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

**SHENFIELD HIGH SCHOOL**

**THURSDAY 17th SEPTEMBER 2020 at 4:30 pm**

**Present:**

Mr Julian Beard Governor

Mrs Katharine Boulton Parent Governor

Mr David Churchill Parent Governor

Mr Graham Herniman Governor

Mrs Debbie Hines Parent Governor

Mrs Sandra Johnson Governor

Mr Neil Purbrick Governor

Mr Stuart Roberts Staff Governor

Mrs Karuna Shaunak-Hobbs Staff Governor

Mrs Jane Swettenham (Chair) Governor

Mr Andy Williams Parent Governor

Mr Andrew Worth Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Jenny Comerford Deputy Headteacher

Mrs Jane Martin Deputy Headteacher

Mr Jonathan Sands Deputy Headteacher

Mrs Karen Whordley HR Manager/Clerk

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|  |  | **ACTION** |
| 1 | **APOLOGIES**  Neil Purbrick sent his apologies |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**   * Approval of inset days * 2.75% support staff pay increase * JS and KSH term of office * GH resignation |  |
| 3 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**  No Governor present declared any personal or financial interest in any item on the agenda. |  |
| 4 | **ELECTION OF CHAIR/VICE CHAIR**  JS passed the chairing 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 for Chair. JS was willing to stand again so a vote was taken. AWo nominated, JB seconded. JS was elected unanimously by the governing body. JS resumed as chair of the meeting.  KB was willing to stand as Vice Chair. JB nominated, AWo seconded. KB was elected unanimously by the FGB. JS congratulated KB and KB was looking forward to taking up her new position. |  |
| 5 | **GOVERNORS REGISTER OF BUSINESS INTERESTS** The forms had been circulated via email and Weebly. Most governors had returned a signed copy to KW. Any that hadn’t, needed to be signed and returned ASAP. |  |
| 6 | **ORGANISATION OF GOVERNING BODY COMMITTEES** The following were confirmed :   * SJ had agreed to become the SEN Governor. JS suggested she have a meeting with CJH and ATA regarding her responsibilities in the new role. * AW pay committee * JB to continue as safeguarding governor * KB to continue as Equality governor * AWo to continue as Link governor for training & H&S * KB to continue as Chair of Resources * JS to continue as Chair of S&P but this will be reviewed so that other governors take on more responsibilities for succession planning and so that roles are evenly distributed. * Due to work commitments DC had asked to move to S&P. JS requested if someone from S&P could move to Resources. Move tbc. |  |
| 7 | **GOVERNORS’ CODE OF CONDUCT** The forms had been circulated via email and Weebly. Most governors had returned a signed copy to KW. Any that hadn’t, needed to be signed and returned ASAP. |  |
| 8 | **GOVERNORS SELF EVALUATION** |  |
|  | Governors had previously been emailed the self-evaluation, the skills audit and the chair’s review to complete. JS had produced an analysis for governors of the strengths and areas for development from the skills audit. Experience of the local community may prove difficult in the short term. SJ felt that it was more about awareness of gangs and overspill etc and that this could be provided by training from JCO. CJH said the issues were spoken about. Governors would be receiving safeguarding training virtually from JCO and DJB shortly. DC acknowledged the schools links with primary schools is very strong.  * CJH felt governors know more than they think as they are drip fed through monitoring visits, HT report etc. * DC was happy to liaise with the schools he has connections with and give updates. * Juniper are providing courses via ‘Teams’ at the moment which it was suggested governors investigate. AWo to redistribute the sheet that summarises all the training opportunities. * CJH said The Key is an excellent resource for governors to use. Details on the sheet that AWo will distribute. * Some governors were not confident at interpreting data, possible new governors or those not sitting on S&P. CJH suggested a training session through S&P that all governors will be invited to attend. * JS thanks governors for their positive comments on her review. It was highlighted that she does too much, needs to delegate more and look at succession planning. JS recognised all this and will make it happen. * For JS to make better ties with parents she would start by writing something in the school newsletter. CJH suggested a regular feature. * The review had suggested JS needed to make stronger links with staff. JS attends most monitoring visit, she regularly visits to see CJH and SR and had written to all staff during lockdown. DC said governors needed to be careful not to stray in to the operational side of things. JS confirmed that as an experienced governor she was aware of the divide between the operational and the strategic.JS suggested she keep a record of the staff she meets on the monitoring visits. * New governors had missed a proper induction session. SJ suggested a short session would be very useful so that they could understand Weebly and SHS processes and procedures. AWo to organise this for DH, SJ and DC.   JS went through the self-evaluation, discussions took place over various questions and governors agreed on the following:   |  |  |  |  | | --- | --- | --- | --- | | 1 | Green | 2 | Green | | 3 | Green | 4 | Green-JS to look at performance management | | 5 | Green | 6 | Amber | | 7 | Green-Consider increasing size in the future | 8 | Amber-Make the skills audit and chairs review an annual event. | | 9 | Green | 10 | Green | | 11 | Green-SR felt a conflict with the skills audit. JS felt that the FGB as a whole understand the data. | 12 | Green-external assessor | | 13 | Green- Detailed analysis at Resources. | 14 | Green- Impact report for pupil premium. | | 15 | Green- FGB three times a year. Link governors more regularly. | 16 | Green | | 17 | Green-Policy review. Documented schedule. Approved at committee and FGB level. | 18 | Amber-Surveys for pupils/parents/staff. Improve links with parents. SJ suggested publishing five things governors have done on the parents’ behalf. AWo suggested educating parents and students on the role of a governor. | | 19 | Amber-Do more with parents | 20 | Green-CJH ASHE/ASCL and local primaries. | | 21 | Green | 22 | Amber-Succession planning needs to be evidenced. | | 23 | Green-Chair and Vice annually | 24 | Green-Two good Ofsted’s. Increased student numbers. Governor’s complemented by Ofsted. |   JS will look at the action points and report back at the December meeting. | **AWo**  **AWo**  **JS**  **JS** |
| 9 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 14th July 2020 meeting, having previously been circulated, were agreed as a true record and are to be signed by the Chair of Governors. | **JS** |
| 10 | **MATTERS ARISING** There were no matters arising. |  |
| 11 | **HEADTEACHER’S REPORT**  CJH explained her report was short as she had been busy with operational matters, managing the situation.   * 1455 on roll. * Y12 have lost 10 as students have two places on hold. * Y7 have gone up to a healthy 248 * The report contained a list of new staff, some starting virtually at Easter. 1 NQT who was an SHS ex head girl. * Attendance-7 students self-isolating at present. Y 7 & 8 attendance down on last year due to lockdown and transition. * Parents are keeping students off more quickly than normal with colds. * Two families had opted for home schooling. They have now returned to school. * CJH explained there had been three different Covid related incidences that had been difficult to manage regarding staff with children that had been sent home from school. * JCO explained the y7 & 8 absences are more than last year due to coughs and colds and testing problems. There is a different absence code for students if it is Covid related. * Agenda item 13 took place. * Governors had received a copy of the Centre-assessed grades which due to the unusual circumstances had no accountability measures. KB asked if there had been feedback from students. CJH explained there was no right to appeal. Some students would sit the exam in the autumn but most had got to where they needed to be. * DC asked about Y13 destination. CJH explained it was similar to most years and the data wouldn’t be ready until the students had all settled later in the term. * JS asked about the BTEC results. JMA explained these were pulled the day before students were due to receive them. Students have since received their results. * Governors had received the letters sent to parents about the school reopening. Some of the systems put in place have been tweaked but overall things are running well. The curriculum will be delivered and staff and students will be kept as safe as possible with the one way system, cleaning and sanitizing. Plans are in place if another lockdown was to happen. Cover is being done in-house. This will not be sustainable. * JB asked if there was any decision on the summer exams. CJH said things were quiet and they are planning in the dark. CJG thanked DC for the feedback and reported that’s the Y7 are settling in well. * DC said that what SHS are doing on a daily basis is incredible. Y7 parents had been appreciated the induction in the circumstances. * CJH went through the School Improvement Headlines in her report. School opening had been covered earlier. For the other three headlines CJH suggested all governors could attend the next S&P meeting which would involve presentations from JSA on practice using the curriculum as our model of progress, JRI on student leadership and BCL on writing development. * CJH proposed JSA give training to the three new governors before the S&P meeting. JSA to contact SJ, DC and DH. * The rest of CJH’s report had various date. The awards evening had been virtual and the opening evening was also going to be virtual. CJH will still visit the primary schools in person. There will be virtual safeguarding training for governors and a deadline will be given to read the material and confirm this has been done. The 6th Form opening evening will also be virtual. * CJH reported the 6th form has moved from the X-block to the I-block. I52 and i53 have been put together making a very large study space for the students. There have been a few operational issues with noise from the students which is being looked at. * JS asked if there was any behavioural issues. CJH said everything was incredibly calm. Keeping the year groups in their own social area may continue after Covid as it is working well. * JS asked if any changes have been made to literacy and numeracy. CJH said that maths are have to run the year 7 curriculum for the y8 at speed as they have missed some important facts. | **JSA** |
| 12 | **PAN (PUBLISHED ADMISSION NUMBER)**  CJH explained that the current PAN is 240. The admission policy has a lag so from next September 2021 there will be two populations. 216 students will come in on the usual criteria and up to 24 students will definitely get in on aptitude. For the past two years we haven’t got to the aptitude criteria. AWo asked about the EHCP students as the numbers had been high last year. CJH said the numbers were still high but Essex had been made aware that SHS had more than their share. |  |
| 13 | **ATTENDANCE TARGETS**  The governing body approved the following attendance targets for 2020/21, which are challenging in the current circumstances:  Overall attendance 95%  Overall PA 10% |  |
| 14 | **SAFEGUARDING/CHILD PROTECTION**  Governors had previously received JCO’s safeguarding report for Sept 19 to July 20. JCO highlighted the following:   * DSLs had completed online training * Training focus on mental health and bereavement. * CBT training completed. Used for students with negative thoughts. * Children being monitored is 435. This is every student that has had any type of concern. Only a handful of referrals. * JCO highlighted the reasons students can be on the monitoring list i.e. abuse, witness to domestic violence, mental health. The latter being the highest number which can lead to self-harm and suicidal ideation. There are highly trained staff to deal with this. * SJ asked if there had been a rise in domestic violence. JCO had two incidences during lock down. The school nurse service are very helpful with weekly updates. * JCO is working through the new student files and staff will be informed if there is anything they need to know. The safeguarding board discuss individuals. * DC asked if it was possible to have the data in percentages of how much reasons are going up with the increased roll. He also asked if data could be produced on progress. Eg 120 on mental health monitoring and how much that had been reduced. JCO would speak to the team and see if it was possible to produce this sort of data. JB and JS felt this data would be difficult to produce as student always stay on the list in case they relapse. DC thought the evidence impact could be useful if additional funding was needed. * JB complemented the team on being incredible. He pointed out JCO is retiring at the end of the academic year and that DJ is shadowing at present. * As JB was isolating JS agreed to do the single central record check this term. |  |
| 15 | **ESFA BUDGET FORECAST RETURN**  SR had produced the ESFA budget forecast return along with a narrative for governors. The narrative talked through the Covid costs, income and expenditure from 2018-19, income and expenditure for 2019-20 and 2020-21, year end. SR had worked with the accountant to ensure the figures were accurate. Governors approved the budget forecast return. |  |
| 16 | **POLICY REVIEW**  The following policies had been approved at committee level and were approved by the FGB:   * Behaviour principal written statement * Bereavement policy * Governors monitoring visits policy * Relationships & sex education |  |
| 17 | **CHAIR’S ACTION** The chair had no action to report. |  |
| 18 | **CHAIR’S BUSINESS/CORRESPONDENCE**  During the last academic year here had been a parental complaint that JS had had investigated and responded to. JS considered the school had acted entirely properly. The parents were not happy with the reply and appealed. SJ, KB and an independent person sat on the panel. The panel upheld the decision made by the school. It was then taken to Ofsted who passed the matter to Essex and they agreed the school had acted appropriately. |  |
| 19 | **GOVERNOR MONITORING,DEVELOPMENT AND TRAINING**  A monitoring visit had taken place on 5th March for which governors had received a report. JS, KB, JB and DC had attended with a focus on 6th Form. Governors were impressed with what they had seen. SR found the report useful but felt governors shouldn’t be commenting on teaching and learning. JS suggested that SJ read earlier reports from monitoring visits which show that governors do not generally comment on such matters as we are not qualified to do so.  Awo asked SJ what training courses she would like to attend. SJ felt she did not need the external induction training due to her experience but felt she would benefit from training on the way SHS do things. A discussion took place on how the new governors had missed some of the induction process. AWo to look in to this.  JS had attended a virtual training course on performance management and was attending one on finance next. JB had attended a safeguarding course.  Governors would receive safeguarding training and a session from JSA internally. The needs for other training would be looked at. | **AWo** |
|  | **AOB**  Inset Day- Governors had received the proposed inset days which they approved.  The support staff national pay award of 2.75% was approved and SR confirmed he had budgeted for.  KSH and JS terms of office were coming to an end. It was agreed by governors to extend JS for a further four years. CJH would talk to KSH about extending her term and ask staff for invitations of interest.  JS confirmed that GH had resigned as a governor and a member after 5 ½ years. JS thanked him for his support and commitment as vice chair and chair of resources and wished him well for the future. GH said he was finding it difficult to balance his governor role with his job. He said SHS is a fantastic school and in a good position. He gave a special thanks to SR and wished everyone all the best.  JS thanked everyone for attending  Meeting closed at 7:00pm |  |

Signature of Chair of Governors………………………………………………………..

Date……………………………………………..