



SPRING TERM (1) 2021 MEETING OF THE FULL GOVERNING BODY

MINUTES

Date Wednesday 3rd February 2021
 Time 19.00
 Place Via Zoom Video Conference

PRESENT:

Mr G Davies (GD)	Ms F Kiss (FK)
Mr P Davies (PD)	Mrs A Lee (AL)
Mrs T Ellis (TE)	Mr S Pilgrim (SP)
Miss E Ginger (EG)	Mrs E Starling (ES)
Mr T Green (TG) - Chair	Mrs L Swain (LS)
Mr E Hillyard (EH) - Headteacher	Mrs A Thomas (AT)
Miss J Kirkpatrick (JK)	

IN ATTENDANCE:

Mrs L Jackson (LJ)	Director of Finance, HR and Resources
Mrs S Lary (SL)	Deputy Headteacher
Miss Kim Joynson (KJ)	Deputy Headteacher
Mrs J Knight (JLK)	Clerk

APOLOGIES: None

NOT PRESENT:

- Mr A Down
- Mr S Barratt
- Mrs S Stewart

NB. Governors' questions are highlighted in *italics* throughout these minutes.

Item	Discussions and Decisions Made	Actions
	Welcome and apologies for absence <ul style="list-style-type: none"> • TG welcomed everyone to the meeting. • There were no apologies. 	
1	Notification of Any Other Business None	
2	Declarations of Interest against this agenda None	
3	STRATEGIC PLANNING	
3.1	Report of Headteacher and SEF (also covering items 3.2, 6.1, 7.1 and 7.4) The report had been circulated. <ul style="list-style-type: none"> • EH outlined the new format, following the change to the 	

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	<p>governance structure.</p> <ul style="list-style-type: none"> • A table is included which shows how the items from L&C and P&P committees will be spread across six FGBs. • HGSS is working with Reach Academy Trust on school improvement. Ed Vainker has visited school to lend a fresh pair of eyes. • Q – ES: <i>The data drop from December shows Year 10 are further away from their target. Is there concern that they may be even further away, given they are not face-to-face learning now?</i> A – EH: Students are always working towards a target, but it is hard to assess them at present. A weekly attendance survey is conducted which now includes engagement. Cameras are being introduced into Sixth Form lessons which will help understand who is engaging in lessons. Catchup funding will be used to employ English, Maths and Science staff to ensure gaps are closed. • A - SL: When students return, they will go back into their assessment/feedback cycles. There will be work to do in the summer with Year 10 and staff are planning carefully for their ‘prep’ sessions when they go into Year 11 so that these are stage not age-appropriate. • A - KJ: There is not a huge difference between this year’s Year 10s and the last couple of years’ cohorts at a similar time. However, pastoral and attendance are a focus, with text messages and follow-up phone calls the next day to those students not attending online lessons. Students are also identified based on behaviour points and the pastoral team email and call them daily to make sure they are able to access lessons. EH: If school is not happy with the phone response, the student is invited into the critical worker provision at school, where reading & literacy interventions are provided, especially for Years 7 & 8. • Q – AT: <i>Is engagement a particular problem in Year 10?</i> A – KJ: There are a few more Year 10s that need encouragement, but it is not a significant difference. Year 11 engagement is particularly good. • Q – JK: <i>Why is the Year 8 gender gap smaller than other years?</i> A – SL: Unsure. If it becomes a trend, this will need looking into. • Q – ES: <i>Could thanks be passed on to staff for their effort with live lessons and in keeping students engaged?</i> Q – EH: This will be added to the weekly staff email. • Q – GD: <i>Regarding the Mocks data, was there any noticeable difference in results?</i> A – EH: Students took 	

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	<p>Mocks utterly seriously as they considered they might be their only opportunity to show what they are capable of. However, there were problems fitting in a full set of exams in the mock period available. As a result, they gave a relatively good reflection but students' mock grades will not necessarily be the grade they achieve in the summer.</p> <ul style="list-style-type: none"> • Q – GD: How are pupil grade expectations being managed? A – EH: There is a fortnightly head student team meeting. The message is that students' best chance of getting the grades they hope for is to continue to concentrate now. Little more can be done until the full consultation is published on 22 February. When it is known, the full process will be published to parents. 	
3.2	See 3.1 above	
3.3	<p>Expansion/Works Update</p> <p>The Expansion and Capital Projects Plans had been circulated.</p> <ul style="list-style-type: none"> • LJ: The frame has gone up for the Maths and English blocks. Work is proceeding at pace. • The refurbishment of existing buildings will start soon, earlier than planned. • Q – AT: Has Planning been submitted for the work to the Reception area and what is the timescale? A – LJ: No, but it will be in place before work is started in the summer. Ideas are being finalised now with an architect that school has previously used. • Q – GD: Is there an update on the Dome? A – EH: School is appealing the decision, as current facilities for indoor PE are not good enough. A Freedom of Information request has been submitted regarding sound and light readings and an impact assessment is being put together. The appeal means there is a stay of execution on the enforcement notice and a fairer hearing is hoped for. • Q – EG: Is there anything we can do to rebuild relations with the local community? A – LJ: There is likely to be hostility for the duration of the building works. Hopefully once they are complete, the village will start to feel pride in their local school. Locals will be invited to see the finished facilities. • A - EH: There are some negatives on social media but there are also many people with a better impression. EH has been invited to write an article for the Holmer Green Village Society Newsletter. The duty has been discharged on the tennis courts, which are now for community use. • Q – PD: When things are back to normal could some 	

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	<p><i>community music/drama events be held to help build relations?</i> A – EG: Yes, there will be musicians performing at the event on the Common in July and Christmas concerts, all being well. EH: Some English students sent poems to Cherry Garth Nursing Home before Christmas.</p>	
3.4	<p>Admissions The Admissions Policy for 2022-23 had been circulated.</p> <ul style="list-style-type: none"> • EH: Changes have been made to the Year 7 and Year 12 application form so that it only requests information needed to determine the admission criteria. The oversubscription criteria has also changed, as have some definitions e.g. siblings. The intention is to try to smooth out the number of EHCPs across the year groups. • Two responses have been received to the consultation. Neither were material so there have been no changes. • Governors approved the policy. 	
3.5	<p>Governor Day Plans</p> <ul style="list-style-type: none"> • Five people have signed up so far. This event will be held via Teams and will last 1-1.5 hours. • The focus will be Lateral Flow Testing and PP Remote Learning. SLT will also give staff and student viewpoints. • Any other governors wishing to be involved to email JLK. 	All Governors
4	<p>Minutes and matters arising</p> <p>FGB Minutes – 16 December 2020 Approved.</p> <ul style="list-style-type: none"> • EH: Finance Committee dates have been changed, agreed and circulated. 	TG to sign and return to school
5	<p>Governor Membership</p> <ul style="list-style-type: none"> • JL has resigned from the FGB in order to become an independent Member once the revised Articles have been adopted. 	
6	<p>Learning & Curriculum</p> <ul style="list-style-type: none"> • See item 3.1 above. • ES has supplied a list of what was on the agenda at each L&C item to make sure everything is covered at FGB. • The Minutes of the last meeting were approved. 	
7	<p>People & Personnel</p> <ul style="list-style-type: none"> • See item 3.1 above. 	

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	<ul style="list-style-type: none"> • TG thanked ES and LS for Chairing the L&C and P&P committees. <p>Staffing Update</p> <ul style="list-style-type: none"> • EH: There will be two more form groups in September. Adverts have also been placed for RM, RS and Business & IT teachers as well as English and Maths Catchup teachers. • Q – TG: <i>What is the recruitment market like?</i> A – EH: There were 6 or 7 Business applications, 2 were interviewed but neither were successful. There were two strong RM candidates and 6 or 7 applications for RS. A – GD: There are lots of jobs being advertised. Many teachers are leaving the profession and many are leaving London. • EH: The £30k new teacher salary is being maintained but this may create issues as some teachers with 3 years' experience are paid less than this and their pay is frozen. • Q – PD: <i>Will this be an acute issue at HGSS?</i> A – EH: There are some in this bracket but most are upper pay scale so there shouldn't be a significant impact. EH to supply accurate numbers for the next Resources Meeting. 	EH to supply numbers
8	<p>Committee Reports</p> <ul style="list-style-type: none"> • No committees or panels had taken place since the last FGB meeting. 	
9	GOVERNOR REPORTS	
9.1	<p>Chair</p> <ul style="list-style-type: none"> • Nothing to report 	
9.2	<p>Development</p> <ul style="list-style-type: none"> • Nothing to report 	
9.3	<p>Safeguarding</p> <ul style="list-style-type: none"> • Nothing to report 	
9.4	<p>SEND</p> <ul style="list-style-type: none"> • PD had a conversation with Claire and was impressed by the team's approach and actions. • PD will diarise a conversation ahead of each FGB and will bring any particular SEND items to the meeting. 	
9.5	<p>Disadvantage</p> <ul style="list-style-type: none"> • Link Governor not present 	

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10	OTHER MATTERS	
10.1	<p>Policy Reviews and Approvals All policies had been circulated.</p> <p>Behaviour Policy and Annexe</p> <ul style="list-style-type: none"> As a result of a recent PEX, a reference to the Statutory Exclusions Guidance has been added in, as well as Governor Warning Panels and a Covid section (which will be removed after the pandemic is over). Q – LS: <i>Should the expectations for remote learning be added in, especially with the use of cameras?</i> A – EH: There is a remote learning guidance document being used across staff which is regularly updated. Students are held to account via the normal behaviour policy. Cameras are being trialled in the Sixth Form and may be rolled out to other years. A – SL: This is also covered in the remote learning policy. <p>Safeguarding Annexe</p> <ul style="list-style-type: none"> No significant changes have been made, just points about Pastoral checking in with students at this time. Q – JK: <i>Formatting needed at point 3.7.</i> A: LJ to change. <p>Leave of Absence</p> <ul style="list-style-type: none"> Changes have been made to support staff taking time in lieu of hours accrued, for consistency across the school. Q – JK: <i>Could point 4.1e be re-worded to include ‘for support staff’ to clarify that this does not apply to teachers?</i> A: LJ to re-word. <p>Educational Visits</p> <ul style="list-style-type: none"> No significant changes. <p>Recruitment Policy and Recruitment of Ex-Offenders Policy</p> <ul style="list-style-type: none"> Alterations have been made to respond to legal changes preventing employers from discriminating against people with spent offences that are filtered out. <p>Remote Learning Policy</p> <ul style="list-style-type: none"> This has had a big rewrite. Q – JK: <i>There is inconsistency between point 3 and point 5 regarding the minimum amount of time a live lesson should last. Flexibility is required depending on the lesson. Does this need to be defined?</i> A – SL: Happy for this to be removed. 	<p>LJ to amend formatting 3.7</p> <p>LJ to re-word 4.1e</p> <p>SL to amend point 3</p>

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	<ul style="list-style-type: none"> • Q – JK: Bullet 8 ‘choose/chose’ incorrect. Also, departmental meetings are optional, so could the reference to these having to happen be removed? A: SL to amend this. • Q – JK: The policy refers to LSAs helping with Teams access, but this is not always possible as LSAs are not attached to classes. A: SL to add ‘where available’. • Q – JK: Have any remote coffee mornings happened? A – LJ: Not yet, as staff are so busy. LJ to send an email round about half term availability. • TG: Feedback suggests the school is doing really well with its remote learning provision; though nothing can replace physically being at school. <p>All the above policies were approved by Governors.</p>	<p>SL to amend policy</p> <p>SL to amend policy</p> <p>LJ to email staff</p>
11	<p>Dates and Times of Meetings</p> <ul style="list-style-type: none"> • Circulated with meeting papers. • PD asked that Members’ meetings be documented on the Meetings calendar. • Next meeting: Wednesday 31st March 2021 at 7pm. 	<p>JLK to add to calendar</p>
12	<p>Any Other Business</p> <p>None</p>	
13	<p>Evaluation of Meeting</p> <ul style="list-style-type: none"> • Governors agreed that the meeting had been conducted appropriately. • TG echoed the request for EH to thank staff for their efforts, which are very much appreciated. • EH thanked governors in return; it is a difficult time for everyone. Staff are indeed working hard, but hats are off to parents who are spinning many plates. 	

The meeting closed at 8.15pm

Minutes approved by the Governing Board:

Signed
Mr T Green – Chairman of the Board

Date