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

**SHENFIELD HIGH SCHOOL**

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

**Present:**

Mr Julian Beard Governor

Mr Graham Herniman Parent Governor (Via Skype)

Mrs Leanne Hedden (Chair) Governor

Mrs Gill Jones Governor

Mrs Rachel O’Hara Parent Governor

Mr Stuart Roberts Staff Governor

Mrs Karuna Shaunak-Hobbs Staff Governor

Mrs Jane Swettenham Governor

Mr Andrew Worth Parent Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Jenny Comerford Deputy Headteacher

Mrs Jane Martin Deputy Headteacher

Mrs Karen Whordley HR Manager/Clerk

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|  |  | **ACTION** |
| 1 | **APOLOGIES AND WELCOME NEW GOVERNORS**Apologies received and accepted from Andy Lunn, Neil Purbrick and Stuart Redbond. LH welcomed Stuart Roberts as the new staff governor and Julian Beard. Stuart Redbond was unable to attend his first meeting as his wife had recently had twins. |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**Teachers pay to be discussed later. |  |
| 3 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST AND GOVERNORS’ REGISTER OF BUSINESS INTEREST**No Governor present declared any personal or financial interest in any item on the agenda.New forms had been circulated via Weebly and email. Governors were asked to complete these and return to KW at the end of the meeting. LH and AW had been looking at the website to make sure we are compliant and had identified a number of small areas that needed updating, which would be done over the next few weeks. |  |
| 4 | **ELECTION OF CHAIR/VICE CHAIR**LH passed the chair of the meeting to KW as Clerk. A request had previously gone to governors to ask for nomination for Chair and Vice Chair of Governors. There had been no new nomination. LH was willing to stand again so a vote was taken. LH was elected unanimously by the governing body. LH resumed as chair of the meeting. GH was willing to stand again as Vice Chair. GH was elected unanimously by the FGB. |  |
| 5 | **GOVERNORS’ CODE OF CONDUCT**The code of conduct had been circulated via Weebly and email. Governors were asked to sign the document and return it to KW at the end of the meeting.  |  |
| 6 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 6th July 2017 meeting, having previously been circulated, were agreed as a true record and signed by the Chair of Governors |  |
| 7 | **MATTERS ARISING*** Projects- Ben Clifford Richard Drew to report to S&P on the projects they are working on. Update FGB at next meeting
* The impact of the Cadet Force to be reported to S&P. Update FGB at next meeting.
* LH to circulate notes from the Safeguarding monitoring visit.
 | **BC,RD, S&P****LH** |
| 8 | **HEADTEACHER’S REPORT*** CJH reported on the number of students on roll. Year 7 had dropped by 1 as a family had moved to Spain. However, because of the waiting list, Yr 7 would be full.
* Year 10 are 1 off the PAN at 149.
* Year 12 expected 208 and numbers are at 203 with 83 students staying on from year 11 and the others being external students.
* Finances had been predicated on 195, GH confirmed this. All years are full apart from year 11.

The PAN for next year will be 150 but we will take up to 225. CJH reminded governors that the PAN could stay at 150 because as an academy we could continue to over admit. However, governors agreed a formal reconsideration of the PAN should be undertaken by S&P for a recommendation to be made. Any change would be subject to consultation and could not be introduced until 2019* The report showed the new staff that had started along with their roles. We are still advertising for a PNI support post and a geography lead, for January, within the humanities department. This would allow A Cooke to go back to teaching business. If not then a maternity cover in business will be needed. Closing date for the adverts is 25th September.

**Exam Results**Governors were reminded that subject reviews would be undertaken throughout September and S&P will receive a detailed report to enable a full analysis at the October meeting. CJH took governors through the results’ summary, reminding them that this is the first year where a number of changes have been implemented. Until we see the national picture there is nothing to compare the results with.**A level**CJH was pleased with the A level results, with A\*-B up by 1%. Although A-E were down from 100% to 99%, this was because of 4 Us, resulting from particular circumstances which she explained. A discussion took place about unconditional places at Uni and if this was affecting results as if students knew they did not have to pursue targeted grades to get in.KSH asked if CJH thought the year 12 numbers would drop. CJH said it was hard to say. Students are on trial until 1st week in October when census day is.JS asked if we had lost many students from year 12 to 13. CJH said that there were only 4. Students who hadn’t got A-D that are unable to continue the course. Students need to find an alternative pathway i.e. an apprenticeship or college. Some do an EPQ (Extended Project Qualification) which is worth 1/3 A level.Governors made a point of acknowledging the 14% improvement in results in history and geography. It was testament to the strength of the interventions that had been put in place in the last year.**BTEC level 3 extended diploma**100% pass, with 90% distinction and disctinction\***AS**Nationally the number of students taking AS has gone down, because they are no longer the route to a full A level. In subjects where the School has opted not to do the AS, students have been tested by internal exams, so results are a mixture of external and internal marking, again making comparisons difficult. Governors asked if there was a pattern and if it affected more internal or external students. JMA explained there was no pattern. Further analysis was being undertaken and will be discussed in detail at S&P.**GCSE**This is the first year of the new grading system of 9 to 1 for English and maths. CJH’s report showed how the new grades compare to the old e.g. grade 7 is equivalent to the old A. There is no equivalent to compare from previous years so we will have to wait for the national figures to see how we have done. From the data issued with CJH’s report it could be seen that we have done well in comparison to similar schools in Essex, and we had seen an increase of 2% to 69% in the number of students who secured the equivalent of English and maths at A\*-C. JMA reported on remarking activity, where initial evidence suggested that requests for remarks were being more favourably looked upon than usual, with some positive movement already reported, could improve this percentage. A marking review has been requested for the writing element of the exam results in MFL as the results were much lower than the moderated marks submitted. The department are very disappointed because they had collaborated with two other schools, St Clere’s and Billericay, to ensure that their standards were in line with others.   |  |
| 9 | **FUTURE STRATEGY DEVELOPMENTS**In July Essex officers had said they would support the primary school proposal, and next steps would involve briefing relevant councillors and putting the proposal before the Council’s Scrutiny Committee. During the summer this changed, as a review of the predicted numbers using an algorithm which involved GP registered child patient predictions suggested the previously predicted need was an over-estimate. The School’s investigations had thrown significant doubt on the new way the figures had been calculated; for example, the closure of two surgeries in the Brentwood area and the others are full, so people are taking their children to the walk-in service and are therefore not included in the Essex numbers. Brentwood Council have been told of this recalculation by CJH and SR, and are concerned that there will be insufficient primary places as there is already an emerging need in central Brentwood. Both Council Officers have had highlighted to them that adding primary provision at Shenfield is the best value and most effective solution; parents with children in Brentwood who take up the new Park and Stride scheme are likely to be attracted to an all through school where they can drop their children to school, park around the corner and head to work, especially as that school has excellent educational standards and offers early access to specialisms in sport and the performing arts. That would mean less demand for central Brentwood places. It is now back to waiting for the Councils to determine next steps. This is likely to mean a delay until 2020/21. LH explained that from her meetings at Schools Forum and the Government’s announcement before the summer holidays that they would be reducing the free schools programme, paying for only a proportion of the schools already approved, with local authorities having to pick up the cost of the remainders, she knew that Essex would be under pressure to reduce capital spending forecasts so that they could find the money to fund free schools already approved which the Government would no longer fund. It may well be that this attempt to demonstrate the reduced need was as a result of that.LH asked governors to consider whether, while we are waiting for local authorities to reach an agreed position on our proposal, we should move forward to establish ourselves as a MAT and formalise the work we are doing with existing primaries so we are delivering our strategy of improving the offer for primary students and making an impact on the “wasted years” issue. We are the only secondary school in the area not to be an Academy.GH asked what the political climate is on MATs and whether there was any benefit to the School in doing this, if the political imperative to do so was now waning. CJH confirmed we could come under pressure to take on under-performing schools of all stages once we were a MAT. It was agreed that the previously approved working group should come together before half term to work through the pros and cons and make a recommendation to FGB.  | **LH** |
| 10 | **ATTENDANCE TARGETS**JIC confirmed that attendance performance for 2016/17 was:Overall attendance Years 7-11 was 95.4%-Better than National and on targetOverall PA was 9.3%-Better than Essex, and lower than the target of 10%There were 6 penalty fines meted out to parents who had taken their children out of school for holidays. It was hoped that the recent Supreme Court decisions would galvanise Essex CC into resuming the application of fines, because it would result in an improvement in attendance.Regardless of this frustration, the attendance strategies put in place are working but JIC and LJ are always looking at ideas to improve, and further gains will only be marginal in percentage terms. She therefore proposed modest increases in targets for the new year.The governing body approved the following attendance targets for 2017/18:Overall attendance 95.5%Overall PA 9.2% |  |
| 11 | **SAFEGUARDING/CHILD PROTECTION**Governors had previously agreed that changes to the policy could be approved by JS so that they could be effected immediately and placed on the website, with them being reported to FGB at the first opportunity. JIC had had to make nominal changes to some acronyms notified by Essex during the summer. The FGB noted and agreed the changes.JIC had complete whole school staff training on the inset day. Staff will receive updates throughout the year via a newsletter. Staff had been issued with a booklet about Keeping Children Safe in Education and Safeguarding policy. Staff signed to say they had read and understood these documents. Staff had also been asked to complete/update their Prevent training online and confirm when they had completed this. Staff also received eSafety training from DJB. On 10th October governors will also receive the same training. The session will be longer than usual and governors should expect a 2 hour session. (17.00 start).A discussion took place about some incidents that had happened in other local schools. JIC confirmed we would await advice from County if new procedures needed to be bought in following the incidents.**Pupil Premium Grant**A paper was tabled regarding the outcome of our pupil premium programme in year. S&P will look at this in more detail, as FGB had not had time to review the contents. JIC confirmed the students’ progress had improved but the attainment gap had not closed. Work needs to be done with individual students and look at different academic strategies. Some other schools have had some success in improving attainment of such students so the team are aiming to find out what strategies they use that work. However, we currently have 3 virtual tutors who are having an impact on performance.It has been agreed that the SLT will begin academic monitoring of 20 year 11 students and focus on specific subjects. JMA has looked at the subjects that need to be focused on.S&P will have the plan and the objectives to sign off. | **S&P****S&P** |
| 12 | **AOB****Teachers Pay Award**LH explained that in July the budget provision had been for 1% on the basis that the pay cap was in place. During the summer the STRB had recommended to the Department of Education an increase to the minimum and maximum for main scale teachers to 2%. Governors have previously determined that the School should follow national policy, although as an academy would could adopt a different approach, to ensure we can compete to recruit and retention the best teachers. Unless governors wanted to divert from that policy, the School would need to find the additional money to fund the increase. SR had worked out the cost implication to be an additional £6700 for the full year. He was expecting the final outturn of last year’s budget to be more positive than expected, so the carry forward would be bigger, and the additional amount was sufficient to cover this increase without impacting on other budget plans. The FGB agreed the 2% increase for all main scale teachers from 1st September 2017.**Committees**LH confirmed the following:S Roberts has moved to S&PKSH has moved to ResourcesJB has joined S&PS Redbond has joined ResourcesLH felt more governors needed to be trained before taking on the role of chair of the students discipline committee. RO to contact Essex to see if a one off session could be provided.The Admissions committee only meet on an ad hoc basis so it was agreed to merge the committee with S&P. Terms of Reference to be looked at.It was confirmed that strategy meetings and training would begin at 5pm. There had been a few changes to the meetings calendar which can be found on Weebly with the changes highlighted. As two governors have recently left the password to Weebly will change again. Governors to be emailed the new password. | **RO****LH****KW** |
| 13 | **POLICY REVIEW**The following policies had been approved at committee level (some in correspondence) and were being recommended for adoption by the FGB:* Safeguarding
* Behaviour for Learning policy
* Peer to Peer (Bullying)
* Uniform
* Home school agreement
* Assessment and reporting
* Travel
* Controlled Assessment
* Emergency procedure during exams
* Exam contingency plan
* Exam internal appeal procedure
* Teaching and learning
* Gifted and Talented

Governors agreed to adopt these policies.LH confirmed that KW is looking at and chasing out of date policies. |  |
| 14 | **CHAIR’S ACTION**The chair had no action to report. |  |
| 15 | **CHAIR’S BUSINESS/CORRESPONDENCE**LH is dealing with a complaint which she has asked GH to review as the parent concerned felt she had a conflict of interest.  |  |
| 16 | **GOVERNOR MONITORING,DEVELOPMENT AND TRAINING**JS had asked for an additional monitoring visit to be added to the calendar to support her in her responsibilities as SEN governor. LH and GJ will do this in October. Tony Taylor, Assistant Head, Inclusion, welcomed the visit as an opportunity to identify any areas for improvement needed.LH and RO had been looking at governor training. Governors will receive a crib sheet on training resources. New governors will need to attend induction training at least, although the introduction courses in areas such as curriculum and finance are very useful. Governors need to keep their training up to date; some of the virtual learning available is good as revision material and LH urged governors to review the offers when the sheet is circulated and, in particular, look at undertaking courses which support what JIC provides us with on safeguarding (important to ensure that the PREVENT online training has been undertaken, in the current climate), and in student discipline – while the improved behaviour in School has meant the need for governor panels was much reduced, we need enough governors trained to be able to staff panels when needed. We need to demonstrate commitment to ongoing personal development, as we expect staff to. The virtual learning platform, which did suffer teething problems when transferred from GEL, has been tested and is now working well and now produces a certificate at the end of it. | **LH/GJ** |
| 17 | **AOB**LH asked if anyone could attend the KS4 awards evening as she would be away. To let LH know.AW mentioned the Health and Safety committee needed to meet before Resources. SR to set a date, so the meeting could take place before the next Resources Committee meetingJB thanked RO for his induction.LH confirmed Open Evening is 5th October and 6th Form Open Evening on 9th November.Meeting closed at 6:25pm |  |

Signature of Chair of Governors………………………………………………………..

Date……………………………………………..