

# **CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS**

## **Minutes of the Governing Body Annual Conference held at the School at 9.00am on Saturday 25<sup>th</sup> January 2020**

Present:	Steve Miles	Chair of Governors
	Mike Worboys	Vice Chair of Governors
	Stephen Lawlor	Headteacher
	Mary Argent, Andrew Bonwick, Richard Brown, Sarah Clements, Ros Cornish, Sarah De Souza-Ingle, Jason Oster, Mark Rowell, Lauren Smith, Richard Vass, Yvonne Wickers	
In Attendance:	Maria French	Deputy Headteacher (Pastoral)
	Emma Ledwidge	Deputy Headteacher (Curriculum)
	Michael Palmer	Assistant Headteacher (Head of Sixth Form)
	Melissa Mulgrew	Business Manager
	Wendy Newton	Clerk to Governors

### **ITEM 1 - INTRODUCTION**

1. The Chair opened the Conference by thanking everyone for their attendance and advised that the main focus of the event was to receive information about Ofsted inspections. As the School had last been inspected in 2007, it was stated that an Ofsted inspection was inevitable at some point in the near future and that Governors needed to be knowledgeable about the new standards, the expectations of Ofsted and to be fully prepared.

**(Clerk's Note** – The presentations of all the following items are available on the Governor Portal.)

### **ITEM 2 – OFSTED – The New Ofsted Framework**

2. The Headteacher gave an overview of the main features of the new Ofsted framework and advised that the curriculum was at the heart of the new framework, not just the formal taught curriculum but all the learning experiences received within the School. Internal data was of less interest to Ofsted now. The right to have access to high-quality education was part of the framework and the current outreach work of CCHS was noted. The experiences of schools which had participated in the Ofsted pilot inspections had already been shared and discussed with School staff. There was a DfE consultation on removing the exemption of full inspections for outstanding schools currently underway which will come into effect in September 2020. If accepted this would increase the likelihood of a full Ofsted inspection for CCHS in the Autumn Term 2020. It was noted that some schools had lost their outstanding rating having been re-inspected.

3. An overview of the different areas of the new judgement system was given and explained alongside the consultation findings of the new framework. The Head explained what an Ofsted inspection would include and how the inspectors undertake the inspection. The important interaction between the inspectors and the School's SLT and middle leaders was stressed. The difference between a Section 5 and a Section 8 inspection was explained and it was stated that the Section 8 short inspection had been increased to two days. The issues relating to schools with a two-year KS3 were summarised. It was noted that CCHS has a three-year KS3 and would therefore be less of a concern to Ofsted. The meeting was advised that Ofsted now intended to undertake thematic subject reviews with particular interest in Mathematics and Languages in the first instance, in order to obtain a national picture of what the teaching of these subjects is like across the country. The concept of no-notice inspections had been raised by Government but had not been formally agreed. Governors noted that inspections would allow the School to highlight its cross-curricular connections.

### **ACTION**

**3 - OFSTED – Quality of Education**

4. The Deputy Headteacher (Curriculum) gave a presentation on the Quality of Education measure of an Ofsted inspection and the Quality of Education section of the Ofsted School Inspection Handbook (November 2019) was tabled. The differences in the new framework were explained and the importance of all elements of the curriculum was stressed. It was stated that there were no changes to the statutory curriculum requirements and the expectations and considerations of the curriculum were explained. The concept of 'cultural capital' was explained and it was suggested that the School covered this requirement fully through its lunchtime and extracurricular activities. The meeting was reminded that as an academy the School was not required to follow the National Curriculum, there were however still statutory requirements for the curriculum and an expectation to have a broad and balanced curriculum. The different curriculum subjects taught at each Key Stage within the School were summarised.

5. It was reported that a school website was required to show the content of its curriculum and an audit of the CCHS website had confirmed that all the required elements were present on the School's website. The changes in intent within the new framework were explained including curriculum narrowing, curriculum access and curriculum milestones. It was stated that curriculum milestones were now a key focus for subject leaders within the School, all subjects were reviewing their schemes of learning with regard to curriculum milestones. The importance of long-term memory had been added to the implementation section of the new framework and was explained. The use of assessment had not changed and Ofsted were not particularly interested in the School's internal data in relation to any sort of judgement although statutory data would be reviewed prior to an inspection. The collection of student assessment data by teachers should not be more than two or three times a year and how the data was utilised needed to be evident. This is aimed at reducing the workload on teaching staff. Governors queried how the School used the data currently collected.

6. The need for a well-structured, well-taught curriculum leading to good results was key to the quality of education element. It was reported that Ofsted would ask students about what they had remembered about the content they had studied and the focus of speaking to students about their learning was stressed. Anonymised Ofsted reports from other schools were available for Governors to review during the Conference. Governors queried the difference between the long Section 5 and short Section 8 inspections and the Headteacher summarised the differences. The Ofsted expectations of what Governors were required to know was also queried and summarised as: general knowledge and intent of the School, broad details of the curriculum, the opportunities available for students to specialise plus some knowledge information on the pastoral care within the School.

**10.15am – 10.30am – The Conference adjourned for coffee.**

**4 - OFSTED – Personal Development, Behaviour & Attitudes**

7. Maria French, Deputy Headteacher (Pastoral) presented a paper document on the Behaviour & Attitudes and the Personal Development elements of the new Ofsted framework. The importance of the cultural capital was explained and examples of events happening for students were given. The elements of the Behaviour & Attitude judgement were listed, Governors were requested to put forward the methods used to fulfil the Ofsted requirements and the items were discussed and expanded by the Deputy Headteacher (Pastoral). The various methods by which students can report any form of bullying or ask for help were explained. It was noted that safeguarding ran through all areas of this particular element. The means by which exclusions are undertaken along with the re-introduction methods were summarised and noted that such events were reported via Governor sub-committees. It was stated that Ofsted would talk to support staff, NQTs, catering staff and specialist referral students, e.g. LA, SEND, P/LAC individuals.

8. The requirements of the Personal Development element of the framework were listed and how the School covered the requirements explained. The various means by which students could expand their knowledge outside the formal curriculum were summarised for information. The

issue of being an inclusive environment for students was covered, and how it affected the School and the legal requirements were explained and discussed by Governors. It was reported that developing confidence was a key development point throughout the School. It was confirmed that the School complied with most the requirements of the Gatsby benchmarks relating to careers however there was still the issue of work experience to address before the final deadline of January 2021. Governors were advised that the benchmarks were not particularly relevant to schools such as CCHS where most students continue on to higher education. The requirements of the Spiritual, Moral, Social & Cultural Development section of the framework were summarised. The importance of Relationship and Sex Education was stressed and it was reported that parents can withdraw their daughter from all areas of this, apart from the compulsory elements within the Biology curriculum, and the two parents had chosen to do so.

## **5 - SAFEGUARDING**

9. Maria French, Deputy Headteacher (Pastoral) and Designated Safeguarding Lead, presented Level 2 Safeguarding and Prevent refresher training to the Governors. The content of the presentation was prepared by the ECC Safeguarding Manager for Schools and Early Years. The responsibility of everyone within the School to be aware of and address safeguarding issues was stressed. The Conference was reminded that all the current, required safeguarding-related documents were available on the Governors Portal. The need to have read Part 1 and Annex A of the DfE 'Keeping Children Safe in Education' (KCSIE) document September 2019 was stressed, and it was stated that changes to the document included information on peer-on-peer bullying and upskirting. It was stated that Ofsted would expect Governors to be aware of the document.

10. The safeguarding responsibilities of Governors and the GB sub-committees were summarised and explained including the knowledge of the names of the School's designated safeguarding staff. Governors were presented with the School's mauve safeguarding leaflet for information, the leaflet was received by all new staff and external visitors to the School. Governors queried the number and frequency of child safeguarding reports within the School and how the queries were addressed and full explanations were received. The conference was informed that a second presentation on Safeguarding in relation to Ofsted was available on the Governor Portal for further reading. The Safeguarding Link Governor, Ros Cornish, advised that following her various visits to the School she was confident that the School had all safeguarding requirements under firm control and thanked Maria French for her stalwart leadership and dedication to the issue. Governors were then presented with a certificate of completion of Level 2 Safeguarding training.

## **7 – SSEF UPDATE** (Taken out of programme order)

11. The Business Manager presented an update on the SSEF expansion project. Issues still remained with the swimming pool. An insurance claim for ground movement had been filed at the end of last year and was currently in contradictory debate between the civil engineers of the project management company and the insurance loss adjuster, further investigations were required. ECC funding was also being investigated as the pool was so significant to the local area, eg 5 primary schools, 4 swimming schools and 2 secondary schools. A summary of the project financials was reviewed and it was noted that the cost of the enablement work came in at about £80,000 under the initial bid estimate. The main build was also currently coming in under the initial bid estimate, should this situation continue it was suggested there would be £1.2million to spend on the remaining refurbishment projects ie the Gym and Art Block. It was confirmed that the School was allowed to use the excess money on other elements of the overall project but only capital and fixtures and fittings. The Chair thanked the Business Manager for her work on the project.

12. It was reported that main build work formally begins on site on 17<sup>th</sup> February 2020 and the issues related to Health & Safety were explained. The building shell of the Teaching Block was due for completion by July 2020 and the Sports Hall shell by November 2020, fitting out would follow with end dates of April and May 2021 respectively. The Business Manager advised that the contract included the requirement for the building contractor to supply and fund temporary alternative facilities should the project not be finished by September 2021. The re-purposing of

the Old Gym and moving the Library was not due to start until mid-2020 as the School was waiting for confirmation that the SSEF project would finish on schedule and once the available finance at the end was known.

13. For the benefit of all Governors, an update of the project was given. Planning permission had been received in early December 2019 with seventeen conditions, six of which were pre-commencement, none of which were deemed problematic. A meeting had been planned with School neighbours on 3<sup>rd</sup> February 2020 to discuss the project and to reassure them of the limited impact it would have on them. Separate meetings were to be held with Seymour House and Keene Homes. Governors asked if any specific advertising was to be undertaken relating to the start of the building project, it was suggested that this may follow at the formal topping-out point of the project. The floor plans of the new SSEF buildings were reviewed and explained, and it was reported that both buildings would be fitted with photo-voltaic panels in order to be more environmentally-friendly and the issue was discussed.

**12.05 – 12.50pm - The Conference adjourned for lunch.**

### **6 - OFSTED – Sixth Form**

14. The Assistant Headteacher (Head of Sixth Form) tabled a document entitled 'Ofsted and the CCHS Sixth Form' and gave a presentation on how an Ofsted visit would impact on the Sixth Form and the points Ofsted would use when deciding on their judgement for the Sixth Form. It was noted that there was much overlap with the information received from the Lower School. A list of the expectations taken from the Ofsted Inspection Handbook was presented alongside a response in relation to CCHS and additional explanation was given. The issues arising from having students with high entry levels into the Sixth Form and very high aspirations were stressed. It was stated that student outcomes were strong and that students were positive and committed to the outcomes of their education. The additional activities taken by Sixth Form students were highlighted and commended.

15. Governors queried the situation of Pupil Premium students within the Sixth Form and their outcomes against their peers, and additional information was received. The meeting was reminded that DfE Pupil Premium funding stopped at the end of Year 11 and was replaced by the DfE Sixth Form Bursary which was allocated against the need of students previously-categorised as Pupil Premium. The future improvement in Sixth Form learning facilities post the culmination of the SSEF project was noted. It was stated that the School had total confidence in the university advice and UCAS support being received by students but advised that there were still some issues with the careers requirements relating to work experience. Governors raised additional questions on modern degree apprenticeships and extra support for SEND students.

**13.30pm – Maria French, Emma Ledwidge and Michael Palmer (SLT) left the Conference, the Chair thanked them for their input and attendance at a weekend.**

### **8 – GB MATTERS**

16. The Chair of Governors reminded Governors of the changing nature of GB membership and advised that both Mike Worboys (Chair of the Curriculum Committee) and Yvonne Wickers (Chair of the Staff & Student Matters Committee) had indicated their intention to leave the GB at the end of the current academic year and that Lauren Smith's term of office ended in December 2020. The departures had prompted a need for some Governor succession planning and the details of the current Governor terms of office and sub-committee membership were received for information. The effect of losing two Governors currently in the roles of sub-committee chairs was noted and required early consideration. The requirements of being a committee chair were summarised for information.

17. The Clerk reminded the meeting that the role of Vice Chair of Governors would also need filling for the next academic year and that the current process is that both the Chair and Vice Chair of Governors are elected at the start of the Summer Term prior to the election of sub-committee

chairs. The meeting was informed that Steve Miles, Chair of Governors, had indicated to the Management Committee that he would be happy to continue after the end of his current tenure in May 2020, this would be formalised at the next Full GB meeting.

**ACTION**

18. **Decision.** Governors were asked to consider whether they would be willing to take on the role of a sub-committee chair and/or the role of Vice Chair of Governors and advise the Chair and the Clerk accordingly.

**All**

### **9 – ANNUAL GENERAL MEETING OF THE ACADEMY TRUST**

19. At this point in the Conference, the AGM of the Academy Trust was held and is minuted separately.

20. To conclude the Conference, the Headteacher thanked all the members of SLT for their work in relation to the Conference and, on behalf of the staff and students, passed the thanks to the Governing Body for its work in relation to the support and improvement of the School. The Chair of Governors reiterated by thanking the Headteacher and all the staff for their superb care and commitment to the School and its students.

1.47pm - The Conference concluded.

Agreed as a true record.

S Miles

Chair of Governors

8<sup>th</sup> July 2020