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

**SHENFIELD HIGH SCHOOL**

**THURSDAY 6th DECEMEBER 2018 at 4:30 pm**

**Present:**

Mrs Katharine Boulton Parent Governor

Mrs Leanne Hedden (Chair) Governor

Mr Graham Herniman Parent Governor

Mr Neil Purbrick Parent Governor

Mr Stuart Roberts Support Staff Governor

Mrs Karuna Shaunak-Hobbs Teacher Governor

Mrs Jane Swettenham Governor

Mr Andy Williams Parent Governor

Mr Andrew Worth Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Jane Martin Deputy Headteacher

Mrs Karen Whordley Clerk

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|  |  | **ACTION** |
| 1 | **APOLOGIES**Julian Beard, Gill Jones and Jenny Comerford had sent their apologies for absence. Simon Murray absent from skype due to technical problem |  |
| 3 | **NOTIFICATION OF ANY OTHER BUSINESS**  Nothing to declare. |  |
| 4 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**  Nothing to declare. |  |
| 5 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 27th September 2018 meeting, having previously been circulated, were agreed as a true record and signed by the Chair of Governors |  |
| 6 | **MATTERS ARISING** No matters arising. |  |
| 7 | **COMPANY ACCOUNTS**  GH reported a clean bill of health from the auditors. There was one minor risk and that was how we record the evaluation of potential suppliers of school trips. Governors had received a copy of the accounts with updated text. The only thing that needs to be added is a record of the outcome of the Ofsted visit, which could be done now the letter had been received. Governors were happy for LH to do this before she signs the accounts to send to the ESFA. Governors formally approved the Annual Report and Accounts for 2017-18.  GH gave a brief summary of the Resources meeting highlighting the following:   * Carry forward of £200,000. * 5 year position is good. * There is a small deficit in 19-20, which he and CJH would be considering how to mitigate in January, but, dependent on whether the DfE honour the undertaking to fully fund pension contribution increases, the deficit would be manageable if challenging. * To note Essex County Council have asked Schools Forum to approve a transfer from the schools budget to the high needs block (SEN funding). Schools Forum had resisted so far but the DfE may enforce it and that would have an impact on forward forecasts. Update as and when. * Two more years of the falling rolls funding, £300,00 in 2019 and £75,000 in 2020. * Staffing can be seen in CJH report. Recruitment has been difficult in certain areas. * Risk register- text had been updated but risk levels remained the same. Governors accepted the Committee’s recommendation to accept the revised register, agreeing that the Ofsted-related text should be updated to quote from the letter just received. * The financial handbook had been discussed and the ESFA will be making sure KPIs are met. The following KPIs had been agreed. * Staff pay as a percentage of total expenditure * Average teacher cost * Pupil to Teacher ratio * 3-5 year budget projections * List of contracts and renewal dates |  |
| 8 | **HEADTEACHER’S REPORT**  There had been some staffing changes:   * Melina Hayers has been replaced by Lisa Purbrick. * Aaron Watts is leaving and interviews are due to take place for a Pastoral Manger. The field is excellent. * Emilio Navarro is covering in Spanish and we will advertise again for next September. * Jacqui Hicks has resigned and been off sick. Her replacement Queenal Mishra starts in January. * Chris Stubbings is covering science maternity cover. * Tracey Suett is relocating and will be a great loss. Interviews still to take place. * Jake Robinson has been covering in the data office. We have now appointed Gayle Penn to start in February to allow for a cross over.   CJH explained we are oversubscribed again with 285 (237 last year) naming SHS as their first choice school.  CJH’s report explained how the new assessment system works. To make this system more effective a project is to be introduced in the new year which mean 4 Progress Managers will be employed from our teaching staff on a trial basis and will be reviewed again in July.  4:50pm Andrew Worth joined the meeting.  The Progress Managers will work alongside the Pastoral Managers. They will use Go4Schools to assess worrying data and work out interventions on how to get the student concerned back on track.  JMA has already been meeting with students and parents to look at targets and interventions.  Governors asked if there were any trends but JMA said it was all very individual.  See agenda item 13 regarding holiday dates.  **Ofsted feedback**  Governors were given a copy of the letter from Ofsted.  The feedback in CJH’s report was an amalgamation of her notes from the team meeting and the meeting when Ofsted presented to SLT and Governors. CJH highlighted the key lines of enquiry which were in her report. The Ofsted judgement was ‘good’. To be able to be considered for outstanding a section 5, full inspection, would have needed to take place.  CJH would have like them to look at PREP and Assessment in more detail. One of the inspectors was late and felt she was not on top of her brief. CJH has mentioned this in her feedback survey.  There had been some fantastic comments from parents, 225 responded, a massively above average response rate. 80 staff responded and all said they were proud to work at SHS. CJH thanked governors for their support especially LH and JS who met with the inspectors.  LH had been in to the staff breakfast to congratulate the staff.  Ofsted had been blown away by Safeguarding, a testament to JCO and her team.  At the end of the report dates for the diary. CJH encouraged governors to attend the Christmas Concert and buy the CD.  CJH confirmed that Jamie Rigg had been interviewed by herself, JCO and LH for the substantive Assistant Headteacher post. This was confirmed and will begin in January. |  |
| 9 | **REPORTS FROM COMMITTEES**  **Pay**  LH explained the process of pay increases to the FGB and the difference between support staff, teaching staff and SLT. At the previous pay meeting the teaching staff pay was discussed. In line with the authority delegated to it by FGB, the Pay Committee had ratified CJH’s decisions for the teaching staff and approved her recommendations for SLT. Having secured the approval of the Resources Committee to making the necessary budget available, the Committee approved the application of the national cost of living pay increase from 1st September. If non staff governors want to see the pay minutes please ask KW.  **Headteacher’s Appraisal**  Non staff governors had previously received the notes following the appraisal, including information on the pay award and current year objectives agreed, and had been invited to discuss it with LH should they wish to do so. Sandra Johnson had been employed to complete the 360º appraisal as in the previous year.  **Standards & Performance**  Questions had been prepared for JMA before the S&P meeting, which meant the meeting had been more productive.  JS highlighted the following:   * Yr 11 had 114 students. A small year group. * The English remark had no impact on the headline figures. * A review was under way to consider the issue of how decisions are made to enter students for which level of science exam. * The withdrawal of coursework from computer science. * Lower ability students tend to pick geography as an option choice. * We no longer offer product design. * A handful of U grades at A’level and was this caused, in part, by universities offering unconditional places and other individual factors. JMA said there are talks about universities offering scholarships if students get their grades. * The challenges of a large external intake in to year 12. Induction was well received. |  |
| 10 | **TERMS OF REFERENCE**  The following terms of reference had been recommended for acceptance by the various committees and were approved by the FGB.   * Governors Pay Appraisal Committee * Headteacher’s Appraisal Committee * Pay Appeals Committee * Resources Committee (reduce quorum from 6 to 5 and removed approval of holiday dates) * Staff Appeals Committee * Standards and Performance Committee (removed approval of holiday dates) * Student Discipline Committee |  |
| 11 | **POLICY REVIEWS**  The following policies had been recommended for acceptance by the Resources and the Standards and Performance Committee’s and were approved by FGB:   * Business Continuity Plan * CEIAG and WRL policy * Esafety * Behaviour for learning * Equality and Diversity Objectives   The financial regulations were approved but they are due to be rewritten in February. |  |
| 12 | **SAFEGUARDING/CHILD PROETECTION**  No safeguarding issues to report.  JS reported on her recent visit. PA was looked at with 5 school refusers and 1 medical issue. Interventions were discussed. 1 of the students had already moved from 66% to 74%. Often the midterm entrants cause the attendance issue.  JS had looked at the new safeguarding proforma for staff. JCO would be producing the next safeguarding newsletter.  JCO and JS had inspected the single central record. |  |
| 13 | **NON-PUPIL DAYS**  The following non-pupil days were accepted by the FGB:  2nd September 2019, 4th October 2019, 20th, 21st, 22nd July 2020.  1st September 2020, 2nd October 2020, 19th, 20th, 21st July 2021. |  |
| 14 | **CHAIR’S ACTION** The chair had no action to report. |  |
| 15 | **CHAIR’S BUSINESS/CORRESPONDENCE**  None |  |
| 16 | **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**  Governors had visited the school earlier in the day. A full report will be issued in due course.  KB reported they had met some year 7 and year 12. They had been asked what was good and what was bad. The feedback was really good and positive. The year 7s wanted more iced buns!  JS was impressed at how far the cadets had come and how quickly SHS had become independent. GH asked if there was a possibility of a small fund for the cadets to use. SR confirmed they already have a fund and most of it is used to pay for their SSI who comes in one day per week. This can be discussed further at Resources.  **TRAINING**  AWi had attended finance in academies training. He felt he didn’t learn much.  KSH asked if there was anything mandatory governors need to attend. LH confirmed that there wasn’t other than safeguarding which was done every year.  Safer recruitment training was discussed. KW to investigate the provider that was used by SLT.  LH and AWo to discuss the March training session.  SHS size, capacity and accommodation to be discussed at the 15th January strategy meeting, followed by the school musical at 6:30pm.  Passwords are still not working on the EES website.  LH to recirculate the training link. | **KW**  **LH** |
| 17 | **AOB**  There was no AOB  Meeting closed at 5:55pm  Governors were asked if they wanted to stay for the AGM |  |

Signature: Date: