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

**SHENFIELD HIGH SCHOOL**

**TUESDAY 2nd JUNE 2020 at 5:30 pm**

**Present:**

Mrs Katharine Boulton Parent Governor

Mr David Churchill Parent Governor (joined at 5:45pm)

Mr Graham Herniman Governor

Mr Neil Purbrick Governor

Mr Stuart Roberts Support Staff Governor

Mrs Karuna Shaunak-Hobbs Teacher Governor

Mrs Jane Swettenham (Chair) Governor

Mr Andy Williams Parent Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Karen Whordley Clerk (minutes typed from the recording)

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|  |  | **ACTION** |
| 1 | **APOLOGIES**Debbie HinesAbsent: Julian Beard, Sandra Johnson, Andrew Worth Governors were advised the meeting was being recorded so that KW could transcribe the meeting. All governors were happy for this to happen.  JS asked governors to mute zoom to avoid background noise and unmute if they wanted to speak. |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**  Nothing to declare. |  |
| 3 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST** .  At the end of the meeting Andy Williams declared that his partner is now an exam invigilator at the school. |  |
| 4 | **MINUTES OF THE PREVIOUS MEETING**The minutes of 2nd June 2020 virtual meeting, having previously been circulated, were agreed as a true record, to be signed by the Chair of Governors in September. | **KSW/**  **JS** |
| 5 | **MATTERS ARISING** None |  |
| 6 | **HEADTEACHER’S REPORT**  **Results Days**  Governors had previously received CJH 4th extraordinary report along with the behaviour for learning policy and addendum. Since the report was written there was more to add with regard to the management of results this year. CJH had spoken to JS about recent guidance received from ASCL and advice from Browne Jacobson concerning dealing with requests for CAGs. Results day will happen virtually and results will be emailed at 8am on the two days. Students will not have the right to appeal their results because of the unique circumstances. Staff will be on hand to help and students will be advised they can take the exam in the autumn if they wish. Their centre assessed grade will only be given out if requested. There will be no rank order given out as this would breach data protection as it could reveal information about other students. A letter has gone to Yr11s and 13s to explain. NP asked if CJH thought there would be a lot of complaints. CJH said they have the right to complain if they think there is a technical error or they think they have been discriminated against. CJH hoped students would be pleased with and accept their results but it was difficult to predict.  CJH confirmed the meeting was quorate at a third and David Churchill was trying to join the meeting which he did.  **September opening**  Governors had received details of the preparation for opening in September in conjunction with the risk assessment from SR.  A number of different scenarios had been considered including the potential for students to stay in designated classrooms with staff moving. It had been determined that logistical issues and ensuring that there was full access to the curriculum and specialist rooms would make this unworkable.  CJH highlighted the following from her report:   * In September there would be a staggered start with year 7 first to start, followed by Years 8, 9 and 13, then years 10 and 11 and finally year 12. * A one way system will be put in place. * There will be reduced contact. * Social time will be in different areas for each year group. * There will be safe and supervised entry and exit at the beginning and end of the school day. * School transport is beyond the school control. Face masks have to be worn. CJH is not aware of any additional services for students to remain in their bubbles.   Questions.  JS asked if there would be any change to the curriculum e.g. for yr7 literacy and numeracy. CJH confirmed this will be addressed once students start in September. Once students are in school they will be able to see what is required. The Thinking Reading programme capacity has been extended and five more staff have completed training over the last two weeks. KSH confirmed the yr 7 intake is always a mix of abilities that they inherit. The yr 10 and 12 exam groups have been working well but they will need to wait until they return to see what work needs to be put in place.  JS asked if any admin staff will be working from home. CJH confirmed all staff should be in school in September.  JS asked about fire doors being propped open and the impact on fire safety. SR confirmed it increased the fire risk but mitigated the covid risk. Staff would be able to kick the door stops out as they left the building if there was a fire. Evacuation procedures will be updated accordingly.  JS asked about exceptionally clinically vulnerable staff. CJH confirmed there is one member of staff and support will be put in place for them. Staff will be asked to self-identify if they are vulnerable so appropriate discussions and actions can be put into place.  GH asked if there would be any additional funding for hand sanitiser etc. SR confirmed there would be funds but at this time couldn’t confirm how much. £25,000 Y7 catch up funding has been removed. It is thought between £70,000 and £80,000. SR confirmed mobile wash stations and hand sanitiser are a must. GH agreed.  DC asked about baseline assessment plans. CJH confirmed each year group would be different. Yr 7 would have the NGRT reading test and the school are signed up to be involved with a national writing project based on making comparative judgements about writing in order to discern a “writing age.” Departments are considering how best to determine needs at the beginning of term but there would not be a battery of baseline tests across the curriculum. The focus will be on supporting students back into school, embedding new routines and making judgements and then implementing what is needed. TL will be discussing at a meeting the following day. DC asked if governors could have a report on this at the next meeting.  JS asked about cover and getting supply in as little as possible and the limit on the amount of cover staff should provide. CJH explained there would be a different approach. Two and half class sets of Kindle Fires will be purchased so that remote learning can be accessed. There is now a large selection of Shenfield- recorded lessons plus Oak Academy lessons and BBC Bite Size. Students will use the Kindle and headphones so cover will consist of supervision of this activity. If the trial works it will be rolled out further. It will minimise the employment of supply staff. We can deploy staff to cover for up to 38 hours per year, but we are likely to deploy for only half of this permissible number of hours.  At present it is impossible to predict the level of staff absence once we return to school. Certainly, prior to lockdown, it became close to impossible to manage with 20 staff absent. KSH confirmed staff already have “possible cover” on their timetable so it is unlikely that there would be objection.  GH asked how student absence would be treated. CJH confirmed if students have symptoms they don’t come in to school. Management of attendance was clearly going to be a challenge and at present little guidance is available about the usual school accountability for attendance. GH asked if we could ask to see test results. CJH we wouldn’t have the right. Track and Trace relies on people’s honesty.  JS asked what approach will be taken if a member of staff or students has a positive test result. CJH confirmed they will self-isolate and then the school will liaise with public health who will advise what to do next.  Governors were content with CJH proceeding with the plans for opening the school.  **School Improvement Headlines**   1. To manage effectively the process of re-opening having regard to student and staff wellbeing, academic support and progress and planning for remote learning if required. 2. To develop our practice using the curriculum as our model of progress. 3. To develop student leadership 4. To work towards all students being able to read to at least their chronological age and to develop students’ writing ability.   The above will be discussed further at S&P and reported back to FGB. Governors noted and accepted the above.  **Behaviour for learning policy and addendum**  CJH asked governors to approve covid changes and addendum. To be ratified under policies.  **Teachers performance management**  It is advised that staff should not be disadvantaged in terms of performance management pay progression due to covid. It is, therefore, recommended that all teaching staff are awarded “expected” pay progression in the Autumn. The budget has been predicated on this expectation. Staff have completed their professional development portfolios in depth during the period of closure and professional development opportunities have continued. KB asked if there had been any staff capability concerns before lockdown. CJH confirmed there hadn’t but if there had would be suggesting the process was put on hold. Governors agreed.  NP asked if there could be a reward for staff that have gone the extra mile. CJH stated that extra money couldn’t be given and they would receive their appropriate progression. The staff have been amazing and have shown real team spirit during the period of closure.  DC asked about whole school targets for next year. CJH gave a brief explanation of the school’s approach using the curriculum as the model of progress rather than having a focus on whole school targets against national figures. CJH suggested that this would be a topic to return to in the autumn to ensure governors’ full understanding of the school’s approach.  GH asked if the governors present should agree the teachers’ pay award rather than having a pay meeting. It was advised that to ensure good governance, a pay meeting should still be held. |  |
| 7 | **REPORT FROM STANDARDS & PERFORMANCE- 23RD JANUARY 2020**  JS reported the following had been discussed:   * Mock data following the December mocks which had now been overtaken by the CAGs * Jane thanked Jane Martin who receives questions before the meeting. * Pupil premium increasing number at KS3 and how to close the gap. * Thinking reading programme * Construction Wise * Young carer award.   No questions. |  |
| 8 | **REPORT FROM PAY COMMITTEE 10TH MARCH 2020**  JS said that non staff governors could ask KSW for a copy of the minutes if they wanted them.  The March meeting was for support staff. CJH’s recommendations were considered and ratified. All had been costed.  JS asked if the national pay award had been agreed. SR confirmed it had not but 2.75% was what was being negotiated. JS confirmed this had been factored in the budget. |  |
| 9 | **REPORTS FROM RESOURCES COMMITTEE 14TH FEBRUARY 2020 AND 12TH JUNE TO INCLUDE PRESENTATION OF BUDGET 2020-2021 (5 YEAR PLAN) AND 3 YEAR FORECAST FOR APPROVAL.**  SR confirmed the following from 14th February meeting:   * £72,000 carry forward * March and July low cash in bank being monitored. * £8,000 deficit for 2020/21 * Support staff pay rise * Support staff increase in pension contribution * Agreed virement. This is a change following advice received in the ICE report which now has to be reported to FGB.   Virement 8 – adjustment to cover coaching course  Virement 9 – final close adjustments as per MWS advice  Virement 10 – top up of budgets from contingency as required  Virement 11 – to increase the EFSA income to reflect the increased expected pay grant.   * Phone system in on time and on budget. * Cleaning issue * Policies   SR confirmed the following from 12th June meeting:   * AGM and H&S deferred until September * £52,000 carry forward * £35,000 to £45,000 covid impact * Cash flow * 5 year forecast * £9,000 surplus next year * 20/21 growth healthy, still on track. * Pupil funding- not agreed * Support staff pay-not agreed * Pension 0.7% increase. * Ice report- Virements to FGB, Lettings rate to be discussed in September, Banking report to be attached to Parent Pay invoice-already implemented. * Budget balance, £9,000 surplus. Will revise in September. * In year deficit £42,000 (last year £241,000), next year £50,000 surplus. * Budgets have been agreed by evidence base and consultation. *Governors were happy to approve these*. * Financial Regs. *Governors were happy to ratify these.* |  |
| 10 | **SCHOOL POLICY REVIEW**  The following were firstly agreed by members of either the Resources committee or S&P committee and then ratified by the FGB.   * Safeguarding * Behaviour for learning and addendum * Complaints addendum * Mental Health * Online safety * Educational visits * Cover & PPA * Flexible working * Leave of absence * Disciplinary & Dismissal * TOIL |  |
| 11 | **CHAIR’S BUSINESS/CORRESPONDENCE**  JS confirmed she had sent a thankyou letter to all staff from the FGB. |  |
| 12 | **ANY OTHER URGENT BUSINESS**  Andy Williams declared a conflict of interest. See item 3.  JS thanked CJH and all the staff at this difficult and challenging time.  1st September to be rescheduled. KSW to inform governors when date agreed. | **KSW** |

Signature: Date: