

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the MANAGEMENT COMMITTEE held at the School at 8.15am on Monday 21st May 2018

Present:	Steve Miles Nicole Chapman Peter Cook Richard Vass Yvonne Wickers Mike Worboys	Chair of Governors Headteacher Vice Chair of Governors Chair of Facilities & Finance Committee Chair of the Staff & Student Matters 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 2nd February 2018 were agreed as a true record.

ITEM 4 – MATTERS ARISING

4. Item 4, Para 6 – Associate Member. The meeting was advised that a visit to the School had been arranged with Priti Patel but that it had been cancelled by her office on the morning of the visit.
5. Item 4, Para 4 – Science Update. The Head advised that TA data for Science subjects showed progress and that teachers were working hard to address the issue by holding additional revision lessons and workshops. The current long-term sickness absence of one Science teacher was being covered by other members of the Science Department.
6. Item 4, Para 5 – Technology Coursework. It was reported that two external teachers had been employed to mark the GCSE and A level Technology coursework. The Technology Department had carried out a moderation of the marking after this process, as is standard practice. A sample of the GCSE coursework had now been sent to the examining board, with the full cohort's work being sent vis-à-vis the A level work.
7. Item 5, Para 9 – Expansion Fund. A reply had been received from the Secretary of State for Education in response to the School's letter of concern that ECC was not giving selective schools any of the Government money specifically allocated to local authorities for school expansion. ECC had been allocated £167.1 million for school expansion for 2011-17 and a further £86.5 million for 2017-20. The Head advised that not all Local Authorities took the same stance. Details were then given of a possible new strand of capital funding from the new EFSA Selective Schools Expansion Fund (SSEF) which had been allocated £50 million for 2018-19. The application requirements needed for an SSEF bid were summarised, there was a major need to demonstrate that the School was trying to give assistance to disadvantaged students. Applications for an SSEF bid had to be submitted by 19th July 2018. The meeting was advised that a pre-requisite for a bid was the need

ACTION

to have carried out a four-week public consultation; this would need to be done as a matter of urgency if an SSEF bid was to proceed.

ACTION

8. The Committee discussed the requirements for an SSEF bid and whether they could be achieved in the timescale available. The need to re-assess further the School's Admission Policy, which had already been revised to assist disadvantaged pupils, was noted. The meeting discussed the scope of a possible SSEF bid and how the School's needs should be presented. It was suggested that this could possibly be the best opportunity for actually being successful in obtaining capital funding. It was also noted that even if a public consultation was undertaken, there was no compulsion to proceed if the Full GB did not agree to further expansion. The need for the participation of the other members of the GB was acknowledged.

9. **Decision.** It was agreed that:

- a. The Business Manager would email the SSEF documentation to the Committee.
- b. Consent of the Full GB would be obtained to go out to public consultation from 24th May to 21st June 2018 on the concept of possible School expansion to six forms of entry.
- c. An additional Full GB meeting would be held at 6.00pm on Monday 25th June 2018 in order for Governors to receive full details of the SSEF bid proposal and to discuss the associated implications for future School Admissions policies.
- d. The final decision as to whether or not to go ahead with an SSEF bid would be taken at the Full GB meeting on 6th July 2018.
- e. It was agreed that the School's financial contribution to the expansion project would remain as £200,000 from Campus Development Reserve plus a £200,000 DfE loan as previously agreed for the CIF bid.

**S Hoefling
Clerk**

All

Clerk

S Hoefling

10. **Item 4, Para 7 – Senior Speech Day.** The Chair advised that a possible guest speaker from Ford Motor Company had been suggested for Senior Speech Day. The Head advised that Baroness Tanni Grey-Thompson had just recently confirmed her availability for Senior Speech Day in April 2019.

11. **Item 6, Para 14 – Governor Participation.** The Committee received a summary of individual Governor attendance at the School for all types of event since September 2016 for information. It was noted that the number of School visits by Governors had increased but that it could still improve further.

ITEM 5 – STAFFING

12. A summary of staffing changes for Academic Year 2018-19 was presented and the Head explained the background to the changes. It was reported that two teachers would begin maternity leave in the Autumn Term; one from the start of September and the second commencing in October 2018. A replacement for one had been found already.

ITEM 6 – STRATEGIC PLAN

13. A possible draft for the new School Strategic Plan had been sent to the Committee electronically and was tabled for discussion. The wording of the School Vision had been revised and the discussions and decisions of the recent GB workshop incorporated into five major headings with sub-headings. The Committee discussed the content of the document. A request from Curriculum Committee members to have more measurable target phrases was debated in order for the targets to be more easily monitored.

14. **Decision.** The Head agreed to amend the Strategic Plan in line with the comments of the Committee and the Clerk would then send the relevant parts to each GB sub-committee for further discussion.

**Head
Clerk**

15. **Year 10 Admissions.** Further to the discussions of the recent Full GB Workshop, the meeting was advised that the School had held an entrance test for Year 9 students on the waiting list to enter the School in Year 10. Of the 41 girls on the waiting list only 10 actually came to take the test and

of those only 5 girls were considered an acceptable standard for the school. The concept of admitting extra girls in Year 10 was re-discussed and Governors questioned the benefits and problems of allowing additional girls to enter the School at that point. It was reported that 10 extra students would increase School income by £36,000 per year (after costs were taken into account for this figure). The Clerk reminded the Committee that it had been previously agreed that the case for taking additional Year 10 students was due to have been received by the Full GB in July.

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16. **Decisions.**

- a. In light of the timescale involved, the Management Committee approved the entry of 5 additional girls into Year 10 in September 2018 as a pilot.
- b. The Deputy Head (Pastoral) agreed to expand the paper presented reflecting the discussion from this meeting for it to be sent to all Governors.

Head

M French

ITEM 7 – ADMISSIONS

17. The meeting was advised that the appeal against the School's proposed Admission Policy for entry in September 2019 was still under investigation with the Office of the School Adjudicator (OSA). The person who raised the objection was known to the OSA and had objected to eleven other selective schools all of whom used the CEM entrance test. It was believed that the OSA was now looking into taking legal action against the objector. The School would receive further information once the OSA had adjudicated on one of the other objections. The Deputy Head (Pastoral) gave details of a Chelmsford company who ran training and mock tests for CSSE and CEM examinations and the Committee discussed the issue.

ITEM 8 – GOVERNING BODY AGENDA

18. The proposed agenda for the Summer Term Full GB meeting on Friday 6th July 2018 was presented for approval.

19. **Decision.** With the addition of an extra item on the 'Expansion to Six Forms of Entry', the agenda for the 2018 Summer Term Full GB meeting was approved.

ITEM 9 – GOVERNING MEETING DATES

20. The proposed meeting dates for Full GB and GB sub-committee meetings for 2018-19 were presented for approval.

21. **Decision.** The proposed meeting dates for Full GB and GB sub-committee meetings for 2018-19 were approved for presentation to the Full GB on 7th July 2018.

ITEM 10 – RISK REGISTER

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

ITEM 11 – COMPLIMENTS & COMPLAINTS

23. The Head advised that it was usual to receive many compliments after School events, such was the case with Senior Speech Day in April. Occasional complaints still continued to be received concerning the issue of pedestrian space on pavements around the school. Two parents had complained about the fact that the School no longer participated in the CCF at KEGS, the Head reminded the Committee of the reasons why this decision had been made.

ITEM 12 – ANY OTHER BUSINESS

24. **China Consultancy - Decision.** Details of the Head's forthcoming consultancy trip to China were received and the Management Committee agreed that the School's Pay Policy would be followed in respect of any consultancy fees received from the trip.

S Hoefling

25. CIF Bid Support Letter. The Head advised that Vicky Ford MP had sent a letter voicing her disappointment that the School's CIF bid had been unsuccessful and suggesting that the School should keep on bidding for Government funding which she would continue to support.

ITEM 13 – DATE OF NEXT MEETING

26. Decision. The date of the next meeting was agreed as 8.00am on Thursday 20th September 2018.

All

The meeting closed at 9.25am.

Agreed as a true record.

S Miles, Chair

20th September 2018

DRAFT