

## **CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS**

### **Minutes of a meeting of the MANAGEMENT COMMITTEE held at the School at 5.55pm on Monday 9<sup>th</sup> December 2019**

Present:	Steve Miles Richard Vass Yvonne Wickers Mike Worboys  Stephen Lawlor	Chair of Governors Chair of Facilities & Finance Committee Chair of the Staff & Student Matters Committee Vice Chair of Governors & Chair of Curriculum Committee (from 6.40pm) Headteacher
In Attendance:	Emma Ledwidge Maria French Wendy Newton	Deputy Headteacher (Curriculum) Deputy Headteacher (Pastoral) Clerk to Governors
Apologies:	Melissa Mulgrew	Business Manager

#### **Part A**

#### **ITEM 1 – APOLOGIES FOR ABSENCE**

1. Apologies for absence were received and accepted from Melissa Mulgrew, and apologies for unexpected late arrival from Mike Worboys were found by the Clerk post meeting.

#### **ITEM 2 – DECLARATION OF INTERESTS**

2. There were no declarations of business interest further to those already stated on the Register of Business Interests for 2019-20, or conflicts of interest, or receipts of gifts or hospitality.

#### **ITEM 3 - MINUTES OF THE PREVIOUS MEETING**

3. The minutes of the last meeting held on 30<sup>th</sup> September 2019 were agreed as a true record.

#### **ITEM 4 – MATTERS ARISING**

4. Item 9, Para 11 – Ofsted Videos - Decision. The Clerk was requested to re-circulate a set of Ofsted videos to all Governors to ensure that they had been viewed. Yvonne Wickers agreed to send the Clerk screenshots of the most important pages from the longer Ofsted videos.

5. Item 10, Para 13 – GDPR Policies. The Clerk agreed to ascertain if the Business Manager had reviewed the GDPR policies as tasked at the last meeting.

6. Item 15, Para 24 – Budget Deficit. It was noted that a budget analysis had not been presented at the last Full GB meeting as the financial situation was thought likely to change post the election on 12<sup>th</sup> December. It was reported that if the School received the suggested minimum increase in student income post-election the School could have a balanced budget, although increased costs were also likely to be passed on to schools.

7. Item 17a, Para 27 – Audit Committee. The meeting was advised that the Facilities & Finance Committee had now agreed to incorporate the duties of the Audit Committee into the Facilities & Finance Committee itself rather than have a separate sub-committee and for Richard Vass to take on the role of Responsible Officer. The decisions would need to be ratified at the next Full GB meeting.

8. Item 17, Para 29 – Parent Governor Election. The meeting was advised that following the recent Parent Governor election, Mrs Sarah De Souza-Ingle had been elected as a Parent Governor on 20<sup>th</sup> November 2019 with the standard 4-year term of office. Discussions were still in hand as to which sub-committee she would join.

#### **ACTION**

**Clerk  
Y Wickers**

**Clerk**

**Clerk**

9. Item 17, Para 30 – GB Training. The Head advised that no response had been received from ASCL concerning a possible bespoke training session on Ofsted for Governors. It was now intended to make Ofsted the main item at the Governors' Conference in January 2020, with SLT colleagues providing training

**ACTION**

**Head**

#### **ITEM 5 – CHAIR'S ACTION**

10. There were no Chair's actions to report.

#### **ITEM 6 – COMPANY ACCOUNTS FOR THE YEAR ENDING 31<sup>st</sup> AUGUST 2019**

11. The Consolidated Company Accounts for the year ending 31<sup>st</sup> August 2019 and the auditor's management letter and systems report were received and discussed. The Chair proposed that the accounts should be approved. It was stated that the external auditors had been very happy with the accounts and the School's financial processes. It was noted that the accounts had been prepared to an excellent standard by the School's Finance Team who were to be commended. Only one minor issue had been raised in the auditor's management letter which was noted by the Committee. The School's formal response to the management letter had been agreed by the Chair of the Facilities & Finance Committee and was to be signed post the meeting. The amber items listed in the auditor's systems report were noted, one of which related to the Governor Business Interests Report on the School website.

#### **12. Decisions.**

- a. The Clerk agreed to ensure the Governor Business Interests Report was the correct version.
- b. The Company Accounts for the period ending 31<sup>st</sup> August 2019 were approved as presented.

**Clerk**

#### **ITEM 7 – DATA**

13. An analysis of Year 11 GCSE results compared to Year 7 CAT and CEM results was received and discussed. It was confirmed that the data related to the first cohort of students to take the new CEM entrance test. The meeting noted the correlation between low Year 7 CAT scores and lower GCSE average point scores. The possible need for additional School interventions for students with lower CAT scores was discussed, although it was noted that there were background stories to particular results which had affected their GCSE results and could not have been improved even if additional intervention had been in place. It was noted that the revised Admissions Policy would further increase the number of students with low CEM scores and that the School would need to consider what could be done to assist those students. It was stated that there were very varying final outcomes for students irrespective of their initial entry position in the data.

#### **ITEM 8 – YEAR 7 COMPARISON DATA** (Discussed early)

14. An analysis of the 2019 Year 7 Cognitive Abilities Test (CAT) undertaken shortly after their arrival at the School was received. It was reported that students were always weaker in their spatial ability. It was noted that various departments of the School needed to take note of the CAT results early on in order to address the areas of weakness identified and put additional measures in place to assist them. Data relating to SEN and Pupil Premium students was reviewed in addition to information on priority area category, ethnicity and form group. It was noted that there was a significant positive correlation between CEM and mean CAT score. The meeting stated that some very positive things could be identified in the report.

**6.40pm – Mike Worboys joined the meeting.**

#### **ITEM 7 – DATA** (Continued)

15. The Headteacher informed the meeting that a new system acquisition and analysis for TA data had been instigated this academic year and the reformed data tool was tabled for information and its content summarised. The new system had been well-received by staff as it reduced the workload for teachers, and more importantly enables staff to provide sharper analysis to ensure staff time and energy can be directed at the right students, early, by way of support interventions. The information it would give teaching staff on specific students was commended. An extract from a Sixth Form

development paper written by the Headteacher was also tabled for information; the different ways that Sixth Form students needed to be assisted was explained.

**ACTION**

16. TA1 data for Years 10 to 13 was tabled and discussed. The data was colour-coded to highlight areas of possible concern and additional comments had been added by subject leaders of those subjects which had performed less well. SLT would review the data and thoroughly investigate the areas of concern with the relevant Subject Leaders. Governors queried the value added scores presented for Year 11 and asked why they were all negative values. It was stated that it was first time the value added scores had been included on the data sheets and that the negative scores were to be expected as students had not yet benefitted from the finishing of their courses and programmed revision with their teachers. The Headteacher confirmed that SLT would look carefully into the Subject Leader analysis of the data and ensure that the appropriate corrective actions were taken if required. The meeting was assured that good and coherent work was happening within the School. Examination reviews which took place after the Summer public examinations and the associated action plans continue to be revisited throughout the year in order to ensure things were being addressed.

17. After two poorer years of A level results, last year's results had been significantly better with 84% Grade A\*/B which it was hoped would be achieved again next year. The current Year 13 TA1 data figure was 86.7%. The issue of poor Sixth Form numbers was raised in relation to the perception that better results in certain A level subjects might be achieved in other schools and Governors queried if information had been passed on to dispel the myth in light of last year's A level results. The Headteacher confirmed that the information had been passed on to the students in Year 11 following the recent publication of the Sunday Times Parent Power Guide. It was noted that the teachers were doing a magnificent job in achieving the high standard of examination results they did. Governors stated that the TA1 report was a very helpful document.

#### **ITEM 9 – BUDGET DEFICIT STRATEGY**

18. The Chair of the Facilities & Finance Committee advised that in the absence of any firm income information there was little to report at the moment. It was suggested that more details may become available in time for budget deficit information to be presented at the Governor Conference. It was confirmed that all efforts continued to be made to minimise costs as much as possible.

#### **ITEM 10 – CAMPUS DEVELOPMENT & EXPANSION**

19. The SSEF Project Status Dashboard as at 20<sup>th</sup> November was received for information. The Chair advised that planning permission had now been received with only a small number of caveats, none of which posed a problem. The contract had been let to Horizon Construction Ltd at an acceptable price and the project was on track for completion by May 2021. It was suggested that the completion dates of each phase needed to be clearly communicated to parents in order to encourage fund-raising. Governors queried the large amount of time between the end of the build phases and the end of the final fit out, 9 months for the teaching block and 6 months for the Sports Hall, both of which seemed excessive. It was stated that the facilities should be available for student use as soon as possible. The meeting noted that there was currently a substantial contingency as a result of a lower than expected contract price.

20. **Decision.** It was agreed that the Business Manager should investigate the timescale and availability of the teaching block for School use and how it could be staged and advertised for publicity purposes.

**M Mulgrew**

21. The Committee received a PCH cost benefit analysis report for the School swimming pool which had been discussed by the Facilities & Finance Committee the previous week. The meeting was advised that the insurance loss adjuster who had visited the School recently had believed that the cracking of the pool building was due to thermal movement which was not covered by the School's insurance and not ground movement which would have been. The meeting discussed the situation and it was noted that the preferred option of long-term stabilisation and refurbishment was now estimated at £750,000. It was suggested that the issue would need to be discussed by the Full GB, possibly at the Governor Conference in January 2020. The Committee recognised there was a local need for the pool and it was stated that the School should try to maintain having the facility as long as it was affordable. It was noted that the Business Manager would need to discuss the new information

with Andrew Bonwick and go back to the PCH structural engineers for further discussion on the matter. The general options of how to address the situation were discussed.

**ACTION**

#### **ITEM 11 – GOVERNORS’ CONFERENCE – 25<sup>th</sup> JANUARY 2020**

22. **Decision.** The Governor Conference is due to be held on 25<sup>th</sup> January 2020 and it was agreed that Ofsted was to be the main topic for the event. The Headteacher summarised the different Ofsted issues which would be covered by SLT. In addition to Ofsted, there would be a budget and capital development update, Governors’ annual Safeguarding and Prevent training and the Trust AGM.

**Clerk**

#### **ITEM 12 – RECRUITMENT ASSISTANT HEADTEACHER**

23. The Headteacher presented a proposal for the recruitment of the Assistant Headteacher position which was currently vacant. It was stated that SLT and the School had managed to cover the vacancy so far but that with the expansion of student numbers the post now needed to be filled once again. The School proposed to put the advert out in January 2020 for an appointment starting in September 2020. The Committee noted and supported the proposal.

#### **ITEM 13 – GOVERNING BODY MATTERS**

24. The Committee received an update on the Governing Body membership post the recent Parent Governor election. It was noted that each of the sub-committees were running light with only 5 Governors on each. The meeting noted that three Nominated Governor positions remained vacant and discussed the necessity for filling the posts. It was noted that the GB had not had any particular missing skills in recent years. The end of term dates for all Governors were noted and discussed in relation to succession planning for sub-committee chairs.

#### **ITEM 14 – PUBLICITY PROJECT**

25. The Headteacher presented information on a new publicity project currently underway and aimed at promoting the School with a working title of ‘*Building a future for our girls – my school, your school, our school.*’ The project is to run throughout the 2019-20 academic year and would culminate with the production of a film capturing a year in the life of the CCHS community directed and produced by former CCHS-teacher Oliver Steele. The meeting noted and commended the project.

#### **ITEM 15 – COMPLIMENTS & COMPLAINTS**

26. Compliments had been received from a parent in Year 8 who commended the PE Department for their work in offering sporting opportunities to her daughter, and a member of the public had written to commend the behaviour of CCHS students on a recent London theatre trip. Complaints included a letter from a Year 9 parent concerning the timing of School communications on language exchanges, and a member of the public had recently expressed concern about students on the Broomfield Road after school. Governors noted the issues and the actions taken by the School.

#### **ITEM 16 – ANY OTHER BUSINESS**

27. No other matters were raised for discussion.

#### **ITEM 17 – DATE OF NEXT MEETING**

28. **Decision.** The date of the next meeting was revised to be 5.30pm on Monday 9<sup>th</sup> March 2020.

**All**

Part A of the meeting closed at 7.40pm. At this point, Part B of the meeting, the SLT Performance Management Review, was held and is minuted separately.

Agreed as a true record.