

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the MANAGEMENT COMMITTEE **held at the School and via Teams at 8.10am on Friday 2nd December 2022**

Present:	Steve Miles Stephen Lawlor Andrew Bonwick Sarah de Souza-Ingle Richard Vass	Chair of Governors Headteacher Chair of Curriculum Committee Chair of Staff & Student Matters Committee (via Teams) Vice Chair of Governors & Chair of Facilities & Finance Committee
In Attendance:	Jo Cross Fiona Harrison Melissa Mulgrew Wendy Newton	Deputy Headteacher (Academic) Deputy Headteacher (Pastoral) Business Manager Clerk to Governors

PART A

ITEM 1 – APOLOGIES FOR ABSENCE

1. There were no apologies for absence, all committee members were present.

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 2022-23, or conflicts of interest, or receipts of gifts or hospitality.

ITEM 3 - MINUTES OF THE PREVIOUS MEETING

3. The minutes of the meeting held on 23rd September 2022 were agreed as a true record.

ITEM 4 – MATTERS ARISING

4. Item 12, Para 16 – Staff Pay Scales. The Clerk advised that there had been no change to the Government staff pay scales which had been approved in principle at the last meeting and were therefore now formally adopted by the School.

ITEM 5 – CHAIR’S ACTION

5. A summary of Chairs’ Actions taken since the last Full GB meeting was reviewed and noted.

ITEM 6 – COMPANY ACCOUNTS FOR THE YEAR ENDING 31st AUGUST 2022

6. The Consolidated Company Accounts for the year ending 31st August 2022, the MWS auditor’s Management Letter, Letters of Representation, and Audit & Regularity Findings Report were received and noted. It was confirmed that the Facilities & Finance Committee had already reviewed the documents, made a couple of accounts amendments relating to Reserves and recommended the accounts for approval. One additional revision had since been included by the Senior Finance Officer and was noted by the Committee. The Chair of the Facilities & Finance Committee reported that audit had gone extremely well and that there had only been two very minor findings. The Business Manager and Senior Finance Officer were thanked for producing the accounts. The meeting noted that Governor approval had been received for the statutory guarantee of CCHS Capital Development Ltd.

7. **Decisions.**

- a. With delegated authority from the Full GB, the Company Accounts for the year ending 31st August 2022 and Reserves Policy were approved as presented.
- b. The annual statutory guarantee for CCHS Capital Development Ltd was approved.

ACTION

8. Item 7.1 – Year 7 CEM/CAT Comparison. The Deputy Headteacher (Academic) presented an analysis of the 2022 Year 7 CAT test results and summarised the content. It was reported that there was nothing particularly unusual about the cohort but that there was a slightly greater spread in the data, this was deemed to be expected with the increase in student numbers and PPG students. The School was not concerned by the data and would keep watch on the data spread. Additional support would be put in place if deemed necessary. It was stated that there was a slight increase in the spatial awareness figure which suggested a slight change in the student body but was unlikely to affect attainment. The meeting discussed the possible reasons behind the change.

9. Item 7.2 – GCSE Analysis. Analysis had been undertaken on the Year 11 GCSE results against previous CEM, CAT and Midyis results and there was a very weak positive correlation. It was suggested that what the School did once the students started at CCHS was more important. The test measures reflect ability and not necessary recall or the curriculum understanding. The Committee were advised that the Year 7 CEM, CAT and base line test data were used initially for guidance on individual students to get a true reflection of a student's ability and then tailor intervention put in place if required. General information was received on the tests and how they were used by the School. Governors were reminded that student progress meetings took place for every cohort every term to look at all the data to find the best intervention plans.

10. TA1 Performance Data. TA1 data for Years 11 and 13 was received for information. The headline figure for Year 13 was 83.3% A level grades A*-B and for Year 11 was 89.7% GCSE grades 7-9. The TA1 figures were deemed relatively accurate for this point in the students studies but also tended to incentivise students to improve further. If required, additional mentoring would be put in place to assist specific students. Governors queried the lower A Level Further Maths figures and additional explanation was received. The Headteacher reminded Governors that the Year 13 cohort had not taken GCSE examinations due to Covid and that these pupils were still affected by the disruption of the pandemic. Additional support was being put in place between January and June 2023 to assist them with the formal examinations. Governors queried the potential impact of the proposed teacher strikes and the Headteacher gave information on how the School would address the issue. The negative 0.3 Value Added score for A level was also queried and advised to be standard for this time in the academic year.

11. Inspection Data Summary Report (IDSR). A summary report of the newly published IDSR had been prepared for Governors and extracting the most significant data, and the Deputy Headteacher (Academic) talked through the report explaining the information given. Ethnicity information showed the School had students from 15 out of the 17 Government's ethnicity groups, showing a diverse student population and the largest single ethnic group was White British (37%). The 2022 overall outcome figures for Progress 8, Value Added, Attainment 8 and Attainment Thresholds showed the School 'Significantly Above the National Average' in all areas, no KS5 Value Added figure had been released as this cohort had received CAG results. The KS4 Progress 8 figure was +0.91, i.e. CCHS students make nearly one GCSE grade more progress than expected, and Attainment 8 was 85.1, i.e. the average GCSE grade in the School is 8.5, both figures were an increase on previously reported data. KS4 Progress 8 for Disadvantaged was +0.4, lower than the School figure but still higher than the national average. The small number of students in the Disadvantaged category affected the figures. The Attainment 8 for Disadvantaged was 80.2, much closer to the School figure of 85.1.

12. The number of students in the School with English as a Second Language was increasing year on year, with an above average number of EAL students in the Main School. It was suggested that students were now possibly more likely to declare themselves as EAL as there had been no change to the student body. EAL students tend to out-perform other students. English Progress 8 was 0.91 and Maths Progress 8 had increased to 0.65, showing the positive impact of School strategies which had been put in place to address the issue. The School was in the highest 20% of schools in all EBacc subjects, with 96% of students achieving the EBacc, the remaining students had been subject to curriculum adjustment for individual reasons. The KS5 Average Point Score trend continues to increase and was now 49.1, significantly above the National Average. The number of Sixth Form Bursary students continued to rise but there was still a small gap from School APS and more work was to be done on this area. General data on Absence, Exclusions, KS4 & KS5 Destinations, School

Data and Prior Attainment was also explained. It was reported that the School was querying the Years 10 and 11 Prior Attainment score of 'Close to the National Average' as it seemed unusual. The meeting was advised that the IDSR was an Ofsted document, and the School would be questioned on the data when visited by Ofsted. The School stated it was confident that it could explain the data relating to Disadvantaged students when visited. There was further discussion on Ofsted and the content of a visit.

9.00am - The Deputy Headteachers left the meeting to attend a Year 11 assembly.

ITEM 8 – FINANCIAL UPDATE, SSEF PROJECT & CAMPUS DEVELOPMENT

13. The Business Manager reported that finances continued to be managed very tightly and that the School was currently projecting to break even, or have a slight positive surplus, at the end of this financial year. There had been no formal information from DfE concerning future income but it was hoped that any additional income would wipe out the projected deficit for 2023-24. New CIF bids were required by the following week and, with the emphasis on decarbonisation, a CIF bid for perimeter fencing was to be replaced with a bid for the replacement of the main school boiler. The cost of a new boiler was £450,000 and would require a 30% contribution from the School, ie around £150,000 from Reserves. Governors were informed that the School's fixed term deposit account was due for renewal the following week and details of the options available were summarised. The Business Manager also requested permission for the School to spend £19,000 from the IT Replacement Budget on the next phase of the WiFi upgrade project, this figure above the School's expenditure limit and therefore required Governor approval. A value for money comparison had been undertaken earlier in the year.

14. **Decisions.** It was **agreed** that:

- a. The School would finance 30% towards the final cost of the main school boiler replacement from Reserves, subject to receiving CIF funding.
- b. The Business Manager would renew the School's deposit account with Virgin Bank for one year.
- c. The sum of £19,000 could be spent from the IT Replacement Budget for the next phase of the WiFi upgrade project.

M Mulgrew

ITEM 9 – SCHOOL TERM DATES

15. **Decision.** School term dates for 2022-23 had been revised to take into account the additional bank holiday for the Coronation of King Charles III and School term dates for 2023-24 had also been revised to re-distribute School Inset days, both sets of term dates were **approved** as presented.

ITEM 10 – GOVERNORS' CONFERENCE 2023

16. Saturday 28th January 2023 had been set aside for the annual Governor Conference and the Headteacher proposed that the Conference should focus on the School's outreach work and Fair Access Plan. It was also necessary for Governors to agree the School's new entrance test for use in September 2023 following the withdrawal of the current CEM test. The Headteacher summarised the entrance test situation and tabled details of one of the possible tests and gave further explanation of the test. It was stated that whilst the number of PPG entrants had increased, there was room for even higher PPG numbers with the correct test which addressed innate ability. The pandemic had affected the School's outreach work over the past two years, but it was now being re-invigorated. The meeting discussed the options available for assisting disadvantaged students prior to entrance testing. It was noted that a consequence of increased disadvantaged students could be lower attainment figures and this needed to be recognised. The Headteacher advised that the effect of CCHS education was such that students made significant progress during their time at the school and ended up similar attainment levels. There was a discussion on the current grammar school situation, and it was noted that there was an opportunity to do positive Fair Access work through a change of entrance test. It was stated that there was a need to communicate the School's Fair Access message from the start of the new examination to help change the perceptions of the local community. The philosophy of the test to aid social mobility was stressed.

9.23am - The Deputy Headteachers re-joined the meeting.

17. **Decision.** It was **agreed** that the Governor Conference programme would include: the options for the new Year 7 entrance test, the results of the public consultation on the Admissions Policy 2024 and the final determination of the policy, and an Ofsted refresher for Governors.

ACTION

ITEM 11 – GOVERNING BODY MATTERS

18. **Item 11.1 - GB Membership - Decision.** The current terms of office and committee membership of the Full GB were reviewed. It was noted that two Governors were approaching the end of their terms of office. The Clerk stated that Richard Brown had advised that he would be happy to accept a further term as a Nominated Governor when his current term of office (25 Jan 23). Jenny Fowle had also been offered an additional term but advised that she would not be remaining as a Governor at the end of her current term (21 Mar 23). With the departure of Jenny Fowle, it was noted that there would be a need to hold a Parent Governor election in the Summer Term. The Committee **approved** a further 4-year term of office for Richard Brown from 26 January 2023. The meeting was advised that Svetlana Warhurst had kindly agreed to take up the role of Vice Chair of the Staff & Student Matters Committee, formerly held by Jenny Fowle. The Committee discussed the issue of succession planning, and the two vacant Nominated Governor positions were noted.

19. **Item 11.2 – Academy Structure.** The Clerk had spoken to a DfE representative about the issue of changing the School's Articles of Association and had received a written summary of the discussion. Governors noted the conversation and the advice given. It was confirmed that there was a strong DfE preference for the new model articles to be accepted without change but that there was no compulsion. The need to also accept the current model Funding Agreement on a change of articles was noted. DfE had been unable to confirm what the actual differences were between the School's current Funding Agreement and the new model funding agreement, and the School could therefore possibly be financially disadvantaged if accepted. The Governors re-iterated that they were open to the concept of changing to the new DfE-preferred company structure and were actively trying to adopt them with three new people waiting to take up the role of Member. However, it was stressed that Governors had a responsibility to ensure that changing to a new funding agreement would not be financially detrimental to the School. It was stated that DfE needed to confirm the implications of changing the funding agreement before the School could move forward on the structure issue. The Committee discussed the situation.

20. **Decision.** Andrew Bonwick **agreed** to draft two letters to DfE addressing (1) the issue of having Staff Governors on the GB and (2) clarification on making a change to the funding agreement.

A Bonwick

ITEM 12 – ADMISSIONS POLICIES

21. The Clerk advised that the Admissions Policy for 2023 had been revised following an OSA judgement and re-sent to all interested external parties. The School Admissions Policy for 2024 was received and presented for approval to go out to public consultation. Any formal consultation responses would be received and the final determination (approval) of the policy would take place at the Governor Conference on 28th January 2023. The Deputy Headteacher (Pastoral) advised that further minor changes would be needed once the new test was agreed,

22. **Decision.** The Committee gave **approval** for the Admissions Policy for 2024 to go out for formal public consultation.

Clerk

ITEM 13 – GDPR

23. The Business Manager reported that there had been a small number of Freedom of Information requests concerning the Year 7 Entrance Test results. There were no other significant GDPR issues to report.

ITEM 14 – COMPLIMENTS & COMPLAINTS

24. The Headteacher tabled a selection of complimentary comments received in a recent parent survey undertaken by the School. Further work was to be undertaken on the survey results and would be presented to staff in the Spring Term. Some additional information was to be added to the School website shortly. The Headteacher advised that over 90% of the parents' comments had

been positive and that there were no adverse comments which caused concern. Governors noted the very positive feedback and commended the School on the comments. The meeting discussed the structure of the survey and how it was undertaken. The School advised that whilst it was possible to use an external survey, it would cost money and was unlikely to be any more beneficial for the School. It was also stated that in-school parent events were a good source of parental feedback. The Headteacher had received a few individual student complaint issues since the last meeting which had been addressed.

ACTION

ITEM 15 – ANY OTHER BUSINESS

25. School Nurse. The meeting was advised that following the recent Staff & Student Matters Committee meeting Sarah de Souza-Ingle, Chair of the Staff & Student Matters Committee, had emailed Vicky Ford MP about the School's concerns over the continued lack of a dedicated school nurse. A reply had since been received from Vicky Ford advising that she had raised the issue with ECC.

ITEM 16 – DATE OF NEXT MEETING

26. Decision. The date of the next meeting was discussed and changed to be 8.00am on Friday 10th March 2023 (was Friday 3rd March 2023).

All

Part A of the meeting closed at 10.00am.

S Miles, Chair

10th March 2023