



AUTUMN TERM (2) 2018

MINUTES of the meeting of the Governors of Holmer Green Senior School held at the School on Wednesday 5 December 2018 at 19.30.

PRESENT	Miss E. Baddeley (EB) Mr S. Barrett (SB) Mr P. Davies (PD) Mrs D. Deanus (DD) Mr A. Green (AG) Mr D. Greenwood (DG) (Chair) Mr E. Hillyard (EH) (Headteacher) Mr A. Jones (AJ)	Mrs S. Khan (SK) Miss J. Kirkpatrick (JK) Ms F. Kiss (FK) Mr S. Pilgrim (SP) Ms M. Selby-Boothroyd (MSB) Mrs E. Starling (ES) Mrs S. Stewart (SS) Mrs L. Swain (LS)
IN ATTENDANCE:	Mrs L. Jackson (LJ) Mr P. Tang (PT) Ms E. Walker (EW)	Director of Finance, HR and Resources Deputy Headteacher Clerk
ABSENT:	Mr J. Leftwich (JL) Mrs C. Whitehead (CW)	Apologies received and accepted Apologies received and accepted

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

	ACTION
1 NOTIFICATION OF ANY OTHER BUSINESS There was no other business notified.	
2 DECLARATIONS OF INTEREST 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">• Mr Green and Mrs Starling are governors at Highworth Combined School.• Mrs Swain, Mr Pilgrim and Mrs Selby-Boothroyd are governors at Manor Farm Community Infant School.• Mr E. Hillyard is a governor at Sir William Borlase's Grammar School.• Mrs Stewart is employed by Bucks County Council as a surveyor on the school expansion project.	
3 MINUTES AND MATTERS ARISING	

3.1 MINUTES

The Minutes of the meeting held on 17 October 2018, having been circulated, were confirmed and signed by the Chair as a true and accurate record and would be made available for inspection in the School.

3.2 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

4 STRATEGIC MANAGEMENT

4.1 REPORT OF THE HEADTEACHER AND SEF

Mr Hillyard highlighted the following information from his report which had been circulated in advance of the meeting.

Governor Day - The impact of governors' feedback as part of the Governor Day on 31.10.18 is:

- **Pastoral Managers** – Counselling staff have increased to 1.5 FTE. The Pastoral Managers and DSL have been offered supervision. The newly appointed Key Stage 5 administrator will add some capacity for pastoral care in KS5.
- **Prefect system** – this procedure has been reviewed and will now be the responsibility of a specific member of staff who will look at the number of prefects, the use of a gold squid card, but also training opportunities for prefects, e.g. 1st aid training, mental health training, mentor training, etc. Prefects are also being more tightly monitored and if not performing will lose the privilege.
- **Detentions** - The detention system is under review with the aim of centralising the system and introducing same day detentions. behavioural points are being simplified and made more attractive.
- **Accommodation** – it is hoped that the accommodation concerns will be addressed as part of school expansion plans.

Leadership and Management - The next Ofsted inspection is anticipated in 2020. Mr Hillyard referred governors to the self-evaluation and overall progress rating's according to school improvement priorities in his report. He highlighted, in particular, improvements in progress and attendance in the sixth form and the improving progress made by Pupil Premium students which is well-above national averages.

Pupil Well-Being – Mr Hillyard referred to the outcomes from the recent PASS Survey, as outlined in his report, which aims to measure student attitudes to school, learning and success. The outcomes are already being investigated and findings and further steps will be discussed by the SLT during the Spring Term.

A governor asked about the percentage of bullying and racist incidents and how many students this had involved?

Mr Hillyard explained that equated to a total of 1 behavioural incident.

A governor asked about the statement by Mrs Hearne that 'Detentions continue to be productive....' which appeared to be contrary to the outcomes from the Governor Day.

Mr Hillyard explained that Mrs Hearne was referring to the Red Detentions, the numbers of which are low. The detention system is still being reviewed.

A governor asked how the PASS survey had been adapted for use by SEND students?

It was explained that depending on need, some students were given extra time to complete the survey and others were supported by LSAs.

Why is the data for Year 10 girls so low in the survey?

This is being investigated. The surveys were all undertaken separately and anonymously so there is no collusion involved. Strategies are being invested in acknowledgement that there is an increasing trend in poor self-regard from students increasing progressing through the school. This is also reflected in the Year 10 and 11 data for boys but it is a complex picture. It is hoped that the extension of the Penn Resilience programme for years 7 and 9 will help to address this.

A governor asked about the percentage of teaching which has been identified as a cause for concern.

Mr Hillyard explained that the school aims to recruit good teachers but it has been a struggle recruiting to maternity cover positions for example.

A governor asked why some adverts had had no responses to them?

Mr Hillyard explained that not all teachers want to take on Middle Leader roles and some supply teachers are not interested in part-time positions.

The school has made every effort to recruit as best it can and support has been placed where it has been needed. The tracking indicates that students are still on track to achieve well.

A governor asked about the proportion of permanent to non-permanent staff?

Mrs Jackson explained that out of 60 teachers, 7 are not permanent (including 3 maternity covers).

A governor asked about progress with the RAG rating of Leadership and Management in the School Improvement Plan?

Mr Hillyard explained that this RAG rating had now moved from red to amber. Lessons are no longer rated individually but instead the MER process evaluates Teaching and Learning in the classroom and book scrutiny. As a result, SLT are now more confident about the quality of teaching and learning and this correlates more closely with the progress data. This will move towards a green RAG rating as the gaps in progress diminish.

Are the exclusions cumulative for the year?

Yes, they are cumulative from 1 September 2018 and are compared to National data for 2017-18.

4.2 SCHOOL IMPROVEMENT PLAN 2018/19

Governors noted the detail in the School Improvement Plan, some of which had been discussed as part of the Headteacher's report. The SIP priorities will continue to be a focus for the relevant committees (see Appendix 1).

4.3 3-5 YEAR PLAN

Mr Hillyard explained that he wanted governor involvement to develop a draft 3-5 Year Plan for the School for approval by the full governing body.

The following governors volunteered to be involved in the development of the 3-5 Year Plan – Mr Tony Green, Mr Alan Jones, Ms Marianne Selby-Boothroyd and Mr Paul Davies.

4.4 GOVERNORS' DAY

4.4.1 EVALUATION 31.10.18

Governors acknowledged that the first Governors' Day, held on 31 October, had been very worthwhile. A summary of the evaluations from the day had been circulated.

4.4.2 PLANS 27.02.18

Mr Hillyard explained that the dates for forthcoming Governor Days will be circulated in advance in future. The focus for the next session on 27 February will be as outlined and a similar proforma will be used for evaluation purposes. Governors were reminded to inform the Clerk whether they could attend the planned sessions. Mrs Deanus apologised for being unable to attend on 27 February.

What are we doing with the questions that were raised at the last Governors' Day?

Mr Hillyard explained that these will be covered as part of his Headteacher's report. Consideration will be given to tracking the responses to ensure that all items are covered.

Has a formal response been sent to the students and pupils so that they are aware of the impact of the Governors' Day?

Mr Hillyard agreed to take this on board.

4.5 ARTICLES OF ASSOCIATION

There are no plans to amend the Articles of Association.

4.6 SCHOOL TERM AND HOLIDAY DATES 2019/2020

The School Term and Holiday Dates, as outlined on the agenda, were approved and would be uploaded to the website.

5 DELGATED REPORTS (COMMITTEES)

5.1 FINANCE, PREMISES, HEALTH & SAFETY COMMITTEE

The minutes of the meeting of the FPH&S Committee held on 21 November 18 had been circulated in advance of the meeting. Mr Jones, Chair, highlighted the following matters:

- There was an in-year surplus in the 2017-18 accounts.
- The resource implications of School Improvement Priorities have already been budgeted for.
- There are no costs associated with the expansion plans in the budget currently.
- The committee has ensured that the changes highlighted by the 2018 edition of the Academies Financial Handbook have been highlighted and addressed.
- Two CiF bids are being submitted for 2018-19.
- The existing CiF monies for the Fire Project have to be spent by 31.03.19. The emergency lighting has been a great addition to the school.

It was felt that it was important to highlight to parents, perhaps in the newsletter, which projects have been undertaken as part of successful CiF bids.

LJ

Mr Jones was thanked for his report.

Mr Greenwood reminded all governors that they were welcome to attend any committee meeting, irrespective of whether they were a member. All dates of meetings are according to the meeting schedule.

All governors

5.2 PEOPLE AND PERSONNEL COMMITTEE

The minutes of the meeting of the People and Personnel Committee on 7 November 18 had been circulated in advance of the meeting. There were no updates as matters had been covered in the Headteacher's report.

5.3 LEARNING AND CURRICULUM COMMITTEE

The minutes of the meeting of the Learning and Curriculum Committee on 27 November 18 had been circulated in advance of the meeting. There were no further updates.

5.4 HR RELATED PANELS COMPLAINTS PANELS AND STUDENT DISCIPLINE COMMITTEES

These committees had not met.

6 DELEGATED REPORTS (GOVERNORS)

6.1 CHAIR

The Chair reported that he had undertaken no delegated action on behalf of the Governing Body this academic year.

6.2 DEVELOPMENT GOVERNOR

Mrs Swain, Development Governor, had no report. She reminded governors of the whole governing body self-evaluation session on 12 December – and that matters arising from this session would be raised at the next meeting. An induction session for the new governors would be held prior to this training (programme for evening as below):

17.45 – Induction for new governors only

18.30 - Safeguarding training for all governors

19.00- Self-Evaluation session run by Maggi Bull for all governors.

LS

6.3 SEND, LEARNING SUPPORT, INCLUSION GOVERNOR

Ms Selby Boothroyd, SEND Governor, asked who to contact in school regarding SEND matters as it had not been possible to organise a handover from the previous SEND governor.

Mr Hillyard explained that Mrs Hawkins and Mr Whitby were the SENDCO and Deputy SENDCO respectively.

6.4 SAFEGUARDING/CHILD PROTECTION GOVERNOR

Mr Pilgrim, Safeguarding Governor, reminded all governors of the importance of them attending Safeguarding training next week on 12 December at 18.30, prior to the self-evaluation session (see Minute No. 11.2 above).

Mr Pilgrim confirmed that he had attended all relevant training. He had visited school and checked the Single Central Record was up-to-date. An external review of safeguarding has been commissioned to take place on 12 March 2019 and a report would be forthcoming from this.

6.5 GOVERNOR FOR THE DISADVANTAGED

Mrs Deanus, Pupil Premium, Governor stated that the Learning and Curriculum Committee had received a report from Ms Joynson explaining the progress towards narrowing gaps for disadvantaged children. The Pupil Premium Impact statement is on the website.

A governor asked how the school is narrowing the gaps?

Mrs Deanus explained that this was by ensuring that disadvantaged children had the same opportunities as others and through interventions to improve their resilience.

7 POLICY REVIEWS AND APPROVALS

There were no policies for review and approval at this meeting.

8 DATES AND TIMES OF FUTURE MEETINGS

Dates of meetings would be as per the published schedule of meetings, the next meeting of the FGB being 27 March 2019. Governors were also reminded that they were welcome to attend the Christmas concert on 6 December at 19.30.

A governor asked if a meeting of the MAT Working Group was planned?

Mr Hillyard explained that there were no meetings planned as the focus had changed to the school expansion project at the present time. The latest meeting with local primary schools had demonstrated that there is currently little interest to join a MAT but developing collaborations and federations with these schools might be worth exploring at some point.

9 ANY OTHER BUSINESS

9.1 POSITION OF CHAIR OF THE GOVERNING BODY

Mr Greenwood explained that it was his intention to resign from the position of Chair. This was partly owing to ill health but also the need for new blood having been a governor at HGSS for 11 years and Chair for four years. He urged all governors to consider taking on this position and the appointment would be an item of business for the next agenda.

FGB agenda

10 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.

In terms of impact at this meeting, Governors

- noted the impact of their questioning of practice following the first Governors Day;
- questioned the outcomes of a recent pupil well-being survey and the accessibility of this survey for SEND students;
- have established a working group to develop a 3-5 Year Plan for HGSS;
- questioned how the gaps are being narrowed for disadvantaged students.
- Questioned the impact on the quality of teaching and learning of temporary teaching staff.

The meeting closed at 20.30.

Signed Date

CHAIRMAN

SCHOOL IMPROVEMENT PLAN 2018/19

SCHOOL IMPROVEMENT PLANNING PRIORITIES	ACCOUNTABILITY to GOVERNORS
Leadership & Management 1.1 Embed the culture of excellence in learning, teaching and assessment in order to improve the outcomes of all learners 1.2 To re-visit the school mission, cores values and vision based on the highest expectations 1.3 All students make outstanding progress – no gaps between groups of learners. 1.4 To develop a balanced curriculum at KS5 that meets the needs of students	FGB FGB FGB L&C
Teaching, Learning and Assessment 2.1 To develop a culture of positive learning behaviour 2.2 To develop a culture of sustained challenge 2.3 To develop highly effective schemes of work that address specific lines of enquiry in each subject area, such as, effective questioning and dealing with misconceptions.	P&P L&C L&C
Personal Development and Welfare 3.1 To raise attendance and punctuality of all groups of pupils so that all pupils exceed national figures. 3.2 To raise aspirations and attendance of key groups: any other Asian background; Pakistani; Bangladeshi and Disadvantaged students so they exceed national figures. 3.3 Improve behaviour for learning through consistent use of routines 3.4 To develop a school culture where pupils have excellent attitudes to learning and are proud of their achievements as learning is celebrated. 3.5 To develop an open culture where pupils feel safe and all work hard to prevent all forms of bullying	P&P P&P P&P P&P P&P
Outcomes 4.1 Reduce the residual/variation in outcomes between subjects, particularly the Open Element, the % of 7-9 grades and boys 4.2 Improve the attainment 8 and progress 8 of boys across all subjects so they catch up with girls 4.3 Increase the attainment 8 and progress 8 of Disadvantaged students so they catch up with their Non-Disadvantaged peers 4.4 - Reduce the variation in progress between subjects (ALPs indicators) so all subjects achieve a ALPs 1-3 rating, particularly Biology, Business Studies, English Literature, Geography, History (below ALPs 4 in 2018) 4.5 - Improve the L3VA Score for Applied General to be at least meeting National Averages in every BTEC subject 4.6 – Ensure that Disadvantaged (ex PP and Bursary) students make progress at least in line with their Non-Disadvantaged peers	L&C L&C L&C L&C L&C