

## **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 28<sup>th</sup> November 2018**

Present:	Yvonne Wickers Nicole Chapman Steve Miles Ros Cornish Ruth Neave Jason Oster	Chair Head Chair of Governors
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)

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

1. There were no apologies for absence to receive.

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

2. There were no declarations of interest further to those already stated on the Register of Business Interests for 2018 - 19.

#### **ITEM 4 – ELECTION OF VICE CHAIR FOR 2018-19** (Taken out of agenda order)

3. Nominations were sought for the role of Vice Chair of the Committee and Ros Cornish volunteered to continue in the role. There were no other nominations.
4. **Decision.** It was unanimously agreed that Ros Cornish should remain as Vice Chair of the Staff & Student Matters Committee for Academic Year 2018 – 19.

#### **ITEM 5 - MINUTES OF THE PREVIOUS MEETING**

5. The minutes of the previous meeting held on 13<sup>th</sup> June 2108 were approved and signed as a true record.

#### **ITEM 6 - MATTERS ARISING**

6. Item 3.1, Para 3 – Water Bottles. The Deputy Head (Pastoral) advised that bespoke, individually named water bottles would cost £18 each and that there would be great difficulties with identification and possible allergy risks. The concept had therefore been dropped.

**5.10pm – Steve Miles joined the meeting.**

7. Item 5, Para 10 – Textbook Issue. The lack of textbooks reported by the Student Reps at the last meeting had been raised with staff at the recent Academic Board meeting. The Head advised that textbook shortages varied between departments but was being addressed. A new student-led used textbook sale had been held earlier in the term and had been well received by students.

**5.15pm – Helen King and Imogen White joined the meeting.**

#### **ITEM 3 – STUDENT ISSUES**

8. Item 3.1 - Student Voice Minutes. The minutes of Student Voice meetings held on 26<sup>th</sup> September and 21<sup>st</sup> November 2018 were summarised by the Chair of the Student Voice

Committee. Meetings had included discussions on: a one-way system for School corridors, developing confidence, problems arising from the inoperable Science ramp and some minor premises and canteen issues. Governors questioned whether the lack of textbooks had arisen this year but it had not been raised by students. The issue of corridor congestion was also queried as some of the younger students had been observed carrying very large backpacks. It was confirmed that the new Student Quiet Room was now open and being used by a variety of students, and that teaching staff were being encouraged to upload lesson resources onto the School VLE.

**ACTION**

9. Item 3.2 – Sixth Form Council Minutes. The minutes of Sixth Form Council meetings held on 19<sup>th</sup> September and 14<sup>th</sup> November 2018 were summarised by the Chair of the Sixth Form Council. Canteen issues had been raised particularly as plans for a new Sixth Form canteen had been postponed. There had been discussions on: extra reading, the content of the enrichment day programme, the availability and use of study spaces and the amount of plastic waste produced by the Canteen, alternatives were being investigated. There had been a mixed response to the suggestion for a corridor one-way system. Governors queried the timing of the Sixth Form Induction Day and details of the two days were explained. Comments made on overnight homework were clarified to the Committee. The subject of student food allergies in relation to the Canteen menu was discussed and the Head agreed to remind students about issues relating to nut allergies.

**Head**

10. Item 3.3 – Other Student Issues. This was the last meeting for the Student Representatives before they handed over their roles and the students were thanked for their participation and efforts.

**5.38pm – The Student Representatives left the meeting.**

#### **ITEM 6 - MATTERS ARISING (Continued)**

11. Item 6, Para 17 – Sickness Documentation. The Head advised that due to a change in ECC HR Advisor, the query relating to the retention period for staff sickness documentation had not yet been discussed with ECC Education HR.

**Head**

#### **ITEM 7 – COMMITTEE TERMS OF REFERENCE & MEMBERSHIP**

12. The Terms of Reference for the Staff & Student Matters, Staff Disciplinary, Staff Disciplinary Appeals, Staff Pay and Staff Pay Appeals Committees were presented for annual review. It was reported that one additional duty covering GDPR compliance had been added to the Terms of Reference for the Staff & Student Matters Committee.

13. Decision. The Terms of Reference for the Staff & Student Matters, Staff Disciplinary, Staff Disciplinary Appeals, Staff Pay and Staff Pay Appeals Committees were approved as presented.

14. Staff Pay Committee Membership. It was agreed that the membership of the Staff Pay Committee for 2018-19 was Yvonne Wickers (Chair), Steve Miles and Ruth Neave.

#### **ITEM 8 – POLICIES**

15. Item 8.1 – Staff Pay Policy - Decision. The ECC-model Staff Pay Policy was presented for approval, the only changes related to the cost of living pay and TLR increases which had been in line with the STPCD 2018 and an increase to the rate of one-to-one tuition. It was confirmed that the Management Committee had authorised payment of the cost of living pay award in September and that a £25,000 Government grant had been received toward the unexpectedly high teachers' pay award. The Staff Pay Policy was approved as presented with an annual review.

16. Item 8.2 – Confidentiality Policy - Decision. A School-model Confidentiality Policy was presented for approval. The general content of the document was discussed and noted as being a useful policy. The Head advised that the policy would be taken to the next JCC meeting. After three minor corrections, the Confidentiality Policy was approved with a four year review.

