



SPRING TERM 2018

MINUTES of the People and Personnel Committee meeting of the Governors of Holmer Green Senior School held at the School on Tuesday 6 March 2018 at 18.30

PRESENT:	Mr M. Jones (MJ)	Headteacher
	Mr R. O'Connor (ROC)	
	Mrs L. Swain (LS)	
	Miss K. Willard (KW)	Chair
IN ATTENDANCE:	Mr S. Barrett (SB)	Non-Committee Member
	Mr A. Wooller (AW)	Assistant Headteacher
	Mrs L. Jackson (LJ)	Business Manager
	Ms E. Walker (EW)	Clerk
ABSENT:	Mrs A. Brodala (AB)	Apologies received
	Mr D. Greenwood (DG)	
	Mrs C. Whitehead (CW)	Apologies received

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

1 WELCOME AND APOLOGIES FOR ABSENCE

The chair welcomed everyone to the meeting. Apologies for absence are recorded above.

2 NOTIFICATION OF ANY OTHER BUSINESS

The following item of Any Other Business was notified:
Bucks Pay Award.

3 DECLARATIONS OF INTEREST

There were no interests declared specifically in items on the agenda although governors noted the standing declaration that Mrs Lisa Swain is a Governor at Manor Farm Community Infant School.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held on 21 November 2017, having been circulated, were confirmed and signed by the Chair as a correct record. These minutes would be made available for inspection if requested.

ACTION

LJ

ACTION**4.2 MATTERS ARISING****4.2.1 SKILLS MATRIX** (Minute No. 3.2.2)

It was agreed to defer this item to the next meeting as LS was awaiting feedback from some governors.

**LS
Clerk****4.2.2 GOVERNOR CPD** (Minute No. 8)

It was agreed to defer this item to the next meeting by which time the governing body would have met and confirmed governor roles.

**LS
Clerk****5 STAFFING UPDATE**

MJ updated on changes to staffing arrangements as follows:

- Mr Ifrah (MFL) is leaving at the end of summer term.
- Mr Carvalho (Humanities), NQT, will be leaving at Easter.
- Mr Jones (Headteacher) will be leaving at Easter.
- Mrs Liverpool (Inclusion) is retiring at Easter and relocating to Cornwall.
- Mr Li (Maths and English) will be leaving at May half-term as he is returning to Canada.
- Mrs Hancox (Support Staff) will be leaving at the end of term for personal reasons.

A governor asked if this was a normal turnover of staff?

MJ explained that staff changes are often unpredictable, but he was not unduly concerned with the current situation and no-one was leaving because they were unhappy.

ROC arrived 18.40

In terms of recruitment and replacements for these teachers, MJ updated as follows:

- Miss Holt, an ex-student, has been employed on a one-year contract as an LSA. She has made an impressive start and is enjoying her employment. For this reason, it is intended to offer her another one-year contract as an LSA.
- Adverts are ready to be placed for vacancies in RE, English and for a Science lab technician and MJ stated that he was hopeful for good applicants.
- A promising replacement has been secured for the MFL department through the school's partnership with the ASTRA alliance.

A governor asked if the new MFL teacher would be able to teach both Spanish and French?

MJ confirmed that he could.

- Mrs Clarke has been successful appointment as a food technician. Similarly, Mr Shahbaz had already made a positive contribution as IT technician.

5.1 INTERIM HEADSHIP ARRANGEMENTS

MJ reported that the Chair and Vice-Chair had approached Mr Tang to be Acting Headteacher in the Summer term following MJ's departure. Mr Tang had accepted this role. He would be working in partnership with Mr Hillyard from June when he would be working at HGSS 2 days a week until the end of term.

Governors thanked Mr Tang for accepting this role and recognised that this would be a good development opportunity for him.

Mr Hillyard had asked the Governing Body to consider appointing an Acting Deputy Headteacher for the Summer term. Interviews would be held later this week and there was a strong field of candidates.

The appointments to the acting positions of Headteacher and Deputy Headteacher would need to be endorsed by the full governing body.

**Clerk – FGB
agenda**

6 HEADTEACHER INDUCTION AND PROBATION

Miss Willard stated that she had asked for this item to be included on the agenda in order to ensure that the new Headteacher is supported fully when he starts.

LJ reported that Mr Hillyard is being keep informed of progress at school (for example by being sent governors' minutes) but the majority of his induction will be once he has relinquished his commitments with his current school. Mr Hillyard had been invited to attend the next scheduled meeting of the reformed MAT working party.

Tentative discussions have been held about a mentoring programme for Mr Hillyard and for Mr Tang.

7 MONITORING THE IMPLEMENTATION OF THE TEACHERS AND SUPPORT STAFF APPRAISAL CYCLE AND ITS IMPACT ON TEACHING, LEARNING AND SATFF MORALE

MJ reported that thanks to the hard work of Mrs Hawkins, there is now a much tighter system in place for mid-year appraisal reviews. Staff will, in a formal meeting, review their progress against 3 targets and this will be informed by a review of AP2 and AP3 data as well as learning walks and book scrutiny. This will also be an opportunity to praise staff and team, department, faculty and whole-school contributions will also be recognised. It will also be important for line managers to flag up any concerns so that there are no surprises at appraisal year end in October.

MJ reported that the appraisal cycle for support staff will run along the same lines as for teaching staff and, as such, it too will be a more robust process.

Action:

Appraisal reports will be presented at the next Personnel Committee meeting.

