

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the MANAGEMENT COMMITTEE held at the School at 5.40pm on Wednesday 13th March 2019

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| Present: | Steve Miles Peter Cook Mike Worboys Richard Vass Yvonne Wickers Nicole Chapman | Chair of Governors & Meeting Chair Vice Chair of Governors Chair of Curriculum Committee Chair of Facilities & Finance Committee Chair of the Staff & Student Matters Committee Headteacher |
| In Attendance: | Stephen Lawlor Maria French Wendy Newton | Deputy Head (Curriculum) Deputy Head (Pastoral) Clerk to Governors |
| Apologies: | Melissa Mulgrew | Business Manager |

ITEM 1 – APOLOGIES FOR ABSENCE

1. Apologies for absence were received and accepted from Melissa Mulgrew.

ITEM 2 – DECLARATION OF INTERESTS

2. There were no declarations of interest further to those already stated on the Register of Business Interests for 2018-19.

ITEM 3 - MINUTES OF THE PREVIOUS MEETINGS

3. After one typographic correction, the minutes of the last meeting held on 7th December 2019 were agreed as a true record.

ITEM 4 – MATTERS ARISING

4. Item 4, Para 5 – Safeguarding Governor. Yvonne Wickers advised that she was still the full Safeguarding Governor but that Ros Cornish was to be approached to take on the role this term. The matter was to be discussed at the Staff & Student Matters Committee meeting the following week.
5. Item 4, Para 6 – Governor Information Session. It was confirmed that a Governor Information Session had been held in January 2019 but that only one parent had attended.
6. Item 8, Para 16 – Budget Deficit Strategy. The Head advised that the new Business Manager was currently reviewing budget deficit strategies in light of the SSEF expansion confirmation and future staff changes and that the revised information would be received in due course.

ITEM 5 – GOVERNORS' CONFERENCE

7. The annual Governors' Conference had been held in the School on Saturday 26th January 2019. The Clerk confirmed that all the administrative requirements had been completed in relation to the Admissions Policies for 2019 and 2020 and that they were now published on the School website.
(**Clerk's Note:** Any objections to the Admissions Policy for September 2020 must be received by the OSA by 15th May 2019).

ITEM 6 – SCHOOL STRATEGIC PLAN

8. In line with the discussions of the Governor Conference held in January 2019, the School Strategic Plan for 2018-22 had been amended and was presented for consideration. It was noted that smarter targets were required in order to be able to confirm that they were achieved, it was suggested

ACTION

that they could be included as an additional annex. It was also suggested that any further expansion plans should be included in the document at a later date.

ACTION

9. **Decision.** The School Strategic Plan for 2018-22 was approved for presentation to the Full GB on 29th March 2019.

Clerk

ITEM 7 – HEADTEACHER APPOINTMENT

10. The meeting discussed the recent Headteacher recruitment process and it was confirmed that the input of Bright Field Consulting was generally useful. The Head raised the issue of the structure of the SLT in September 2019 and summarised the possible options available, i.e. whether to continue with two Deputy Heads as at present or to only have one Deputy Head plus an additional Assistant Head. The ramifications of both options were explained in light of the new expansion and current SLT workloads and discussed. The recommendation of the present SLT was to continue with two Deputy Heads. It was noted that advertising for either role would need to be undertaken in the very near future. The Committee discussed the requirements of the two different roles and the opportunity for internal staff progression.

11. **Decision.** The Head and Deputy Head (Curriculum) were requested to prepare a proposal paper on the possible SLT structure in September 2019, including the financial impact, for Management Committee consideration.

**Head
S Lawlor**

12. Concern was voiced about parts of the recruitment process and it was stated that earlier preparation of the Governor materials was needed. The comments were discussed and noted for future reference.

ITEM 8 – SSEF BUILDING PROJECT STATUS

13. Peter Cook summarised the current situation relating to the SSEF building project. It was reported that the value of the entire building project (£6.6million) went over the EU procurement threshold of £4.5million which necessitates undertaking the EU process which would take 3-4 months. An alternative route of using framework agreements for the project had been also been investigated. The details behind the use of framework agreements were explained to the Committee and it was stated that framework agreements tended to have a greater financial risk for the School which was not acceptable. The School was due to receive more information at the end of the week which would clarify the framework situation along with its financial risks. Governors questioned the issue and the risks involved. It was stressed that the slight delays occurring at this stage were necessary and prudent in order to ensure the correct decisions were made by the School.

14. It was suggested that if the School undertook the EU procurement process it would take longer but that the School would have total control of the building process, as had happened with previous School building projects; this was considered important in relation to disruption of School activities etc. It was reported that it may be possible to begin enabling work on the building site, such as site clearance and groundwork exploration, whilst awaiting the outcome of the EU procurement process. It was also possible to go ahead now with renewing planning consent which had lapsed. Final and detailed clarification of the School's requirements within the new buildings was also needed before the project went out to tender and contractors became involved. The meeting discussed the SSEF building project at length. It was stressed that it was essential for the School to deliver the project within the allocated SSEF funding and that it was a high risk project which could easily run into overspend. It was also noted that the SSEF grant cashflow for the project may not follow the ESFA expected timescales due to the delays caused by the EU procurement process, this was not believed to pose a major problem for the School.

15. **Decision.** Peter Cook agreed to give an update on the SSEF project at the Full GB meeting on 29th March 2019.

P Cook

16. Arising from the discussions on the SSEF enabling work, the Head advised that a full cost analysis report was being prepared on the School swimming pool. Preliminary estimates had suggested that the swimming pool only brought in a profit of around £11,800 per year, all remaining income was used for pool-related expenditure, maintenance, staffing etc. It was also reported that

recent quotes for necessary repairs and refurbishment in the future had been received and totalled £110,000, it was suggested that the swimming pool may be a luxury that the School can no longer afford to have. The possible implications of not having the swimming pool were discussed by the Committee. The Chair thanked Peter Cook for his continued hard work in relation to the SSEF building project.

ACTION

17. **Decision.** It was agreed that the Business Manager would be asked to present the financial analysis of the swimming pool to Governors as soon as possible.

M Mulgrew

ITEM 9 – GDPR

18. In her absence the meeting received a written report prepared by the Business Manager on the School's progress on achieving GDPR compliance. The Head commended the new Business Manager for the work she had already undertaken relating to GDPR and stated that a plan of required work had been received by SLT. The meeting was advised that a formal School Retention Schedule was required by GDPR and the ECC Information Governance Service (IGS) model was tabled for approval. The meeting reviewed the document and discussed its content. It was noted that the document referred to old safeguarding documents which had now been superseded.

19. **Decision.** Subject to the clarification of two Safeguarding document dates, the Data Retention Schedule was approved. It was agreed that the document would come under the review remit of the Management Committee and a suggestion for review period would be requested from the Business Manager.

**M Mulgrew
Clerk**

ITEM 10 – GOVERNING BODY AGENDA

20. **Decision.** The proposed agenda for the Spring Term Full GB meeting on Friday 29th March 2019 was presented for review and approved. The Clerk agreed to ascertain if the GDPR report was statutory or an information-only item from the Business Manager. The size of the paper agenda pack was raised by the Clerk and it was agreed the issue would be discussed at the GB meeting.

Clerk

ITEM 11 – PARENT GOVERNOR ELECTION

21. The Clerk advised that five nominations had been received for the two vacant Parent Governor positions on the GB. The election information had been sent to parents via the SchoolPost system on 1st March 2019 and the election would close on Friday 15th March 2019. At the time of the meeting, only 138 parents had voted but a reminder was being sent out that day. It was agreed that the new Governors should receive their induction at the start of the Summer Term before commencing their Governor duties.

ITEM 12 – RISK REGISTER

22. **Decision.** The Management Committee section of the CCHS Risk Register was presented for termly review. References relating to the School's Responsible Officer were queried and explained. The risk levels were reviewed and it was agreed that the Impact figure for Risk M28 relating to School delegation should be increased from 2 to 3.

Clerk

ITEM 13 – COMPLIMENTS & COMPLAINTS

23. The Head advised that she had received complaints about inconsiderate parking by parents in Elms Drive at the end of the school day and also one about students littering in the street though this was thought to be unlikely and a possible misidentification of school. Compliments had been received about: student interaction during lunch on the school trip to Bletchley Park; the School Christmas Concerts and BBC Look East had praised the Cyber First students for their performance during filming earlier that day. The Head reported that she had also received compliments on the Year 12 students who had recently participated in the ASGS Conference in London. Peter Cook also reported that he had witnessed the good behaviour of CCHS girls on local trains, particularly when compared with some students from other schools.

ITEM 14 – ADDITIONAL INFORMATION

ACTION

24. **School Development Plan**. The Mid Term Review of the School Development Plan 2018-19 was received for information and noted. Governors were pleased that the five additional new students who had entered the School in Year 10 had settled in well. The meeting was informed that two students had been invited to attend Arkwright Scholarship interviews and that Mike Worboys had kindly agreed to assist with practice interviews.

ITEM 15 – ANY OTHER BUSINESS

25. **Artsmark**. The Chair advised that he had recently met with Chris Lamberti, Director of Music, to discuss the progress of the School's Artsmark application. The case had now been submitted and it was hoped that the School would be awarded Gold level. It was suggested that the amount of outreach work required to achieve the highest Platinum level may be excessive for the School. The meeting discussed the Artsmark, the Arts Award and what the School gained from having the award and from participating in the schemes.

7.15pm – Maria French left the meeting.

26. **Confidential Governor Item**. At this point in the meeting a confidential Governor-related item was raised and discussed. The Full Governing Body is to be advised of the issue at the GB meeting to be held on Friday 29th March 2019.

ITEM 16 – DATE OF NEXT MEETING

27. **Decision**. The date of the next meeting was agreed as 7.45am on Friday 14th June 2019.

All

The meeting closed at 7.30pm.

Agreed as a true record.

S Miles, Chair

14th June 2019