Chelmsford County High School for Girls

MEETING OF THE FULL GOVERNING BODY

To be held at the School in Room V22 at 8.00am on Friday 13th October 2023

AGENDA

1. **Apologies for Absence**

2. **Declaration of Interests** – to declare any business interests or conflicts of interest additional to the Annual Register 2023-24, or the receipt of gifts or hospitality

3. **Minutes of the Meeting held on 14th July 2023** - to agree as a correct record (*attached*)

4. **Matters Arising - t**o discuss any matters arising and not covered as a separate item

5. **Chairs' & Email Action –** to note items approved by the Chair of Governors, committee chairs or approved by whole GB by email since the last meeting (*if required*) and any other Governance email correspondence:

   5.1. **Chairs' Action** – all chairs' actions taken since last meeting (*attached*)
   5.2. **DfE & ESFA Letters** - to acknowledge receipt, if required *(None received since last meeting)*
   5.3. **School Management Accounts** - to acknowledge receipt of School Financial Management Accounts for June & July 2023 *(Not included in agenda pack, all sent previously by email*)

6. **Governing Body Matters:**
   6.1 - GB Membership – to review current governor membership including terms of office, vacancies & committee membership *(attached x2)*
   6.2 - Associate Membership – to undertake annual re-election of Mary Argent
   6.3 - Headteacher's Performance Review - to agree the members of the Headteacher's Performance Review Panel and Review Officer for 2023-24 and the appointment of an external advisor, if required
   6.4 – Company Structure – to receive verbal update on change of Company Articles and Funding Agreement

7. **GB Governance Documents -** to review and re-approve (any amendments highlighted):
   7.1 - The terms of reference for the Full GB (*attached*)
   7.2 - The terms of reference for all GB sub-committees: Management, Facilities & Finance, Staff & Student Matters, Curriculum, Staff Disciplinary, Staff Disciplinary Appeals, Staff Pay, Staff Pay Appeals, Governor Panels and Governor Panel Appeals (*attached*)
   7.3 - GB Standing Orders (*attached*)
   7.4 - GB Scheme of Delegation (*attached*)
   7.5 - Governors' Code of Conduct – updated NGA version (*attached*)

8. **Headteacher's Report to Governors –** to receive the Headteacher's Report to Governors (*attached*)

9. **Financial Matters:**
   9.1 – To receive a revised School Budget for 2023-24 and a verbal financial update *(attached)*
   9.2 – To approve CCHS Financial Regulations 2023, including Governors' Allowances Policy and Best Value Statement – unchanged from 2022 *(attached)*
   9.3 – To approve Whistleblowing Policy –changes shown *(attached)*

PTO

10. **Capital Development –** to receive verbal update

11. **Audit Actions –** to note the Management Committee's decision to continue the use of Juniper Education as the School's external auditor for AY 2023-24 plus its scope of work for 2023-24 ie Financial Internal Controls and ~~Site Security~~ audits (*attached*)

12. **Year 12 Admissions –** to receive Year 12 admissions information (*attached*)

13. **Policies –** to receive and approve:

13.1 - Child Protection Policy - previously approved by Chair's Action in September 2023 as required by the School at the start of term (*attached*)
13.2 – Admissions Policy 2025 (*attached*)

14. **Risk Register -** to review and approve Full GB section of the Risk Register *(attached)*

15. **GDPR –** to receive verbal report

16. **GB Sub-Committees –** to approve the minutes of the following sub-committee meetings and receive verbal reports from all sub-committee chairs:

16.1 Staff & Student Matters Committee – 28th June 2023 (*attached*)
16.2 Management Committee –29th September 2023 (*attached*)
16.3 Facilities & Finance Committee – 4th October 2023 (*if available)*

17. **Senior Speech Day –** Wednesday 17th April 2024 - to note event and guest speaker

18. **School Activities - Residential Visits and One Day Overseas Trips** - to receive a summary of previously approved and newly proposed visits (*attached*)

19. **Governor Reports:**

19.1 **Governor Visits –** no formal visits since the last meeting
19.2 **Governor Training –** to receive verbal report from the Training Link Governor and discuss opportunities for training or training taken
19.3 **Safeguarding –** to receive verbal report from the Safeguarding Governor
19.4 **SEND -** to receive verbal report from the SEND Governor
19.5 **Parents' Association Matters** - to receive a verbal report on PA activities from the Business Manager
19.6 **Better Buildings Committee –** to receive verbal report from the Governing Body representative

20. **Additional Information –** to receive questions on:

20.1 **School Development Plan 2023-24 –** First Review (*attached*)
20.2 **School Self-Evaluation Form (SEF) 2023-24** (*attached*)
20.3 **Public Examination Review 2023** including Leavers' Information (*attached*)

21. **Any Other Urgent Business** (to be agreed with the Chair beforehand)

22 **Date of Next Meeting –** to note Governor Conference on Saturday 27th January 2024 and agree the next Full GB meeting as 8.15am on Friday 22nd March 2024