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

**SHENFIELD HIGH SCHOOL**

**THURSDAY 25th MARCH 2021 at 4:30 pm (VIRTUAL)**

**Present:**

Mrs Katharine Boulton Parent Governor

Mr David Churchill Parent Governor

Mrs Debbie Hines 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

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Karen Whordley Clerk

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|  |  | **ACTION** |
| 1 | **APOLOGIES**Andy Williams, Andrew Worth, Julian Beard were absent from 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**KSH and SR would be excluded from item 7 of the agenda. |  |
| 4 | **MEMBERSHIP OF THE GOVERNING BODY**JB’s term of office was coming to an end, although not at the meeting, he had agreed to serve for another 4 years. Governors were happy to approve this.The pay committee needs to increase its membership from 4 to 5 people. They meet in March and October at 8:30am on a Friday. Any governor interested please contact JS.JS would like to step down as chair of S&P as being spread too thinly. JS would like this person in place for the May meeting. Please email JS if any governor is interested. GH has not yet been replaced so JS to discuss with CJH the need to replace him so that the FGB return to 12 members.  | **JS** |
| 5 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 1st December 2020 meeting, having previously been circulated, were agreed as a true record and would be signed by the Chair of Governors on her next visit to school. | **JS** |
| 6 | **MATTERS ARISING*** H&S meeting-SR confirmed this had been arranged for 6th April
* SJ hadn’t met with ATA due to Covid. CJH advised that the SEN department are under review and have a new deputy SENCO so a good time to get in touch. CJH to get ATA to contact SJ to arrange a visit.
* Training-crib sheet on Weebly. Governors encouraged to extend their knowledge. NGA link is now active. SR has emailed governors.
* Governors had requested advice on data interpretation. JS suggested this be arranged for the next S&P meeting and for all governors to attend. CJH suggested waiting until next academic year when hopefully things would return to normal. Governors agreed.
* Yr13/Yr11 destinations had been discussed at S&P. Data is available on Weebly.
* JS had written a piece for the December newsletter. She would write another one at the end of the academic year.
* JS had checked the SCR in October. KW to contact JB to see if he can come and make his checks. If he is unable to do so DC volunteered.
* No equal opportunities information to report. KB to meet with JCO before the next meeting.
* JS to arrange a meeting with CHE re CCF after Easter. CJH reported their room had been newly refurbished and their sessions have started again.
 | **CJH****JS****JB/KW****KB****JS** |
| 7 | **HEADTEACHER’S REPORT** CJH has produced a report with several appendices due to the current situation. Governors had received all the information on the thinking behind the Y11 and Y13 grades this year.CJH highlighted the following from her report:* Healthy numbers on roll with 100 on the waiting list and appeals in May. SHS will be full next year.
* A new TL for Computer Science is due to start after Easter. ESM has been covering in the interim and would take up the position of deputy SENCO.
* A new transition teacher would be starting after Easter to work with small groups on literacy and numeracy.
* For September three English NQTs have been employed and a pastoral manager for year 7. We are still advertising and looking to recruit a science teacher. There could be other staffing issues but teachers have until 31st May to resign.
* Operational-We retuned on 8th March. 6th form students were tested the week before and then there was a staggered start with a different year group being tested each day from 7 to 11. This way around made it easier for remote learning. Students waited outside until 8:30m when testing began. 14/15 staff a day were used for testing and students were in lessons for 9am. Students will have been tested 3 times by the end of term and then home test kits will be issued. Now waiting for government advice for the new term.

**Y11 and 13 grades.**CJH highlighted the following with regards to the Y11 and Y13 grades:* The rationale behind the information that will be assessed.
* Revision style-Focus on making students feel secure.
* Internal assessments- focus on outcome to determine grades.
* Y11 had mock exams before Christmas. New material all to play for. Next step will be their 6th form applications.
* Other schools have used different approaches. CJH feels ours is as straight forward as possible with the maximum time in the classroom.
* A narrated power point has been sent to students and parents which sets out the approach.
* DC asked what do you anticipate parental appeals will be?- CJH responded impossible to know at present. We will be as transparent as possible with students and parents with regards to what they are likely to get by the end of the process. All internal assessments and documentation will be kept in case of appeals. Nothing governors can do at the moment.
* SJ unrealistic to think there will not be appeals. SHS has done everything they can. Thanked SHS.
* KB asked whether there had been any adverse response from parents. It was confirmed that there had not and parents who had commented were positive.
* JS do you think there will be pressure put on teachers from the students/parents with regards to grades? CJH confirmed no issue at moment. Students will be told to do lots of work. KSH felt some students that hadn’t been working to their full capacity before had started to work harder.
* DC asked if we have any trainee teachers for September. KSH confirmed there will be four NQTs who will be joining us at the end of the summer term and we have a member of staff on a teaching apprentice. KSH is looking to see if we have any further capacity for more trainees.

JS confirmed she had heard from AWo who was still at work and unable to attend. JB would also not be attending and DH had joined the meeting shortly after 5pm. |  |
| 8 | **REVIEW OF SLT INDIVIDUAL SALARY RANGES**As staff governors KSH and SR were asked to leave the meeting for this item on the agenda (5:20pm). FGB had received relevant and comprehensive paperwork before the meeting. To summarise at the FGB meeting in June 2019 governors had previously reviewed and agreed in principle the changes to the ISRs for DHs and AHs to take effect in September 2021 when JCO leaves subject to affordability. This issue had also been reviewed in 2019 by Resources who had recommended approval. The ISRs were currently not competitive. AHs were now at the top of the current ISR and had no progression. CJH confirmed that the changes to the ISRs were affordable and referred governors to the costings provided. In 2019 the business manager was new in post and his salary, on the support staff scale, tracked that of an assistant headteacher. Since then the role has grown exponentially and he is now head of finance and operations. He is currently dealing with high tariff projects and one of £750,000. He is an essential part of the SLT and works closely with governors and keeps governors informed. CJH is reliant on SR for financial advice. His role has been extended and has a significant amount of additional leadership responsibility. Since being appointed he has gained various qualifications and is a Member of the Institute of School Business Management and will be applying for fellowship and this will be enable him to go in to other schools and review their processes. CJH proposed a new title of Head of Finance and Operations along with a new job description which accurately reflects the postholder’s current responsibilities. Due to his increasing level of responsibility she was proposing a new ISR commensurate to that of a deputy headteacher. CJH considered that his level of responsibility is now equivalent to that of a DH. If SHS becomes a multi academy trust which is becoming more likely in view of recent pronouncements from government, governors will need the benefit of his advice and support. JS suggested governors consider the following:1. Do you agree that Stuart has ably guided the school through choppy financial waters?
2. Do you feel it is the school’s best interests to have an experienced business manager who knows the school well to guide us going forward to possibly becoming part of a MAT where we are the lead school to preserve our autonomy and identity?
3. Do you believe that it is in the school’s best interests to retain Stuart?
4. Do you agree that Stuart’s role has become increasingly complex and multi-faceted and his responsibilities are now analogous to that of a DH?
5. Are you are satisfied that the cost impact is affordable?
6. If yes then you should consider supporting the Head’s recommendations, subject to any further questions you may have.
7. JS added that Pay had considered CJH’s recommendations regarding SR’s pay scale and supported them. Pay have also reviewed and considered the JD and change in job title and consider these accurately reflect the post holder’s responsibilities.

All governors present agreed with JS’s points.The FGB approved the decision made in principle in June 2019 to increase the assistant headteachers and deputy headteachers ISRs as follows:* Sept 2021 – All Deputy Heads ISRS are set to LS21-25
* Sept 2021 – All Assistant Heads scale set to L12-16

The FGB approved the decision to change SR’s ISR to one commensurate with that of DH as follows: * Sept 2021 – Scale set to 58-62
* A change of title to Chief Operating and Finance Officer

5:36pm SR and KSH were welcomed back to the meeting.   |  |
| 9 | **REPORTS FROM COMMITTEES****Resources**JS had chaired the recent meeting and highlighted the following:* The financial challenges due to Covid.
* Deficit of £80,000
* Loss of lettings revenue due to Covid. Situation will improve on reopening.
* £215,000 total expenditure on Covid
* £23,500 funding from the government to help with Covid costs
* Staffing costs covered
* ICE report
* GDPR-SR remit
* Decarbonisation project

**Standards & Performance**The committee had met on Tuesday so no minutes yet. JS highlighted the following:* Examinations
* Leavers’ destinations
* Staff and student wellbeing
* Increases in Mental health issues
* Excellent 95% attendance
* Behaviour good.

**Pay**The committee had met the previous week and JS highlighted the following:* The meeting was to discuss support staff pay
* CJH’s recommendations following discussion were approved from 1st April in exercise of the committee’s delegated powers
* Unions are still discussing the possibility of a national pay award.
* Discussion of changing BM’s ISR to be analogous with that of DH
* Increases to support staff pay from April had been budgeted for.
* If any non-staff governor requires further information please speak to JS
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| 10 | **RISK REGISTER**No changes as amendments had been made previously to reflect Covid challenges.DC suggested an arrow going up or down to show any changes in risk. It was agreed this was a good idea. | **SR** |
| 11 | **MANAGEMENT ACCOUNTS AND VIREMENTS**SR explained this item had been added to the agenda following it coming up on the ICE report. SR explained that he uploads the accounts and a narrative if there is a significant change to Weebly each month for governors but it is now added to the agenda so it can be discussed. The main figure is the reserve and if we have enough money to go forward. SR explained the ASTRO has a sinking fund of £105,000 which is included in the £112,000 end of year total. This amount can be used but has to be replaced. £23,500 had been received to help with covid funding. £4,000 had been received for a student which included his pupil premium money. The supply budget of £30,000 had hardly been touched so £15,000 would go back in to the budget.£11.5k free school meal grant was due to stop last year but this had been extended. SR would continue to upload the management accounts each month with a narrative if it was needed. DC asked in there was any cash in the pot to do anything. SR explained that SR and CJH look at this on a regular basis.Cashflow-SR reported money from the local authority had been reported on the wrong line which looked like we hadn’t had the money. This will be corrected for future reports. Income and expenditure is monitored closely and SR has no concerns. Virements or changes of £35,000 or more have to be reported to the FGB. Eon had refunded £35,000 after a broken meter was fixed. There had been additional pupil premium and Covid catch-up funding of £62,000 and additional funding from ASHE for CJHs time. Governors were happy to approve these changes to the budget. |  |
| 12 | **RESOURCES ACCOUNTS ANNUAL SELF-ASSESSMENT**This became compulsory last year. The data sheet shows a broad comparison against other similar schools. 80% of the data was prepopulated from the accounts return. Energy cost are higher by 10%. This should hopefully reduce with the LED lights and the heat source pump. Our teacher contact ratio was 75% and ASCL was 78% so no concerns. SR reported that benchmarking and matrix comparison is the way things are going. It won’t be a case of having to meet the targets but it will be case of explaining why they can’t be met. |  |
| 13 | **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:* Data protection policy
* Extremism and radicalisation policy
* Online safety policy
* Prevent policy
* CEIAG & WRL policy
* Provider access policy (it was agreed to add ‘access if appropriate’ to the policy)
* Governors’ Handbook
* Remote learning policy
* Statutory request policy
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| 14 | **CHAIR’S BUSINESS/CORRESPONDENCE**JS had responded to a complaint in December but hadn’t heard any more. KB asked if parents have a certain time that they have to reply. CJH confirmed there are time frames in a formal complaint process.  |  |
| 15 | **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**Due to Covid there hadn’t been any monitoring visits. JS to discuss with CJH the possibility of having at least one in the summer term. DC suggested it could be done remotely, although this would not be as effective as in person visits.JS reminded governors the course crib sheet is on Weebly and to take advantage of the courses on offer to ensure we were making the best use of the training budget.Governors were also reminded to confirm with AWo and KW when booking a course in case the course cost money the budget needs to be checked and paperwork completed.  |  |
| 16 | **AOB**Meeting closed at 18:10 |  |

Signature: Date: