



SUMMER TERM 2019

MINUTES of the meeting of the Governors of Holmer Green Senior School held at the School on Wednesday 3 July 2019 at 19.00.

PRESENT	Miss E. Baddeley (EB) Mr S. Barrett (SB) Mr P. Davies (PD) Mrs T. Ellis (TE) Mr A. Green (AG)(Chair) Mr E. Hillyard (EH) (Headteacher) Mr A. Jones (AJ)	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) Mrs A. Thomas (AT)
IN ATTENDANCE:	Mrs L. Jackson (LJ) Mr P. Tang (PT) Ms E. Walker (EW)	Director of Finance, HR and Resources Deputy Headteacher Clerk
ABSENT:	Mrs L. Allen (LA) Mr D. Greenwood (DG) Mrs S. Khan (SK) Miss J. Kirkpatrick (JK) Mr J. Leftwich (JL)	Apologies received and accepted Apologies received and accepted Apologies received and accepted Apologies received and accepted

NB. Governors' questions are highlighted in *italics* throughout these minutes.
The Chair welcomed everyone to the meeting and asked that everyone introduce themselves for the benefit of new members.

APPOINTMENT OF VICE-CHAIR

The Clerk reported that she had received two nominations for the position of Vice-Chair. One for Mrs Stewart and one for Mr Davies.

Mr Davies thanked governors for their confidence in him and for his nomination but said that he would decline as there was a credible nomination for Mrs Stewart.

Mrs Stewart left the meeting while the governors considered her appointment.

A governor questioned whether the Board would be comfortable

ACTION

with her being Vice-chair because of her connection with the building expansion works for this school.

Mr Hillyard confirmed that Mrs Stewart would be relinquishing her involvement in the HGSS expansion project. On that basis he could see no reason for any conflict in interest.

It was agreed to confirm Mrs Stewarts appointment as Vice-Chair with immediate effect.

Mrs Stewart returned to the meeting.

2 NOTIFICATION OF ANY OTHER BUSINESS

There was no other business notified.

3 DECLARATIONS OF INTEREST

There were no interests declared specifically in items on the agenda however, the following standing declarations of interest were made:

- 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 currently as a surveyor on the school expansion project.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held on 27 March 2019, 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.

LJ

4.2 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

5 GOVERNOR APPOINTMENTS, RESIGNATIONS AND OTHER ROLES

5.1 COMMUNITY GOVERNOR

Governors noted that they had been circulated with information about a prospective Community Governor – Mrs Anna Thomas.

Mrs Thomas withdrew from the meeting at this point.

Governors discussed this appointment and concluded that she had many skills (including in HR) that would be useful to the Governing Body.

Does the fact that Mrs Thomas is a parent at HGSS have any bearing on her appointment?

It was confirmed that it did not and that she has skills and experience that would be very useful to the Governing Body.

Mrs Thomas returned to the meeting. Governors welcomed Mrs Thomas to the Governing Body.

5.2 PARENT GOVERNORS

The Chair congratulated Mr Pilgrim on his re-election as Parent Governor and Mrs Jones for her election as a new Parent Governor.

5.3 STAFF GOVERNOR

Mrs Jackson reported that, following receipt of nominations for the position of Staff Governor, Miss Baddeley had been re-elected with effect from 1 July 2019.

5.4 PATRON FOR HGSS

Mr Hillyard asked governors to consider appointing Mrs Fern Britton (TV presenter, author and HGSS parent) as a patron for HGSS. Her daughter has just completed her education here in Year 13. Mrs Britton had confirmed that she would be pleased to perform this function for the school.

It was agreed to confirm the appointment of Mrs Britton as a patron for the school.

EH

5.5 SIXTH FORM MANAGEMENT TEAM

Mr Hillyard reported that the new Head Student Management Team have been appointed from a very strong range of candidates.

Mr Hillyard was recommending that 2 members of the team attend part of future FGB meetings to give a student report. They would then withdraw from the meeting. Governors would also be able to ask them questions to inform their view of life in school for a student.

It was agreed to support this recommendation to take effect from the new academic year.

6 STRATEGIC MANAGEMENT

6.1 REPORT OF THE HEADTEACHER AND SEF

Mr Hillyard asked if there were any questions of his report.

Is the data correct in relation to the number of pupils with English as an Additional Language?

Mr Hillyard agreed to investigate the data with the Data Manager and report back to governors in his next report.

EH

What can we attribute the decrease in detentions to?

