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

**SHENFIELD HIGH SCHOOL**

**THURSDAY 27th SEPTEMBER 2018 at 4:30 pm**

**Present:**

Mr Julian Beard Governor

Mrs Katharine Boulton Parent Governor

Mr Graham Herniman Parent Governor (Via Skype)

Mrs Leanne Hedden (Chair) Governor

Mrs Gill Jones Governor

Mr Simon Murray Parent 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 Jenny Comerford Deputy Headteacher

Mrs Jane Martin Deputy Headteacher

Mr Tony Taylor Assistant Headteacher

Mrs Karen Whordley HR Manager/Clerk

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|  |  | **ACTION** |
| 1 | **APOLOGIES**  No apologies received. |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**  No items for any other business. |  |
| 3 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST AND GOVERNORS’ REGISTER OF BUSINESS INTEREST**  No Governor present declared any personal or financial interest in any item on the agenda.  Forms had been circulated via Weebly. Governors were asked to complete these and return to KW at the end of the meeting. |  |
| 4 | **ELECTION OF CHAIR/VICE CHAIR**  LH passed the chair of the meeting to KW as Clerk. A request had previously gone to governors to ask for nomination for Chair and Vice Chair of Governors. There had been no new nomination. LH was willing to stand again so a vote was taken. NP nominated, AW seconded. LH was elected unanimously by the governing body. LH resumed as chair of the meeting.  GH was willing to stand again as Vice Chair. AW nominated, GJ seconded. GH was elected unanimously by the FGB. |  |
| 5 | **GOVERNORS’ CODE OF CONDUCT** The code of conduct had been circulated via Weebly. Governors were asked to sign the document and return it to KW by the end of the meeting. |  |
| 6 | **ORGANISATION OF GOVERNING BODY COMMITTEES** Governors had been asked if they were happy with the committees they were on and also asked if anyone would like to join the pay committee. KB had agreed to join pay. AWi and AWo both said they were happy to join or move a committee if the need arose. |  |
| 7 | **LOCAL AUTHORITY INCLUSION STATEMENT & SHENFIELD RESPONSE** Governors had received paperwork on the inclusion statement. ATA gave a brief overview on the background regarding losing SEN support and reorganisations.  ATA explained that Essex schools are being asked to sign up to the inclusion statement. He explained that SHS could have written the statement as it is everything we already do.  ATA had produced a document showing what the Essex statements were and then showing what SHS do already. He highlighted various sections to the FGB.  The scheme is Essex based and optional for local schools. ATA was unsure if it would eventually become mandatory.  JB arrived at 4:41pm.  GJ suggested the research project with Northampton Uni and CCF were added.  JS asked what CYPWDS stands for. Children and young people with disability service.  KSH asked if the document would be in the public domain. The statement would appear on the LA website.  KB asked if the document showing his assessment of SHS position would be in the public domain. The only thing going to the LA would be the signed statement and not the SHS responses.  Governors were happy for the statement to be signed. |  |
| 8 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 5th July 2018 meeting, having previously been circulated, were agreed as a true record and signed by the Chair of Governors with the following amendments:  * Page 4, number 7, bullet point 3 should read AS levels rather than A. * Page 6, number 9, penultimate bullet point should read e-safety rather than safety. |  |
| 9 | **MATTERS ARISING** There were no matters arising. |  |
| 10 | **HEADTEACHER’S REPORT**  Governors had received a copy of CJH report and a report from JMA regarding exam results.  CJH highlighted sections from her report:   * Year 7 numbers have dropped from 248 to 244 due to people moving etc. Now seeing students on the waiting list. * Year 12 have 183. We try to get to 200 but last year’s year 11 was only 114 so a very small year group. Due to excellent marketing 123 external students had been recruited. These numbers were sufficient to meet budgeted expectations. * The School is now 1291 students, which is the highest number for a long time. * Open evening is due to be very busy. CJH usually does 3 presentations. This year these could be booked online and all were full without any advertising. CJH added a fourth presentation which is also full. 320 seat and about 20 standing in each presentation. * CJH had just finished her roadshows to the primary schools. * KB asked if a second evening had been considered. CJH explained why this as not an option. * JS had received feedback from someone that was very impressed with the year 7 information evening. The previous evening had been year 7 meet the form tutor and there had been no negative feedback. * CJH had included a list of new staff in her report. During the summer the first aider and a member of the data team had left. First aid has been replaced and the data team has also been replace on a temporary basis by Jake Robinson an ex-student who, due to illness, has deferred the third year of his university course until Easter. Jake will also be working with Gill Power on the super curricular for which Jake was the inspiration. * Governors had received a detailed paper from JMA regarding exam results which would be looked at in detail at S&P. There had been concerns over the potential A level results, with new specifications for a year group that had come from old style GCSEs and not used to high volume course content. There had been evidence of de-motivation, partly because of that and partly because of the plethora of unconditional university offers. * CJH report showed the headline figures of the exam results. * CJH had included the school improvements headlines in her report showing the main areas of focus and what she would report back on. * LH had received the SEF from CJH in July. CJH will updated this in half term. LH explained to new governors that Oftsed last visited on 11th November, four years ago, so the School remained ready for the next inspection at any time. LH had updated the pack of key documents and would be updating the governors crib sheet, which would then be sent to all governors when the call came, so that any who were able to attend to meet the inspectors would be well briefed. She was conscious that a number of governors had not been through the experience of an inspection before. * 50 staff had attended a Saturday professional development session by ResearchEd on 8th September. They could choose 6 sessions they wanted to attend. It was a good experience and had instigated lots of excellent discussion, to support the work being done on super curriculum. LH commented on the brilliant commitment of the staff, giving up the first Saturday of term. * 17th September had been the first meeting of the parent council, with some great interactions and ideas emerging. * 18th September there had been a day’s visit from the Coldstream Guards band organised by Chris Carter. The day ended with them marching in full regalia. Students of the School had willingly stayed behind to watch the event and a number of local primary children, attending a sports partnership event, also saw the parade. * 19th September had been the well-attended year 7 parents evening JS had given feedback on earlier. * 20th September had been a year 12 information evening with Andy Cooke and the year 12 tutors. * 26th September had been the year 7 meet the form tutor. * CJH asked if any governors could help with car parking on Open Evening. * The end of the report had dates for the diary with one addition to add on 15th November the CCF affiliation day. * 135 students have interviewed for the School of Rock which will take place in late January. * LH confirmed governor training on 9th October at 5pm will cover Safeguarding. KW confirmed all meeting dates can be found on Weebly. |  |
| 11 | **PAN (PUBLISHED ADMISSION NUMBER)**  CJH explained that the current PAN is 150 and academies have permission to increase this but it is believed that they must consult if they decrease it. This is the third year we have recruited beyond our planned admission numbers with over 240 students and 8 forms of entry. Essex are informed each year of the number we plan to admit. To support planning, an official change to our PAN would be advisable. CJH proposed increasing the official PAN to 210 which would be 7 forms of entry. In the meantime, we would continue to admit above our current PAN to meet demand. Governors were happy to approve the increase. |  |
| 12 | **ATTENDANCE TARGETS**  JIC confirmed that attendance performance for 2017/18 was:  Overall attendance Years 7-11 was 95.1% (target 95.5%)  Overall PA was 11.3% (target 6.5%)  Essex for 2016/17 was 94.9% and 13.5%  JIC felt 6.5% was too challenging for PA students, giving a couple of examples where health problems were so acute that the PA target was impacted within weeks of the school year starting. She therefore proposed a more realistic target.  Overall attendance had been impacted by a sickness bug which meant 68 students had been sent home for 48 hours, but she thought maintaining the previous year’s target was appropriate.  The governing body approved the following attendance targets for 2018/19:  Overall attendance 95.5% (1% better than Essex)  Overall PA 10% (3.5% better than Essex)  Linda Jones now chases parents of students who are highlighted with between 91% and 94% attendance. This is only 2 days off but it makes parents aware of how easily their child can fall into the PA category.  JIC takes attendance assemblies so students are aware of what is authorised and what isn’t. |  |
| 13 | **SAFEGUARDING/CHILD PROTECTION**  JIC had completed whole school staff training on the inset day. Staff will receive updates throughout the year via a newsletter. Staff had been issued with a booklet about Keeping Children Safe in Education and Safeguarding policy. Staff signed to say they had read and understood these documents. Staff had also been asked to complete/update their Prevent training online and confirm when they had completed this.  JIC was working her way through the safeguarding file. Year 11 and 13 are sent to students’ new place of education or they are archived. There are 35 new student files that JIC is reading to learn about the students’ back stories.  Governors had previously agreed that changes to the policy could be approved by JS, and LH between FGB meetings so that they could be effected immediately and placed on the website, with them being reported to FGB at the first opportunity. Over the summer there had been a number of versions of the policy that JIC had had to produce and the most recent change had only been made earlier that week, demonstrating how she and colleagues needed to be responsive. FGB noted and agreed the changes, and to continue the process of interim authorisation by JS and LH, recognising the need for speed. |  |
| 14 | **Pupil Premium Grant**  Governors had received an Analysis report regarding Pupil Premium which JIC highlighted the barriers to achievement. There is a correlation between family attitude, vocabulary gap, cultural capital, general vulnerability, child protection and mental health. Children learn from their parents and family.  SHS funding supports the Oasis, vocational centre and the pastoral team. Other schools would use outside agencies like Kit McGrath.  Mairead Hogan, a new member of the humanities department, was a year group pupil premium champion at her previous school and is now supporting JIC.  S&P would look at the finer detail of the report. Governors were asked to consider the proposed objectives for 2018-19, which would be circulated after the meeting document. It was agreed that the document would go on to the website by Tuesday, subject to any comments from governors by then. | **JIC/KSW** |
| 15 | **POLICY REVIEW**  Governors had received an updated version of the Governor Handbook. It was agreed to accept the new version to appear on the website. | **KSW** |
| 16 | **CHAIR’S ACTION** The chair had no action to report. |  |
| 17 | **CHAIR’S BUSINESS/CORRESPONDENCE**  CJH and LH had received a letter from the ESFA which governors had a copy of. It was regarding changes to the financial handbook which governors need to be made aware of. The Resources committee would be considering the detail of the changes at its meeting the following week, although the key ones had been identified last term. |  |
| 18 | **GOVERNOR MONITORING,DEVELOPMENT AND TRAINING**  LH needs volunteers for the monitoring visits; the expectation is that governors will attend at least one (not staff governors). She has had some volunteers already but was keen that the others should let her know soon what their preferred date was. Dates were 6th December, 26th February and 3rd July.  AW asked if governors would like any particular training that he could speak to Essex about. Safer Recruitment training was again suggested as a key area for us to ensure we have sufficient trained governors. This was a particular area of interest for KB. |  |
| 19 | **AOB**  No other business  Meeting closed at 6:00pm |  |

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

Date……………………………………………..