



## SUMMER TERM 2018

**MINUTES** of the meeting of the Governors of Holmer Green Senior School held at the School on Wednesday 11 July 2018 at 19.00.

<b>PRESENT:</b>	Miss E. Baddeley (EB)	Ms F. Kiss (FK)
	Mr S. Barrett (SB)	Mr J. Leftwich (JL)
	Mrs D. Deanus (DD)	Mr R. O'Connor (RO'C)
	Mr A. Green (AG)	Mr S. Pilgrim (SP)
	Mr D. Greenwood (DG) (Chair)	Mrs C. Whitehead (CW)
	Mr E. Hillyard (EH) <sup>1</sup>	Mrs L. Swain (LS)
	Mr A. Jones (AJ)	

<b>IN ATTENDANCE:</b>	Ralph Batten (RB)	Independent Consultant
	Mrs L. Jackson (LJ)	Director of Resources and HR
	Mr P. Tang (PT)	Deputy Headteacher
	Ms E. Walker (EW)	Clerk

<b>ABSENT:</b>	Mrs A Brodala (AB)	Apologies received and accepted
	Miss J. Kirkpatrick (JK)	Apologies received and accepted
	Miss K. Stratton (KS)	Apologies received and accepted
	Ms K. Willard (KW)	Apologies received and accepted

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

Ms Kiss was introduced as a new Staff Governor and governors and other attendees introduced themselves for her benefit.

	<b>ACTION</b>
<b>1 NOTIFICATION OF ANY OTHER BUSINESS</b> The following item of Any Other Business was declared: <ul style="list-style-type: none"><li>The Chair's Challenge</li></ul>	
<b>2 DECLARATIONS OF INTEREST</b> There were no interests declared specifically in items on the agenda however, the following standing declarations of interest were made: <ul style="list-style-type: none"><li>Mr Tony Green is a Governor at Highworth Combined School.</li><li>Mrs Lisa Swain and Mr Steve Pilgrim are governors at Manor Farm Community Infant School.</li><li>Mr Jim Leftwich is a governor at Widmer End Primary School.</li><li>Mr E. Hillyard is a governor at Sir William Borlase's Grammar School and still employed at Cox Green School.</li></ul>	

### 3 EXTERNAL REVIEW – REPORT FROM RALPH BATTEN

Mr Batten reported that he had visited school twice recently and had introduced himself to Mr Hillyard. He highlighted the following for governors:

- A new Ofsted Framework is due to be published in 2019 but there have already been changes to the Handbook which gives an insight to the future direction of Ofsted.
- One change is that schools will be inspected within 40 months of the last inspection and the outcome will be limited to a likely judgement which schools will then have a year to prove or disprove this judgement.
- This approach reinforces Ofsted's wish for schools to be more secure in their judgements.
- It is not yet clear what descriptors will be used for the different grading structures.
- 6 key words (characteristics) appear in the new Ofsted Handbook – stringency, accuracy, tenacity, vigilance, intentionality and connectivity. Schools exhibiting these 6 characteristics are likely to have leadership capacity to maintain a grade or secure a new one.
- Following his interviews with Assistant Headteachers, the Deputy and Headteacher, Mr Batten stated that he had concluded the following:
  - **Stringency** – leaders at HGSS are good at cutting through the data to get to the real issues in school. They understand where the school is and what needs to improve.
  - **Accuracy** – leaders at HGSS are accurate in their judgements about the strengths and weaknesses of the school. Middle leaders have been asked to analyse data and put forward propositions. These propositions are accurate and are backed up by reliable data.

SLT are aware that this year's Sixth Form data will be impacted by the rigour of the new BTECs. Governors need to understand what can be done to address this (for example, increase the threshold qualifications for these subjects) and what the implications of this might be (some students may be left without choices).

Governors also need to understand whether the Sixth Form partnership arrangement with SWR School is working.

