

## 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 20<sup>th</sup> March 2019

Present:	Yvonne Wickers Nicole Chapman Steve Miles Ros Cornish Ruth Neave Jason Oster	Chair Head Chair of Governors
In Attendance:	Maria French Wendy Newton Bethan Evans Jessica Steadman	Deputy Head (Pastoral) Clerk to Governors Student Representative (Sixth Form Council) Student Representative (Student Voice)

1. The Chair opened by welcoming the two new Student Representatives to the meeting.

#### ITEM 1 – APOLOGIES FOR ABSENCE

2. Apologies for absence were received and accepted from Jason Oster.

#### 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 – STUDENT ISSUES

4. Item 3.2 – Sixth Form Council Minutes. The minutes of Sixth Form Council meetings held on 19<sup>th</sup> November 2018 and 23<sup>rd</sup> January 2019 were summarised by the Chair of the Sixth Form Council and discussed by the Committee. Issues raised at the meetings had included: the setting of over-night homework, the opening hours of the Sixth Form Canteen and the new one-way system in the corridors which had been well-received by Sixth Form students. A further Sixth Form Council meeting had been held the previous week when the issue of the amount of work set for cover lessons and student noise levels in the Loft had been raised.

5. Item 3.1 - Student Voice Minutes. The minutes of Student Voice meetings held on 21<sup>st</sup> November 2018 and 6<sup>th</sup> February 2019 were summarised by the Chair of the Student Voice Committee and discussed. The new corridor one-way system had been a problem for some Lower School students but was now settling and the plastic-free school initiative had been eagerly discussed by students. The amount of work in cover lessons, the usefulness of certain VLE resources and the content of form time had also been raised by students. It had been suggested that the ways of developing public speaking confidence could be widened by the School and the issue was discussed.

6. Decision. It was agreed that the Head would discuss the issue of the VLE resources with SLT and that the Chair would bring the issue to the attention of the Curriculum Committee.

7. Item 3.3 – Other Student Issues. No other student issues were raised.

5.20pm – The Student Representatives left the meeting.

#### ITEM 4 - MINUTES OF THE PREVIOUS MEETING

8. The minutes of the previous meeting held on 28<sup>th</sup> November 2018 were approved and signed as a true record.

ACTION

**Head  
Chair**

## **ITEM 5 - MATTERS ARISING**

## **ACTION**

9. Item 3.2, Para 9 – Food allergies. The meeting was advised that the Canteen had very clear information on food allergies and that it had to be the responsibility of students with food allergies to manage their own allergies. School staff had recently been trained on the use of EpiPen and the School was now allowed to hold a spare EpiPen for emergency use in School and on trips.

**5.25pm – Ruth Neave joined the meeting.**

10. Item 6, Para 11 – Sickness Documentation. The Head advised that a new GDPR-related Retention Policy had recently been approved by the Management Committee which clarified the issue of retaining staff sickness documentation.

11. Item 8, Para 18 – Equality & Diversity Training. The Clerk advised that ECC EES would not undertake a bespoke Full GB session of Equality & Diversity training.

## **ITEM 6 – POLICIES**

12. Item 6.1 – Child Protection Policy - Decision. Further amendments had been made to the ECC-model Child Protection Policy since its last approval in June 2018, the amendments mainly related to date changes of official documents cited in the policy and the inclusion of peer-on-peer abuse. The Child Protection Policy was approved as presented with an annual review.

13. Item 6.2 – Staff Code of Conduct - Decision. The Staff Code of Conduct was presented for re-approval. The policy was the ECC-model which had additional sections relating to gifts and hospitality and alcohol specific to CCHS. The document was reviewed and content discussed. The Staff Code of Conduct was approved as presented with a 2-year review.

14. Item 6.3 – Probation Procedure. As tasked at the previous meeting, the Clerk had queried the differences in timescale quoted in the ECC Probation Procedures (18 weeks) and the probation period quoted in ECC Contract Written Particulars (6 months) to ECC HR. It was explained that the Probation Procedure document worked on having a final probation review at 18 working weeks and if a staff member's performance was unsatisfactory notice would have to be given which in accordance with the Teachers' Burgundy Book was 2 or 3 months. The total probation period could then extend up to 6 months depending on when school holidays fell.

15. Decision. The Probation Procedure was approved for adoption as presented with a 4-year review, unless previously revised by ECC HR, and it was agreed that the School would commence using the probation report forms contained in the document.

**Head**

## **ITEM 7 – STAFFING MATTERS**

16. The Head gave a verbal update on the current staffing situation. It was reported that there were currently major staffing issues relating to long-term sickness absences which were generating a lot of cover and that the School was having difficulties recruiting new cover supervisors. Details of the absences and the effect on the teaching provision were summarised. Advertising was currently underway for RS and Art teachers. The Head also summarised recent changes in School staff and some changes known to be occurring at the end of the Summer Term and how these changes were being addressed by the School.

17. The Committee noted the challenging staffing and cover situation and voiced concerns over the effect on public exam-year students. The Head confirmed that Year 11 and 13 exam classes were the School's highest priority and that every effort was made to minimise disruption to those particular year groups, ensuring that qualified teachers were used for their lessons. The meeting discussed the issue and received information on how current staff were assisting to minimise the problem. It was noted that many of the current staff absences were beyond the control of the School and that the School was managing the situation. The Committee noted the effect of the current staffing on staff workload and welfare and its potential effect on retention. The problem of teacher recruitment was raised by Governors and discussed in light of the future School expansion.

It was suggested that it would be useful to review current recruitment methods and investigate if there were any other ways to attract new staff, such as key-worker housing schemes (HEYLO & DIYSO).

18. **Decision.** It was agreed that Recruitment and Staff Workload would be items on the next meeting agenda.

**Clerk**

### **ITEM 8 – CARE & GUIDANCE REPORT**

19. The Care & Guidance Report dated March 2019 was received and discussed. The Deputy Head (Pastoral) summarised the content of the report and gave further explanation when requested. It was noted that the School had recently presented on the 'Find Your Voice' project at the Healthy Schools Award ceremony at Chelmsford Racecourse and that the School had been awarded a National Citizenship Service Gold Award for participation by students in Year 11 last year. It was also reported that the School's outreach programme had commenced once again using Year 9 students.

### **ITEM 9 – SEN**

20. Information on the current SEN situation had been received by Governors in the previous Care & Guidance Report. There are currently 18 students in the School on the SEN Register, one of whom was on an Education, Health and Care Plan.

### **ITEM 10 – PUPIL PREMIUM**

21. The Deputy Head (Pastoral) tabled the Pupil Premium spending report for 2018-2019 giving expenditure to date and the details of the expenditure were reviewed. There are currently 26 students in receipt of the Pupil Premium each with an individual grant of £935, totalling £24,310; of this £16,169 had been spent to date. The meeting discussed how the grant was spent, its effect on the students and how certain expenditure items were distributed to the students. It was reported that the biggest expenditure item, £5000 on counselling, was to be paid in the near future. The meeting was advised that one Year 11 Pupil Premium student was not currently meeting the basic requirements for progress in Maths and English but that the situation was being kept under review and interventions made. It was also confirmed that if deemed judicious Year 11 students were not allowed to go on study leave but would work in the School Library instead.

### **ITEM 11 – SAFEGUARDING**

22. The Chair advised the Committee that due to her current work commitments it was necessary for her to tender her resignation as the Designated Safeguarding Governor and that the current Deputy Safeguarding Governor, Ros Cornish, had kindly agreed to take on the full role with immediate effect. Yvonne Wickers agreed to remain in the role of Deputy Safeguarding Governor for the time being. It was noted that two new Parent Governors had recently been elected and that one may be willing to take on the role of Deputy Safeguarding Governor once Committee membership had been agreed.

23. **Decision.** It was agreed that Ros Cornish would be the Designated Safeguarding Governor and Yvonne Wickers would be the Deputy Safeguarding Governor with immediate and that the Deputy situation would be reviewed at the next meeting

**R Cornish  
Chair  
Clerk**

24. The Deputy Head (Pastoral) presented an electronic report on the new safeguarding reporting system, 'My Concern', and gave explanation of the content of the report which showed the number of safeguarding concerns raised, the types of concerns and the times they were reported. It was noted that the largest proportion of the safeguarding reports related to pupil self-harm (16%). The meeting discussed specific areas of the information presented. It was stressed that the number of concerns raised was a very small when considered against the whole school population. The Committee thanked the Deputy Head (Pastoral) and all the pastoral team for their work.

## **ITEM 12– SCHOOL DEVELOPMENT PLAN**

**ACTION**

25. The updated Mid Term Review of the School Development Plan 2018-19 was received for information. It was suggested that there may be a need to include an item relating to the transition of the current Deputy Head (Curriculum) to Headteacher in September 2019. The Head advised that she had already devised an induction programme for the transition commencing in the Summer Term.

## **ITEM 13 – RISK REGISTER**

26. **Decision.** The Staff & Student Matters section of the CCHS Risk Register was reviewed and approved as presented.

## **ITEM 14 – INFORMATION ITEMS**

27. **Item 14.1 – Staff Development Report.** The Staff Development Report dated March 2019 prepared by the Deputy Head (Curriculum) was received for information and noted. The Committee noted Aleks Goodier, a trainee teacher of Mathematics had completed his training through the TES Connect scheme and was due to have his final QTS assessment the following week.

28. **Item 14.2 – DBS Checks.** A summary of School DBS clearances and Barred List checks from November 2018 to March 2019 was received for information. The Clerk confirmed that the one result which had been awaited when the report was written had since come through as satisfactory.

## **ITEM 15 – ANY OTHER BUSINESS**

29. No other items of business were raised.

## **ITEM 16 – DATE OF NEXT MEETING**

30. **Decision.** The date of the next meeting was agreed as 5.00pm on Wednesday 3<sup>rd</sup> July 2019.

**All**

The meeting closed at 6.50pm.

Agreed as a true record.

Yvonne Wickers  
Chair

3<sup>rd</sup> July 2019