

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the MANAGEMENT COMMITTEE held remotely via Zoom at 8.00am on Friday 25th September 2020

Present:	Steve Miles Stephen Lawlor Andrew Bonwick Ros Cornish	Chair of Governors Headteacher Chair of Curriculum Committee Chair of the Staff & Student Matters Committee
In Attendance:	Emma Ledwidge Melissa Mulgrew Wendy Newton	Deputy Headteacher Business Manager Clerk to Governors
Apologies:	Richard Vass	Vice Chair of Governors & Chair of Facilities & Finance Committee

ITEM 1 – APOLOGIES FOR ABSENCE

1. Apologies for absence were received and accepted from Richard Vass, the absence was the result of a last-minute change to work commitments.

ITEM 2 – DECLARATION OF INTERESTS

2. There were no declarations of business interest further to those already stated on the Register of Business Interests for 2020-21, or conflicts of interest, or receipts of gifts or hospitality.

ITEM 3 - MINUTES OF THE PREVIOUS MEETING

3. The minutes of the meeting held on 2nd July 2020 were agreed as a true record.

ITEM 4 – MATTERS ARISING

4. Item 4, Para 4 – Catering Contract. A revised Chartwells' catering contract proposal for September 2020 had been approved by the Committee by email during the Summer holiday.

5. Item 6.3 – Racism Issue. A communications consultancy proposal had been sent to the Committee for consideration. Further work on the issue had been postponed until this term.

6. Item 16 – Safeguarding Documents - Decision. The Business Manager had not received any safeguarding documents during the holidays. The Clerk agreed to contact Yvonne Wickers.

ITEM 5 – CHAIR'S ACTION

7. A summary of all Chair's actions was received, noted and approved.

ITEM 6 – TERMS OF REFERENCE

8. Decision. The terms of reference for the Management Committee were received for annual review and, with the deletion of one SLT post, were approved.

ITEM 7 – HEADTEACHER'S UPDATE

9. Item 7.1 – Current Schooling. The Headteacher gave an update on the current school situation in relation to the re-opening and COVID-19. The new health & safety systems instigated to protect students and staff were summarised and said to be working well. It was reported that there were currently no confirmed cases of COVID-19 within the school. Student attendance was now around 90% but not all absences related to COVID-19. If a student was unwell with any of the COVID-19 symptoms they were told to isolate at home until a negative test result had been received. There

ACTION

Clerk

Clerk

had been a 2-week settling in period with no homework for Lower School students and every opportunity was taken to allow students to get outside during the School day for fresh air and exercise. The lessons learned from the first few weeks had resulted in some timetable and rooming changes in order to improve the situation for certain students. Six new teachers had settled in well and the two INSET days at the start of term had allowed staff to prepare more fully for the changes within the School. The work of the Business Manager and Site Team was praised in relation to the preparation work required for full re-opening and staff communication had been noted as excellent by teachers also working at other schools. The lessons learned from the previous period of remote schooling had been incorporated into a new Remote Schooling Policy which was received for information. The Deputy Headteacher gave an update on the additional COVID-19 Catch-up Funding totalling £61,200 and how it was to be utilised by the School. It was reported that a small number of students had been identified as not managing well during the School closure and would now be given additional tuition help and closely monitored. Additional assistance plans had also been made for Pupil Premium students using the standard Pupil Premium Grant funding.

10. Item 7.2 – Wellbeing. The new Assistant Headteacher (Pastoral) had initiated one-on-one discussions for all students with their form tutors to assess how the students were feeling and to identify any problems. The year leaders were also fully involved in overseeing student well-being. All safeguarding issues were being reported through MyConcern and addressed appropriately. Individual risk assessments had been undertaken by the Business Manager on a few members of staff with specific medical concerns to ensure that adjustments were made to ensure their safety and all had been happy to return to work. There were no positive COVID-19 related issues in the staff at present although one result was still awaited. It was hoped that the new NHS tracing app would work alongside the School's own tracking and tracing process. The Headteacher advised the Committee that the staff Joint Consultative Committee (JCC) had now been replaced by a new Staff Voice committee whose membership included more staff from across the School in addition to the usual union and Teacher Governor representatives. Feedback from the Staff Voice would be used to improve the systems within the School. Governors queried the reaction of the School staff towards the change which was described as positive, it was confirmed that the new committee would not be allowed to dilute the voice of the unions.

11. Item 7.3 – Racism Issue. The Headteacher gave an update on the racism issue which had arisen in June 2020 and advised that email communications had now ceased. One formal complaint had been received from a single student on the evening of the last day of term. The issue had been investigated this term in line with the School's Complaints Policy and no evidence had been found to link the complaint to racism. A formal School response had been sent and no further communication had been received. Governors noted the situation and supported the actions taken.

12. Staff had received diversity and inclusion training at the start of the term and SLT had undertaken additional online training during the holiday. The Deputy Headteacher is in charge of co-ordinating the Change project and updates on the project are being shared on a dedicated page on the School website. Students were being fully included in the Change project and were also currently involved in the preparations for Black History Month in October.

ITEM 10 – ANNUAL EXAMINATION REVIEW (Item taken out of agenda order)

13. Item 10.1 – Annual Examination Review. The 2020 Annual Examination Review was reviewed and the Deputy Headteacher gave a summary of how the School Centre Assessed Grades (CAGs) were produced. It was stated that the School followed the DfE guidance assiduously and were happy with the final grades put forward to the exam boards. There had been some student anxiety relating to the changes in the marking process but this was outside the control of the School. Not all students had been happy with the use of CAGs and would have preferred using their mock exam grades. The work of the School staff in producing the CAGs was commended. The Headteacher confirmed that despite the CAG process there had been an uplift in examination results this year with 88.4% A*/B grades for A level and 90% 7-9 Grades for GCSE which was 4.4% and 6% higher respectively than the previous year. It was stressed that the CCHS CAGs had been based on verifiable School data alone, as was evident by the dissatisfaction of a small number of students, and that there had been no falsely uplifted grades. Data had been anonymised during grading in order to ensure no unfair bias. The meeting was advised that local schools had agreed not to advertise their results this year due to the unusual situation but that the subject percentages would appear on the School website in due course. The A level examination results and UCAS outcomes

had however been advertised and commended internally in order to show the quality of the results and encourage student retention into the Sixth Form.

ACTION

14. Item 10.2 – Examination Results Summary 2020. A breakdown summary of the 2020 A level and GCSE examination results by subject and grade was received and noted.

15. Item 10.3 – Autumn 2020 Examinations & Appeals. The Deputy Headteacher summarised issues relating to the Summer results. There had been 24 A level and 18 GCSE requests for data used to determine CAGs, and 7 A level and 5 GCSE requests for ranking information. The School had put forward 11 formal appeals from students who were unhappy with a particular CAG result, 7 had been rejected, one upheld with a grade increase, and 3 were still with the examination board. A summary of the applications to re-sit the public examinations in the Autumn Term was received, there were 17 A level students and 8 GCSE students. These students were to be supported with extra revision sessions before the examinations. It was reported that one Year 12 student had chosen to re-sit 10 GCSEs which was against the advice of the School as it was felt to be detrimental to her current A level studies and the meeting discussed the situation.

9.00am – The Deputy Headteacher left the meeting to teach.

ITEM 8 – FINANCIAL & SSEF UPDATE

16. The Business Manager advised that until the year-end process had been completed an exact financial picture would not be known as there had been exceptional losses and savings due to COVID-19. The Finance Team were currently working on the end-of-year reports and the Business Manager would present a verbal at the next Facilities & Finance Committee meeting. The 2020 Academies Financial Handbook had been published and was now being reviewed for amendments relating to the CCHS Financial Handbook, the revised version of which would be received by the Facilities & Finance Committee and then the Full GB for formal approval in October. The Business Manager put forward a request for the Management Accounts for July not to be produced in light of the current circumstances and the proximity to the year-end accounts.

17. **Decision.** It was agreed that the July set of Management Accounts did not need to be produced.

M Mulgrew

18. The Committee had received a progress report on the SSEF project and advised that the building work was looking very good. The teaching block was expected to be completed by the end of May 2021 and the Sports Hall by 12th July 2021. Investigation had begun on the design for the new Library facility with preliminary costings of £0.5million. Documentation had been received proposing the maximisation of solar PV panels on the SSEF project buildings in order to reduce the School's outgoing energy costs rather than the basic minimum number of PV panels required by building regulations and the BREEAM assessment. Details of the power purchase scheme were explained and it was noted that no capital outlay was necessary by the School. PCH had investigated other similar co-operatives and recommended the Schools Energy Co-op. The Committee put forward questions about possible financial risks and future changes in technology that could adversely affect the School in the future which were answered by the Business Manager. Governors thanked the Business Manager for her work on the SSEF project, noting that the collaboration with PCH and Horizon seemed to be working smoothly.

19. **Decision.** The Committee supported the maximisation of solar PV panels on the SSEF project buildings subject to the final approval of the Facilities & Finance Committee.

M Mulgrew

ITEM 9 – NEW YEAR 7 PARENTS WELCOME EVENING

20. In light of the COVID-19 situation, the New Year 7 Parents' Welcome Evening had been a virtual event. The School had produced a film with contributions from the Chair of Governors, Headteacher, various School staff, the PA and CCHS students. The Year 7 cohort has 180 students and the film had been viewed 280 times. The film would be left live on the website for parents for two weeks. The Chair thanked all who participated in the making of the film. The production and collation of the film had been undertaken by Tony Cable, the School's IT Manager, whose efforts were highly commended by the Headteacher.

ITEM 11 – SIXTH FORM UPDATE

21. A new Year 12 update report was received for information. There were 154 students in Year 12 which included 35 new external entrants. Additional information on Year 11 leavers had been reported in the Annual Examination Review. It was reported that 36 out of last year's Year 11 cohort of 155 (23%) had decided to leave CCHS, this was a reduction of 8% on the previous year. The sixth form choices of the leavers were discussed and the reduction in student numbers moving to KEGS was noted, 14 students against 22 in 2019, along with an increase in the number of students moving to comprehensive schools, 13 from 3 in 2019. The Headteacher reported that there had been maximum effort from School staff in contacting the Year 11 students by telephone on results day in an attempt to encourage their transition to the CCHS Sixth Form. The possible impact of the new Beaulieu Park School when their sixth form opened in the future was noted.

ITEM 12 – STAFF PAY INCREASE

22. The April 2020 NJC pay increase for Support Staff had finally been agreed nationally at a rate of 2.75% across all pay points and the Committee had previously approved the pay increase with effect from April 2020 by email. The Business Manager reported that the 2.75% pay increase for Support Staff had resulted in a total of £3000 increase above budget. The School Teachers' Pay and Conditions Document 2020 had just been published and included a range of increases from 2.75% to 5.5% across the pay ranges and allowances. The effect on the School budget had not yet been calculated but information would be sent in due course. The CCHS teachers' pay scales had been increased in line with the STPCD increases and were presented for approval in principle. Governors were reminded that it was agreed on academy conversion that changes in national pay scales would be followed. The meeting discussed the issue of teacher recruitment in relation to pay scales, and the cost of living in Essex was noted as being an adverse factor. The Headteacher advised the meeting that the use of TLR 3 awards had increased within the School recently in order to allow professional development of teachers via one-off projects of benefit to the School.

23. Decisions.

- a. The NJC April 2020 pay rise of 2.75% for all Support Staff was formally ratified.
- b. The CCHS teachers' pay scale for September 2020 was agreed in principle and would be implemented once the Government approval process had been completed.
- c. The Business Manager agreed to send out an impact analysis on the effect of the teachers' pay increase on the budget once calculated.

M Mulgrew

M Mulgrew

ITEM 13 – GOVERNING BODY MATTERS

24. Item 13.1 - Full GB Agenda - Decisions. The proposed agenda for the Autumn Term Full GB meeting to be held on 15th October 2020 was approved as presented. The Committee discussed the proposed start time and agreed that it would be brought forward to 8.00am. It was also agreed that Governor meetings would remain being undertaken virtually until the end of the Autumn Term.

Clerk

25. Item 13.2 – GB Membership. The current terms of office and committee membership of the GB were reviewed. The Clerk advised that there were currently three Nominated Governor vacancies and two Parent Governor vacancies. The vacancy situation was discussed and it was suggested that the Change project and greater diversity on the Governing Body needed to be stressed in any election correspondence along with the fact that meetings are currently being held remotely in order to encourage more candidates.

26. Decision. The Clerk agreed to organise a Parent Governor election as soon as possible, and the Chair, Head and Clerk agreed to liaise on the possibility of holding a virtual Governor Information Session prior to the start of the election process.

**Clerk
Chair
Head**

ITEM 14 – GDPR

27. Decision. Nine ECC-model GDPR policies were presented for re-approval as follows: Acceptable Use Policy, Data Handling Security Policy, Data Protection Policy, Information Governance Framework Policy, Non-Disclosure Agreement, Records Management Policy, Security Incidents Policy, SIRO Role Profile and Statutory Requests for Information Policy. The only changes

were minor amendments to the Records Retention Management Policy which had been advised. The nine GDPR policies were approved as presented.

ACTION

ITEM 15 – WHISTLEBLOWING POLICY

28. **Decision**. The Whistleblowing Policy was presented for annual review un-amended and approved as presented. The need to consider any possible effect of the Change project on the Whistleblowing Policy and the General Equality Policy was noted and would be kept under review.

ITEM 16 – RISK REGISTER

29. **Decision**. The Management Committee section of the CCHS Risk Register was presented for termly review and Governors reviewed the ratings and responses on the risk register and approved the document as presented. The meeting was reminded that the Committee had noted the need to produce a new pandemic risk(s) to the Risk Register last term. The new risks had not yet been produced and would hopefully be available in time for the Full GB meeting.

ITEM 17 – COMPLIMENTS & COMPLAINTS

30. The Head advised that there had been many compliments from parents concerning the work of all the staff during the COVID-19 situation, the School closure and the remote schooling provided by the School. There were ongoing complaints from the School's neighbours on the impact of the road improvement roadworks on the Broomfield Road in relation to the school buses and where they stopped along the road. This issue was outside the control of the School and concerns had been passed to Chelmsford City Council.

ITEM 18 – ADDITIONAL INFORMATION

31. **Item 18.1 – School Development Plan 2020-21**. The headline topics for the School Development Plan 2020-21 were received for information. The Headteacher advised that production of the full document had been delayed but that it would be presented at the Full GB meeting. It was suggested that the development topics could be listed in priority order within the document in order to allow for possible incompleteness due to the pressures of the COVID-19 situation.

ITEM 19 – ANY OTHER BUSINESS

32. **Entrance Test**. Governors queried the plans for the Year 7 Entrance Test in light of the current COVID-19 restrictions. The Headteacher advised that the test planned for 12th September had been cancelled and was to be replaced with a series of separate tests over a 4-day period in the week commencing Monday 19th October 2020. Details of how the test was to be administered by the School was explained and the work of the Admissions Officer, Jane Lewis, was commended.

ITEM 20 – DATE OF NEXT MEETING

33. **Decision**. The date of the next meeting was agreed as 8.00am on Friday 4th December 2020.

All

34. The Chair closed the meeting by asking the Headteacher to pass on the thanks of the Governing Body to all the staff for their ongoing hard work and continued support for making the School the best it can be in these challenging times.

The meeting closed at 10.00am.

Agreed as a true record.