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

**SHENFIELD HIGH SCHOOL**

**THURSDAY 22nd MARCH 2018 at 4:30 pm**

**Present:**

Mrs Katharine Boulton Parent Governor

Mrs Leanne Hedden (Chair) Governor

Mr Graham Herniman Governor (Via Skype)

Mr Simon Murray Parent Governor

Mr Neil Purbrick Parent Governor

Mr Stuart Roberts Staff Governor

Mrs Karuna Shaunak-Hobbs Staff Governor

Mrs Jane Swettenham Governor

Mr Andy Williams Parent Governor

Mr Andrew Worth Parent Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Karen Whordley Clerk

Mrs Jenny Comerford Deputy Headteacher

Mrs Jane Martin Deputy Headteacher

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|  |  | **ACTION** |
| 1 | **APOLOGIES** Mr Julian Beard-Apologies sent  Mrs Gill Jones- Apologies sent  LH formally welcomed the three new parent governors |  |
| 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**  LH formally recorded the appointment of the three parent governors and confirmed the conversion of Graham Herniman from a parent governor to an ordinary governor. |  |
| 5 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 7th December 2017 meeting, having previously been circulated, were agreed as a true record and signed by the Chair of Governors. |  |
| 6 | **MATTERS ARISING** There were no matters arising. |  |
| 7 | **HEADTEACHER’S REPORT**  CJH highlighted the key points from her report:   * Number on roll the same 1167 * Attendance data. JCO said figures were under target due to a lot of flu. This had been raised at the BAP meeting and other schools were in the same boat. KB asked for target figures to be confirmed. 95.5% for overall attendance. 9.3% for persistent absentees. LH asked why year 10 was low. JCO explained year 10 had a lot of vulnerable students in the year group. LH asked if there had been a serge on holiday requests. There has and they aren’t sanctioned but it is cheaper to get a fine so parents still take the children out of school. KSH gave an example and CJH pointed out that staff were expected to help students make up for the time they had missed, adding to their workload, but parents who took their children out were not sensitive to that. * Staffing-Ronan Conway leaving the area. Laraine Ereku leaving for another school.   CJH confirmed 2 NQTs had been appointed for maths and maths/computer science from September. An NQT is timetabled for 10% fewer teaching periods the first year, as part of their induction. If they are successful in completing probation, that will provide a small amount of capacity to meet further growth in need the year after. Due to that growth, CJH also confirmed we have appointed to MFL, geography, drama, PE and two English.   * Behaviour-Governors had previously received data on behaviour. CJH confirmed there is a lower tolerance level now. However there is a group of year 10 students that are causing concern which J Rigg is dealing with. * PREP and the Super-Curriculum- Parents had attended 3 evenings about PREP. Two evenings were full and the third was half full so CJH was pleased with the parental response. There had been good feedback from parents. Parent governors were asked for their opinion. KB said that her husband was very unsure about the concept until he had attended the evening session and now fully supports the idea. Governors were given a copy of the PREP book.   CJH explained the Super-Curriculum focus which Gill Power is leading. Gill and a group of other staff are looking at other ways to enrich the students learning. Parents are the first educators so they are looking at ways to support parents with workshops. Other ways are through trips, visits and master classes.  School survey week-The survey had gone out to staff, parents and students. The parent and student survey were based on Ofsted question. A working party had got together and worked on the staff survey which was in two parts and included questions about the school and staff wellbeing. CJH was happier with the staff response as last year’s return was only 21%. This year was 59%. It had been made clear to support staff that even if they didn’t have direct contact with students, all questions were for them to answer as they would have a view as members of the school community. There was nothing to worry about with the results. It was pointed out that one person had disagreed with most things. It was felt this was probably the same person all the way through the survey. GH said the structure and content of the survey were much more helpful than the previous year’ s and gave clear indications that there were no major issues with staff. Governors were pleased to note the high % of responses which evidenced 95%+ positive experiences; if there were areas to ask further questions they might be: consistency of application of policies, in particular behaviour (this is always an issue and work is continuous to improve it) and that a reasonable % of staff find it hard to take a break during the day. CJH confirmed that feedback on the results and related action would be given to staff in staff briefings. CJH would discuss any comments with individuals if they had put their name on the survey.  Governors agreed that the results from the parent survey were positive, with no identifiable trend that would need further investigation. CJH would be publishing the results in the school newsletter. Governors had noted the SLT’s aim to improve communications with parents even further (as evidenced by the Prep workshops, for example) and saw these responses as a clear indication that the strategy was working. LH highlighted a tweet she had seen the previous week asking parents how they would like to receive communications from the School going forward.  It was felt there was a validity and consistency issue with the student survey. It had been disrupted by the snow days and student had been sent to computer rooms to complete the survey so some of the answer were the same as the person they were sitting next to. Governors could see there was clearly an anomaly with these results when compared to what they find on the the ground during monitoring visits. For example, 77 students said they didn’t have an adult in school they felt they could talk to if they had a problem. During monitoring visits, students could clearly who they would go to, and were clear that where they see or experience bullying it was quickly dealt with and stopped. CJH said an overview of the results would be published but not the graphs and students would be informed in assemblies. JCO confirmed that students have a safeguarding assembly at the beginning of the year and it is continually highlighted who they need to speak to if they have a problem. CJH said that next year’s survey would be treated differently and sent to the students’ school email address so that they can complete the survey at on a voluntary basis. This might reduce the number of students responding but it ought to produce more valid data.   * At the end of the report were up and coming dates. S&P would be changing to 8th May as the data from mocks wouldn’t be ready for the earlier date. |  |
| 8 | **REPORTS FROM COMMITTEES**  **Resources**   * GH reported year end is showing a forecast of +£217,000. Cash flow is ok with more work to do on providing information to support the falling roll fund application for this year. * The 3 year plan is consistent with a deficit in 2019/20 due to increased staffing. This is due to increased student numbers with a lag on funding to cover the staffing costs. * The following contracts will be going out to tender this year: cleaning (a £160,000 per annum contract), phones, maintenance and payroll. * Staffing-The TES recruitment advertising subscription has proved beneficial with the large number of staff being recruited. * Survey-good news story * GDPR-This is affecting all. Essex IGS have been commissioned. They make sure we are compliant. GDPR has been added to the Risk Register. ESSEX IGS are releasing online training which governors will be able to do. The software will record who has done the training and it is imagined it will be mandatory to do it annually. Governors formally approved the change to the risk register with regards to GDPR.   **Standards & Performance**   * JS explained that JCO had presented the LAC children attendance data * Oasis services had increased with more vulnerable students putting pressure on Julie Pitkin and her team. * For persistent absenteeism penalty notices are issued. * Pupil premium-they had discussed how difficult the gap is to close. Tony Taylor is working with teachers on strategies on how to do this. * JMA had presented exam data. Progress 8 projection is 0.63. Mock exam was -0.41. Intervention is taking place in form time and elsewhere with a focus on no ‘u’ for a small year 11 group where one student represents virtually 1% of the School’s results. * Jonathan Sands had spoken to the committee about PREP * Jamie Rigg had spoken to the committee about behaviour which is moving in the right direction * The DfE have published their new careers strategy. It is being advised that year 10 and 11 do work experience. JCO confirmed she had spoken to Ayda Kadem and this was only advisory. Andy Williams would be the link governor for this initiative.   **Pay**   * LH confirmed the confidential minutes were not on Weebly but if any non staff governor wanted to read them they should see KWH. * The meeting had been looking at the recommendations for support staff pay following appraisals with line managers. CJH had explained about three staff outside of the usual progression. The committee had approved all the recommendations, which had been tested for affordability with GH as Resources chair. |  |
| 9 | **SAFEGUARDING/CHILD PROETECTION**  None to report  **Exclusion numbers**  Came under Headteachers report. |  |
| 10 | **CHAIR’S ACTION** The chair had no action to report. |  |
| 11 | **CHAIR’S BUSINESS/CORRESPONDENCE** The chair had nothing to report. |  |
| 12 | **POLICY REVIEWS**  The following policy had been recommended for acceptance by the Standards and Performance Committee and were approved by FGB:   * Peer to Peer * Lockdown * Safeguarding-LH explained that this policy changes regularly so it is approved by JCO and JS and then it comes to the FGB to be signed off retrospectively. |  |
| 13 | **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**  New governors had completed learning walks with various members of SLT.  Governors had looked at the new SLT structure which was reported in the monitoring notes. It was agreed the investment in the new SLT team was paying off.  July’s monitoring visit would look at PSHE-Personal, Health and social Education.  LH also suggested they meet the new 6th form SLT, head boy and girl etc and some year 7s to find out how their first year was.  AW explained there had been some issues with the Essex CPD software. He hoped this was now sorted but if anyone has any problems to let him know.  KB had attended introduction to new governor training which she thought was good and also the in-house exclusion training.  LH explained it was the first time they had bought in training and she agreed it was good.  AW asked governors if they wanted to look for courses themselves or would they like ‘spoon feeding’. The latter was agreed. |  |
| 14 | **AOB**  None  Meeting closed at 5:40pm |  |

Signature: Date: