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

**SHENFIELD HIGH SCHOOL**

**THURSDAY 8th DECEMEBER 2016 at 4:30 pm**

**Present:**

Mr Graham Herniman Parent Governor

Mrs Leanne Hedden (Chair) Governor

Mrs Gill Jones Governor

Mr Andy Lunn Parent Governor

Mrs Rachel O’Hara Parent Governor

Miss Emma Prince Support Staff Governor

Mr Neil Purbrick Parent Governor

Mrs Karuna Shaunak-Hobbs Teacher Governor

Mr Owen Southcott Parent Governor

Mrs Jane Swettenham Governor

Mr Andrew Worth Parent Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Karen Whordley Clerk

Stuart Roberts Acting Business Manager

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|  |  | **ACTION** |
| 1 | **APOLOGIES**Dave Simpson had sent his apologies for absence. |  |
| 2 | **WELCOME TO NEW GOVERNORS**  LH formally welcomed Owen Southcott as our new parent governor and Karuna Shaunak-Hobbs as our staff governor. |  |
| 3 | **COMMITTEE MEMBERSHIP**  The two new governors will join the S&P committee  An updated list can be seen on Weebly. |  |
| 4 | **NOTIFICATION OF ANY OTHER BUSINESS**  Nothing to declare. |  |
| 5 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**  Andrew Worth declared the work he had been involved in regarding the school lift. Only the parts had been charged for and this information had been sent to KSW and Dawn Matthews. |  |
| 6 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 8th September 2016 meeting, having previously been circulated, were agreed as a true record and signed by the Chair of Governors |  |
| 7 | **MATTERS ARISING** There is more work to do on the complaints policy. Improvement needs to be made on parents’ access to governors. Any proposals for change will be brought forward next term. |  |
| 8 | **COMPANY ACCOUNTS**  The Auditors has taken the Resources Committee through the accounts. A number of minor changes had been made to text and numbers which can be seen in the Resources Committee minutes.  One final correction needed to be made to the two new governors start date.  There were two items which auditors wanted brought to governors’ attention. Firstly, they had noted an inappropriate application of the School’s financial regulations regarding the tender for the pipe work, where only one bid was secured. Auditors said they understood why and the School’s decision was a reasonable on, but it needed – and now was – recording in the accounts. This had now been done = the decision on the CIF bid was late following an appeal, and to ensure the necessary work could be carried out without disrupting the work of the School, the contract had to be awarded quickly. This had been discussed with governors at the time, but the decision wasn’t recorded for auditors to see. This has since been recorded and an explanation given.  Secondly, LH explained that the accounts showed a substantial deficit with regards to the LGPS for support staff. Auditors had explained that this was nothing to be concerned about in itself as the government had underwritten the deficit for academies. However, the scheme was due to be revalued imminently, which would result in an increase in contributions from the School to the deficit. Academies generally are worried about the potential impact of this were it not to be additionally funded. SR has allowed for a 1.5% increase in January, but if it is higher than that, we along with other academies will struggle.  Subject to the changes governors approved the school accounts and authorised the Chair and the Headteacher to sign them. |  |
| 9 | **HEADTEACHER’S REPORT**  CJH went through her report highlighting the following:   * Numbers on roll * Two members of staff leaving at Christmas * The report showed 183 as first choice for next year’s year 7. Since receiving Thurrock, Havering and Barking & Dagenham numbers this has now increased to 213. Last year 155 students had SHS as their first choice. CJH had researched the rules to see whether the PAN needed to be increased. She reported that a consultation process has to take place to put reduce a PAN, but as an academy we can increase our numbers without consultation. It was agreed to leave the PAN at 150 and take a year by year approach to over-admitting for the time being. GH asked why we have a PAN. The Local Authority has a statutory duty to ensure there are sufficient school places and by having PAN totals, they are able to see what is available. Governors approved CJH’s decision to over-admit within the confines of what is manageable in terms of form size, currently looking to be 31. * After 18 months we have received confirmation that our application for the Combined Cadet Force has been successful. This will provide different strands to the needs of particular students. Recruitment of students will begin next term, with a March commencement date envisaged. * Strategic development-CJH is perusing the indication that a 2-form entry primary school will be required in 2019/20. It has been suggested that 450 houses will be built on the Officer’s Meadow site once Crossrail have vacated. CJH will propose that the primary school is built on SHS site. She is in talks with Brentwood Borough Council, Essex County Council, the Regional Schools Commissioner and the New Schools Network and Brown Jacobson. If this is approved we will become a MAT with one member. Further down the line (7/8 years) we can look at becoming a sponsor MAT; there might be disadvantages of becoming sponsor quickly. The Government would pay for the school to be built. CJH to have more information for the strategy meeting in January. * To confirm the strategy meeting will be at 6pm on 17th January. LH stressed that this would be a very important meeting at which detail would be discussed and next steps decisions taken. * CJH highlighted the areas the leadership team are working on. * It was confirmed that JC will be leaving at Easter. There is succession planning in place for this. * CJH highlighted the work done with regards to Teaching & Learning and the Learning Walks. CJH thanked Karuna Shaunak-Hobbs and Aideen Kelly for their presentation on the effectiveness of giving good quality feedback. CJH would like governors to see this at their next monitoring visit. * J Sands, B Clifford, J Cookson and G Sapsford are all Specialist Leaders of education (SLEs). The report shows the work they have been doing with outside schools. * The extension to the OASIS called Waves Centre is working well for 6th form students. * Healthy schools status has been re-assessed and renewed. * The Anti-Bullying Ambassador programme is up and running. Georgia Day is taking a lead part in this. * The KS2 to KS4 programme has begun led by R Drew and B Clifford. * The ROQA re-award has been achieved. * Following OfSTED recommendation the 6th Form study areas have been extended to other departments throughout the school. * Raiseonline and the Ofsted Data Dashboard can be seen on Weebly. If OfSTED come on time these are the version that will be used. Both are positive with largely green and we are aware of the problem in humanities. These are to be looked at by governors a later date and in more detail at S&P. * Reminders for the diary. |  |
| 10 | **PLANNED ADMISSION NUMBERS REVIEW**  Discussed under the Heads report |  |
| 11 | **UP-DATE ON STRATEGIC DEVELOPMENTS**  Discussed under the Heads report |  |
| 12 | **REPORTS FROM COMMITTEES**  **Resources**   * GH wanted to recognise SR for his work and a good set of reports. * Budget is very tight but still shows a small surplus * There are two tight cashflow months in the spring term and there is a management plan in place to deal with that, should a reforecast being undertaken by SR in December confirm it is necessary * Looking at the three year budget forecast £120,000 will need to be found to balance the 2017/18 budget. It has been expected that a further saving would need to be made and this sum was not a shock. It is hoped to achieve the saving without a further redundancy programme. CJH will be bringing full proposals for securing the saving to the next Resources meeting in February. * SR had completed a review on the sports hall lettings. The price was dropped and a loyalty incentive given, producing greater demand and increased bookings. This is bringing in more people and so far the sports hall lettings is £3000 up. * The Risk Register had been reviewed. Number 7, staffing numbers, had been changed to ‘under control’, green. The Resources Committee recommended the update. Governors were happy to adopt the updated Risk Register. * LH explained how the School Forum funding worked. They have called for a report on student numbers and our financial position. SR has produced the report. LH will be attending the Sub Group meeting. * SR confirmed the three year forecast was based on a student intake of 210. If numbers are 220 we will receive around another £4000 per pupil, but governors were reminded that funding is lagged * A copy of the updated Financial Regs were on Weebly. AL, GH, LH are all now signatories for amounts over £25,000. The RO post has been removed as a result of changes to the way Essex ICE reports on its visits and it was no longer an EFA requirement. ICE reports will go to Resources Committee and SR will report to them on action taken on any issues raised. The Resources Committee had recommended the updated Financial Regulations to the FGB for approval, subject to minor editorial changes. These were approved by the FGB. * Updated Committee Terms of Reference. * LH reported that Kim Cannon from ECC Finance attended the October F&P meeting. The team had looked at our processes and the Committee had been reassured by what they reported back. The action the School had taken in relation to its management of its finances was good and nothing further was needed to be done at this stage. She had commented that many other schools are in the same situation with a tight budget.   **Standards & Performance**   * The A level and GCSE results had been discussed in detail. * The committee had received a presentation on Go4schools which is working very well. * Attendance targets had been met but the goal posts had been moved again. * Good progress with pupil premium. * The SEF is on Weebly and is a working document. * Policies and terms of reference were recommended to the FGB.   **Pay**   * The Headteacher’s appraisal has taken place * The minutes of the Pay meeting only go to the Pay committee. If other governors, not including staff governors, wish to see them they should let LH know. * Teachers pay progression is performance related and Ofsted expect to see evidence that governors have satisfied themselves that any awards reflect appropriate performance levels. CJH makes decisions at the lower level for the Committee to monitor and recommendations to it for SLT. Evidence of performance was available and details of it given in a number of cases governors asked further about. Not all staff were awarded an increase. The committee checked the budget could afford the increases given. * LH reminded non-staff governors that she had emailed them the note of the Headteacher’s appraisal and supporting documents and she was happy to discuss them with any governor not on the Appraisal Panel, should they wish to. |  |
| 13 | **POLICY REVIEWS**  The following policies had been recommended for acceptance by the Resources Committee and were approved by FGB:   * Flexible working (new review date) * Leave of Absence (new review date) * Sickness Absence (new review date)   The following policies had been recommended for acceptance by the Pay Committee and were approved by FGB:   * Support staff performance management review paperwork * Teaching staff performance management review paperwork * Pay Policy   The following policies had been recommended for acceptance by the Standards and Performance Committee and were approved by FGB:   * Work Related Learning * SEN Information Report * Special Educational Needs Policy * Cover and PPA Policy * Marking, Feedback and Homework Policy. |  |
| 14 | **REVIEW COMMITTEE TERMS OF REFERENCE**  The following terms of reference have been reviewed by the committees and are recommended to the FGB for approval. The FGB approved the following terms of reference.   * Resources * Pay * Pay Appeal * Standards & Performance * Staff Hearing & Appeal Panel |  |
| 15 | **SAFEGUARDING/CHILD PROETECTION**   * JIC was at a child Protection meeting which had ended late so had sent her apologies by email to CJH who reported the position in her absence * Only one potential safeguarding issue which might have needed reporting to governors had been resolved. JS confirmed that she was satisfied with the handling of the issue * Governors had received Safer Recruitment and Safeguarding training * The Safeguarding policy will be reviewed at the next S&P meeting. |  |
| 16 | **NON-PUPIL DAYS**  The following non-pupil days were accepted by the FGB  4th September 2017  6th October 2017  20th December 2017  2nd January 2018  20th July 2018 |  |
| 17 | **CHAIR’S ACTION** The chair had no action to report. |  |
| 18 | **CHAIR’S BUSINESS/CORRESPONDENCE**  None |  |
| 19 | **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**  Following the monitoring visit during the day GH reported the following:   * They had met with B Clifford re the new GCSE spec in English and Maths * They had observed the year 11 G&T group at 8:35am. It was felt the programme for that age group was probably not as value as lower down the school. CJH said it was under review, which is why she had asked for governors’ thoughts * They met R Drew re the KS2 to KS4 project and were very impressed by work being done to avoid KS3 being wasted * They met the 6 students and C Helim who were involved with the China exchange. It was a very good and articulate presentation. * They met A Cooke and looked at 6th Form numbers and what the maximum he could take would be and still keep the quality of student. Governors were impressed with what he is looking at for the future and with the Opening evening and marketing. At present there is 193. The maximum would be 240. * Governors met with G Power and J Sands, who is overseeing the leadership of humanities in his Associate Head role, regarding the performance issues in humanities. It was felt that the mentoring from J Sands was working well. * Governors then saw J Sands alone to hear about his Associate Head role   **TRAINING**  RO had emailed the new governors re induction training.  CJH wondered whether the advent of GEL as an online training provider was an opportunity for governors to revisit their training, as for many, most of their training was done some time ago. She and KSW had tested the site and found that many of the courses were relatively quick to complete and were certificated so there was evidence of satisfactory completion. Her concern had come about after we were unable to help a local school as none of the FGB had completed exclusion training in the past two years. This particular course needed to be a priority.  KSW has emailed the link to GEL training to the FGB. It was agreed a certain amount of modules should be completed each year, with the target being 10 in the first year and the balance of 10 in the second. Governors are able to complete these at home and a certificate is issued at the end. Governors were asked to email the certificates to KSW and RO. Governors were asked to register with GEL before the strategy meeting on 17th January. LH, CJH, RO to discuss training further. Further training on Raiseonline and Data dashboard to be arranged for the summer term. | **CJH/LH/RO** |
| 20 | **AOB**  There was no AOB  Meeting closed at 6:15pm  LH thanked Governors and Staff for a fantastic year, and wished them a Happy Christmas and New Year.  Governors were asked if they wanted to stay for the AGM |  |

Signature: Date: