**MINUTES FOR A MEETING OF THE GOVERNING BODY OF**

**SHENFIELD HIGH SCHOOL**

**TUESDAY 22nd SEPTEMBER 2015 at 4:30 pm**

**Present:**

Mr Steve Beckett Parent Governor

Mrs Janette Gulleford Governor

Mr Graham Herniman Parent Governor

Mrs Leanne Hedden (Chair) Governor

Mr Andy Lunn Parent Governor/Responsible Officer

Mrs Rachel O’Hara Parent Governor

Mr Noel Otley Governor

Miss Emma Prince Support Staff Governor

Mr Dave Simpson Governor

Mrs Jane Swettenham Governor

Mr Chris Vaughan Parent Governor

Mr Andrew Worth Parent Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Ms Sal Bluett Deputy Headteacher

Mrs Jenny Comerford Deputy Headteacher

Mrs Chriss Owens Business Manager

Mrs Karen Whordley Clerk

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|  |  | **ACTION** |
| 1 | **APOLOGIES** Apologies received and accepted from Mr D J Barron and Mrs Gill Jones |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**  The Newsletter was proposed. This would be discussed under communications later in the meeting. |  |
| 3 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST AND GOVERNORS’ REGISTER OF BUSINESS INTEREST**  No Governor present declared any personal or financial interest in any item on the agenda.  New forms had been circulated via Weebly which were more detailed and a recommendation from Governors Services. There were no objections to the new forms so Governors were asked to complete these and return to KW at the end of the meeting. Governors were reminded to write Nil or N/A if they had nothing to declare. |  |
| 4 | **ELECTION OF CHAIR/VICE CHAIR**  LH passed the chair of the meeting to KW as Clerk. A request had previously gone to governors to ask for nomination for Chair and Vice Chair of Governors. There had been no new nomination. LH was willing to stand again so a vote was taken. RO proposed LH and CV seconded. LH was elected unanimously by the governing body. LH resumed as chair of the meeting.  LH explained there had been no new nominations for Vice-Chair of Governors and in NO absence said he was willing to stand again. A vote was taken, proposed by LH, seconded by JS and NO was elected unanimously by the governing body. |  |
| 6 | **ORGANISATION OF GOVERNING BODY COMMITTEES**  JG had agreed to a temporary extension to her term of office while the governing body structure was looked at further. LH reminded colleagues that the DfE was keen for governing bodies to be smaller. Following discussion with LH over the summer, JG had agreed to stand down to allow CV to become an ordinary governor instead of a parent governor now he has no children in the school, recognising the School needed to continue to have a finance expert leading the Finance & Premises Committee and that the Body needed to maintain the current number of parent governors. This would enable the membership of the Body to remain at 15, following the forthcoming recruitment exercise for two parent governors which would be needed in coming weeks. CV had agreed to stay another term as Chair of the Finance & Premises Committee. Governors approved the conversion of CV to ordinary governor to fill the vacancy created by JG’s agreement to stand down. LH thanked JG for her time as a governor and for her support, and presented her with flowers.  AL indicated he would stand for re-election in the parent governor recruitment exercise. AL performs an important role as the Body’s second financial expert, as Responsible Officer so governors welcomed the news that he was standing again. Governors discussed the possibility of the vote being done electronically. KW to investigate if this can be done via InTouch, perhaps via voting buttons on emails.  5:40 NO arrived at the meeting.  Governors agreed that the Admissions Committee would run in the same way as the Pay and Staff Appeal panel and would be convened when and if needed. The Chair of the admissions panel would be Jane Swettenham.  Governors agreed that GH would take over as Chair of the Staffing committee once he had received Chair training. Leanne would Chair the first meeting of the year.  GH volunteered to become part of the Student’ Discipline Committee.  It was confirmed the external advisor will be Di Sheppard. It was agreed to move the Head’s Appraisal meeting to 9th November, with a feedback meeting with Di Sheppard at 4:30pm, followed by a meeting with CH. | **KW** |
| 7 | **GOVERNORS’ CODE OF CONDUCT** The code of conduct had been circulated via Weebly. The form was an updated version. The main addition to the form was the front page which described the three main functions of the governing body. The new form also contained the additional details about governors information would be declared on the school website. Governors had no objections to the new forms so were asked to sign the document and return it to KW at the end of the meeting. |  |
| 8 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 9th July 2015 meeting, having previously been circulated, were agreed as a true record and signed by the Chair of Governors |  |
| 9 | **MATTERS ARISING** **Succession Planning**  Four members of staff who had applied for the middle to senior leadership course, DJ Barron, Garry Sapsford, Tony Taylor and Ben Clifford, had been selected to become part of the extended leadership team, meeting fortnightly, gaining new skills and working with and shadowing the SLT. They are supporting operationally with things like ‘time out’.  NO asked about the particular specialisms which had been developed by Jane Martin. CH explained that DJ was taking on certain aspects of her role.  **Cladding Appeal**  Governors were already aware that the appeal bid had been won. The bids came in during the summer and Horizon has been appointed. As the work is now going to take place over the winter the price has gone up so some aspects have been removed. Work will start at October half term until Easter. Two rooms will be done at a time. Horizon will provide a model that can be displayed at Open Evening so that parents can see what the building is going to look like.  **Safer Recruitment Training**  It was suggested that this is something that could take place in the November training session. JIC to investigate with Essex a possibility of coming in and taking a training session.  **Weebly**  Governors were asked their opinion on the new Weebly system. Some thought it was excellent others were not so happy with it as all the documents couldn’t be downloaded as one zip file. CV asked if meeting dates could be added. These can be found on the home page. A new password was agreed.  **Monitoring Meetings**  These have been reduced from 6 to 4. AL had previously asked whether meeting subjects could be agreed in advance so governors could volunteer for particular areas of interest. On reflection, LH believed there needed to be a mix: the first visit of the year should always be about governors reviewing action taken and impact achieved following exam reviews. Otherwise, it might be better to see what issues arise as the year progresses, to ensure that governors are responding appropriately. It was agreed the second visit should review the new homework system. The content of the third and fourth meetings would be decided later. Governors were asked to let KW or LH know which monitoring meetings they would be attending.  5pm DS arrived. | **JIC**  **Govs/KW/LH** |
| 10 | **HEADTEACHER’S REPORT**  CJH explained that her report contained lots of data which would be studied in further detail at the next S&P meeting, by when exam review meetings with team leaders would be complete and Committee members would be able to see planned actions and question appropriately.  CJH explained that the numbers on roll were 1058 which was three less than predicted. The prediction for year 7 had been 130 but only 120 had taken up places. The numbers had increased in the sixth form and there have been mid-year entries in to other year groups. She highlighted the updated five year plan which governors could see on page five of her report, which demonstrates the impact of this change in student profile. Overall, that impact was manageable.  The drive was now on to recruit next year’s year 7s and CJH has been visiting the primary schools and students are excited about coming to Shenfield. The admission by aptitude initiative was receiving a lot of enquiries.  GH asked if other schools were also suffering with numbers. CJH said that other local schools are full.  It was suggested an advert could go in the paper before Open Evening emphasising our good results and the 4 student that got in to Oxford and Cambridge. CJH explained that there is a protocol with the Open Evening advert but we had paid for an advert to appear in the Primary Times. CJH was open to any ideas from Governors. There would be a gallery of success in the South Hall on open evening.  EP explained that we have already had ‘mid-year movers’ and EP had been involved with three tours just this week. EP explained that students moving mid-year is usually because people are moving into the area or for pastoral or SEN reasons.  CJH explained that funding is triggered by the October Census so students’ moving before then is better for the school. If it is afterwards the funding won’t be until next year.  AL asked how many students had applied for places at the 6th Form. CJH confirmed about 200 had applied and then students wait for their results and then decide where they are going to go.  CV asked how many had applied for performing arts. CJH confirmed it had been a popular choice and 24 students where now part of the academy.  Since the last meeting we have been assessed for Achievement for All which we passed with flying colours thanks to JIC. JIC is now working on the Leader for Quality Mark.  It was hoped that we would gain a silver award for NTEN. We had made progress but the goal posts had changed so we were awarded a bronze again.  CJH explained the issue with the iGCSE grades. 23 papers have gone to be remarked. 6 have already come back with no change to the grade. It was suggested the coursework be sent to be re-moderated. It was felt this might be too risky in case the students ended up with lower grades. We will revert back to GCSEs after this current year. Students English literature result was used to get in to the 6th form and students are having to resit their English langue alongside their A- levels. Sets 1,2 and 3 will sit their iGCSE English in November. 5:45pm AW arrived. The S&P committee will look at the subject areas in more detail and look at those departments that need to improve. Geography has struggled with staffing, MFL have reasonable attainment but technology is struggling with new staff so mentoring has been put in place.  JIC explained that it is a government requirement to try and close the gap for pupil premium students. Our students are making reasonable progress and the gap is narrowing. These students were hit particularly hard with the iGCSE results. S & P will also look at the Pupil Premium results in detail. |  |
| 11 | **ATTENDANCE TARGETS**  The S&P Committee had requested a comparison of attendance targets. These figures were tabled at the meeting. The target for last year was all but hit. This year we are already doing better.  The percentage of overall attendance last year for Essex was 94.2%. We were 94.8%. PA figures for last year were 7.5% JIC explained the changes to attendance expectations the DfE had introduced for this year, and proposed a target figure of 95% and 6.5% for PA. JIC explained the sad new about Gary Nosworthy’s ill health and the difference he makes to the attendance figures. Governors approved the recommended targets and sent best wishes to Gary, recognising that meeting the PA target would be a struggle in his absence and without other resources available.  It was confirmed that the attendance panel, if needed, would consist of JIC or a member of SLT, attendance officer and JS. |  |
| 12 | **SAFEGUARDING/CHILD PROTECTION**  JIC explained that all staff that worked on the inset days had received safeguarding training. She had a few members of staff to mop up. All staff were issued with the Keep Children Safe booklet which they had to sign for to say they had read it which is a statutory requirement. |  |
| 13 | **GOVERNORS DEVELOMENT PLAN**  GH spoke about the work him and RO had been doing with regards to communication with parents. There will be a termly update in the school newsletter with directions to the school website. The first issue will highlight the delight in the exam results, there has been an interview with Leanne and there will be something to encourage parents to become governors. There will be a section to tell parents to ‘watch this space’ with regards to parent governor elections. SAB suggested sound bites, background info on governors and pictures. Governors were happy to move forward with all these ideas.  Following on from the skills matrix before the summer break it was discussed what attributes the new parent governors should have and what should be put in the advert. It was agreed procurement experience would be valuable but not to list too many things we were looking for so as not to put parents off. CJH suggested the advert could say ‘governors can be involved in’…and then list the things.  The Chair’s Performance Review had highlighted that LH needs to look at succession planning which she is now in the process of doing. It also suggested she needs to have more communication with parents. She agrees and would like suggestions of how to do this. A Chair’s surgery was suggested but CJH felt parents might try and bypass the system.  Governors were asked if anyone wanted to attend a governors’ conference at Boswells school on Saturday 17th October. AW said he may be able to attend. |  |
| 14 | **POLICY REVIEWS**  These were all reviewed at the July meeting |  |
| 15 | **CHAIR’S ACTION** The chair had no action to report. |  |
| 16 | **CHAIR’S BUSINESS/CORRESPONDENCE**  The chair had received no correspondence |  |
| 17 | **GOVERNOR MONITORING,DEVELOPMENT AND TRAINING**   1. **To receive any reports from governors who have undertaken monitoring visits to school.**   None   1. **To receive a report from the Training Governor.**   Nothing to report   1. **To receive feedback from Governors who have attended training courses since the previous termly meeting of the Governing Body.**   Nothing to report   1. **To identify any training needs for the governing body including self-development session for the current year.**   Safer recruitment training had been discussed earlier in the meeting. JIC to investigate.  RO reminded governors there is governor update training for more experienced governors. This can be booked online. |  |
|  | **AOB**    **Open Evening-1st October**  If any governors are free they are welcome to join LH to speak to parents.  CJH asked for volunteers to assist with car parking. DS and AW both volunteered.  Governors were reminded to complete their forms before leaving.  Meeting closed at 18:20 |  |