

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of an update meeting of the MANAGEMENT COMMITTEE held remotely via Zoom at 4.00pm on Wednesday 2nd July 2020

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

ITEM 1 – APOLOGIES FOR ABSENCE

1. There were no apologies for absence to receive, all members were present.

ITEM 2 – DECLARATION OF INTERESTS

2. No 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 were reported.

ITEM 3 – MINUTES OF THE LAST MEETING

3. After the correction of the date of the next meeting, the minutes of the remote meeting held on 11th June 2020 were agreed as a true record.

ITEM 4 – MATTERS ARISING

4. Item 4, Para 5 – Catering Contract - Decision. The revised Chartwells catering contract proposal for September 2020 had recently been received and the Business Manager agreed to circulate details of the proposal to Committee members once it had been fully reviewed.
5. Item 7, Para 15 – Projector Replacement. It was confirmed that the Facilities & Finance Committee had re-visited the plan for replacing classroom projectors and had agreed to a new expenditure plan.
6. Item 10, Para 18 – GB Agenda. The proposed agenda for the GB meeting on 8th July had been sent out after the last meeting and approved by email.

ITEM 5 – CHAIR’S ACTION

7. It was reported that the Chair had approved the appointment of Birkett Long LLP for legal support to the School on 16th June 2020. It was reported that their support had been very useful to date.

ITEM 6 – HEADTEACHER’S UPDATE

8. Item 6.1 – Current Schooling. The Headteacher advised that one-to-one interviews were continuing for all KS3 students and had been well-received. Students seemed in good spirits and the interview process had been very well-supported by staff. It was reported that 95% of Year 7 students had come in for an interview the previous week. The opportunity of having the students on site had allowed the end-of-year locker clearance to begin. Excellent attendance was reported for the Year 10 and Year 12 on-site tuition and that student numbers were increasing. It was hoped that all students would be attending in September.
9. Item 6.2 – Wellbeing. The Committee were informed that student wellbeing was excellent overall and regular phone calls were being made by staff when required. All information was forwarded to the pastoral team for action if required. Staff checks also continued on certain specific individuals. Official Government guidance had now been received concerning the return to full schooling in September

ACTION

M Mulgrew

and had included very clear information. SLT were now addressing how to implement the guidance and what needed to be done by the School. The return of normal lessons being taught in School would be welcomed by all. Governors queried the reaction of unions to the September re-start plan but input from the School's union representatives had yet to be received. An outline of the School's return to school plan for September had already been sent out to staff for information.

ACTION

10. **Item 6.3 – Racism Issue.** The Headteacher gave an update on the recent racism issue which originally initiated on Twitter. Individual responses had been sent to all those who had contacted the School directly about the issue. Staff who had been named in the original Twitter postings were being pastorally supported by the School. It was reported that staff training on racism, including racial literacy and micro-aggressions, was being organised for the Autumn Term. The meeting was informed that voluntary professional advice on social media and the 'Change' project had been received from a CCHS alumna in relation to the racism issue. It was suggested that the support of a professional communications consultancy should be considered for the School. The Committee discussed the proposal and agreed the need as a general concept.

11. **Decision.** The Headteacher agreed to send out a communications consultancy proposal to the Committee for consideration.

S Lawlor

ITEM 7 – FINANCIAL UPDATE

12. The Business Manager advised that a recent Condition Improvement Fund (CIF) bid had been successful and the School had been awarded £135,000 towards roof replacement. The meeting was reminded that it had previously been agreed that a contribution of £25,700 would be allocated from School Reserves for the project. The roofing work would hopefully be undertaken during the Summer holiday. It was confirmed to Governors that the swimming pool could not yet be opened because of COVID-19 regulations. It was also stated that the usual high-income music and drama summer holiday letting currently fell into the activity category banned by the Government.

ITEM 8 – SSEF UPDATE

13. There were no major items to report in relation to the SSEF building project. The schedule was on track and builders had managed to catch up slightly on the Sports Hall after the School closure. It was reported that students attending their KS3 interviews had been taken out to see the progress of the Sports Hall building and had all been very excited about the progress.

ITEM 9 – RISK REGISTER

14. The Management Committee section of the Risk Register was received for approval. A new risk (M9) covering the risks of social media had been prepared for Committee consideration. The need for an additional Management Committee risk to cover pandemics was noted and discussed. It was agreed that other pandemic-associated risks would also be needed in the other GB sub-committee sections of the Risk Register. The Committee discussed the requirement and queried if it also needed to be included in the School's Business Continuity Plan.

15. **Decisions.**

- a. The Management Committee section of the Risk Register was approved as presented.
- b. The Clerk agreed to send the Business Continuity Plan to the Chair.

Clerk

ITEM 10 – ANY OTHER BUSINESS

16. **Safeguarding Documents - Decision.** The Chair of the Staff & Student Matters Committee advised that in light of her forthcoming departure a couple of safeguarding-related files needed to be returned to the School. It was agreed that they would be returned to the Business Manager at the School during the Summer holiday.

**Y Wickers
M Mulgrew**

17. **Staff & Student Matters Policies - Decision.** Members of the Staff & Student Matters Committee had reviewed eight policies after their last meeting and the Clerk had collated the individual amendments. The Chair of the Staff & Student Matters Committee and Headteacher agreed to make a final review the amendments and confirm their approval to the Clerk.

**Y Wickers
S Lawlor**

ACTION

18. Succession Planning - Decision. The chairs of the GB sub-committees had now been ascertained for the next academic year and the issue of handover dates was discussed. It was agreed that the two new chairs should take over with immediate effect from the Full GB meeting on 8th July 2020 in order that the Management Committee would be fully manned over the Summer holiday. It was agreed that the Chair would formally raise the proposal at the GB meeting on 8th July.

Chair

19. Governor Vacancies. The number of current Governor vacancies was raised in light of the imminent departure of two Governors at the end of the term. The Committee discussed the composition of the current GB and the options available to address the number of vacant positions. The best timing for a Parent Governor election was also debated.

20. Decision. The Clerk agreed to discuss Governor positions with Andrew Bonwick and Lauren Smith.

Clerk

21. Farewell Thanks. With their departure from the GB at the end of the term, the Chair thanked Yvonne Wickers, Chair of the Staff & Student Matters Committee, and Mike Worboys, Chair of the Curriculum Committee, for their hard work and contributions during their time on the Management Committee. The cohesion and working practices of the Management Committee during recent years to achieve the best for the School was praised. The Headteacher added the thanks of the School to Yvonne and Mike for their work on their committees and their dedication to the School.

ITEM 11 – DATE OF NEXT MEETING

22. Decision. The dates for committee meetings in the next academic year had not yet been finalised and were to be presented at the Full GB meeting on 8th July 2020.

All

The meeting closed at 5.07pm.

Agreed as a true record at the Management Committee meeting held remotely on 25th September 2020 and signed electronically due to Coronavirus school closure.

S Miles

Chair

25th September 2020