20th May ● A reimbursement of £3,821 for 2017-2019 backdated holiday pay received on 11th June ● EIP Primary School funding of £3,359 received, relating to Middlewich Primary School <p>Notes around the high carryforward figure have been submitted to the LA to confirm why it is so high this year (refer to pg2 of the budget report)</p> <p>A 1.5% pay increase has been included for support staff, even though the chancellor announced a pay freeze for public sector staff last year – the negotiations started prior to this announcement therefore the increase is exempt from the pay freeze. Unions have rejected the 1.5% and are still in negotiation.</p> <p>The CoG thanked the finance team for their work closing the accounts down – the LA changed accounting system just prior to the end of year meaning it was a lengthy process.</p> <p>The finance manager informed governors that the report may look a little different compared to the last one submitted for approval (the ledger code now starts with an “R” rather than being a 5 digit numerical code) and the local authority are trying to reduce the number of account codes used, for example where MHS would have different codes for repairs and building maintenance, tenants maintenance and security services they will now appear under one ledger code. In doing this it will appear that spending has increased quite significantly in that area, however it is just that 3 codes have now been amalgamated into 1.</p> <p><i>Q) Will you be using this system in September?</i> <i>A) No, training is arranged with the trust for their system, however this will need to be updated at Christmas as they are amending their systems.</i></p> <p>The headteacher thanked the finance team for the work they have had to do not only managing budgets but having to cope with the changing systems.</p> <p>Money received should be spent to the benefit of children – not on the maintenance of buildings.</p>
<p>Decision:</p>	<p>The FGB resolved to approve the updated 3-year budget forecast</p>
<p>Action:</p>	<p>1. Attach the governor questions to the minutes as an appendix by: the clerk</p>

AGENDA ITEM 13	HEADTEACHER'S REPORT
	<p>The headteacher's report was circulated to governors prior to the meeting, along with SLT reports for Safeguarding, Attitude to Learning (ATL), Student Attendance and Exclusions, Curriculum, and Staff Absence.</p> <p>Key points: -</p> <ul style="list-style-type: none"> ● Since the report was written there have been several positive covid cases identified amongst students. ● There has been some disruption to staffing as parents have had to look after their own children who have needed to isolate. This led to a rolling year group on site model for 4 days to minimise disruption to learning. ● Covid is accelerating rapidly throughout schools now, possibly due to the new variant. ● The student absence data for last week has been impacted by the number of isolations ● The Y11 TAGs sample submitted to the examinations board has made it through the first part of the QA process. ● Y11 results will be communicated via email this year so that no child feels disadvantaged when receiving their grades. ● Support will be offered to those Y11 students who require it ● NEET figures will be tracked to ensure that children move into further education or work placements once they leave secondary education. ● EBacc figures have increased significantly due to the revised options process & review of curriculum ● Mass COVID testing will resume on site in September, with pupils needing 2 tests on site. <p>The headteacher formally thanked the deputy headteacher for his support in running the school during her leave over the last 2 weeks.</p> <p><i>Q) Is the only staff vacancy for a science teacher?</i> <i>A) Yes, although there is possibly a technician to replace, and an internal advert has just gone out for a second in english. The school will be fully staffed for September with the exception of the science role which will be readvertised from Sept 21.</i></p> <p><i>Q) Do all staff who are leaving undertake exit interviews?</i> <i>A) Yes. There are lots of interesting reasons as to why staff are leaving; a change of lifestyle, an opportunity too good to miss, promotion and change of role etc. Nothing that reflects negatively about the school.</i></p> <p><i>Q) LA Covid briefings are still coming through. The CoG has sent 2 to governors today about mass testing on site. When are we doing that?</i> <i>A) The headteacher strategically planned a staggered start for all year groups in September. The school will not be sacrificing INSET days to do covid testing. There are lots of logistical things to be planned, for example previous consent for testing still stands but the new Y7 need to provide their consent. Also, previous consent will need to be checked as some parents/students may have changed their minds. The headteacher will formulate a plan and circulate for governors once in place.</i></p> <p><i>An amendment to the isolation rule going forward is that only the child who has tested positive needs to isolate, not any close contacts identified in school. The NHS track & trace system will deal with close contacts.</i></p>

	<p><i>Q) Has the school received an updated Inspection Data Summary Report (IDSR)?</i> <i>A) For NEETS and EBacc the 2019 data will be used. There are also shadow TAGS on the data submitted. Attendance is above national, and PP is in line with National. The work carried out around curriculum development has been massive and the school has seen a huge shift in performance.</i></p> <p>The supporting reports show the importance of focus on disadvantaged students. This will remain one of school priorities.</p> <p><i>Q) The report shows a reduced number of exclusions. Is this the case?</i> <i>A) Yes, the school offers support in advance for students with behavioural issues to try and prevent any exclusions.</i></p> <p><i>Q) On the exclusions report, a Y8 student was excluded on 28/04 for an alcohol related issue. The same information is also on the next page. Is this a duplication or was it 2 children?</i> <i>A) It was 2 children who colluded together to bring it into school. Whilst disappointing, the investigation did also uncover a safeguarding concern, so it was actually beneficial.</i></p> <p><i>Q) Y9 are still showing as the most problematic year group. Is this correct?</i> <i>A) Yes, it is a year group with significantly more PP/disadvantaged students. They have been provided with additional support and role model behaviour from a strong pastoral team, who are carrying out work with aspirations and careers guidance in order to Improve attitude to learning and student conduct.</i></p> <p>The chair and governors thanked SLT for their reports.</p>
Decision:	The FGB resolved to accept the headteacher's report
Action:	1. CoG to be notified if governors can help with the onsite COVID testing in September by: FGB

AGENDA ITEM 15	TERM/HOLIDAY DATES 2022-23
Discussion:	<p>The holiday dates and proposed INSET days for 2022-23 were circulated to governors prior to the meeting.</p> <p>There is an additional bank holiday to be taken on June 2nd 2022 due to the Queen's Jubilee, Because this falls in the half term break the school can take it on an alternative day. The headteacher proposed the 3rd December 2022. Governors agreed that this was acceptable.</p> <p>The FGB discussed the INSET days and staggered returns for 2022-23.</p>

Decision:	The FGB resolved to agree the additional INSET day on 3 rd December 2022 and the holiday/INSET dates for 2022-23
Action:	1. Updated holidays to be uploaded to the school website by: Head's PA

AGENDA ITEM 15	GOVERNOR MEETING DATES 2021-22
Discussion:	<p>The proposed meeting dates for 2021-22 were circulated to governors prior to the meeting.</p> <p>The CoG made governors aware that new start time for meetings is 4pm and not 4:30pm.</p> <p>All meetings will be held on a Monday, apart from one P&A Committee meeting which will be held on Tuesday 15th February 2022.</p> <p>The dates fit into the cycle of trust governance meetings.</p> <p>Election for two staff governors and a parent governor will take place at the start of the next school year.</p> <p>Dates for the Heads Pay & Performance meeting to be arranged in September,</p>
Decision:	The FGB resolved to agree the proposed meeting dates for 2021/22
Action:	1. Agreed dates to be uploaded to the school website

AGENDA ITEM 16	POLICIES FOR REVIEW
Discussion:	<ul style="list-style-type: none"> ● First Aid – MBE <ul style="list-style-type: none"> The policy was approved with the following amendments required. <ul style="list-style-type: none"> ▪ <i>First Aider list updated before being published.</i> ▪ <i>Add the appendix as a separate document rather than at the end of the policy.</i> ● Equality information and Objectives Statement <p><i>Q) With reference to Section 5, 3rd bullet point – is this also referenced to in the Educational Visits policy? What will the school do if a SEND student wants to attend a school trip?</i></p> <p><i>A) Parents have the opportunity to attend if required to support the child, and this has happened on previous trips. No child is excluded. The school will work with families where required to provide accessibility.</i></p> <p>The policy was approved</p> ● Protection of Biometric Data <p><i>Q) What exactly is biometric data?</i></p>

	<p><i>A) Biometric data means personal data relating to the physical, physiological or behavioural characteristics of a person, confirm the unique identification of that person, such as facial images or finger prints. In our case it is used as the cashless payment system in the canteen where students and staff use their fingerprint to pay for their lunch.</i></p> <p>The policy was approved subject to the highlighted line being completed.</p> <ul style="list-style-type: none"> ● Whistle-blowing Policy <p><i>Q) Doe the school have an Appointed Officer for whistleblowing?</i> <i>A) No, a person is appointed on a case by case basis depending upon the whistleblowing event.</i></p> <p>The policy was approved</p> <ul style="list-style-type: none"> ● Provider Access <p>The policy was approved</p> <ul style="list-style-type: none"> ● Educational Visits <p>The policy was approved</p> <ul style="list-style-type: none"> ● Drugs Policy <p><i>Q) Does the policy need to refer to alcohol related instances too?</i> <i>A) No, alcohol is classed as a drug so does not need to be reference too separately</i></p> <p><i>The following policies have been represented for approval following the Progress & Attainment meeting held 05/07/2021</i></p> <ul style="list-style-type: none"> ● <i>Anti-Bullying</i> ● <i>Literacy</i> ● <i>Curriculum</i> <p><i>The governing body were satisfied with the amendments and approved the policies.</i></p>
Decision:	<ul style="list-style-type: none"> ● Governors resolved to approve the above policies subject to the amendments recorded above.

AGENDA ITEM 18	STATEMENT OF IMPACT
Discussion:	<ul style="list-style-type: none"> ● Approved the minutes from the FGB meetings held on 22.03.21 ● Approved the minutes from the FGB Budget meeting held on 18.05.21 ● Discussed and accepted matters arising from the minutes ● Received and accepted the chair's update ● Received, and approved the chairs actions, detailed under item 7 ● Received and accepted the governor training update ● Received and accepted the governor visit reports ● Received and accepted the committee chair reports ● Received and accepted the updated Academy conversion update ● Resolved to join the Sir John Brunner Foundation ● Agreed that any one member of the FGB can sign the Commercial Transfer Agreement ● Received and approved the updated 3-year budget report ● Received and accepted the headteacher's report ● Received and agreed the Holiday/INSET dates for 2022-23 ● Received and agreed the governor meeting dates for 2021-22 ● Approved the policies listed under item 16, subject to the amendments recorded.

DCA & AAT left the meeting at 6:50pm

There being no further business, the part 1 meeting closed at 6.51pm

The next meeting of the Full Governing Body will take place on the 27th September 2021 – venue tbc