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

**SHENFIELD HIGH SCHOOL**

**THURSDAY 22nd SEPTEMBER 2022 at 4:00pm**

**Present:**

Mrs Katharine Boulton Governor

Mr David Churchill Parent Governor

Mrs Jo Gray Parent Governor

Mrs Clare Hoddy Governor

Mr Stuart Roberts Staff Governor

Mrs Karuna Shaunak-Hobbs Staff Governor

Mrs Lynn Smith Governor

Mrs Jane Swettenham (Chair) Governor

Mr Andy Williams Governor

Miss Clare Costello Headteacher – Ex Officio

**In attendance:**

Mr Jonathan Sands Deputy Headteacher

Mr DJ Barron Assistant Headteacher

Mr Jamie Rigg Assistant Headteacher

Mrs Karen Whordley HR Manager/Governance Professional

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|  |  | **ACTION** |
| 1 | **APOLOGIES**  Mr Julian Beard  Mrs Vicki Noonan  JS welcomed CCO to her first SHS governors meeting. JS also welcomed back Andy Williams as a member appointed governor from 1st September 2022.  A reminder the meeting is being recorded for minute taking purposes. |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**  DC wasn’t yet at the meeting but JS said he would like to share the feedback from Mountnessing primary school Ofsted. |  |
| 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 the governance professional. A request had previously gone to governors to ask for nominations 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. JS was elected unanimously by the governing body. JS resumed as chair of the meeting.  KB was willing to stand as Vice Chair. AW proposed, JS seconded. KB was elected unanimously by the FGB. |  |
| 5 | **GOVERNORS REGISTER OF BUSINESS INTERESTS** The forms had been circulated via email and Weebly. Governors were asked to complete them and return a signed copy to KW by the end of the meeting. |  |
| 6 | **ORGANISATION OF GOVERNING BODY COMMITTEES** JS asked for a volunteer from the Resource committee to become the health and safety governor. AW volunteered.  JS asked governors if there should be a diversity link governor. VN was absent from the meeting but governors felt this might be something she would be interested in taking on. AW said if VN wanted to do this and give up the careers link he was happy to take this on as something he had done previously.  The vacancy on the Resources committee would be looked at once new governors were appointed.  AW and LS volunteered to join the student discipline panel as and when they are needed. Only three governors are needed on each panel. JS suggested attending the NGA course on panel work.  Governors discussed that the FGB currently consists of 12 members which spread people thinly. JS suggested this is increased from 12 to 15 with people with the right skills set recruited. Governors agreed. | **JS** |
| 7 | **GOVERNORS’ CODE OF CONDUCT** The forms had been circulated via email and Weebly. JS asked governors to make sure these were returned to KW before the end of the meeting.  JS asked governors to read and be aware of the changes in KCSIE 2022. Link previously sent. Confirm in writing this has been read along with the safeguarding policy. |  |
| 8 | **GOVERNORS SELF EVALUATION**  In 2020 we undertook a self-evaluation. The ESFA recommended an external review of the governing body but it was felt that as there were four new governors last year it wasn’t the right time.  JS felt it should be looked at this year. Providers, costs and what they offer. JS to look at this if governors agree. KB felt this would be good to help with recruitment to know what we are looking for and where we recruit from. LS suggested the cost is looked at and what it can be bring to the table. Governors agreed an external review is needed.  SR suggested he look at the options and then it can be taken to Resources. This would then form part of the directed audit controls.  Action plan- JS updated governors. Skills audit and chairs appraisal are done annually. Audit used to address any gaps in training. JS encouraged governors to take up the wide array of training options. KB to point governors in the right direction. Governors need to improve their skill set. JS will continue to forward documents and relevant information. JS attends the termly meeting from the Director of Education which she always reports back on.  LS expressed how overwhelming it all is and hadn’t realised what a huge commitment being a governor is.  4.25pm Clare Hoddy arrived at the meeting.  There needs to be more support for governors in their link rolls and they need to be made aware of what is expected of them.  JS to undertake a performance management review of the clerk.  Chair’s appraisal – thanks to everyone that completed it. JS to highlight those that were orange or where a number of governors didn’t know. One governor didn’t agree with the statement that they felt able to contribute to meetings and felt their views were listened to. JS encouraged all governors to ask questions, challenge as they are the critical friend. JS felt she gives all governors the opportunity to ask questions and encouraged governors to do so. If this governor wants to speak to JS she is happy to support them and is sorry that one of the governors feels like this.  Succession planning – A seamless transition is needed from one Chair to another. If anyone is interested in taking on the chair role JS encouraged them to take the Juniper Chair’s course. If it is completed now it can help someone decide if it is something they want to do. JS is there to support, guide and advise. To be added to all FGB agendas going forward. KB suggested maybe this is something the external review could look at.  Ensuring meetings focus on school priorities, are well organised and run to time. Decisions and actions are clear, recorded and followed up – One governor felt they didn’t agree with this. JS explained school priorities and school improvement headlines are agreed every year in September and are reviewed throughout the academic year primarily through the Head’s report. These are also linked to the monitoring visits. Literacy was one of last year’s priorities and was the subject of the December monitoring visit. Safeguarding is central and behaviour is key. JS felt minutes are clear and accurate and governors get them well in advance of the next meeting. KW will check notes and recordings if there are any queries.  4:33pm Jo Gray arrived at the meeting  JS is happy to speak to any governor if they have any concerns about the way she Chairs the governing body.  Strategic priorities can be seen on pages 2 to 4 of the governors’ handbook which JS reviews every year. Governors should read it.  Skills audit- One governor was uncertain about data interpretation. The NGA do a course on this. One governor was unsure about school funding. JS suggested the finance course run by Juniper and the NGA. All governors were encouraged to build up their knowledge and attend courses.  One governor was uncertain about sitting on a panel. JS suggested they do the NGA course and if they are then on a panel they will learn from fellow governors and will not be expected to Chair the panel to begin with.  One governor was unsure about legal compliance. Again JS suggested they attend the course on it.  4:35pm David Churchill arrived at the meeting.  JS encouraged governors to attend training if there are gaps in their knowledge. The skills audit should have helped identify those gaps. JS asked if there were any clear gaps that needed to be addressed in future recruitment process. None were suggested.  LS suggested it highlights the weaknesses of the governing body regarding training and maybe it should be look at again in six months’ time to see if people have improved.  KSH said that all governors have received the training programme. Rather than just say we’ve got it, it needs to be done. The external audit may be able to direct this. Some of the things that need to be done are statutory. JS agreed there needed to be more supervision of this and who has done what. The NGA training schedule that all governors received highlighted compulsory training, that relevant to committees, that relevant to link governor role and then any extra prep.  In house training on 4th October run by DBA will be on safeguarding and all governors should attend. This must be kept up to date. | **JS**  **SR**  **JS**  **FGB agenda** |
| 9 | **MINUTES OF THE PREVIOUS MEETING** The minutes of the March ratification meeting had some errors that needed to be corrected. This had been done and the new minutes had been circulated to FGB. There being no other alterations the FGB ratified the minutes. The minutes of the 24th March 2022 meeting and the virtual meeting on 15th July 2022, having previously been circulated, were agreed as a true record and are to be signed by the Chair of Governors. |  |
| 10 | **MATTERS ARISING**  * JS asked SR to update the Privacy Policy to show that governors meetings are recorded for the purpose of the minute taking. * VN had mentioned new governors having difficulties with the acronyms. None received that she was having difficulty with. * 15th July minutes had some policy amendments which KW was going to do. | **SR** |
| 11 | **HEADTEACHER’S REPORT**  This was written on CCO’s 8th day in the job so she had mirrored the previous FGB report but this would evolve over the coming years once she knew what governors needed from the report.  CCO highlighted the following from her report:   * Attendance figures from the time of writing. Spaces in various year groups. There is a waiting list so the figures are changing all the time. * Staff- new staff listed. Settled in well. * Popular ECT programme. A lot moving into year 2. * Outcomes- Discussed in more detail at S&P. The data is positive but can’t be compared to last year or the year before. Looking at trends with 2017, 2018 and 2019 results the data looks positive. This is being interrogated at the moment. This will inform a review of the SEF for this year. * CCO has been looking at statutory compliance. She is liable so was one of her first priorities. She has looked at health and safety with SR and safeguarding with DBA. It has been agreed both areas will have an external review. Look at what is being done well and what needs changing. Restate expectations with external contractors which is what SR has been doing. * Finances- A balanced budget was set in June and agreed by FGB. SR has been working on the budget over the summer since the announcement of the teachers’ pay increase, the pending support staff increase and the energy costs. SR reported the original contingency was £320,000 and the astro sinking fund was £145,000. The increase in teachers’ pay has increased the teacher’s salary budget by £126,000. The support staff increase, still to be finally approved next month and backdated to April 2022 will increase the support staff budget by £80,000. The combined energy cost two years ago was £125,000. Last year was £240,000 and the tender in July it was £480,000 (didn’t sign up to that). Went out to tender last week and it came in at £730,000. Following the government announcement about £120,000 could be saved. SR hopes to be £120,000 in credit and if the energy promise comes off it could be £240,000. This will be looked at in more detail at Resources. * CCO had been looking at policies and the website. Her view is that only statutory policies should appear on the website. * School Improvement – Looked at during the summer term, review, identify gaps and make a checklist. * All stakeholders – to look at the school vision and share, be able to state it clearly. What is our strategy and our dreams? Not to be diverted by external pressures. 3-5 year forecast. * DC asked why more teachers had come in than those that had left. Are there any gaps? CCO confirmed we are fully staffed and with specialist teachers. She confirmed some staff going out had left during the year and all new starters had started in September. JSA confirmed there are also more students. 75% is still the budget for staff so we are not over committed. * DC referred to the July meeting and the previous Head’s report (declared he is trustee of Mountnessing Primary). Mountnessing had asked to become a named primary school. CCO was aware of this and would make her own view in discussions with the governors. * JS asked about the response to the TL for music. Advertisements had gone out to agencies for assistance. * JG asked about year 12 pupil numbers and why it was noticeably smaller. JSA explained the sixth form had got too big for the site so needed to be made more manageable. Due to one BTEC teacher going on maternity leave and one moved abroad BTEC business and BTEC health care, two big BTEC subject, were not recruited to. These course would have had 30 to 35 students. The reduction in Y12 numbers happened this year rather than next. |  |
| 12 | **PAN (PUBLISHED ADMISSION NUMBER) AND ADMISSION POLICY**   * 240 PAN * No change to admission policy. Full with waiting list. |  |
| 13 | **ATTENDANCE TARGET**  It was agreed that this would remain at 95% |  |
| 14 | **BEHAVIOUR AND ATTENDANCE**  **JRI highlighted the following from his attendance report:**   * Very fragile and turbulent at the moment * Whole school strategy working along crisis management. A consistent trend in all secondary schools. Organisation like Education Access are overwhelmed. There are great numbers with mental health conditions, return to school anxieties that need crisis management. * Whole school strategy to change its philosophy towards attendance. Processes need to be refreshed, upheld, changed and get bums on seats. * JRI went through various figures which can be seen in his report. 2018/19 reflective data supplied. No comparative data for last year. 23.4% PA last year. A strategy put in to place to deal with this, details in his report. 4.4% PP gap set to improve with JM. * Assemblies re attendance for all years. The response from students was positive. JSA has seen groups of students plotting their attendance which is a change in profile towards attendance. * DC asked if it might be helpful to have the number of students on the report. * LS asked about attendance rewards. JRI explained this. * Georgia Day working with school refusers and an attendance advocate is still being recruited.   **JRI highlighted the following from his behaviour report:**   * Figures can be seen in JRI report * Social type behaviour to be addressed with parents * Internal isolation – changed the policy for the Blue room- whole day out of circulation. * C3s and R3s are students removed from classrooms for behaviour. They are removed but remain within the department. * Comparison 2018/19 – the site now has more students and is very settled. * Compared to national data we have 1 permanent exclusion. * Exclusions, formal warnings etc data can be seen in the report. KW to remove from Weebly and redact the names. * 86,744 recognition points last year. * DC asked what happened in March last year for the numbers to increase. JRI said it was a really hard term. JSA confirmed it was covid staff absence. * SLT support has been introduced this year where they check standards are being upheld.   JRI left the meeting at 5:25pm | **KW** |
| 15 | **SAFEGUARDING AND CHILD PROTECTION**  DBA highlighted the following from his report:   * The team consists of Nigel Bolitho, Georgia Day and Julie Lloyd. Liz Smith is also a DSL but now has a much larger role as SENCO. He is looking to increase the team and Shannon Nelson the new Y12 pastoral manager is already level 3 qualified. * CIN plus – DJ explained the plus is an internal thing for Children in Need not on the plan but whose needs have not disappeared. * Page 9 - 5-year trend. DJ talked through the figures regarding social care referrals. * Page 10 – Mental Health - the biggest area of concern. * Suicidal ideation – could be saying something, joked in class. Concerns about language used. * Last year we bought in external support for a friendship group Y12 * DC asked if the 910 mental health issues could sometimes be the same students multiple times. DBA confirmed. * DC asked on a day to day basis how many students are you concerned about. DBA confirmed about 50 students with a specialist need, LAC or CAMS. 70/80 with additional needs. Approximately 100 students they are worried about. * Level of students with needs is higher. Mental health services are stretched. SHS have employed a drama therapist. Julie and DJ are now mental health leads. Now have dramatherapy, group therapy, external mentoring, internal mentoring and SEN and Pastoral interventions. * 10th October an external assessor is coming in- they may suggest more mental health support. Currently have links with Brentwood Christian worker and Brentwood Catholic association. DBA looking at parent facing work. * CCO - Front line staff are getting supervision because of things they are hearing. JS confirmed how challenging it is for staff and asked if staff are being adequately supported. DBA confirmed they are. * LS asked about anxiety and school refusing. DBA confirmed some of the figures is from self-diagnosis because they have used the words they are anxious. * AW asked about parents not wanting to engage. Parents don’t always agree so it can be problematic. Social care has the most stigma so parents often don’t want to engage.   DBA left the meeting at 5:41pm |  |
| 16 | **SCHOOL LEAVERS DESTINATION 2021**  Governors had received the 2021 data. The 2022 data will be available in January. JS will get JB to add it to the March S&P meeting.  DC asked about results day. JSA confirmed it was all electronic.  JG asked about the issue they expected about 6th form sitting exams. JSA confirmed they didn’t have any problems in the end.  AW asked about the BTEC follow up. JSA confirmed data will be available | **JB** |
| 17 | **SURVEYS**  JS as chair attends various school events, for example Shrek production, JPAA showcase, Year 9 Prep for Sept, Cricket academy match and produces an article for the newsletter in order to connect more with parents. If we look at surveys governors may be able to understand more about what parents want. 2018 was the last survey. Need to know issues, concerns but also positive things. Governors will be asked by Ofsted how they connect and communicate with parents.  Staff complete the Staff Pulse survey every two weeks. Any issues/concerns can then be addressed.  CCO would like an alignment in to all the groups and an appropriate time for the survey. If we ask questions we need to be able to do something about the results.  JSA – Y7 parents were surveyed the evening before about the transition process. A positive response. Also done with PREP.  In principle governors agreed this should be done this academic year.  JS asked for ideas of how to increase the profile of the governing body. AW suggested a slot at the end of a parents’ evening to meet the governors. This was discussed but it was felt that parents could use this as a way not to follow the correct complaints procedure.  JSA suggested that maybe some parents could be invited in to a monitoring visit. There would then be a degree of control. KSH suggested meeting members of the PTA.  DC suggested in the newsletter there could be a brief section on governors and their key roles.  LS suggested governors meet socially to discuss.  JG asked for name plates at the next meeting. She suggested the governors section of the website was boring. She suggested photographs could be added.  DC agreed to have a look at the website. | **KW**  **DC** |
| 18 | **CHAIR’S MEETING WITH EBADUR TARAFDAR OF THE RSC**  JS had met with the regional school’s commissioner representative in March. The white paper was discussed, schools being part of a family of schools, the benefit of successful multi academy trusts and the direction of travel for single academy trusts going forward. He was seeking JS views. |  |
| 19 | **REPORT FROM STANDARDS AND PERFORMANCE COMMITTEE**  Governors had received the S&P minutes. JS highlighted they discussed pupil premium and there was a presentation from Ben Clifford.  No questions |  |
| 20 | **REPORT FROM RESOURCES COMITTTEE**  Governors had received the Resources minutes. KB confirmed the budget had been approved and the energy crisis was the key issues.  No questions. |  |
| 21 | **MONTHLY MANAGEMENT ACCOUNTS AND VIREMENTS**  Management accounts on Weebly.  No virements. |  |
| 22 | **ESFA LETTERS**  None |  |
| 23 | **RISK REGISTER**  Governors had received a copy of the new risk register. DC suggested there should be fewer risks. SR confirmed it was a live document and governors could look at the risks with the most impact. CCO confirmed the spotlight can be on certain categories. JS said this would be taken back to Resources to look at. |  |
| 24 | **POLICY REVIEW**  The following policies had been approved at committee level and were approved by the FGB:   * Safeguarding policy * Prevent policy * Online safety policy * Child on Child abuse policy * Exclusion policy * ECT policy |  |
| 25 | **TERM OF REFERENCE**  There were no changes to any committee terms of reference. |  |
| 26 | **CHAIR’S ACTION** The chair had no action to report. |  |
| 27 | **CHAIR’S BUSINESS/CORRESPONDENCE**  None |  |
| 28 | **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**  In June VN, JS and LS had visited CCF and performing arts and sport  They also met KSH and JSA and looked at the ECT programme and staff CPD. The monitoring visit note has been made available.  DC had sent a SEND report which was on Weebly. He had met a nice polite group of students. Very positive visit.  KB reported 30 external courses had been taken last year, 22 with NGA, 6 with Juniper and 2 others. The question was why are people not completing the training. Governors have the document that KSH provided. KSH said the training was fundamental in understanding the role of the governor.  JS suggested new governors took the time to complete the induction course. She suggested complete a course every four to six weeks and to revisit training at the December meeting. Training needs to be completed to become an effective governor. JS suggested new governors are buddied with more experienced governors. DC said the training log showed the 7/8 areas as a governor you should do but not every year for some of them.  CCO suggested training is staggered and a rota is drawn up so that not everyone is doing the same thing at the same time. | **FGB** |
| 29 | **DATES AND TIMES OF FUTURE MEETINGS**  Dates of all the meetings can be found on Weebly |  |
| 30 | **AOB**  DC reported the Mountnessing Ofsted had looked at structure, safeguarding (county lines etc), how governors know students are making progress, monitoring visits, remote learning and parent views.  KB said that Brentwood County High School have had the new framework inspection.  JS thanked everyone for attending  Meeting closed at 6:20pm |  |

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

Date……………………………………………..