

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a Meeting of the STAFF & STUDENT MATTERS COMMITTEE held at the School at 5.00pm on Wednesday 21st March 2018

Present:	Yvonne Wickers Nicole Chapman Ruth Neave Jason Oster	Chair Head (from 5.20pm)
In Attendance:	Maria French Wendy Newton Imogen White Helen King	Deputy Head (Pastoral) Clerk to Governors Student Representative (Sixth Form Council) Student Representative (Student Voice)
Apologies:	Ros Cornish Stephen Miles	

1. Since the previous meeting Yvonne Wickers had been elected Chair following the resignation of Mitra Janes. The Chair welcomed Imogen White and Helen King to their first meeting as Student Representatives.

ITEM 1 – APOLOGIES FOR ABSENCE

2. Apologies for absence were received and accepted from Ros Cornish and Steve Miles.

ITEM 2 – DECLARATION OF INTERESTS

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

ITEM 3 – STUDENT ISSUES

4. Item 3.1 - Student Voice Minutes. The minutes of Student Voice meetings held on 29th November and 31st January 2018 were summarised by the Chair of the Sixth Form Council. The issue of sufficient textbooks continued to be raised by students and was being investigated by the School. Feedback on the content of PSHE lessons was being received from students and the use of the canteen suggestions box had increased which would expedite the resolution of problems. Governors queried comments concerning barging of pedestrians on Broomfield Road, note-taking in lessons, attendance levels of Student Voice meetings, a series of unhappy PSHE topics and appropriate levels of work received in cover lessons; the issues were discussed and School actions explained.

5. **Decision.** It was agreed that SLT would raise the issue of students taking photographs of board notes with teaching staff and the Student Representatives would remind students to ask teachers.

5.20pm – Ruth Neave joined the meeting.

6. Item 3.2 – Sixth Form Council Minutes. The minutes of Sixth Form Council meetings held on 15th November 2017 and 25th January 2018 were summarised by the Chair of the Sixth Form Council. The possibility of moving a School trip had been raised by students in order not to clash with university-related entrance tests. The Sixth Form PSHE curriculum was currently being debated by a specific focus group, the timing of an Art exam was being reviewed and minor issues with Sixth Form facilities and uniform had been discussed. Governors queried the support of subject clinics and it was stated that whilst most were well-received attendance did vary by subject. The various methods of obtaining teacher assistance were discussed, including email and Twitter, and the benefit of having student discussion groups for specific subjects was suggested. An issue with the stock of reference textbooks in Library was noted, it was confirmed that it was an issue of non-return by students rather than the lack of stock in the first place.

ACTION

**Head
Student
Reps**

7. Item 3.3 – Other Student Issues. The Head informed the meeting of charity work undertaken by Imogen White which was commended by the Governors.

5.33pm – The Student Representatives left the meeting.

ITEM 4 – ELECTION OF VICE CHAIR FOR 2017-18

8. Nominations were sought for the role of Vice Chair of the Committee. The Clerk advised that Ros Cornish had indicated her willingness to stand and there were no other nominations. The Chair formally proposed Ros Cornish and the Head seconded the proposal.

9. Decision. It was unanimously agreed that Ros Cornish should be elected as Vice Chair of the Staff & Student Matters Committee for Academic Year 2017-18.

ITEM 5 - MINUTES OF THE PREVIOUS MEETING

10. With one typographic correction, the minutes of the previous meeting held on 4th December 2017 were agreed and signed as a true record.

ITEM 6 - MATTERS ARISING

11. Item 7, Para 16 – Staff Pay Committee. It was noted that with the resignation of Mitra Janes the membership of the Staff Pay Committee would need to be reviewed in the Autumn Term.

12. Item 10, Para 31 – Mental Health in Schools Consultation. The Government Green Paper consultation on Mental Health in Schools closed on 2nd March 2018 but the associated White Paper outcome had not yet been published.

ITEM 7 – POLICIES

13. Item 7.1 – General Equality Policy - Decision. An un-amended General Equality Policy was presented for review. With one deletion the policy was approved with a two-year review.

14. Item 7.2 – E-Safety & Data Security Policy - Decision. An un-amended E-Safety & Data Security Policy was presented for review. The meeting discussed a section relating to students' use of mobile phones and the general use of mobile phones by students. The wording of the policy was revised and then approved with an annual review.

15. Item 7.3 – Staff Induction & CPD Policy - Decision. The Staff Induction & CPD Policy was presented with post title changes. The policy was approved as presented with a four-year review.

16. Item 7.4 – Staff Leave of Absence Policy - Decision. An un-amended ECC-model Staff Leave of Absence Policy was presented for review. The Head advised that the School procedure for monitoring staff sickness absences had been tightened and explained the process. Details on how the School ran during the recent snow days were received and the Chair thanked School staff for their efforts during the period. The policy was approved as presented with a two-year review.

17. Item 7.5 – Cover & PPA Policy - Decision. An amended Cover & PPA Policy was presented for review. The proposed amendments were discussed and the policy was approved as presented with a four-year review.

18. Item 7.6 – Leadership Development Policy - Decision. The Leadership Development Policy presented for review with minor amendments. The meeting discussed the identification of leaders post arrival at the School. The wording of the policy was revised and then approved with a four-year review.

