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

**SHENFIELD HIGH SCHOOL**

**TUESDAY 7th DECEMEBER 2021 at 4:30 pm**

**Present:**

Mr Julian Beard Co opted Governor

Mrs Katharine Boulton Co opted Governor

Mr David Churchill Parent Governor

Mrs Victoria Noonan Parent Governor

Mr Neil Purbrick Governor

Mr Stuart Roberts Staff Governor

Mrs Karuna Shaunak-Hobbs Staff Governor

Mrs Jane Swettenham (Chair) Co opted Governor

Mr Andy Williams Parent Governor (Via Skype)

Mr Andrew Worth Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Karen Whordley Clerk

Kerri-Ann Jervis-Scott Audit Manager

Mark Hogan Audit Senior

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|  |  | **ACTION** |
| 1 | **APOLOGIES** No apologies for absence |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**  None.  JS explained that usually the end of year accounts are presented to Resources by the auditors and then brought to FGB for approval. It was felt it would be better going forward for the year end accounts to be presented to FGB so all governors had the opportunity to ask questions of the auditors and all governors would receive the auditor’s verbal report.  Governors were reminded the meeting was being recorded. |  |
| 3 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**  David Churchill Interim chair of Maldon Primary School  Jane Martin Governor at Sunnymead Infants school  Jonathan Sands Governor at St Peter’s, West Hanningfield |  |
| 4 | **COMPANY ACCOUNTS AND FINANCIAL STATEMENT**  JS introduced Kerri-Ann and Mark of MWS the school’s auditors.  K-A explained there are three sets of standards with quite a lot of duplication so she would focus on the top level and more detail could be given if needed. The following points were highlighted:   * Governors were asked to check their details on page 1 * there are two reports in the accounts, one covers the actual figures. K-A confirmed this was clean, no material statements and the assurance report for regularity is also clean. There is the accounting officer’s statement on regularity, also clean. Governors should have read the trustees’ report. * Payment of financial activity-summary of the income and expenditure for the year. There are three types of funds based on the three types of income. Restricted - this is grant income from the local authority and from the EFSA. Fixed assets-buildings, computers etc. Unrestricted- funds raised ourselves from trips, lettings etc. * 9 million of income this year, an increase compared to last year. This includes Covid grants, summer school funding and pupil premium funding. * Expenditure has also increased the same way as income has. What you can spend is restricted plus unrestricted - now it's roughly £350,000 in deficit, this is misleading because in the restricted fund we have non cash adjustments for the pension. £27,000 surplus. £81,500 surplus of normal operating activities. * £5,000,000 this looks concerning as it looks like a deficit but relates to the LGPS pension fund. SR confirmed this is guaranteed by government. * £27,000 assets last year because as the school was closed a number of trips that had been paid for were cancelled. * £5.4 million pension deficit is guaranteed by government and not a risk to us. It goes up every year. The RPI and CPI are inflation assumptions and they are trying to be made the same by 2030. * Fixed assets- this refers to buildings * Unspent capital relates to the decarbonisation project so that cash is sitting in the bank * Restricted income funds went down by more than the restricted went up- in a good position. * Income from donations and capital grants for trips is £450,000 compared to £117,00 last year- trips were cancelled- sitting on the balance sheet * Next section refers to lottery & Jack Petchey grants and some donations * Capital funding for the decarbonisation projects (£735k)-these are grants that you have in restricted funds * GAG actually went up, Pupil Premium slightly down but teacher threshold grants up * Other grants which include the summer school * Local authority grants are down but in previous years we had the falling rolls funding which the school does not have any more * Covid funding, catch up premium and mass testing * Grant fund has gone up by £700,000, some is GAG and some grant funding * Trading activities- hire of facilities down this year due to interruption in trading activities caused by the pandemic * Tiny amount of interest * Direct costs- related to the running of the provision of education- staff costs gone up from £5,000,000 to £5,400,000 * Direct costs are pretty stable * Support costs- these are administration related costs * Pension costs-this is a notional payment, the school didn't actually make the payment in cash * Support Staff costs £1.37m compared to £1.2m-elements of the notional pension in there * Depreciation- right down-fixed assets- noncash adjustment * Maintenance additional-cleaning costs were up * JB questioned the staffing cost figures between section 9 and 11. This was explained- staff costs are pensions plus national insurance. * Staff numbers are average number -the number of bodies in the building, not the full time equivalent * Salaries in bandings in terms of gross pay for higher paid staff- £60,000 and above * Trustee remuneration- for CJH, KS-H and SR to comply with the charity accounting standards * Tangible fixed assets – Additions this year-£600,000 including freehold property some of those additions related to the decarbonisation project. Some sitting in credits unpaid which is why there is quite a high bank balance. * Concessionary loans – related to Salix loans and another loan related to the SIF loan. * Statement of Funds note – each separate type of income. Unrestricted you can see the movements- balance to start was £642,000.Expenditure transferred to fixed assets. * Restricted fixed asset funds are mainly in the building. £2.5m assets purchased since conversion. * DC ask SR about the reserves as a layperson, as a percentage compared to our annual income and how it looks at the moment, do we have a target we are trying to get to? SR- Target of completely untouched reserves of £250,000, reserves to cover any high impact issues i.e. the energy not quite there yet. Actual position £214,000 at last budget outturn. £125,000 of that is related to the Astro sinking fund. Target is £250,000 just in case money, £125,000 sinking fund which will run over the next few years and then a reserves policy for anything beyond that, projects to save up for.   Within touching distance now that pupil numbers have gone up.   * Related party transactions – related parties to the Trust- details of employees related to trustees. Governors were asked to check the information is accurate. * Let SR know if any questions after the meeting. * K-A confirmed that financially the school is doing really well. There are no concerns. Clean audit report. * Findings- One item this year. Chair of trustees didn’t get the monthly management accounts. A must requirement in the financial handbook. Low significance. SR explained he had missed October and December during lock down. * Report to management- some from last year. Component accounting- write off wear and tear of assets. Life span on parts of the building. SR – this has been previously discussed at Resources. Will consider looking at it again. * ESFA expect members and trustees to not be the same people. SR confirmed JS is both member and trustee and SHS is happy with this. SHS have 5 members which is important. Only JS a trustee. * It is recommended the board minutes any ESFA letters/discussions. This is now done at FGB meetings. * Internal review- it should be driven by the risks on the risk register. End of year report to ESFA may have to include items which are not financial in nature. SR confirmed this had already been discussed at Resources. A list of financial and non-financial targeted assessments has been drawn up. * IR35-we employ people in positions such as counsellor or football coaches- self-employed so the school does employment checks via government website. Recommended a list is kept of such individuals. SR confirmed names are now on cheques and files are kept of the individuals. * Quotes obtained by the budget holder who is not member of the finance team should be retained as evidence. One invoice found where quotes were not kept. SR confirmed that now all copies are sent to finance and stapled to orders. * Asset register-recommended to all schools this year. Look to see how many items still hold. SR-asset inventory bang on. Will consider recommendation. * ESFA changed rules for 16-19 bursary mid-year and as a result the school ended up with a technical breach. ESFA changed the requirements and said that schools cannot have flat rates. SR confirmed the move to variable rates. 16-19 funding cannot be rolled over more than one year. VN asked what the bursary is for. SR confirmed it is funding for 6th form students from low income families to help with books, travel etc. K-A confirmed SHS are acting as the agent for the ESFA so the money doesn't belong to SHS. * DC confirmed the team are doing a fantastic job and wanted to thank staff. The solid financial position is noted. * JS when considering the draft accounts couldn’t match the in year surplus of £27,00 as a figure of £54,000 had been indicated previously. SR explained we had monies coming in from the summer school which were just over £23,000 less than anticipated plus £3000 transfer of revenue to capital. This explained the difference. * JS thanked K-A for her clear, comprehensive and helpful explanation and to SR and his team for all their hard work in what had been a difficult and turbulent year. * Once completed K-A to email electronic copy. SR to confirm email addresses.   Auditors left the meeting at 5:10pm  KB, Chair of Resources asked the Resources committee to confirm their approval of the company accounts and financial statement. All confirmed approval.  JS asked the FGB to confirm their approval of the year end accounts and financial statement for 2021. All confirmed approval. | **SR** |
| 5 | **MEMBERSHIP OF THE GOVERNING BODY**  JS welcomed Vicky Noonan to her first FGB meeting, elected as parent governor in October.  JS confirmed Debbie Hines resignation  JS confirmed SR has been re-elected for four years as staff governor.  JS confirmed that two potential appointees, who had previously expressed an interest in being parent governors but had been unsuccessful in parent elections had been approached and interviewed. They had useful skills sets. Their names would be submitted to members for consideration at the AGM on 16th December. |  |
| 6 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 23rd September 2021 meeting, having previously been circulated, were agreed as a true record and signed by the Chair of Governors |  |
| 7 | **MATTERS ARISING** No matter arising |  |
| 8 | **HEADTEACHER’S REPORT**  CJH highlighted the following from her report:   * 1550 on roll- highest for years. Over our 1499 capacity. PAN 240. Managing 6th form numbers which exceed 300. * 284 have selected SHS as their first choice for SHS in September. Highest ever. 10% on aptitude under new admissions process. CW is ranking at the moment. We will be full and have appeals. * Staffing- Report showed all those staff leaving and joining. Further staff need training in Thinking Reading as some trained staff were leaving. * CJH confirmed it was feeling operational this term rather than strategic due to the pandemic. * Equality Objectives-Appendix 1 of the Report. The Equality Objectives need to be published once every four years. The revised objectives have SMART targets and appropriate data is included. Difficult at the moment. CJH recommended the targets are revisited as data becomes available but publish them now. The objectives link with two developmental areas-three-year pupil premium strategy which JMA is leading and respect, tolerance and gender. JS asked about equality objective No. 2, students with low numeracy skills in line with their peers. CJH confirmed at the moment that standardised testing is being used to identify the students. Precision will come later. JMA confirmed the bottom 25% of Y7,8,9, have been looked at following the RAP test to see if they need to do catch up numeracy. JS suggested beliefs should be mentioned in the final paragraph as that is not the same as religion. CJH to add. No further questions. All governors agreed that the objectives could be published. * Pupil Premium Strategy- Appendix 2 of the Report. S&P had previously reviewed this strategy at their last meeting. The revised and updated strategy needs to be published by 31st December. The strategy focuses on disadvantaged pupils and the wide range of strategies we are using. The three-year strategy aims to narrow the attainment gap between PP and non PP students. JMA confirmed DfE had issued an exemplar which this mirrored. Thursday’s monitoring visit to look at this in detail. DC asked if budget amounts would be added. SR had only got those to JMA a few days before. They would be added. He also suggested were there were percentages to also have numbers e.g. how many pupils is 40% in Y10. He also commented on the writing data for Y8 was very low. JMA confirmed that was why the school are doing ‘future writers’ to address this. This is what happens when schools are closed for any length of time. JS reiterated the challenges due to lost learning and the mental health issues with vulnerable students. JMA confirmed current data based on one assessment and we do three. * Thinking Reading programme started pre lockdown. Broad screening process followed by a standardised test, NGRT. Then by Probe 1 to 1 assessment. Between 4% and 6% of any cohort at the moment would be included following the screening. At the forthcoming monitoring visit governors will look at Bedrock, future writers and Thinking Reading. Governors were referred to the case studies in the appendix of the report. * Attendance details at appendix 4 of the Report - New management from JRI and VN the new attendance officer. Attendance is a national issue and SHS is above average. DC asked if the data was over a two-week period. This was confirmed. DC asked if there were any concerns about particular year groups or particular students. CJH confirmed the disadvantaged students. * On first day back we have to Covid test all students-will do all in one day. Facemasks is an issue and is being encouraged rather than enforced. * Safeguarding report, appendix 5 - DJB’s report shows the significant mental health issues. Issues in the 6th form with suicidal ideation attempts. DJB teaches and has a safeguarding officer but the two are swamped. There is also a lack of capacity from other agencies. KB asked if it was students new to our 6th form. CJH confirmed it was a mixture. * Dates for the diary. Let KW know if you want a free ticket to come to Shrek. * JS asked if there is an increase in fixed term exclusions or referrals to the blue room. CJH explained the Blue Room to VN. CJH feeling the school is bubbling. Students having to get used to expectations after being off for so long. * DC asked about the Y11 and Y13 mock exams. It was confirmed Y11 have completed their mock exams and Y13 will be in doing theirs in the new year. DC asked if S&P would get a forecast. JMA confirmed students would receive their grades when they returned after the Christmas break on the first Friday of the new term and S&P will get the Y11 data after that when they meet in January. Y13 data will be available later in January or February. * DC asked how all students are doing in terms of attitude to learning and then progress. KSH confirmed these are reviewed as part of the year team structure which monitors every week the available data. JSA said data would need to be delivered in context. CJH said the information is very granular. We do not start making predictions because students haven’t finished the course. JSA confirmed we do not run trajectories so cannot produce a table. Data could be produced on a weekly/monthly basis. However, it won’t show direction of travel it will show a snap shot. JS suggested that in order to monitor this governors should have a presentation at S&P from a particular subject area and then feedback to FGB. After a discussion it was agreed that at the next S&P in January, MFL and Science could make a presentation followed by History later in the year. JSA to speak to Dr Pope regarding Science presentation to governors. JB to add to S&P January agenda. This should help governors with understanding and bolster confidence in explaining to Ofsted. * JB asked about exams. CJH confirmed they have had to select three assessment occasions, under exam conditions, to have under Y11 and Y13s belts, just in case, which were already planned for. * JS asked about the house system. CJH confirmed it was going very well and the student leadership team will be part of the next monitoring visit. Y7 and Y8 are having house activities this week on Thursday and Friday. | **CJH**  **JB, KSH, JSA** |
| 9 | **GOVERNORS TRAINING SCHEDULE**  This issue was discussed at S&P and approved. A Structured programme had been produced based on the NGA courses. Certain courses were considered compulsory which all governors should complete and others were either optional or linked to specific link governor roles or committees. Governors were content to have a 12-month target to engage with the training and update their knowledge. KSH was thanked for producing the training documents. DC volunteered to look at a matrix to see how often some of the training should be completed i.e. safeguarding annually. AWo felt it should not be a target it should be a time limit. It was felt a target would be appropriate for now. However, this issue would be reviewed by FGB during the year for feedback and progress.  VN will complete induction on Saturday. VN said that some mandatory courses are not on the Juniper system. The mandatory courses with the exception of induction and safeguarding are through the NGA rather than Juniper. The NGA courses will be online.  Any issues with NGA login contact SR.  Governors agreed as a minimum to complete the compulsory training over the next 12 months, by December 2022. |  |
| 10 | **GUIDELINES FOR MINUTES OF MEETINGS**  KB had produced the minute guidelines as a discussion document.  It has come up recently that a set of minutes from the pay meeting was not felt by governors to be sufficiently detailed.  We use three different clerks, which had led to three different ways of recording. These documents were to try and help standardise the minutes to ensure consistency and uniformity. A template for all minutes had been sourced from The Key.  JS - We are now recording meetings and this is primarily for the assistance of the minute taker. Governors were always advised the meeting was to be recorded at the start of each meeting. JS asked governors to confirm if they were content for the recording of meetings to continue. AWo thought meetings should be recorded on two devices in case one failed. In principle governors were happy for the meetings to continue to be recorded but did not feel the use of two devices was necessary. It was felt it was important that the minutes were sufficiently detailed in order to properly record governor questions and challenge. There was a discussion as to how long the recordings should be kept. JS outlined the requirements of data protection legislation. The school is the data manager as it collects the data in the form of the recordings and so must comply with article 5. JS confirmed that the recordings have to be kept secure and only kept as long as necessary. It was agreed that after the minutes had been formally approved by governors at the relevant meeting, the recordings should be deleted to comply with the regulations. AWo asked if governors could hear the recordings. JS confirmed the recordings were primarily to help the minute taker. It was suggested that after the draft minutes have been checked by the relevant committee chair or chair of governors, they are then sent to governors to make any comments or raise any queries prior to formal approval at the next meeting. Recordings contain personal data so accessibility should arguably be limited. If queries are raised the matter can then be referred back to the minute taker and the relevant chair who will review the specific section of the recording to determine if the minutes need revising. If the relevant governor is still not happy with any changes to the minutes as a result of the review, then they need to be able to give a full explanation as to why they need to hear the recording and this will be for governors to consider and approve. They would not be entitled to listen to the whole recording but could seek governors’ consent from the relevant committee or FGB if they wished to hear the relevant part of the recording. This was agreed. SR confirmed that in the context of Article 5 and Retention, the recordings should no longer be retained after the minutes have been approved. Governors agreed this is a better approach. KB felt it was a timely approach. VN queried whether this procedure was going to be documented. SR confirmed he will add this to the privacy policy. JB asked about limiting any possibility of appeal. He suggested the final decision should be the chair of governors. This would be added to the policy. SR explained that operational issues can impact on the timing of when minutes are produced for review. AWo suggested that minutes be produced within 10 days to 2 weeks of the meeting. It was pointed out that for operational reasons and the clerks all having other roles within the school that it would not be appropriate for a strict time limit. JS suggested that best endeavours should be used but the minutes would be made available to governors sooner than currently. Governors agreed. VN asked if the device being used was secure. SR confirmed it would be locked in KW’s office. | **SR** |
| 11 | **REPORTS FROM COMMITTEES**  **Resources**  KB- SR would go through the nuts and bolts of resources further down the agenda.  KB highlighted the following from the previous resources meeting:   * Review from accountants positive-It was the year when the reserves were meant to be good but they aren’t looking great which is out of the school’s control. * Energy over spend, £100k extra put in budget * Staff costs- increase in NI costs for all staff from next April * Covid led to additional expenditure and not all of this has been covered by government * Benefits of the decarbonisation project * Auditors had to dig deep to find any issues. * CJH and ATA bringing in extra money.   **Standards and Performance**  JB highlighted the following:   * Building on understanding-English and Maths * The Curriculum as the Model of Progress and how this is developing * English showing an improvement. Maths still behind. * Targets- better understanding of the disparity between boys and girls to be looked at later in the year.   **Headteachers appraisal committee**  JS reported the committee met on 8th November. The committee has delegated authority to conduct the head’s appraisal. The committee can award a performance related pay award if they consider it is appropriate to do so having taken into account all relevant evidence. Members had met with Jo Wincott the independent assessor appointed by governors to assist and advise them, who had interviewed some staff members as part of the appraisal process. Non staff governors have already received the agreed note of the committee which includes information on the pay award, the independent assessor’s report and the agreed objectives for the current academic year. If governors have any further questions they can contact JS.  **Pay**  JS confirmed Pay Committee had met on 15th October to consider CJH’s recommendations on teaching staff pay. Support staff pay is considered in March. The committee had carefully considered CJH’s recommendations and in line with the authority delegated to the committee, Governors had ratified the recommendations in respect of teaching staff pay They had also approved the recommendations in respect of SLT. All had been budgeted for and governors had received details of the cost implications. The minutes are confidential. However non staff governors to contact KW if they wished to see a copy of the minutes. |  |
| 12 | **REPORTS FROM LINK GOVERNORS**  **Safeguarding and attendance**  JB- confirmed the staff are swamped. Doing a fantastic job. Concerns about attendance. Will look at SCR next week. JB had completed an online safeguarding course.  **Equal Opportunities**  Nothing to report. KB needs to link in with ATA and DBA  **SEN**  DC to write a report after Thursday’s monitoring visit  **CCF**  JS had been to an army engagement evening. The army provide free STEM programmes. JS had given the details to CHE and the army engagement team are running a STEM session for SHS CCF in February. JS to visit the CCF in January. Other governors welcome to join JS. JS to provide a date. It will be a Thursday after school. The CCF are doing a walk in December for a military charity. There is a just giving page if anyone wishes to donate. The CCF is thriving at SHS. JS congratulated CHE and her team for being the largest CCF in any state school. A thank you from governors. | **JS** |
| 13 | **RISK REGISTER**  SR confirmed the document was a live document and the document before governors was not the full risk register. It is a new structure with examples. It also shows historic risks and indication of movement up or down. AWi felt this was excellent. DC- asked if the controls and mitigations could be separated. SR to look at this. | **SR** |
| 14 | **TERMS OF REFERENCE**  The following terms of reference having previously been approved at committee level were approved by the FBG:   * Pay Appeals Committee * Pay and Headteacher’s Appraisal Committees * Resources Committee * Standards and Performance Committee |  |
| 15 | **MONTHLY MANAGEMENT ACCOUNTS AND VIREMENTS**  SR confirmed that when he set the budget last year it was expected there would be an in year surplus of £90,00, however this is no longer the case. SR highlighted the following points:   * Additional income the biggest being £25,000 in tuition fund income * 16 to 19 tuition funds income * Income from ATA’s secondment * Significant additional expenditure includes increases for grounds maintenance contract of £9,500 * Variation in staffing since last June forecast is about £80,000 higher * £100,000 increase in the energy forecast figure- this is due to the national energy crisis and completely outside the school’s control * November report closing funds looking to be £214,000 with a £68,000 in year deficit * Risks and opportunities had been discussed at Resources. * Cost centre report - system generated to check facts and figures * Cash flow is forecast three times a year – we have no forecast issues. * The in-year deficit - this has gone from £90k surplus to (£68K) deficit which is a variation of £160k. The main cost additions since the budget in June have been £100k is energy costs, £80k is staffing. * The 5 year forecast shows that next year we are expecting an in-year surplus of £250k demonstrating that the deficit position is in-year only and not an ongoing concern. * DC asked if there is anything in addition that the school might want for example with mental health. CJH- already putting funding into the new DfE courses on mental health champions- also being supported by the Essex task force. Main issue is the capacity of other agencies. * Virement-change to agreed budget. All done at resources. Actual end of year balances. SR described where they all moved. |  |
| 16 | **ESFA LETTERS**  None |  |
| 17 | **POLICY REVIEWS**  The following policies were ratified by the FGB following approval at the relevant committee meetings:   * Equality and Diversity policy (Resources committee approved this first at the meeting) * Assessment policy * Biometric Policy * CCTV Policy * Charging and Remissions Policy * Health and Safety Policy   CJH asked if the pupil premium strategy could be agreed in correspondence. This was agreed and would be formally approved at the next FGB. |  |
| 18 | **CHAIR’S ACTION**  None |  |
| 19 | **CHAIR’S BUSINESS/CORRESPONDENCE**  ESFA letter- A Parent complained direct to the ESFA and did not go through the school’s complaints policy. A reply was sent and ESFA satisfied with the response.  An email has been received from another parent. JS has sent a holding email to the parent concerned while CJH investigates the matter in accordance with the school’s complaints policy. |  |
| 20 | **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**  Monitoring visit on Thursday.  JS attended Juniper training on data- JS felt this course was of limited value as it seemed to be aimed mostly at the primary and maintained sector.  JB-Safeguarding course completed |  |
| 21 | **AOB**  None  JS thanked everyone for attending and wished everyone a happy Christmas.  Meeting closed at 6.41pm |  |

Signature: Date: