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

**SHENFIELD HIGH SCHOOL**

**THURSDAY 27th June 2019 at 4:30 pm**

**Present:**

Mr Julian Beard Governor

Mrs Katharine Boulton Parent Governor

Mrs Leanne Hedden (Chair) Governor

Mr Graham Herniman Governor (Skype)

Mrs Gill Jones 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 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 Simon Murray-Apologies sent. Simon has also resigned from his post due to commitments with his new job. |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**  Nothing to declare. |  |
| 3 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**  Andy Williams declared he is now also a governor at Lincewood Primary School. |  |
| 4 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 28th March 2019 meeting, having previously been circulated, were agreed as a true record and signed by the Chair of Governors. |  |
| 5 | **MATTERS ARISING**  * Governor recruitment to be looked at later in the agenda * Admission criteria. CJH to bring this to the September meeting for a November to January consultation. * T’Levels-LH had put in a response of behalf of the FGB. CJH had also put in a school response, both using the ASHE response. * Ofsted framework. LH had responded of behalf of the governors about the new framework. CJH explained the new framework and is attending training at the beginning of the summer so will report more in September. | **CJH** |
| 6 | **HEADTEACHER’S REPORT**  CJH highlighted the key points from her report:   * Number of students on roll * Staff leaving and the new staff joining. New staff had been in the previous day for induction. * An advertisement had come out for two extra teaching assistants due to the increase in EHCP students. * Succession planning. CJH explained the background to the temporary restructuring of the Leadership Team detailed in her report, and the main proposal of which governors had previously approved in principle. Governors recognised that the additional ASHE responsibilities they had agreed CJH should undertake over the next two years, combined with the degree to which the senior deputy was out of school discharging her safeguarding responsibilities warranted the temporary addition of a deputy headteacher to ensure sufficient cover at an appropriately senior level. They agreed to the temporary appointment being recruited internally and without backfill for the resulting temporary assistant headteacher vacancy. It was noted that Resources Committee had recommended the proposal for approval. * CJH explain the leadership ISR is not competitive. This had been looked at in detail at Resources and it was agreed to commit to consider revising the ISR in September 2021 when there would be affordability in the budget. GH proposed this on behalf of the Resources committee and the FGB agreed this in principal. * In the interim, to enable CJH to have some flexibility to retain leadership talent, Pay Committee had reviewed the pay policy to introduce the ability to make one-off performance awards to members of the leadership team at the annual pay review, with awards to be recommended by the Headteacher and approved by the Pay Committee, provided they were satisfied with the evidence presented to them. It was expected that contingency budget would be sufficient to meet such payments. The FGB approved the changes to the Pay Policy, subject to staff consultation. * Attendance data would be looked at in September once a whole year has been completed. * CJH had attended two days of admission appeal hearings. 248 students had been offered a place with 182 on the waiting list. The list had only gone down to half way through criteria 6 and the aptitude criteria hadn’t even been reached. There were 24 appeals and 17 were heard. CJH explained the process. 3 families were successful. CJH’s report showed the rising trends in the number of applicants under each criteria. * CJH explained the considerable inequality between the numbers of EHCP SHS is admitting to other local schools. We have 13 when other have 2. If a parent names a school in an EHCP the school would need a very strong case not to take the student. * JS asked about the increased SEN numbers and also the intention of students from year 11 to 6th form. CJH said there are no particular SEN trends. There are a high number of siblings. The students usually retained to the 6th form is between 55 and 65%. * LH asked about how the academies would function with so few students being admitted on aptitude. CJH was satisfied that internal selection would ensure all places would be filled. However, additional care would be taken at this year’s Open Evening and Mornings to help parents understand where aptitude currently sits on the criteria list. * LH asked about the funding for EHCP students. It was confirmed this if £6000 per student and the rest of any additional needs is funded by the school. No additional funding is provided for children with special needs who do not have an EHCP. * Governors were aware of the Progress Managers Project. CJH explained that 3 out of the 4 year groups were overloaded with students. Mr Fletcher has a different approach with year 10 and it has been agreed he is most effective working with KS4 students. The project will continue with a TLR3 payment with a new title of APLs (Achievement and Progress Leaders). The focus will be on students with no other interventions from any other area. Form tutors will have an enhanced role taking the PSHE programme. * Improvement headlines. Governors had received a copy of the report and CJH highlighted the headlines as developing reading to ensure every student can read, further development of the curriculum and assessment practises, develop a more consistent approach to behaviour management and supporting student to achieve better outcomes. SLT had finished seeing the curriculum presentations. Most were impressive, some needed work and CJH has seen those people. The way data is gathered has changed as data is changing all the time. The workload is different but team leaders can now see a purpose in what they are doing. The document is a working document and has been produced following the recent SLT review meeting. * LH asked what the ‘attachment theory’ is. JCO explained it is the relationship children have with their parents/ carers as they grown up and the affect it has on their development. * SR explained that the issues with the car park are being looked at with plans for fencing, barriers and parking permits. * GH asked about the behaviour. CJH explained it was a refocus due to an increased number of students and to make sure current systems are fit for purpose. LH confirmed there had been fewer fixed term exclusions than in previous years despite a larger school. * GH asked whether the SIP should include the work being undertaken and needed in future years to ensure there is sufficient physical capacity as the School grows to be full. After discussion, it was agreed that the outline strategy remained as discussed at the January strategy meeting, with detailed planning being done by the SBM, and such plans would come to governors in due course. |  |
| 7 | **REPORT FROM RESOURCES COMMITTEE**  GH highlighted the following after two resources meetings:   * A positive budget outturn of £317,000 * No deficit on the 5 year forecast from one year to the next. * There will still be tweaking with additional funding and staffing changes. * The falling rolls fund has been received with one more to go. * Ground maintenance contract has gone back to Contour saving £4,500.   SR highlighted the following:   * The budget forecast return had been sent to LH and GH for approval. Mini accounts have to be produced twice a year now. * There are three internal audit controls a year. There have been no concerns this year. * Transport safety is an issue. Fencing is being looked at for the car park to separate vehicles and students. * The fire alarm system is being updated with CIF money. * With increased student numbers dining space needed to be addressed. Pabulum have agreed to fund a ‘Food Cube’ which will be installed for September at a cost of £50,000. The contract with them has been extended until 2029. The school will receive no profits from Pabulum for the next five years as Pabulum recoup part of their investment. In 2024 it will go back to 50/50 profit split. * SR explained his budget report which governors already had a copy of. There is a balanced budget for next year with a £50,000 contingency. * The -£204,621 deficit for 19-20 was not unexpected. * The Resources Committee had undertaken detailed analysis of the proposed budget for 19-20, testing significant changes from the current year and were content to recommend the budget to the FGB. FGB approved the budget. LH and GH to sign. * SR said there were two virements that were not approved at Resources, additional Jack Petchy income and a correction to the ESFA income budget. These were both approved. * The financial regulations were agreed at Resources and approved by the FGB. * The risk register was approved at Resources and ratified by the FGB. The scores didn’t change. SR to change the date on it to reflect it is current to June 2019. | **LH/GH**  **SR** |
| 8 | **REPORT FROM STANDARDS & PERFORMANCE**  JS highlighted the following from the S&P meeting:   * Attendance data-better than Essex and Nationally * Pupil Premium * Leavers’ case studies * Yr 11 maths and science mock analysis * Yr 13 Mock analysis * Yr 12 Mock analysis * Uniform policy * Progress boards |  |
| 9 | **SAFEGUARDING/CHILD PROETECTION**  JIC highlighted the following from her report which governors had received before the meeting:   * Correction on the front page. Dates should be Sept 18 to June 19 * The team of DSL has expanded with the addition of Georgia Day. Georgia is attending CP meetings and conferences. As pastoral co-ordinator Georgia will perform a triage with regard to CP issues. * DSL have to maintain a high level of training. List of training attended in the report. * JIC completes safeguarding training in September for all staff, for governors and for mid-year joiners. * Form tutors have received extra training on Prevent with regards to their PSHE role. They have also received training from the Brook advisory service on health relationships. * The sixth form have peer mentors, volunteers from year 12. They are attached to a year 7 or 8 student. LH/KB had met the Head boy, who had been very positive about his involvement as a peer mentor, with good ideas on how to make it an even better programme. Reassuringly, he said if he thought there was a safeguarding issue his mentee disclosed he would go straight to Mrs Comerford. * JIC and DJ have been training DSLs in West Essex. * JIC does an assembly on safeguarding every year and DJ on safety. Assemblies this year have included Knife crime and mental health. * Lara Hadden has attended a course on medical conditions and will now update that policy. * Sex and relationship policy to be reviewed so it is compliant for the requirements of September 2020. * The report shows 5 year trends from students monitored by the safeguarding team. JIC gave an example. * There had been two referrals to LADO. These were public complaints regarding two out of school bus drivers. One no issue had been found, the other was an ongoing investigation.   JS highlighted the following. Details in her report:   * Attendance * SCR-Inspected with JB-All in order * PSHE Provision * SEN presentation   Governors had previously received a copy of the Safeguarding policy. Key changes were the access map to social care, pink cards and the retention of files. The FGB approved the policy.  Governors had previously received the Young Carers Policy. The new young carers award means the policy is needed. The FGB approved the policy. |  |
| 10 | **NON-PUPIL DAYS**  The proposed non-pupil days for 20-21 were agreed. |  |
| 11 | **POLICY REVIEWS**  The following policy had been recommended for acceptance by the Standards and Performance Committee or the Resources Committee were approved by FGB:   * Leave of absence * Sickness absence management * Uniform (CJH to check CCF uniform is mentioned in the policy) * Educational visits policy * E-safety policy * Pay Policy-Changed to allow a one off award to SLT as the scales cannot increase until 2021. |  |
| 12 | **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**  The monitoring visit had been a fantastic day looking at aspects of safeguarding and SEN. Detailed notes had been circulated.  AWo thanked governors if they had attended training and would continue to forward the training email.  Essex Education has now been TUPED over to Jupiter. Existing contracts would be honoured but it would be for governors to consider whether they wanted to look for another training provider in due course.  Governors had received a copy of the skills audit analysis. LH had shared her thoughts with JS with regards to governor recruitment in the new term and had highlighted the following as being areas which the audit had said were where knowledge and skills were weakest:   * Charity law and governance * School governance experience * Community cohesion * School level risk management * Curriculum development * Inspection and oversight – look at Ofsted framework in the second training session.   Her view was that with the support of external auditors and the ICE internal checks, FGB got additional support on the first two already. JIC’s knowledge of the risk of radicalisation etc was sufficient to warn FGB should it need to improve its understanding of community cohesion issues. She believed governors were not doing themselves justice on risk management, where the discussions that took place at committee and in FGB showed an acceptable level of understanding. With CJH being trained on the new framework over the summer, governors would have a training session in the spring term to take them through what they should be looking for, so they will be well prepared before the next inspection. Curriculum development is the one big area where there is a lack of non-staff governor expertise and there is a possibility of recruiting a new governor to fill the vacancy created by the outgoing Chair with suitable background and expertise. It is hoped to make an announcement early in the autumn term. |  |
| 13 | **CHAIR’S ACTION** ESFA return-LH/GH/JS approved. A more holistic solution needs to be looked at for next year. |  |
| 14 | **CHAIR’S BUSINESS/CORRESPONDENCE** The chair had nothing to report. |  |
| 15 | **DATES/TIMES of FUTURE MEETINGS**  Governor had received a copy of proposed dates for next year. GH suggested Resources could drop the April meeting. It was agreed this needed to be discussed further.  LH will remain Chair until 31st August 2019, to complete the academic and financial year. She has agreed to become a member of the trustee board so will attend the AGMs. |  |
|  | Meeting closed at 6:33pm |  |

Signature: Date: