

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a Meeting of the STAFF & STUDENT MATTERS COMMITTEE held at the School at 8.00am on Monday 4th December 2017

Present:	Mitra Janes Yvonne Wickers Ros Cornish Stephen Miles Ruth Neave Jason Oster	Chair Vice Chair
In Attendance:	Maria French Wendy Newton Charlotte Abbott	Asst Head (Pastoral) Clerk to Governors Student Representative (Sixth Form Council)
Apologies:	Nicole Chapman Pragya Sinha Kumar	Head Student Representative (Student Voice)

ITEM 1 – APOLOGIES FOR ABSENCE

1. Apologies for absence were received and accepted from the Head who had been called abroad at very short notice, the Deputy Head (Pastoral) was acting as the Head's representative. Apologies for absence were also received from Pragya Sinha Kumar.

ITEM 2 – DECLARATION OF INTERESTS

2. There were no declarations of interest further to those already stated on the Register of Business Interests for 2017 - 18.

ITEM 5 - MINUTES OF THE PREVIOUS MEETING

3. With one typographic correction, the minutes of the previous meeting held on 7th June 2017 were agreed and signed as a true record.

ITEM 6 - MATTERS ARISING

4. Item 8, Para 21 – Entrance Appeals. The Deputy Head (Pastoral) advised that none of the thirteen Year 7 entrance appeals had been successful.

5. Item 5, Para 9 – Safeguarding Documentation. The Asst Head (Pastoral) advised that she never received a reply from ECC and it was now assumed that after a reasonable amount of time it would be acceptable to scan and store historic safeguarding documentation electronically. It was noted that the new GDPR were likely to effect the storage of such records.

6. Item 6, Para 12 – Policy Clarification. It was confirmed that a Government guidance date stated in the Administration of Medical Provision Policy had been checked.

8.10am – Yvonne Wickers joined the meeting.

7. Item 10, Para 24 – Note-taking. The issue of students copying notes in classes was discussed in relation to a comment in the SEN report concerning pupil adjustments and references to the same issue in the Student Voice minutes. It was suggested that note-taking from textbooks only tended to occur in cover lessons, teachers now distributed copies of notes or PowerPoints more regularly to students.

8. **Decision.** The Deputy Head (Pastoral) was asked to take the Committee's concerns about note-taking back to the Head as the issue continued to be reported in the student minutes.

ACTION

M French

9. **Homework timetables.** Yvonne Wickers reported that the issue of homework timetables had been raised by Year 8 students during her recent School visit. The Deputy Head (Pastoral) summarised the guidelines on homework setting and stated that no overnight homework is allowed. Teachers were being reminded to advise students how long a homework task should take; this issue had recently been discussed by teachers at the School's Academic Board.

10. **Bridging Work.** A comment in the Sixth Form Council minutes concerning the lack of marking of Year 11 to 12 bridging work was noted. The rationale behind bridging work was explained and that marking depended on the subject in question. Much of the bridging work was general reading into a subject rather than work which required marking. It was suggested that students needed to be made aware of this concept.

11. **Textbook Shortages.** A comment on textbook shortages was queried by Governors. It was confirmed that all heads of departments had been issued with the books they had requested but that some of the new subject courses had numerous possible books which were still under review before being purchased. It was confirmed that Pupil Premium students were supplied with textbooks and revision guides from the Pupil Premium Grant.

ITEM 4 – ELECTION OF VICE CHAIR FOR 2017-18

12. Nominations were sought for the role of Vice Chair of the Committee and Steve Miles proposed that Yvonne Wickers remain in the role. There were no other nominations.

13. **Decision.** It was unanimously agreed that Yvonne Wickers should remain as Vice Chair of the Staff & Student Matters Committee for Academic Year 2017-18.

ITEM 7 – COMMITTEE TERMS OF REFERENCE & MEMBERSHIP

14. The Terms of Reference for the Staff & Student Matters, Staff Disciplinary, Staff Disciplinary Appeals, Staff Pay and Staff Pay Appeals Committees were presented for annual review.

15. **Decision.** With a couple of minor grammatical amendments, the Terms of Reference for the Staff & Student Matters, Staff Disciplinary, Staff Disciplinary Appeals, Staff Pay and Staff Pay Appeals Committees were approved as presented.

16. **Staff Pay Committee Membership.** It was noted that membership of the Staff Pay Committee remained as Mitra Janes, Steve Miles and Yvonne Wickers.

8.35am – Charlotte Abbott joined the meeting.

ITEM 3 – STUDENT ISSUES

17. **Item 3.1 - Student Voice Minutes.** In the absence of the Chair of the Student Voice, the minutes of Student Voice meetings held on 15th March and 26th April 2017 were summarised by the Chair of the Sixth Form Council. An issue on science stools was clarified and the system of Rolling Tutor Periods was explained. It was reported that the plan of classrooms had now been updated. A comment made on excessive photo-taking was explained; the requirement for photos related to the New Year 7 Parents Welcome Evening presentation. Governors queried a comment concerning joint activities with KEGS and asked if more joint productions were possible, the issue was debated.

18. **Item 3.2 – Sixth Form Council Minutes.** The minutes of Sixth Form Council meetings held on 8th March and 10th May 2017 were summarised by the Chair of the Sixth Form Council. It was reported that many teachers had now produced resources sheets and extra notes which had been received well by the Sixth Form students. Notes and PowerPoints had also been added to the VLE for easier revision. The issue of Sixth Form bridging work was to be looked into by the School. The issue of textbooks had been discussed, it was noted that online textbooks were not economic. The possibility of setting up sales for privately-owned textbooks was to be investigated.

19. **Item 3.3 – Other Student Issues.** No additional student issues were raised. It was the last meeting for the Student Representative before the change in incumbent, the Chair thanked Charlotte Abbott for her attendance and participation on the Committee.

8.35am – Charlotte Abbott left the meeting.

ITEM 8 – POLICIES

20. **Item 8.1 – Performance Management Policy - Decision.** An ECC-amended Performance Management Policy was presented for review. The requirement for an external adviser for the Headteacher's Appraisal was noted as being optional and an amendment to the policy was proposed. With the additional amendment the policy was approved with a three-year review.

21. **Item 8.2 – Staff Pay Policy - Decision.** An amended Staff Pay Policy was presented for review; the policy was approved as presented with an annual review.

22. **Item 8.3 – Staff Grievance Policy - Decision.** A revised ECC-model Staff Grievance Policy was presented for review. With one amendment, the policy was approved as presented with a three-year review.

23. **Item 8.4 – Exclusion of Pupils Policy - Decision.** The Exclusion of Students Policy was presented for review; the policy was approved as presented with a three-year review.

24. **Item 8.5 – Restraint of Pupils Policy - Decision.** An un-amended Restraint of Pupils Policy was presented for review; the policy was approved as presented with a three-year review.

25. **Item 8.6 – Attendance & Punctuality Policy - Decision.** The Attendance & Punctuality Policy presented for review with only date amendments. The policy was approved as presented with annual review.

26. **Item 8.7 – School Behaviour Policy - Decision.** A revised School Behaviour Policy was presented for review with only changes relating to staff appointment titles, the policy was approved as presented with a three-year review.

27. **Item 8.8 – Child Protection Policy - Decision.** A revised ECC-model Child Protection Policy was presented for review, minor amendments had been made to the SET procedures. The process for keeping up with changes was confirmed. With one grammatical change, the policy was approved as presented with an annual review.

28. **Item 8.9 – Accessibility Plan - Decision.** A new School Accessibility Plan was presented for approval. The Committee reviewed the new document and were advised that the document was required to be published on the School website. The content of the Accessibility Plan was discussed and approved as presented with a two-year review.

ITEM 9 – STAFFING

29. A summary of new staff joining the School at the start of the academic year was received for general information. The Committee commended the inclusion of staff photographs in the report.

