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

**SHENFIELD HIGH SCHOOL**

**THURSDAY 24th MARCH 2022 at 4:30 pm**

**Present:**

Mrs Katharine Boulton Co-opted Governor

Mr David Churchill Parent Governor

Mrs Jo Gray Parent Governor

Mrs Clare Hoddy Governor

Mrs Victoria Noonan Parent Governor (Via Zoom)

Mr Neil Purbrick Governor

Mr Stuart Roberts Staff Governor

Mrs Karuna Shaunak-Hobbs Staff Governor

Mrs Lynn Smith Governor

Mrs Jane Swettenham (Chair) Co-opted Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Karen Whordley Clerk

JS reminded governors that the meeting was being recorded.

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|  |  | **ACTION** |
| 1 | **APOLOGIES**No apologies for absenceJulian Beard absent   |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**DC-Parent View |  |
| 3 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**None. DC had previously shared a new interest with KW.  |  |
| 4 | **MEMBERSHIP OF THE GOVERNING BODY**JS welcomed Jo Gray as a new parent governor following her election in February.AWo had resigned in December. JS read out an email from him. JS had emailed AW and thanked him for his service.JS suggested that governors may want to consider moving from 12 to 13 governors on the governing body in the next academic year. We are currently at 11. Andy Williams’ term of office had ended in January and he was not re-elected as a parent governor. He is prepared to stand as a governor appointed by members. SR to look into this to see if this can be done by members agreeing via email or if a special meeting needs to be arranged as the next AGM isn’t until December. LS is now a member of the pay committee and Resources. VN now member of Pay and the governor responsible for Careers. A governor is still needed to be responsible for Health & Safety. Add to July agenda. | **SR****JS/FGB** |
| 5 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 7th December 2021 meeting, having previously been circulated, were agreed as a true record and signed by the Chair of Governors. |  |
| 6 | **MATTERS ARISING**JS asked if SR could add the recording of governors’ minutes to the privacy policy. | **SR** |
| 7 | **HEADTEACHER’S REPORT** CJH highlighted the following from her short report with lots of appendices:* 1535 numbers on roll
* Staff leaving at Easter, Julia Hawkes (reception) after 13 years, new post. Dave Springett (site team) after 21 years retiring. Tony Taylor (AHT and SENco) after 20 years, new post and Susan Lilley, new post.
* Receptionist, Stephanie Bell appointed. Restructure of the site team tbc. Liz Smith promoted to SENCO.
* Starting at Easter, Laura Albery, i/c KS3 Maths. Stacey Richardson, HLTA.
* 31st May is the resignation deadline date for teaching staff. Already appointed to English, Geography and History.
* Covid not over! Staff absence high and agencies have run out of supply staff. Appendix 1 attached to the report, Contingency Plan if lessons can’t be covered.
* Full for next year Y7 with a waiting list and 17 appeals.
* Appendix 2-Self Evaluation. Evolving document which will be picked up by the new Head.
* Appendix 3- Attendance figures. SHS is still better than average even with post covid difficulties and school refusers. JRI will present attendance strategies to the next S&P meeting.
* Safeguarding was part of the last monitoring visit in February. Lead DSL and Gateway Manager are undertaking mental health training. DBA to present at next FGB on mental health, respect and tolerance. DC asked about parental survey which had been raised at earlier FGB. CJH explained we would normally use the Ofsted parent view questions midyear, February, the same with staff and students. We didn’t do that this year as there were particular questions on relationship and sex education, we wanted the answers to. Data has been analysed and a curriculum audit done and focus groups worked with after Easter. CJH felt the parent view questions might want to be used once the new Head starts either early or mid-year next term. DC confirmed the last one was completed Feb 2019, before pandemic. DJ will present outcomes at July FGB meeting. DC felt pupils and parents might want to present their views on how things are going in school to see what new Head needs to focus on. CJH felt the new Head will want to own that information and get into a new pattern. JS asked if CJH felt there would be any issues with Ofsted if it was put back again. CJH felt it was easy to explain that it wasn’t done during the pandemic and the one completed was because the focus needed to be on something different. Ofsted would complete the survey when they come. JG felt it would be better to do once the new Head arrives. LS and VN agreed.
* Thinking Reading update- Appendix 4. Interrupted by Covid. This is an intensive 1 to 1 system following precise standardised testing for students two or more years behind with their reading. A two-year programme that students graduate from. They get to at least their chronological age. Stacy Toole, HLTA has become a new accredited strategic lead. Six other schools are now doing thinking reading, funded by the Essex task force. We now have a joined up strategy, Thinking Reading, future writers group, Bedrock (Hegarty in maths which is similar). CH asked about the assessments which CJH explained.
* DC asked about the attendance snapshot. CJH explained it’s for a particular period. VN was unsure about some of the data. CJH explained it was an overview and snapshot of attendance data. JRI will come to S&P in May to explain in more detail and have unnamed case studies and the strategy going forward. VN asked for a key of acronyms for next time. LS suggested maybe new governors could have a glossary for new governors. VN will put in an email next time of ones she doesn’t understand.
* DC asked about the current Y9 having the biggest drop in attendance. Maybe JRI could include if anything in particular had caused this and any strategies. CJH to pass on to JRI
* CH asked if SHS have an EWO. CJH explained we have an attendance officer, pastoral managers and heads of year and any concerns or home visits are dealt with by them, all line managed by JRI.
* DC said it was nice to see lesson transition when he had been in the previous week. He said staff felt behaviour was ‘bubbling’. CJH agreed and said behaviour has been reset along with high expectations. All schools have their characters but the school is calm if you walk around.
* DC asked about end of year reports. CJH explained we SHS haven’t done this for some time. Reports are live. Discussions take place at parental consultation evenings. DC said his understanding was an end of term report ‘must’ be provided and that it was mandatory. CJH said SHS report all the time. An end of year report is out of date before its written and was stopped four years ago. It would have been based on out of date information. SHS will not ask staff to do something that is a waste of time. CJH felt we go beyond the amount of information that should be provided. KB confirmed as a parent that they can logon to Edulink for a build-up/layering of information. KB felt this was very good. CJH felt SHS are meeting strategy demands. KSH asked DC what he felt would be seen differently in an end of term report. He felt the live reporting doesn’t give a summative of the whole year. KSH felt he could look on 16th July to access this information. DC’s concern was we are not meeting our statutory duty. NP asked if parents ever ask for an end of year report. CJH said only the parents that have never logged in to Edulink. CJH said if it was a concern then governors should add it as an agenda item in the new academic year. JS asked whether we are complying with statutory requirements. CJH confirmed we were. LS, CH, VN and KB who are all parents agreed the system in use at the moment was giving them all the information they needed. CJH wouldn’t want to go backwards.
* VN asked about pupil numbers dropping in the sixth form and if this was normal. CJH explained this is normal for Y12 and 13 as BTEC students go off roll and a small number of Y12s sometimes decide to do an apprenticeship instead and not go on to year 13. Some students’ TAG results meant they joined A level courses as they met the entry requirements but subsequently found that an A level course was too demanding for them. In other year groups students move away, not much fluctuation. VN asked about support for students going in to Y12. CJH confirmed that a process is in place to check they are on the correct course for their ability. There is also a support policy which alerts the sixth form team if there are any concerns which involves the students and getting their parents involved. If it’s not working, they are supported through the careers service.
* VN asked if anything had been learnt from lockdown about the format of the lessons and if anything would change if it happened again. CJH confirmed it was developed while it was taking place and a review has happened since. KSH confirmed lessons were learnt quickly about what was working and what wasn’t. Using technology to our advantage. Y8 would be the first to go and remote provision had been carefully considered. Lessons have been carefully planned and sequenced, as close to the curriculum as possible. Lots of pressure at the moment covering absent staff.
* LS- Confirmed that parent consultations online, via teams has been one advantage that has come out of the pandemic.
* VN- Asked if the Self Evaluation will be reviewed later in the year. VN sought clarification of the process. CJH confirmed we only had 2 development points from the Ofsted report. Regarding HA students, the way of measuring has changed as there hasn’t been SATs for the past two years which means baseline data can’t be measured.
* JS asked about development in MFL and what things are looking like at GCSE and A level? KSH confirmed 74 doing GCSE Spanish and 4 doing A level, 2 internal and 2 external. JS asked about French. KSH confirmed French will be running next year at GCSE. French will be 8 students and Spanish will be 23 students next year. However, numbers have dropped. JG confirmed this was also the case in her school that language numbers have dropped due to the pandemic. This will have a negative impact on our EBAC. KSH noted that some schools are not running an MFL course next year in year 10. DC suggested getting the pupil view as he felt asking students to do French and Spanish in Y7 is a big ask. KSH confirmed they have done that and that French and Spanish are taught as separate subjects with different teachers just like in Geography and History in Humanities. CJH confirmed she did not agree that the jump should be made to make languages compulsory.
* JS requested confirmation that JRI will talk about attendance, behaviour and exclusions at S&P. CJH confirmed.
 | **CJH/****JRI** |
| 8 | **REPORTS FROM COMMITTEES****Resources** KB confirmed the following from 10th March meeting:* Welcomed 2 new member LS & VN
* £250K revenue up, £240k just before Christmas
* £68K deficit just before Christmas down to £31K
* Additional ESFA grant of £115K
* Additional NI contributions built in
* Overspend on the recruitment budget due to Headteacher vacancy
* Huge energy cost out of our control
* Additional spending on support staff cost

**Standards and Performance**In absence of JB, JS confirmed the following from the 20th January meeting:* There had been a presentation from KSH, MFL and GPS, Science. A better understanding of the curriculum as the model of progress. Next S&P would hopefully be History.
* Analysis of Y11 mock results. JMA had received the questions in advance. Look at Y13 at the next meeting.

**Pay**JS confirmed the following from 10th March meeting:* The support staff pay increases were considered and ratified.
* All budgeted for. Cost of additional increases above normal progression £12967
* A national pay award of 1.75% had been agreed and back dated to 1st April 2021. April 2022 to be agreed.
* Non staff governors to speak to JS if they want to see a copy of the minutes

**Strategy Meeting**The meeting from 24th January had been uploaded to Weebly.**Ratification meeting**KB had produced the minutes for the ratification meeting for the appointment of the new Headteacher. These had been uploaded to Weebly. JG confirmed she was at the meeting but missing and that it didn’t take place on 24th January. KSH said she had been misrepresented in what she said in the minutes. JS suggested KB revisit the notes and they come back to the July FGB. JS confirmed that Clare Costello had formally accepted the role. SHS staff were informed at 4pm on Tuesday. CC was not informing her school until the afternoon of Wednesday so staff were asked to keep the matter confidential. The reason for the delay is CC works for a MAT with an executive board, which operate differently from us. JS would inform parents through the newsletter. A lengthy discussion took place on the subject. CJH had felt very awkward not being able to tell SLT or the staff in Monday briefing. KSH suggested JS come and speak to the staff at the next Monday briefing to explain. CJH suggested JS also come and talk to SLT on Wednesday when they would usually have a meeting. JS agreed. |  |
| 9 | **SCHOOL RESOURCES MANAGEMENT SELF-ASSESSMENT**SR - Get information about the school checklist is on the website but it is discussed at Resources. Do you do these things? SR had said no/ in part to ‘do you survey the estate to check there is adequate money in the budget’. There is money in the budget but it is a very large estate to cover absolutely everything. He also said no/in part to ‘trustees challenging contracts when they are for renewal’. We have a contracts tracker and trustees are involved in large contracts like cleaners and catering. Yes, across the board for everything else.LS said she had been shown as a parent governor in the Resources minutes. As the minutes are only draft this can be corrected at the start of the next Resources meeting.  |  |
| 10 | **MANAGEMENT ACCOUNTS AND VIREMENTS**SR reported the following:* £114K additional funding plus £30k made up of grants
* Staffing costs about £32K over budget
* Support staff pay award 2021, £26 ½ K, £13K back pay to April.
* National insurance £22 ½ K increase for this year
* In year position good.
* Year 2-In year surplus of £140K
* Year 3-In year surplus of £60k
* Teacher staff pay prediction of 3% but could be higher (every percent higher is about £50k)
* Increase energy costs – keep increasing
* Water £20K more than forecast. A meter fault or leak is being investigated.
* Pupil premium funding next year is likely to be a lot higher-as our numbers are higher. Funding levels up.
* Virements all previously agreed by Resources, copies on Weebly. 2 was staffing, 3 income, 4 expenditure. Governors approved these virements.
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| 11 | **ESFA LETTERS**None |  |
| 12 | **TERMS OF REFERENCE**The following terms of reference having previously been approved at committee level were approved by the FBG:* Pay Appeals Committee
* Pay and Headteacher’s Appraisal Committees – *Change 31st April to 31st March under support staff*
* Resources Committee
* Standards and Performance Committee – *Section previously ported over from Resources minutes*

JS asked about the quality assurance process following the Headteacher appointment which is referred to in the Resources ToR. SR to look at this and bring to next Resources | **SR** |
| 13 | **POLICY REVIEWS**The following policies were ratified by the FGB following approval at the relevant committee meetings:* Governors’ monitoring visits
* Governors’ handbook- *add an apostrophe after s*
* Photography at school events – *JG asked for confirmation if there is a list of pupils whose parents don’t consent. Confirmed.*
* Pupil Premium policy – *Section 4 insert link here – no link*
* Unresolved concerns and complaints procedure
* Recognition of Prior Learning policy

DC- Asked about an inclusion governor visit. Discuss with CJHJG asked if there is a feedback form to complete after a monitoring visit. JS confirmed this has been discussed before but we do not currently use a standardised form. A detailed note is prepared by the governors involved and circulated and discussed at FGB. KSH suggesting looking at the handbook. JG suggested the Key.  |  |
| 14 | **CHAIR’S ACTION**None |  |
| 15 | **CHAIR’S BUSINESS/CORRESPONDENCE**JS had received three complaints. JS had replied substantively to two complaints and had received no further correspondence. Third complaint a holding email had been sent.Regional School’s Commissioner had responded about the new Head recruitment the day before the interviews. JS meeting with RSC next Tuesday via Teams. Will report at next FGB.Offer letter to new Headteacher. |  |
| 16 | **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**JS (CCF link) and KB had visited CCF in February. JS reported there are 165 students now. Over one third of year 9s had applied to join. One of the largest state school CCFs in the country. Army provided STEM activity scheduled-CHE to report back on how it goes. Going to Beckenham for the annual summer camp. They have requested an armoury. Reported positive effect on the resilience of SEND students. Positive effect on those students with behavioural issues. They are part of the CCF family. Year 11s have to prepare and present lessons to younger students which usefully builds up their skill set.KB- February monitoring visit JS and KB met Andy Cooke re Careers and student leadership body. They had seen a Yr. 7 enrichment on CVs. and careers. Students do interview workshops. Met with the student leadership team. – Talked to students from all year groups. They talked about the 3Rs, 3Cs and the house system. Also spoke with JRi and Jess Matthews. Some of the students took part in the Headteacher recruitment process. The house system was discussed and it was suggested that governors become part of the house system. JS had met with DJB and CJH to discuss safeguarding and had attended staff safeguarding training session.DC- Photo lanyards. Please email Tracy Board. DC- Pupil Premium Monitoring visit December - see notes of visit on Weebly Training – VN had completed induction and online Ofsted as well as safeguarding training. No link governor reports except CCF (see above)JS had attended the school production of Shrek which was amazing. |  |
| 17 | **AOB**VN – Commented on the lack of diversity around the table of governors and wondered how this could be addressed. JS – Parent governor elections we strongly encourage all parents to consider standing. Acknowledged diversity is a problem. NGA have raised this. Suggestions can be discussed going forward as to how to address this. Difficulty finding governors full stop or retaining governors when they realise the commitment required. CJH- DJ Barron will discuss diversity. It would be worth a link governor to DJ. JS-Split from equality role? CJH- Yes. VN – Asked about out world facing view of the school – website. Make sure looking at it and monitored, links working etc. Policy section not always consistent. DC agreed to do an external audit of the website. JG-there is a checklist on the Key. AWo used to do it. JS thanked everyone for time.JS asked for volunteers for the next monitoring visit in June. LS and VN volunteered.Meeting closed at 6.40pm |  |

Signature: Date: