

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the MANAGEMENT COMMITTEE held at the School at 6.30pm on Monday 3rd July 2017

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| Present: | Steve Miles Peter Cook Nicole Chapman Mitra Janes Richard Vass Mike Worboys | Chair of Governors Vice Chair of Governors Headteacher Chair of Staff & Student Matters Committee Chair of Facilities & Finance Committee Chair of Curriculum Committee |
| In Attendance: | Susan Hoefling Wendy Newton | Business Manager Clerk to Governors |
| Apologies: | Stephen Lawlor | Deputy Head |

ITEM 1 – APOLOGIES FOR ABSENCE

1. Apologies for absence were received and accepted from Stephen Lawlor.

ITEM 2 – DECLARATION OF INTERESTS

2. There were no declarations of interest further to those already stated on the Register of Business Interests for 2016-17.

ITEM 3 - MINUTES OF THE PREVIOUS MEETINGS

3. The minutes of the meeting held on 10th February 2017 were agreed and signed as a true record. It was noted that the date of the next meeting had changed since the minutes had been produced and would be revised.

ITEM 4 – MATTERS ARISING

4. Item 6, Para 9 – Communication with ECC. The Head advised that ECC were not willing to engage with the school on the matter of expansion funding. Letters had been followed up by telephone calls but there had been no response. The Committee discussed what further action could be taken at County and Government level in relation to not being allocated expansion funding.
5. Item 7, Para 11 – Assistant Head. It was confirmed that Nicholas Minnican had now been appointed as Assistant Head (Teaching & Learning) and would join the School in September.
6. Item 8, Para 13 – Technology Curriculum. Further to discussion at the last meeting and discussion with Mike Worboys, as Chair of Curriculum, it had since been agreed that Technology would be phased out from the School curriculum from September 2017. Reasons for the decision related to the cost of running the subject and the lack of qualified teachers in the subject. Only the Year 11 GCSE and Year 13 A Level Technology groups would be taught in the next academic year in order to finish the examination courses, and all affected parents had been advised.
7. Item 14, Para 29 – Performance Table Information. It was confirmed that comparative examination performance data for Essex grammar schools had been sent to the Committee by email.

ITEM 5 – MONITORING

8. TA3 data for Years 10-13 was received and the Head summarised the information received. It was suggested that some students did not seem to take internal examinations particularly seriously and that this may have affected the results. Year 10 have a 95.7% target for the new 7-9 GCSE

ACTION

grading, the equivalent of the former A*/A, but it was noted that it was hard to predict how the new Grade 9 grade (A**) would be allocated. Low figures were included for Year 11 Maths and English Literature as subject staff were uncertain to how assess the new Grade 9 score. It was stated that the new GCSE Mathematics course was very tough and the actions taken by the Mathematics Department to address the issue were explained. The extra actions taken by teaching staff to aid weaker students and comments relating to low take-up of additional sessions was noted and discussed. It was suggested that the only negative result for a Year 11 student who did not work was for her not to be offered a place in the Sixth Form.

9. **Decision.** The Head agreed to obtain additional information on the student take-up and attendance of subject support sessions.

Head

10. Governors voiced concern over the subject commentary in the TA data relating to certain subjects suggesting that it was not re-assuring and the Head provided additional background information to explain the issue. It was stated that Year 13 results were likely to be disappointing this year compared to previous years but that this could not be confirmed until the final results were received. The effect of taking certain subjects out of the A Level curriculum for that cohort was noted. The possibility was suggested that by giving so much additional subject support to students it produced a downward spiral with students relying on it rather than having the appropriate standard and amount of teaching in the first place; the concept was discussed.

ITEM 6 – STAFFING

11. The Committee received information on staff changes occurring at the end of the academic year, the Head summarised the changes and explained the reasons behind staff decisions to leave. It was also reported that one member of staff had been given permission to have a sabbatical year for family reasons. It was stated that there had been some slight parental concern over the changes.

12. The Head put forward a proposal to re-grade the current Assistant Head (Pastoral) position to Deputy Head. The reasons behind the proposal and the scope of the new role were explained. The increased responsibilities relating to safeguarding and PHSE (to become 'Wellbeing') were stressed. The meeting was reminded that there had been two deputy heads at the School in previous years. Governors questioned the rationale and debated the increased costs relating to the proposal.

13. **Decisions.**

- a. The proposal to re-grade the role and therefore promote the current Assistant Head (Pastoral) to the role of Deputy Head was approved with effect from 1st September 2017 but that the role was to be reviewed on change of incumbent.
- b. It was agreed that the Head would inform the Assistant Head (Pastoral) of this decision and amend the job description appertaining to the post.

Head

ITEM 7 – TECHNOLOGY CURRICULUM

14. The Head summarised the changes relating to the decision to phase out Technology. The teaching of Year 11 GCSE and Year 13 A Level Technology students in September 2017 had been covered by staffing changes. The meeting was informed that the curriculum hours for Technology had been passed to become 'Philosophy for Children' in Year 7 and additional hours for Maths and English in Years 8 and 9 in recognition of the new harder GCSE courses.

ITEM 8 – ADMISSIONS

15. It was reported that there had been 1140 applications to sit the Year 7 Entrance Test in September 2017 (for entry in 2018); 790 of whom wanted to sit the test at CCHS. The Head advised that the School was considering moving the Entrance Test to be held on a school day, in future, in order to reduce costs by utilising CCHS staff rather than having to employ additional exam invigilators.

16. The meeting received a verbal summary of the current situation behind an appeal to the School's Admissions Policy for September 2018. The appeal was currently in the hands of the Government's Office of the Schools Adjudicator (OSA) and the decision awaited. Additional information had been

requested by the OSA in order to clarify the actual system of allocating places by the School. The Head placed on record the School's thanks to the Clerk to Governors and Admissions Officer, Mrs Lara Hilling, for their hard work in relation to preparing paperwork and responses for the OSA appeal. The Committee questioned the DfE Admissions Code appeals process in relation to allowing an appeal to a previously adjudicated policy. The Clerk confirmed that if the adjudicator agreed that changes were required to the policy, the School would have to make the amendments within two months. The meeting debated the issue in relation to future admissions policies. It was noted that careful consideration was required before any further changes were made and that an additional GB meeting would be required early in the Autumn Term if the required admissions process actions were to be undertaken in a timely manner.

ITEM 9 – LANGUAGES CENTRE

17. A proposal was put forward for an official naming ceremony of the Languages Centre as the 'Dame Margaret Anstee Languages Centre' on the afternoon of Wednesday 11th October 2017. The Head gave the background to the proposal and information on the guest list and format of the event. Currently, both the Angolan and Bolivian Ambassadors had accepted the School's invitation to attend as well as Princess Tessy de Luxembourg and Lord Petre, outgoing Lord Lieutenant of Essex.

18. **Decision.** The Committee approved the proposed plans for the Languages Ceremony naming ceremony at 2.00pm on Wednesday 11th October 2017 and agreed that the Head should continue with planning the event as discussed.

Head

ITEM 10 – GOVERNING BODY MEMBERSHIP

19. The Clerk confirmed that following the emailed requests for nominations for the roles of: Chair of Governors, Vice Chair of Governors and chairs of the three GB sub-committees, no changes had been proposed and all the current incumbents had agreed to remain in post for a further academic year. The issue of the ongoing Nominated Governor vacancy from Cambridge University was raised for discussion. The post had been vacant for just over two years and no offers had been forthcoming from Cambridge University. The meeting discussed the situation and whether there was a continuing need to have the designated Governor position. It was noted that the GB currently had a gap in experience from within the fund-raising, marketing or charities specialisms, and that it is possible to advertise for volunteers in relevant publications.

20. **Decision.** It was agreed that the need to have a Cambridge University Governor and the Nominated Governor vacancy would be discussed at the GB meeting on Friday 7th July 2017.

Clerk

ITEM 11 – GOVERNING BODY AGENDA

21. The proposed agenda for the Summer Term Full GB meeting to be held on Friday 7th July 2017 was presented for approval. Due to the change in date of this meeting, the Chair had previously approved the agenda by Chair's Action and the GB pack had already been sent out. The content of the 2017 Summer Term Full GB meeting agenda was noted. It was agreed that the change of role of the Assistant Head (Pastoral) would be announced by the Head at the GB meeting.

ITEM 12 – GOVERNING BODY MEETING DATES 2017-18

22. The proposed meeting dates for Full GB and GB sub-committee meetings for 2017-18 were presented for approval. The list had previously been reviewed by committee chairs by email.

23. **Decision.** The proposed meeting dates for Full GB and GB sub-committee meetings for 2017-18 were approved for presentation to the Full GB on 7th July 2017.

Clerk

ITEM 13 – RISK REGISTER

24. The Management Committee section of the CCHS Risk Register was presented for termly review and discussed. Queries were raised concerning demand for the School's services in relation to low

Sixth Form numbers and high profile Governors; the issues were discussed and amendments proposed.

ACTION

25. **Decision.** The Clerk agreed to amend the document in line with the discussions of the meeting and, with the amendments, the Management Committee section of the Risk Register was approved.

Clerk

ITEM 14 – COMPLIMENTS & COMPLAINTS

26. The Head advised that since the last meeting the following complaints: a parent concerning the collection of a letter from the Head by their Year 11 daughter; requiring her to attend Science revision sessions, a public complaint concerning a possible student not offering up a seat on a bus for an elderly person (thought to be another school), and a complaint from Keene Homes residents concerning noisy coaches late at night and early morning, noisy girls at the end of the School day and School discos (ending at 9.30pm). The meeting noted the issues. The Committee was informed by the Head of ongoing and persistent contact from a parent whose daughter did not obtain a place at the School for September 2017 and who has been pestering the School since the outcome of the external appeal was received; Governors agreed that no further action was required by the Head.

27. The meeting was informed that a large number of compliments had been received and included: compliments and thanks for School trips, a visit from the director of Policy & Finance at ASCL, and specific thanks to a Year Leader's support for a student with a health issue.

ITEM 15 – ADDITIONAL INFORMATION

28. **Item 15a & 15b – School Development Plan.** The Final Review of the School Development Plan 2016-17 and the Development Key Objectives for the School Development Plan 2017-18 were received for information and discussed.

29. **Item 15c – Parent Survey.** The executive summary of the Kirkland Rowell Parent Survey dated April 2017 was received for information. Governors noted that the parents' overall satisfaction of the School's performance was 84.5% and very positive. The Head summarised a couple of issues raised in the comments section of the survey, these included: the demise of Technology, too much or too little homework, and a comment on the use of videos in lessons at the end of term. Governors reviewed the report and noted that Careers Advice continued to be raised as a relative weakness by parents; the issue was debated and additional information was received on the School's coverage of this topic within the School. It was noted that the 24.2% return rate was lower than previous years.

ITEM 16 – ANY OTHER BUSINESS

30. No other items of business were raised.

ITEM 17 – DATE OF NEXT MEETING

31. **Decision.** The date of the next meeting was agreed as 8.00am on Friday 13th October 2017.

All

The meeting closed at 8.27pm.

Agreed as a true record.

S Miles
Chair

22nd September 2017