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

**SHENFIELD HIGH SCHOOL**

**THURSDAY 5th JULY 2018 at 4:30 pm**

**Present:**

Mrs Katharine Boulton Parent Governor

Mrs Leanne Hedden (Chair) Governor

Mr Graham Herniman 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 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 Julian Beard-Apologies sent  Mrs Gill Jones- Apologies sent  Mr Andy Williams- Apologies sent |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**  Nothing to declare. |  |
| 3 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**  A Worth declared he had introduced the site manager to a local plumber. |  |
| 4 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 22nd March 2018 meeting, having previously been circulated, were agreed as a true record and signed by the Chair of Governors. |  |
| 5 | **MATTERS ARISING** LH pointed out that PSHE was originally planned to be part of the focus for the monitoring visit. The letter from the Healthy Schools moderator shows that this had been reviewed during their visit so it was felt governors didn’t need to do this again. |  |
| 6 | **HEADTEACHER’S REPORT**  CJH highlighted the key points from her report:   * Number on roll 1151. * A few more students have been accepted into year 9, to ensure that year group is full. They are students who are, for example, changing schools due to relocation. * Full apart from year 11. * Year 12 induction went well with 300 students over the two days. * 248 students due to be admitted in year 7 in September. Two students had gone to another school’s induction on the second day of the SHS induction. 1 stayed and the other came back to SHS. Number are increasing year on year. * Attendance figures are slightly under target. Due to a flu virus during the winter term. A number of PAs have been a particular challenge, hence the case study info provided to S and P to explain outliers. * The report shows the staff leaving with the reasons. None leaving due to being unhappy. Main reasons, retirement and relocation. * The report shows a list a new starters. Many of them will be attending new staff induction on 9th July. * Three vacancies still to fill-Spanish/French teacher, Science technician and PE technician. Interviews are taking place this week and next. * Garry Sapsford has been appointed Director of Sport, so that he is able to dedicate his time to the increasingly popular sports academies. Matt Hall has been promoted to TL for PE, Lisa Hart to join the new teaching apprentice scheme in science, Georgia Day to Pastoral Co-ordinator. * LH asked CJH to express a special thanks to Andy Christiani and Kim Garnish from the governors. Andy for spear heading the vocational centre and Kim for instigating the Performing Arts Academy which now attracts students of a very high level. It is not an overstatement to say that both have contributed substantially to the recovery of the School. * Governors have received a copy of the letter from the Healthy Schools moderators. The letter was very positive and CJH thanked JCO. Governors thought that the feedback was so positive, they wondered what more was required of the School to receive the award at the next level. Bearing in mind the existing workload demands on staff, JCO hadn’t wanted to t to create something new just to gain the next level so felt it better to make a big deal about what we were already doing, with a view to taking the full two years to prepare to demonstrate that we are actually working at the next level. * Governors has received behaviour data produced by JRI. CJH emphasised the system is well manged by JRI and his pastoral team and the systems are continually reviewed. While it might seem that incidents of bad behaviour had increased (slightly more FTEs than in the previous academic year), the School had more students so a more accurate comparison would be % FTEs to student population. CJH would ask JRI to report that stat from next year. * CJH spoke about the way in which KS3 assessment would be undertaken from next year. Members of SLT had spoken to governors on the monitoring visit about how this is going to work and that individual departments will make a judgement on what individual students should be achieving in their subject area. The monitoring visit governors confirmed that they had understood the new system to provide a better opportunity to ensure that where a student was not making expected progress, it could be spotted earlier with interventions coming earlier than in Yr10 as at present. That progress targets have been linked to KS2 outcomes in English and Maths have masked underachievement. Backward planning from the KS4 curriculum would ensure that expected progress in each subject was clear. The reports on progress to S and P will in future look different. Go4schools software will show a real time view which will increase the level parental engagement. * CJH highlighted the section on PREP, Super-Curriculum and Cadre 86 and the steps forward. These linked to the training session governors had had in June. This week saw the start of the Facebook workplace page. Most year 9 parents were booked to come to the Prep4Sept evening on 12th July. * Strategic headlines- SLT had met on 22nd June to discuss the headlines. Governors had received a copy of the document with draft new headlines for next year. A new document would be published in September and governors would receive updates on the headline throughout the academic year. JMA and SRO will be managing the capacity as the school grows. GH asked what areas are being reviewed. CJH explained that at present the headlines were organised under the 4 Ofsted categories in the Common Inspection Framework. The new headlines directly reflected current school improvement areas. The work of the school in all areas continues – all of which can be cross-referenced to the Ofsted framework – but it was felt to be important to reflect current school priorities, rather than fit priorities within an external framework. * In year 7 there will be 8 forms of entry. LH explained that there would be a capacity issue should we go beyond 8 forms of entry. * GH asked for an update on MAT status. CJH stated that the creation of bigger MATS remained the DfE’s preferred option, but there was no direct pressure on our school at present. In addition, the national Schools Commissioner had stepped down and there was a hiatus. The Government had announced that the free schools programme would only be where there was proven need in areas as yet untouched by the Free School movement, and that basic need provision was more likely to be met by local authorities We are, therefore, still waiting for Brentwood to publish its local development plan and Essex to update student number projections as a result. LH said that we would be proposing a formal increase in our PAN, which S and P would consider at their first meeting of the New Year. * The end of the report showed dates for the diary and reminded governors they were welcome to all of the events. * LH asked for an update on CCF. CJH said CCF had gathered momentum this year and from the Autumn SHS will become independent of Brentwood Public School and affiliated to the 7th Para RHA. There will be a ceremony on 27th September to which governors would be invited. CJH thanked all the staff involved. |  |
| 7 | **REPORT FROM RESOURCES COMMITTEE**   * There had been a meeting on 27th April and 22nd June * Budget carry over of £310,000, previously £250,000 * Resources had looked at the budget in detail and questioned why the exam budget was smaller. This was due to there being no A levels. * There is an increased level of staffing due to increased student numbers with a year’s lag in the funding. * CJH and SRO had done a lot of work to ensure continuation of the falling rolls funding. * The committee had reviewed the 3 year plan. The first year without falling rolls funding would be 2020, which will be the first year of a small surplus budget. * SRO went through the 5 ESFA indicators which had been discussed at committee level in depth.   The 5 key performance indicators are:   * Staff pay as a % total expenditure * Average teacher cost * Pupil to teacher ratio * Contract list * 3-5 year financial forecasts proposed both the budget and the 3 year forecast to governors for acceptance, on the recommendation of Resources Committee. Governors approved both and gave LH authority to sign any necessary forms on the School’s behalf. * Litmus Partnership are using a secure electronic tender system for the cleaning contract procurement, which is a £160,000 a year contract. Governors will be involved in the process in August and September. * The school payroll provider will be changing from Essex payroll to SGW following three presentations and a site visit to another school. * ICE had been in. There were no concerns from their report. * Risk register-No changes. * SRO discussed in detail the issue with the school minibuses and the fact that they are not road legal. As speed limiters cannot be put on the old buses SRO had looked at leasing two new buses. He had been through the ESFA purchasing consortium for three quotes and had one independent to the consortium which was £100 cheaper. Governors agreed in principal that SRO could go ahead to secure the best value contract he could and agreed LH or GH should sign the agreement, bearing in mind the contract value and delegated spending limits. SRO confirmed that he would be pursuing recovery of what we have spent from the rogue service engineer and would follow up with the DVSA to ensure that appropriate action was taken by trading standards so other students were not put a risk. |  |
| 8 | **REPORT FROM STANDARDS & PERFORMANCE**   * JS reported that JCO had explained the issues with attendance and persistent absentees and the possible impact from mid-term entrants. In year 10 there are 3 PAs and 2 were mid-term entrants. JCO gave an example of a case study. We have an excellent pastoral system and ethos where other schools are cutting their pastoral staff. Governors asked if we have space do we have to offer the place. It was confirmed we do. * Pupil Premium-4 students in year 9 have bespoke provision and some year 11 students have 1:1 tuition. * Exam data- will be different this year with the new specification which English and Maths started last year. * Policies-The policies discussed were approved by S&P for the FGB to ratify. |  |
| 9 | **SAFEGUARDING/CHILD PROETECTION**  JS, as Designated Safeguarding Governor, had produced three reports which governors could find on Weebly.  JCO had also produced a report and highlighted the following points:   * JCO was very pleased with the work of her 3 DSLs. Having four trained, they were able to support each other, which helped them manage the stress of the situations they encountered * JCO had attended various training sessions as the different Counties deal with students differently. * The pastoral staff have completed certain training relevant to the elements of the job that they do. * The Essex County Council audit was all green. * KWH has completed mental health training along with 4 other members of staff. * JCO has completed domestic abuse training in response to a need. * The safeguarding policy has recently been updated and appears on the website. JS signs this off between meetings. * There are 255 students being monitored but only 1 is on the child protection register. The others have come from concerns from the child themselves, staff or parents. * Filing systems have been changed following GDPR. * There is a new Keeping Children Safe policy coming out in September.   JS highlighted the following from her report:   * Jenny and team doing an amazing job. * Healthy schools moderator has been in. Letter on Weebly. * Oasis, Wave and Vocational centre make a huge difference to students’ lives. Students themselves are the proof that we are getting things right. * Separate safety log. * Single central record has been checked twice. |  |
| 10 | **NON-PUPIL DAYS**  The proposed non-pupil days for 19-20 were agreed. |  |
| 11 | **POLICY REVIEWS**  The following policy had been recommended for acceptance by the Standards and Performance Committee and were approved by FGB:   * Appeal against internal assessment of work * Peer to Peer Abuse policy * Behaviour for learning * Charging policy * Educational visits policy * Equality policy * Grievance procedure * Health & Safety policy * Leave of absence policy * Pay policy * Probation procedure * Provider Access policy * Recruitment policy * Redundancy & Restructuring policy * Disciplinary & Dismissal policy * Teaching & Learning policy * Finance Regulations had undergone an interim review to ensure they were compliant with ICE requirements, and were recommended by the Resources committee and approved by the FGB. A fundamental review would be undertaken in the Autumn Term * Safeguarding-This policy changes regularly so it is approved by JCO and JS and then it comes to the FGB to be signed off retrospectively. FGB confirmed approval of the current version and noted this would need to come before them again in September. | **SRO** |
| 12 | **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**  JS, AWi, AWo and LH had been for a monitoring visit the previous day. They had met a very articulate year 7 group and two 6th form students from the 6th form leadership team, who had some great ideas. AWi is going to help them set up an alumni group. JRI and DJB had spoken to them about bullying and cyber bullying. As said previously, they had also heard from members of SLT about KS3 assessment. A detailed note would follow.  New governors had all attending induction training.  AWo asked governors if they would still like the updates. It was agreed they did. Governors to let AWo know if there are any gaps that Essex can fill.  It was discussed if governors need to do the safer recruitment in education qualification. KB was happy to do this if it is needed. AWo would review the online training link and point KB to the appropriate course. |  |
| 13 | **CHAIR’S ACTION** The chair had no action to report. |  |
| 14 | **CHAIR’S BUSINESS/CORRESPONDENCE** The chair had nothing to report. |  |
| 15 | **DATES/TIMES of FUTURE MEETINGS**  Future meeting dates had been sent out to committee chairs and SRO and JMA. Dates can be found on Weebly.  The first FGB meeting is 27th September. LH to send out email beforehand re exam results.  LH asked governors who were available to attend the SHS/MCC cricket match to be played at Shenfield Cricket Club from 11:30am on Sunday. SHS would be the first non-selective state school to secure an MCC fixture, another feather in the School’s cricketing cap. |  |
|  | Meeting closed at 6:10pm. |  |

Signature: Date: