

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the MANAGEMENT COMMITTEE held remotely via Zoom at 8.00am on Friday 24th September 2021

Present:	Steve Miles Stephen Lawlor Andrew Bonwick Sarah de Souza-Ingles 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

ITEM 1 – APOLOGIES FOR ABSENCE

1. There were no apologies for absence to receive, all committee 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 2021-22, 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 11th June 2021 were agreed as a true record.

ITEM 4 – MATTERS ARISING

4. There were no matters arising which were not to be covered within the agenda.

ITEM 5 – CHAIR'S ACTION

5. A written summary of all Chair's actions was received and noted.

ITEM 6 – TERMS OF REFERENCE

6. **Decision.** The terms of reference for the Management Committee were received for annual review and were approved as presented.

ITEM 7 – HEADTEACHER'S UPDATE

7. The Headteacher reported that the School was now back working in a more normal pre-Covid format with very good student and staff attendance. The key Covid H&S options remained in place e.g. sanitizers, a one-way system and optional mask wearing, and a log of PCR test results was being maintained and monitored in case any changes to the School's H&S precautions might be required. There were currently five student cases of Covid-19 and one staff case which was low compared to other local schools. Plans were in place for Covid immunisation the following week, this would be voluntary and with parental consent, student up-take was still not known. The sensitive nature of the immunisation programme was noted and the Committee were advised that there had been adverse situations at other schools. Advice had been received from the Local Authority, ASCL and the teaching unions and the School had plans in place should any adverse situation arise. (**Clerk's Note:** The vaccinations did not occur due to reasons outside the control of the School.) There had been three school events involving parents since the start of term and the new buildings had been very well-received. The Sixth Form Open Evening is to take place on 14th October and was currently planned to be face-to-face as normal as this was considered better for student recruitment.

ACTION

8. The School CPD programme had commenced for staff using the newly-appointed School Development Leaders (formerly Faculty Leaders) and the School enrichment programme had been reformed to better suit the needs of the students and included re-engagement with primary school access work. Pastoral care remained forefront in the School and pastoral teams were on top of all issues for both new students and those remaining from the Covid closure. The SSEF building work was practically finished and the Business Manager and Site Team were thanked for their hard work over the summer, in order to get the School site ready for the start of the Autumn Term. The last phase of the SSEF project, the relocation of the library and new Sixth Form study centre, was underway and it was hoped would help Year 11 retention and external recruitment into Year 12.

ITEM 8 – FINANCIAL & SSEF UPDATE

9. The Business Manager reported that normal lettings had resumed and that the lettings calendar was nearly full for the current term. If the same level of lettings continued for the remainder of the year it would lead to higher than forecast annual lettings income. The previously reported £30,000 end-of-year surplus was now trending towards break even because of some exceptional costs relating to the fitting out of the new buildings. The end of year accounts process was now in preparation and an overall annual surplus was deemed likely, significantly better than previously forecast. Chartwell's catering was back working as normal with payback and profit sharing included in the new catering contract for this year. It was hoped that the currently good daily takings would lead to additional profit income for the School.

10. The SSEF buildings were now open but had been slightly delayed due to Covid. The SSEF project account would be closed shortly which would allow the School to ascertain how much money was left for the remaining School improvements. Governors queried the energy costs for the new SSEF buildings, and it was confirmed that there was only a small risk to the School as the energy contracts had been locked in for two years and the buildings also had their own solar panels. The Business Manager advised that excess energy could no longer be sold back to the grid and that together the new Sports Hall and Bancroft Building were carbon neutral. The Committee commended the Business Manager's hard work and extended working hours in relation to the SSEF project. The result of the SSEF building project was deemed very pleasing and in keeping with the rest of the School. Governors noted that the SSEF project could have been a significant risk for the School but that problems had been avoided by the Business Manager's exceptional management throughout the project.

ITEM 9 – NEW YEAR 7 PARENTS EVENING

11. The Headteacher thanked Governors for their support at the recent new Year 7 Parents' Welcome Evening, it had been the third parent event of the term and the best attended. There had been good feedback from parents in relation to the new buildings and the Headteacher stated it was very pleasing to have personal interaction with parents once again.

ITEM 10 – ANNUAL EXAMINATION REVIEW

12. Item 10.1 – Teacher Assessed Grades Summer 2021. The Committee received a summary of A level and GCSE Teacher Assessed Grades (TAGs) for Summer 2021 and were advised that a full review would be received at the full GB meeting in October. The work of the Deputy Headteacher and Assistant Headteacher (T&L) in producing a rigorous continuous assessment and appeal system for the TAGs was praised. It was noted that the School's last formal public examinations had taken place in Summer 2019 and that it would be those results that Ofsted would refer to when they visit. A 92.26% A*-B grade success rate at A level and the 96% 9-7 grade success rate at GCSE was reported for the Summer 2021 TAGs and Governors commended the teaching staff for the excellent set of results. Governor's queried if there had been any feedback from students concerning the School's assessment process and it was reported that the process had been well received and most students were happy with their results. A small number of issues had been raised and addressed. A formal appeal process had been available and was used by a small number of students. It was confirmed that DfE would not be reporting results and that there was also an agreement between local schools not to publish results. The Headteacher stressed that CCHS results would be highlighted at suitable occasions and also compared against other schools as there

were erroneous perceptions amongst students about the results attained at other schools. Normal public examinations were expected to be held in Summer 2022.

