

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the MANAGEMENT COMMITTEE held remotely via Zoom at 8.00am on Friday 4th December 2020

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

PART A

ITEM 1 – APOLOGIES FOR ABSENCE

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

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 25th September 2020 were agreed as a true record.

ITEM 4 – MATTERS ARISING

4. Item 12, Para 23c – Staff Pay Increase. A report detailing the impact of the annual staff pay increases was received. It was noted that the effect of the increases was a variance of -1% to what had been budgeted and not as detrimental to School finances than first believed.

ITEM 5 – CHAIR’S ACTION

5. The Chair reported that he had agreed to a revision to the final week of term. The two penultimate days of term were now to be taught remotely as a full-scale test of the remote schooling system, the last school day would be 18th December 2020. The action was discussed and approved.

ITEM 7 – DATA (Taken out of order)

6. The Asst Headteacher (T&L) presented the Year 11 and Year 13 TA1 data and stated that the headlines figures were very positive given the circumstances of the past two terms. Year 11 TA1 data showed a Grade 7-9 figure of 90%, which was only 0.8% lower than last year, and that only Art had been negatively affected by the Covid lockdown. Year 13 TA1 data showed a Grade A*-B figure of 87.5% against 86.7% last year and 90.1% the year before. There had been deep dives into student progress especially for SEN, PPG and those students who had been struggling since the School closure. Details of how the School was robustly addressing the catch-up curriculum were explained. Overall it was believed that the School was not in a worse place than previous years. Data was to be reviewed again after the Year 13 and Year 11 mocks and after TA2 data had been collected. External data was also being used to ensure that students were on track for where they should be.

7. Governors queried the reasons for the subjects with lower grades and asked if there was anything which could be done to address it. The issue was discussed and it was suggested that it

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may relate to over-cautious predictions in those particular subjects. It was not considered to be a problem by the School but will be reviewed after the Year 11 and Year 13 mocks. The extra help put in place to help weaker students was summarised. An analysis of the July 2020 Year 11 GCSE Centre Assessed Grades compared to the cohort's Year 7 Cognitive Ability Tests (CAT) and CEM entrance test results and the Year 9 MidYIS test was received and the correlation noted. It was reported the data was in line with previous years.

ITEM 8 – YEAR 7 COMPARISON DATA

8. An analysis of the 2020 Year 7 CAT test undertaken shortly after their arrival at the School was received. This was the first cohort of 180 students and that the data showed a slightly wider range of ability but nothing of major concern. It was reported that the Year 7 SEN students were spread throughout the range but that the pupil premium students were at the lower end of the CAT and CEM score data, the School was looking to see how these particular students could be supported in order to close the attainment gap. The Year 7 cohort was generally very similar to previous years.

8.45am – The Asst Headteacher (T&L) left the meeting to teach.

ITEM 6 – HEADTEACHER'S UPDATE

9. The Headteacher gave an update on the current Covid situation within the School, there had only been three student and three staff member Covid-positive cases to date. The School's track and trace procedure had been undertaken and students sent home to self-isolate for 14 days when required. There were currently over 200 students in self-isolation due to possible Covid contact, both inside and outside the School, and were undertaking remote schooling from home. Details of the remote schooling system were summarised and the additional workload on teaching staff noted. TA1 data discussions were to be undertaken the following week and every student would be interviewed to discuss their progress and future learning strategies.

10. Governors queried whether any feedback was being obtained on remote schooling and were advised that an official staff and student questionnaire was to be carried out after the two-day period of remote schooling to be undertaken in the last week of term. The Headteacher confirmed that student attendance was monitored during remote schooling and that teachers kept in touch with their forms via Teams. Student attendance had generally been very high at 97-98%. The School had recently received new information on the Summer 2021 public examinations which would now be held in June and July, this would give students an additional three weeks of teaching time. It was stated that the School, and students, preferred having examinations rather than having to produce Centre Assessed Grades. Further examination adjustments were still thought likely.

ITEM 9 – COMPANY ACCOUNTS FOR THE YEAR ENDING 31st AUGUST 2020

11. The Consolidated Company Accounts for the year ending 31st August 2020 and the auditor's management letter and systems report were received and discussed. The Chair of the Facilities & Finance Committee took questions on the accounts. It was confirmed that there had been a net loss in lettings income as a result of the Covid outbreak and resultant School closure. The usual success of the School in raising additional income through lettings was noted. The Business Manager suggested that there would be an ongoing impact with lettings this academic year but that the completion of the Sports Hall next Summer would hopefully increase lettings income in the future. It was not yet known if the Barracudas contract would run this year. Lettings income had dropped from the previous £152,000 to £72,000 last year. It was noted that the artificial pitch would definitely need replacement in the near future.

12. The Chair of the Facilities & Finance Committee summarised the situation behind the School reserves, whilst they would look relatively healthy from an external viewpoint, most were ring-fenced for specific purposes. Designated reserves had been set aside for the refurbishment of the artificial pitch (£150,000), campus development (£300,000 - although £200,000 had been committed to the SSEF project and £26,000 had been committed to the re-roofing) and curriculum restructuring (£319,962). This last amount had been built up over past years to address any deficit situations which might arise. It was suggested that the School was in a stronger financial situation than recent years and that the auditors had confirmed the School was a going concern. Governors questioned the level of reserves and it was stated the current level of reserves were appropriate and it was hard

to compare reserves between schools. There were no issues with cashflow due to the way schools were funded. The Committee were reminded the CCHS Company needed to agree statutory guarantee provision for CCHS Capital Development Ltd, meaning that CCHS Capital Development Ltd accounts did not need to be formally audited and that the School guaranteed to cover any liabilities resulting from the subsidiary company. Only one very minor issue had been raised in the auditor's management letter which was noted by the Committee. The external audit showed that the School had strong and robust financial controls. The School Finance Team were commended for their work on the accounts and the Business Manager was asked to pass on the Governors' thanks to the Finance Team.

12. **Decisions.**

- a. The Company Accounts for the period ending 31st August 2020 were approved as presented.
- b. The Reserves Policy was approved as presented.
- c. The annual statutory guarantee for CCHS Capital Development Ltd was approved.

ITEM 10 – CAMPUS DEVELOPMENT & EXPANSION

13. The SSEF Project Status Dashboard as at 30th November 2020 was received for information. The Business Manager reported that the SSEF project was progressing well and was still on track for completion in May and June 2020 despite a 5-week stoppage due to the Covid closure. Both buildings were watertight and internal fit-out was now due to commence. Changes to scope included the need for a new electricity sub-station which would require the demolition of the current Science demountable before the end of January 2021, and a change in building regulations now required the Sports Hall fire escape to be fully enclosed, both were potential new costs. The Business Manager also advised that the building contractor intended to add additional Covid costs totalling £45,000 which was to be investigated as it seemed excessive. The Gym and Library re-purposing designs were ongoing and initial estimates were coming in on budget at around £500,000. There were currently no financial concerns relating to the SSEF project. The Committee also received the SSEF Project Progress Report No 9 for general information.

ITEM 11 – GOVERNORS' CONFERENCE – 25th JANUARY 2020

14. In light of the ongoing Covid-19 outbreak, the Headteacher had proposed that the Governors' Annual Conference on 23rd January 2021 was cancelled and deferred to later in the Spring Term. SLT had proposed that the conference focus on the next large School capital development project which was suggested to be a new Sixth Form Centre. The Committee discussed the proposal and how the required GB meetings and activities could be covered.

15. **Decisions.** It was agreed that:

- a. The Governor Conference on Saturday 23rd January 2021 would be postponed and a new date in the Spring Term investigated by the School. The Clerk agreed to advise the other members of the GB of the postponement.
- b. The determination of the Admissions Policy 2022 would be undertaken by email in January 2021 after the current public consultation ended.

**S Lawlor
Clerk**

Clerk

ITEM 12 – GOVERNING BODY MATTERS

16. The Clerk advised that the Parent Governor election was currently underway and that there had been 10 candidates for the two vacancies, the election closes at 4.00pm on Friday 11th December 2020. It was agreed that the GB was looking for greater diversity in its membership and noted that there were still three vacant Nominated Governor positions. The Committee discussed the various options available for filling the current vacancies on the GB in the best interests of the School.

17. **Decision.** It was agreed that the Management Committee would meet by Zoom after the election results were known in order to review the options for Nominated Governors.

All

ITEM 13 – COMPLIMENTS & COMPLAINTS

18. The Head advised that there had been some ongoing complaints from local neighbours about parents dropping their daughters off around the School, a situation made worse by the current roadworks outside the School site. Seven letters of compliment had been received since the last meeting from parents commending the remote parent evenings and the fact that the School was still running in a safe manner during the Covid-19 situation.

ITEM 14 – ANY OTHER BUSINESS

19. Change Project. The Deputy Headteacher gave an overview of School actions relating to the change project. Change & Diversity Prefects were being introduced in Year 10 and Year 12 and this had raised great interest amongst the students. Change assemblies continued across all year groups. It was reported that the School community was embracing the change project and had many ideas and initiatives. The curriculum was also being reviewed for the opportunity to include diversity-related issues. Staff training had also continued for the SLT and was to be extended down to all teachers through the School Development Groups. A new Equalities Policy had been produced and recently approved by the Staff & Student Matters Committee.

ITEM 15 – DATE OF NEXT MEETING

20. Decision. The date of the next meeting was agreed as 8.00am on Friday 5th March 2021.

Part A of the meeting closed at 9.50am. At this point, the CCHS Capital Development Ltd AGM was held and then followed by Part B of the meeting, the SLT Performance Management Review, and is minuted separately.

Agreed as a true record at the Management Committee meeting held remotely on 5th March 2021 and signed electronically due to Coronavirus situation.

S Miles

S Miles, Chair

5th March 2021

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All