19. Decision. The Clerk agreed to send the School's Leadership Characteristics document for middle and senior leaders to the Committee for information.

Clerk

20. **Item 7.7 – Anti-Bullying Policy - Decision.** An un-amended Anti-Bullying Policy was presented for review. The policy was approved as presented with a four-year review.

21. **Item 7.8 – Recruitment Policy - Decision.** A revised ECC-model Recruitment Policy was presented for review. With one deletion, the policy was approved with a four-year review.

ITEM 8 – STAFFING MATTERS

22. Information had been requested by the Chair on staff sickness and cover as it related to some of the policies reviewed in the previous item. The information was discussed and the Head explained the situations behind the data received. It was suggested that the extended Christmas holiday seemed to have had a beneficial effect on staff sickness absence during the Spring Term. The Chair thanked the Head for the data and stated that it gave a good picture on staff well-being.

23. The Head advised the Committee of three major staff sicknesses and explained how the situation was being covered by the School. Phased returns would be put in place as required by each situation. Governors noted the effect on staffing and the effect on the School budget.

ITEM 9 – CARE & GUIDANCE REPORT

24. The Care & Guidance Report dated March 2018 was received and discussed. The Deputy Head (Pastoral) stressed the new Mental Health First Aid and Drug Awareness training undertaken by staff and gave background information on the topics. The meeting received information on the problem of drugs within the local area and were advised that a letter had been recently sent out to all parents in Mid-Essex secondary schools on the subject. It was suggested that the likelihood of drug problems at CCHS was low when compared to other schools. The Deputy Head (Pastoral) stressed that the pastoral team throughout the School had devoted much time to the issue and that the Police in Essex were very active.

25. It was reported that the School's work on the prevention of Child Sexual Exploitation, Prevent and E-Safety training all continued. Governors queried whether there had been any new problems arising from the recent inquest into the death of an ex-CCHS student, it was reported that there had been but that they had all been handled by School staff. The coverage by local and national press had been criticised by students but also brought to their attention the possible effect of photographs on social media.

ITEM 10 – SEN

26. An SEN Update report dated March 2018 was received. Ruth Neave, SEN Link Governor, had undertaken an SEN-based School visit earlier in the Spring Term and had met with Katharine Adams, SENCo. The work of the SENCo was summarised for the meeting and highly commended. The difficulty in measuring the impact and success of SEN interventions was noted as was the extra work required by teachers in relation to SEN students and some SEN systems. It was suggested that SLT may benefit from receiving information directly from the SENCo on an occasional basis; the idea was discussed but deemed unnecessary by the School as reporting lines already existed.

ITEM 11 – PUPIL PREMIUM

27. The Deputy Head (Pastoral) tabled the Pupil Premium spending report from September 2017 to date which included the list of Pupil Premium spending priorities. A total Pupil Premium Grant of £21,505 had been received this year and £11,431 had been spent so far. It was noted that significant expenditure still lay ahead in the Summer Term and that spending was on track for the remainder of the year. The report detailed how the money had been spent and the meeting discussed the various areas of expenditure; it was noted that learning a musical expenditure was a big individual expenditure.

ITEM 12 – SAFEGUARDING

ACTION

28. A summary of internal lilac safeguarding referral forms received by the Deputy Head (Pastoral) since the start of the academic year was tabled for information. Forty-nine forms had been received since the last meeting, totalling 105 up to 21st March 2018. Comparative data for the same period the previous year was 30 and 64. It was suggested that the increase related to: being an expanding school, heightened awareness, increased training, different needs arising from a broader range of students and the ex-student tragedy. It was stated that safeguarding was a much bigger job than the previous year but that it reflected the national picture. Governors suggested that people were much more aware of safeguarding issues and therefore will be more likely to report them. Governors also noted the burden on staff time and increase on their workload when additional safeguarding issues arose.

ITEM 13 – SCHOOL DEVELOPMENT PLAN

29. The Mid-Year Review of the School Development Plan (SDP) was presented for discussion; there had been no revision since the document had been received at the Full GB meeting in January. The inclusion of Governor activity was queried in relation to the Leadership section of the document. It was suggested that the review of Governor Competency which was currently underway may identify relevant issues for inclusion in the School's Strategic Plan which would then flow down to next year's SDP.

ITEM 14 – RISK REGISTER

30. **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

31. **Item 15.1 – Staff Development Report.** The Staff Development Report for March 2018 prepared by the Deputy Head (Curriculum) was received for information and noted. The amount of training being undertaken by School staff was commended by the Chair.

32. **Item 15.2 – DBS Checks.** A summary of School DBS clearances and Barred List checks from November 2017 to March 2018 was received for information. The Clerk advised that one additional DBS check had been undertaken that week and the result awaited and that at a further new check was also required for a casual cleaner now coming onto contract.

ITEM 16 – ANY OTHER BUSINESS

33. No other items of business were raised.

ITEM 17 – DATE OF NEXT MEETING

34. **Decision.** The date of the next meeting was agreed as 5.00pm on Wednesday 15th June 2018.

The meeting closed at 6.59pm.

Agreed as a true record.

All

Yvonne Wickers
Chair

13th June 2018