CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a Meeting of the STAFF & STUDENT MATTERS COMMITTEE held at the School at 5.00pm on Wednesday 28th June 2023

Present:	Sarah de Souza-Ingle	Chair
	Stephen Lawlor	Headteacher
	Jason Oster	
	Svetlana Warhurst	
In Attendance:	Fiona Harrison	Deputy Headteacher (Pastoral)
	Michael Palmer	Assistant Headteacher (Head of Sixth Form)
	Wendy Newton	Clerk to Governors
	Elodie Bennie	Student Rep - Chair of the Student Voice
	Emily Yarham	Student Rep - Chair of the Sixth Form Council
Apologies:	Funmi Osilaja	
	Aisha Sohail	

ACTION

ITEM 1 – APOLOGIES FOR ABSENCE

1. Apologies for absence were received and accepted from Funmi Osilaja and Aisha Sohail.

ITEM 2 – DECLARATION OF INTERESTS

2. There were no declarations of business interest further to those already stated on the Register of Business Interests for 2022-23, or conflicts of interest, receipts of gifts or hospitality reported.

ITEM 3 – STUDENT ISSUES

3. Item 3.1 - Student Voice Minutes. The minutes of Student Voice meeting held on 3rd May 2023 were summarised by the Chair of the Student Voice Committee. Students had reported that the Year 11 revision sessions had been very beneficial and should be implemented for lower year groups. The Headteacher advised that revision and general study skills were to be introduced for the younger year groups in the next academic year. Other issues raised included: non-uniform days, additional bag pegs, a dance studio roster and the need for extra bins on the sports field.

4. Item 3.2 – Sixth Form Council Minutes. The minutes of Sixth Form Council meeting held on 23rd March 2023 were summarised by the Chair of the Sixth Form Council. Sixth Form students had also praised the revision sessions which were considered very useful and had suggested that similar sessions took place throughout the academic year. Other topics raised included: computer issues in study areas, sixth form lockers and laptop storage space. Additional testing had been suggested by a few students but had been rejected by their peers. Governors asked for additional clarification on a statement relating to Library resources and were advised that a wide range of resources were available in the Library and that these covered most needs. The Chair of the Sixth Form Council confirmed that there was an effective reservation system for in-demand items.

5. Item 3.3 – Other Student Issues. No other issues were raised.

5.25pm – The Student Representatives left the meeting.

ITEM 4 - MINUTES OF THE PREVIOUS MEETING

6. The minutes of the meeting held on 27th March 2023 were approved as a true record.

ITEM 5 - MATTERS ARISING

7. There were no matters arising from the previous minutes.

DRAFT

Chelmsford County High School is a company limited by guarantee, registered in England and Wales (company number 07445392).
Registered Office: Chelmsford County High School for Girls, Broomfield Road, Chelmsford, Essex, CM1 1RW

ITEM 6 – CHAIR'S ACTION | **ACTION**

8. It was reported that the Chair had recently approved a minor amendment to the dress code section of the Staff Code of Conduct outlining more suitable forms of dress during hot weather.

ITEM 7 – GENERAL SCHOOL UPDATE

9. The Headteacher gave an update on the current School situation. Public examinations for Years 11 and 13 had now finished and students had coped well, particularly Year 13 who had not sat formal GCSEs because of the pandemic. Teachers had put in extra teaching support in the run-up to examinations which had been appreciated by the students. Just over two weeks remained of the Summer Term and two overseas trips were underway (Nice and the German exchange) which indicated a return to pre-pandemic normality for the School. Other end of year events included the third School Enrichment Day, Sports Day, the Cabaret Concert and the Junior Speech Days.

5.30pm – The Deputy Headteacher (Pastoral) joined the meeting.

ITEM 8 – OFSTED

10. The Headteacher reported that Ofsted had recently released information about their future school visits schedule which had indicated that CCHS would definitely be inspected before January 2024. It was thought unlikely that an Ofsted visit would happen this term due to the forthcoming NEU industrial action and the fact that two year groups had already left the school. However, the School was fully prepared should an Ofsted inspection occur.

ITEM 9 – STAFFING

11. The Summer Term 2023 School Staffing Update was received showing internal promotions and appointments, new staff and staff leavers since 17th March 2023. It was reported that the SENDCo, Katharine Adams, was leaving at the end of the Summer Term and that Heidi Pocock, the current Subject Leader of Geography, was to take over the role. Geeta Puri, a teacher of Biology and relatively new member of CCHS staff, was also retiring. A new Assistant Examinations Officer had just been appointed for September 2023. The Headteacher confirmed that the School was fully staffed for September 2023. Despite the severe recruitment situation nationally, CCHS had received a greater number of good applicants for the teacher vacancies when compared to recent years and the issue was discussed. It was stated that CCHS staff spread the word about new vacancies to teachers they knew. Interest in vacancies came from all over the country and from overseas.

12. The minutes of a Staff Voice meeting held on 7th March 2023 were received and the minutes of the Staff Voice meeting held on 22nd June 2023 were tabled and reviewed. Discussion was noted on staff welfare and the staff dress code. Governors queried the number of lessons missed by teachers, but it was confirmed that the figure was relatively standard and not a concern.

ITEM 10 – STAFF DEVELOPMENT

13. The Staff Development Report dated June 2023 was reviewed. The range and high number of training courses undertaken by staff was noted. The Committee were advised that the School utilised the knowledge of SLT and its own teachers to train other CCHS colleagues. It was suggested that the investment in staff training was likely to assist staff retention. The Headteacher reported that the School's Commitment to Staff document was part of the job vacancy package as well as also being given to new recruits.

ITEM 11 – CARE & GUIDANCE REPORT

14. The Care & Guidance Report dated June 2023 was received for information and noted. The large number of activities being undertaken by the School were summarised, including the primary outreach work, the Year 5 Summer School and the Year 6 Taster Day. Fifty-eight PPG pupils who had registered for the Year 7 Entrance Test in September 2023 had been invited into the School for specific test familiarisation. Governors noted the improved situation relating to the new School Nurse who now came into the school monthly and were pleased to hear that her attendance may be

Chelmsford County High School is a company limited by guarantee, registered in England and Wales (company number 07445392).
Registered Office: Chelmsford County High School for Girls, Broomfield Road, Chelmsford, Essex, CM1 1RW

DRAFT

increased to fortnightly in the Autumn Term. The rise in counselling hours from 15 hours to 20 hours per week was noted with concern by Governors who were advised that the increase was a national post-pandemic issue. The Deputy Headteacher (Pastoral) advised that there were still major difficulties in getting help from outside agencies. **ACTION**

15. Governors questioned various aspects of the Care & Guidance Report and additional clarification was received. It was reported that Sixth Form taster lessons had been well-attended and Governors queried the conversion rate from taster lesson attendance to actual Sixth Form applications. It was stated that the current conversion rate was encouraging and that there had been very positive feedback from the taster sessions. It was suggested that the ongoing increase in student numbers in the Main School will have a positive effect of Sixth Form admissions in two years.

16. **Decision**. The Head of Sixth Form agreed to send the Committee additional data on Year 12 taster lesson to Sixth Form application conversion rate. **M Palmer**

ITEM 12 – SEND

17. The Committee received a SEND Update from the SENDCo dated June 2023. There were currently 35 students on the SEND Register (up from 34) including 2 students with an EHCP. As previously reported, there was to be a change of SENDCo at the end of the Summer Term and a thorough handover was currently underway. The School confirmed that extra time had been organised for the SENDCo handover to ensure a smooth transition. It was stated that the new SENDCo was very eager to learn the role and had three years in which to become formally trained. The Committee thanked Katharine Adams for her hard work during her time as SENDCo. The SEND Link Governor reported that she had recently met with both the current SENDCo and her replacement and had had an informative discussion on absenteeism, Provision Map and the need for overlapping work time between the SENDCo and the Assistant SENDCo. It had been a very positive meeting and the SEND Link Governor thanked the SENDCo for her support.

ITEM 13 – ADMISSIONS

18. A report was received summarising the Entrance Test for entry to Year 7 in September 2023. 1382 pupils had registered to take the new Year 7 Entrance Test in September 2023, up from 1279 in 2022. It was confirmed that the new test had been advertised and that there had been no negative feedback from the public. The profile of 'Future Schools', the new test provider, and its aim to increase social mobility had recently been raised through discussion at a GSHA conference. The Committee were informed that over 1000 people had attended the School's recent Year 7 Open Evening. It was also reported that CCHS was to host the annual SSGS Conference on 17th November 2023. The Deputy Headteacher (Pastoral) advised that there had been 10 appeals to last year's Year 7 Entrance Test results but that none of which had been successful. None of the appeals had related to the way the Entrance Test had been administered.

