



ACADEMY COMMITTEE MEETING

Date: Tuesday 24th September 2024

Time: 6.00pm

Venue: CHHS – Laurus Institute

Clerk: N Burgess

Present: S Kiani, K Pearson, I Castledine, W Riley, D Brown, C Jamison, L Brooks, B Gannon,
P Benton, M Turnpenney, A Ballard and M Kelly

Action	Initials
Governors to check their record on register of business interests	All
Update on Vice Chair appointment	IC
Update on LAC attainment at ACM2	DB
Governor thanks to be passed to all staff for their work in helping students receive the outstanding outcomes	DB
To clarify with the CFO if the school invests any funds	DB
Update on Pupil Premium at ACM2	DB
Complete mandatory training modules and send certificates to the Clerk for retention	All
Circulate list of school events	NB

Agenda – Part 1

Category	Item	Notes	Action
1 Governance Arrangements	Training – KCSiE updates	<p>A Ballard presented to Governors the key messages from the Keeping Children Safe in Education 2024 updates and to remind that everyone plays a role in safeguarding.</p> <p>Governors were informed that the training received was the same as that delivered to all staff on the Inset day in September.</p> <p>The training also detailed professional relationships, referrals, reporting of concerns, use of mobile technology, Smoothwall monitoring, GDPR, AI and Whistle Blowing.</p>	
	Roll of honour and exam results	Governors viewed the photographs of students receiving their GCSE and A Level results and also the y13 results and destinations information.	

	Apologies	There were no apologies for this meeting.	
	AOB items	There were no other items of business raised which were not covered by the agenda for this meeting.	
	Declarations of interest in any of the agenda items	There were no declarations in any of the agenda items made.	
	Register on Business Interests	Governors are asked to check their record on the Register of Business Interests circulated and inform the Clerk of any changes.	All
	Code of Conduct	Governors <u>agreed</u> to adhere to the Code of Conduct.	
	Part 1 minutes	<p>The minutes of the meeting held 25th June 2024 were <u>approved</u> as an accurate record of the meeting.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Pupil Premium will be reviewed in detail at ACM2. Governor's attention was drawn to the Pupil Premium policy on the school website • Risk Register meeting has been arranged • Workload – no guidance has yet been received. This item can be revisited in the future if needed 	
	Membership: Recruitment Update/Succession Planning	<p>S Kiani was welcomed to her first meeting as Co-opted Governor and introductions were given.</p> <p>Governors were informed that A Jarvis had now left the Academy Committee due to retirement and plans to travel. Governors recorded their thanks to A Jarvis for his work as an Academy Committee member for a number of years.</p> <p>Governors were notified prior to the meeting of the vacancy of Vice Chair role. A further update will be given at the next meeting of this committee.</p>	IC
	Scheme of Delegation	<p>The Scheme of Delegation has been updated for the academic year.</p> <p>Governors had no further questions to raise.</p>	
	Trust Board update	<p>Governors received the reports for the Trust Board meetings in May 2024 and July 2024.</p> <p>It was noted that the majority of policies are now held at Trust level and a small number are school specific and are therefore approved by this committee.</p> <p>Governors had no further questions.</p>	

2	School Performance & Accountability	<p>Review Head of School Report including:</p> <p>Pupil outcomes</p> <p>Educational achievement of looked after/previously looked after children</p>	<p>W Riley attended to present the Head of School Report data.</p> <p>Leaders were delighted with the GCSE outcomes which had been the best set of results ever for the school. 72% of students had achieved 9-5 in Maths and English. Governors were also pleased to note the exceptional attainment for the year 9 MFL students.</p> <p>Governors noted that Progress 8 data was not released until October and that this would be the last year for 2 years.</p> <p>Governors reviewed the breakdown of outcomes by subject. Leaders acknowledged that the results were incredible but that better is always possible and there are still areas to work on.</p> <p>Q – How do you teach the students who have taken a qualification in their home language? A – We prepare them for the exams but external agencies undertake the content and the speaking exams.</p> <p>Q – What does English best mean in the results table? A – Our students sit 2 English GCSEs. One in Language and one in Literature. English best is the highest result of the two exams. There was a significant improvement in English results this year, we are moving in the right direction but there is still work to be done and this is an area of focus for Leaders.</p> <p>Q – Are the English results where you expected? A – Yes, the results are still good, but they have been higher in the past. Language and Literature students have done better in one than in the other. This is an area we are working on.</p> <p>Q – Do you think this has been due to change of staff or a more demanding exam? A – There have been changes of staff in other areas which were not affected.</p> <p>Q – Have there been any changes due to re-marks? A – There have been some re-marks submitted as a priority.</p> <p>It was noted that KS3 Literacy interventions take place but these would not have been in place for these students during the times of national lockdown. Covid had an immense impact and we are ensuring we are doing enough for these students.</p>	
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		<p>Governors were pleased to note the outcomes for EAL students.</p> <p>It was agreed to focus on LAC attainment at the next meeting of this committee.</p> <p>Q – What is the criteria for Sixth Form entry in Maths and English? A – A grade 6 or more in both subjects.</p> <p>Governors then reviewed the A Level results which they were delighted to note. 69.7% of entries were B or above and 44.7% of entries were A/A*.</p> <p>Q – Would you ever consider lowering your 80% target for B or above? A – No this is something we would always aim for and we know it is very aspirational. We aim to be able to open doors of opportunity for all our students.</p> <p>Governors noted the excellent results for the Extended Project which was undertaken by 41 students. The average grade was an A and this is a good qualification for UCAS applications.</p> <p>Governors attention was drawn to the excellent y12 Core and Further Maths results.</p> <p>Post 18 destinations were reviewed. 59% of students had gone on to attend a Russell Group university, 3 students to Oxbridge and 13 to study Medicine, Dentistry or Veterinary Science.</p> <p>Governors asked for their thanks to be passed to staff for all their work in helping the students achieve their outstanding outcomes.</p>	DB
	SEND structure at CHHS	<p>A document detailing the current structure of the SEND team at CHHS was circulated prior to the meeting.</p> <p>There have been a couple of changes to the document since it was circulated due to new appointments made.</p> <p>Governors were informed there were currently 6 students in the Y7 transition group. These students are taught Maths, English, Science, Geography and History in their group and are in mainstream for all other subjects.</p> <p>Governors had no further questions on the SEND structure.</p>	DB

		Confirm school curricula and assessment in line with the statutory requirements and Trust approach	D Brown, as Head of School, confirmed the school curricula and assessment are in line with statutory requirements and the Trust approach.	
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		Share School Development Plan priorities	<p>The SDP was circulated prior to the meeting and this year is in a different format. The plan is also now for a 3 year period to bring in line with the Trust Development Plan.</p> <p>It was noted that not all actions are achievable over 12 months and it is important to review over a longer period of time. Actions will still be reviewed and updated regularly alongside student voice and data.</p> <p>Q – Who is responsible for each action? A – This is done at our SLT meetings and there is a named lead for each action.</p> <p>Departments within school use the SDP to formulate their own action plan.</p> <p>In the future we will record Degree Apprenticeships as a measurable percentage. This year there were 4 out of our cohort of 150. We are embedding with staff to talk to students about Degree Apprenticeships and how they would contribute to destinations. We need to raise the profile with students for high quality Degree Apprenticeships with prestigious companies.</p> <p>The Cornerstones are embedded within the SDP.</p> <p><u>Culture, Creativity and Rhetoric</u> Q – In terms of Culture, Creativity and Rhetoric what is Cicero? A – Cicero is based around oracy. T Morrison works with staff and students in this area, for example interview preparation and TED talks. Cicero is about moving from one person and being able to embed in all departments and within the curriculum. H Eckhardt has Trust wide responsibility for Cicero and there is a designated lead in each school.</p> <p><u>Leadership and Service</u> There are many ways in which students can hold positions of responsibility, for example Prefects, DoFE Volunteers, Subject Ambassadors and Sixth Form Cabinet. As a school we are getting better at knowing what students are involved with and also ensuring that disadvantaged students are taking up the opportunities.</p> <p>Q – Are disadvantaged students less represented in aspects of Leadership and Service? A – Yes, we don't have the data to be able to analyse and target those who are not involved. This is a wider target for us to work on. The ambition is there and the process</p>	
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			<p>is beginning to emerge.</p> <p><u>Competition and Physical Endeavour</u> Our House and PE Teams are the main drivers in this area. We are able to monitor the uptake and impact.</p> <p><u>Professional Learning</u> Professional learning is open to all staff. FPL is optional but there is very good uptake. We also have a number of staff studying for Masters and Doctorates.</p> <p>Governors had no further questions.</p>	
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3	Governor Monitoring	<p>Finance update including pupil numbers, bench marking and value for money</p>	<p>Management accounts to 31st May 2024 were circulated prior to the meeting.</p> <p>DB commented that school funding was tight at present. Reserves are not at the levels they were this time last year. Leaders are working hard to make savings where possible without affecting the education of our students which is the number one priority. Curriculum plans have been reviewed and class sizes increased. We have also admitted students above our PAN in year 7. We are looking carefully at vacancies and considering part time, term time and flexible working requests where possible. It is a difficult time for all schools and we are working tirelessly and hope in the coming years to be able to start to rebuild our reserves.</p> <p>Q – Do the school invest any funds? A – Not that I am aware of, this is something I would need to check with the CFO.</p> <p>Q – Is there any historic information on depletion of reserves? A – There are recommended guidance value. Reserves can act as a buffer as we cannot run on a loss, but at the same time we should not be holding reserves too high. 5% of the, General Annual Grant (GAG) is recommended. We are currently 5.7%.</p> <p>Q – Is the biggest cost staff salaries as a consequence? A – Yes, most staff increment year on year and then obviously this increases the cost if the staff stay in the school.</p> <p>Government funding levels are not increased per pupil and there have been cuts in other areas. This means funding has gone down when other costs have increased, for example energy costs. It is good news that the teacher pay award will be funded, although not in its entirety, but it is not known if this will be the case every year. It is important to note that the school is full and oversubscribed in all year groups.</p> <p>Currently we have 294 in year 7 above our PAN of 270. All schools have agreed to take more students due to a bulge in birth rates, but this does cause additional issues including classroom size, one way systems and sizes of assembly halls. It is likely, due to the birth rate bulge, that we will be over PAN for the next 3 years. There is then a drop in birth rate.</p> <p>Q – In terms of Sixth Form how many year 11 students did</p>	DB
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		<p>we retain? A – Around 100, it is the norm that it is a 2/3 split of internal and external students.</p> <p>Q – Have we admitted students to the Sixth Form from any of our other Trust schools? A – Yes from LCH.</p> <p>Q – What about from independent schools? A – Yes, we have received a few enquiries for January 2025.</p>	
	Policies – undertake school level reviews and note phase/Trust level policies	There were no policies for approval at this meeting.	
	Ensure curriculum policies are in line with statutory guidance	D Brown, as Head of School, confirmed that school curriculum policies are in line with statutory guidance.	
	Safeguarding and SEND link Governor updates	<p><u>SEND</u> P Benton confirmed that she had made contact with RR and would be visiting in November.</p> <p><u>Safeguarding</u> I Castledine confirmed that he had visited school before the end of the summer term and would be arranging a visit in the next half term.</p> <p>All visits will be completed using the RoV templates which give structure to the visits and allow for specific areas of focus.</p> <p>A record of visit area has been set up on Teams for all Governors to be able to view completed RoVs.</p>	
	Monitor Pupil Premium spending to ensure it improves the attainment of eligible students	<p>Pupil Premium will be referred to the next meeting of this committee to allow an in-depth review to take place.</p> <p>P Gaskell, Assistant Headteacher in charge of Pupil Premium, will be invited to present to Governors.</p>	DB

4	Governor Development	Review Trust Training Plan	Governors attention was drawn to the revised training area for Governors. Compulsory training includes GDPR, Prevent, Safeguarding and Cybersecurity. Governors are asked to complete the training by the end of the year and to send copies of their certificates to the Clerk.	All
		Resources	The CST glossary of terms was included for Governors information.	
		Minute any training undertaken by Governors since the last meeting	P Benton has completed Essential Safeguarding for Governors and Trustees.	
		Academy Trust Handbook	The Academy Trust Handbook was included in the documents circulated for Governor information.	
5	Community Engagement	Stakeholder engagement	There are a number of events and concerts which Governors are invited to attend. Governors are also welcome to come into school to see the school in action for their link visits. The Clerk will circulate dates for Governor's attention.	NB
6	AOB		There were no other items of business raised.	
7	Meeting Dates:	To note	Tuesday 18 th March 2025 at 6.00pm Tuesday 24 th June 2025 at 6.00pm	

Impact of Meeting / Key Outcomes

Governors received a presentation on KCSiE updates and Safeguarding
Governors reviewed the photographs of the y11 and y13 results days and student destinations
Head of school report and student outcomes was presented to Governors
SEND structure at CHHS was received by Governors
Governors reviewed the updated School Development Plan
Governors reviewed the revised training offer

Meeting closed at 7.55pm



Ian Castledine
Chair of Academy Committee
18.03.2025

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