

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the MANAGEMENT COMMITTEE held at the School at 8.08am on Friday 14th June 2019

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

ITEM 1 – APOLOGIES FOR ABSENCE

1. There were no apologies for absence 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 2018-19.

ITEM 3 - MINUTES OF THE PREVIOUS MEETING

3. The minutes of the previous meeting held on 13th March 2019 were agreed as a true record.

ITEM 4 – MATTERS ARISING

4. Item 7, Para 11 – SLT Structure. A detailed proposal paper on the need for the School to continue with Deputy Heads had been circulated to Governors and a new, second Deputy Head had now been appointed for September 2019. In light of the recent death of Mr Nicholas Minnican, Assistant Headteacher, the Head proposed that the School delay the appointment of his replacement until September 2020. SLT had reviewed the current re-allocation of Mr Minnican's workload between SLT and School staff and it was considered possible to continue with it into the next academic year. The Committee noted the proposal. There was further discussion on how the School was intending to mark Mr Minnican's passing.

5. Item 8, Para 17 – Swimming Pool. The preparation of a financial analysis of the swimming pool was in progress and the Business Manager gave brief details of the various options available. Quotes for refurbishment were in the region of £350,000 and a new build was likely to be around £750,000. It had not been possible to delay the start of the SSEF decision-making process in order to incorporate the decision on the future of the swimming pool. Work to stabilise the swimming pool building would now be undertaken before any adjacent new-build work commenced. A final decision on the future of the swimming pool was unlikely to be possible for another six months.

6. Item 9, Paras 19 & 20 – GDPR. It was confirmed that the GDPR Retention document would have an annual review, GPDR was to be a standing item on every Management Committee agenda and that the Full GB would receive a full annual GDPR report each Autumn Term.

ITEM 5 – BUDGET DEFICIT REDUCTION

7. The Business Manager presented an updated reduction strategies document dated May 2018 and summarised each of the reduction strategies which had previously been put forward to Governors; the meeting was advised if they had been implemented and were given explanations for those which had not been introduced. It had been decided by SLT that restricting KS5 students to 3 A levels was too risky in relation to student retention and also inconsistent with other grammar schools. The meeting

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discussed the information presented at length and additional explanation was given by SLT when questioned by Governors. The particularly high level of School lettings income (£140,000 for 2018-19) was noted in relation to other schools. The School requested that the pilot scheme to accept up to an additional 10 students into Year 10 should now be formally adopted up until AY 2022-23, this would necessitate a formal change to the School Admissions Policy and public consultation. It was noted that the Chair had already undertaken Chair's Action to increase Year 10 by 10 students to 160 in September 2019. Future opportunities for additional savings included: increasing teacher contact time, reducing School utility costs and increasing Sixth Form numbers to 170 by September 2021. Governors noted the remaining deficit reduction strategies available for the future if required.

8. A revised indicative 4-year budget forecast was received for information. The Business Manager explained reasons for changes to the figures received previously in February 2019 which were mainly due to variations in staffing costs. A deficit of £88,000 was reported for the end of the current financial year 2018-19 which still included an untouched £40,000 contingency. Further significant savings were hoped by the end of the year. Governors noted that previous reports had suggested possible deficits of £150,000 and commended the School on its ongoing work to reduce costs. The Deputy Head advised that information received recently had suggested that DfE were possibly aiming to give schools indicative financial information on a 3-yearly basis in the future - Brexit decision pending. The Head praised Melissa Mulgrew, the new Business Manager, for her work on the SSEF project and in addressing the School finances so vigorously since she joined the School in February 2019. Governors noted the figures presented and thanked the Head and SLT for their ongoing work on the budget which now showed more encouraging figures for the future.

ITEM 6 – SSEF PROJECT & CAMPUS DEVELOPMENT

9. The 2018-22 implementation programme for the School's the Fair Access and Partnership Plan was received for information and noted by the Committee. The document was a mandatory part of the successful SSEF bid. Specific actions had been put in place for 2018-19 and further actions would be added in September 2019. The Deputy Head (Pastoral) summarised the specific actions already undertaken by the School which were aimed at increasing the number of Pupil Premium (PP) children applying to the School. Details were received about a new CCHS Familiarisation Summer School in July 2019 which had been offered to PP students living within the 12.5 miles, and girls from the 10 partner primary schools, who had applied to sit the Entrance Test in September 2019. It was reported that some of the local primary schools now seemed more receptive to the outreach work being offered by CCHS.

10. The Business Manager presented a project time-line chart for the SSEF expansion project dated 6th June 2019 and highlighted significant dates. The large amount of work undertaken by the Site Manager and his team in preparation for the demolition of the Bancroft Building was highlighted and commended by the Business Manager. Governors were advised that no significant issues had arisen from the many surveys required before the start of the SSEF project. Work was due to start in the week commencing 24th June 2019 with the construction of an access road and the erection of fencing to isolate the Bancroft demolition area. Additional School work was in hand to revise the current fire evacuation routes. A suggestion was raised about selling bricks from the Bancroft Building for fund-raising which would be investigated further by SLT.

11. Governors raised the issue of the overall project budget in relation to committing to demolition work prior to the formal build cost agreement being in place and were advised that very detailed information was to be presented to the Facilities & Finance Committee in a fortnight. It was confirmed that the demolition contract cost was as close to fixed cost as one could obtain, only any School-agreed variations would increase the price. It was reported that the project enabling work would cost £280,000 and was due to be finished by 31st August 2019. The tender process for the new buildings was planned to take place in August 2019 with contractor selection by the end of September, work on the building was expected to last from January 2020 to July 2021. The Business Manager was thanked for her work on the SSEF project and Governors stressed that very tight control would be needed throughout the duration of the project.

ITEM 7 – GDPR UPDATE

12. The Business Manager confirmed that the requirements of GDPR were now beginning to be recognised by School staff and that issues were being addressed as they arose. There had been three minor breaches of data to date, all had been investigated and logged. Governors queried whether the SIMS data system could be accessed from outside the School, it was confirmed that SIMS was only accessible via the remote access system which was secure and also that nothing could be printed out at home from a School laptop. The next ECC GDPR audit was due to take place on 10th July 2019 and a verbal update on the audit outcome would be received at the next Full GB meeting on 12th July.

9.12am – The Head and Deputy Head (Pastoral) left the meeting.

ITEM 9 – COMPLAINTS POLICY

13. A revised Complaints Policy was presented for approval, which had been amended to reflect current ESFA guidance, and the minor phraseology revisions were reviewed.

14. **Decision.** With the expansion of one abbreviation, the Complaints Policy was approved with a 3-year review period.

ITEM 10 – SCHOOL DEVELOPMENT PLAN (SDP) 2018-19 & SDP 2019-20

15. The Final Review of SDP 2018-19 and a summary of objectives for the SDP 2019-20 were received for information prior to their presentation at the Full GB meeting on 12th July. The Deputy Head (Curriculum) gave further explanation of specific contents of the documents. It was stressed that the outcomes of KS5 (A level) students was to be a leading priority for the School in the 2019-20 which through improvement was believed would support retention work regarding Year 11 into Year 12. At least 80% A*-B grades at KS5 was the target for the outcome at the end of 2019-20 and this would increase the publically reported Level 3 value added score for the School. The 2018 value added score for KS4 was 0.84, well above average, and for KS5 was -0.27, significantly below average. The increase in KS5 class sizes and its possible effect on end results was debated. Governors also queried how the School put the SDP document together to ensure that all areas were covered by the document and the Deputy Head gave further explanation of how SLT decided what was included in the document, noting the link between the Strategic Development Plan and the School Development Plan. The Committee noted that additional comment would now be required in the School's Strategic Plan following the successful outcome of the SSEF bid. Explanation was also given of how the 2019-20 summary statements would be transferred into the 2019-20 SDP along with additional action information, which would be received by Governors in the Autumn Term.

ITEM 11 – GOVERNING BODY AGENDA

16. **Decision.** The proposed agenda for the Summer Term Full GB meeting on 12th July 2019 was presented for review. With the addition of the need for all Governors to receive additional explanatory SSEF project documentation, the agenda was approved.

ITEM 12 – GOVERNOR MEETING DATES

17. The proposed meeting dates for Full GB and GB sub-committee dates for 2019-21 were presented for approval for recommendation to the Full GB. It was recognised that Governors have different meeting date preferences and it was noted that Committee meeting dates are discussed by each Committees and can be moved when necessary.

18. **Decision.** The proposed meeting dates for Full GB and GB sub-committee meetings for 2019-20 were approved for presentation to the Full GB on Friday 12th July 2019.

ITEM 13 – RISK REGISTER

19. **Decision.** The Management Committee section of the CCHS Risk Register was presented for termly review and it was agreed that no amendment was required. It was noted that any additional

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risks associated with the SSEF expansion project were to be collated by the Business Manager for review at the next Facilities & Finance Committee meeting.

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The meeting paused whilst awaiting the return of the Head.

9.45am – The Head and Deputy Head (Pastoral) re-joined the meeting.

ITEM 8 – STAFFING (Taken out of agenda order)

20. The Head presented a summary of staffing changes for the next academic year and explained the background behind the required changes. A few internal changes of responsibility were also due to be agreed before the end of the Summer Term.

ITEM 14 – COMPLIMENTS & COMPLAINTS

21. The Head advised that she had not received any specific compliments recently but it was stated that many Year 11 and 13 students and their parents send cards and letters to staff to thank them for their assistance in relation to their public examinations. The Head reported that she had received one complaint concerning the recent French Exchange and also gave additional details of a situation concerning a Year 8 parent which related to recurring School requests for the same student information and an explanation of why it was necessary to request information from parents for each School trip.

ITEM 15 – ANY OTHER BUSINESS

22. **Associate Membership.** Further to earlier GB discussions, the School attendance of Associate Member Priti Patel was queried. It was reported that a visit had been scheduled earlier in the academic year but that it had then been cancelled. The attendance situation was discussed and it was noted that there was a need to discuss the issue further in the Autumn Term at the end of her current term of office.

23. **Election of Vice Chair of Governors - Decision.** The voting in the election for the new Vice Chair of Governors had closed the previous day and the Clerk advised that it had been very close resulting in a draw between Richard Vass and Mike Worboys. The issue was discussed and by mutual consent, it was agreed that Mike Worboys would take on the role of Vice Chair of Governors with immediate effect.

M Worboys

ITEM 16 – DATE OF NEXT MEETING

24. **Decision.** The date of the next meeting was agreed as 7.45am on Friday 20th September 2019.

All

VOTE OF THANKS

25. As it was the last Management Committee meeting that the current Head would attend, the Chair personally thanked Nicole Chapman for her hard work and commitment during her time at the School which had been particularly evident in the School's efforts to expand which had finally now come to fruition due to her own personal resilience.

The meeting closed at 10.06am.

Agreed as a true record.

S Miles, Chair

20th September 2019