

Date: Thursday, 4<sup>th</sup> March 2021  
 Time: 5:45pm Meeting  
 Venue: Microsoft Teams

Clerk: C Vogt  
 Present: C Nevin (Chair), A Ali, L Booth, J Crawford, M Vevers, S Marsden  
 In attendance: R Carling

Action	Initials
Inform the Clerk of any changes to the Register of Business Interests	All
Check whether AA and SM have completed DOI forms	Clerk
JC and Chair will meet to discuss requirements for the Chair role.	JC/Chair
Chair, MV and JC to meet separately to look at what KPIs are critical and how tracking for all KPIs should be undertaken	Chair/MV/JC
Diversity, LGBT and knife crime sessions dates to be circulated to Governors to allow for attendance if required	RC
A programme of events in the Summer Term will be provided to Governors which they can choose to attend	RC
Governors thanks to be conveyed to staff for their hard work and professionalism in arranging blended learning and return to school, as well focusing on individual student development not just academic achievement	MV
Governor Self Review of Impact to be updated	CV

Agenda – Part 1			
Category	Item	Notes	Action
1 Governance Arrangements	Apologies	There were no apologies for absence for this meeting. The Chair welcomed S Marsden (SM) to the Committee as a new Governor, and round table introductions were made. Congratulations were also given by Governors to A Ali (AA) on receiving an OBE in the recent Honours List.  There were no declarations of interest in any of the agenda items.	
	AOB items	None	
	Register of Interests	The Clerk circulated the Register of Interests prior to the meeting and asked to be notified of any amendments.  <b>Action: The Clerk will check if SM and AA have</b>	All  Clerk

			received DOI forms to complete.	
		Code of Conduct	The Clerk circulated the Code of Conduct prior to the meeting and there are no changes to note.	
		Part 1 minutes	<p>The minutes of the meeting held on 26<sup>th</sup> November 2020 were <u>approved</u> as a correct record of the meeting.</p> <p><u>Matters Arising</u> The following actions were confirmed to have been carried out:</p> <ul style="list-style-type: none"> <li>• Target wording within School Development Plan amended</li> <li>• Safeguarding Policy amended on P.5 and P.30</li> <li>• Governor Self Review of Impact updated</li> <li>• GDPR training undertaken by all</li> <li>• Pupil Premium talk arranged for later in the meeting</li> <li>• Staff were given Governors' thanks and these were well-received</li> </ul>	
		Membership: Recruitment Update/ Succession planning	<p>The Chair confirmed the new membership of SM to the Academy Committee (AC) and Governors heard that there were currently no further applicants of interest. In relation to the two potential Governors mentioned previously, these had not been progressed. There was a possible Parent Governor in the pipeline.</p> <p>The Chair asked Governors to suggest names of anyone considered suitable and to convey to candidates that being on the AC was an opportunity to develop and engage with the local community.</p> <p>The Chair said that, as his appointment had been <i>pro tem</i>, he would like to propose J Crawford (JC) as Chair from the next meeting.</p> <p><b>Governors approved the appointment of JC as new Chair from the next meeting and JC confirmed acceptance of the role.</b></p> <p><b>Action: JC and Chair will meet to discuss requirements for the Chair role.</b></p>	JC/ Chair
		Scheme of Delegation	The Chair advised Governors that there had been minor changes to the Scheme of Delegation, including the requirement for the AC to appoint a	

			<p>Safeguarding Governor and SEND Governor. Also, to ensure that the Governor Self Review of Impact to the Trust Board was completed. There were no other significant changes for the AC.</p> <p>In view of SM's experience with the Police Force before recent retirement, Governors felt that SM was the perfect choice for this role. SM confirmed that she was happy to take up this appointment.</p> <p>Governors confirmed the previous appointment of the Chair as SEND Governor, and noted that the Governor Self Review of Impact was being updated after each meeting</p>	
		Trust Board Update	<p>The Chair advised that the summary provided by the Trust Board was to ensure continuity between the AC and the Board. It also provided Governors the opportunity to flag up any issues, questions or ideas.</p> <p>Governors had no queries concerning the update.</p>	
2	School Performance and Accountability	Review Strategy and Development Plan, including Strategic Priorities and Critical Success Factors (School level)	<p><u>Lockdown Summary Report</u></p> <p>M Vevers (MV) presented the report, with key points noted by Governors as follows:</p> <ul style="list-style-type: none"> <li>• Rather than provide a Head Teacher's Report, MV felt it was more appropriate to provide information on what had taken place during lockdown.</li> <li>• The school was pleased with the success of remote provision and how well live and non-live lessons had gone. Steps had been taken to ensure that students were not in front of a screen all day. Lessons had been shortened by five minutes to give students a break from screens.</li> <li>• It was difficult to assess progress whilst students were at home.</li> <li>• Attendance for live sessions was strong. Although there was no published data to compare with, the school's percentage attendance in the high 80s seemed very good when considered against other local schools who were reporting percentage figures in the 60s.</li> <li>• For those students not attending, this was being looked into carefully to address any issues. R Carling (RC) advised Governors that Heads of Year (HOY) and parent</li> </ul>	

			<p>feedback had been taken into consideration in the provision of home lessons. The high attendance reflected the success of this. The term 'ghost' was utilised for any student shown as being in the lesson but not responding, and they would not receive a mark for attendance. 'Ghosts' were not included in attendance figures. Staff were ensuring that students could type a response to indicate their participation in sessions to prevent anyone feeling forced to speak.</p> <ul style="list-style-type: none"> <li>• MV advised Governors that it was possible to log into teams and not be seen. There had been a concern that students were not engaging, which the school was aware was also a national problem, hence the steps to address this by classing these students as 'ghosts'.</li> <li>• RC said that, in the provision of teaching, there was a HOY call rota which was supported by the Head of House (HOH) and tutors. This refreshed lessons and allowed parents and students to engage with different members of staff. It had been warmly received by students and parents alike.</li> </ul> <p><b>Q: JC queried are non-attendees related to a small core group?</b></p> <p>MV said it was a mixture of students. It was clear that some pupils were struggling to attend and the school had recognised that it was not always possible for those with specific needs to do so. The provision of IT equipment, including 15 laptops from DfE and the school's spend of £3,000 on more, had helped deal with some attendance issues. The school had also secured another 25 chrome books from a local business. There was an ongoing cycle of issues with broken laptops etc. and it was important to have stock of equipment available when required. The DfE was due to send around 10-15 extra laptops.</p> <p>RC said there was a strong 30% cohort attending all lessons, bar one. HOYs were calling students who had missed lessons, with attendance issues being addressed on a daily basis. Students were being given the opportunity to catch up on lessons missed.</p>	
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			<p>Governors heard that the list of vulnerable students had grown. Some were struggling to access lessons at home due to lack of or having to share technology, or because it was a busy household not conducive to learning. The school had addressed this by giving students the opportunity to come into school. Whilst all were invited, some chose not to attend school. The pupil numbers for on-site provision fluctuated, for reasons such as whether the critical worker parent was in work.</p> <p>Additional points reported by MV were:</p> <ul style="list-style-type: none"> <li>• All staff were now fully conversant with Microsoft Teams and the aim was for it to be used more in the future. There was the potential to use a blended model, perhaps for AC meetings and other school meetings, to ensure best use of time. Professional learning meetings were continuing and the annual Trust-wide collaboration will take place via Teams.</li> <li>• Continual recruitment was essential to secure the best staff. An additional layer had been embedded in the process with a 30-minute meeting on Teams prior to the formal interview. This was to discuss the CV in detail, looking at any gaps and safeguarding. It was hoped that some candidates might be able to come into school and undertake teaching practice in a socially distanced setting.</li> </ul> <p>Governors agreed that the blended use of Teams for meetings going forward was a good idea and could ensure much greater attendance.</p> <p>The Chair thanked MV for the informative safeguarding summary.</p> <p><u>Key priorities</u></p> <p>Governors were advised that these had been rag-rated for simplicity. For those that were red, it was due to the school not being able to fulfil these aims during lockdown. For example, students had not been in school long enough to develop the use of subject ambassadors. It was the same in relation to promoting Trust-wide competitions. It was hoped that some online competitions could take place in the Summer Term.</p>	
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			<p>Governors appreciated that those objectives rated red had been impacted by Covid 19 and the lack of stability caused by the pandemic. The pressures the school had been facing were recognised and it was clear that meeting the aims had been impossible for the school. However, Governors considered this a useful list which would be reviewed at each meeting and followed through.</p> <p>In relation to Covid-19 response in terms of student progress and attainment, this has now been rated as amber and was a key priority. The recent lockdown means that this becomes a key priority. Once students were back in school, progress and attainment would be checked in detail.</p> <p><u>KPIs</u>  <b>Q: The Chair asked how should the AC track KPIs and decide which ones need to be tracked more closely?</b>  Governors agreed that the Chair, MV and JC would meet separately to look at what was critical and how tracking for all KPIs should be undertaken. This would be fed back to Governors for agreement.</p>	Chair/ MV/JC
		Ensure Delivery of School Curricula and Assessment in line with the Trust's approach	MV confirmed that delivery was monitored regularly. Benchmarking with other schools within the Trust was undertaken and the school aimed to emulate CHHS which is outstanding. There were Trust Leads in English, Maths, Science, Geography and History. One was also being considered for IT. These Leads continually checked against the Trust's approach and the recent English report provided to Governors highlighted this.	
3	Governor Monitoring	Finance Update	<p>The management accounts were circulated prior to the meeting.</p> <p>Governors heard that there was still money available for spend. Funds had been saved up to provide another covered area outside, as the existing one was very highly used.</p>	
		Policy Reviews	The Behaviour, Mobile Technology and Fit to Study Policies were circulated prior to the meeting.	

