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

**SHENFIELD HIGH SCHOOL**

**THURSDAY 28th MARCH 2019 at 4:30 pm**

**Present:**

Mr Julian Beard Governor

Mrs Katharine Boulton Parent Governor

Mrs Leanne Hedden (Chair) Governor

Mr Graham Herniman Governor (Via Skype)

Mrs Gill Jones Governor

Mr Simon Murray Parent Governor (Via Skype)

Mr Stuart Roberts Staff Governor

Mrs Karuna Shaunak-Hobbs Staff Governor

Mrs Jane Swettenham Governor

Mr Andrew Worth Parent Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Karen Whordley Clerk

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|  |  | **ACTION** |
| 1 | **APOLOGIES** Apologies sent from Neil Purbrick, Andy Williams, Jenny Comerford, Jane Martin |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**  Nothing to declare. |  |
| 3 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**  Neil Purbrick will no longer stand on the pay committee as his wife is now an employee at SHS. |  |
| 4 | **GOVERNOR DEVELOPMENT**  Governors had all been made aware that Leanne will retire at the end of the academic year after 16 years on the governing body. Governors had been asked to inform LH if they were interested in the Chair position. She had had discussions with Jane Swettenham and Graham Herniman. Jane had agreed to take on the role on a short to medium term basis. LH proposed and AWo seconded. GH was happy to continue as Vice Chair. This was proposed by LH and seconded by AWo. There would need to be some changes to committee membership resulting from Leanne’s departure which would be addressed over coming months.  There would also be a need for governor recruitment to fill the vacancy created. Governors had completed a self-evaluation two years previously which had informed the last parent governor recruitment campaign, as well as helping identify any training needs which, if met, would make the FGB more effective. The same evaluation would take place over the coming term to gather up to date information for the same purpose. | **LH/KW** |
| 5 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 6th December 2018 meeting, having previously been circulated, were agreed as a true record and signed by the Chair of Governors. |  |
| 6 | **MATTERS ARISING** A small package of safer recruitment training has been paid for. LH and KB have completed it. Other governors had been invited to test this (JB and NP). JS would complete the training. This would provide FGB with sufficient cover for recruitment purposes. |  |
| 7 | **HEADTEACHER’S REPORT**  CJH highlighted the following from her written report which governors had received before the meeting:   * The numbers on roll 1281 * Number in year 7 have gone up to 248 since writing the report * The report contained staffing movement details * Our attendance data compared to national data is favourable * 248 place have been offered for September with 182 on the waiting list. 285 had selected SHS as their first choice. Movement has been slow this year, with fewer students rejecting places and more slowly than previously. There are 20 appeals to date, which must be heard by an independent panel. The School buys in to the service provided by Essex, which costs the School £165 per appeal. There is no cost to parent and no initial sift to ensure that the evidence provided by parents is relevant to the set criteria for appeal. If all appeals go ahead, the cost to the School is therefore in excess of £3k plus the opportunity costs of the Head and other staff in preparing and attending the appeals. Experience has shown that the panel looks at the whole school capacity rather than the capacity in the year concerned. No account is taken that with an 8 form intake already at 31 students per class, the teaching, support and other resources needed to support another 20 students are simply not available. * There was a detailed discussion about the admissions criteria, because this September’s intake would be the first where we had not been able to offer places to all those in our named schools and we hadn’t reached those who had met the aptitude standard. Consultation on changes to the admissions criteria and their order needed to be undertaken between November 2019 and March 2020 for entry in September 2021. SLT would undertake a thorough review of the current position and bring proposals to FGB. This would need to include consideration of raising the aptitude criterion up the priority order and lowering the Five Parishes entitlement, whilst bearing in mind our relationships with Five Parishes schools. * The Sixth From have interviewed over 300 external students. CJH reminded governors that there is never a real indication how many will join until after the results. Retention of students is becoming an increasing challenge. A review of numbers leaving without completing Yrs 12 and 13 has demonstrated that students are leaving for the right reasons, but this does impact on the School’s income. A particular and growing reason for departure is the increased availability of good quality apprenticeships, which is, strategically, good news for our students but not so good for our finances. * In a further development which could impact upon the School’s strategy re the 6th Form, the funding for level 3 BTECs may be withdrawn. There is currently a DfE consultation under way, which places the focus going forward on the Govt’s new T levels which include nothing which would replace what we currently do in Health and Social Care, Sport, and Performing Arts. Bearing in mind our students have used these subjects to choose careers in e.g. the police service and physiotherapy, the BTECs clearly have a place in preparing students for the world of work. LH will prepare a FGB response, once the details has been better understood, but governors were urged to review the consultation and also respond as individuals. Deadline is 10th June. * The parent, student and staff surveys had been responded to in good numbers and responses were positive. GH reminded governors that two years previously that only a minority of staff completed the return and asked what the % was this year: 55% teachers and support staff responded. KSH and SR confirmed that the responses in the surveys were a good indication of the good morale on the ground. AWo had said Facebook comments had also been very positive. * There have been delays on the Alumni project being set up. AWi was thanked for helping set up this project. Due to exams this won’t happen this year but it was suggested it could be taken up again by the next team. * The Progress Manager project is working well. CJH recommended the project continue for longer before it is assessed for becoming part of the school structure. * CJH highlighted the improvement headlines within her report and asked if there were any questions. * CJH explained the new draft Ofsted framework which is out for consultation. The focus on curriculum is promising but most schools have concerns about the focus on EBACC. Discussions took place about the potential impacts for students at Shenfield if Ofsted do downgrade schools who do not push students into Ebacc subjects. Disappointment was expressed that the early positive signs coming from Ofsted were overshadowed by the Ebacc issue, which appeared to result from DfE pressure. As a whole that values arts education and sport, we believe students should be able to select subjects that they find engaging and where they can success. For many students the full EBacc would not be appropriate. Governors were encouraged to respond with their thoughts - collectively or individually - before 5th April deadline. LH will draft a collective response to the survey for governors to consider by a set date, after which she would submit the formal response within the deadline as the FGB’s line. * Various dates at the end of the report. | **SLT/CJH**  **Gov/LH**  **Gov/LH** |
| 8 | **REPORTS FROM COMMITTEES**  **Standards & Performance**   * JMA had given feedback on the December mocks * Past papers and grade boundaries had been discussed * JCO had given the context behind the attendance data. * History is a cause for concern, which harks back to the Ebacc discussion and the issue of students having to do a humanities subject. * No safeguarding issues to report.   **Resources**   * Surplus of £234,000 up from £209,000. * No cashflow issues. * The five year plan shows a small deficit in the next two years, but the Committee were confident careful budgeting and management would enable the deficits to be covered so that balanced budgets could be agreed * Staffing and recruitment issues had been discussed. * Concerns with the cleaning contract had been discussed. SR gave an update that things have improved since his intervention with the area manager. The school was blitzed in the holidays and SR is keeping a close eye to ensure the improvement is maintained. * ESFA requirements say that governors should have an update on finances six times a year. SR is now putting monthly accounts on Weebly. The Minutes need to record that governors understand that the monthly returns are now available; a training session has taken place to ensure that the returns are understood; and governors understood that they should review the returns to meet the ESFA requirements.   **Pay**   * Support staff pay progression had been discussed. The committee had ratified CJH’s recommendations. * The new pay banding was discussed. For equality requirements, pay bands have needed to be shortened and Essex undertook negotiations with the unions to agree a new structure. This is now in place from April 2020. Had the Committee not adopted the Essex structure, local negotiations would have been needed. However, the Committee were satisfied that the Essex structure was fair and had few financial implications. SR had confirmed it was virtually cost neutral. The committee approved adoption of the new bands. * Minutes issued only to the pay committee for GDPR reasons. Any question to LH. |  |
| 9 | **POLICY REVIEWS**  The following policy had been recommended for acceptance by the Standards and Performance Committee and were approved by FGB:   * Anti-Extremism * Attendance * Confidentially * Emergency evacuation procedure during exams * Exams * Exams contingency plan * Exams internal appeals procedure * Non examination assessment policy * Exam word processor policy * Pupil Premium policy |  |
| 10 | **CHAIR’S ACTION** The chair had no action to report. |  |
| 11 | **CHAIR’S BUSINESS/CORRESPONDENCE** The chair had nothing to report. |  |
| 12 | **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**  The monitoring visit has moved to 11th June with the focus on the sex & relationships policy and safeguarding.  AWo thanked SR for the finance training, which he said was clear and comprehensive, and may well be required again as a refresher in the future.  It was agreed that 18th June governor training could be cancelled as there were no immediate training needs. It would be important to understand more about the issue of T levels and BTECs when more was known and that could be a training item for the next academic year, although safeguarding training should remain the first training subject for the year. |  |
| 13 | **AOB**  None  The next FGB meeting has been moved to 27th June.  Meeting closed at 6:05pm |  |

Signature: Date: