

# CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

## Minutes of a meeting of the MANAGEMENT COMMITTEE held remotely via Zoom at 7.52am on Friday 3<sup>rd</sup> December 2021

|                |   |  |
|----------------|---|--|
| Present:       | Steve Miles<br>Stephen Lawlor<br>Andrew Bonwick<br>Sarah de Souza-Ingle<br>Richard Vass | Chair of Governors<br>Headteacher<br>Chair of Curriculum Committee<br>Chair of Staff & Student Matters Committee<br>Vice Chair of Governors<br>& Chair of Facilities & Finance Committee |
| In Attendance: | Emma Ledwidge<br>Melissa Mulgrew<br>Jo Cross<br>Wendy Newton                            | Deputy Headteacher (from 8.00am)<br>Business Manager<br>Assistant Headteacher (Teaching & Learning)<br>Clerk to Governors  |

### PART A

#### 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 24<sup>th</sup> September 2021 were agreed as a true record.

#### ITEM 4 – MATTERS ARISING

4. There were no matters arising which were not already on the agenda for this meeting.

#### ITEM 5 – CHAIR’S ACTION

5. The Chair had recently approved the concept of two additional INSET days in order for the School to undertake teacher assessment work in relation to the July 2022 public examinations. The actual dates were yet to be decided by the School and would be formally approved in due course.

#### ITEM 6 – HEADTEACHER’S UPDATE

6. The Headteacher reported that the new Omicron variant of the Covid-19 virus was causing concern for the School and masks had been re-introduced to corridors and communal spaces of the School. Student attendance remained good in all year groups, but staff absence had increased due to other illnesses. The School would not be undertaking on-site LFT testing for students at the start of the Spring Term 2022 as the system was deemed disruptive to teaching, drained staff resources and space was limited within the School. Students would be asked to continue with home LFT tests and good compliance of testing was reported for both students and staff. This approach was taken in September and worked well. Governors noted the action and supported the Headteacher’s decision. The Committee were informed of a new long-term staff absence due to serious sickness and the related actions undertaken by the School were noted.

7. Details of recent School events were summarised, including in-person five parents’ evenings which had been well-attended. An uptick in pastoral issues was reported relating to Covid and the previous lockdown. Individual TA1 meetings had been held with students and the School was identifying those students who were under-achieving or who needed additional support at both ends of the ability spectrum. Student results were being very closely tracked in case Summer 2022 public

#### ACTION

examinations were cancelled. Governors questioned the current wellbeing and workload of the teachers and the Headteacher summarised the ongoing actions and assistance available to all staff in order to aid their wellbeing, a close eye was being kept on everyone. The wellbeing of SLT members was also queried and discussed and the Headteacher praised the hard work and the support of the SLT to himself. The Committee thanked all CCHS staff for their work since the start of the Covid pandemic.

8. **Decision**. The Clerk agreed to send the Committee the 'CCHS Commitment to Staff' document by email.

**Clerk****ITEM 7 – DATA**

9. The Assistant Headteacher (T&L) summarised the newly expanded work of the School in collating student progress data and the systems used by teaching staff to assess where students are and where they should be in relation to their academic progress. External data was received from CATs and the FFT and gave guidance on where students should be. Written reports were received on: Year 7 CAT & CEM data; Year 11 TAG analysis & CEM/CAT/Midyis data, and TA1 data for Years 11 and 13. Year 7 CAT results had a consistent mean across the year group but showed a wider spread of ability than previous years. The data indicated that there were seven exceptionally able students in the current Year 7 cohort and it was stated that whilst teachers would be addressing the needs of all students, special attention would be paid to those at both ends of the academic spectrum. All the new Year 7 Pupil Premium students were to be found in the lower third of the CEM and CAT data and departments would be addressing their additional needs. It was reported that CAT tests had been introduced to Year 12 students last year and this would allow better analysis of their progress in the Sixth Form at the end of this academic year. Governors questioned specific data within the reports and explanations were received.

10. Analysis had been undertaken on the Year 11 CEM/CAT and Midyis results which showed the expected correlation. Subject leaders were now accessing external expected student targets via the FFT data and cross-checking the information with actual student levels to ensure correct progress was being made. TA1 data for Years 11 and 13 were generally as expected for this time in the academic year. The Assistant Headteacher (T&L) highlighted significant areas within the reports. The increase in the size of the Year 13 cohort was noted in addition to an increase in TA1 grades for some subjects which had previously caused concern. Year 13 had an overall average of 86.8% A level Grades A\*-B and the School had intervention plans in place for any students working at lower than the required levels. Year 11 showed an improvement in TA1 grades to last year, with an overall average of 92.5% GCSE Grades 7-9. Governors queried the new School system for not giving GCSE students individual target grades and the education rationale was explained. It was stated that targets could give a student a ceiling to work to and then possibly stop working when they reached that particular grade. It was confirmed that teachers would ensure that all students would work to their individual potential.

11. The Deputy Headteacher presented the School's own summary report of the Government's newly published Inspection Data Summary Report (IDSR) which highlighted the significant data for Governors. The report had been received by subject leaders for further discussion with all teachers. The information in the report primarily related to 2019 results data. Subject entry data affirmed that the School still had 99% of students taking the EBacc and that the average number of GCSE subjects taken remained as ten. Ethnicity information had been updated and current learners came from 11 of the 17 ethnic groups, showing a diverse student population and the largest single ethnic group being White British (41%). Details of Disadvantaged and students with SEND were received and compared to the national average, the School had significantly lower numbers. It was reported that whilst the School sits in one of the most deprived areas of all schools in the country (by School postcode), the pupil base is from the least deprived (by home address). This reinforced the importance of the School's Fair Access & Partnership Plan in attempting to increase deprived students from the local area. The Committee queried the data and discussed the issue in relation to the School's Admissions Policy. The Headteacher gave additional explanation on the definitions involved and reported that 45% of all grammar school population came from families with below median income. It was stated that 10% of all CCHS students live in the bottom three deciles of disadvantaged status areas.

12. School outcomes for 2018-19 showed a GCSE Progress 8 figure of +0.8, i.e. students make over ¾ of a GCSE grade more progress than expected, well above the national average (-0.03) and in the highest 20% of all schools. The Attainment 8 figure was +80.07 again well above the national average and with the average grade for each subject being 8. It was noted that whilst CCHS Disadvantaged Progress 8 and Attainment 8 figures had a downward trajectory (+0.36 and +71.92), progress was still better than nationally (-0.45 and +46.29). Progress 8 and Attainment 8 for SEND students had a similar trend (+0.16 and +76.0 respectively) but it was stated that these figures were affected by the very low number of students in the related categories, 3% and 4% respectively. It was stressed that the School was working hard to close the attainment gap in these two categories of student. Governors put forward questions relating to the data and Ofsted expectations, it was stated that the School would be able to prove by case studies that every possible intervention and strategy was used to ensure the students were supported to help them make progress. Further data was received on English as an Additional Language students, Mathematics & English, and the Curriculum as a whole (99% of students entered the EBacc and the EBacc Value Added score was 0.94). KS5 data showed 2019 A level Progress of 0.00, ie progress in line with expectation, better than previous years and with a positive trend, against the national average of -0.02. It was stressed that as students do very well at GCSE it is much harder for them to make further additional progress at KS5. The A level Average Point Score (APS) was 45.84, an increasing trend from 37.49 and 42.01 in 2017 and 2018 respectively, and significantly above the national average of 31.76. The A level APS for Disadvantaged students was 40.0; they had still made progress, but the rate of progress had slowed; however it was still above the national average. In 2019 97.7% of students completed their main study programme ie didn't leave the School. Further data was received on KS4 Average Point Scores by subject, KS4 FFT Pupil Progress by subject, and KS5 ALPS data by subject and was discussed by the Committee. It was confirmed that a new ISDR would not be produced until new formal public examination data was received. The Deputy Headteacher summarised the key findings of the ISDR report and was thanked by the Committee for producing a very comprehensive analysis.

#### **ITEM 8 – PUBLIC EXAMINATIONS 2022**

13. The Headteacher reported that Ofqual had recently produced a brief contingency plan for public examinations for Summer 2022 in case Covid-19 prevented the sitting of formal examinations once again. All schools had to be prepared to produce Teacher Assessed Grades (TAGs) if necessary next Summer and the School had set up a planning group to address this. A second round of mock examinations was to be held for Years 11 and 13 in the Spring Term, the results of which would be added to the data the School would already hold if TAGs were required. The lack of action and guidance from the national examination boards was noted with frustration.

#### **ITEM 9 – COMPANY ACCOUNTS FOR THE YEAR ENDING 31<sup>st</sup> AUGUST 2020**

14. The Consolidated Company Accounts for the year ending 31<sup>st</sup> August 2021, the auditor's Management Letter, Letters of Representation, and Audit & Regularity Findings Report were received and noted. It was confirmed that the Facilities & Finance Committee had already reviewed the documents, made a couple of amendments in relation to the Reserves and recommended the accounts for approval. The Chair of the Facilities & Finance Committee explained the amendments which had been made, summarised the re-allocation of School reserves and reported that the School had received a clean audit with nothing pertinent having been found. The Business Manager and School Finance Team were highly commended for producing the accounts in-house, a fact that had been similarly noted by the auditors.

#### **15. Decisions.**

- a. With delegated authority from the Full GB, the Company Accounts for the period ending 31<sup>st</sup> August 2021 and Reserves Policy were approved as presented.
- b. The annual statutory guarantee for CCHS Capital Development Ltd was approved.

#### **ITEM 10 – STAFF PAY INCREASES**

16. **Decision.** The CCHS Teachers Pay Scales for September 2021 were presented for review and approved as presented. In line with the School Teachers' Pay & Conditions Document, the only revisions affected Points 1-3 on the Unqualified Teachers Scale. The Headteacher advised that the

teaching staff performance management process taken place and progression approved by the Staff Pay Committee earlier that week. Relevant staff members had now been informed. It was reported that the April 2021 cost of living pay increase for support staff was still in discussion with the unions.

**ACTION**

### **ITEM 11 – FINANCIAL UPDATE, SSEF PROJECT & CAMPUS DEVELOPMENT**

17. The Business Manager reported that the SSEF project was now in the defects and snagging stage and that the final project accounts had not yet been closed. Conversion of the old technology storeroom into a Costa Coffee outlet, for Sixth Form students and staff only, was to take place during the Christmas holiday. The café was a franchise of Chartwells Catering. The meeting was informed that a site walk had taken place after the recent Facilities & Finance Committee meeting and that Committee members had been very impressed with the new SSEF facilities, stating that they were first class and an excellent job had been undertaken by all involved.

### **ITEM 12 – GOVERNORS' CONFERENCE 2022**

18. A date of Saturday 23<sup>rd</sup> January 2022 had been set for the annual Governor Conference but the Headteacher advised that due to the ongoing Covid changes SLT did not have the capacity to arrange it in time for that date. The topics for last year's cancelled conference were reviewed and included: Year 12 recruitment, development of a new Sixth Form Centre, and the need for a new three-year strategic plan. The Headteacher summarised the discussion concepts for the Conference but requested that it be postponed until later in the Spring Term or the Summer Term. The Clerk advised that Governors required safeguarding training at the earliest possible opportunity.

19. **Decision.** The Headteacher agreed to investigate a new date for the Governor Conference and discuss the safeguarding training with the Assistant Headteacher (T&L).

**S Lawlor**

### **ITEM 13 – GOVERNING BODY MATTERS**

20. **Item 13.1 - GB Membership.** The current terms of office and committee membership of the GB were reviewed. There were currently three Nominated Governor vacancies. An email request for nominations for two new Staff Governors had been sent to all staff, only Sarah Clements had put herself forward for continuing for a second term and was therefore immediately re-elected. A further request to all staff for nominations for the second Staff Governor position was to go out that week.

21. **Item 13.2 – Academy Structure.** The HT had arranged one non-CCHS member for the new structure. The School were currently looking into possible options from within the CCHS Alumnae. Governors were also giving thought to possible people to approach. It was noted that the role of Company Member was not particularly onerous.

**S Lawlor**

### **ITEM 14 – ADMISSIONS POLICY 2023**

22. The School Admissions Policy requires statutory determination (approval) and publication by 28<sup>th</sup> February each year and this action was usually undertaken at the Governor Conference as the policy requires approval by the Full GB. In light of the postponed Conference, the Admissions Policy for entry in September 2023 was presented to the Management Committee for review and for agreement to circulate to the Full GB for approval by email. The proposed changes were noted.

23. **Decision.** The Committee approved the Admissions Policy for 2023 as presented and gave the Clerk permission for the policy to be circulated by email for approval by the Full GB.

**Clerk**

### **ITEM 15 – PRODECURE FOR ALLEGATIONS AGAINST ADULTS IN SCHOOL**

24. **Decision.** A new Juniper HR model Procedure for Allegations Against Adults in School was presented to the Management Committee for review and adoption as a matter of expediency. The procedure was approved as presented and it was agreed that future reviews would be undertaken by the Staff & Student Matters Committee.

## **ITEM 16 – GDPR**

25. The Business Manager reported that there had been a small number of Freedom of Information requests concerning the Pupil Premium, the Year 7 Entrance Test scores and the CEM contract. There were no other significant GDPR issues to report.

## **ITEM 17 – COMPLIMENTS & COMPLAINTS**

26. The Headteacher advised that the School had received a recent complaint concerning CCHS students not wearing Covid masks in a shop. It was stated that students were reminded of changes to Covid regulations as and when they occurred. Compliments continued to be received on the ongoing hard work of School staff during Covid and compliments were incorporated onto the School website when appropriate. The Chair of the Staff & Student Matters Committee encouraged the Committee to view the SEN page of the School website as it now included very positive comments from parents.

## **ITEM 18 – ANY OTHER BUSINESS**

27. No other items of business were raised.

## **ITEM 19 – DATE OF NEXT MEETING**

28. **Decision.** The date of the next meeting was agreed as 8.00am on Friday 4<sup>th</sup> March 2022.

Part A of the meeting closed at 9.42am.

Steve Miles, Chair

11<sup>th</sup> March 2022

**ACTION**

**All**