ITEM 14 – PUPIL PREMIUM

19. A summary of PPG spending from 1st September 2022 to 19th June 2023 was received showing expenditure totalling £35,104. Anticipated income for 2022-23 was £36,392 and the sum of £35,519 had been carried forward from 2021-22 along with an additional £9,384 from Recovery Premium funds. Governors were informed that additional spending was planned on counselling, classroom preparation and staff development. The specific needs of PPG students were noted, and the detailed PPG expenditure was reviewed. Governors noted the large sums spent on counselling (£8,872 for the period January to March 2023) and the issue was discussed. The Committee were informed of plans to use internal CCHS students to help assist PPG girls.

ITEM 15 – SAFEGUARDING

20. The Assistant Headteacher (Pastoral) tabled data on safeguarding concerns raised on MyConcern since the last meeting. There had been 41 new concerns and 9 referrals to outside agencies. There had been 356 visits to the School's Pastoral Hub since the last meeting and visit data was now looked at by subject missed, the lesson period and by student in order to monitor any possible patterns. It was stated that year leaders were always available on a rota system to help

Chelmsford County High School is a company limited by guarantee, registered in England and Wales (company number 07445392).
Registered Office: Chelmsford County High School for Girls, Broomfield Road, Chelmsford, Essex, CM1 1RW

DRAFT

students when required. The meeting was advised that referrals to outside agencies were frustrating as it did not always result in help being received, and that the DSL social work provision had been removed by the DfE for the next academic year. There were currently 3 students out of school, one of whom was a school refuser, and details of each situation were summarised. It was stated that the School was working with outside agencies to get educational provision to the students involved. **ACTION**

21. Governors noted the increase in MyConcern issues and Hub visits in May and June which was stated as being related to the forthcoming school holidays and being typical but higher than previously because of post-pandemic separation issues. The Headteacher advised that year leaders were to receive increased non-contact time next year to assist them with their pastoral work because of increased student numbers and more issues. The hard work of the year leaders was stressed and commended. The Chair asked for the Committee's thanks to be passed on to the whole Pastoral Team and all the year leaders for their extra work in supporting students.

ITEM 16 – POLICIES

22. The following policies were reviewed and **approved** with the review periods stated below:
    16.1 – Attendance & Punctuality Policy for Sep 23 (CCHS policy) with an annual review.
    16.2 – Child-on-Child Sexual Abuse Policy (ECC model) with an annual review.
    16.3 – SEND Policy (CCHS policy) with an annual review.
    16.4 – SEND Report (CCHS policy) with an annual review.
    16.5 – Staff Capability Policy (Juniper HR model) with annual review.
    16.6 – Time Off In Lieu Policy (CCHS policy) with a 2-year review.
    16.7 – Administration of Drugs Policy with a 2-year review.
    16.8 – Staff Sabbatical Leave Policy (Juniper HR model) with a 3-year review.

23. **Decisions**.
    a. The Deputy Headteacher (Pastoral) agreed to add information on the support groups for the parents of SEND students to the SEND Report. **F Harrison**
    b. The Clerk agreed to update the website versions of the SEND Policy and SEND Report in September after the change of SENDCo. **Clerk**

ITEM 17 – RISK REGISTER

24. **Decision**. The Staff & Student Matters Committee section of the CCHS Risk Register was presented for termly review. There was discussion relating to one recruitment risk and it was **agreed** that the Clerk would amend Risk 22 to read 3 for probability and 4 for impact. **Clerk**

ITEM 18 – INFORMATION ITEM(S)

25. Item 18.1 – Disclosure & Barring Service Checks. A summary of DBS and Barred List checks undertaken by the School from 18th March to 9th June 2023 was received and noted. The Headteacher advised that he and Deputy Headteacher (Pastoral) undertake regular reviews of the Single Central Record with the School's HR Manager.

ITEM 19 – ANY OTHER BUSINESS

26. No other items were raised for discussion.

ITEM 20 – DATE OF NEXT MEETING

27. **Decision**. The date of the next meeting was agreed as 5.00pm on Wednesday 22nd November 2023. **All**

The meeting closed at 6.50pm.

Sarah de Souza-Ingle
Chair 22nd November 2023

Chelmsford County High School is a company limited by guarantee, registered in England and Wales (company number 07445392).
Registered Office: Chelmsford County High School for Girls, Broomfield Road, Chelmsford, Essex, CM1 1RW

DRAFT