			<p><u>Behaviour Policy</u> Governors noted minor changes and were happy to approve.</p> <p><u>Mobile Technology Policy</u> Governors reviewed and confirmed their approval.</p> <p><u>Fit to Study Policy</u> <b>Q: The Chair asked should paragraph 23 be amended to allow three governors from any ACs across the Trust to meet at Appeal Level 3?</b> Governors agreed that it could prove difficult to form a panel of three governors from one AC and it would be preferable for the wording to be changed to encompass all ACs.</p> <p>Subject to the above amendment, Governors approved the policy.</p>	
		Ensure Curriculum Policies, Behaviour and Welfare Policies are in line with Statutory Guidance	<p>MV confirmed that regular reports were received from Paula Murphy who checked the school's compliance every three months. There were no current issues with compliance.</p> <p>RC advised Governors that the main page had been changed to reflect lockdown. The Safeguarding tab had been made more visible, with NSPCC recommendations and links on e-safety for parents to access. The page would be reviewed when students returned to school.</p> <p>In relation to the risk register, Governors were regularly able to review this at meetings, with the school being expected to flag up any risks that changed rating in the meantime.</p> <p>MV advised that the risk of Covid-19 was being successfully managed. It was now obligatory to have lateral flow testing and wear masks in lessons. The latter had been stipulated by Public Health Tameside (PHT), with parents asked to contact PHT direct if any issues. It was crucial to wear face masks as the Kent virus, which was more transmissible, accounted for most of cases locally.</p>	
		Safeguarding and SEND Link Governor updates	Due to the fact that Link Governors have been recently appointed, there were no updates.	

