

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the MANAGEMENT COMMITTEE held at the School at 5.30pm on Monday 9th March 2020

Present:	Steve Miles Mike Worboys Yvonne Wickers Stephen Lawlor	Chair of Governors Vice Chair of Governors & Chair of Curriculum Committee Chair of the Staff & Student Matters Committee Headteacher
In Attendance:	Maria French Emma Ledwidge Melissa Mulgrew Wendy Newton	Deputy Headteacher (Pastoral) Deputy Headteacher (Curriculum) Business Manager Clerk to Governors
Apologies:	Richard Vass	Chair of Facilities & Finance Committee

ITEM 1 – APOLOGIES FOR ABSENCE

1. Apologies for absence were received and accepted from Richard Vass.

ITEM 2 – DECLARATION OF INTERESTS

2. The Chair declared a new association as Treasurer of St Mary's Church Nursery, a preschool nursery in Great Dunmow, details of which would now be added to the Governors' Register of Business. There were no other declarations of business interest further to those already stated on the Register of Business Interests for 2019-20, or conflicts of interest, or receipts of gifts or hospitality.

ITEM 3 - MINUTES OF THE PREVIOUS MEETING

3. The minutes of the last meeting held on 9th December 2019 were agreed as a true record.

ITEM 4 – MATTERS ARISING

4. Item 4, Para 5 – GDPR Policies. It was confirmed that the School GDPR policies had been reviewed by the Business Manager.
5. Item 6, Para 12a – Register of Business Interests. The Clerk advised that the Register of Business Interests on the School website had been updated to include the new Parent Governor.
6. Item 10, Para 20 – SSEF Timescale. The Business Manager had been tasked to provide information on the timescale of availability for the new SSEF project buildings, information on this matter had been presented to Governors at the recent Governor Conference.
7. Budget Update. Having now received confirmed ESFA GAG funding the Business Manager took the opportunity to table a draft 5-year budget forecast summary. The minimum £5000 per student funding promised by the Government had materialised and had a beneficial effect on the School's future finances. In addition, a new High Value Courses Premium had added £400 per student bringing around £60,000 to future income. The Committee reviewed the information and noted the improved financial forecast.

ITEM 5 – CHAIR'S ACTION

8. The meeting was advised that Maria French, Deputy Headteacher (Pastoral), had been appointed as Headteacher of Chislehurst School and would be leaving the School in July. As a result of this move, the future structure of SLT had been reviewed and it had been decided that an Assistant Headteacher would be appointed for the Lower School Pastoral role. The funding made available by this change was to be used to finance additional project-based roles for selected members of staff. The proposal had been agreed by the Chair by Chair's Action and was formally supported by the Committee. The Chair took the opportunity to thank Maria French for her work at the School.

ACTION

ITEM 6 – DSEF1 ACTION PLAN

ACTION

9. The Headteacher gave a verbal update on the School's DSEF process and explained the timetable of events. Following the formal review of public examination results in September, departments had revisited the DSEF1 action points every six weeks and subject leaders discussed progress with SLT members. In addition, School assessments continued, most recently on the Year 13 mock examinations, and actions had been put in place aimed at improving final grades in the Summer Term. Details of actions being undertaken for Chemistry were summarised. A query was raised on whether there were any additional actions which the School could do to assist in improving of grades. The Head suggested that with the improved financial aspect increasing teaching time for some subjects should be considered. It was also reported that two new experienced teachers of Chemistry were due to join the School in September which would improve the situation in Chemistry by allowing smaller group sizes.

ITEM 7 – CURRICULUM & STAFFING UPDATE

10. The Headteacher summarised the known teaching staff changes and reported that a new Subject Leader of Computer Science had been appointed and would be joining after the Easter holiday, the new appointment would allow the School to offer A Level Computer Science. In addition to two new teachers of Chemistry, an experienced teacher of Mathematics had also been appointed for September. The current Subject Leader of Mathematics had been promoted to the role of Assistant Headteacher (Teaching & Learning and Staff Development) in September 2020. Recruitment would now follow for an Assistant Headteacher (Pastoral) and a teacher of French. One TLR3 leadership project had already been agreed for a member of the Mathematics Department. Preparation of the new School timetable for September was in hand and progressing well.

ITEM 8 – ENTERPRISE & PUBLIC RELATIONS

11. A written proposal from the Headteacher for a new staff appointment for Enterprise & Public Relations was received for discussion. The aim was to have a specialist member of staff whose role was to find grants and fund-raising opportunities in order to increase the revenue of the School. It was noted that the concept was not affordable at the moment but that the proposal should be kept in mind during the next few years as the School and available finances grew. The Committee discussed the general concept and stressed that very clear metrics with exact guidelines would be required for any such appointment in order to ensure that any such appointment would be profit-making for the School. Examples of similar experiences outside of the School which had failed were noted by Governors.

ITEM 9 – GOVERNORS' CONFERENCE

12. Following on from the recent discussions on Ofsted at the annual Governor Conference, the Headteacher advised that activity by Ofsted had abated in recent weeks. Development work on the new Inspection Framework led by the Deputy Headteachers still continues and was aimed at the middle leaders in the School. Information was still obtained about inspections at other schools, the most useful of which would come from similar schools. It was noted that the Framework was still new and continued to be revised by Ofsted. The exemption from inspection which had been in place since 2007 is to be removed in September 2020. The Committee were advised that there were 296 schools within the exempt category who had not been inspected in over 10 years, it was therefore believed that inspection by Ofsted was very likely in the Autumn Term 2020. Governors stressed that the School needed to remain focussed and prepared as inspection could still happen at any time.

ADDITIONAL ITEM – CORONAVIRUS

13. At this point in the meeting the Chair raised the issue of the coronavirus and asked if there was anything further the School should be doing at the current time to address the situation. The Headteacher advised that daily updates from the DfE and Public Health England were being sent to parents and staff in order that everyone was fully briefed on the official situation. It was noted that students and parents in public examination years naturally had increased concerns as to the effect the situation may have on their daughter's education. Students were being briefed on the prevention precautions they should be undertaking eg handwashing, using tissues etc, and additional cleaning routines were being undertaken within the School itself. Work had already begun by teaching staff to

prepare for ways to continue teaching in the event that the School had to close, such as already occurred on snow days. It was noted that a parents' evening and the Year 9 Options Evening were due in the next few weeks and attendance may be affected. It was also reported that the exchange trip to Germany was due to depart on 20th March and that the School was keeping an eye on FCO and insurance company advice. All support staff had been advised to check that they were able to log in to the School's remote access system from their homes.

ACTION

ITEM 10 – SSEF BUILDING PROJECT STATUS

14. The Business Manager presented an SSEF Project Status Dashboard dated 29th February 2020 and gave an update on the building work. There were currently two risks. The structural problems of the swimming pool were unresolved and new boreholes had been drilled during half term. The results of the drilling had been passed to the insurers and the School's structural surveyor to consider. The second risk was that the pre-start planning conditions had not yet been cleared by the Planning Officer and this was likely to delay the start of the main build project scheduled to start on 23rd March. One neighbour continued to raise issues about the project which had resulted in a visit to school by the Planning Officer, however no issues were found. It was reported that the partition fencing around the building site had fallen down twice in the recent storms despite being mended between the two storms. As a result lettings had been forced to stop for safety reasons and compensation of around £4,300 was now being sought from the School for lost earnings, this issue had now been passed to the construction company. New sturdier wooden fencing had now been erected around the whole building site.

ITEM 11 – GDPR

15. The Business Manager reported that an incident had arisen when another school had requested a specific item of personal student information to which they were not legally permitted. The issue had been raised with the ESFA and DfE both of whom were in accordance with the views of the School and the School's ECC Data Protection Officer. A formal complaint had been filed with the Information Commissioner's Office and the School was confident that the complaint would be upheld.

ITEM 12 – FREEDOM OF INFORMATION PUBLICATION SCHEME

16. The Freedom of Information Publication Scheme was presented for re-approval. The Committee reviewed the document and discussed its contents. It was noted that a large proportion of the items were freely available on the School website. The need to provide paper versions of the documents was queried by Governors and it was stated that there was a legal requirement for the documents to be made available in that form if requested. The varying format of the content was discussed and a couple of minor typographic errors were noted.

17. Decisions.

- a. The content of the FOI Publication Scheme was approved.
- b. The Business Manager and Clerk agreed to standardise the format of the FOI Publication Scheme prior to publication on the School website.

**M Mulgrew
Clerk**

ITEM 13 – GOVERNING BODY AGENDA

18. **Decision.** With the inclusion of a coronavirus update within the Headteacher's Report, the proposed agenda for the Spring Term Full GB meeting to be held on 27th March 2020 was approved.

ITEM 14 – SENIOR SPEECH DAY

19. The Headteacher advised Governors that a decision had been made by SLT to re-introduce inviting the students who left the School at the end of Year 11 to Senior Speech Day on 1st April 2020 and the reasons behind the decision were explained. The meeting noted that there may still be the need to cancel the event in light of the coronavirus outbreak and the situation would be kept under constant review. It was confirmed that the guest speaker was to be Dr Melissa Uchida MInstP, an alumna now working at the Cavendish Laboratory in Cambridge.

ITEM 15 – RISK REGISTER

ACTION

20. **Decision.** The Management Committee section of the CCHS Risk Register was presented for termly review and approved as presented.

ITEM 16 – ADDITIONAL INFORMATION

21. **Item 16a – School Development Plan 2019-20 – Mid Term Review.** The Mid Term Review of the School Development Plan 2019-20 was presented for information and noted. The Headteacher reported that there was the intention to re-introduce the whole School Self-Evaluation Form (SEF) starting with work on the Inset Day in June.

22. **Item 16b – DfE Performance Tables & SSGS Listings.** The official DfE performance figures for KS4 (GCSE) and 16-18 (A Level) had now been published and were presented for discussion. The KS4 Progress 8 score of 0.8 was noted as being significantly above the national average and the 16-18 Level 3 Value Added score of 0.0 and Average Point score of A- were noted as being the highest in the last 10 years. Comparison performance data was received for the SSGS group and the commendable position of CCHS within the group noted. The Chair asked for the thanks of the Committee to be passed on to the teaching staff for their hard work in attaining the good results achieved.

ITEM 17 – COMPLIMENTS & COMPLAINTS

23. The Headteacher reported that there had been two complaints since the last meeting, both related to congestion on the pavements around the School as students arrived at and left School. Girls were routinely reminded about this situation but with the number of girls involved congestion was inevitable at those times of the day. Three compliments had been received: one praising the School bulletin which celebrates the achievements of the students; one from recent external speakers who had visited the School, and one from a parent thanking the Headteacher for sending a personal letter acknowledging an achievement of their daughter.

ITEM 18 – ANY OTHER BUSINESS

24. **Sixth Form Jacket.** The new Sixth Form jacket, which was to be introduced in September 2020, was presented to the Committee for information. It was reported that the jacket had been well-received by most students.

ITEM 19 – DATE OF NEXT MEETING

25. **Decision.** The date of the next meeting **was revised** to be 5.30pm on Thursday 11th June 2020.

All

The meeting closed at 6.45pm.

Agreed as a true record.

S Miles, Chair

11th June 2020