- **Tenacity** – leaders at HGSS have well-thought out strategies which they believe will make a big difference to the students’ learning.
- **Vigilance** – leaders at HGSS demonstrate that they use a variety of monitoring and evaluative techniques to identify quickly the barriers to students’ learning. For example, they create a team around a child to address issues regarding attendance, behaviour and SEND.
- **Intentionality** – leaders in high performing schools have a clarity of vision, the school is distinctive and leaders know what the purpose and intention of its provision is. There is not enough evidence currently to suggest HGSS is secure in terms of intentionality. Governors need to be able to answer questions like – what would a successful child at HGSS look like? What are the personal characteristics of a child’s learning experience? What are the barriers for learning in our school and how does this evolve as the children move through the school? What is the intention of having the Sixth Form link with SWR?
- **Connectivity** – in good schools things do not happen in isolation; there is a connection. Information gathering by teachers is used for many purposes and the children collaborate with one another. There is not enough evidence currently to suggest HGSS is secure in terms of connectivity.

Mr Batten concluded that HGSS is a good school with children who are authentically enthusiastic about learning. Students are also appreciative of the relationships that they have with staff and they comment that they want teachers to understand them and not just focus on the data.

Mr Batten stated that he would write up his report which would be shared with governors.

Mr Batten was thanked for his input and he left the meeting at 19.40.

#### 4 GOVERNOR APPOINTMENTS AND RESIGNATIONS

Governor appointment updates were given as follows:

**Staff Governor** – Ms Fiona Kiss has been appointed since the last meeting.

## ACTION

**Parent Governor** – the parent governor ballot has ended and votes are to be counted. Governors will be notified of the outcome.

As reported at the last meeting, Mrs Brodala, Ms Willard and Mr O'Connor have resigned with effect from the end of term. Mrs Brodala has agreed to remain as an Associate governor for 2 further terms.

It was agreed to appoint Mrs Brodala as an Associate governor until the end of the Spring term 2019.

LJ, Clerk

Governors discussed ways of filling current vacancies and agreed to consider the following options:

- Reviewing the skills of the unsuccessful Parent Governor candidate to determine suitability in another capacity on the governing body;
- Consider candidates with the appropriate skills from local faith communities;
- Consider representation from candidates with the appropriate skills from other community groups such as the Rotary Club or Sports Club. Adverts will also be included on the Holmer Green local website and on the local Facebook site.
- Contacting Inspiring Governance which aims to connect skilled volunteers interested in serving as school governors and trustees with schools.

LS/LJ

LS/LJ

**ACTION: It was agreed that all roles and committee membership would be reviewed in the Autumn term to ensure suitability.**

Clerk  
All governors

## 5 MINUTES AND MATTERS ARISING

### 5.1 MINUTES

The Minutes of the meetings held on 21 March 18 having been circulated, were confirmed and signed by the Chair as a correct record and handed to the Business Manager to be made available for inspection in the School.

LJ

### 5.2 MATTERS ARISING FROM THE MINUTES

#### 5.2.1 ADMISSION ARRANGEMENTS (Minute No. 6.3)

Mrs Jackson advised the Governing Body of the oversubscription criteria for admissions into HGSS in September 2020 and beyond. They would be as follows:

- 1 Looked After Children.
- 2 Children of parents where one or more parents works at the school at the time of application.
- 3 Students living in the catchment area of the school
- 4 Siblings of current students
- 5 Students who have exceptional medical or social needs
- 6 Children who live outside the defined catchment area

## 6 STRATEGIC MANAGEMENT

### 6.1 REPORT OF THE HEADTEACHER

The Report of the Headteacher, having been circulated in advance of the meeting, was noted. Governors asked the following questions:

*What are your observations having heard what Ralph Batten has to say?*

The School is secure in being judged as good but there has been insufficient time to show an upward trend needed to secure a judgement of outstanding. The Sixth Form has made substantial improvements. BTECs will continue to be offered but the entry requirements will be raised to meet the rigour of the new qualifications.

*What is the impact of not running Chemistry A Level next year?*

6 or 7 pupils will be affected by this decision. In all cases staff have tried hard to find them alternative subject choices. It should be possible to offer Chemistry in 2019 as staff are being trained.

*How is the teaching of Chemistry lower down in the school?*

A new teacher is starting in September who has a background in Chemistry. Unfortunately, there is only one Chemistry specialist in school currently.

*Are any other course choices affected?*

It will not be possible to offer Media in the Sixth Form also. The impact has been minimal although one student has opted to leave to study Media elsewhere.

Mr Hillyard explained the dilemma of trying to grow the Sixth Form within the constraints of a teacher recruitment crisis and also taking into consideration that classes are only cost-effective with 18 students in them.

**ACTION**

*A governor queried some of the predictive data.*

Mr Tang agreed to take this away and investigate the discrepancy and report back.

*How do you see the school's journey to outstanding?*

Mr Hillyard explained that once the results are known the SDP will be reviewed and a new set of objectives agreed. A 3 - 5 year Development Plan is also being developed which will be shared with governors for approval in the Autumn term. The end goal for students is to give them the skills to thrive at university or in a higher level apprenticeship or employment.

**Agenda FGB**

**EH**

*What do we do to prepare students for University?*

The KS3 curriculum is broad to enable students to play a bigger part in society. We offer students careers guidance and we have an effective PHSCCE programme which promotes resilient learners and supports their mental health. Two further appointments have been made to the Hub to support students struggling with mental health concerns.

*What are we doing to enable students to access employment where the demand is?*

It is hard to predict future skills and the types of jobs that the students will be employed in. The school is looking to introduce new STEM events which will be for all pupils but with a focus on girls.

*How can we make the boys excited about STEM as well?*

They will be encouraged alongside the girls.

*Are we ensuring the students are given the right building blocks to lead into new careers?*

Staff teach a broader curriculum than just to the exams. All students have careers interviews in year 8 during which potential career routes are explored.

Further to Ralph Batten's presentation, the governors need to decide what their intent is for the KS3 curriculum. Is it to provide building blocks for future careers for example?

**ACTION: It was agreed that the newly drafted Curriculum would be shared with governors at the Autumn term FGB Meeting.**

**FGB Agenda**

**PT**

## **6.2 BUDGET 2018/19**

Mrs Jackson reported that the budget had been scrutinised by the Finance, Premises, Health and Safety Committee and was recommended for approval by the Governing Body. She highlighted the following:

- There is an in-year deficit due to the lag in funding for the bulge class.
- The staffing budget has been set with a view to growing capacity and securing good staff early.
- The first year of the new funding formula is equivalent to a 2% increase in the budget.
- Reserves are over £450,000.

Mr Jones paid tribute to the way that the budget is managed which enables HGSS to maintain reserves of this order.

It was appreciated that some staffing roles had not been replaced and were being covered by other staff as additional duties. The efforts of the staff in this matter was both acknowledged and appreciated.

It was agreed to approve the budget for 2018/19.

## **6.3 SCHOOL EXPANSION PLANS**

Mr Hillyard updated governors as follows:

- Representatives from the LA had attended the Finance, Premises, Health and Safety Committee and given a presentation about the LA's need to increase school places and the possible options available to them.
- Information about pupil predictions had been shared and, following a feasibility study, the LA had asked whether HGSS would be interested in expanding by 1 or 2 forms of entry (FE).
- The FPH&S Committee had concluded that in order to future-proof the school it would be necessary to expand by 2 forms of entry over 5 years. They were recommending this for approval by the Governing Body.
- The LA would be funding this project.
- An additional 2 forms of entry will enable the Sixth Form to grow and will help with teacher recruitment, development and retention.
- An increase in 2 forms of entry, when full, will be equivalent to additional revenue funding of £1.2 million.
- Some children who live in-catchment are currently unable to get a place at HGSS. The planned enlargement will enable those children to get a place but HGSS will still

retain the same community feel.

- The LA is also talking to other local schools as 3 additional forms of entry have to be provided.

*How will the build be scheduled to cope with the additional pupils.?*

The LA expects to ask us to take a bulge class in September 2019 and an additional 2FE the following year. This will make planning much easier.

*Has any thought been given to increasing the size of other facilities – such as the hall to cope with the larger numbers?*

Mrs Jackson stated that this was all in hand. A consultant has been appointed to ensure that we take advantage of this one-off opportunity to improve the school environment for everyone. This will include the provision of additional toilets, a larger hall, larger dining room facilities and a larger exam room.

*A governor asked if the LA is looking to improve the flow of traffic around the school?*

Mrs Jackson explained that the intention is that the school will open onto Watchet Lane and Highways have been very positive about the suggested improvements so far. A more detailed survey will be carried out by the Highways department as part of the planning application.

*Will the school catchment area stay the same?*

The LA has stated that they did not think it would be necessary to change the catchment area as a result of the enlargement of HGSS.

*A governor asked if the school would be accepting a bulge class this year?*

It was confirmed that it would not.

**ACTION: It was agreed to approve the expansion of HGSS by 2FE and to commence the process of planning for this eventuality.**

EH, LJ

## **7 GDPR - IMPACT ON GOVERNORS' WORKING ARRANGEMENTS**

Mrs Jackson reported that the school is in a very good place with regard to GDPR compliance. However, the issue of how to communicate with governors safely still needed to be addressed. Having spoken to Mr Sharad, IT Manager, he was recommending that all governors be given a school email address to ensure that emails are secure.



It was acknowledged that this would not secure the data but the aim would be to not circulate sensitive information by emails but, instead, for governors to access it from the 'MyStuff' area of the HGSS website or for it to be tabled at meetings.

All governors were given a school-specific email address and instructions to set up their governor email account.

**ACTION: all governors to activate their school email account.**

**All Governors**

## **8 DELEGATED REPORTS – COMMITTEES**

### **8.1 FINANCE, PREMISES, HEALTH AND SAFETY COMMITTEE**

The Minutes of the meeting of the Finance, Premises, Health and Safety Committee were noted.

### **8.2 LEARNING AND CURRICULUM COMMITTEE**

The Minutes of the meeting of the Learning and Curriculum Committee were noted.

Mrs Whitehead thanked staff for all their hard work in introducing the new style GCSEs.

### **8.3 PEOPLE AND PERSONNEL COMMITTEE**

The Minutes of the meeting of the People and Personnel Committee were noted.

### **8.4 MAT WORKING PARTY**

Mr Leftwich updated the Governing Body in relation to progress with the MAT Working Party. The following updates were noted:

- The MAT Framework is a broad statement of the mutual benefits of working collaboratively and in partnership with other schools within a MAT.
- Mrs Jackson, Mr Tang and Mr Leftwich had all attended the informal liaison group meeting.
- Some of the schools are still nervous of the commitment of joining a MAT but the governors, less so.
- Mr Hillyard had had an encouraging meeting with the Governing Body of one local school.
- The appointment of a chair for the MAT Working Party will be the subject of agreement at the next meeting. Mr Leftwich would be stepping down from this role due to a potential conflict of interest being Chair of Governors at Widmer End School.
- A date for the next meeting has yet to be agreed but would be circulated.
- Mr Hillyard had attended a very interesting conference

where the issue of how secondary modern schools engage with MATs had been discussed.

*A governor asked whether it was possible for schools to divorce each other within a MAT?*

It was explained that this is possible if the RSC believes it to be in the sponsor's best interest. This could be due to the financial burden one school is placing on another.

## **8.5 HR RELATED PANELS, COMPLAINTS AND PUPIL DISCIPLINE COMMITTEES**

Mr O'Connor reported that a meeting of the Complaints Panel had been held to consider a SEND related complaint. Following deliberation, the Panel had agreed to dismiss all elements of the Complaint although some learning points had been highlighted for the school. These related to:

- The need to appoint a SEND Governor.
- The need for a review of detention recording procedures.
- The need to review the communication procedures with the family to ensure they are in the child's best interest.
- The need to communicate the outcome from screening tests as promptly as possible.
- Whether it might be more appropriate for parents to consult with agencies directly if they do not wish to give access to their child.

It was noted that Mrs Swain had agreed to take on the role of SEND Governor but was awaiting a handover from the previous post holder.

**LS AB**

*Mr O'Connor reported that in a recent communication the complainant had alleged that there had been other SEND related complaints. He asked Mr Tang if that was the case?*

Mr Tang stated that this was not the case.

Mr Tang reported that the school had also responded to the complainants following the meeting.

**ACTION: In terms of the learning points for the school, Mr Tang confirmed that Mr Wooller would be reviewing the process of recording detentions and would report back to the Personnel and Pay Committee in the Autumn term. Other matters would be monitored, he suggested, by the SEND Governor.**

**AW  
P&P Agenda**

**LS**

## **9 DELEGATED REPORTS – GOVERNORS**

### 9.1 CHAIR

The Chair confirmed that he had taken no delegated action and had nothing to report.

### 9.2 DEVELOPMENT

Mrs Swain, Development Governor, reported as following:

- The Skills Matrix has been completed by all but one governor. She would chase this.
- The outcome from the Skills Matrix was that the governing body is short of people from local community groups and also from people with marketing experience. This would feed into the recruitment campaign as discussed earlier in the meeting.
- An Induction Pack for new governors has been developed and will be hosted on the 'MyStuff' area of the HGSS website. This will involve a tour of the school and opportunity to meet with key governors, staff and pupils.
- Maggi Bull, Chair of the NGA, had lead a session for Staff Governors on their roles and responsibilities. Se would be undertaking Governor Self-Evaluation training on 14 November and it would be important for all governors to be present if possible. A Safeguarding update will also be given at this training session.
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Ms Kiss stated that she had found the session with Maggi Bull to be very useful.

### 9.3 SAFEGUARDING

It was noted that the Annual Safeguarding Report was in the process of being produced by Mr Golding.

**ACTION: It would be forwarded to the next FGB meeting.**

Governors were informed that Mrs Hawkins will be the Designated Safeguarding Lead (DSL) from September.

### 9.4 SEND

Mrs Swain stated that she had nothing to report until she had had a handover from the previous SEND Governor.

### 9.5 PUPIL PREMIUM

Mrs Deanus, Pupil Premium Governor, reported that the Learning and Curriculum Committee had been informed that the gap was narrowing between that of Pupil Premium and non-Pupil Premium children.

**CH, SP  
FGB Agenda**

**LS, AB**

<b>10</b>	<b>POLICY REVIEWS AND APPROVALS</b>	
	It was noted that there were no policies to approve at this meeting.	
<b>11</b>	<b>PREPARATION FOR AUTUMN TERM</b>	
<b>11.1</b>	<b>PERFORMANCE MANAGEMENT ARRANGEMENTS</b>	
	<b>ACTION:</b> It was agreed to confirm membership of the Headteacher’s Performance Review Panel as Mr Pilgrim, Mrs Whitehead and Mr Greenwood with Mr Batten advising the panel.	SP, CM, DG
<b>11.2</b>	<b>APPOINTMENT OF CHAIR AND VICE-CHAIR</b>	
	The Clerk advised that the annual positions of Chair and Vice-Chair would be a matter for consideration at the first FGB meeting of the new academic year.	
	<b>ACTION:</b> Governors were invited to submit nominations (by email) to the clerk in advance of the meeting although nominations would also be sought at the meeting.	All governors
<b>12</b>	<b>DATES AND TIMES OF NEXT MEETINGS</b>	
	Dates of meetings would be according to the agreed schedule, the next one being Wednesday 17 October.	
<b>13</b>	<b>ANY OTHER BUSINESS</b>	
<b>13.1</b>	<b>CELEBRATING SUCCESSES</b>	
	A governor asked if it would be possible to celebrate the exam successes of HGSS students in the local press.	
	It was stated that a statement is sent off to the local press each year but has yet to be included.	
<b>13.2</b>	<b>THE CHAIRS CHALLENGE</b>	
	The Chair addressed the meeting and recommended that the Governing Body looks into the possibility of gaining accreditation through Governor Mark for School and Academy Governance. This is a framework for monitoring the quality of governance which takes from between 18 -24 months to complete.	
	<b>ACTION:</b> It was agreed to form a Working Party to investigate the benefits and also the work involved in achieving Governor Mark comprising: Mr Jones, Mr Pilgrim, Mrs Swain, Mr Barrett and Mr Leftwich.	AJ, SP, LS, SB, JL

**13.3 MR O’CONNOR**

Mr O’Connor was presented with a gift and thanked for all his hard work on behalf of the Governing Body during his term in office. He would be missed.

Mr O’Connor volunteered his help in the future when his work enabled him to take a more time to get involved in school governance.

**14 EVALUATION OF MEETING**

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these minutes.

The meeting closed at 21.15

Signed ..... Date .....

CHAIRMAN