

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the MANAGEMENT COMMITTEE held at the School at 6.35pm on Tuesday 25th September 2018

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

1. Prior to the formal start of this meeting the Head and Governor members of the Management Committee met to discuss confidential items. Mike Worboys left after this discussion.

Part A

ITEM 1 – APOLOGIES FOR ABSENCE

2. Apologies for absence were received from Mike Worboys for this part of the meeting and accepted.

ITEM 2 – DECLARATION OF INTERESTS

3. There were no declarations of interest further to those already stated on the Register of Business Interests for 2018-19.

ITEM 3 - MINUTES OF THE PREVIOUS MEETINGS

4. The minutes of the meeting held on 21st May 2018 were agreed as a true record.

ITEM 4 – MATTERS ARISING

5. Item 4, Para 4 – Associate Membership. (Clerk's Confirmation Post Meeting) A revised meeting had been arranged for Priti Patel MP to visit the School on 11th October. The issue of re-election as an Associate Member would be raised at the next Full GB meeting.
6. Item 4, Para 16a – New Year 10 Students. The Deputy Head (Pastoral) advised that the 5 new additional Year 10 students had settled well into the School this term.
7. Item 7, Para 17 – Admissions Policy Appeal. No formal adjudication had yet been received from the Office of the Schools Adjudicator (OSA) on the Admissions Policy for 2019 appeal. The School had confirmed during the Summer that it would accept an OSA adjudication for another school which covered similar issues to those in the CCHS appeal and which had been upheld by the OSA. The final OSA adjudication on the CCHS Admissions Policy for 2019 was still awaited.

ITEM 5 – TERMS OF REFERENCE

8. Decision. The terms of reference for the Management Committee were received for annual review and after one administrative correction were approved.

ACTION

ITEM 6 – ANNUAL EXAMINATION REVIEW

9. The 2018 Public Examination Review was received and the Head summarised the major points within the report. The headline figure of 75.5% A*/B grades for A level was deemed disappointing in relation to previous TA data and an explanation for the results given. It was reported that a significant number of students underperformed and that there were a number of pastoral issues within the small cohort. There was a worrying increase in the number of C and D grades compared to previous years. The examination results would be analysed by SLT with the relevant subject leaders and issues addressed. Governors noted that some subjects did particularly well at GCSE but then had declining results at A Level; the subjects of concern and the actions to be taken were discussed. The meeting debated the relationship behind Science A level results and the need for a sound knowledge of Mathematics. It was noted, however, that 50% of the A level examinations were achieved at A* or A grades, i.e. strong students performed as expected. Governors questioned whether girls in Year 13 were attempting too many subjects and it was confirmed that about half the cohort did drop one of their subjects and studied 3 or 4 A Levels in Year 13.

10. The EPQ, taken by 40 students at the end of Year 12 and worth half an A Level, had achieved good results with 87.5% A*/B. GCSE results were excellent and in line with previous years, obtaining 86.7% A*/A/9/8/7 grades. It was noted that some subjects which obtained poorer A Level results achieved very high GCSE results despite having large student numbers. The meeting was reminded that the GCSE cohort was the first to have entered the School with the Admissions Policy proximity criterion and that it had not adversely affected outcomes. Other information received on examination results included: a breakdown of A Level and GCSE results by grade; GCSE comparison data against other SSGS schools, and newspaper listings for other Essex grammar schools results.

ITEM 7 – SIXTH FORM UPDATE

11. The Committee were informed that there were currently 116 students in Year 12 which included 28 new external entrants. Thirty one Year 11 students had chosen to leave the School. Student data on transition to the Sixth Form and leavers' destinations was reviewed and questioned by Governors. Information received about the previous schools of new Year 12 entrants showed that most schools only lost one or occasionally two students to CCHS. Ten Sixth Form students had achieved Oxbridge places, 6 for Cambridge and 4 for Oxford, including one Year 14 student.

ITEM 8 – EXPANSION / BUDGET DEFICIT

12. The Committee received an updated Expansion Implementation Plan which summarised how the School had addressed or intended to cover all aspects of the current School expansion through until July 2020. Details included staffing, pastoral needs, premises, classrooms, curriculum plus eight other effected areas. It was noted that sports facilities would continue to be inadequate throughout the expansion.

ITEM 11 – NEW YEAR 7 PARENTS WELCOME EVENING (Taken out of agenda order)

13. The New Year 7 Parents Welcome Evening had taken place on Monday 24th September 2018 and four Governors had attended: Steve Miles, Mike Worboys, Jason Oster and Ros Cornish. The Head stated that the evening went very well. It was reported that 75% of the girls were represented at the event and Governors suggested that a breakdown of parent attendance in relation to home distance would be informative. The talks given by students and their video were commended. It was stated that a letter advising how parents could contribute financially to the School would be sent to parents in the near future. The Deputy Head (Pastoral) advised that there would be a follow-up to the parents who did not attend in order to ascertain their reasons for non-attendance.

7.15pm – The Deputy Heads left the meeting.

ITEM 9 – AUDIT COMMITTEE

ACTION

14. The meeting was advised that Lee Palmer, Chair of the Audit Committee, was standing down as Governor at the end of the term and that based on its current turnover the School was not obliged to have a separate Audit Committee. The Business Manager suggested that the required audit actions could be delegated down to the Facilities & Finance Committee. The meeting was also advised that a recent ESFA 'Dear Accounting Officer' letter had stated that the Chair of Governors should receive monthly financial management reports and that all trustees should receive them six times a year. Currently the monthly checks were delegated to the Chair of the Facilities & Finance Committee and the option to continue with this system alone was being investigated. The Chair stressed that the School needed to ensure that it was compliant with any new requirements.

15. **Decision.** It was agreed that the School's audit actions should become an item on the Full GB agenda with discussion led by the Chair of the Facilities & Finance Committee, this recommendation would be proposed to Governors at the next Audit Committee meeting on 18th October 2018.

**R Vass
S Hoefling**

ITEM 8 – EXPANSION / BUDGET DEFICIT (Continued)

16. The meeting was informed that no information had yet been received on the School's recent SSEF bid but that 35 schools were thought to have applied for the DfE grant. The SSEF bid outcome was expected in November and the next round of SSEF bids would be brought into alignment with the CIF application process. If the School was unsuccessful with the SSEF bid it was suggested that the whole issue would need to be re-considered, including a review of what was being requested and a possible change in the external consultants.

17. A financial analysis of the current budget deficit/expansion situation had been prepared by the Business Manager and the content of the document and underlying assumptions were summarised for the Committee. Four forecast scenarios had been prepared for discussion: Option 1) the agreed budget for 2018-19 with 135 students in Year as presented to the GB in June 2018; Option 2) the agreed budget for 2018-19 but with the actual figure of 117 students in Year 12; Option 3) the same scenario as Option 2 but with newly presented SLT savings from September 2019, and Option 4) expansion to 6FE with effect from September 2020. The meeting was advised that the teachers' pay award had now been finalised and as the percentage increase was more than schools had expected, the Government was awarding a grant to all schools to help alleviate the unbudgeted extra cost of the pay increase, this was expected to be around £25,000 for CCHS.

18. SLT had prepared four possible cost reduction initiatives: a review of subjects offered at KS5, limiting KS5 students to 3 A Levels, increasing teacher contact time and a review of SLT staffing structure. The meeting discussed the options and how each would affect students and staff. Governors queried specific figures and items within the analysis.

19. The Business Manager tabled a draft paper entitled 'Possible Expansion to Six Forms of Entry' which summarised the information requested by Governors at the last Full GB meeting. It was stated that further financial information and an options appraisal were still to be added. It was noted that further expansion was not possible without additional capital investment for new buildings unless temporary classroom options were to be considered. The concept of temporary buildings was discussed. The Committee were asked to review the draft document and advise if there was any further information which Governors required to be in the document before it was presented to the Full GB for consideration. It was stated that the Budget Deficit and 6FE Expansion documents were to be presented at the next Facilities & Finance Committee meeting on 10th October for further discussion. It was also confirmed that an additional Full GB meeting would be required to discuss the expansion issue in the second half of the Autumn Term.

20. **Decision.** The Committee agreed to pass comments on the Expansion and Budget Deficit documents to the Business Manager by Tuesday 9th October.

All

ITEM 10 – GDPR

21. The meeting received a summary of GDPR actions taken by the School to date. It was reported that under GDPR students now had the right to obtain any information held on them from exam boards in addition to their school records. A further issue raised by GDPR related to sending electronic information to Governors' home and work email addresses, to avoid this problem it was now proposed that Governor meeting packs would only be loaded onto the Governors' web portal rather than be sent attached to emails. A new Governor Code of Conduct, which included information on how Governor documents should be handled, was to be emailed to Committee members prior to its presentation to the Full GB. It was confirmed that as information received by Governors was anonymous it could be printed out safely if required. The continued use of paper packs for GB meetings was raised and discussed. The Business Manager advised that there was a need for a formal review of GDPR on a regular basis and suggested that the Facilities & Finance Committee should take on this responsibility, the recommendation would be presented at the next Full GB meeting.

22. **Decision.** The issue of paper meeting packs would be raised at the next GB meeting.

ITEM 12 – GOVERNING BODY MATTERS

23. **Item 12a - Full GB Agenda - Decision.** The proposed agenda for the Autumn Term Full GB meeting on Thursday 18th October 2018 was presented for review and approved.

24. **Item 12b – GB Membership.** Yvonne Wickers stated that with her new role as Chair of the Staff & Student Matters Committee along with full-time employment it would be prudent to give up her role as Lead Safeguarding Governor. It was suggested that Ros Cornish, the current Deputy Safeguarding Governor, may be willing to take up the full role and a new deputy found from the remaining Governors.

25. **Decision.** The Clerk agreed to ask Ros Cornish if she would consider taking on the role of Lead Safeguarding Governor.

26. The terms of office and committee membership of the current GB were reviewed. The meeting was reminded that Lee Palmer had recently submitted his resignation and would be leaving the GB at the end of the Autumn Term. It was noted that his departure would leave the Curriculum Committee short by one Governor. The meeting was informed that the School had recently been approached by a new Year 7 parent who was interested in joining the GB and it was suggested that a Governor Information Session should be arranged in the near future.

27. **Decision.** The Chair, Head and Clerk agreed to liaise on a suitable date on which to hold a Governor Information Session.

ITEM 13 – RISK REGISTER

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

ITEM 14 – COMPLIMENTS & COMPLAINTS

29. The Head advised that she had received many compliments from parents on the results days. There had been a couple of complaints from Keene Homes residents concerning noisy students outside the School at the end of the school day whilst waiting for buses.

ITEM 15 – ADDITIONAL INFORMATION

30. **Item 15a – School Development Plan 2018-19.** The SDP for 2018-19 was received for information. The Committee were informed that the School's 3-year Strategic Plan had now been incorporated into the back of the document for easy reference. Governors queried a couple of items in the document and further explanation was given by the Head.

ACTION

Clerk

Clerk

**Chair
Head
Clerk**

31. Item 15b – Understand Your Data. A DfE Governor guidance document published in June 2018 and entitled ‘Understand Your Data’ was received for information.

ACTION

ITEM 16 – ANY OTHER BUSINESS

32. Sickness Issue. The Head raised a confidential sickness issue concerning a member of staff which is reported separately in Part B of these minutes.

33. Teachers’ Pay Increase - Decision. As the teachers’ cost of living pay award had now been published, the Business Manager requested permission to process the teachers’ pay increases in line with the STPCD: 3.5% for Main Scale and Unqualified Teachers; 2% for Upper Pay Scale and TLRs and 1.5% for staff on the Leadership Scale. Performance management related increases would be undertaken by the Governors’ Staff Pay Committee in December as usual. The Committee approved the processing of the teachers’ cost of living pay increases.

S Hoefling

34. HR Policies - Decision. The Business Manager advised that the School currently had a large number of HR policies all of which were based on the ECC HR models and suggested that there was not really a need for Governors to review them. The meeting discussed the situation and agreed that there was a need to minimise unnecessary policy reviews. It was agreed that any new HR policy would be reviewed and approved by the Staff & Student Matters Committee and that any later changes to HR policies would simply be summarised for the Committee for their information.

S Hoefling

35. Business Manager Recruitment. In light of the recent resignation of the Business Manager the Committee reviewed the proposed advert and discussed the requirements of the selection process and Governor availability for the selection day, 29th October 2018.

At this point in the meeting, a confidential HR issue was raised and is reported separately in Part B of the minutes.

ITEM 17 – DATE OF NEXT MEETING

36. Decision. The date of the next meeting was agreed as 7.45am on Friday 7th December 2018.

All

The meeting closed at 8.50pm.

Agreed as a true record.

S Miles, Chair

7th December 2018