

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 3rd July 2019

Present: Yvonne Wickers Chair
Nicole Chapman Head
Ros Cornish
Jenny Fowle
Ruth Neave

In Attendance: Maria French Deputy Head (Pastoral)
Wendy Newton Clerk to Governors

Apologies: Jason Oster, Bethan Evans & Jessica Steadman

1. The Chair opened by welcoming Jenny Fowle, new Parent Governor, to her first meeting.

ITEM 1 – APOLOGIES FOR ABSENCE

2. Apologies for absence were received and accepted from Jason Oster and Student Representatives, Bethan Evans and Jessica Steadman.

ITEM 2 – DECLARATION OF INTERESTS

3. Ros Cornish advised that she was now a trustee of the charity 'Friends of Broomfield Hospital' and Maria French advised that her son now worked for Pixie Lott, one of the School's premises hirers. Neither interest was considered to be a conflict of interest in relation to the Committee or this meeting. There were no other declarations of interest further to those already stated on the Register of Business Interests for 2018-19.

ITEM 3 – STUDENT ISSUES

4. In the absence of both the Student Representatives, the minutes of the Student Voice meetings held on 13th March and 1st May 2019 and the minutes of Sixth Form Council meetings held on 13th March 2018 and 30th April 2019 were received and noted by the Committee. Governors queried a comment made in March concerning the number of cover lessons. The Head advised that long term staff sickness absences had affected cover earlier in the year however the situation no longer existed and cover lessons had reduced to a normal level. The inability for the canteen payment machines to accept £5 notes was confirmed, however the meeting was advised that parents were strongly encouraged to pay for school meals online rather than bringing cash into school. Governors queried whether the new social media phenomenon of 'TicTok' was an issue for CCHS students and were advised that it had not been heard about in School as yet. Students and parents continued to be instructed about the potential problems caused by social media. It was confirmed that the student lockers had now been relocated around the School in preparation of the demolition of the Bancroft Building.

ITEM 4 - MINUTES OF THE PREVIOUS MEETING

5. The minutes of the previous meeting held on 20th March 2019 were approved and signed as a true record.

ITEM 5 - MATTERS ARISING

6. Item 3, Para 6 – VLE Resources. The Chair advised that whilst she had mentioned the issue of VLE resources briefly to the Chair of the Curriculum Committee and that she intended to talk to him more fully about the issue in due course.

ACTION

7. **Item 6, Para 15 – Probation Procedure.** There had not yet been a need to use the new Probation Procedure forms but it was confirmed that they would be used in the Autumn Term.
8. **Item 11, Para 23 – Safeguarding - Decision.** The proposal to find a replacement Deputy Safeguarding Governor was raised. The role was explained to Jenny Fowle, the new Parent Governor, who kindly accepted to take on the role. It was noted that specific EES Governor training was available on the subject in addition to related information on The Key website.

ITEM 6 – POLICIES

9. **Item 6.1 – Attendance & Punctuality Policy - Decision.** The School Attendance & Punctuality Policy was presented with minor administrative revisions. With the expansion of student numbers, it was suggested that the persistent absence target should be raised. It was agreed that the persistent absence target should increase from 10 to 15 students, and with that revision the School Attendance & Punctuality Policy was approved with an annual review.
10. **Item 6.2 – Staff Capability Policy - Decision.** The ECC-model Staff Capability Policy was presented for re-approval, there had been no amendments to the document. The Staff Capability Policy was approved as presented with a 2-year review.
11. **Item 6.3 – E-safety & Data Security Policy - Decision.** The E-safety & Data Security Policy was presented for re-approval. The Business Manager and IT Manager had reviewed the policy and advised that the electronic document links would be checked for accuracy the following term. The document was reviewed and discussed. The E-safety & Data Security Policy was approved as presented with an annual review.
12. **Item 6.4 – Administration of Drugs Policy - Decision.** The Administration of Drugs Policy was presented for re-approval. Two amendments relating to School administration procedures had been proposed by the School and the meeting discussed the proposals. The proposed changes were agreed and the Administration of Drugs Policy was approved with a 2-year review.
13. **Item 6.5 – Communication & Consultation Policy - Decision.** The non-statutory School Communication & Consultation Policy was presented for re-approval, there had been minor changes to phraseology. With two changes to titles, the Communication & Consultation Policy was approved with a 3-year review.
14. **Item 6.6 – Child Protection Policy - Decision.** Since its approval at the last meeting, further amendments had been made to the ECC-model Child Protection Policy which now included references to the new May 2019 SET Procedures. It was noted that the name of the new Deputy Safeguarding Governor needed to be included immediately and that the name of the new Headteacher needed to be included in September. With the proposed name changes, the Child Protection Policy was approved with an annual review.

ITEM 7 – STAFFING MATTERS

15. The Head gave a verbal update on the staffing changes since the last meeting and summarised the changes occurring at the end of the academic year. The meeting was advised that one of the science teachers had suddenly decided to leave teaching and had informed the Head of her decision after the formal resignation cut-off date. The post was now to be advertised for starting in September but may not be filled; in this situation the teacher would officially be required to work until the end of December or until her replacement was found. The Committee was saddened by the loss of Nick Minnican, Assistant Headteacher and teacher of Chemistry, who had passed away in June at the age of 38 years, the effect on the School community was recognised.
16. The issue of staff workload had been placed on the agenda for discussion. The Head advised that the Management Committee had recently considered a budget deficit strategy proposal to increase teaching hours from 42 hours per fortnight to 43 hours, the legal maximum being 45 hours. The increase was not being implemented at the current time. The Head explained the problems associated with increasing teaching hours and the Committee discussed the issue of staff workload

and work-life balance. It was noted that the School had made changes to student report procedures in order to reduce the administrative burden. The Committee recognised that the staff were the School's greatest asset and that working at CCHS had many benefits for staff when compared with other schools. Governors queried if there were any other future ideas for assisting teacher workloads such as in the area of staff performance management, this was not reported as not being too onerous on staff. The Head confirmed that staff were helped as much as possible in relation to personal requests for time off for family matters.

ITEM 8 – CCHS Entrance Test

17. The Deputy Head (Pastoral) presented a summary of information on the School Entrance Test for Year 7 for entry in September 2019 and reported that there had been no successful admissions appeals. A total of 1,333 girls had registered for the entrance test and 968 had sat the test at CCHS in September 2018. It was noted that more applications were being received from local primary state schools and that there was less dominance from independent schools. The success of the School's enrichment days was noted and praised by the Committee. It was reported that girls from 89 different primary schools would enter CCHS in September 2019.

18. Governors questioned the effect of the School's pupil premium outreach work and whether the success rate was improving. The Deputy Head (Pastoral) advised that the number of applications from pupil premium students was increasing and reported that there had been a change in local primary schools with high percentages of free school meal students, this would affect future outreach work strategy. It was noted that the change to the School Admissions Policy, which had been possible through the SSEF grant, would make a significant difference in assisting pupil premium applicants. It was reported that 32 pupil premium students had registered to take the entrance test in September 2019, double that of 2018. It was recognised that it would take time for the word to spread to the appropriate children but that things were heading in the right direction.

ITEM 9 – CARE & GUIDANCE REPORT

19. The Care & Guidance Report dated June 2019 was discussed. A query was raised about the School's counselling provision and which staff knew when a student was being counselled. The Deputy Head (Pastoral) advised that class teachers would be advised of an absence from class but were not given any reason why; only year leaders and form tutors would be advised if a student was receiving counselling. Some 15-16 year old students could self-refer if they wish and parents would not automatically be told. The parents of students in the younger year groups would be automatically informed. The School preferred that parents knew when at all possible. It was suggested that whilst the counselling was expensive it was very worthwhile for the students.

ITEM 10 – SEN

20. An SEN Update dated June 2019 prepared by the SENCo was received for information. There are currently 18 students in the School on the SEN Register, one of whom was on an Education, Health and Care Plan who was overseen by a dedicated member of support staff. Ruth Neave, SEN Governor, advised that she had met the SENCo recently and was due to have a formal meeting before the end of term. It was reported that recent new teachers had praised the SENCo for her knowledge and assistance in their understanding of the needs of SEN students. It was noted that the School now had five members of staff trained in mental health matters for use by both students and staff.

ITEM 11 – PUPIL PREMIUM

21. The Deputy Head (Pastoral) presented a Pupil Premium spending report for 2018-2019 giving expenditure to date and details of the expenditure were explained, all was in line with the new Ofsted Framework. There are currently 26 students in receipt of the Pupil Premium each with an individual grant of £935, totalling £24,310; of this £19,126 had been spent to date. The meeting discussed how the grant had been spent and its effect on the students involved. A query was raised as to whether pupil premium students who received assistance to undertake music lessons in the Lower School continued with their lessons when they were in the Sixth Form, this data was not

known. It was also noted that some parents of pupil premium students try to pay part of such things as trip costs if they can. It was also confirmed that any money unspent in the pupil premium fund can be carried over until the following year if it had not been used.

ACTION

21. **Decision**. The Deputy Head (Pastoral) agreed to discuss the continuation of music lessons by pupil premium students with the Head of Sixth Form.

M French

6.45pm – 7.05pm - At this point in the meeting the Deputy Head (Pastoral) gave a supplementary presentation on pupil premium student admissions work relating to her NPQH qualification.

ITEM 12 – SAFEGUARDING

22. Yvonne Wickers and Ros Cornish reported on a recent safeguarding visit to the School and presented a written summary of their notes from the visit. It was stated that all areas were excellent and up-to-date. The report was to be received by all Governors at the next Full GB meeting on 12th July 2019.

23. The Deputy Head (Pastoral) presented a report from the online 'My Concern' safeguarding reporting system and explained the system and how concerns were raised and collated. It was stressed that the percentage data referred to a very small proportion of the student population. The ability to see trends was noted such as just before school holidays.

ITEM 13– SCHOOL DEVELOPMENT PLAN

24. The Final Review of the School Development Plan 2018-19 was received for information and the content of the document was noted. No questions were raised by Governors on the document.

ITEM 14 – RISK REGISTER

25. **Decision**. The Committee section of the CCHS Risk Register was approved unamended.

ITEM 15 – INFORMATION ITEMS

26. Item 15.1 – Staff Development Report. The Staff Development Report dated June 2019 prepared by the Deputy Head (Curriculum) was received for information and noted. The Committee noted the pleasing number of CPD courses undertaken by School staff.

27. Item 15.2 – DBS Checks. A summary of School DBS clearances and Barred List checks from March to June 2019 was received for information. The Clerk advised that one further full DBS check had been undertaken earlier that week and the result was still awaited.

ITEM 16 – ANY OTHER BUSINESS

28. No other items of business were raised.

ITEM 17 – DATE OF NEXT MEETING

29. **Decision**. The date of the next meeting was agreed as 5.00pm on Wednesday 27th November 2019.

All

30. This was the last meeting for the Head before her retirement at the end of the term and the Chair thanked her for all she had done for both the Committee and the School.

The meeting closed at 7.19pm.

Agreed as a true record.

Yvonne Wickers
Chair

27th November 2019