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

**SHENFIELD HIGH SCHOOL**

**19 September 2023 at 4:30pm**

**Governors present:**

Mrs Katharine Boulton Co- opted Governor

Mr David Churchill Parent Governor

Mr Stuart Roberts Staff Governor

Mrs Jane Swettenham (Chair) Co-opted Governor

Mr Andy Williams Governor

Miss Clare Costello Headteacher – Ex Officio

Karuna Shaunak-Hobbs Staff Governor

Cajiten D’Silva Member Governor

**Non-governors present:**

Mr Jamie Rigg Deputy Headteacher

Ms Jane Martin Deputy Headteacher

Mrs Sherron Alexander-Bedingfield Cover Clerk

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|  |  | **ACTION** |
| 1 | JS reminded governors the meeting was being recorded for the purposes of assisting the preparation of the minutes.**Apologies**Mr Julian BeardNo apologies were received from Ms Victoria Noonan, Mrs Clare Hoddy and Mr Gary Haines. |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**There were no requests for matters to be discussed under AOB. |  |
| 3 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**. None |  |
| 4 | **GOVERNORS MEMBERSHIP**It was agreed that the role of Chair and Vice Chair would be for one academic year, renewed at the first meeting in the Autumn term.Mrs Jane Swettenham (JS) was nominated for the post of Chair of Governors. The nomination was unopposed. Governors appointed Mrs Swettenham for the post of Chair of Governors for the academic year 2023-24.Mrs Katherine Boulton was nominated for the post of Vice Chair of Governors. The nomination was unopposed. Governors appointed Mrs Boulton for the post of Vice Chair of Governors for the academic year 2023-24.The remainder of the meeting was chaired by JS. |  |
| 5 | **GOVERNORS’ REGISTER OF BUSINESS INTERESTS**Those governors present completed the Declaration of Business Interests for this academic year.**ACTION: School to contact those governors not present to complete and return the annual declaration form**. | **All governors** |
| 6 | **ORGANISATION OF GOVERNING BODY COMMITTEES**Governors considered the establishment of committees and unanimously reconfirmed the following committee structures and memberships:**RESOURCES** (minimum of 5 including Head)Katharine Boulton (Committee Chair)Jane SwettenhamAndy WilliamsVictoria NoonanCajiten D’Silva*Non-voting member**Clare Costello**Stuart Roberts**Sandra Hatton***STANDARDS & PERFORMANCE** (minimum of 3 including one parent, one staff and Head)Julian Beard (Committee Chair)Jane SwettenhamStuart RobertsKaruna Shaunak-HobbsDavid ChurchillClare HoddyJo GrayGary Haines*Non-voting members**Clare Costello**Jamie Rigg**Jane Martin***PAY** (minimum of 4)Jane Swettenham (Chair)Julian BeardKatharine BoultonDavid Churchill*Non-voting member**Clare Costello***STUDENT DISCIPLINE** (Any 3 of 6)Katharine BoultonJane SwettenhamAndy WilliamsDavid ChurchillJo GrayJulian Beard**STAFF APPEALS**Membership determined at time of convening of Panel, in accordance with Terms of Reference**PAY APPEALS**Membership determined at time of convening of Panel, in accordance with Terms of Reference**HEADTEACHERS APPRAISAL PANEL** (minimum of 4)Jane Swettenham (Chair)Julian BeardKatharine BoultonDavid ChurchillThe governing board seeks to recruit another governor. The Chair will meet with a possible suitable candidate and report back to the governing board. | **JS** |
| 7 | **GOVERNORS’ CODE OF CONDUCT**Governors reviewed and approved the Code of Conduct. Those governors present signed the document confirming adherence to the code.**ACTION: School to contact those governors not present to complete and return the Code of Conduct**. | **All governors** |
| 8 | **SKILLS AUDIT**Only four completed skills audit responses were received. An analysis could not be carried at the present time. Agenda item to be carried forward to the December 2023 meeting. Governors were reminded to complete the form and return to the Chair of Governors. Chair to circulate responses and an analysis once a significant number of forms have been returned. Governors were also reminded to watch the updated information on safeguarding. Once this has been completed, governors to email Katherine Boulton (KB). Governors were also asked to complete Prevent training and send through completion certificates to KB.In house training will take place in March 2024 and June 2024. Governors were asked to identify areas for training. Training on risk was identified and as an area. | **Clerk****All governors****Chair** |
| 9 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the meeting held on 6 July 2023, having previously been circulated, were agreed as a true record. **ACTION: Chair to sign the minutes and file at school.**  | **JS** |
| 10 | **MATTERS ARISING*** Governors were reminded to send in their mini bios to go onto the school website
* Refurbishment of the Science Labs - The Headteacher met with the DfE. It was not worth pursuing with the DfE due to the scale of documents to be evidenced was too onerous. The refurbishment of the science lab started in the summer holidays. The school had the capability and put the resources aside to begin the work
* Governors had previously agreed (06.07.23) to adopt a new Articles of Association . This will be completed by the end of this year.
* Leanne Hedden will step down as a member and Katherine Boulton to step up as a member. Members are to agree the appointment and send in confirmation by email to the school.
* The Trust is seeking to recruit more members and will advertise on the Trust website, contact Inspiring Governors and previous governors or members of staff.
* The Chair has reviewed and updated the Induction Handbook. This will be circulated to all governors.
* Information is on the school website on the outcomes of students following the summer 2023 exams. It was suggested to have case studies of ex-students, parents will have a better understanding of the achievements of students
* Meeting dates and times were circulated and agreed. **Governors were asked to note the change in the date of the monitoring visit w/c 10.06.24**
 | **SR****SR****JS** |
| 11 | **HEADTEACHER’S REPORT**Governors received a copy of the Headteacher’s report prior to the meeting and invited questions from governors. The school is fully staffed. There are a number of new staff with various levels of experience. Staff have settled in well.The vast majority of students returned to school with a positive mindset. The school is responding promptly and responsibly to pupils of concern.The number of leavers is higher than desired. Too many were going to local schools. Some parents stated that the reason for the move was because the school was not stretching students enough. Parental power and willingness to change schools is high. Mid-year admissions can be difficult and so the school will need to closely consider how it recruits its students. During the summer, work was carried out on the school site, there were various upgrades to improve the fabric of the school, improve public areas and staff areas.Work was done on the SIP to narrow the overarching priorities to:* Refocus on primacy of lessons
* Supporting leadership at all levels
* Monitoring student attitudes to dealing with behaviour
* Consistency amongst all staff

The exams results show progress made with 12/19 subjects having improved grades**. Exam reviews and KPIs from the meeting are that there are no generalisations and clear expectations were given. The school and SLT recognise pupil levels and are looking at what can be done to move forward**.Governors raised questions on the environment of parental engagement. There are English and maths support sessions for Y11 students. There are also targeted parent interventions for specific parents, students needing support and those with SEND. The school is responding now to Y11 data rather than waiting until after the mock exams.There are 141 more boys than girls across the school. Y11 has 47 more boys than girls. The school is working at addressing ideas of toxic masculinity and looking at solutions.Governors raised questions on the underachievement of maths and asked whether the results in the Sixth Form were expected. There is a significant shift in attitude. Governors were reminded that those students that took A ‘Levels in the summer had teacher assessed grades at GCSE. They had no exam experience. Other schools have had similar results with their A ‘Levels.There is a better trajectory with the current Y12. The school’s target is to reach national levels.There is a high proportion of SEND students in the current Y11 cohort which will bring its own challenges. The SEND population is 27%, of which some have very high needs. Staff know the cohort and know when and how to intervene. They are also looking at outcomes for the students. SEND One Plan meetings are taking place and the school is working to improve student interventionsThe SEF will be circulated to governors shortly. It is a live document and the school will look at curriculum areas. |  |
| 12 | **PAN (PUBLISHED ADMISSION NUMBER) AND ATTENDANCE TARGETS**The school PAN remains at 240.Last academic year, overall attendance was at 95%, with persistent absences less than 15%.CC recommended and governors agreed to attendance targets over a three-year trajectory. This will set out the journey for the school and is part of the strategic planning being carried out by governors.Current attendance is slightly below 95%. Outliers restrict attendance levels. The attendance team is increasing and will have work more on monitoring.KPIs to be brought to the Standards Committee.Governors questioned what the percentages were compared to national, regional and Essex. The school was 1% higher than national and Essex levels. These are positive trends showing the impact from scrutiny on attendance.Question: Does the 3-Year strategy highlight year group concerns?Answer: Yes, last year there were mechanism which showed a story regarding attendance. Attendance statistics need to be analysed with the withdrawal of those specific cases. |  |
| 13 | **MONTHLY MANAGEMENT ACCOUNTS AND VIREMENTS**There were no virements to report.There is no longer a requirement for monthly accounts to be shared with governors six times per year. Governors were encouraged to read the monthly management accounts and bring any questions or queries to the FGB meeting. |  |
| 14 | **ESFA LETTERS**One letter (06.07.23) was raised to the attention of governors. The letter refers to the new AFH and gives a useful summary of the changes made. It recognises the importance of strong financial management. |  |
| 15 | **SURVEYS**There is a need to plan surveys in advance and for them to be linked to the monitoring calendar cycle. Past surveys have been targeted, suggestions that a wider survey is carried out.Student voice is gathered from monitoring carried out by governors.It was agreed that both staff and student surveys should be carried out but that there is careful consideration on how the questions are formed.  |  **CC**  |
| 16 | **POLICY REVIEW**Governors ratified the following policies approved at committee level:* Online Safety Policy
* Safeguarding Policy

Questions were raised on fire alarms and lockdown procedures. Governors to note that these areas are dealt with within the Emergency Planning Policy. |  |
| 17 | **23-24 BUDGET**SR informed governors that there were a lot of changes to the 23-24 budget. The 6.5% pay award that the government agreed has an estimated cost of £366,000 to the school. The school originally budgeted for 3%. |  |
| 18 | **CHAIR’S ACTION**None. |  |
| 19 | **CHAIR’S BUSINESS / CORRESPONDENCE**None |  |
| 20 | **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**Although a monitoring visit was carried out during a strike day, it provided governors the opportunity to meet with staff. It highlighted the ongoing importance of staff welfare and for this to be monitored. The visit acknowledged that student behaviour can be challenging at times and can impact staff welfare.Governors were reminded to complete training courses on Safeguarding, Prevent and Exclusions. Governors will have Ofsted preparation training, specific for Shenfield High School.There will also be Risk training for governors in March 2024. |  |
| 21 | **ANY OTHER URGENT BUSINESS**None. Meeting finished at 6.10pm. |  |

Signature: Date: