

## **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 13<sup>th</sup> June 2018**

Present:	Yvonne Wickers Nicole Chapman Ros Cornish Ruth Neave Jason Oster	Chair Head
In Attendance:	Maria French Wendy Newton Imogen White Helen King	Deputy Head (Pastoral) Clerk to Governors Student Representative (Sixth Form Council) Student Representative (Student Voice)
Apologies:	Stephen Miles	

#### **ITEM 1 – APOLOGIES FOR ABSENCE**

1. Apologies for absence were received and accepted from Steve Miles.

#### **ITEM 2 – DECLARATION OF INTERESTS**

2. There were no declarations of interest further to those already stated on the Register of Business Interests for 2017 - 18.

#### **ITEM 3 – STUDENT ISSUES**

3. Item 3.1 - Student Voice Minutes. The minutes of Student Voice meetings held on 14<sup>th</sup> March and 25<sup>th</sup> April 2018 were summarised by the Chair of the Student Voice Committee. It was reported that meeting attendance was improving and that there had been emphasis on girls speaking up when they had problems. More girls were using the Canteen suggestion box and all suggestions were addressed, although the availability of seating in the Canteen remained an issue. Girls were keen to undertake fund-raising events to raise money for the School. Governors questioned some items in the minutes and further clarification was given. Comments relating to a lack of textbooks caused Governors' concern, particularly if it were to have an impact on students' revision, the matter was discussed and various explanations given. There was student interest in reducing plastic waste in the Canteen and a suggestion for the School to sell its own water bottles would be considered.

4. Item 3.2 – Sixth Form Council Minutes. The minutes of Sixth Form Council meetings held on 7<sup>th</sup> March and 2<sup>nd</sup> May 2018 were summarised by the Chair of the Sixth Form Council. Tutoring and academic support for highly competitive university courses and system of textbook handovers to other students had been discussed. Issues with the supply of food to the Sixth Form Canteen had been resolved. Student feedback on the concept of having a Sixth Form blazer had been overwhelmingly negative. It was reported that there had been a couple of clashes in the Year 12 exams which had resulted in some students having to sit 6 hours of exams in one day. The issue was discussed and it was stated that this sometimes happens with the public examination timetable as well. The length of time to wait for Year 12 exam results was causing students stress and the Head reported that the issue had already been discussed with the Head of Sixth Form and would be reviewed for next year. Students' views on the new Sixth Form Canteen had been received by the Business Manager.

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

**5.32pm – The Student Representatives left the meeting.**

#### **ACTION**

**M French**

6. At this point in the meeting the Chair formally welcomed Ros Cornish as Vice Chair of the Committee.

**ACTION**

#### **ITEM 4 - MINUTES OF THE PREVIOUS MEETING**

7. The minutes of the previous meeting held on 21<sup>st</sup> March 2108 were agreed and signed as a true record.

#### **ITEM 5 - MATTERS ARISING**

8. Item 3.1, Para 5 – Board Photographs. It was confirmed that the matter of students taking photographs of board notes had been clarified with teaching staff.

9. Item 3.1, Para 4 – Textbook Issue. Governors returned to earlier comments on the lack of textbooks and the need for textbooks for revision purposes. It was suggested that parents should be given information on relevant essential textbooks so that they can buy their own resources.

10. Decision. The Head agreed to raise the textbook issue at Academic Board and get feedback from subject leaders.

**Head**

#### **ITEM 6 – POLICIES**

11. Item 6.1 – Special Educational Needs & Disabilities (SEND) Policy. A revised ECC-model SEND Policy was presented for review. A couple of typographic errors were noted and the term 'One Plan' was queried, it was suggested that an explanation of the term was required in the Policy.

12. Decision. The Deputy Head (Pastoral) agreed to add a brief explanation of 'One Plan' to the SEND Policy, with that addition, the policy was approved with a two-year review.

**M French**

13. Item 6.2 – SEND Report - Decision. A revised SEND Report was presented for review, it was noted that the report was required to be on the School website. The SENCO was commended for her work on the report and the SEND Report was approved as presented with a 2-year review.

14. Item 6.3 – Attendance & Punctuality Policy - Decision. The Attendance & Punctuality Policy was presented with minor changes. The policy was approved as presented with an annual review.

15. Item 6.4 – Child Protection Policy - Decision. An updated ECC-model Child Protection Policy was presented for review and the Clerk tabled additional ECC amendments which had been received very recently. With the addition of the extra amendments, the policy was approved with an annual review.

16. Item 6.5 – Whole School Food Policy - Decision. An amended Whole School Food Policy was presented for review. The proposed amendments were discussed and the policy was approved as presented with a four-year review.

17. Item 6.6 – Staff Sickness Absence Policy - Decision. An amended ECC-model Staff Sickness Absence Policy was presented for review with minor amendments relating to the new GDPR. The policy was approved with a three-year review. A query was made on the retention of sickness documentation and the Head agreed to discuss it with the ECC HR Advisor.

**Head**

18. Item 6.7 – Staff Discipline & Dismissal Procedure - Decision. An amended ECC-model Staff Discipline & Dismissal Procedure was presented for review with minor amendments relating to the new GDPR. The policy was approved as presented with a three-year review.

19. Item 6.8 – Additional Policy Amendment - GDPR. The Clerk advised that ECC had reviewed all its model HR policies in relation to the new GDPR requirements and had made minor amendments to a number of the policies. The amendments made had been summarised and were reviewed by the Committee.

20. **Decision.** It was agreed that the Clerk would amend the School policies to include all the new changes. Review of the full policies would be undertaken when required by the School's current policy review schedule.

**ACTION**  
**Clerk**

### **ITEM 7 – STAFFING MATTERS**

21. The Head gave an update on three long-term staff sickness absences and the actions taken by the School to assist the staff involved. The Committee were informed that after a last minute resignation, the School would be short of a Maths teacher in September 2018. Classes in the Autumn Term would be temporarily covered by two experienced supply teachers whilst trying to find somebody more permanent by January 2019. It was also reported that a new Careers Co-ordinator was required following the resignation of the current incumbent. Details of other changes within the current staff were summarised by the Head. The recent video produced by the Maths Department was praised by Governors.

### **ITEM 8 – CCHS ENTRANCE TEST**

22. The Deputy Head (Pastoral) tabled updated information on the School Entrance Test for Year 7 for entry in September 2018. Two girls had dropped out and their places re-offered. There had been 13 appeals to the test, costing the School £150 each, but the results had not yet been received. Details of the appeal procedure and the reasons used for appeals were explained to the Committee. It was reported that the effect of introducing the 2% lower cut-off point for Pupil Premium applicants had been minimal, only 2 girls out of 12 possible applicants had achieved sufficient marks to be offered a place, only one of whom by her own merit. It was suggested that the concept of Pupil Premium prioritisation may need further GB review. Despite all the outreach work being undertaken with local primary schools, the impact and results were not being seen. It was suggested that the concept may take time to flow through and that results may improve in the future.

### **ITEM 9 – CARE & GUIDANCE REPORT**

23. The Care & Guidance Report dated June 2018 was received and discussed. The Deputy Head (Pastoral) advised that SLT had received training from the Essex Young People's Drug & Alcohol Service and that the information had been passed on to all staff at a recent School training session. The School had decided that an ECC Gangs and Vulnerability leaflet would be made available at Parents' Evenings for Year 9 and above, and information was received on the School's rights in relation to searching pupils. It was reported that the Year 11 Leadership Conference had been launched for next year and that the structure of the Year 9 Peer-Led Sex Education had been renewed. Governors questioned the withdrawal of students from Sex Education by parents.

24. It was noted that, as expected, as students progress through the School their pastoral issues vary. The subject of transgender students was raised and it was confirmed that there were currently two students in the Sixth Form who identified as males. The issues arising from the situation and the legal rights of the students were explained. It was suggested that the issue is likely to become evident lower down the School in due course and the Committee discussed the general situation and agreed that a close eye needed to be kept on the situation.

### **ITEM 10 – SEN**

25. An SEN Update report dated June 2018 was received from the SENCO. There are 16 students currently on the SEN Register. Three new Year 7 SEN students were expected in September; one of whom has an Educational, Health & Care Plan and would have additional adult support. The School would receive extra funding in relation to this student but was required to fund an initial £6000. Katharine Adams (SENCO) and Ruth Neave (SEN Governor) were commended for their continuing good work.

### **ITEM 11 – PUPIL PREMIUM**

26. The Deputy Head (Pastoral) tabled a Pupil Premium spending report from September 2017 to date and confirmed that all of the £21,505 annual allocation for 2017-18 plus a sum of £2,611.97

carried over from previous years had now been spent. The Committee reviewed a breakdown of the expenditure and noted the large amounts spent on counselling, additional tuition for Year 11 students, trips and music tuition.

**ACTION**

## **ITEM 12 – SAFEGUARDING**

27. A summary of internal safeguarding referral forms received by the Deputy Head (Pastoral) since the start of the academic year was tabled for information alongside similar data for the previous academic year. Thirty three forms had been received since the last meeting, totalling 138 since September 2017. An increase on last year was acknowledged and related to the increased number of students as the expansion rolls through better training and one particular spike in forms after a student tragedy at KEGS in the autumn. A review of the staff who filed the reports had been undertaken in order to look for gaps in reporting and the issue had been addressed.

## **ITEM 13 – SCHOOL DEVELOPMENT PLAN**

28. It was noted that the Mid-Year Review of the School Development Plan (SDP) had been seen at the last meeting and had been included on the agenda in error. The final review of the SDP would be received at the GB meeting in July.

## **ITEM 14 – STRATEGIC PLAN**

29. The Management Committee had received the initial draft of the Strategic Plan and had requested that the GB sub-committees make comment on the proposed document. The Head talked through the content of the document and the Committee had no changes to propose.

## **ITEM 15 – RISK REGISTER**

30. **Decision**. The Staff & Student Matters section of the CCHS Risk Register was reviewed and no amendments were considered necessary; it was approved as presented.

## **ITEM 16 – INFORMATION ITEMS**

31. **Item 16.1 – Staff Development Report**. The Staff Development Report for May 2018 prepared by the Deputy Head (Curriculum) was received for information. Training related to staff succession planning was highlighted and noted.

32. **Item 16.2 – DBS Checks**. A summary of School DBS clearances and Barred List checks from March 2018 to June 2018 was received for information and details of the new staff given.

## **ITEM 17 – ANY OTHER BUSINESS**

33. No other items of business were raised.

## **ITEM 18 – DATE OF NEXT MEETING**

34. **Decision**. The date of the next meeting was agreed as 5.00pm on Wednesday 28<sup>th</sup> November 2018.

**All**

The meeting closed at 7.05pm.

Agreed as a true record.

Yvonne Wickers  
Chair

28<sup>th</sup> November 2018