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

**SHENFIELD HIGH SCHOOL**

**TUESDAY 1st DECEMEBER 2020 at 4:30 pm (VIRTUAL)**

**Present:**

Mrs Katharine Boulton Parent Governor

Mr David Churchill Parent Governor

Ms Sandra Johnson 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

Mr Andrew Worth Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Karen Whordley Clerk

|  |  |  |
| --- | --- | --- |
|  |  | **ACTION** |
| 1 | **APOLOGIES**Julian Beard and Debbie Hines were both absent from the meeting (Apologies received from Debbie during the meeting)JS reminded governors that the meeting was being recorded and that governors should use their mute button to reduce background noise unless they wished to speak. |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**  Nothing to declare. |  |
| 3 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**  Nothing to declare. |  |
| 4 | **MEMBERSHIP OF THE GOVERNING BODY**  Karuna Shaunak-Hobbs was re-elected as teaching staff governor for another four years. JS thanked KSH for standing again.  Jane Swettenham re-appointed as a co-opted governor for another four years. Governors approved this decision. |  |
| 5 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 17th September 2020 meeting, having previously been circulated, were agreed as a true record and would be signed by the Chair of Governors subject to the following: SJ pointed out that item 19 needed some correction. SR should become SJ (third line). It had also been agreed that the report format for governor monitoring visits would be looked at when governors are next in for a monitoring visit. KW to change the minutes before JS signs. | **Govs/**  **KW** |
| 6 | **MATTERS ARISING**  * SR to organise a H&S meeting. AWo to confirm a date he can do. * CJH to organise for SJ to have a conversation with ATA regarding her role as SEN Governor and the challenges within the department. * JS was conscious she was still chair of S&P and hoped that someone on S&P would take over the role in this academic year. * JS asked AWo to update the training crib sheet and forward it to all governors and KW to upload to Weebly. Governors were asked to avail themselves of the various training opportunities. * There were a small minority of governors that wanted more information about data interpretation. JS suggested this should be an agenda item and be discussed at the next S&P meeting and that all governors should attend. CJH to arrange. * New governor induction did not proceed smoothly with Covid being an isssue. JS asked if there was any purpose in doing any further induction now ? AWo felt little point now but clearly induction should be carried out for all future new governors moving forward. JS had produced an induction information sheet for future use which had been circulated to governors. Governors agreed that this was a useful resource. This document to be uploaded to Weebly. * DC had asked about Y13 destinations. This will be discussed at S&P. | **SR/**  **AWo**  **CJH**  **JS**  **AWo**  **CJH**  **S&P**  **KW** |
| 7 | **COMPANY ACCOUNTS AND FINANCIAL STATEMENT**  SR had MWS (auditors) join the last Resources meeting to give a presentation.   * There had been some slight wording changes to the trustees report, uploaded on Weebly. No data changes. * Governors had received a copy of the ‘audit and regularity findings report’. This report records issues which the auditors find when carrying out the audit and is reported to the ESFA. We had received a clean bill of health. Last year the purchase of wine was brought up but we no longer do this. * Governors had also received the ‘report to management’. This is just a note to the trustees. The question of the division between the roles of members and trustees will be looked at the AGM later this week where we hope to appoint three new members who are not trustees. ESFA has recommended that there needs to be a division between the roles of member and trustee and this is in hand. * Finance regulations wording will be reviewed. It wasn’t done last year as we weren’t here. * ESFA accounting officer letters are usually looked at during Resources. This will now come to FGB. * Internal audit and review (ICE report) will be discussed at Resources * Statutory filings on audit report-SR had missed 14 day deadline to upload changes to trustee details,   SR went through the accounts and highlighted the following:   * Pg3 Trustees’ report because of charity law, deemed to be a charity. KPIs are shown and are reviewed annually. * Pg13 Governance statement- overview of governance of the trust, committee structure and meeting attendance and membership. * Pg 20-24 Auditor’s report- record their assurance that nothing of concern had been found -All clear * Pg 25-Balances-statement of financial activities where we started and ended up financially. * Pg 26 Balance Sheet: Break down of assets and liabilities and comparison to last year. Unrestricted income fund of £207,552, restricted income of £43,662, total for end of year £251,214. £253,000 end of year position. * Page 28 Statement of cash flow-deficit and surplus-£490,000 forecast and ended up £482,832 deficit so in line with expectations. * Pg 29 onwards are the detailed notes of how the figures are made up. * Covid impact-£80,000 on last year. Only received £3000 so far from the government. * Auditor’s note last year’s deficit-no cause for concern. Down to about £19,000 * SJ asked if as a governing body any action would be taken to represent our voice to government about funding pressures due to Covid. CJH explained schools are being represented through ASCL/ASHE and representations had been made to our local MP. Schools have to be down to 4% of reserve to get any help. * JS explained we used to be members of the NGA through Essex but Essex had not renewed their subscription. It was felt important to be members of the NGA. This had been discussed at Resources as to the amount the budget would allow if went ahead for either a gold or silver subscription. SR is looking into this. * JS asked if on page 13 the strategy meeting should be added to the number of FGB meetings. It was agreed it should. SR to update. * JS noted the narrative regarding Resources was incorrect. There are usually 5 meeting but this year because of Covid there were only 4. This needs to match the attendance table. SR to update. * JS noted on page 10 it referred to governor safeguarding training. This didn’t take place last year due to the September training being changed and then Covid lockdown. SR to correct and report that training didn’t take place due to Covid. * Page 10, typo. JS to email SR.   Governors had no further questions or comments and were content to approve the accounts. | **SR**  **SR**  **SR**  **SR**  **JS/SR** |
| 8 | **HEADTEACHER’S REPORT**  CJH’s report was mainly Covid related.  CJH highlighted the following:   * Pupil numbers on roll 1441 * Staffing-one teacher in English leaving. A teacher apprentice taking his place and starting on 2nd December so she has induction before Christmas. * CJH explained that the student attendance code for Covid is different from the usual attendance codes. Overall attendance excluding Covid is pretty much comparable to previous years. The school are providing work for all students who are self-isolating. CJH highlighted the overall attendance including Covid is 93.5% for years 7 to 11 with a 6.5% absence rate including Covid. * CJH explained that due to significant staff absence because of a number of staff having to self-isolate she had reluctantly had to send home years 7 and 9 due to operating difficulties. * In CJH’s report she had included numbers of days lost to staff absence, normal sickness 110, isolating 81, shielding 11, positive Covid test 9, being tested 9, Covid childcare issues 43. CJH could not compare the figures to this time last year as we had three long term absence then. * DC congratulated CJH on how well SHS is doing. Many other schools had been more badly affected attendance wise. * To date CJH reported 3 x Y13, 1 x Y12 and 1 X Y10 and 1 member of staff tested positive for Covid 19. The school is being sensible about which students to send home to isolate without taking undue risks. Last week there were 20 members of staff absent, not all Covid related. In March the school closed early with 17 members of staff out. * There have been two weeks of recorded lessons which the Y7 & 9 have used along with their PREP newsletter. New recordings are being produced as the current ones become null and void in January due to matching the schemes of work. There were a few technical difficulties on day one but these were soon sorted out and remote learning proceeded smoothly. * DC asked about the exam uncertainty and how CJH was dealing with it. CJH reported business as usual and students should take the mocks very seriously as they are preparing for their exams. In January the Y11 will get their envelopes, as they always do with their mock results, so that they can be spoken to by members of staff about their results according to what their results had qualified them for. * CJH talked through Catch-Up Funding, £82,800. School usually receives £20,000 for Y7 catch up but this hasn’t been allocated this year. So net increase is nearer £62,800. CJH’s report shows how the funding has been spent so far. * Covid costs to date are £142,579. * School Improvement Headlines will be looked at further at S&P. Subject leaders will be invited to make presentations. There will be more Thinking Reading project data by then. |  |
| 9 | **SELF-EVALUATION**  Governors were happy with the final document. An action plan had been prepared.  JS to write a piece for the December newsletter to make governors more visible to parents.  Training knowledge to be extended once AWo sends crib sheet to governors.  Induction checklist to be used next time we have new recruits. | **JS**  **AWo** |
| 10 | **REPORTS FROM COMMITTEES**  **Pay**  JS reported the Pay Committee had looked at teaching staff pay when they met in October. Support staff pay would be considered next term. The committee had carefully considered CJH’s recommendations and in line with the authority delegated by FGB the Pay Committee had ratified CJH’s recommendations. They had also approved the SLT increases recommended by CJH. Governors had sought and received confirmation that the pay awards were affordable and had been budgeted for. The Pay Committee had also approved the 2.75% (5% for the bottom of main scale) national pay award recommended by the pay review body effective from 1st September, having first confirmed that this had been budgeted for and was affordable for all teaching staff. Minutes are confidential so if non staff governors would like to see them please see KW.  **Headteacher’s Appraisal**  The Committee met on 13th November. JS reported the committee has delegated authority to conduct the Headteacher’s appraisal. The committee can award a performance related pay award if they feel it is appropriate taking into account all relevant evidence. Non staff governors have received a copy of the Committee’s report which included information on the pay award, the report from the external assessor along with CJH’s objectives for the current academic year. JS reiterated that any non-staff governors could discuss with JS if they wished to do so.  **Standards & Performance**  This meeting had been opened up to all governors as there were presentations from Mr Sands, Mr Clifford and Mr Rigg. Mrs Comerford had discussed Pupil Premium Impact Report and governors had agreed objectives for the current year. Attendance report also provided by JC.  **Resources**  KB reported the following from the October and November meetings (full details can be found in the Resources minutes):  **9th October**   * Outturn 2019-20 Final Year end position * Outturn 2020-21 * 5 Year Forecast * ICE Visit 3 and Trustees Summary report 2019-20 * ICE Scheme of work 2020-21 * Academies Financial Handbook 2020 * ESFA Letters * Updates * Risk Register   **27th November**   * Accounts presentation from MWS * Outturn 2020-21 * 5 Year Forecast * Cashflow * Benchmarking * Updates * Risk Register |  |
| 11 | **REPORTS FROM LINK GOVERNORS**  **Safeguarding and attendance-**JB absent. JS had inspected the Single Central Record in October.  **Equal opportunities-**KB will need some guidance on what to look at. Contact JCO  **CCF**- JS to arrange a visit to see C Helim. CCF is an amazing opportunity for our students and wonderful for SHS as a state school.  **SEN**- SJ to have a dialogue with ATA and report back at next meeting.  **Health& Safety**- AWo to report back after H&S visit | **KB/JCO**  **SJ/ATA**  **AWo/**  **SR** |
| 12 | **RISK REGISTER**  The risk register had been Covid proofed with highlighted changes in yellow. A Lockdown of any kind had been added to the register. Reviewed at Resources and the register was then approved by FGB. |  |
| 14 | **TERMS OF REFERENCE**  The following terms of reference had been recommended for acceptance by the various committees and were approved by the FGB.   * Pay Appeals Committee * Pay and Headteacher’s Appraisal * Resources Committee * Standards and Performance Committee |  |
| 15 | **POLICY REVIEWS**  The following policies had been recommended for acceptance by the Standards and Performance Committee and Resources Committee and were approved by FGB subject to the following revisions outlined below:   * Access Arrangements *(SJ asked if the arrangements should also include yr 10 & 11 EHCP students. CJH said these students would not be ignored and would be looked at when required although their numbers would be tiny)* * Confidentiality * Continuing Professional Development * Moral Education, collective Worship and Religious Education Policy * Pay Policy * Performance Management-Teachers & Support staff * Photography at school events   *SJ asked if criminal exploitation is dealt with before year 10 bearing in mind County Lines. CJH reported students are spoken to during form periods and in assemblies about this in earlier years. CJH agreed this information should be added to the Relationships and Sex Education policy. Governors approved.*   * Special Educational Needs (*SJ asked if under the social, emotional and mental health heading that domestic violence should be added) This was agreed.* * SMSC Policy * Teaching & Learning Policy * Exams Policy * Extremism and Radicalisation policy   DC asked about any changes or additions to the school website. CJH reported the new school website is to be launched soon and as far as she was aware we are compliant. The auditors had picked up the whistle blowing policy was missing but it was within another policy, this has now been extracted. SR reported that Juniper internal controls plus the auditors and companies house all check the website and report anything they find incorrect. AWo handed over the website checking to DC for compliance. DC will check when the new website goes live. | **JCO**  **ATA**  **DC** |
| 16 | **SAFEGUARDING/CHILD PROETECTION**  CJH reported escalating issues and the link governor is always alerted.  JCO to produce a report for the next meeting. | **JCO** |
|  | **CHAIR’S ACTION** The chair had no action to report. |  |
| 17 | **CHAIR’S BUSINESS/CORRESPONDENCE**  There had been an exchange of correspondence between JS and the ESFA regarding concerns expressed by the ESFA about the levels of executive pay within the Trust. JS had recently also had a meeting with the ESFA concerning this issue. If any non-staff governor would like to discuss this and see the correspondence then please speak to JS.  One parental complaint which JS has responded to. |  |
|  | **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**  JS reported no monitoring visits have taken place due to Covid. 3rd December visit will be rescheduled. We may have to do a virtual visit. The aim is to get three completed this academic year. JS will discuss with CJH a suitable meeting schedule.  AWo training link governor report. Various courses have changed their dates and have moved to online courses. AWo to provide a crib sheet over the next few days.  JS had completed a finance course, performance management and the introduction to being a chair course. KB had also completed the performance management course. Both JS and KB have completed safer recruitment training. DC has completed DSL training and GDPR. JS asked if any certificates could be sent to KW and AWo. | **JS**  **AWo** |
|  | **AOB**  The next FGB meeting is 25th March 2021. Strategy meeting in January.  JS thanks CJH, KS-H and SR for their hard work.  Meeting closed at 6.15pm |  |

Signature: Date: