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

**SHENFIELD HIGH SCHOOL**

**THURSDAY 6th JULY 2017 at 4:30pm in i52**

**Present:**

Mrs Leanne Hedden (Chair) Governor

Mrs Gill Jones Governor

Mr Andy Lunn Parent Governor

Mrs Rachel O’Hara Parent Governor

Mr Neil Purbrick Parent Governor

Mrs Karuna Shaunak-Hobbs Staff Governor

Mr Dave Simpson Governor

Mrs Jane Swettenham Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Jenny Comerford Deputy Headteacher

Mr Stuart Roberts Business Manager

Mrs Karen Whordley HR Manager/Clerk

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|  |  | **ACTION** |
| 1 | **WELCOME TO NEW GOVERNORS** Julian Beard and Stuart Redbond have been appointed as our new non-staff/non-parent governors. They would be joining us from the meeting on 7th September. |  |
| 2 | **APOLOGIES**Emma Prince and Andrew Worth We were unable to connect to Graham Herniman via Skype |  |
| 3 | **NOTIFICATION OF ANY OTHER BUSINESS**  None noted |  |
| 4 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**  No Governor present declared any personal or financial interest in any item on the agenda. |  |
| 5 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 23rd March 2017 meeting, having previously been circulated, were agreed as a true record. The minutes were signed by the Chair of Governors. |  |
| 6 | **MATTERS ARISING**  * Governor recruitment-to be discussed later in the agenda * LH had written to Gary Nosworthy * The new senior leadership team is now in place following successful appointments * Information on exclusion now appears in CJH report |  |
| 7 | **HEADTEACHER’S REPORT**  CJH report had previously been circulated. The following was highlighted:   * Current numbers on roll. Year 13 BTEC students are removed as the qualification is completed so the number looks low. * 225 students expected in year 7 * Year 12 numbers will depend on results. * The smallest year group is now going in to year 11. * The report lists the staff leaving and the new staff joining us in September. Emma was unable to make the FGB meeting, so the Board asked that their best wishes be passed on to her, as outgoing support staff governor. * Sarah Chapman will be leaving in October to have her first baby and to move to the Caribbean. Pooja Toshniwal has been appointed to cover Sarah’s maternity leave, in the first instance, with a full time appointment to follow subject performance. * Apart from the PNI role all posts have been filled. Ronan Conway will move from being a temporary cover supervisor to a science teacher. Since the list had been produced Liam Stevenson has been appointed as Performing Arts Technician and Samantha Murray as Pastoral Manager. * Changes have been made to the curriculum, highlighted in CJH’s report. Ofsted are likely to focus on the curriculum looking for diversity and enrichment. * CJH confirmed the new SLT structure following the recent interviews. The associate posts have been made substantive. * Projected student outcomes-Following the latest data entry we are hoping for favourable results. English and Maths are on the new specification which will be graded 9 to 1. Due to this there will be no direct comparison for this year’s results. There is no formula to predict the progress 8 results so we will have to wait until the national data becomes available to know how we have done against that measure. * Behaviour statistics-These have got better over the past few years. There has been a slight change to the use of the Blueroom as the hierarchy of sanctions has changed. Tolerance is much lower. LH asked if this is why the number of students going into the Blueroom has increased, pointing out that the number in March had doubled. CJH confirmed that the change in use had produced the change in numbers. Jamie Rigg is now responsible for Behaviour and Standards. He will launch a new rewards system in September. The new sanctions include at 3-4pm Headteacher detention on a Friday. * School improvement headlines-Governors could see anything new in italics in the report. LH asked about the supervised 6th Form study areas. CJH confirmed there are now areas in humanities, science and art so students can work in these areas, and further work was being done over the summer holidays: Media and Film are moving location to the iblock, creating space in the English block for additional 6th form study space. This would be unsupervised space, with hourly checks, but Andy Cooke has been working on 6th Form self-motivated work ethic this year, so it is hoped that students would maximise the benefit from the additional facilities. KSH confirmed there had been much tighter controls this year on 6th form study time. * Projects- Ben Clifford has been working on accelerated reading and Richard Drew on Club 100 which involves students who have entered secondary school below the scaled score of 100, working with a focus on literacy and numeracy. S&P committee to have the data for this. * We have had a trained counsellor from Barnardo’s working with students. From September she will continue 1 day per week and invoice SHS. She has become a member of the interventions team overseen by Jenny Comerford. * LH asked about 6th Form induction. CJH confirmed 240 attended divided across two days, which was easier to manage. * CCF staff and students are now semi-independent and should be independent after next year. LH asked if a report could go to S&P on the impact that CCF has on the students concerned, as anecdotal evidence gathered by governors at their monitoring visit the previous day suggested that academic performance had benefited from this activity. * We are awaiting the result of a feasibility study submitted to ECC regarding the possibility of becoming an all-through school. | **S&P**  **S&P** |