ACTION

13. Item 10.2 – Summer 2021 TAG Appeals & Autumn 2021 Resits. The Deputy Headteacher summarised the School's TAG appeals process and presented a summary of student appeals. It was reported that any special consideration of results only permitted the School to award a 5% increase in mark which was generally not enough to change the awarded grade. A small number of legitimate data errors had arisen during the appeals process and immediately corrected by the School. Some external appeal results were still awaited and there were to be a very small number of resit examinations in November. Governors stated that the small number of upheld appeals proved the diligence of the School's assessment system. The large amount of additional work required by SLT and teaching staff in producing the TAGs was noted the Committee.

ITEM 11 – SIXTH FORM UPDATE

14. It was reported that Year 12 had 151 students. Forty students had chosen to leave the School after Year 11 and the destinations of some were still unknown. Thirty-one new students had joined Year 12 and data showed that they came from a wide range of schools with a maximum of two students from any one school. The meeting was advised that Year 11 students were now holding multiple offers from different sixth forms and this did not help the School as firm attendance at CCHS was not known until the Autumn Term actually started. It was reported that the new Year 12 students had settled in well and the abilities and skills of the new students were being celebrated by the School. Governors discussed the reasons for leaving CCHS after Year 11.

ITEM 12 – STAFF PAY INCREASES

15. Formal confirmation of both teaching and support staff pay increases were still awaited. The Business Manager confirmed that 2% had been budgeted for staff pay increases this year. It was noted that whilst the School is the formal employer of staff members it had been agreed on academy conversion to keep in line with the national School Teachers Pay & Conditions Document for teachers and the Essex NJC pay spine for support staff. Approval of the pay awards would be undertaken by email once known. The Headteacher noted that, should it occur, any form of industrial action would be very detrimental to the School.

ITEM 13 – GOVERNING BODY MATTERS

16. Item 13.1 - Full GB Agenda - Decision. The proposed agenda for the Full GB meeting to be held on 15th October 2021 was approved as presented. The absence of a PA link governor was noted and, as an alternative, the Deputy Headteacher was to report on PA matters. It was suggested that some members of the PA could be invited to attend a future GB meeting and the concept was noted.

17. Item 13.2 – GB Membership. The current terms of office and committee membership of the GB were reviewed. It was noted that there were currently three Nominated Governor vacancies and that both Staff Governors ended their term of office at the end of the Autumn Term. The Clerk advised that a Staff Governor election would be undertaken after the October Half Term break.

18. Item 13.3 – Academy Structure. The Committee were reminded of the need to find three additional new Members for the proposed new academy structure. It was reported that Mr Jo Wincott had met the Headteacher and Clerk at the end of the Summer Term, he had kindly agreed to become a Member but both the other people approached had not come to fruition.

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

- a. The Clerk would email Mr Wincott to maintain School communication,
- b. The Headteacher would investigate possible Alumnae options for a new Member, and
- c. All Committee members were asked to think of other possible options for new Members.

**Clerk
S Lawlor
All**

ITEM 14 – GDPR

20. **Decisions**. The ECC-model Data Handling Security Policy and Data Protection Policy were presented for re-approval and approved with a two-year review. A new ECC-model Information Governance Strategy document was received and approved as presented with a one-year review. Governors raised a query on cyber insurance for data breaches and the Business Manager confirmed the School's insurance policy covered such issues.

ITEM 15 – WHISTLEBLOWING POLICY

21. **Decision**. The Whistleblowing Policy was presented for annual review with very minor Juniper HR amendments and approved as presented.

ITEM 16 – RISK REGISTER

22. **Decision**. The Management Committee section of the CCHS Risk Register was received for termly review and approved as presented.

ITEM 17 – COMPLIMENTS & COMPLAINTS

23. The Headteacher advised Governors that the redesigned School website now had areas of complimentary feedback recently received from parents and students. The Committee were reminded of the student relationship issues brought about social media during the Covid situation, whilst beginning to settle down some issues were still ongoing. Details of one specific issue were summarised for the meeting and the School's actions noted. Pastoral staff were keeping on top of the relationship issues and the problems associated with social media and cyber-bullying had been stressed at the recent New Year 7 Parents Welcome Evening.

ITEM 18 – ADDITIONAL INFORMATION

24. **Item 18.1 – School Development Plan 2021-22**. The headline topics for the School Development Plan 2021-22 were received for information, the full document would be presented at the next Full GB meeting.

ITEM 19 – ANY OTHER BUSINESS

25. **School Website**. The Governor Portal missing from the School website was queried and the Clerk advised that it was being investigated as a matter of urgency by the website designers. Governors stressed how useful the Portal area was in relation to receiving meeting packs and past GB documentation. (**Clerk's Note**: The Portal became available again on 01/10/21.)

26. **Record of thanks**. The Headteacher thanked Governors for their continuing help and support; the extra work undertaken by SLT over the Summer holidays, and all staff members for their hard work and renewed enthusiasm since the start of the new term. School staff were reported as being very positive and optimistic about keeping the School open as normally as possible in the next few months. The Chair re-iterated his own thanks to the whole School with specific reference to the excellent TAG results and new SSEF buildings.

ITEM 20 – DATE OF NEXT MEETING

27. **Decision**. The date of the next meeting was agreed as 8.00am on Friday 3rd December 2021.

The meeting closed at 9.35am.

All