

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the GOVERNING BODY held at the School at 8.48am on Friday 13th October 2017

Present:	Steve Miles Peter Cook Nicole Chapman Richard Brown, Margaret Cousins, Mitra Janes, Ruth Neave, Jason Oster, Lee Palmer, Mark Rowell (from 9.10am), Richard Vass, Yvonne Wickers	Chair of Governors Vice Chair of Governors Headteacher
In Attendance:	Stephen Lawlor Susan Hoeffling Wendy Newton	Deputy Head Business Manager Clerk to Governors
Apologies:	Ros Cornish, Lauren Smith, Duncan Stevens, Mike Worboys, Maria French, Mary Argent (Received post meeting)	

ITEM 1 – APOLOGIES FOR ABSENCE

1. Apologies for absence were received and accepted from Ros Cornish, Lauren Smith, Duncan Stevens, Mike Worboys and Maria French, and apologies for late arrival were received from Mark Rowell. Apologies for absence were received post meeting from Mary Argent.

ITEM 2 – DECLARATION OF INTERESTS

2. There were no declarations of interest further to those already stated on the Register of Business Interests for 2017-18.

ITEM 3 – GOVERNING BODY MATTERS

3. Item 3.1 – GB Membership. A summary of the current GB membership was reviewed and the issue of the ongoing Cambridge vacancy discussed. The Head advised that Newnham College was currently investigating the School's request for a Governor. Following a recent Year 10 trip to Cambridge, Margaret Cousins advised that there may also be interest in the Governor position from Churchill College. It was suggested that if there was no progress from Cambridge in the near future the concept should be dropped and other alternatives considered, particularly as there was a particular need for a Governor with fund-raising experience on the GB.

4. **Decision.** Margaret Cousins agreed to pass contact details for Churchill College to the Head.

5. The Clerk advised that there would need to be a Staff Governor election in the second half of Autumn Term 2017 and a Parent Governor election in the Spring Term 2018.

6. Item 3.2 - Associate Members. The meeting was reminded of the requirement to re-elect Associate Members for the forthcoming academic year. The meeting discussed the role and attendance levels of the Associates Members as well as other possible Associate Members. Mary Argent was commended for her high level of attendance, contribution to the GB and continuing support to the School. The meeting voted on the re-election of the Associate Members.

7. **Decision.** Approval was received for Mary Argent and Priti Patel to remain as Associate Members of the Governing Body for academic year 2017-18.

8. Item 3.3 – Headteacher's Performance Review. The Chair advised that the Headteacher's Performance Review Panel usually consisted of the Chair of Governors, the Chair of the Staff & Student Matters Committee and Mr Chris Christofides, the former School Improvement Partner,

ACTION

M Cousins

Clerk

who acted as the external adviser to the Panel.

9. **Decision.** It was agreed that the Chair of Governors and the Chair of the Staff & Student Matters Committee would continue to act as the Headteacher's Performance Review Panel for 2017, assisted by Mr Chris Christofides.

10. **Clerk's Note.** Post-meeting it was noted that the role of Review Officer for the Headteacher's Performance Review Panel had not been discussed. The Vice Chair of Governors, Peter Cook, had volunteered for the role last year and has agreed to continue as Review Officer, if required.

ITEM 4 - MINUTES OF THE PREVIOUS MEETING

11. After one typographic correction, the minutes of the meeting held on 7th July 2017 were agreed and signed as a true record.

ITEM 5 – MATTERS ARISING

12. **Item 7, Para 12 – Fund-raising.** It was confirmed that a letter to the parent body requesting assistance in the fund-raising, marketing or charities fields had not yet been sent out. The Chair advised of a recent conversation with Louise Neil, daughter of Peter Anstee, on how she could assist with fund-raising for the School. The Head suggested that she could be asked to the Better Buildings Committee meeting the following week and the concept of a possible Governance role was also discussed. The efforts of everyone in the School concerned with the Naming of the Languages Centre on Wednesday 11th October was praised, and in particular the role of Mrs Hazel Bates, PA to the Head, for organising the event.

13. **Item 16, Para 31 – Training Certificate - Decision.** The Clerk advised that the matter of Ros Cornish's missing Certificate of School Governance had been chased with ECC but as far as she was aware had not yet appeared. The Clerk agreed to re-check the situation with Ros Cornish.

14. **Item 16, Para 37 – Plaque.** The Head advised that the plaque acknowledging the financial support of the PA to the Sixth Form Common Room was to be erected once the Servery element of the project had been completed, currently planned for September 2018. The meeting discussed the re-deployment of the remaining technology machinery and technicians once the formal teaching of Technology within the curriculum stopped in July 2018.

9.10am – Mark Rowell joined the meeting.

ITEM 6 – GB GOVERNANCE DOCUMENTS

15. The Terms of Reference (TORs) for the Full Governing Body, each sub-committee, the GB Standing Orders and GB Scheme of Delegation were presented for re-approval. The committees who had met that term had already reviewed and approved their TORs and the remainder would be reviewed at their first meeting. No amendments had been proposed to the GB Standing Orders or Scheme of Delegation.

16. Decisions.

- a. The TORs for the Full Governing Body were approved as presented.
- b. The TORs for the Management, Curriculum, Facilities & Finance, Staff & Student Matters, Staff Pay, Staff Pay Appeal, Audit, Staff Disciplinary and Staff Disciplinary Appeal Committees were approved as presented, subject to final committee review.
- c. The GB Standing Orders were approved as presented.
- d. The Scheme of Delegation was approved as presented.

ITEM 7 – HEADTEACHER'S REPORT TO GOVERNORS

17. The Head highlighted significant areas of her Report to Governors dated October 2017. The change in Year 7 ethnicity was noted in relation to the changing ethnicity of Chelmsford and the

ACTION

**Chair
M Janes**

P Cook

Clerk

general impact on the School was discussed. The acceptance of diversity and the multi-cultural environment within the School was praised. Governors queried some prior attainment statistics within the report and further explanation was received. Some irregular figures reported in the persistent absence data were also queried and it was stated that it may be a downloading error. It was suggested that the figures relating to behaviour incidents needed additional clarification in order to show if the figures related to individual students or to one student with multiple incidents.

18. **Decision**. The Head agreed to check the persistent absence data and behaviour incidents figures in the report.

Head

19. The Head gave details of a student exclusion which related to the misuse of social media and the meeting discussed the difficulty of parental supervision of internet usage and the work of the School in addressing the internet problem with students. It was suggested that the internet problem could be stressed more strongly at the New Year 7 Parents' Welcome Evening. The information relating to the previous primary schools of the new Year 7 students was noted and it was proposed that more outreach work was still required to attract girls from the most local schools. The Head summarised the work currently being undertaken with local primary schools.

ITEM 8 – ADMISSIONS POLICY

9.40am – Lara Hilling (Admissions Officer) joined the meeting.

20. A paper relating to the CCHS Admissions Policy was received as Governors had requested admissions information relating to the change of Admissions Policy for September 2018 and also the possible need to revisit the Priority Area concept. The Head summarised the background and the content of the paper. It was stated that the School made stringent checks on home addresses in relation to the Priority Area and that families were known to specifically move house in order to be within 12.5 miles of the School. The demography of the School was debated in relation to being representative of the local community and future trends. The continuing growth in population of Chelmsford was suggested to be one reason for re-assessing whether all pupils should come from the local area. It was noted that the current Admissions Policy allowed girls to come to the School from areas which had their own grammar schools, thus depriving local girls of the benefit of a grammar school education. The meeting debated the concept of local area and how that could be quantified in relation to the Admissions Policy; postcodes, geographic areas and distance were all debated. There was general discussion on the pressure of places at the School, the effect of admissions changes on final results, the changing population of Chelmsford and funding. It was stated that additional information on projected local population growth would be informative in relation to the Admissions discussion. The massive local over-subscription was stated as being another reason to review the Priority Area of the Admissions Policy.

21. **Decisions**.

- a. The GB agreed that there was a need to review the Priority Area concept of the current School's Admissions Policy at the GB Conference in January 2018.
- b. It was agreed that Priority Area options for consideration at the GB Conference would be: the Essex County boundary, CM postcodes, the Chelmsford City Borough boundary and a distance radius (12.5 mile or alternative).
- c. It was agreed that the School would produce updated data relating to home post codes for student demand for places and student performance for the GB Conference.

**Head
Chair****Head**

22. The meeting was reminded that following an appeal to the Office of the Schools Adjudicator (OSA) on the 2018 Admissions Policy, the School was now required to amend the policy to prioritise Looked After and Previously Looked After children from all areas not just those from within the Priority Area, as stated in the 2018 Policy. The Admissions Policy for 2019 had been amended to reflect the requirements of the OSA adjudication and was presented for GB approval. The meeting reviewed the changes and were advised that public consultation would be required. There was discussion on the policy allocation of ten Pupil Premium places and its effectiveness for the School. It was noted that there was a need for greater GB discussion on any possible changes to the Priority Area which could not be undertaken in time for the required determination

of the 2019 Admissions Policy, this discussion would take place at the GB Conference in January 2018.

ACTION

23. **Decisions**. With two typographic amendments, the Admissions Policy for entry in September 2019 was approved with the noted addition of the entrance test and registration dates at a later date once known. The School agreed to double-check that there was no legal requirement in the Admissions Code to allocate Pupil Premium places to children from all areas.

Head

Clerk

10.57am – Lara Hilling left the meeting.

ITEM 9 – CAMPUS DEVELOPMENT

24. A written report dated September 2017 on campus development projects undertaken during the summer holidays was received and noted.

ITEM 10 – RISK REGISTER

25. **Decision**. The Full GB section of the CCHS Risk Register was approved as presented.

ITEM 11 – FINANCIAL MATTERS

26. An amended School Financial Regulations Manual and Scheme of Delegation which had been sent out to all GB members electronically was presented for approval. It was reported that the Facilities & Finance Committee had already reviewed the document and recommended it for approval.

27. **Decision**. The School Financial Regulations Manual and Scheme of Delegation was approved as presented.

S Hoefling

ITEM 12 – GB SUB-COMMITTEES

28. **Item 12.1 – Management Committee – Decision**. The minutes of the Management Committee meetings held on 3rd July and 22nd September 2017 were received and approved; no specific questions were raised for further discussion.

29. **Item 12.2 – Facilities & Finance Committee**. The Chair of the Facilities & Finance Committee advised that the Committee had met on 9th October 2017 and that there was nothing further to report than that already covered in the earlier Audit Committee meeting.

ITEM 13 – SENIOR SPEECH DAY

30. Senior Speech Day is to be held on Wednesday 18th April 2018. The Head reported that CCHS alumna Emma Gauntlet had agreed to act as guest speaker for the event. Governors discussed whether a more experienced speaker would be preferable. It was reported that Miss Gauntlet was due to attend School in the near future to give a careers speech to Sixth Formers.

31. **Decision**. It was agreed that the Deputy Head would attend the careers talk in order to assess the suitability of Miss Gauntlet as Senior Speech Day speaker.

Head

ITEM 14 – SCHOOL ACTIVITIES – VISITS & TRIPS

32. An updated list of Residential & Overseas Trips for 2017-18 and outline trips for 2018-19 was re-presented for approval with one new visit and one amendment of date. It was reported that the trip to Iceland was now £970 not £750 as listed.

33. **Decision**. The list of Residential & Overseas Trips for 2017-18 was approved as presented.

ITEM 15 – GOVERNOR REPORTS

ACTION

34. **Item 15.1 – Governor Visits.** It was reported that there had been no formal Governor visits to the School since the last meeting, however Lauren Smith was due to visit the School on 15th November. Five Governors had been present at the New Year 7 Parents Welcome Evening in September and three Governors were due to attend the Year 11 Leadership Conference the following week. The Chair stressed the need for Governors to undertake formal visits to the School at least once a year.

35. **Item 15.2 – Governor Training - Decision.** On behalf of the Training Link Governor, the Clerk advised that very few Governors had undertaken any ECC training courses in recent months. Governors queried if a whole GB training session was to be held this year; the Clerk advised that nothing had been arranged as yet. The Clerk agreed to discuss the training options with the Training Link Governor.

Clerk

36. **Item 15.3 – Safeguarding.** Yvonne Wickers, Safeguarding Governor, had nothing additional to report since the last meeting apart from the need for the Chair of Governors to have an additional DBS check signed off by the Secretary of State. The application had been sent and was in the DfE approval process.

37. **Item 15.4 – Parents’ Association Matters.** On behalf of Ros Cornish, PA Link Governor, the Clerk presented a summary of recent PA activities and forthcoming events. The PA had not yet received the School Wish List for PA funding this year. The New Year 7 Parents Welcome Evening was commended, the Chair added his thanks to all concerned in the evening.

38. **Item 15.5 – Better Buildings Committee.** Jason Oster, Link Governor to the Better Building Committee, re-iterated that the New Year 7 Parents Welcome Evening had gone very well and praised the parent and prefect presentations. There had been three fund-raising ring-rounds to parents so far this term and another two were planned. It was reported that there had been some good conversations with parents but it was too early to say if their interest would transfer into financial support.

ITEM 16 – ADDITIONAL INFORMATION

39. **Item 16.1 – School Development Plan 2017-18 - Decision.** The new School Development Plan for 2017-18 was received for information. The SEN Governor, Ruth Neave, queried the lack of reference to any SEN issues in the document. The Head agreed to revise the SDP to include comment on SEN.

Head

40. **Item 16.2 – Examination Review 2017.** The Public Examination Review 2016-17 was received for information. The Head advised that results were better than had been expected following the large student losses post Year 11 in July 2015. The Higher IB results had been merged with the A Level results in order to give a more realistic view of overall results. The Head summarised the document and additional explanation was received on certain subject areas which had lower than expected results, namely AS Chinese and Design & Technology. The new AS Government & Politics had attained excellent results, as had AS Mathematics and EPQ. GCSE results were also excellent with 31% of the reformed GCSE subjects being attained at Grade 9 as opposed to 2-3% nationally. Special congratulations were given to the Mathematics Department. The Head reported that 30% of thirty-four English remarks had gone up when challenged. Governors commended all the teachers for their hard work in achieving such good examination results.

11.35am – Susan Hoefling and Mark Rowell left the meeting.

41. The Head reported that 95 out of 120 Year 11 students had entered the CCHS Sixth Form, 3 had not met the entry criteria, and that 31 new girls had joined in September, making a total of 127 in Year 12. Three Year 13 students had achieved Oxbridge places and four students were now reading Medicine at university, both figures were lower than in previous years. The Deputy

Head tabled a document summarising the provisional DfE Performance Table data for SSGS schools and advised that the 2017 Progress 8 figure of 0.76 showed that CCHS students averaged just over $\frac{3}{4}$ of a GCSE grade above their similar ability peers nationally, in the 'Well Above Average' category.

ACTION

ITEM 17 – CHAIR’S ACTION & EMAIL ACTION

42. There was no Chair’s Action or Email Action to report.

ITEM 18 – ANY OTHER URGENT BUSINESS

43. Peripatetic Music Issue. The meeting was advised of an HR issue concerning a peripatetic music teacher which was currently in the hands of Essex Legal Services.

ITEM 18 – DATE OF NEXT MEETING

44. Decision. It was agreed that the next Full Governing Body meeting would be held at 8.15am on Friday 9th March 2018. The meeting was reminded that the Governors’ Conference was taking place on Saturday 20th January 2018.

All

The meeting closed at 11.40am.

Agreed as a true record.

S Miles

Chair of Governors

4th March 2017