| 8 | **REPORT FROM RESOURCES COMMITTEE**  Governors had previously received paperwork. The following points were highlighted:   * The 16th June minutes were a draft and had not been approved and signed yet * The current year’s budget is doing well compared to where we started * £125,000 carry forward giving a cushion for next year to balance the budget. Lots of hard work done by SR and staff. We have done well after a tough year. * Cash flow was very tight during April and May but unexpected cash came in so this was resolved. * Next year we should again get falling rolls fund monies, as we continue to meet the criteria for the funding. * Headline figures for next year- income £6,406,497, expenditure £6,293,391, contingency £113,106. * SR has introduced zero-based budgeting in a different way asking budget holders what they think is essential, aspirational and desirable. This will enable the School to be planning spending more tightly in line with priorities, and, if additional funding does become available it can be allocated to the School’s priorities more easily. Governors who had been on the monitoring visit reported that staff liked the new system, because they believed it was fairer. * The PTA are going to be asked to work with the School on deciding how to allocate the money they raise, so that their contributions go towards the School’s priorities. * The Resources Committee recommended the proposed budget to FGB, and the budget for 2017-18 was approved. * Looking at the three year plan, 2018-19 is currently showing a deficit of around £100,000, with any expected carry forward taken into account. This is a worst case scenario budget, based on the expectation that we would lose money under the national funding formula, as proposed by the Government prior to the election. Other factors include expected high increases to contributions to teachers’ pensions and the local government pension scheme. However, as governors had seen before, things change quickly – latest soundings from Government suggested no school would lose under the formula, for example. The Resources Committee recommended the careful monitoring of the forward plan at every meeting, with plans being developed for coverage of the deficit, should it prove necessary. NP asked what happens if we run out of money. LH explained there would be an application to the ESFA for support, which would be in the form of a loan and would be accompanied by a notice to improve, which would mean close monitoring by the ESFA. * The premises have become exposed to ‘travellers’. SR is getting quotes to move the Oliver Road gates and put bollards in the gaps. * Governors asked what action had been taken to ensure that the school buildings’ cladding was safe in light of the recent tragic Grenfell Tower fire. SR reported that PCH were contacting contractors relating to the Hums and English blocks to ensure that the new cladding complies with all safety standards. The ESFA have asked all schools to complete a survey to assess the safety position; the only relevant building was our four storey tower (ground floor counts as one storey) which met the safety standards ESFA asked about. * Risk Register-It was agreed there was nothing to add to the register and to keep the falling roll on for a bit longer, because of the impact years with empty places still had on mid-year entrants, many of whom were challenging students. Text had been updated. Governors approved the risk register. |  |
| 9 | **REPORT FROM STANDARDS & PERFORMANCE COMMITTEE**  The following points were highlighted from the S&P meeting:   * The key data was from English and maths. The slip in maths results had been explained with 3 mock papers instead of 2. * There is now a different grading system which is difficult to tell what 4 and 5 look like. DFE announcement says 4 is a pass and 5 is good. * Ben Clifford had done a presentation on English marking and feedback lessons. The monitoring visit looked at the issues. * Attendance-post cards had a positive effect. The £30 voucher for 100% attendance for year 9 PP students will continue. * There hadn’t been a huge return to the annual parent survey. Most feedback received was positive. * The following policies had been approved in correspondence: Student Media and IT user agreement, attendance and safeguarding. |  |
| 10 | **PUPIL PREMIUM GRANT**  To look at on 7th September | **FGB agenda** |
| 11 | **SAFEGUARDING/CHILD PROTECTION**  Governors had received three documents and the following was highlighted:   * Attendance figures remain similar and had been looked at during the monitoring visit. Following the Essex criteria penalty notices will be issued to parents taking students on holiday during term time. Post cards won’t be used for 90-94% attendance next year, but would be used in other instances. £30 vouchers will continue. * JIC and JS have used the Key document as an audit tool, as the Essex now only do it bi-annually, which JIC and JS do not think is often enough. JIC left the comments on the document to show the process. This will be used again next year plus the Essex one. The audit will be used as a report to governors rather than writing a separate report. * The safeguarding policy needs updating regularly as soon as new guidelines come in. The FGB agreed to delegate authority to JIC to make and JS to approve these updates on behalf of the FGB so that the policy can go straight on the school website, with a summary of changes to be reported to FGB at each meeting. * Following training DJ is now reviewing the Esafety policy. He is also going to be retrained on managing Child Sexual Exploitation cases and attending Child Protection Conferences so that he can deputise for JIC. * All teaching and support staff have completed level 2 online prevent training. * Brentwood borders many local authorities so gang awareness and prevention is paramount. * The safeguarding board, the team that deals with issues consist of 4 leads, 1st aid, attendance and a pastoral representative. Weekly meetings are held to avoid missing anything. * Safer recruitment training has been undertaken in school by the leadership team. * JIC and DJ are undertaking WRAP training to be PREVENT trainers to be able to train other staff. * JIC has attended CAPEY training which is about supporting students with parents in prison. * Safeguarding issues relate to what is in school at the time and a huge number of concerns are monitored and these are just the ones the school knows about. The pastoral team are well trained at spotting disclosures as they have a good relationship with parents and students. * The BAP meeting discussed primary schools doing safety at a much younger age.   JS gave a summary report of the work she had done as Safeguarding Governor over the school year. A copy of her report is on Weebly.  The governors monitoring visit had focused on safeguarding with 6 governors in school for the day. They had spoken to a wide range of people in the staff and student bodies. A full written report would be available for 7th September meeting, but governors involved reported their summary reactions.  NP said it was a very positive visit. Students enjoyed school. He met Georgia Day and Jamie Rigg who impressed with their dedication to the students.  RO had met SR and Dave Ferrans regarding IT security, which is now high with everything locked down. She had also spoken to DJ about E-safety.  JIC had taken two governors on a walk about to see how SLT check staff are on duty.  LH and JS had seen KSW regarding the Single Central Record and checked files for references, id documents etc. They had also been taken through a number of individual cases by JIC so they could see that processes had been properly applied.  JIC had completed safeguarding training with volunteers, invigilators, the cleaners, and contractors. There are further sessions on Friday for the remaining cleaners and the kitchen staff. All contractors have to confirm they have provided safeguarding training for their staff but SHS prefers to know that those who are attending regularly have been through SHS’s own training.  Students in the Oasis had been spoken to and commented on the amazing job done in the Oasis, which had been life-changing for them all.  GJ reported on the CCF students. They had completed Drill, first aid, weapon handling and how to iron and clean their shoes. They needed these skills to pass the commander’s inspection. Students had said they feel safe at Brentwood school and get on well with their students. Staff had got used to seeing students and staff in military uniform and student behaviour had improved.  LH reported on the discussion with a group of staff about the stress survey, explaining to them the Resources Committee’s concerns that such a low response rate may be masking staffing issues. Staff felt a survey was a good idea but that some had not trusted the anonymity of the process, which may have put some off. Other comments included that it would be better if the survey were more SHS specific, rather than generic, and better targeted (e.g. so that sections which involve contact with students were separate, making it easier for those who had no contact to complete). Governors tested staff morale via this small group. It was clear that staff felt safe to challenge, and if they had an issue, had no problem with going to their line manager escalating higher, right to CJH if necessary. The main issue for staff was the lack of resources, with the availability of basic supplies beginning to be a problem. However, they understood the challenging circumstances we face with the budget and appreciate we are doing everything we can to improve the situation. They liked the zero-based budgeting approach which they felt would be fairer. Governors reached the conclusion that, under the circumstances, morale was generally at least good. |  |
| 12 | **POLICY REVIEW**  The following policies had been approved at committee level (some in correspondence) and were being recommended for adoption by the FGB:   * Safeguarding * Attendance * Staff induction * Freedom of Information * Student Media & IT user agreement.   Governors agreed to adopt these policies. |  |
| 13 | **GOVERNING BODY STRUCTURE**  Following the self-assessment the following weaknesses had been highlighted:   * School related risk management * School HR * Governance   In assessing two applicants for the two governor vacancies, LH and CJH had taken this and the need to strengthen the accountancy expertise on the Board (with the departure of CV) into account.  One of the new appointees is an accountant, with a number of staff and resultant HR expertise. The other is a family lawyer and deputy district judge, with experience in running a large practice, including HR and governance issues, and having introduced a risk management system.  Governors will join the following committees:  Stuart Redbond – Resources  Julian Beard – Standards and Performance  Stuart Roberts has been appointed as support staff governor and will move to S&P as he can’t report to himself on Resources. Karuna Shaunk-Hobbs will move to Resources.  Following the assessment of the chair the following weaknesses were highlighted:   * Helping governors identify their training needs * Succession planning   LH hoped these had been better addressed by action she had taken with individuals over the last few months, but she would continue to work on these areas where practicable.  LH reminded governors of her email correspondence with them re Andrew Worth’s expression of interest in remaining as a governor when his tenure as a parent governor expires in January 2018. It was agreed formally that he would convert to a non-parent governor role at that time. |  |
| 14 | **GOVERNING BODY ATTENDANCE REGISTER**  Any corrections to KSW please. |  |
| 15 | **GOVERNORS MONITORING, DEVELOPMENT AND TRAINING**  There is still an issue in using GEL. It was agreed RO would look at the different options for training available to governors and produce a crib sheet to help governors select the right things for them. New governors will need to complete induction training as minimum. Other governors were encouraged to renew their training efforts, particularly in safeguarding and student discipline areas. The first training session of the new year would again focus on safeguarding, so we could be up to date with latest issues. |  |
| 16 | **CHAIR’S ACTION**  No action |  |
| 17 | **CHAIR’S BUSINESS/CORRESPONDANCE**  None |  |
| 18 | **DATES/TIMES OF FUTURE MEETINGS**  Governors had received a list of the new meeting dates and times. It was agreed training and strategy sessions would now be at 5pm instead of 6pm.  Confirmation the first FGB meeting will be 7th September. |  |
| 19 | **AOB**  Open Day is 5th October. A strong governor attendance would be welcomed, not least to man the car park.  Governors said goodbye and thanks to Dave Simpson, who had served on FGB and various committees (most notably Student Discipline which he chaired) for 17 years.  Meeting closed at 6:26pm |  |

Signature: Date: