



ACADEMY COMMITTEE MEETING

Date: Tuesday 5th December 2023
 Time: 6.00pm
 Venue: CHHS – Laurus Institute

Clerk: N Burgess
 Present: A Jarvis, C Jamison, K Pearson, P Benton, M Kelly, I Castledine, M Turnpenney, D Brown, H Eckhardt, B Gannon, L Brooks, A Ballard, P Gaskell and A Parker (Observer)

Action	Initials
Governors are asked to report any changes in their register of business interests to the Clerk	All
Records of Governor link visits to be sent to the Clerk for retention	All
Governors are asked to complete GDPR training and send their certificate to the Clerk	All
Governors are asked to complete the two modules of Prevent training	All

Agenda – Part 1			
Category	Item	Notes	Action
1	Governance Arrangements	<p>Head Prefects</p> <p>Governors welcomed Head Prefects E&M to discuss their Cornerstone Experience.</p> <p>E&M informed Governors that there have been lots of opportunities for them to take on roles within school since they started in year 7. These have included assemblies on Competition and Physical Endeavour and being part of inter-house competitions.</p> <p>Culture and creativity includes numerous school performances which students can get involved in. Being a part of ensembles and productions allows students to build confidence. There is also the freedom to be able to start a new club if there is something which is of interest and which is not currently offered.</p> <p>There are also many leadership opportunities available outside of the prefect roles, for example Science Ambassadors, Student Council and Form Captains.</p>	

			<p>E&M also commented that there is no pressure and students are able to do what they enjoy. There is obviously an academic focus but you know that the teachers are there to help the students and support them. Everything is based around what the students need.</p> <p>E&M felt that the school being unashamedly academic helped to provide focus for students to be able to know what they want to do and how to get to the next level. Teachers are always willing to go the extra step to help the students with whatever they need.</p> <p>Year 9 MFL GCSE was a good experience of GCSEs and also allows a further option choice in KS4.</p> <p>Q – As an Ambassador in a subject what does this entail?</p> <p>A – We are able to do a deeper dive into a subject which is of interest, outside of the lesson time, and learn more. For example, in History there are weekly presentations to other ambassadors on specific topics. In Science ambassadors can help with Science Fair organisation.</p> <p>Q – How do you feel your experience of school was affected by Covid?</p> <p>A – We were in years 7 and 8. We had excellent online learning straight away and we had lots of support so we did not feel we missed out on too much. It was good when we did come back to school.</p> <p>Q – Is there anything you would change in your leadership and service journey?</p> <p>A – E – I did not apply for anything in year 7 and wished I had. I then wanted to get involved and do my best. M – I feel the same, I became a Form Captain in year 8, and gained confidence in communicating with form members, and wished to carry this forward.</p> <p>Governors thanked E&M for their excellent, articulate and professional presentation and wished them both well for both their GCSE examinations and futures.</p>	
		Professional Learning (PL)	<p>Governors received a presentation on Professional Learning by L Brooks.</p> <p>PL is aligned in all school across the Trust. At CHHS PL is led by L Brooks and B Gannon. The vision is to deliver high quality learning and pedagogical development for all staff.</p>	

			<p>Staff are encouraged to be motivated and reflective in their learning and every teacher needs to have the opportunities to allow them to improve and move forward. Enhanced professionalism is integrated throughout. There is trust involved and a willingness to be vulnerable – what do I need to do to get even better.</p> <p>Teachers develop criticality and autonomy. PL is broken down into 3 specific areas: Work hard, engage in PL and contribute beyond the classroom.</p> <p>The PL offer draws on a number of models, transformational and cascade. There is also the delivery model, in particular for ECTs who will not yet have all of their knowledge. LB detailed what the offer looks like in practice.</p> <p>PL is based around a core offer for all teachers with some additional and voluntary opportunities.</p> <p>ARC (Action Research Community) meets 5 times per year – small groups, cross curricular, are assigned a text which is read and then put into practice within the classroom. Members of the group then meet again to share what they have done and how it worked.</p> <p>Uber ARC is done across all secondary schools in the Trust and is the culmination of the ARC sessions.</p> <p>FPL comprises of 20-25 minute sessions delivered on a Wednesday morning before school, and are on a variety of subjects, where a piece of research is delivered. FPL is voluntary and attendance is good.</p> <p>In addition, every Wednesday afternoon, subject specific pedagogy is delivered to all teaching staff.</p> <p>Governors noted that there was a wide offer available to staff and that the investment of time was available for all staff to attend and develop. Staff are very proactive in their own PL.</p> <p>Q – Is ARC compulsory? A – Yes and staff can choose their own group according to the reading list sent out.</p> <p>Q – Do staff stay in the same group all year? A – Yes for the academic year. This is also a valuable opportunity for staff to interact with teachers in other subject areas.</p>	
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		<p>Q – Is this for teaching staff only? A – For example FPL the day following this meeting is extended to support staff too. Support staff also have their own PL offer available.</p> <p>Q – Can you see connections with PL in the classroom and around school? A – Yes when we do walkabouts and observations. DB commented that it was pleasing to hear that candidates coming for interview have heard about the PL offer to staff and consider this a strength, whatever stage of their career they are at.</p> <p>Governors offered their thanks to LB for the comprehensive and informative presentation.</p>	
	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.	
	Register on Business Interests	Governors are asked to check the record circulated and inform the Clerk of any changes.	All
	Part 1 minutes	<p>The minutes of the meeting held 26th September 2023 were <u>approved</u> as an accurate record of the meeting.</p> <p>Matters arising: Dates of events were circulate following the meeting.</p> <p>The structure of Trust Directors will be an item of premeeting training at the March 2024 meeting.</p> <p>Link visits proformas will be circulated in the coming weeks.</p> <p>Q –Can you tell us of the outcome of some of the remarks submitted for the English papers? A – We did have some go up but there were no significant changes since we discussed at length at the last meeting. We did feel it was worth submitting the papers we did for re-mark.</p>	
	Membership: Recruitment Update/Succession Planning	There are no updates to report at this meeting.	
	Scheme of Delegation	Governors were advised that the financial Scheme of Delegation had been updated following the November meeting of the Finance and Resources committee.	

		Trust Board update	<p>Governors received the Trust Board update from the December meeting and had no further questions.</p> <p>IC updated Governors on the Conference which had taken place the week prior to this meeting. The conference was a 90 minute session which had looked at the Ofsted inspection preparation and also governance across the Trust.</p> <p>There was also a session for Chairs of ACs which had been useful. Going forward there will be a termly Chairs meeting, held virtually, to share experiences and also good practice.</p>	
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2	School Performance & Accountability	Review Head of School Report	<p>The Head of School report was circulated prior to the meeting. Included with the report was the school IDSR. The IDSR provides data which can be used for self-evaluation and also as inspection data. The IDSR will be discussed in more detail at the next meeting of this committee.</p> <p>Governors attention was drawn to the Languages figures. It was noted that the figures do not include the year 9 Language outcomes as these were TAG grades for this cohort of students. The figure reflects the smaller number of students who select an additional Language in year 11.</p> <p>Governors were pleased to note the Science and Humanities results which placed them in the top 1% of all schools.</p> <p><u>Year 11</u> Mock exams are taking place this week and there will then be a further data collection. This will allow Leaders to further track and plan interventions for the year group.</p> <p><u>Behaviour</u> AB detailed the summary of suspensions. There have been fewer suspensions than at the same point last academic year and a smaller number of students account for the number of suspensions.</p> <p>There have been changes to the behaviour sanctions and GC has been amended to an out of class C3. The change is reflected to make students more accountable. Sanctions are followed up by Heads of Year and senior staff.</p> <p>Q – The number of lates recorded is higher than in the previous year. Is this due to the way they are recorded or is there more of any issue? A – We wanted to have accurate data to be able to sanction accordingly and see where the issues are. This is a new challenge in school and is only a minority of students, we ask for students to be marked late so that we are able to follow up.</p> <p>Q – Are you aware from other colleagues in the sector that this is a problem, could it be an effect of the pandemic? A – Attendance has definitely reduced and is a big issue nationally. We are working closely with some students and families around attendance.</p>	
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		<p>Q – Are there any solutions or best practice you have found or is it still early days? A – Our attendance pre-Covid was 96% and we are currently tracking at 95%. There are lots of students who are accessing SEMH support and external agencies are at capacity, with long waiting lists. There are numerous issues which affect attendance.</p> <p>Q – In terms of the behaviour data, what does not actively listening mean? A – This can be for a number of reasons. Students need to be listening in lesson to know what it is they need to be doing. It is recorded by staff and they can be followed up by Heads of House if occurring regularly and a sanction issued if necessary.</p> <p>Q – What about lates, if the students are late due to parent/carer? A – We look at incidents on an individual basis, for example we are aware of a student who gets more than one bus to school. A B code is recorded for being late to lessons, which is entirely different.</p> <p>Q – Are there any Young Carers in school? A – Yes we do have a number of students who have caring responsibilities outside of school. Information is held by Heads of Year and support is in place for these students.</p>	
	Ensure delivery of school curricula and assessment in-line with the Trust approach	DB confirmed the delivery of the school curricula and assessment in line with the Trust approach.	

3	Governor Monitoring	Finance update including pupil numbers, bench marking and value for money	<p>Management accounts to August 2023 were circulated prior to the meeting.</p> <p>DB commented that the school finances are not currently a concern, but that they are closely monitored.</p> <p>Q – Has the pay awards massively affected the finances? A – There have been a number of issues, including rising energy costs, pay awards and other increasing costs in school. We are concerned that the gap in funding does not cover the pay awards.</p> <p>Q – What are the mitigating factors? A – We currently have good reserves and are not planning any staff reductions or larger class sizes. We proceed with caution and monitor closely.</p> <p><u>RAAC</u> Governors were updated on RAAC and any budget impact.</p> <p>Visual inspections were done in the summer, as per DfE guidance. Due to other schools in the area, which were built at the same time, identifying the presence of RAAC we took more intrusive surveys.</p> <p>A small amount was found in an area of school where there are no classrooms. The school closed for one day to allow further intrusive surveys to be completed and no further RAAC was identified. The affected area has now been closed to staff and students until the work can be completed. All works completed will be paid for by DfE and there are no budget implications for the school.</p>		
			Policies – undertake school level reviews and note phase/Trust level policies	There were no policies for review at this meeting.	
			Review educational achievement of looked after/previously looked after children (Designated Teacher update)	<p>P Gaskell attended to present to Governors. PG is the school lead for PP and LAC/PLAC.</p> <p>As a school we ensure that every student has the option to go into the future of their choice.</p> <p>There are currently 5 LAC in school and we work closely with these students.</p>	

		<p>Monitor Pupil Premium spending to ensure it improves the attainment of eligible students</p>	<p>Work is done in conjunction with Heads of Year to build parental engagement and to reduce the barriers to opportunities, for example the purchase of revision resources. We build relationships with the students as individuals and support to remove any barriers.</p> <p>As a school we also map out a strategic plan for the students. This includes targeted support around attendance and interventions, and monitoring of Cornerstone engagement. An example would be of music lessons for a GCSE music student, the cost of lessons should not be a barrier to the student accessing lessons.</p> <p>A significant number of students have not been on a residential trip and we communicate with parents/carers to support where possible, in order that students are able to access trips.</p> <p>Governors thanked PG for the presentation and for the work done and the impact this has on the students.</p>	
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		Safeguarding and SEND link Governor updates	<p><u>Safeguarding</u> AB and IC met early last half term and there are no issues to feedback. A record of the meeting will be sent to the Clerk for retention.</p> <p>AB and IC are working through the meeting proforma issued by the Trust, which covers all aspects of safeguarding and areas of focus for review. IC and AB will also review the SCR.</p> <p><u>SEND</u> PB has undertaken 2 link visits to school so far this academic year.</p> <p>The first meeting was focussed on student outcomes. PB commented it was evident that the interventions in place for the students are having a big impact. The next area of focus is to develop numeracy further.</p> <p>There were concerns discussed around the recruitment of LSAs as this was proving an area difficult to recruit to. Despite this the school have still been able to make some good appointments.</p> <p>PB is planning to attend the next SEND Champions meeting planned for next term.</p> <p>PB has also spoken to SENCO with regards to an audio version of some key policies being added to the website.</p> <p>Governors were reminded to complete a record of any visits completed and send to the Clerk for retention.</p>	All
4	Governor Development	Review Trust Training Plan	<p>Governors were reminded to complete the GDPR training as requested and send their certificate to the Clerk for retention.</p> <p>In addition, Governors are asked to complete the 2 Prevent modules.</p>	All
		Minute any training undertaken by Governors since the last meeting	There were no updates to training to record for this meeting.	All
5	Community Engagement	Stakeholder engagement	<p>Dates of events for this calendar year were circulated following the last meeting.</p> <p>Governors were invited to the Winter Wonderland concert which would be taking place at school on 13th December.</p>	

6	AOB		There were no other items of business to raise at the meeting which were not covered by the agenda.	
7	Meeting Dates:	To note	Tuesday 19 th March 2024 at 6.00pm Tuesday 25 th June 2024 at 6.00pm Governors are reminded to inform the Clerk, as far in advance as possible, of any meetings they are unable to attend.	All

Impact of Meeting / Key Outcomes	
Governors received a presentation from Head Prefects regarding their Cornerstone Experience	
Professional Learning at CHHS was presented to Governors	
Governors reviewed the Head of School report	
Management accounts were reviewed and discussed	
Governors received a presentation on Pupil Premium and also LAC students	
Link Governors for Safeguarding and SEND updated Governors on their visits to school	

Meeting closed at 19.50



I Castledine
Chair of Academy Committee
19.03.2024