Mr Hillyard explained that the use of reports for students has increased and this has been very effective. Homework clubs enable students to catch up on any homework that they've missed.

How can we continue this trend if we don't know what the driver is?

Mr Hillyard explained that the reasons are multi-faceted. The detail of the level and type of detentions is reviewed and discussed at meetings of the People and Personnel Committee as well as by SLT. The Head of Year 7 will remain in this role next year as he has had a very positive impact on transition arrangements.

What are we doing to try to reduce the boy/ girl Progress 8 gap?

Although the boys do not progress as well as the girls they still make more progress at HGSS than the National average. Reading ages are tracked from early on. The Star Reading programme is in place in years 7 and 8 and will be rolled into Year 9 with the aim of supporting boys to access the highest grades. Girls are more resilient learners and the Penn Resilience Programme will help to support all pupils.

6.2 SCHOOL IMPROVEMENT PLAN 2018/19

Governors noted the information in the Headteacher's report about progress towards meeting the current SIP priorities. These are also monitored at committee meetings (see Appendix to minutes).

6.3 3-5 YEAR PLAN

The next meeting of the Governors' Working Group is to be held on 9 July 2019. There would be a report to the next FGB meeting.

6.4 2019/20 BUDGET APPROVAL

Mr Jones reported that the budget had been scrutinised by the Finance, Premises, Health and Safety Committee and was it was being recommended by them for approval. The financial position is good at the moment, as outlined in the FPH&S minutes, predominantly due to the increase in pupil numbers. Mr Jones confirmed that all School Development priorities have been costed.

It was agreed to approve the budget for 2019/20 as presented.

6.5 EXTERNAL REVIEW OF GOVERNANCE

Mr Hillyard reported that the final report from the NGA External Review of Governance had now been circulated. It was reassuring that so few actions had been highlighted and that good practice had been recognised.

It was agreed that the Headteacher would draft an Action Plan of matters to address for circulation to governors for comment.

**EH
All governors**

6.6 GOVERNORS DAY

Governors noted the summary evaluation in the Headteacher’s Report from the last Governors’ Day. They noted that each of the committees had been asked to suggest areas of focus for the Governor Days next Year.

It was agreed that arrangements for the Governors’ Days next year would be as follows:

DATE OF GOVERNOR DAY	FOCUS
4 SEPTEMBER 19	Yr 7 & 12 Induction
22 JANUARY 20	PSHCE, Oracy, Careers provision Whole School Literacy – Bedrock, reading Use of Century AI Software Equality e.g. LGBTQ+
24 JUNE 20	Sixth Form – Teaching, Progress, Attendance Disadvantaged Student Progress Challenge in lessons and for High Prior Attainers

Mr Green outlined the purpose of Governor Days for the new governors. He encouraged governors to attend as they were informative, productive days and staff appreciate seeing governors around the school.

6.7 SCHOOL EXPANSION

Mr Hillyard reported that work has already started on the School expansion works. In order to manage the increase in pupil numbers and to accommodate the loss of the lecture room for the next 2 years it has been decided to recommend that a split lunch should be trialled next year. Those students who have been spoken to are in favour of this as there will be less queuing for lunch and less crowded areas.

Will there be any issues with the timetable?

Mrs Jackson reported that this had been investigated and it was confirmed that there would be no adverse effect on the timetable but there would be the benefit of a less-pressurised lunchtime. Lessons would remain the same length as at present.

Have you thought about disruption for those learning whilst others are at lunch?

It was confirmed that this had been considered. Students will be outside on the field for their lunchbreak using the key card door system. There will be a quiet area identified for those who want this monitored by staff.

What indoor space will you have for inclement weather?

In such instances, students will have the use of the canteen, hall and sports hall.

How will this work for staff?

Staff will still be able to take a lunchbreak as currently. The Sixth Form will follow a slightly different pattern to accommodate the partnership arrangements with Sir William Ramsay School.

How will this affect lunchtime activities?

Activities, such as the Live Lounge will have to select a lunchtime.

What will the impact be on the students using the ARP garden?

Mr Hillyard explained that the school won't know about how many students with EHCP will be on roll or about the needs of other students until September. Staff will be mindful of the use of the ARP garden though.

Governors approved a trial split lunch for the academic year 2019-20.

Mr Jones reminded governors that the work associated with the Expansion Project is being funded by BCC and will not impact on the school's budget directly.

7 DELEGATED ARRANGEMENTS

The membership of committees and governor roles were reviewed and confirmed as per the attachment to these minutes.

It was confirmed that any governor can attend any committee meeting unless there is a particular restriction due to the nature of the business.

8 DELEGATED REPORTS – COMMITTEES

8.1 FINANCE, PREMISES, HEALTH AND SAFETY COMMITTEE

The Minutes of the meeting held on 19 June 19 had been circulated. Mr Jones reported back from this meeting. He highlighted the following.

Self-Evaluation

The committee's work to review its effectiveness against the Framework for the Evaluation of Governance had been completed as had the review of the Finance aspects of the Terms of Reference.

School Property Valuation

Mrs Jackson informed governors that the current School Property Valuation is based on a historical figure which bears no resemblance to the school's actual value. A more recent valuation had been received and it was recommended that this be adopted.

It was agreed to adopt the more recent property valuation.

External Tennis Courts

Mrs Jackson explained that the current tennis courts will be built on – they are not fit for purpose in their current state. They will be replaced by 4 new tarmac tennis courts in a slightly different location. The roof will be more contentious but is necessary to mitigate against the floodlights. This part of the project will happen later. The logical time to undertake this work is in the Summer holiday period. Unfortunately, BCC have only just advised the school that this work will need planning permission, which will delay the project start by 2 months.

Mr Green reported that he had met with Planning officers at Chiltern District offices who had advised that the risk of not getting planning permission is very small.

The Finance, Premises, Health and Safety Committee had discussed this matter and felt that it was a decision for the full Board.

Mrs Jackson stated that the school was seeking permission from the governors to put a planning application in immediately and commence the work to the project. The school has requested a letter of comfort from Children District planners but it was unsure when this would be received. There were no objections anticipated from Sport England and it was unlikely to get objections from residents as there are to be no floodlights.

Is it the opinion of Sport England that we are removing green space by building tennis courts?

It was confirmed that they may make this objection but it is possible for them to be over-ruled. They have already been consulted and were happy with the scheme presented to them.

Mrs Stewart reminded governors that the greater risk for planning refusal was with the bigger extension project.

What will be the impact of waiting for planning permission to be granted?

Mrs Jackson stated that there would be complaints from parents and students about the noise and disruption. It would also push the completion of the tennis court project to after half-term. Also the contractors will need to have access to the site and this will be difficult when the school is in session.

Mr Hillyard explained that he would be very concerned for the health and safety of staff and students if the project was delayed to term time.

Assuming they start soon, will the contractors get the work completed during holidays?

Mrs Jackson confirmed that they would. A timescale had already been factored in and it is frustrating that the LA has only just informed the school of the need for planning consent.

Mr Green reassured governors that it would not be an illegal act for the school to go ahead with the project without having received planning permission.

Is there a potential financial risk to governors?

It was confirmed that the financial risk would be equivalent to the demolition of the old tennis courts and the new ones. This could be as high as £300,000 as BCC will not release the funds until

planning permission has been granted.

Could we await receipt of the letter of comfort?

As it is unknown when this letter will arrive, this was not a course of action being recommended. However, hopefully it will arrive before the end of term.

Will costs be staggered?

It was confirmed that they will be. The school may have to take on board some of the costs before being reimbursed by BCC.

Mr Green asked for the Governing Body's support in approving the commencement of this project before planning consent has been granted. He reminded governors that the school had been placed in this position by BCC.

It was agreed to approve commencement of the work to the tennis courts with immediate effect.

8.2 PEOPLE AND PERSONNEL COMMITTEE

The Minutes of the meeting held on 12 June 19 had been circulated. Mrs Swain stated that the matters discussed had already been covered at this meeting.

8.3 LEARNING AND CURRICULUM COMMITTEE

The Minutes of the meeting held on 4 June 19 had been circulated. Mrs Starling stated that she had nothing further to report other than to thank Mr Barrett for volunteering to be Vice-Chair of this committee for the remainder of the year.

8.4 HR RELATED PANELS, COMPLAINTS PANEL AND STUDENT DISCIPLINE COMMITTEES

It was noted that there had been no need for these to meet.

9 DELEGATED REPORTS – GOVERNORS

9.1 CHAIR

Mr Green reported that he had taken no delegated action.

9.2 DEVELOPMENT GOVERNOR

Mrs Swain had nothing further to report.

9.3 SEND, LEARNING SUPPORT, INCLUSION GOVERNOR

Ms Selby-Boothroyd reported that she had met with Mrs Hawkins and Mr Whitby as part of the Governor Day. She had been impressed at the support given to the children. She would meet with Mrs Hawkins and write a report of her visit for governors.

9.4 SAFEGAURDING /CHILD PROTECTION GOVERNOR

Mr Pilgrim reported that he intended to participate in the DSL safeguarding training which had been arranged for staff. The Annual Safeguarding report is in the process of being completed and would be presented to the next meeting.

SP
FGB agenda

9.5 GOVERNOR FOR THE DISADVANTAGED

There was no report owing to Ms Selby Boothroyd only just having been appointed to this position.

10 OTHER MATTERS

10.1 GDPR

Mrs Jackson reported that staff had received an annual review of GDPR at briefing. There have been two GDPR breaches this year – both had been investigated and neither were reportable. There had been a request for information from a parent which had been dealt with in accordance with school policy and protocol. The IT Manager is very aware of Data Protection implications of sharing information.

10.2 ADMISSIONS

Governors noted the information in the Appendix from BCC and the fact that the school is not proposing to make any changes to admission arrangements for 2021.

10.3 HEAD'S PERFORMANCE MANAGEMENT ARRANGEMENTS

Governors reviewed the current arrangements and agreed the membership of the PM Panel and External Adviser as outlined in the attachment to the minutes.

10.4 STATUTORY INFORMATION ON SCHOOL WEBSITE

It was noted that the School Website is being refreshed ready for the start of the new academic year. This will be an opportunity to ensure that the information is compliant.

11 POLICY REVIEWS AND APPROVALS

There were no policies for approval.

12 DATES AND TIMES OF FUTURE MEETINGS

It was noted that the dates of governors meetings, governor days and school events had all been circulated. Governors were asked to inform the clerk of the dates of school events that they could attend.

All governors

Governors noted some fantastic achievements and planned events – music concert on 15 July, Staff Party on 4 July, Pop Up Cinema on 5 July . The Art exhibition had been great and one of Miss Baddeley’s students (Katie Cherry) had won the prize for BTEC Musician of the Year – this is the second year running that an HGSS student has been awarded this national prize.

13 ANY OTHER BUSINESS

There was no other business.

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.

In terms of impact at this meeting, Governors

- Appointed a new Community Governor and reviewed the Governing Body’s committee membership and delegated roles in the light of changes in membership.
- Questioned the Headteacher about the information presented to them in his report, the School Improvement Plan and 3-5 Year Plan.
- Approved the budget for 2019-20 ensuring that school improvement priorities are funded.
- Agreed an approach to produce an Action Plan following on from the External Governance Review.
- Following due scrutiny, agreed some practical matters relating to the school expansion project.

The meeting closed at 20.40

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

DELEGATED ROLE	GOVERNOR NAME
CHAIR	Tony Green
VICE-CHAIR	Sarah Stewart
SAFEGUARDING/ CHILD PROTECTION	Steve Pilgrim
SEND, LEARNING SUPPORT, INCLUSION	Marianne Selby-Boothroyd
DISADVANTAGE – PP/LAC/Catch Up 7/Service Children	Marianne Selby-Boothroyd
HEALTH AND SAFETY	Tony Green
GOVERNOR DEVELOPMENT	Lisa Swain
GOVERNOR MENTOR	Lisa Swain and Steve Pilgrim
Chair of Learning and Curriculum Committee	Emma Starling
Chair of People and Personnel Committee	Lisa Swain
Chair of Finance, Premises, Health and Safety Committee	Alan Jones
Members of Learning and Curriculum Committee	Emma Starling (Chair) Lorraine Allen Scott Barrett Lisa Swain Marianne Selby-Boothroyd Jacqui Kirkpatrick Helen Jones Ed Hillyard
Members of People and Personnel Committee	Lisa Swain (Chair) Si Khan Scott Barrett Jim Leftwich Emma Baddeley Anna Thomas Ed Hillyard
Members of Finance, Premises, Health and Safety Committee	Alan Jones (Chair) Tony Green Steve Pilgrim Sarah Stewart Paul Davies Fiona Kiss Toni Ellis Ed Hillyard
Headteacher's Performance Management Committee	Steve Pilgrim Tony Green Paul Davies Ralph Batten (Advisor to panel)
MAT Working Party	Emma Baddeley Scott Barrett David Greenwood Tony Green Ed Hillyard Jim Leftwich Peter Tang Lynda Jackson
3-5 Year Development Plan Working Party	Tony Green, Ed Hillyard, Alan Jones, Marianne Selby-Boothroyd Mr Paul Davies
Governors for initial and appeals panels (as appropriate) for HR related matters, Complaints and Student Discipline to be selected according to availability	