		<p>Review Educational Achievement of Looked After/Previously Looked After Children</p>	<p>RC informed Governors that the school was currently in receipt of nine students with EHCP which doubles capacity in school. In relation to looked after children, the school had just gained another student, giving a total of five. Three of the five were at risk of exclusion. SM was working closely with the other two. Whilst progress in Maths and English was not strong, behaviour data was much stronger. The school was working with outside agencies such as Military Mentors (MM) to improve behaviour and attitude to work. Additional English and Maths support was also being provided. No looked after child had been excluded and the school was consciously trying to ensure this did not happen.</p> <p>The aim was to bring the work of MM into school for a wider programme when possible.</p> <p>Governors stated that they were aware children's lives had been severely disrupted due to the pandemic and it was important to give them as much support as possible. There had been notable success with these students at CHHS and the aim was for this to be replicated across the Trust.</p> <p>RC said that an emergency meeting had been called for a Y8 student who was at risk of permanent exclusion but this had been avoided with the help of SM who had arranged for MM to come into school for two weeks to monitor the students' behaviour. This had resulted in significant improvement.</p> <p><b>JC asked if more information could be provided about MM?</b></p> <p>RC said this was new organisation. Students met the mentor on a Wednesday to split up the week. Events such as walking in the hills were arranged where discussion on barriers in school and career goals would take place. As this was outside of school, students were not stigmatised.</p> <p>SM confirmed that funding for another student had just been secured.</p> <p><b>AA asked where does the funding come from?</b></p> <p>RC said it was provided by the Council.</p>

			<p>A knife crime session had also been organised with another agency for a select number of Y8 and Y9s. This had been particularly impactful due to the personal experience of the presenter whose brother had been murdered, and some students had been in tears. Workshops had been arranged for October but this had to be deferred. The aim was to arrange another session in May where the speaker could present to everyone in a year group. Diversity, LGBT and knife crime sessions were scheduled, with parental consent.</p> <p><b>Q: JC asked if Governors could attend some of these sessions?</b> RC confirmed this should be possible.</p> <p><b>Action: Governors will be advised of session dates.</b></p>	RC
		Monitor Pupil Premium, Catch Up and Sport Premium Spending	Governors were satisfied from the information provided within the Lockdown Report that spend was being used judiciously.	
		Governor Self Review of Impact	The AC Annual Report to the Trust Board was circulated prior to the meeting and will be updated to reflect points discussed during the meeting.	
4	Governor Development	Governor Training – Review Trust Plan	<p><b>Q: CN asked what training Governors thought the AC should focus on?</b></p> <p>Governors agreed that it would be useful to read the school curriculum and assessment page on the Laurus Ryecroft website prior to the next meeting to have a better understanding of the breadth of the school's activities.</p>	
5	Community Engagement	Stakeholder Engagement	<p>Governors noted that it had not been possible to engage in any activities during lockdown.</p> <p><b>Action: RC will put together a programme of events such as assemblies, career workshops etc. in the Summer Term which Governors could attend.</b></p> <p><b>Q: AA asked if a competition could be arranged for each house to prepare a video for parents on the new school building?</b></p> <p>MV agreed this was a very good idea. Videos for the options process were currently being done and, as editors were busy, the competition might have to be deferred for a few weeks.</p>	RC

	AOB		There were no other items of business to discuss. This session of the meeting closed at 7.11pm	
	<b>Meeting dates</b>	Academic year 2020-2021	Monday 21 <sup>st</sup> June 2021 at 5.45pm	

Agenda – part 2

The press and members of the public to be excluded from the meeting at this point under 2003(school governance procedures) (education) regulations because of the confidential nature of the business to be transacted.

**Impact of Meeting / Key Outcomes**

- A new Governor, SM, was appointed by Governors to the AC
- SM agreed to take on the role as Safeguarding Link Governor
- CN was confirmed as SEND Link Governor
- Governors approved the appointment of JC as new Chair from ACM4
- A sub-group of Governors will meet to identify crucial KPIs and consider how tracking for all KPIs should be undertaken. Recommendations will be fed back to Governors
- Behaviour, Mobile Phone and Fit to Study Policies were reviewed and approved, with a recommended amendment to the latter as noted above
- Governors agreed to read the school curriculum and assessment page on the Laurus Rycroft website prior to the next meeting
- A schedule of events for Governors to attend to promote stakeholder engagement will be drawn up and circulated to Governors

Signed by the Chair:

*Julie Crawford*