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

**SHENFIELD HIGH SCHOOL**

**THURSDAY 19th SEPTEMBER 2019 at 4:30 pm**

**Present:**

Mr Julian Beard Governor (arrived at 4:50pm)

Mrs Katharine Boulton Parent Governor

Mr Graham Herniman Governor

Mr Neil Purbrick Parent Governor

Mr Stuart Roberts Staff Governor

Mrs Karuna Shaunak-Hobbs Staff Governor

Mrs Jane Swettenham Governor (Chair)

Mr Andy Williams Parent Governor (left at 5:15pm)

Mr Andrew Worth Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Jenny Comerford Deputy Headteacher

Mrs Jane Martin Deputy Headteacher

Mrs Karen Whordley HR Manager/Clerk

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|  |  | **ACTION** |
| 1 | **APOLOGIES**  No apologies received. |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**  No items for any other business. |  |
| 3 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST AND GOVERNORS’ REGISTER OF BUSINESS INTEREST**  SR declared his wife now works at SHS. AWo is a friend of the plumber the school use.  Forms had been circulated via Weebly. Governors were asked to complete these and return to KW at the end of the meeting. |  |
| 4 | **GOVERNORS’ CODE OF CONDUCT** The code of conduct had been circulated via Weebly. Governors were asked to sign the document and return it to KW by the end of the meeting. |  |
| 5 | **ORGANISATION OF GOVERNING BODY COMMITTEES** Governors had been asked if they were happy with the committees they were on.   * NP had stepped down from pay as there was a conflict of interest. * Elections were needed for 2 parent governors. * Sandra Johnson, a retired School Improvement officer from Essex will join the GB after half term. This will mean there is someone with an educational background on the GB to replace Leanne. * Resources should now read minimum of 5 and not 6. * KB has now joined the Heads appraisal panel. * AWi will transfer from S&P to Resources. * 2 new parent governors to join S&P when appointed. * GH asked if JS should step down as chair of S&P. JS was happy to do both and would let governors know if it became a problem. | **CJH/KW** |
| 6 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 27th June 2019 meeting, having previously been circulated, were agreed as a true record and signed by the Chair of Governors with the following amendments:  * Page 3, bullet point 4, second sentence should read: It was confirmed that the school is expected to cover the first £6000 of cost for ay EHCP student and any additional cost beyond their agreed level for funding. * Page 4, item 7, 12th bullet point should have ‘in-year’ before the word deficit. * Page 7, item 15, 2nd paragraph-remove the word trustee. |  |
| 7 | **MATTERS ARISING** JS asked if there had been any response to the correspondence sent about T levels. CJH confirmed there hadn’t been any.  JS ask if governors needed to be made aware of anything after CJH had been on recent Ofsted training. CJH will provide training later in the year.  JS asked if there had been any response from staff after the pay policy consultation. There had been no comments.  JS asked if there was anything to report on the school capacity and planning. CJH explained department accommodation had been reviewed and Business Studies and Health and Social Care relocated to make better use of space. The “Food Cube” was in and working well. The sixth form block is a long term strategic project. |  |
| 8 | **HEADTEACHER’S REPORT**  Governors had received a copy of CJH report and a report from JMA regarding exam results.  CJH highlighted sections from her report:   * Number of students on roll 1363 * Yr 12 numbers were not as high as hoped for. Hoping for 180. Students have stayed at their own schools or not met our entry requirements. Financial planning is predicated on 180 in Y12 and so this will be looked at again and reported on at the resources Committee. GH asked if the number would increase. CJH confirmed this was unlikely at this stage. This was a small year group but retention levels remained similar to the previous year. * Staffing-list in the report. There were two resignations during the summer from an LSA and a key holder. * The exam results will be discussed at length at S&P. The report showed the key statistics. A Level results are very good. The GCSEs demonstrate a cohort with specific needs; 47 had joined mid-year from year 9 onwards. JMA explained that the new BTEC had changed its grade boundaries even though the exam board had stated that this would not happen for the first cohort. This hadn’t affected performing arts but did impact health and social care. It ~~a~~ffected three students who received a grade lower than they would have done had the grade boundaries not changed. JS asked about the current year 11. CJH confirmed it is a similar year group with mid-year entrants and specific need students. JS said the A’ level results were superb. JMA said they are higher now after some re-marks. JS asked if the GCSE remarks had made any difference. CJH and JM confirmed that fewer re-marks had been submitted and there had been less movement. * JB asked about the exam result reviews. CJH explained that this had been done by team leaders and they would be presenting to SLT next Wednesday. * Page 9 of JMA’s report shows specific student case studies. One student with a mental health issue has a member of staff that goes to her home to tutor her. * CJH commented how well MFL had done and now have a fourth member in the department. Students will now learn two languages in year 7. * GH commented on the ethos of the school and not just statistics. CJH said it’s a balance of wellbeing and outcomes. * CJH recommended the next FGB training should be from Jono Sands on how to ‘move the bell curve’ on 8th October. KSH has taken a staff session on ‘sequencing concepts and modelling’, based on Rosenshine’s “Principles of Instruction.” Other team leaders have also taken related sessions. Ben Shearing, Head of business Studies, is supporting some other departments with strategies in place in his department. * The report records this year’s School Improvement headlines. An important new initiative is “Thinking Reading” in support of all students reading at least the level of their chronological age. CJH, BCL, ATA and some support staff are going to attend a training programme on this. KB asked if it would help if parents came in and heard students read. CJH said this would need significant organisation, management of safeguarding and training. Paired reading is going to take place with trained sixth form students. The level of support given to students is dependent on how far behind they are. * 2 focuses on curriculum. 3 the reboot of the behaviour system, Respectful, Responsible, Ready. CJH said the school has been calmer than ever. 4 PREP development. Form tutors being the first line of monitoring. The APL project will continue with SLT links to ensure we have no invisible students. * The end of the report recorded school events so far this year as well as dates for the diary. Leanne had been the speaker at the awards evening. JS said it was nice to see the students receiving the awards and the stories behind the data. |  |
| 9 | **PAN (PUBLISHED ADMISSION NUMBER)**  CJH explained that because of the number of applications received this year we only reached criterion 6 on the admission code which meant we didn’t reach the aptitude test (criterion 7) or distance (criterion 8).  CJH proposed the new admissions policy with criteria divided into two parts. Priority A would offer places to 216 students in the following order LAC, Siblings, priority admissions area, the named primary schools and then distance. Priority B would be 10% of the PAN (24 places) on aptitude for performing arts and sport.  A discussion took place on admission numbers and school capacity. There are 130 students on the waiting list at present. 1499 is our maximum capacity and the school is already feeling very busy. CJH/SR are looking at the possibility of a new sixth form block as they currently share with performing arts. This should be the focus for now. Despite the large waiting list for year 7, expanding student numbers beyond our current PAN would be a hugely complicated strategic decision and would impact physical space, ethos, behaviour management, staffing etc. This is not a strategy that the school have an intention of pursuing; a great deal of work had been done over the last few years to balance budge and educational effectiveness within our preferred ethos.  Governors approved the new admissions criteria to go out to consultation between November and January. This would be Y7 entry in September 2021. CJH would explain to next year’s intake that we only got to criterion 6 this year. |  |
| 10 | **ATTENDANCE TARGETS**  JCO explained that we didn’t hit the attendance target but we were still above Essex and nationally.  JCO highlighted the following:   * There has been a rise in mental health issues and school refusers and outside agencies give support with this. * Mid-year entrants are a struggle. * One year 11 LAC student was moved to Braintree making attendance challenging. * One Oasis student was at high risk of suicide and was taken to a secure hospital. She was discharged but her attendance was low. Support went above and beyond and home visits took place. * LA make parents responsible but the penalty notice doesn’t stop parents booking holidays during term time. * A parent had received a suspended sentence but JCO felt it hadn’t made any difference. * Strategies like the postcard challenge and vouchers are working well. * The LA will not prosecute if a long term school refuser has mental health issues. * HCP plans don’t usually affect attendance. * JCO would never recommend home schooling. * JB had spoken to a parent who said the school had been very supportive with the child as a school refuser. * JCO reported that the BAP meetings highlighted a high issue with anxiety and mental health in students. * JCO proposed the attendance targets be 95% for overall attendance, Y7-11 and 12% PA. Governors approved these figures. |  |
| 11 | **SAFEGUARDING/CHILD PROTECTION**  JCO had trained staff on the inset day and will hold three catch up sessions.  The safeguarding policy was being recommended for ratification. There had already been an update since it was published. JCO highlighted the key points that had been updated. JCO will hold assemblies for all year groups in line with the updates. |  |
| 12 | **PUPIL PREMIUM GRANT**  This will be discussed at length at S&P. The progress gap remains static but years 8 and 10 are narrowing. Yrs 10 and 11 have narrowed in attainment. In the 6th form there are no gaps and the 5 PP students last year out performed.  Disadvantaged students are not more likely to misbehave.  Catch up literacy and numeracy has made an improvement.  Governors monitoring and Ofsted had commented on the difference that SEN, Oasis, Pastoral team and the vocational group make to students.  Students need help with equipment, CCF, music lessons, cooking ingredients and trips. JCO is getting more requests for help with school transport. The school will help where they can but has to be careful not to use all the grant on that.  Mairead Hogan is looking at an enhanced project with parents of disadvantaged students. |  |
| 13 | **POLICY REVIEW**  The following policies had been recommended for acceptance by the Resources and the Standards and Performance Committee’s and were approved by FGB:   * Peer to Peer abuse policy * Provider Access Policy (review date to 3 years) * Safeguarding Policy * Governors Visits Policy * Data Retention Policy |  |
| 14 | **CHAIR’S ACTION**  JS reported an action that LH had dealt with in July before she stepped down as Chair on 31st August. Advice had been taken from the business manager and the auditors regarding FRS 102 (Financial reporting standard). Each year an FRS102 LGPS valuation return is required for inclusion in our accounts. Data provided by the LGPS had to be sent to the actuary by 22nd July so the FRS102 report could be prepared. This values the asset and liability value of the LG pension. However, this year complications have arisen due to the Court of Appeal decision in McCloud/Sargeant which was an age discrimination claim brought by firefighters and judges concerning changes made by government to the LGPS. It concerns the protections offered to those aged 55 years or older when the scheme was changed in 2014 from final salary to career average. The CA ruled against the government and determined the changes were discriminatory based on age. The matter was referred back to the Employment Tribunal. The Outcome is still awaited. We have no clear idea when the ruling will be given. If the ruling is given after our accounts are filed in November, then this will not be an issue as our FRS102 valuation will be accurate. However, if the ruling is given before our accounts are signed off then the likelihood is our FRS102 may well be inaccurate and this means our accounts would be qualified. Advice was taken from SR and the auditors as to how we could mitigate the risk. There were two options. We could ask the LGPS to provide a materiality statement at a cost of £300 plus VAT. This would essentially be a best guess by the LGPS as to what the impact of the ET decision would be. As the potential impact could not be reasonably quantified with any accuracy it was felt this would not have the effect of removing the risk of our accounts being qualified and was not an effective use of school money. The second option was to request from the LGPS a revised FRS102 which would include the above materiality statement at a cost of £600 plus VAT. This would still include assumptions and would still be a best guess. If the figures are inaccurate there would likely be insufficient time for revision and our accounts would still be qualified, LH with the knowledge and approval of JS and GH took the view that we should accept the advice of the auditors and our business manager that neither option was sufficiently likely to avoid our accounts being qualified in the event the Tribunal decision was published before our accounts were signed off and did not represent an efficient use of school funds. This would only be an issue is the Tribunal decision was announced before the accounts was signed off and it was felt that the Tribunal decision would probably not be known before November. |  |
| 15 | **CHAIR’S BUSINESS/CORRESPONDENCE**  Nothing to report |  |
| 16 | **GOVERNOR MONITORING,DEVELOPMENT AND TRAINING**  Governors were encouraged to attend training for their professional development.  Prevent training can be completed online. Certificates to AWo and KW.  Reminder in-house training will be on 8th October. |  |
| 17 | **AOB**  No other business  Meeting closed at 6:05pm |  |

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

Date……………………………………………..