ITEM 10 – CARE & GUIDANCE REPORT

30. The Care & Guidance Report dated November 2017 was received and discussed. The Committee commended the increase in student counselling provision. The Deputy Head (Pastoral) advised that she had recently attended a Mental Health in Schools Conference and the need for increased funding for counselling in schools had been raised. A consultation on the new Green Paper on mental health in schools was due to be published and the need for Governors to respond to the consultation was stressed. It was stated that ECC Emotional Welfare & Mental Health Service (ERWMHS) could only fulfil 35% of the needs for Essex. The need for student counselling was deemed vital and the School's provision was considered excellent. It was suggested that

parents could possibly support their daughters financially as the need to catch and address mental health issues early was essential. The Deputy Head (Pastoral) summarised the assistance given to students and advised that parents were approached for financial assistance towards counselling if appropriate to the situation.

31. **Decision.** It was agreed that the Deputy Head (Pastoral) would forward details of the Green Paper consultation to Governors when published.

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32. The activities taken in the early school years to help students relax and be mentally resilient to situations were noted. The actions of the Deputy Head (Pastoral) and School staff were commended in relation to a recent student tragedy. The Essex Crisis Team and School Counsellor were also praised for their work associated to the matter. No changes to School procedures were to be made as a result of the recent incident and the current areas of support information published to students were summarised.

ITEM 11 – SEN

33. An SEN Update report dated November 2017 was received. The recent full accreditation of Katharine Adams as SENCo was reported and it was stated that her appointment had increased staff interest towards the issue of SEN. The importance of SEN needs being addressed in relation to public examinations was stressed. The Committee congratulated Katherine Adams on her achievement. An SEN-related issue which had arisen at the Year 11 Leadership Conference was reported by a Governor and noted by the School. Ruth Neave, SEN Link Governor, advised that she was due to meet Katharine Adams in the Spring Term and praised the work of the SENCo within the School. The correct usage of SEN or SEN(D) was queried. (**Clerk's Note** – Post meeting the SENCo confirmed that the term was inter-changeable, both were used routinely.)

ITEM 12 – PUPIL PREMIUM

34. The Deputy Head (Pastoral) tabled the Pupil Premium spending report from September to mid-November 2017. A total Pupil Premium Grant of £21,505 had been received this year and £7,608 had been spent to date. The report detailed how the money had been spent and the meeting discussed the various areas of expenditure. Spending was on track for the year.

ITEM 13 – SAFEGUARDING

35. Yvonne Wickers advised that contrary to information received at the July GB meeting the DBS does not automatically inform schools if safeguarding incidents arise with staff, the School would only be informed by Police if any very serious situations came to light. The issue of DBS re-checks was summarised. The Committee were also informed that the Single Central Record which was currently recorded on an Excel spreadsheet was to be migrated onto the SIMS database; the change related to the new GDPR.

36. A summary of internal lilac safeguarding referral forms received since the start of the academic year was tabled for information. A total of 56 had been received, a proportion of which related to the recent student tragedy. Governors queried and discussed the types of issues which the lilac forms related to.

ITEM 14 – RISK REGISTER

37. **Decision.** The Staff & Student Matters section of the CCHS Risk Register was reviewed and no amendments were considered necessary; it was approved as presented.

ITEM 15 – INFORMATION ITEMS

38. **Item 15.1 – Staff Development Report.** The Staff Development Report for November 2017 prepared by the new Asst Head (Teaching & Learning) was received for information and noted.

39. Item 15.2 – DBS Checks. A summary of School DBS clearances and Barred List checks from May to November 2017 was received for information.

ACTION

ITEM 16 – ANY OTHER BUSINESS

40. No other items of business were raised.

ITEM 17 – DATE OF NEXT MEETING

41. **Decision**. The date of the next meeting was agreed as 5.00pm on Wednesday 21st March 2018.

All

The meeting closed at 9.52am.

Agreed as a true record.

Yvonne Wickers
Vice Chair

21st March 2018

DRAFT