



Ruskin Community High School

Leadership, Management & Environment Committee

12th November 2024 at 4:00pm

Venue - School

MINUTES – PART ONE

Present:	Dean Postlethwaite (HT) John Rhodes (JR) (Chair) Claire Harrison (CH) Denise McKumskey (DK) William Ollier (WO) Emma Szymura (ES) Don Higgs (DH) Debbie Jones (DJ) Peter Storey (PS) Peter Thorpe (PT)	Headteacher Co-opted Governor - Chair of Committee Staff Governor Co-opted Governor Co-opted Governor (MS Teams) Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor
Apologies:	Margo Veitch (MV) Duncan Burrow (DB)	Co-opted Governor Co-opted Governor
In attendance:	Sarah Robson (SR) Hazel Goodwin (SBM) Cheryl Jackson (Clerk)	Assistant Headteacher School Business Manager Clerk

AGENDA ITEM 1	WELCOME AND APOLOGIES
Discussion:	The Clerk welcomed everyone to the meeting. Governors agreed to accept apologies from MV & DB.

AGENDA ITEM 2	ELECTION OF THE COMMITTEE CHAIR
Discussion:	Governors elected JR as Chair of the Leadership and Management Committee for a period of 1 year or until the first meeting of the Autumn term 2025.



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AGENDA ITEM 3	CONFLICTS OF INTEREST, (PECUNIARY OR OTHERWISE)
Discussion:	There were no declarations of interest declared with the business of the meeting.

AGENDA ITEM 4	AOB
Discussion:	The following item of AOB was agreed: <ul style="list-style-type: none">• Dance Studio

AGENDA ITEM 5	APPROVAL OF THE PART 1 MINUTES FROM THE PREVIOUS MEETING
Discussion:	Governors approved the minutes from the meeting on 18.06.24 as a correct record and the Clerk was asked to send the minutes to be signed virtually by the Chair.
Decision:	Governors resolved to approve the minutes of the above meeting.
Action:	The Chair to sign a copy of the minutes and provide for school for retention.

AGENDA ITEM 6	MATTERS ARISING
Discussion:	<p>Governors reviewed the Governors' Action Log.</p> <p>The following action was carried forward:</p> <ul style="list-style-type: none">• 2023/2024 Action Ref 29 : The Health & Safety Link Governor will raise 'disability access' with Cheshire East at the next site inspection. <p>The following action was discussed and closed:</p> <ul style="list-style-type: none">• 2023/2024 Action Ref 30 : Debt Recovery and School Meal Provision & Debt Recovery policies. <p>A Governor asked whether the policies were managed in a way that protected those families who are in financial difficulties. The SBM and HT assured the Governors that the School's approach is gentle and includes a number of cross checks, for example, with funds received for trips and visits.</p> <p>The SBM confirmed that the policies were in place and that the debt had been reduced , although it is likely that there will be write-offs. The SBM was asked to</p>



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	<p>provide data on debt recovery at the next meeting. The School confirmed parents had been informed of the process in the School Newsletter.</p> <p>All other outstanding actions were closed.</p>
Actions:	The SBM to provide data on debt recovery at the Spring LME meeting.

AGENDA ITEM 7	APPROVAL OF THE COMMITTEE TERMS OF REFERENCE 2024/2025
Discussion:	The Committee TOR was circulated on Governor Hub prior to the meeting.
Decision:	Governors approved the Committee Terms of Reference for 2024/25.

AGENDA ITEM 8	LINK GOVERNOR REPORTS – HEALTH & SAFETY
Discussion:	<p>The Health & Safety (H&S) Link Governor visited the School on 16.10.24.</p> <p>The H&S Link Governor checked that all staff had now completed the required H&S training, The SBM confirmed there were still a small number outstanding, and that they were being reminded to complete the training.</p> <p>The H&S Link Governor noted that a written report would be available following the next visit.</p>

AGENDA ITEM 9	SITE & BUILDINGS REPORT
Discussion:	<p>The Site and Buildings Update November 2024 was available on Governor Hub prior to the meeting.</p> <p>The SBM then drew Governors' attention to the following items and asked if there were any questions:</p> <p>Projects In Progress</p> <ul style="list-style-type: none">• <u>Decarbonisation Project</u> - The project in the main building has not been started yet and there are concerns about the amount of disruption it will cause. There are also concerns about the Cheshire East (CE) management of the project as they do not



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	<p>seem to be aware of work that is outstanding. The HT noted that the School have subsidised the funding and would be expecting this to be repaid if the work is not completed.</p> <ul style="list-style-type: none">• <u>Bell Tower</u> – The project is being managed by CE, the repairs have not been completed yet.• <u>Glazing in the Main Hall</u> - Concerns were raised following a DfE Condition report – CE have been in to inspect. <p>Project Proposals (currently agreed in principle)</p> <ul style="list-style-type: none">• <u>Extension to Support Centre</u> - Planning permission for the project was approved and expires in July 2025. Completion of the project will depend on the budget position. <p>Q – The Dance Studio project is running behind; is this a concern? R – They are a few days behind due to a leak in the roof which delayed the installation of the floor. There are no concerns.</p> <p>Q – Does the School have the right to ask for the decarbonisation work in the main building to take place in the holidays. R – Yes the School can determine when the work is completed but this can result in delays.</p>
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AGENDA ITEM 10	FINANCE UPDATE
Discussion:	<p>The Finance documents were circulated on Governor Hub prior to the meeting.</p> <p>The SBM gave a brief update:</p> <p class="list-item-l1">a) Governors received the Audit Certificate for the Unofficial School Fund for 2023/2024. The Local Authority will carry out the audit for 2024/2025. The process is much simpler now the school is 'cash-free.'</p> <p class="list-item-l1">b) The 2024-2025 budget v actuals position has improved with the possibility of a £500-600K surplus for Year 1 due to additional funding received and revised staffing costs. The DfE are funding 5.5% of the teachers' pay increase, next year this will be embedded into the national funding formulae.</p> <p class="list-item-l1">c) The 3 Year Plan has improved since the summer report. Year 2 carry forward is currently approximately £100K.</p> <p>Q – Why has the position changed so significantly?</p>



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	<p>R – The School have received £109K of additional funding and the revised staffing will impact across all 3 years.</p> <p>Q – Is there a need for recruitment?</p> <p>R – The School are currently advertising for 2 roles; these are already built into the budget, and it is possibly the School would recruit NQTs which would result in further cost saving.</p> <p>The SBM commented on the improved budget forecasting capability as a result of the new budget software package the School are now using.</p> <p>Q – Does the School use agency staff for cover?</p> <p>R – The School tends to use direct supply. The agency staff cost is exceptionally low.</p> <p>d) The outcome of the SFVS assessment for 2023/2024 was ‘good assurance’. The SBM confirmed that all arrangements are in place for 2024/2025 SFVS submission by 31st March 2025. The Chair noted his involvement and thanked the SBM for her work on this.</p> <p>e) Governors reviewed and agreed the changes to the Manual of Internal Financial Procedures (MIFP) for recommendation to the FGB for approval. The SBM noted the changes are linked to the introduction of cash-free processes in school.</p>
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AGENDA ITEM 11	DATA PROTECTION REPORT
Discussion:	<p>The SBM informed Governors that the School had received a Subject Access Request for a pupil, all paperwork has now been sent to the parents.</p> <p>The SBM commented that it was important that the School disposed of paperwork that is no longer needs to be kept.</p> <p>Q – Are staff reminded about the retention of documents?</p> <p>R – Yes but there is some reluctance, this is an ongoing process.</p>

AGENDA ITEM 12	HEALTH & SAFETY REPORT
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Discussion:	<p>The Health & Safety Report was circulated on Governor Hub prior to the meeting. The SBM talked Governors through the report and highlighted the areas the report covered:</p> <ul style="list-style-type: none">• The H&S Policy is compliant and was approved by Governors in March 2024.• Identifying & Managing Risk – staff have been reminded about vehicle movement on site.• Health & Safety Action Plan – New software has been purchased ‘Medical Tracker’ to support improved medicine administration in School.• Training and CPD – All staff are aware of the need to complete H&S training.• Premises Inspection & Audit – All are up to date and action plans in place where required. Compliance Audit booked for 14.11.24.• Accidents & Near Misses – no major concerns.• Staff Absence & Staff Wellbeing – it was noted that there are teacher no long-term absences, and all staff sickness is being well managed.• Fire Safety Evacuation & Lockdown – last drill took place 13.09.24. Good conduct from staff and students for register checking. <p>Q - A Governor asked about the ongoing programme of replacing the fire doors and whether there were sufficient processes in place to ensure students and staff are safe.</p> <p>R – The SBM confirmed that the School have good fire drill practices, the site is kept clean and tidy, and the fire doors are kept shut. She also noted that the Site Team to carry out some of the minor repairs needed to some of the fire doors.</p> <p>The Chair noted that the Fire Service would have flagged this if there was a major concern.</p> <p>Q – Are risk assessments carried out for the science experiments?</p> <p>R – The Science Department have their own policy documented and all practicals are risk assessed. This was confirmed by the Link Governor Science (PS) who has visited the department today.</p> <p>The Chair also noted his thanks to the Crewe Town Ranger and the Schol Site Team for clearing the leaves on site to ensure the area is safe.</p>
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AGENDA ITEM 13	STAFF & STUDENTS WELLBEING & MENTAL HEALTH UPDATE
Discussion:	<p>The Mental Health and Wellbeing Update was circulated on Governor Hub prior to the meeting which included both staff and student wellbeing updates.</p> <p>CH provided the update and talked Governors through the numerous initiatives that the School have in place to support both staff and student mental health and wellbeing.</p>



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	<p>Particular reference was made to the staff being given the opportunity to have a flu jab in school on Monday 4th November and the ongoing support for staff from the School Advisory Service. Also there is now a member of teaching staff on the School Health and Safety group where staff wellbeing is discussed and a Community Cover Scheme has been set up , which members of staff can sign up to if they wish to take part.</p> <p>CH noted that Motherwell counselling service is no longer in school however they continue to provide support to Year 9 and above through a referral process. Also Visyon funding ends this year.</p> <p>Mental Health and Wellbeing continues to be a focus of PSHE sessions.</p>
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AGENDA ITEM 14	DIRECTORS REPORT
Discussion:	<p>The Clerk highlighted several items and Governors noted the items:</p> <p>1.1 – Governance Update – single link to DFE Schools Statutory Guidance https://www.gov.uk/government/collections/statutory-guidance-schools</p> <p>1.2 – Keeping Children Safe In Education 2024 updates.</p> <p>1.4 – Ofsted Inspection Handbook changes.</p> <p>3.4 - Staff Pay Update.</p>

AGENDA ITEM 15	POLICIES
Discussion:	<p>The following polices were reviewed by Governors :</p> <ul style="list-style-type: none">• HR Dignity & Work• Absence Management• Leave & Time Off• Prevention of Extremism & Radicalisation <p>All policies are based on CE model policies.</p> <p>The Chair commented on the School's vigilance at ensuring pupils (with no permission to be filmed) were not filmed for the Granada TV report on the Remembrance Day Service in school. An excellent example of the safeguarding policy in practice.</p>



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Decisions:	Governors approved all the policies listed above.
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AGENDA ITEM 16	DATE AND TIME OF NEXT MEETING
	The date and time of the next LME Committee Meeting was confirmed as: Spring - 18.03.25 at 4:00pm.

AGENDA ITEM 17	AOB
Discussion:	<p>The following item of AOB was discussed:</p> <p><u>Dance Studio</u></p> <p>Q - A Governor asked about the expected benefits and impact of the Dance Studio build and linked projects and how the School will measure this ?</p> <p>The improved Dance Studio space improves the quality of provision and hopefully more students will choose Performing Arts as a GCSE option. Activities in the Dance Studio will no longer disturb other classes and therefore all students will benefit. The SBM noted that Lettings are likely to increase.</p> <p>The School noted that the move of the Library has already increased the interest in books and reading. The improved look of the library is attracting teachers and pupils to use this as a learning space. A Governor noted the presentation by the Librarian at the last LME meeting and the data presented on books borrowed. The Library can now remain open during exam periods.</p> <p>The new SEND Hub will provide significant benefits to the School. CH noted that one pupil's attendance has increased from 30% to 90% due to the relocation of Hive.</p> <p>The HT noted that this one project has improved 3 areas of provision.</p> <p>Governors agreed that not all benefits/impact are measurable and suggested that student, staff, and parent surveys are carried out later in the year to ascertain the less tangible benefits.</p>



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AGENDA ITEM 18	STATEMENT OF IMPACT
Discussion:	<p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none">• Reviewing 2023/2024 budget and 3 Year Plan and asking questions about the improved financial position.• Carrying out a Health & Safety Link Governor visit and checking on the progress of staff statutory H&S training.• Checking on the measures in place to ensure student and staff safety.• Being informed about the new Medical Tracker to improve medicine administration in school.• Being fully informed about the comprehensive program in School supporting staff and student mental health and wellbeing.• Challenging the School to publicise the improvements and benefits to stakeholders that the new Dance Studio and related projects bring to the School.

The meeting part 1 ended at 5.15 pm.

The meeting moved to part 2 agenda.

Chair.....

Date.....