

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the MANAGEMENT COMMITTEE held at the School at 8.00am on Friday 3rd September 2017

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:	Stephen Lawlor Maria French Susan Hoefling Wendy Newton	Deputy Head – Curriculum, Planning & Dev't Deputy Head - Pastoral Business Manager Clerk to Governors

1. The Chair opened the meeting by welcoming Maria French to her first Management Committee meeting and congratulating her on her new appointment as Deputy Head (Pastoral).

ITEM 1 – APOLOGIES FOR ABSENCE

2. There were no apologies for absence.

ITEM 2 – DECLARATION OF INTERESTS

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

ITEM 3 - MINUTES OF THE PREVIOUS MEETINGS

4. The minutes of the meeting held on 3rd July 2017 were reviewed. After one deletion, the minutes were agreed and later signed as a true record.

ITEM 4 – MATTERS ARISING

5. Item 4, Para 5 – Assistant Head. The Head reported that Nicholas Minnican, Assistant Head (Teaching & Learning), had settled in very well to the School.

6. Item 4, Para 6 – Technology Curriculum. The phasing out of the Technology curriculum had begun and the Head summarised how the extra lessons had been re-distributed to other subjects and how the remaining Technology classes were being covered. There had been no further parental complaints on the issue. Ways of continuing to ensure interest in STEM subjects in the future were being investigated by the School. A detailed list of STEM opportunities (Science and Mathematics) is hosted on the School website.

7. Item 4, Para 4 – Expansion Funding. The continued absence of expansion funding from ECC was raised and it was suggested that as the expansion money came from the Government ECC should not be permitted to withhold funds from the School. It was stated that the non-allocation of expansion funding should be raised directly with the Government.

8. Decision. The Head agreed to write to the DfE and two local MPs again to query the refusal of ECC to allocate expansion funding to grammar schools.

9. Item 5, Para 10 – Student departures after Year 12. The issue of students leaving at the end of Year 12 was raised for discussion following a recent legal ruling at another school. The Committee noted the legal position and how the situation should be covered by the School.

ACTION

Head

10. Item 5, Para 9 – Sixth Form Support Sessions. The Head reported back on the take-up of subject support sessions in the Sixth Form. Relevant parents had been approached about non-attendance of their daughters and the reasons received for non-attendance related to clashes between subjects or the fact that external tuition was being received instead. Evidence had shown that students who attended all sessions and worked hard went on to improve their results.

11. Item 8, Para 15 – Entrance Test. The meeting was informed that the concept of holding the Entrance Test on a school day rather than a Saturday is to be discussed at a GSHA admissions meeting in November. The agreement of all the schools is required before any change can be made.

ITEM 5 – TERMS OF REFERENCE

12. The terms of reference for the Management Committee were presented for annual review.

13. **Decision.** The Management Committee terms of reference were approved as presented.

ITEM 6 – ANNUAL EXAMINATION REVIEW

14. The 2017 Public Examination Review was received and the Head summarised the major points within the report. The final IB results, with 86.4% at Levels 5-7, were a good outcome in light of the fact that this figure contained certificate-only results and that it was the last year of teaching the diploma. Staff were commended for their excellent work continuing right through until the end of the IB. Governors voiced concern over Physics and Chemistry results across all the Sixth Form public examinations and the issues were discussed. The need to study Chemistry in order to read Medicine at university was noted, and did present problems for weaker students. The large variation between examination target figures and the actual results was also debated and explained. It was suggested that comparison was needed with other schools to ascertain if the problem with poor examination results in the Sixth Form sciences was found elsewhere. The Head advised that actions had already been instigated with the SSGS heads to address the results issue with Physics and that there were no concerns with the teaching of the sciences within the School. Governors stressed the need to address the issue of poor science results in order not to affect future Sixth Form admissions numbers.

15. **Decisions.**

- a. The Head agreed to obtain further information on Physics and Chemistry results from the other SSGS heads.
- b. It was agreed that the issue of Sixth Form Physics and Chemistry results was to remain an ongoing agenda item for future meetings.

16. There were limited AS results from just five unreformed A Level subjects. Issues were reported with the Chinese and Technology results and the background explained by the Head. There had been great success with the new Government & Politics AS examination and AS Maths. The issue of high AS Level target figures which had not been reached was re-iterated. GCSE results were very good, with 87.3% of grades achieved at A*/A; results were as expected apart from disappointing Art and Technology results. Remarks had resulted in some improvement of grades. The results for History and Mathematics were outstanding with 91.7% and 90% A*/A grades respectively. It was reported that 31% of girls achieved Grade 9 across the three reformed GCSE subjects (Mathematics, English Language and English Literature) against the national average of 2-3%. The meeting was advised that the School Academic Board had put forward a proposal to reduce the total number of GCSE subjects taken in the future from 11 to 10; this proposal would be presented to the Curriculum Committee in due course. The meeting discussed the examination results of subjects taken outside the school curriculum; Mitra Janes wanted it recorded that she did not agree with the principle of students taking an additional GCSE examination in their native language.

17. The Year 13 university outcomes in relation to Oxbridge and Medicine applications were disappointing this year, with 3 girls achieving Oxbridge places and 4 obtaining university places to read Medicine. Comparison data for SSGS public examination results at GCSE and A Level was

Head**Clerk**

received and discussed, and the Head advised that the School had chosen not to report examination results to the media this year.

ACTION

ITEM 7 – SIXTH FORM UPDATE

18. The Committee were informed that there were currently 127 students in Year 12 which included 31 new entrants. Success was reported from the Year 11 leavers, with only 15 girls out of 25 choosing to move to KEGS. The great efforts made by all the staff within the School to assist with the retention of Year 11 students was commended by the Committee. Details were received on the destinations of the other Year 11 leavers and on the previous schools of the new Year 12 students.

ITEM 7A – ADMISSIONS UPDATE (Additional Agenda Item)

19. An appeal on the content of the Admissions Policy for entry in September 2018 had been made to the Office of the Schools Adjudicator and the formal Adjudication had now been received. The Deputy Head (Pastoral) summarised the reason for objection and advised that the School was now required to amend the Admissions Policy to prioritise Looked After and Previously Looked After Children irrespective of where they live, not just from inside the Priority Area as was currently stated in the Policy, subject to them attaining an acceptable entrance test result. In light of the timescale involved, the OSA Adjudicator had given the School until 28th February 2018 to amend the Admissions Policy; this is the normal date by which the next Admissions Policy (2019) had to be formally determined by the Governing Body. The meeting discussed the next steps required in relation to Governor discussions and receiving the proposed Admissions Policy for 2019. It was noted that at the Determination meeting for the 2018 Admissions Policy held on 20th February 2017, Governors had agreed that a full discussion on the Admissions Policy was required in order to re-consider the whole concept of the Priority Area and how it was designated. It was noted that changing the Priority Area to being purely within the County of Essex may have an effect on receiving funding from ECC.

20. **Decision.** It was agreed that:

- a. The Head and Deputy Head (Pastoral) would prepare a paper on the Admissions Policy for 2019 for consideration by the Management Committee prior to receipt by the GB, and
- b. A discussion on whether to change the Priority Area concept of the current Admissions Policy to another system would be undertaken at the GB meeting on 13th October 2017.

**Head
M French
Clerk**

9.07am – The Deputy Heads left the meeting teach.

ITEM 8 – NEW YEAR 7 PARENTS WELCOME EVENING

21. The New Year 7 Parents Welcome Evening is to take place on Tuesday 26th September 2017 and two Governors were currently expected to attend, Steve Miles and Ros Cornish. The Head summarised the programme for the evening.

ITEM 9 – LANGUAGES CENTRE NAMING CEREMONY

22. The Head outlined the programme for the Languages Centre Naming Ceremony taking place on Wednesday 11th October 2017. The Committee was informed that the School had received a significant legacy from Dame Margaret Anstee with the condition that the Languages Centre was named after her. Details of the naming ceremony and guest attendees were discussed.

ITEM 10 – GOVERNING BODY AGENDA

23. The proposed agenda for the Autumn Term Full GB meeting on 13th October 2017 was presented for review and approval by the Committee.

24. **Decision.** With the addition of a new item, the discussion of the Admissions Policy 2019, the agenda for the 2017 Autumn Term Full GB meeting was approved as presented.

Clerk

ITEM 11 – RISK REGISTER

25. The Management Committee section of the CCHS Risk Register was presented for termly review and discussed.

26. **Decision.** The Management Committee section of the Risk Register was approved.

ITEM 12 – SENIOR SPEECH DAY

27. The next Senior Speech Day is to take place on Wednesday 18th April 2018. The Head advised of a possible CCHS Alumna, Emma Gauntlett, for the role of Guest Speaker and requested alternative suggestions from the Committee.

28. **Decisions.** The Head agreed to obtain further biographic details from Emma Gauntlett for the Committee's consideration. Committee members were asked to think of other possible options for the role of Guest Speaker and advise the Head.

ITEM 13 – COMPLIMENTS & COMPLAINTS

29. The Head advised that since the last meeting there had been complaints on: a teacher with repetitive absences; a Year 10 parent complaining about the lack of school resources and too much home-work; dangerous driving and parking by CCHS parents around the School, and a lack of food at late lunch. The Head summarised the action taken in relation to the complaints.

9.48am – The Head temporarily left the meeting.

ITEM 14 – ADDITIONAL INFORMATION

30. **Item 14a – School Development Plan 2017-18.** The School Development Plan 2017-18 was received for information and discussed. Governors noted that an SDP should work alongside a 5-Year Plan for the School and suggested some additional areas could be added to the SDP. Some of the bigger, higher level strategic issues needed to be linked from the SDP to a longer-term plan in order to ensure continuing School improvement with linkage from objective to action taken.

9.53am – The Head returned to the meeting.

31. The Committee summarised the discussions on the SDP for the Head and suggested what additional items were required within the document. The need for a 5-Year Plan with firm objectives produced jointly between the Governors and SLT was highlighted as a means to having a strategic focus for the School, the effect of not having the knowledge of available funding was noted as an issue in relation to preparing a 5-Year Plan.

32. **Decisions.**

a. The Head agreed to add: Technology backfill, the Sixth Form Science issue, Artsmark and the Admissions Policy into the SDP.

b. The content and objectives for a new 5-Year Plan would be agreed at the Governors' Conference in January 2018.

ITEM 13 – COMPLIMENTS & COMPLAINTS (Continued)

33. The Head informed the Committee that since the last meeting compliments had been received from recent school leavers and their parents and one particular compliment which had been received from a Year 12 parent concerning excellent pastoral care and the School's caring ethos shown on results day.

ACTION

**Head
All**

**Head
Chair
Head**

ITEM 14 – ADDITIONAL INFORMATION (Continued)

ACTION

34. Item 14b – NGA Governance Leaflet. An NGA leaflet on School Governance, recently received by the Management Committee, was discussed. It was noted that the need for a school strategic plan was highlighted in the document. The need for a new GB skills audit was suggested and it was noted that having strategically-focused Governor visits may be beneficial.

ITEM 15 – ANY OTHER BUSINESS

35. Ethnicity Update. The Head tabled an analysis of student ethnicity data across the School year groups. It was noted that 30% of the new Year 7 students were of Indian background, the possible explanation for this significant change was discussed.

36. Decision. The Head agreed to obtain a further breakdown of the ethnicity data broken down in relation to the Admissions Policy Priority Area.

Head

37. Teachers' Pay. Details of the recent School Teachers Pay & Conditions Document 2017 had previously been received and the options available for the School were explained and discussed. The Committee were advised of the related increase in School expenditure for the various options.

38. Decision. It was agreed that the CCHS Main Pay Scale Points would all increase by 2% and the CCHS Upper Pay Scale, Leadership Scale and TLR Scales would increase by 1%, in line with the joint union pay recommendation.

S Hoefling

39. Music Peripatetic Teacher. The meeting was informed of an ongoing employment issue concerning a music peripatetic teacher which was now in the hands of ECC Legal. It was stated the situation may end up going to an Employment Tribunal. The situation was debated by the Committee and it was noted that a decision on the continuing use of self-employed music peripatetic teachers would need to be made in the future.

40. Long Term Sickness. The Committee were advised that one member of the teaching staff had been off sick since the beginning of June and was unlikely to return in the near future. Two very able teachers had been found to cover the teacher's timetable in the meantime. The Head confirmed that the person in question had been referred to Occupational Health.

41. Chinese Teacher. The Head informed the meeting that the School was currently hosting a Chinese head teacher who was shadowing various people within the School for a period of 4 weeks in total.

ITEM 16 – DATE OF NEXT MEETING

42. Decision. The date of the next meeting was agreed as 8.00am on Friday 8th December 2017.

All

The meeting closed at 10.47am.

Agreed as a true record.

S Miles
Chair

8th December 2017