

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the MANAGEMENT COMMITTEE held at the School at 7.45am on Friday 2nd February 2018

Present:	Steve Miles Nicole Chapman Peter Cook Richard Vass Mike Worboys	Chair of Governors Headteacher Vice Chair of Governors Chair of Facilities & Finance Committee Chair of Curriculum Committee
In Attendance:	Stephen Lawlor Maria French Susan Hoefling Wendy Newton	Deputy Head (Curriculum) Deputy Head (Pastoral) Business Manager Clerk to Governors

ITEM 1 – APOLOGIES FOR ABSENCE

1. There were no apologies to receive.

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 3 - MINUTES OF THE PREVIOUS MEETINGS

3. The minutes of the meeting held on 8th December 2017 were agreed as a true record.

ITEM 4 – MATTERS ARISING

4. Item 4, Para 5 – Science Update. The meeting was informed that the Chemistry Department Review had recently been completed. Compliments were made on the Department's newest member of staff. The quality of his teaching practice will benefit the students and the Department.
5. Item 6, Para 10 – Technology Coursework. It was reported that the Head of Technology from the Anglo European School may be able to assist with the marking of the GCSE and A level Technology coursework.
6. Item 10, Para 20 – Associate Member. The Head confirmed that she had written to Priti Patel inviting her to visit the School and a response was awaited.
7. Item 12, Para 23 – Speech Day. The meeting was advised that Baroness Tanni Grey-Thompson had been invited to act as guest speaker at Senior Speech Day but for a second time no reply had been received. In light of this situation, Mrs Jennifer Tolhurst, Her Majesty's Lord-Lieutenant of Essex, had since been invited and had kindly accepted the invitation.

ITEM 5 – GOVERNOR CONFERENCE

8. SLT disquiet was voiced about the Governors' Conference the previous weekend. It was stated as having been a frustrating day in light of the lack of progress in relation to the planned items. There was concern about Governors voicing personal and family-related anecdotes which were deemed inappropriate and not relevant to the topic under discussion. It was stressed that it was important for Governors to remember that their role related to the overall good of the School and that comments relating to daughters or personal experiences should not be included in formal Governor meeting discussions. The Committee agreed that some of the discussions were circular at times and the lack of focused debate was acknowledged. The meeting reviewed the expansion

ACTION

of Chelmsford and the need for more school places and discussed ECC's continuing refusal to give financial assistance towards grammar school expansion and their right to withhold financial assistance was questioned by Governors.

ACTION

9. **Decision.** The Head agreed to write to the new Secretary of State for Education to query ECC's refusal to allocate expansion money to grammar schools.

Head

10. The meeting was in full agreement that the lack of knowledge concerning future funding was a major problem in relation to forming plans for the School and that some major decisions could not be made until National Funding Formula was published by the Government and the outcome of the current capital development funding bid was known, hopefully by the end of March 2018. It was reported that single academy trusts were no longer allowed to be set up, only MATs, and concern was voiced that if a school were in financial difficulties it could be required to join a MAT. A suggestion was made that two plans were required, one for if the capital development bid was successful and one for it if failed. The meeting was reminded that there may be cheaper alternatives to the current expansion plans, such as using temporary demountable classrooms, and that there may also be operational inefficiencies which could be addressed within the School to save money.

11. The ability to increase Sixth Form numbers immediately without extra capital funding was noted by the Committee and the issues relating to having more external girls in Year 12 was discussed. A further concern raised in relation to the Conference was the lack of pre-reading of the documentation by Governors, it was suggested that some questions raised during the morning had already been addressed in the Conference paperwork. Discussion turned to Governor competency and it was suggested that an in-house Governor training session would be beneficial covering the Competency Framework and Governor requirements. The Head advised that SSGS schools had been asked for information on their GB size and structure for general comparison. The meeting discussed the concept of changing the current GB structure in order to increase GB efficiency.

12. **Decisions.** It was agreed that an internal in-house Governor training session would be held to cover the Competency Framework as soon as Governors had completed the Governor Competency self-assessment and the Clerk would email Committee members to ascertain dates. The overview of SSGS GB survey would be circulated in due course.

Chair

Clerk

ITEM 6 – GOVERNING BODY AGENDA

13. The proposed agenda for the Spring Term Full GB meeting on 9th March 2018 was presented for approval. The issue of Governor visits was discussed. It was stated that Full GB meetings needed to be more strategic with greater discussion on where the School was going and if it was achieving its strategic aims. The need for succession planning for specific roles within the GB was raised in light of recent Governor departures. Various ways of obtaining Governors with appropriate skills and the possible ways of making GB meeting discussions more time-efficient were debated.

14. **Decisions.**

- a. With the addition of one new item, Governor Competency Review, the agenda for the 2018 Spring Term Full GB meeting was approved.
- b. The Clerk agreed to summarise data on Governor visits over the past two years.

Clerk

ITEM 7 – RISK REGISTER

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

ITEM 8 – COMPLIMENTS & COMPLAINTS

16. The Head summarised the complaints received since the last meeting. There had been continuing complaints from the public about parents parking near the School and interfering with the flow of traffic. A complaint had been received about the possible bad behaviour of CCHS students on a bus, although this was thought to be a case of misidentification as a number of local schools'

students now also wear kilts. The issue of pedestrian space on pavements around the school at the start and end of the days had also been raised. The Head advised that students were continually reminded of the need for awareness on this matter.

ACTION

18. Many compliments had been received after the recent production of Macbeth. The Head had also received compliments for her recent talk at the National Citizenship Service celebration and the Holocaust Memorial Service. The Committee was informed that the Head, Chair and Deputy Head would be attending the Essex Teaching Awards ceremony the following week as the Head had been nominated for a Lifetime Achievement Award after nearly 45 years in education.

ITEM 9 – ADDITIONAL INFORMATION

19. Item 9a - School Development Plan. The Mid Term Review of the School Development Plan for 2017-18 was received for information and the changes noted. It was described as a very useful document which clearly summarised the operational actions of the School for current year.

20. Decisions

- a. The Head agreed to add an additional column to the document in order to show the latest changes more clearly.
- b. The Clerk agreed to put 'Review of SDP' as a standard item on the agenda of Staff & Student Matters Committee meetings.

Head

Clerk

9.05am – The Head and Deputy Heads left the meeting to teach.

ITEM 10 – ANY OTHER BUSINESS

21. Item 10a – Governing Body Membership. The Clerk reminded the meeting that Mike Worboys, Nominated Governor, and Jason Oster, Parent Governor, were approaching the end of their current terms of office and the Committee discussed the options available in relation to each role. The vacant position of Chair of the Staff & Student Matters Committee was also noted. The composition of the Governing Body and sub-committees was discussed and the meeting was reminded that the Academy Articles of Association did not require all Governor slots to be filled.

9.10am – The Head and Deputy Head (Curriculum) left the meeting to teach.

22. Decisions. The Committee offered Mike Worboys a further 4-year term of office as Nominated Governor which he accepted. The Chair agreed to contact Yvonne Wickers and Jason Oster to discuss future Governorship options.

Chair

23. Item 10b – Planning Permission – Financial Request. The Business Manager advised that funding was required for survey work relating to planning permission for the Sports Hall and Teaching Block project. It was confirmed that planning permission was required at this stage in order to expedite the start of building if the capital funding bid was successful, especially if the project was to be completed by September 2020. It was noted that planning permission remained valid for three years and that some internal design issues still had to be finalised.

24. Decision. It was agreed that up to the School could use up to £20,000 from Capital Development Reserves to pay for planning permission costs.

S Hoefling

ITEM 11 – DATE OF NEXT MEETING

25. Decision. The date of the next meeting was agreed as 7.45am on Thursday 24th May 2018.

All

The meeting closed at 9.25am.

Agreed as a true record.

S Miles, Chair

24th May 2018