CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the MANAGEMENT COMMITTEE held remotely via Zoom at 8.00am on Friday 4th March 2022

Present:	Steve Miles	Chair of Governors
	Stephen Lawlor	Headteacher
	Andrew Bonwick	Chair of Curriculum Committee
	Sarah de Souza-Ingle	Chair of Staff & Student Matters Committee
	Richard Vass	Vice Chair of Governors & Chair of Facilities & Finance Committee
In Attendance:	Melissa Mulgrew	Business Manager
	Wendy Newton	Clerk to Governors
Apologies:	Emma Ledwidge	Deputy Headteacher

ITEM 1 – APOLOGIES FOR ABSENCE **ACTION**

1. Apologies for absence were received and accepted from Emma Ledwidge.

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 2021-22, or conflicts of interest, or receipts of gifts or hospitality.

ITEM 3 - MINUTES OF THE PREVIOUS MEETING

3. The minutes (Part A & B) of the meeting held on 3rd December 2021 were agreed as a true record.

ITEM 4 – MATTERS ARISING

4. There were no matters arising which were not on the agenda for this meeting.

ITEM 5 – CHAIR'S ACTION

5. There had been no Chair's Action since the last meeting.

ITEM 6 – HEADTEACHER'S UPDATE

6. The Headteacher reported that attendance for both students and staff was good. There was a continued increase in pastoral issues across the School, mainly linked to Covid-19, and the new Student Hub was now in use. A Staff Voice meeting had recently been held to discuss the Government's 'Living with Covid' announcement and had been very productive, some staff wellbeing issues continued and were being kept under review by SLT on a weekly basis. The current war in Ukraine had been addressed by the School and humanitarian fundraising activities were now being undertaken by the students. The A level Options process was underway for Year 11 and there had been 214 external applications for entry into Year 12 in September 2022, this figure was up from 179 in 2021 and may have been a factor of additional publicity and marketing. Sarah de Souza-Ingle was thanked for her assistance and professional knowledge in these fields. A new additional Sixth Form Insights Evening had been held and taken place after the Sixth Form Evening. Year 9 Options information activities had also taken place for students and their parents. Recruitment of new staff was ongoing and generally related to the increasing size of the School. Recent extracurricular activities had included the School Drama Production and Dance Show, and the Spring Concerts are to be held at the end of March. The School's enrichment programme was now back up and running and trying to re-establish itself post Covid. Governors queried the actual Covid absence rate for students and staff and asked if it was manageable for the School. The Headteacher confirmed that numbers were in single figures, and were totally manageable.

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ITEM 7 – EXAMINATIONS **ACTION**

7. The Headteacher reported that the School's Exams Working Group continued to work on the contingency plan for public examinations in case TAGs were required again this year. Year 11 were currently taking a second set on GCSE mocks and Year 13 would take a second set of A level mocks in late March as suggested by the Government, but the need for TAGs was deemed highly unlikely. The Committee were reminded that whilst the Year 13 students had not sat any public GCSE examinations, School exams were run in exactly the same fashion in order to familiarise students with the formal examination procedures. The TA process had been also broadened to identify any student who was having difficulties and relevant interventions put in place. Examination support sessions had been held for the parents of Years 11 & 13 and feedback had been good. It was reported that SLT were always mindful of the effect of staff workload and two new INSET days had been arranged to give staff time to mark the extra mocks. Students would undertake project work on these two days. Governors queried whether the process of having two sets of mocks would be continued in future academic years. The Headteacher advised that the second set of mocks was only to produce additional data for the TAG process and so would not. The School intended to return to the usual pre-Covid programme of student assessment from September 2022.

ITEM 8 – FINANCE, SSEF PROJECT & CAMPUS DEVELOPMENT

8. The Business Manager advised that the February 2022 management accounts were due to be sent to Governors the following week and would include an end-of-year forecast for this year. On top of the untouched £40,000 contingency, a small end-of-year surplus was currently expected. The main financial concern was the effect of the Ukrainian situation on the future price of utilities, this had already been discussed at a recent Facilities & Finance Committee meeting. The Committee were advised that the School was currently on fixed term gas contract with the Russian company, Gazprom, and noted that sanctions may affect its provision and future prices. Future income information had now been received from ESFA for 2022-23 and it was stated that the financial outlook was reasonably healthy for the next two years, but that Years 3 & 4 were less healthy. In light if the increasing student numbers, future staffing requirements were being investigated by SLT.

9. There had been discussions over half term between Horizon (SSEF contractors), PCH (the School's SSEF project managers) and the Business Manager, about the final SSEF accounts. No final settlement figure had yet been agreed. It was noted that exceptional Covid-related circumstances had arisen during the SSEF building project which could not have been foreseen and that Horizon was making a loss on the project. The Business Manager stated that £50,000 had already been paid as part of the final settlement figure and that the remaining items were still under discussion. The final accounts would be presented in due course. A future campus development project was the refurbishment of the Dining Hall over Easter 2022, funded by Chartwells Catering, and design details were explained. It was stated that a small loss of space was being offset by faster turnround time.

10. Support Staff Pay Increase – **Decision.** The Support Staff NJC annual cost of living pay increase for April 2021 had finally been announced and the associated CCHS pay scale presented for approval. There was a 2.75% increase on the lowest spine point (in order to match the April 2022 National Living Wage) and 1.75% increase on all other spine points. The CCHS Support Staff April 2021 Pay Scale was **approved** as presented and the Business Manager was authorised to implement back pay with effect from 1st April 2021. **M Mulgrew**

11. Teachers' Pension (TP) Indexation – **Decision.** The Business Manager advised the Committee of a TP indexation issue which had arisen because of the lack of a teachers' pay increase in September 2021. The background of the issue, which affected 27 members of teaching staff, was explained and the proposed plan for remedial action put forward for approval. The remedial action was a minor adjustment in pay in order to permit pension indexation by TP. The proposed action had been endorsed by Juniper, the School's Education HR advisors. The Committee **approved** the remedial action of a £12 pay increase for 27 affected staff members as a retention payment at a total cost of £324 to the School. **M Mulgrew**

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ITEM 9 – GDPR | **ACTION**

12. .The Business Manager reported that there was nothing material to report about GDPR. There had been a few enquiries about Year 7 waiting list movement and more enquiries were expected about the entrance test cut-off range after the national secondary school Offer Day on 1st March. There had been one Freedom of Information request on Year 11 to Year 12 student movements.

ITEM 10 – GOVERNING BODY MATTERS

13. Item 10.1 - GB Membership - **Decision**. The current terms of office and committee membership of the GB were reviewed. The Clerk advised that Jason Oster was coming to the end of his term of office as a Nominated Governor at the end of the Spring Term and that there were three vacant Nominated Governor positions which resulted in two of the GB sub-committees being short of members. The available membership options were discussed and the Chair proposed that Sarah de Souza-Ingle became a Nominated Governor (from a Parent Governor) and this was seconded by Richard Vass, Vice Chair, and **approved** by the Committee. Sarah de Souza-Ingle kindly accepted the position. The Committee were in full agreement that Jason Oster should be offered a further 4-year term as a Nominated Governor and the Clerk **agreed** to pass this offer to Jason Oster. (Clerk's Note: Jason Oster kindly accepted a new 4-year term of office as a Nominated Governor.) **Clerk**

8.35 am – Andrew Bonwick joined the meeting (following technical difficulties).

14. Item 10.2 – Academy Structure - **Decision**. The Clerk advised the meeting was that there had been no progress on the change to the new DfE-preferred academy structure as two additional new members were required before any action could be taken. Recent national discussions had arisen about MATs but it was agreed that the School should still continue with the change of academy structure at this point. The names of possible CCHS alumnae had been put forward for consideration by the Headteacher. It was also suggested that former members of staff may be an alternative source for new members and options were discussed. The Headteacher **agreed** to pursue the possible Alumnae options via SLT and approach Mrs Melanie Gulliver, ex-CCHS teacher, to ascertain if she would be interested in becoming a Member of the academy trust. Richard Vass offered to brief any possible candidates on the role of being a member, if required. **S Lawlor**

15. The Headteacher confirmed that there was continued pressure from the Government for all schools to be a member of a MAT and the issue had also been recently raised through GHSA. The meeting discussed the MAT situation. It was stated that a positive CCHS experience with Ofsted would be essential and would hopefully strengthen the School's position as a SAT.

ITEM 11 – GOVERNING BODY AGENDAS

16. **Decision**. The proposed agendas for the Full GB meeting and Academy Trust AGM to be held on 25th March 2022 were **approved** as presented. The Clerk advised that there was one additional item to be added to the agenda and queried what format the meetings were to take ie remotely or in person, and the situation was discussed. Committee members noted the difficulties of holding remote meetings unless using a proper video conferencing suite. The Clerk **agreed** to canvass the Governing Body about their preferred meeting format and report back to the Chair. **Clerk**

ITEM 12 – GOVERNORS' CONFERENCE 2022

17. The meeting was reminded that the Governors' Conference in January 2022 had been cancelled and an alternative time at the end of the Summer Term was under consideration. The Headteacher advised that the topic for the Conference was to have been the next stage of campus development for the School alongside Sixth Form retention and recruitment. It was reported that there were difficulties in finding a time which would be suitable for the School. The Headteacher proposed that due to the extra workload that had been put onto SLT over the past year it was unlikely that there would be time to put meaningful information together for the Governors and that the Conference should be postponed until the next academic year. The proposal was discussed and **agreed** that for SLT wellbeing, a new opportunity would be kept under review by the SLT.

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18. The number of required GB meetings was raised in relation to the cancelled conference and the issue was discussed. It was noted that there would still be a need for the Full GB to meet before the end of the current academic year in order to discuss the 2022-26 Strategic Plan and Governor safeguarding training but that these could be undertaken by Zoom and would be less onerous on the School. The Headteacher suggested that it would be beneficial to arrange a meeting with the KEGS Governors who had been involved in their recent Ofsted inspection in order to gain first-hand information of the process and **agreed** to make enquiries with KEGS. **ACTION** **S Lawlor**

9.00 am – Richard Vass left the meeting.

ITEM 13 – SCHOOL DEVELOPMENT PLAN 2021-22

19. The Mid Term Review of the School Development Plan 2021-22 was received for information. The Headteacher reported that some things had been completed but other items delayed by Covid. Fair Access work had been limited over the past two years, but the School was now re-engaging with its local primary schools and details of recent in-school activity were summarised. The School's Primary Outreach taskforce, which had been started during the Covid pandemic, was continuing with their work. The Headteacher stated that work would continue into the next academic year in order to rebuild relationships with the primary schools. Governors commended the School for the large amount of work that had been achieved since the start of the academic year.

ITEM 14 – RISK REGISTER

20. **Decision**. The Management Committee section of the CCHS Risk Register was received and **approved** as presented.

ITEM 15 – POLICIES

21. **Decision**. The ECC-model GDPR Biometrics Policy and Data Retention Scheme were presented for review and approved as presented with a 2-year review period. The Business Manager confirmed that students over the age of 13 years were deemed competent enough to make decisions about their own data. Governors asked for confirmation that the Biometrics Policy was implementable, and this was confirmed by the Business Manager. It was also confirmed that electronic retention of documents was permissible but that this route would not be followed at present as the School had a physical server which would lose documents if it failed. The situation might change in the future should cloud storage be initiated by the School.

ITEM 16 – COMPLIMENTS & COMPLAINTS

22. The Headteacher advised that eight in-person events had been held in School since the start of the academic year, all had been well-attended and very positive feedback had been received from the parents involved. The School continued to receive very positive remarks from parents in relation to running in-person events, which was not the case for some schools. There had been one complaint from a member of the public suggesting that some CCHS students were not wearing face masks when travelling on public transport, students had been routinely reminded of the Government regulations throughout the Covid pandemic.

ITEM 17 – ANY OTHER BUSINESS

23. No other items of business were raised.

ITEM 18 – DATE OF NEXT MEETING

24. **Decision**. The date of the next meeting was agreed as 8.00am on Friday 10th June 2022. **All**

The meeting closed at 9.15am.

Steve Miles, Chair 10th June 2022

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