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

**SHENFIELD HIGH SCHOOL**

**THURSDAY 7th DECEMEBER 2017 at 4:30 pm**

**Present:**

Mr Graham Herniman Parent Governor

Mrs Leanne Hedden (Chair) Governor

Mrs Gill Jones Governor

Mrs Rachel O’Hara Parent Governor

Mr Neil Purbrick Parent Governor

Mr Stuart Roberts Support Staff Governor

Mrs Karuna Shaunak-Hobbs Teacher Governor

Mr Andrew Worth Parent Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Jenny Comerford Deputy Headteacher

Mrs Karen Whordley Clerk

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|  |  | **ACTION** |
| 1 | **APOLOGIES**Julian Beard and Jane Swettenham had sent their apologies for absence. |  |
| 2 | **GOVERNING BODY MEMBERSHIP**  Leanne Hedden and Gill Jones term of office is up at the end of the month. RO proposed and GH seconded and Governors agreed for both to be extended for another four years.  This was Rachel O’Hara’s last meeting after 8 years on the Governing Body.  The governing body is small with 8 non staff governors. If SHS had become a MAT then there would have been a change in governance. As this is now not imminent we need to advertise for parent governors. AW will become a normal governors rather than a parent governor in January. The Articles of Association say we need a minimum of two parent governors. LH and KW to look at the paperwork and get the letter out to parents. Consideration will also be given to a process to recruit one more non-parent governor. | **LH/KW** |
| 3 | **NOTIFICATION OF ANY OTHER BUSINESS**  Nothing to declare. |  |
| 4 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**  NP declared he had sold his leasing company but was still employed by them.  AW declared he had been involved in the donation of the computer monitors from Brentwood Council.  LH informed governors that following the ICE visit it had come to light that the Code of conduct didn’t mention Gifts and Hospitality which is based on the Essex model. Wording had been put on Weebly for governors to approve via email to LH. Governors confirmed they would be content to approve via a no response indicates acceptance email LH would send the following day | **LH** |
| 5 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 7th September 2017 meeting, having previously been circulated, were agreed as a true record and signed by the Chair of Governors |  |
| 6 | **MATTERS ARISING** Matter arising had already been cleared or were due to come up later in the agenda. |  |
| 7 | **COMPANY ACCOUNTS**  GH reported that the Resources committee had received a presentation from MWS the auditors. The feedback was very positive about where we were now compared to last year. With a carry forward of £263,000 they were optimistic but said don’t get complacent.  SR showed governors, on the screen, parts of the auditor’s report. They had highlighted the following:   * Stuart Redbond was a governor for a very short space of time but hadn’t declared he was a director of two other companies. They were assured he had never attended a meeting. This was downgraded to a medium risk. * One BACS payment had had a missing signature. * SR had signed off the school credit card. CJH to sign this. The finance office have the card and not SR. * Purchase orders not always raised (they found 2)   The auditors were happy and said these were minor issues.  SR reported a duplication on page 40 which had been corrected.  Governors took the 2016-17 Annual Report and Accounts as a formal recommendation from Resources Committee for approval, which they duly did. |  |
| 8 | **HEADTEACHER’S REPORT**  Governors had previously received the report. CJH went through it highlighting the following:   * Numbers on roll * Attendance figures * Projected numbers for year 7. Since producing the table the first choice numbers have gone up from 188 to 237. CJH confirmed we would be full in next year’s Yr7, with a waiting list and are over subscribed for the third year running. S&P had discussed raising the PAN but had been decided to leave it as it is at present. * Current year 11 is the smallest year group. Year 7 have 16 on the waiting list and CJH had attended an appeal hearing that week of which she was awaiting the outcome. * GH asked if we had the resources to take more than 240 students. CJH explained this was 8 forms of entry with 30 per form and then there would be more sets than forms. To go above 240 stretches teaching set sizes and it gets to a point where the quality of teaching is impacted. Growing any larger at this point is a careful balance between generating additional income and being required to recruit more staff which would have a disproportionate cost to that additional income, especially with a year’s time lag on funding. * CJH reported the 6th form Open evening had been the busiest they had ever had. As always, numbers won’t be determined until after the students get their results, but the numbers of applications may well be an indicator when compared to previous years and those would be known in January. LH and GH had visited AC earlier in the day for their monitoring visit. He is aiming for 200 intake and SR has budgeted for 180. * CJH and SR had been working with Kelvedon Hatch on the possibilities of them becoming an Academy and joining SHS in a MAT. SR had concerns about their finances. Kelvedon Hatch had decided not to proceed with the idea and felt they would be better as part of a federation. CJH was disappointed about the outcome.   4:58 KSH arrived at the meeting.   * CJH explained that the Council liked the primary school idea but not for 3 to 4 years. Without the backing of Essex there is nothing we can do. As this and the MAT issue had been the basis of governors’ future strategy over the last year, LH said that the next strategy meeting would need to take a fresh look at what next for SHS, giving a chance to generate new and different ideas. * Governors had received the behaviour data which showed FTE, Blue Room, Time Out, C3’s and 3 to 4s. The formal warnings showed 2 verbal and 2 written warnings. CJH explained that the 3 to 4s was a punishment used rather than the Blue Room. The Blue room and 3 to 4s have similar numbers. CJH praised Jamie Rigg who is very good and effective in his new role. KSH said that she felt 3 to 4s were more of a deterrent to students. On a Friday there is a Heads detention after school which Jenny and Jane assist with. JIC explained that the lunchtime detentions can be for students who have three or more lates as well as for poor behaviour. CJH explained formal warning are a cause for concern. Once a child moves to a written warning they will then look at a managed move. One student is in the process of a managed move to St Martins. CJH said the school environment is very calm. * CJH pointed out that in her report governors could see in italics the updated notes on the school improvement headlines and the four elements we are accountable for if inspected. * LH reminded governors we are due an Ofsted inspection at any time. * AW asked CJH if she had to judge with her Osfted head on is SHS outstanding? CJH said data and progress is good and we are a very good school which could just make outstanding. To manage governors’ expectations, though, she informed them of the changed approach Ofsted would be taking from January regarding the conversion of one day inspections into two days. In future, if on day one, inspectors identified evidence that a school was moving from good to outstanding, they would no longer stay a second day to consider more evidence and decide. Now they would go away, give the school a letter setting out what more needed to be done then come back in one to two years to review the position. In other words, unless Ofsted came before Christmas, SHS could not become outstanding when the inspectors did come, which was very disappointing.   CJH asked governors if they had any other questions with regards to her report. |  |
| 9 | **PLANNED ADMISSION NUMBERS REVIEW**  Discussed under the Heads report |  |
| 10 | **UP-DATE ON STRATEGIC DEVELOPMENTS**  Discussed under the Heads report |  |
| 11 | **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. On the main scale 8 teachers received the standard progression, 2 were enhanced and one didn’t go up at all. One the upper pay spine 3 teachers had applied to move through the threshold and these had been agreed. The other staff on the upper pay spine received the standard progression as did SLT. If non staff governors want to see the pay minutes please ask KW.  **Resources**  Since the last meeting Resources had met twice. Cash flow is looking good with a carry forward of £224,000.  In 2019/20 the deficit will be £20,000 which includes the increase in pension contributions. With good financial management and staffing this should be reduced.  Income for pupil numbers will increase with 240 intake next year.  In 2019/20 the School Forum funding will end.  Staffing for next year will increase by 5.2 FTE. We need to look at NQTs where possible.  The ‘lock down procedure’ is important. SR to get this out to staff for consultation and governors to approve in correspondence.  ICE (Internal Controls financial Evaluation) had been in. Their report had highlighted the need to update the Crisis Management plan and a Business Continuity plan. SR confirmed these are work in progress.  It had been agreed to look at the diversity data in more detail at the next meeting.  The cleaning contract is up for renewal. The £165,000 contract will go out to tender.  SR confirmed he was happy with the school’s financial position and carry forward.  The committee had received tracked proposed changes on the Risk Register, including the removal of Risk 1, relating to long term sustainability of the school due to falling rolls. This is no longer a risk to the School, although the financial risk to its sustainability remains, the latter captured on the Register elsewhere. Governors agreed to accept the proposed changes.  **Standards & Performance**  In JS’s absence LH asked if anyone wanted to ask any questions from the minutes.  LH pointed out that the next S&P meeting would be crucial as this meeting would look at performance at the mocks, which would provide evidence of the impact of the many interventions put in place during the term, which she and GH had discussed with JMa during that day’s monitoring visit.  **Headteacher’s Appraisal**  Non staff governors had previously received the notes following the appraisal and had been invited to discuss it with LH should they wish to do so. | **KW** |
| 12 | **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:   * Admission arrangements * Anti-Extremism * Anti Fraud & Corruption * CCTV * Confidentiality * Curriculum * Accessibility * Drugs * E-Safety * Exam internal appeal procedure * First aid * Governor monitoring visits * Governors’ handbook (*Agreed at the meeting to accept tracked changes*) * Inclusion * Leave of absence * SEN information report * Moral education, collective worship & religious education * Photography at school events * Pay (*No changes. A review date of next year was agreed*) * Persistent or vexatious complaints (*Agreed in correspondence*) * Pre-employment checks procedure * Pupil premium * Special educational needs * Sex & relationships education * Sickness absence management * SMSC * Supporting pupils with medical conditions * Staff induction * TOIL * Unresolved concerns & complaints procedure * Whole school literacy |  |
| 13 | **SAFEGUARDING/CHILD PROETECTION**  JIC explained that she had completed a monitoring visit with JS and LH and CJH had received a report.  They had looked at E-Safety with DJ.  JIC had made changes to the safeguarding filing system in preparation for the changes to the data protection act in May 2018.  They had checked the Single Central Record and two staff files. This meant the SCR had been reviewed by governors three times in the last year. |  |
| 14 | **NON-PUPIL DAYS**  The following non-pupil days were accepted by the FGB:  3rd September 2018, 5th October 2018, 22nd, 23rd, 24th July 2019 |  |
| 15 | **CHAIR’S ACTION** The chair had no action to report. |  |
| 16 | **CHAIR’S BUSINESS/CORRESPONDENCE**  LH had previously reported by email to governors that she had written to the local MP and councillors about the School’s needs in connection with Shenfield Cricket Club, whose future was under threat. She felt it necessary to formally record the action she had taken, to protect the School’s ability to compete in national competitions, because a parent had accused LH of a conflict of interest in a complaint she had dealt with.  LH had received two complaints during the term. One had been dealt with and she had heard nothing further. The other, referred to above, was ongoing and would be subject to an appeal panel next term. |  |
| 17 | **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**  On 17th October LH and GJ had completed an SEN monitoring visit. They had had a lovely day with uplifting children and the department are doing a good job.  LH and GH had been in earlier in the day. They had looked at interventions with JMa and how to get the best possible results.  They had met with some of the student leadership team. They discussed what they get from being on the team. The Head boy had talked about the positive changes he had seen since year 7. One of the students had joined in year 12 and reported that everyone had made her feel welcome.  They had discussed 6th Form marketing with AC. Due to the 6th Form success they were struggling with resources and car parking!  They had met with JS who talked through performance management and #movethedeckchair. Students are being looked at in a different way. The silent majority students and coasting children are being looked at. Homework is changing to Prep from January. GH said he was very impressed with JS new ideas. It was felt some parents may struggle with the fundamental changes.  They had met BC who had talked about the numeracy and literacy initiative Club100 targeted at Yr 7s who had joined the School not at the expected standard. The School receives additional funding of around £16,000 for this week and a formal report on it is on the website.  A full note will follow.  **TRAINING**  As JB was absent RO could not confirm if he had attended induction training. SR had rescheduled his for February.  GJ had taken part in some Ofsted Webinars on twitter.  As RO was leaving AW would now be take over as training link governor.  In March governor training would be a bespoke training session provided by Essex on student discipline and exclusions. Up to 15 people can attend. AW to check this is confirmed.  LH said she would be looking with AW at moving the summer training session forward due to the new data protection rules coming in next May, which governors must be fully conversant with because of their own use of School data. | **AW** |
| 18 | **AOB**  There was no AOB  LH thanked RO for her 8 years’ service on the FGB.  Meeting closed at 5:55pm  Governors were asked if they wanted to stay for the AGM |  |

Signature: Date: