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

**SHENFIELD HIGH SCHOOL**

**8th July 2021 at 4:30 pm**

**Present:**

Mr Julian Beard Co opted Governor

Mrs Katharine Boulton Parent Governor

Mr Neil Purbrick Governor

Mr Stuart Roberts Support Staff Governor

Mrs Karuna Shaunak-Hobbs Teacher Governor

Mrs Jane Swettenham (Chair) Co opted Governor

Mr Andy Williams Parent Governor

Mr Andrew Worth Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Karen Whordley Clerk

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|  |  | **ACTION** |
| 1 | **APOLOGIES**Debbie Hines Absent: David Churchill JS apologised for the meeting moving to virtual but it was the right thing to do with rising Covid numbers. It is hoped that the 23rd September meeting will be in person.JS asked governors to mute zoom to avoid background noise and unmute if they wanted to speak. The meeting will be recorded.  |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**Nothing to declare. |  |
| 3 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**. Nothing to declare. |  |
| 4 | **GOVERNOR MEMBERSHIP**To confirm the following:* Julian Beard has agreed to become chair of S&P
* David Churchill has taken over as the link governor for SEN and Pupil Premium
* The FGB is now down to 10 as SJ had stepped down. JS had written to SJ to thank her for her service. Governors would consider Katharine Boulton becoming a co-opted governor under article 59 leaving us able to appoint a parent governor in the autumn term restoring numbers to 11. CJH and JS will then look to finding a 12th governor within the community.
* JS explained how governors are appointed. Under article 50 of the Articles of Association up to 8 governors can be appointed by members. Under article 59 3 governors can be co-opted by governors. LH, JS and GH used to be members so governors who were not staff or parent governors had been appointed under article 50 by members. JS is now the only member on the FGB. Following an ESFA recommendation governors were reminded that it had been decided that the majority of members should not trustees. At the December AGM 2020 Josie Gee, Vivien Miller and Mike Seager were appointed as members and JS remained as a member and trustee. Leanne Hedden is also a member but no longer a trustee. This means that with effect from December 2020 the majority of members are not trustees. For this reason now when members appoint any governors under article 50 this will have to be done possibly by email or at the AGM or at a specially convened meeting. Revised Articles of Association are being looked at by SR. New model Articles of association for consideration for adoption by academies had been released by the ESFA in June 2021.This matter will be revisited during the course of the next academic year and consideration will be given to revising and asking members to adopt new Articles of Association.
* To confirm Julian Beard and Jane Swettenham were re-appointed under article 59.
* KB who is currently a parent governor was agreeable to becoming a co-opted governor subject to agreement from other governors present at the meeting who were themselves not co-opted. Governors agreed to KB being appointed a co-opted governor and her term of office will start from 8th July 2021. This means that the limit of three co-opted governors has now been reached. A parent governor election to replace KB will be held as soon as possible in the Autumn term.
* JB asked how quickly a special meeting of members could be called to appoint any further non staff/non parent governors. This would depend on members’ availability. SR said a special meeting could be called upon giving 48 hours notice.
* JS confirmed co-opted governors cannot vote for other co-opted governors. We may need to look at this in new articles.
* JS requested someone else join the pay committee.
 | **KSW****CJH/JS****SR****KSW** |
| 5 | **MINUTES OF THE PREVIOUS MEETING**The minutes of 25th March 2021 virtual meeting, having previously been circulated, were agreed as a true record, to be signed by the Chair of Governors in September.  | **KSW/****JS** |
| 6 | **MATTERS ARISING*** JS has not managed to meet CCF due to the issues arising from continuing and increasing Covid infections and isolation of both staff and students. JS will do so next academic year.
* KB to meet ATA in the autumn term in her role as Equality link
* SCR record was checked by JB in January and April
* JS hasn’t written anything for the end of year newsletter. CJH confirmed it is information only in this newsletter as there is a lot of information for parents.
 |  **JS** **KB**  |
| 7 | **HEADTEACHER’S REPORT**CJH confirmed the following from her report:* Student number at 1414. Lost a few students 18 in total. Some Year 12 students deciding not to continue and some students have moved away. Usual to and fro. No concerning trends from this movement.
* Attendance report from JIC which CJH presented. Covid meant patterns are difficult to discern. Students with anxiety and some school refusals has negatively impacted on attendance. Increasing numbers of students having to isolate. The Year 9 cohort will be the priority group for next year as not reached targets. Attendance has been impacted here largely due to mental health issues. Governors have seen some relevant individual case studies. Sixth form attendance data had also been included following a request from governors.
* KB asked about home schooling. CJH confirmed they have to make their own arrangements and ECC are responsible for checking on them. They can only come back to SHS if there is then a space. Essex protocol is that if a parent decides to home school because they are being pursued for example for attendance issues they can’t apply to another school. They would need to return and a managed move looked at.
* Some staff leavers and two retirements. JC leaving after 21 years and Gill Hards from Finance after 20 years. Some staff have left due to promotions. Lockdown has made people reflect. A number of new staff have been appointed, listed in the report. Since the report Nigel Bolitho has been appointed as a safeguarding officer and Faye Green a former student as a Teaching Assistant. We still need to appoint another teaching assistant and interviews are taking place next week for an art and a science technician.
* The ECTs-Early Careers Teachers (formally known as NQTs) have completed a successful induction. JS confirmed there is extra funding for ECTs. CJH confirmed this as their support and mentoring will now be over two years which means they have 10% less timetable. The mentors also need time off their timetable.
* CJH confirmed an internal promotion for Emma Sherwood to TL for Drama.
* Richard Drew would be taking a whole school assessment role as assistant headteacher. A TL for Maths has been appointed.
* Year 11 and 13 grades submitted for 18th June deadline. Sample had been provided in accordance with exam board request. Prepared and evidence ready. Teacher assessed grades rather than centre assessed. Results will be released published on 10th and 12th August. There will be two ways to appeal. Has there been an administrative error. If yes corrected. Second layer they can appeal to the exam boards. They will then check the school procedures and look at evidence. There will be urgent appeals if a university place is being waited for. Grades a fair reflection and students should be pleased. KB as a parent said parents and students have had plenty of opportunity to address and discuss issues before the assessments. No indication yet of any substantial changes to the assessed content of next year’s exams.
* Ofsted report on sexual abuse-the latest monitoring visit focused on how SHS deals with this issue. Governors have received the report. JS and JB will report more fully later in the meeting.
* School improvement headlines: CJH highlighted the headlines which began with dealing with Covid and re-opening after lockdown.
	+ Developing our practice using the curriculum as the model of progress- governors have received training on this. Details in the report. CJH to invite key members of staff to talk to S&P committee on the work being done. When next inspected governors will need to know they understand this. JB to add to next S&P agenda
	+ Student leadership, school ethos and behaviour-Governors had received training from JRI. House system now fully prepared for September. Behaviour has improved and this is evident from the behaviour data provided to governors.
	+ Working towards all students being able to read to at least their chronological age-Data can be seen in CJH report. Exceptional progress has been made. Students in Y7 and 10 took part in the programme. Eventually it will be just Y7. This year 15 year 7 students and 7 students in Y10 participated. Significant progress made in improving students’ chronological reading ages. There were two students in year 10 who had significant attendance and other issues who did not progress as hoped but the progress for all other students in both years 7 and 10 was excellent. In addition to Thinking Reading there will be a Future Writers scheme for year 8 lowest attainers and a vocabulary enhancing programme called Bedrock. The focus is on tier 2 and 3 vocabularies with cross-curricular emphasis. CJH will report on progress.

NP asked about improvements in other subjects. CJH confirmed they are more engaged because they can read. KSH confirmed students are more confident because students can read. * Essex Education task force-Roy Blatchford very good chair is leading this initiative. CJH involved with the promotion of the reading intervention in secondary schools as Chair of ASHE. There is money attached to the scheme along with people from all different areas of education. Press release is contained in CJH report. JS asked what we will see at a school level. CJH confirmed a small amount of money.
* CJH proposed the highlighted school improvement headlines:
	+ Embed the newly developed house system
	+ Supporting literacy
	+ Supporting numeracy
	+ Further develop academic and other support for disadvantaged students-JMA taking over this focus
	+ Re-establish extra-curricular activities
	+ Prioritise staff CPD with compulsory, directed and optional CPD. Teaching and learning group coach other staff. KSH has a teaching and learning group for the ECTs to support them in securing their QTS. New teaching and learning group for Y12 and Y13.
	+ Review and reset equality objectives-Looked at every 4 years. Now out of date. The focus has changed. KB involved as link governor. DBA has started a focus group on tolerance and respect which will be linked to this. KB to meet ATA and DBA. Proposed revised Equality Objectives will be brought back to governors next year.

Governors agreed the school improvement headlines. JS asked if there will be enough capacity to deal with the Thinking Reading programme due to students falling behind due to Covid. CJH confirmed more staff will need to be trained once the Y7 have been reviewed when they arrive in September. * Governors had requested behaviour data which is contained in CJH report. CJH reported that behaviour has improved even with an increased number of students on roll. Sanctions are getting fewer.

No further questions. | **JB-S&P****KB** |
| 8 | **REPORT FROM STANDARDS & PERFORMANCE- 4th May 2021**JS had given a report of the S&P March meeting at last FGB but the minutes weren’t available as the meeting had taken place only two days prior to the March 25th FGB. No questions from governors since receiving the minutes.JS highlighted the following from the 4th May meeting:* The Centre policy for A levels and GCSEs had been discussed and follows the JCQ template. The Exams Policy had been rewritten in light of that. S&P had approved. Governors had subsequently reported they had found the ASCL webinar helpful.
* DJ had discussed the Everyone’s Invited website and the school’s response. Working party being set up following this focusing on tolerance and respect.
* Peer to Peer policy reviewed and minor changes made.
* JIC had produced an attendance data report with anonymised case studies to help governors understand the current data.
* Pupil premium Report and progress against objectives presented. It was noted there was a dip in progress (not unexpected due to Covid). However, compared with last year’s cohort the gap is being closed especially in English but less so in Maths.
* DC had asked for a report on 6th form disadvantaged students which will be provided going forward by JMA who is taking over this area.
* The school has strong support and mental health strategy for all students
* National tutor programme-We will not be accessing this as it is too restrictive.
* Transition teacher will be working with small groups of students in English and Maths with a focus on the younger children.
* Vulnerable students having home visits and a buddy system during school closure.
* Equality objectives to be reviewed.
* No changes to admission policy

No questions |  |
| 9 | **REPORTS FROM RESOURCES COMMITTEE 23rd APRIL 2021 AND 2nd JULY 2021 TO INCLUDE PRESENTATION OF BUDGET 2021-2022 AND 5 YEAR FORECAST FOR APPROVAL.** KB highlighted the following from the Resources meetings:**23rd April 2021:*** Outturn Budget Position 2020-21-reported as £141k compared to the previous report of £112k. The in-year deficit was reported as (£110k).
* Updated 5 Year Forecast-expected in year deficit of (£110k) which was increased from the previous report of (£80k) was raised and SR confirmed that it was not expected to get any larger, in-fact the next report will take into account expected year end unspent balances in cost centres so is likely to improve the position significantly.
* ICE Visit 2 2020-21-five minor points raised all of which have, or are being addressed. No control risks of concern were identified.
* Financial Regulations 2020-21-Agreed
* Lettings Rates Review-Unchanged
* IT Project-ageing equipment needs replacing
* De-carbonisation –completed in new school year
* Risk Register-how to make it a more interactive “live” document. Andy Williams offered his help with this.

**2nd July 2021:*** Risk Register review was still outstanding and will be addressed over the coming weeks
* Health and Safety committee had met. Governors had the minutes.
* Finance Reports**-**outturn forecast for 2020-21 was reported as £212k compared to the previous report of £141k. The in-year deficit forecast figure is (£38k) which was (£110k) in the April report.
* SR explained the Outturn figure included £142k funds that will be carried into next years’ cost centres, including £105k Astro sinking fund, as well as £70k in reserves.
* SR also gave an explanation of the Astro sinking fund and how it worked for Governors who were not on Resources when it was agreed. JS confirmed £105,000 reserve is ring-fenced in the budget for the Astro sinking fund which will at some point need replacing.
* 5 Year Forecast- changes includePupil Premium spending that contributed to other cost centres. Previously this was all contributed towards staffing but it is felt that it is better separated out for clarity as well for total staffing costs.
* SR updated on the cash flow position which is stable and no issues are expected between now and Aug 31st.
* Budget for 2021-22**-**discussed the assumptions and breakdown of the proposed budget noting the starting reserves of £303k and expected in-year surplus of £90k.SR highlighted figures and asked for questions. **The FGB approved the budget.**
* A direct comparison between the 2021-22 budget and the 2020-21 budget as set and expected year end position can be seen by looking at the first 3 columns on the latest 5-year forecast.
* ICE Report 3 of 3-3 minor items. Governors should be directing internal audit.
* SR gave an update on the capital works taking place before 1st Sept. Renovating the toilets in the Tech corridor, drainage works, and moving 1st Aid as a bigger room was required due to increasing student numbers.
* Science labs - CIF bid for renovations and other plans to address the situation over the next few years.
* New budget management and reporting software has been purchased and will be implemented over the summer.
* New website-SR will arrange for Governors access to the secure area to be circulated and this year’s meetings documents moved over from Weebly. Weebly will remain active for at least one more year for access to historical information.

KB thanked SR and the finance department.No questions |  |
| 10 | **SRMA REPORT AND SHS REPSONSE**Governors had received the paperwork regarding the report. SR explained the ‘audit’ was triggered by the in year deficit for 19/20. This was planned for and needed. A strong response was needed. There was no context so this was set. The SMRA report has produced a headline figure of £390,000 savings over 3 years. £250,000 in teaching staff which equates to 1 ½ members of teaching staff. Various matrix had been used. Our pupil to teacher ratio was correct. Teacher contact time ratio they felt was incorrect. SR explained that our contact time works out at 0.76 which is in line with the DFE measure. ASCL is 0.78 to 0.8 so we are marginally below. For the anticipated 2021 timetable it comes out at 0.78 which is spot on. Support staff was the rest of the cost saving and suggested a review. Curriculum staff costs were high and non-curriculum was low. SR moved the pastoral managers to curriculum and the balance was then correct. He felt there was no immediate cost saving. JS said they had also focused on the premises staff working 52 weeks a year. If they didn’t then contractors would need to be bought in during the holidays to complete painting and maintenance. Everything in report is recommendation only. JS thanked SR for all the time that went in to the response.  |  |
| 11 | **MONTHLY MANAGEMENT ACCOUNTS AND VIREMENTS**SR explained that virements are changes agreed to the budget which now have to be reported to the FGB. Governors had received copies of all the virements for May.* V8-to increase history and art budget from history contingency
* V9- from contingency to drama
* V10-income & expenditure for Salix PSDS project
* V11-Revise budget for known income changes
* V12- Revise budget for known expenditure changes
* V13-Increase ESFA budget, correct bought forward budget, allocate remainder to contingency.

All virements will come to FGB not just those over £35,000. Approved at Resources. |  |
| 12 | **ESFA LETTERS**None to be advised of. |  |
| 13 | **RISK REGISTER**SR and AWi are to review and revamp. They will report back at the September FGB meeting. | **SR/AWi** |
| 14 | **GOVERNORS’ SELF-EALUATION UPDATE**JS had reviewed the action plan and progress made against it. Skills audit to take place again in September to inform training and recruitment and Chair’s appraisal can be looked at. Governors were encouraged to take up training opportunities-details on Weebly where there is the training crib sheet. Succession planning to be looked at regularly. JS wanted other governors to take up roles to develop their knowledge and experience and to make full use of the training opportunities.JS had attended the director of education termly briefings. Presentations had been forwarded to governors. She had attended Essex school governors meetings and information sent to governors. A performance review of the clerk (Governance Professional) to take place in the new term.Surveys of stakeholders to be reviewed in the new term.Academy trust handbook (formally the financial handbook) has been sent to governors. Please read.Rather than a self- evaluation process it advises to have an independent evaluation. JS and KW to look at providers and costs. SR to investigate if Juniper can do this for us. | **JS/KW/SR** |
| 15 | **NON-PUPIL DAYS**Governors approved the following non-pupil days for 2022-2023:1st September, 7th October, 19th and 20th December 2022 and 21st July 2023. |  |
| 16 | **SCHOOL POLICY REVIEW**The following were firstly agreed by members of either the Resources committee or S&P committee and then ratified by the FGB.* Admissions criteria for entry into year 7
* Peer to peer abuse policy
* Exams policy
* Centre policy
* Whistleblowing policy
* Staff code of conduct
* Accessibility plan

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| 17 | **TERMS OF REFERENCE**The change to the S&P terms of reference were approved. Previously approved at S&P. |  |
| 18 | **CHAIR’S ACTION**JS had approved the Centre/Exams policies as deadline was 30th April. |  |
| 19 | **CHAIR’S BUSINESS/CORRESPONDENCE**There was a complaint and the parent hadn’t followed the correct procedure contained in the school’s complaints policy. It was inappropriate for JS to become involved at this early stage as JS also bound by the policy.JS had responded asking the parent to follow the school’s complaints policy and JS has heard nothing more from them. |  |
| 20 | **GOVERNORS MONITORING, DEVELOPMENT AND TRIANING**JB and JS had attended a safeguarding monitoring visit on 30th June. This was important in the light of the Everyone’s Invited website and the OFSTED report “Review of Sexual Abuse in Schools and Colleges”. JB was very impressed and thanked JIC and DBA. A working party is being set up which will report in September on tolerance and respect. Governors had already received the report from Ofsted. A review of RSE curriculum will be undertaken. JB and JS had looked at anonymised list of incidences and the support given by the school to both victim and perpetrator. There will be a review of staff training in the light of these developments. Governors have received the monitoring visit report.JIC is retiring after 21 year at SHS. On behalf of governors JS would like to thank JIC for all her hard work on behalf of students and their parents and the advice and support she had given to governors.It was confirmed in DC ‘s absence that a meeting has been set up with him and ATA before the end of term in his role as SEN link. DC to report to governors at next FGB.The health and safety committee had met. AWo highlighted the following:* PAT testing-own equipment to be purchased and spot checks to be done.
* VW is asbestos trained. Two others to complete training.
* No legal requirement to complete H&S monitoring but it had been agreed an annual review was a good idea and to continue.
* Risk assessment are not a legal requirement but a good idea for departments to complete.
* Gutters have vegetation growth. To be reviewed next year.
* Testing emergency plans on inset day
* Drainage work has now been completed.

**Training**JRI was thanked for his training on the new house systemAll governors have completed GDPR training.JS had attended a webinars about disadvantaged students and also wellbeing. The presentations had been shared with governors.The skills audit will highlight what training is needed for next year. | **DC** |
| 21 | **DATES/TIMES OF FUTURE MEETINGS**Governors had received the meeting dates for 2021/2022.Andy Williams can’t attend 15th October meeting. KSW to look at this and see if an alternative date can be found as AWo also having difficulty.  | **KSW** |
| 22 | **ANY OTHER URGENT BUSINESS** JS thanked CJH after another difficult and challenging year. KB thanked all the staff. JS thanked governors for their support.Meeting closed at 6:45pm. |  |

Signature: Date: