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

**SHENFIELD HIGH SCHOOL**

**THURSDAY 23rd SEPTEMBER 2021 at 4:30pm**

**Present:**

Mrs Katharine Boulton Governor

Mr David Churchill Parent Governor

Mr Stuart Roberts Staff Governor

Mrs Karuna Shaunak-Hobbs Staff Governor

Mrs Jane Swettenham (Chair) Governor

Mr Andrew Worth Governor (Skype)

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Jane Martin Deputy Headteacher

Mr Jonathan Sands Deputy Headteacher

Mrs Karen Whordley HR Manager/Governance Professional

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|  |  | **ACTION** |
| 1 | **APOLOGIES**  Mr Julian Beard  Mrs Debbie Hines  Mr Neil Purbrick  Mr Andy Williams |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**  None |  |
| 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. DC nominated, KSH seconded. JS was elected unanimously by the governing body. JS resumed as chair of the meeting.  KB was willing to stand as Vice Chair. DC nominated, AWo seconded. KB was elected unanimously by the FGB. |  |
| 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 :   * JB - Chair of S&P * DC- SEN and Pupil Premium governor   Deadline for parent governor election, 4th October 21.  SR term of office ended on 31st August 21. CJH to add details to staff notices to see if anyone else wished to stand and if an election was needed. | **CJH** |
| 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.  JS asked governors to complete the safeguarding training online. The safeguarding policy, KCSIE and YouTube video provided by DBA are all on Weebly. Governors to inform KW once they have completed the training and confirm that they have read and understood KCSIE and the safeguarding policy. | **Gov/KW** |
| 8 | **GOVERNORS SELF EVALUATION**  Governors discussed the possibility of having an external review which is advisory in the Academies Handbook but not compulsory at the moment. JS referred governors to the relevant section of the Academies Handbook. Do we put in place this academic year? Who would do the review? NGA, Juniper or a National Leader of Governance were suggested. DC had been looking at this with St Marys and suggested Schools Choice and SBM were also possibilities and they had received an estimated cost of £800 to £900.  Three quotes would have to be obtained and we would need to examine what they all offered. It was agreed it was not the time to do this without a full complement of governors and that it should be looked at for a future date. A new parent governor would be joining, the deadline for applications was 4th October and we needed to recruit a further governor. We could budget for next year. ICE reports do cover governance. DC suggested a peer review could be a possibility and governors from another school could come in and we could reciprocate.  Skills Audit  JS thanked all the governors that had completed the skills audit. Governors had been provided with the anonymised results.  JS was concerned that someone had put a 3 (unsure) for: *I feel able to speak up if I am concerned about non-compliance and unethical behaviour.* JS wanted to assure governors that they should never feel they can’t speak up and to contact her if there are any issues they wish to discuss. If the problem is regarding JS then contact KB.  One governor was unsure about their legal responsibilities with regard to equalities. JS to email the DFE guidance on the Equalities Act 2010 to all governors to help with the understanding of this. Governors should use the training resources to develop their knowledge in areas they needed to.  A couple of governors felt they needed to build their knowledge about the role. JS explained that there is a vast amount of information and resources online and courses offered through the NGA, Juniper and the Key which would all help with that development. Governors were encouraged to use the resources at their disposal to develop their knowledge. The training crib sheet is on Weebly.  One governor felt they didn’t fully understand budget impact monitoring reports. SR will look at a finance training session for governors but will wait until the new format comes in and will do it at the appropriate time. Finance training had been done previously but new governors had since joined.  One governor wasn’t sure how the curriculum meets the needs of all pupils. By attending meetings and monitoring visits is how knowledge and experience is extended along with training and using the resources.  Concerns over how adequately governors communicate with stakeholders. JS confirmed governors need to strengthen engagement with parents, staff and students. The pandemic had made this difficult and recent monitoring visits hadn’t involved students. Student voice is important and this will now get back on track and use the previous format. FGB interact with senior staff at FGB and committee meetings. Governors have met with some staff during the monitoring visits but not as extensively due to the pandemic. The monitoring visit programme this year should allow governors to be able to interact more with staff. Most events last year were virtual so talking to parents was difficult. JS to continue to contribute a piece to the newsletter.  One governor wasn’t confident in being part of the headteacher appraisal panel. JS felt this was probably a governor not on the panel. JS and KB had undergone training on this issue by Juniper.  CJH felt governors have been told to avail themselves of all the training they can and if they did so some of these concerns could be rectified. Being a governors involved a lot of work and reading.  JS sends out information that may be useful to all governors regularly including the termly briefings from the Director of Education and information from meetings of the Essex Governors Association.  Chairs appraisal  Someone felt that succession planning needs to be looked at. JS agreed it needs to be an important and regular discussion at FGB so that a smooth transition can happen between herself and the next chair. JS encouraged governors to let her know if they are interested in becoming the chair of the FGB or a role with more responsibility and she would support and mentor them.  Strengthening relationships with parents will be improved in the future. The pandemic has made matters difficult as school events were all virtual last academic year. JS would put another piece in the next newsletter.  One governor was concerned we don’t adequately focus on the school’s performance. JS said if the school is not being held to account for its educational performance then they as governors are not carrying out their role properly. This goes to the heart of governance. Much of the detailed analysis is done at S&P and then reported back to the FGB. FGB are provided with the documentation and have the opportunity to discuss and challenge. National comparisons can’t be done this year as they are not being published at the moment. Like for like comparisons looking at how the school has performed compared with previous years can’t usefully be made as the exams for 2019, 2020 and 2021 have all been different. We had exams as usual in 2019, CAGs in 2020 and TAGs in 2021. Internal data is adequately analysed at S&P. Even though we cannot properly compare with national data or previous years, we must challenge and ask questions about the current results. The data is current and comprehensive. Maybe FGB need to adopt more of a proactive role when looking at this data and considering the Head’s reports. Governors need to ask informed questions and contribute at meetings. That is how the school is held to account. We also have the monitoring visits which are also how governors can challenge.  DC was happy to share that he had put ‘should we be doing more as governors and on the skills audit a 3 for the curriculum section. JS said these could well be questions asked by Ofsted and governors need to be confident in answering those questions as to how we challenge. We start with internal data as there is little national data. We need to show evidence of challenge in the minutes and questioning when monitoring. KB felt it had been difficult to ask questions when the meetings had been virtual and discussion flows better now we are back to in person meetings. There had been new governors last year who had been hampered a bit in building relationships due to the pandemic.  AWo suggested informal meetings. It was felt it was hard enough to get everyone to the main meetings. Perhaps 10 to 15 minutes before the meeting would help.  JS expressed concerned about governor commitment. There were concerns about governor attendance. JS to look at this with KW. The FGB need to go back to 12 and possibly 13 in the future.  CJH said it was important that we could show OFSTED we had a strong governance team. SLT were very strong. KSH asked if JS could have that conversation with certain members about their attendance and see if they are able to be commit to the role. JS confirmed that she would do this. | **JS**  **JS/KW**  **JS/KW** |
| 9 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 8th July 2021 meeting, having previously been circulated, were agreed as a true record and are to be signed by the Chair of Governors. |  |
| 10 | **MATTERS ARISING**  * Articles of Association- JS commented that new model Articles of Association had been published in June. It was agreed this would be looked at in the Spring term as it needs to involve Trustees, SLT, Members and The Secretary of State. * CCF have had a massive uptake this year with 1/3rd of the year 9 signing up. SHS is the biggest state school with a CCF. JS to organise a visit. The SSI has stepped down and the school are recruiting. There is funding for two days to support the expansion with the MOD and Brigade’s help. * KB – Equality governor- KB to meet ATA. DJ running a working party pertinent to that. CJH to organise. Due this term. Organise for after half term. * Essex Education Task Force- In progress. Transition coaches for 16+ coming out. There will be money for transition coaches but work still to be done. £1million to spend on reading which we will get a percentage of. ATA has been seconded one day a week to roll out the thinking and reading programme. There will be money for his time. There will also be a small amount of money to champion mental health. * Risk register- This will go to Resources at the next meeting * SR reported capital works had been completed. * The SIF bid for the science labs didn’t happen due to an administrative error by the consultancy firm doing the bid on our behalf. The ESFA said they didn’t receive the relevant attachment that was needed for the bid. SR has suggested they take a photograph in future to show what has been sent. The next round of bids opens again in a few weeks. * ICE report- The report said governors should be directing internal audits. It was going to be discussed at Resources if it would be GDPR or cyber security or other issues. The website policies have some that are up for review. JS asked about the precise nature of the role governors should have in the context of directing internal scrutiny. SR suggested internal checks by trustees on site security and cyber-crime. | **JS**  **KB/CJH** |
| 11 | **HEADTEACHER’S REPORT**  CJH highlighted the following from her report:   * Numbers on roll was exceeding capacity at 1557 instead of 1499, with a large contingent in year 12. * Sixth form numbers need to be managed and kept between 300 and 350. * The PAN for each year group is 240. Y11 are not at PAN at 205 but this is the last small year group. * The facilities need to be able to support the larger intake of students. * It is going to be a busy open evening and open mornings with all 5 headteacher presentations being full. CJH is expecting the school to be oversubscribed again. * A couple of year groups are over 240 at the moment but CJH would be happy to keep the year groups at 240. * AWo asked how we were compared to other local schools. CJH thought other local schools were full apart from BCH. * JS asked if we had a waiting list. We do and it is maintained for a year and then people have to tell the school if they wish to remain on it. It varies year by year. * CJH had 14 Appeals in the summer and lost two. * Staffing- A lot of new staff through restructuring and expansion. NQTs are now known as ECTs (Early Careers Teachers). KSH is responsible for new staff and overseeing the ECTs. All vacancies were filled. * DC asked if there are many teachers teaching a different subject. CJH confirmed two PE teachers are also teaching some social sciences, ATA is teaching Food (he used to be a chef) and ASH is teaching law but he has a law degree. * CJH reminded governors of the exams/results process this year (paperwork on Weebly). There were 5 appeals, 1 at A level and 4 GCSE. * DC asked about a dip in 2019 and coming back up. CJH pointed out that the assessment systems have been different for the last two years so can’t be compared. CJH was pleased with how the students had done this year. Governors had been provided with the data. In 2019 A level results were superb, however Y11 had a significant number of midyear entrants with attendance and mental health issues. S&P were aware of these complex and challenging needs. CJH said there had been significant development in the last two years. JSA is linked with the current Y11 this year and he feels they are going to do well. JSA pointed out that from 2016 to 2019 there was a lot of turbulence with some students doing exams with A to G grades and some doing 1 to 9. The focus for governors is on how the curriculum is delivered. JSA said the Premop data was showing no concerns so he was optimistic at the moment for the 2022 results. * Pupil Premium and disadvantaged students to be discussed at S&P * **Safeguarding** – Governors were pointed to the appended report, the YouTube video and key documents all on Weebly. Governors to complete the safeguarding training with a deadline of Friday 8th October. Let KW know when it’s completed. * DJ working with a working party on the equality objectives. To review and make them fit for purpose. The Relationship and Sex Education policy is statutory from this year and ours is in place. * Covid- Y7 tested at the beginning of the year. Bubbles, masks and one way systems have gone. School feeling more normal. * Recruitment to the sixth form very strong. * House system has started well with student and staff house badges and competitions. The house names were chosen by the students. * S&P will look at self-evaluation and the new Ofsted framework. * FGB will look at attendance figures and safeguarding later in the year. There is little data at present. * School improvement headlines were in CJH’s report. Progress against these headlines would be regularly reported on. * KB asked about Covid numbers. It was confirmed 20 students had been off that day. Work was being sent home. * DC asked about behaviour for learning. CJH said it was noticed more when they came back on 8th March. Students appear to be grateful to be back. Expectations high. JSA confirmed the no phone policy was having a good affect as students are talking to each other. * JS asked if CJH could do some training on the Ofsted framework. CJH happy to do this. | GOVS  CJH |
| 12 | **PAN (PUBLISHED ADMISSION NUMBER) AND ADMISSION POLICY**   * 240 PAN * No change to admission policy. |  |
| 13 | **MONTHLY MANAGEMENT ACCOUNTS AND VIREMENTS**  Governors had received the July accounts. SR would issue the August ones within the next week.  The auditors had completed their visit. The end of year finances would be reported to Resources. As the finances impact all governors it had been decided that the auditor’s presentation would come to FGB.  Questions on July accounts: DC asked how much recovery funding would the school be getting. SR said the figure hadn’t been published but he thought from the formula it would be about £22,000. |  |
| 14 | **ESFA LETTERS**  One letter on 14th July. No questions. |  |
| 15 | **SURVEYS**  It was agreed the surveys to parents would go out in the middle of the year, February time, using Ofsted style questioning and adding any other questions that feedback was needed on. |  |
| 16 | **POLICY REVIEW**  The following policies had been approved at committee level and were approved by the FGB:   * Relationship and sex education policy - JS to email in typos. Reviewed every four years or earlier if required. * Safeguarding policy – JS/JB approved this in August |  |
| 17 | **THE QUEENS JUBILEE**  The additional bank holiday of the 3rd June is in May half term so it has been agreed to add this to the end of term. School will now finish on the 19th July instead of 20th July 2022. |  |
| 18 | **CHAIR’S ACTION** The chair had no action to report. |  |
| 19 | **CHAIR’S BUSINESS/CORRESPONDENCE**  JS had received a letter about vaccinations. This was an operational matter so was passed to CJH to deal with.  KB confirmed parents had received an email that the students’ Covid vaccinations were going to be on 13th and 14th October. |  |
| 20 | **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**  DC had met ATA and ESM. He had had an open discussion talking about the changes that had been made to the department and the new focus and how students will be supported. SHS has a high proportion of students with SEN needs. CJH confirmed this is challenging as students aren’t evenly distributed around the schools. JS thanked DC for taking on the role.  It was emphasised that governors need to attend training for their personal development. AWo suggested encouraging and talking to individual governors to find out what they needed. It was suggested a list be produced of everything governors needed to be conversant in so they could work through the list and get the training/reading material, where needed. This would be the minimum of what governors should know and understand. This would also include when they have completed the training. Training crib sheet is currently on Weebly.  DC confirmed the course he had completed. | **AWo** |
| 21 | **AOB**  There was a plea to help with car parking for opening evening.  JS thanked everyone for attending  Meeting closed at 6:20pm |  |

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

Date……………………………………………..