**Head**

17. Item 8.3 – Equality & Diversity in Employment Policy. A new ECC-model Equality & Diversity in Employment Policy was presented for approval. It was noted that the policy purely

related to employment and that it included new content on gender re-assignment. Governors discussed how they were expected to demonstrate that they fulfilled their responsibilities as listed in the policy and how the School could collect the necessary data to monitor the required information. The need for appropriate training for Governors and SLT was suggested in addition for the need for the whole GB to be aware of the responsibilities mentioned in the policy. The requirement for the Management Committee to have Safer Recruitment training was also noted and discussed.

**ACTION**

18. **Decisions**. The Equality & Diversity in Employment Policy was approved as presented with a two-year review, barring any interim ECC changes. The Clerk agreed to investigate if equality and diversity training was available as a bespoke course from EES, and it was agreed the GB compliance issue would be discussed further at the next meeting. The Head advised that the policy would be taken to the JCC.

**Clerk**

**Head**

19. **Item 8.4 – Probation Procedure**. A new ECC-model Probation Procedure was presented for approval. The Head summarised the background to staff probation and the benefits of having a probationary period. At this point in the meeting the Head also advised the Committee of a confidential HR situation relating to a current employee and their probation. Additional guidance had been received from ECC Education HR and OH. Governors discussed the current probation system within the School and stressed the importance of following the ECC Procedures if they were adopted in due course.

20. **Decisions**. The Clerk agreed to clarify the difference in timescale between the ECC Probation Procedures (18 weeks) and the probation period quoted in ECC Contract Written Particulars (6 months). It was agreed that the Probation Procedure would be re-presented for approval at the next meeting once further clarification had been received.

**Clerk**

21. **Item 6.5 – Flexible Working Policy - Decision**. The meeting was advised that the Flexible Working Policy required re-approval. It was an ECC-model and had no changes therefore the policy was re-approved unseen with a four-year review period. The Head reminded the Committee of the procedures behind teachers requesting part-time work at school.

## **ITEM 9 – STAFFING MATTERS**

22. The Head gave a verbal update on the current staffing situation. Three NQTs had joined the school in September and a fourth had recently joined covering for a member of staff now on maternity leave. Two other teachers were also due to go on maternity leave in the Spring Term. A new full-time permanent teacher of Mathematics was to start in April 2019. The meeting also received an update on the current health situation of one member of staff and of family illnesses affecting other staff members. The School was currently searching for a teacher of Physics.

## **ITEM 10 – CARE & GUIDANCE REPORT**

23. The Care & Guidance Report dated November 2018 was received and discussed. The Deputy Head (Pastoral) summarised the content of the report and gave further explanation when requested. Governors commended that fact that all 150 students of Year 7 were due to attend the Normandy Trip later this year. The programme of the Year 11 Leadership Conference was also received for information, it was stated that the event was a big part of Year 11 and had been very well received.

## **ITEM 11 – SEN**

24. An SEN Update report dated November 2018 was received from the SENCO. There are 18 students currently on the SEN Register across all seven year groups, including one girl on an Educational, Health & Care Plan. Governors noted the effect of mental health issues amongst the students. The problems arising from the use of mobile phones was raised and discussed. It was suggested that the influence of peers groups were very great. The Head stated that she had total confidence in the pastoral work undertaken within the School.

## **ITEM 12 – PUPIL PREMIUM**

25. The Deputy Head (Pastoral) tabled a Pupil Premium spending report for 2017-2018 to date and confirmed that the whole annual allocation had been spent and details of the expenditure were received. There are 26 students in receipt of the Pupil Premium in 2018-19 with an individual grant of £935, totalling £24,310. It was stated that Pupil Premium spending priorities would continue as last year but that there may be a greater need to support one-to-one tuition in English and Mathematics.

## **ITEM 13 – SAFEGUARDING**

26. The Deputy Head (Pastoral) demonstrated a new electronic safeguarding reporting system called 'My Concern' which the School had recently begun using. The electronic system is replacing the former use of lilac paper forms which staff used to report a safeguarding concern. The details and benefits of the system were explained and were commended by the Committee. The range of safeguarding issues and number of students in each category were discussed by the meeting, it was suggested that trends within the School would be more obvious to Governors in the future. The great saving in administrative time and the efficiency of the system was noted.

## **ITEM 14 – RISK REGISTER**

27. **Decision.** The Staff & Student Matters section of the CCHS Risk Register was reviewed. An additional GDPR-related risk had been added and its impact level was discussed. It was agreed that the GDPR Impact risk should be 4 and the Clerk agreed to amend the Risk Register accordingly.

**Clerk**

## **ITEM 15 – SCHOOL DEVELOPMENT PLAN**

28. The School Development Plan 2018-19 had been received at the recent Full GB meeting and it was agreed that no particular issues needed to be discussed at this point in the academic year.

## **ITEM 16 – INFORMATION ITEMS**

29. **Item 16.1 – Staff Development Report.** The Staff Development Report for November 2018 prepared by the Deputy Head (Curriculum) was received for information and noted. The Head advised that two NQTs had now completed their NQT year, one more was due to finish in January and one trainee teacher was due to complete his training in February 2019.

30. **Item 16.2 – DBS Checks.** A summary of School DBS clearances and Barred List checks from June 2018 to November 2018 was received for information and noted.

## **ITEM 17 – ANY OTHER BUSINESS**

31. No other items of business were raised.

## **ITEM 18 – DATE OF NEXT MEETING**

32. **Decision.** The date of the next meeting was agreed as 5.00pm on Wednesday 20<sup>th</sup> March 2019.

**All**

The meeting closed at 7.07pm.

Agreed as a true record.

Yvonne Wickers  
Chair

20<sup>th</sup> March 2019