CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the MANAGEMENT COMMITTEE held at the School and via Teams at 8.40am on Wednesday 24th May 2023

Present:	Steve Miles	Chair of Governors
	Stephen Lawlor	Headteacher
	Sarah de Souza-Ingle	Chair of Staff & Student Matters Committee
	Richard Vass	Vice Chair of Governors & Chair of Facilities & Finance Committee
In Attendance:	Jo Cross	Deputy Headteacher (Academic) – from 9.07am
	Fiona Harrison	Deputy Headteacher (Pastoral) - from 9.07am
	Melissa Mulgrew	Business Manager
	Wendy Newton	Clerk to Governors
Apologies:	Andrew Bonwick	Chair of Curriculum Committee

ITEM 1 – APOLOGIES FOR ABSENCE **ACTION**

1. Apologies for absence were received from Andrew Bonwick and for expected late arrival from the Deputy Headteachers. All apologies were accepted.

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 10th May 2023 were agreed as a true record.

ITEM 4 – MATTERS ARISING

4. Item 10.1, Para 16a – GB Membership. It was confirmed that Aisha Sohail had accepted the offer of a Nominated Governor position.

5. Item 10.1, Para 16b – Parent Governor Election. The Clerk advised that the nomination period for the Parent Governor election ended in two days and that three nominations had been received to date. It was noted that there were now two Parent Governor vacancies and the Clerk **agreed** to revise the next stage of the election paperwork accordingly. **Clerk**

6. Item 10.1, Para 16d – Facilities & Finance Committee. Richard Vass confirmed that succession planning for the Facilities & Finance Committee had been discussed with Richard Brown.

7. Item 10.1, Para 16e – Governor Skills Audit. The Clerk confirmed that the Governor Skills Audit had commenced.

8. Item 16, Para 24 – Polling Station. The Headteacher confirmed that the School had been used as a polling station for the local government elections despite its protestations. Safeguarding issues had arisen due to the inadequate fencing provided by ECC and polling staff not being DBS-checked. These safeguarding matters were quickly addressed by the School, with no adverse impact. Additional school expenditure of just under £2000 were to be passed to ECC. It was also reported that members of School staff had been subjected to verbal abuse from a few members of the public. It was noted that the school may be used again for future elections. The Headteacher has written to the Chief Executive of Chelmsford City Council to record our concerns with this whole enterprise.

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ITEM 5 – CHAIR'S ACTION | **ACTION**

9. There were no Chairs' Actions to report.

ITEM 6 – FINANCIAL MATTERS

10. The Business Manager advised that the School was on track to break even financially for the current financial year however future years were likely to be very challenging. A 5% increase in teachers' pay had currently been forecast for the 2023-24 budget. If completely unfunded this would lead to a low six-figure deficit for the year. An unfunded 6.5% pay increase would be significantly worse. Work was still being undertaken on the budget and the School was trying to reduce expenditure where-ever possible. The date for schools to submit their 2023-24 budgets had been moved by the Government from 31st July to 31st August, suggesting that a pay agreement was not likely before the end of the Summer Term. The Business Manager intended to prepare a balanced budget but this was unlikely to be possible by the Full GB meeting on 7th July. Further re-balancing of the budget and additional Governor approval may be required during August. It was proposed that the Full GB could delegate the final budget approval to either the Management Committee or Facilities & Finance Committee in July and the remaining Governors then receive the revised budget by email.

11. **Decision**. The Committee were advised that the CIF bid to replace the Main School boilers had been unsuccessful. Appeal criteria were being investigated but thought unlikely to be successful. Related to this, the boiler in the Cadbury Building (Science Block) was unlikely to get through another winter. The cost of a new boiler was £69,000. A capital grant of £21,000 had already been received but a further £48,000 was required to cover the cost of replacing the boiler. The Committee discussed the issue and **agreed** that the sum of £48,000 could be used from CCHS Capital Development Ltd to fund the Cadbury Building boiler replacement. **M Mulgrew**

12. **Decision**. The Business Manager advised that the old staff workroom had been converted to an additional large teaching/examination space but that the location and size of the windows caused the room to be very warm. As the room was essential for the public examinations air conditioning had been ordered for installation over the Half Term. The timescale involved had prevented the School obtaining three quotes and Governors were asked to retrospectively authorise the expenditure as an emergency repair at a cost of £7,700, this was **agreed** by the Committee. **M Mulgrew**

ITEM 7 –CAMPUS DEVELOPMENT

13. The Business Manager reported that campus development was quiet. The work undertaken by the Site Team in converting the old staff workroom was commended along with the conversion of a classroom into a new staff workspace. There were no large projects currently being undertaken.

ITEM 8 – GDPR

14. The annual ECC IGS Information Governance Audit had been undertaken in April 2023 and their report was received. The School had worked hard over the year to ensure GDPR compliance and had retained a grading of 'good assurance' in relation to GDPR. Governors praised the excellent report. One ongoing Freedom of Information Request relating to admissions costs was reported and discussed by the Committee. The issue was to be **followed up** by the Business Manager with the IGS. **M Mulgrew**

ITEM 9 – DATA

15. TA2 figures for Years 10 to 13 were received for information and the meeting reviewed the data. The Headteacher reminded Governors of the CCHS Achievement Strategy which was aimed at addressing the additional needs of each cohort post the Covid pandemic. Extra assessment opportunities had been undertaken with the public examination year groups in order to assist examination preparation with the students. Any students identified as struggling had been offered extra tuition during the Easter holiday and this had been well-received by students and parents. Additional study sessions had also been offered to twenty-two Year 11 and fourteen Year 13 students during their period of pre-examination study leave.

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9.07am – The Deputy Headteachers joined the meeting. | **ACTION**

16. Governors queried specific areas within the reports and additional clarification was received from the Deputy Headteacher (Academic). Governors queried if there were any concerns arising from the TA2 data and were advised that the figures were comparable to previous years. There were good hopes for the outcome of the Year 11 public examinations, but it was suggested that Year 13 results were unlikely to improve further until A level study time was increased for all subjects. This was a historic issue relating back to the IB. It was also noted that the increased size of cohorts and students dropping A level subjects after Year 12 would also affect the results data.

ITEM 10 – GOVERNING BODY MATTERS

17. Item 10.1 - GB Membership. The terms of office and committee membership of the Full GB were reviewed. Due to a future house move, Richard Vass advised that he intended to stand down as Vice Chair of Governors and Chair of the Facilities & Finance Committee at the end of the Summer Term, he was however happy to continue as a Governor until his house move was complete. It was noted that the two current Parent Governors vacancies would be filled by middle of June. The general membership and vacancy situation was discussed, and the meeting was reminded that Melanie Gulliver, a former staff member, had raised interest in becoming a more active member of the Governing Body rather than the 'Member' role which she had kindly agreed to take on when the new Company structure was introduced. Melanie's commitment to the School was noted and Governors agreed that being a Governor would be a very good use of her skills.

18. **Decisions:**
   a. The Clerk **agreed** to initiate an election for the Chair and Vice Chair of Governors for the academic year 2023-24. **Clerk**
   b. It was **agreed** that Melanie Gulliver should be offered a Nominated Governor position and asked to join the Curriculum Committee. **Clerk**

19. Item 10.2 – Academy Structure. The proposed Company Articles of Association had been revised by the Clerk in order to comply with the comments received from the DfE. The Committee reviewed the amendments and re-discussed the DfE preference not to have any employees acting as trustees. It was stated that there was little choice but to follow the DfE-preferred structure. It was confirmed that, at last contact, Jo Wincott and Victoria Brignell were still happy to become new Members of the Company when needed. As Melanie Gulliver, the third intended Member, was now to become a Governor, an additional external Member would need to be found. It was also noted that the sub-committee chairs would be required to be removed as Members in the new Company structure, only the Chair and Vice Chair of Governors would remain as Company Members alongside three other new Members.

20. **Decisions**.
   a. In order to comply with the DfE model articles, it was **agreed** that no employees, other than the Headteacher, would act as trustees (ie Governors) once the new Company structure was in place, this was intended to be with effect from 1st September 2023.
   b. In order to comply with the new CCHS Articles, it was **agreed** that the chairs of the GB sub-committees would be removed as Company Members on the change to the new Company structure, this was intended to be with effect from 1st September 2023.
   c. It was **agreed** that the revised Company structure and new Articles of Association would be presented to the Full GB on Friday 7th July before formal submission to the DfE. **Clerk**

ITEM 11 – GOVERNING BODY MEETING

21. **Decision**. The agenda for the Full GB meeting to be held on Friday 7th July 2023 was reviewed and **approved** as presented.

ITEM 12 – GOVERNING MEETING DATES

22. The list of proposed Governor meeting dates for academic year 2023-24 were reviewed and would be formally presented for approval at the Full GB meeting to be held on Friday 7th July 2023. Committee members **agreed** to check their availability for the proposed meeting dates. **All**

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ITEM 13 – SCHOOL DEVELOPMENT PLAN 2023-24 | **ACTION**

23. The SLT planning document for School Development Plan 2023-24 was received for information. The Headteacher brought to the Committee's attention details relating to future cohorts affected by Covid and SLT reform for September 2023.

ITEM 14 – RISK REGISTER

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

ITEM 15 – COMPLIMENTS & COMPLAINTS

25. The Headteacher reminded the Committee that parent compliments were put on the School website and Parents' Portal to share any positive feedback received. There had been a couple of parental complaints concerning the School's marking of the non-examined assessments (NEAs) for the Summer public examinations. The Headteacher advised that the School had reviewed the NEAs and were happy with the marking. It was stressed that the School's marking was provisional and could still be subject to exam board modification.

ITEM 16 – ANY OTHER BUSINESS

26. No other items of business were raised for discussion.

ITEM 17 – DATE OF NEXT MEETING

27. **Decision**. The date of the next meeting was proposed as Friday 29th September 2023. This date would be formally approved at the Full GB meeting on 7th July 2023. | **All**

The meeting closed at 10.00am.

S Miles, Chair Date: 29th September 2023

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