MJ/LJ

8 MONITORING OF CONTINUOUS PROFESSIONAL GROWTH (CPG)

8.1 STAFF CPG

AW gave a presentation to the committee about Staff CPG (circulated with these minutes).

He highlighted the following:

- A greater emphasis is now placed on the value of attending training and the measurable impact to the individual, department, faculty and/or whole school.
- There is now a direct link to the appraisal process.
- Training is linked to teachers' standards, the School Development Plan – so it is now broader than just relating to a teacher's subject or class.
- Some courses link to the new GCSE content and requirements, others to broader issues such as High Prior Attaining students.
- The new process gives greater autonomy to staff and middle leaders.
- The BCC Side by Side project offers development opportunities for staff in other schools. AW explained the engagement by staff at HGSS with other schools as outlined in his presentation.
- Staff have had opportunities to develop their mentoring skills as part of the engagement with ASTRA and

supporting training teachers.

- HGSS have been able to benefit from sharing best practice in marking, assessment and feedback to a total of 18 senior leaders from across the county. Joint discussions had been very enlightening.
- In-house development and training opportunities are being capitalised on.

AW outlined next steps, as follows:

- To improve the current framework and practice of assessing the impact of training and building this into the mid-year appraisal cycle.
- To continue to develop opportunities for, and with, support staff.
- There will be training needs and opportunities as part of the extension of the ARP to one for children with Autistic Spectrum Disorder (ASD).

A governor asked whether it would be possible for governors to benefit from some of the in-house training opportunities to develop their understanding of school matters.

It was agreed that this would be possible and desirable.

MJ/AW

The chair thanked Mr Wooller for his very helpful presentation.

AW left the meeting at 19.25

8.2 GOVERNORS CPG

See Minute No. 4.2.2.

9 MAT UPDATE

LJ reported back from the first meeting of the reformed MAT working party held on 21 February 2018.

The level of interest and engagement by those present had been encouraging. The working party had received a report from Mr Leftwich in respect of progress in developing local school collaborations/MAT at Widmer End primary school. It had also been interesting to receive feedback about the approach taken by Chiltern Hills Academy and local schools. A meeting is being held on 7 March in Hazelmere and there will be representatives from HGSS present as well as from other schools.

Information is being developed to outline HGSS' offer in partnership with other schools which will be shared at the next MAT working party.

LJ

10 POLICY REVIEWS AND APPROVALS

The following policies, which had been reviewed, were approved, some with minor amendments as outlined below:

- **Acceptable Use ICT** (this has been updated with reference to GDPR).
- **Complaints Procedure** (this has been updated to reflect the role of Head of Year and governors suggested further amendments to ensure that it was clear that, in asking complainants to complete the complaints form, this is to help them seek resolution.)
- **Drug Education and Management** – (no changes.)
- **Grievance Policy** – (no changes.)
- **Looked After Children** – (no changes.)
- **Recruitment Policy** – (a few suggested changes). LJ agreed to look into the suitability of the application form that HGSS currently uses based on feedback from the Headteacher recruitment process.
- **Supporting Students with Medical Conditions** – (a change in relation to notice of medical appointments for students was amended further by governors to reflect that in exceptional circumstances it might not be possible to give 24 hours written notice of appointments but in all cases the school must be informed in advance of attending to pick the child up.)

How does the signing out process work?

LJ explained that the students are very aware of the need for, and process of, signing out when leaving the school premises during the school day so that the school can be accountable for students at all times.

- **Use of Reasonable Force** – (no changes)
A governor questioned whether it was permissible to justify the use of reasonable force for incidents of vandalism.
Following a discussion, it was concluded that it might well be appropriate to prevent criminal behaviour. It was agreed to clarify in the policy the steps taken by the school before reasonable force is used and that the school will report incidents of vandalism, when appropriate, to the safeguarding lead and the Police.
- **Governor Visits** – (this policy is based on a BCC model and needs further work).
It was agreed that LS would review this policy, with Mr Tang and the Clerk, in the light of the work being undertaken in relation to governor roles and committee membership.

SB suggested that the policies needed to be more consistent in presentation in terms of names, formatting and have the name of the policy and version control in the footer.

It was agreed

- to ensure a common format and presentation of policies as outlined above;
- to file all policies on the N Drive for governors to be able to access as not all are stored on the website.

LP
Clerk

11 DATES OF FUTURE MEETINGS

The date of the next meeting is 18 June 2018, in accordance with the agreed schedule of meetings.

12 ANY OTHER BUSINESS

12.1 LONG SERVICE AWARDS

The Clerk apologised that the BCC paper had not been available to all members in advance of the meeting, she would circulate it.

LJ reported that BCC was introducing some changes to the way that long service is currently recognised. LJ informed governors of the current arrangements and the new arrangements.

Governors noted that these financial recognitions were currently contractual for BCC employed staff and that HGSS had decided previously to extend this contractual obligation to staff on teaching terms and conditions.

Following discussion of the changes it was agreed that

- staff should be informed that governors do not feel that the changes made by BCC reflect modern working practices and that they would prefer to reward long service differently. LJ
- staff should be consulted about what they would consider to be a more appropriate award – including possibly a gift rather than a taxable payment. LJ
- LJ would report back to the next meeting. LJ

13 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 impact of governors' deliberations at this meeting, is summarised as follows:

- Ensuring compliance
 - statutory and other policy reviews and approvals.
- Motivated and effective staff, ensuring
 - staff are supported in terms of their induction and mentoring arrangements.
 - the practice of appraisal is robust and acknowledges good work and challenges underperformance.
 - appropriate rewards are in place for long service.
 - Staff are given CPG opportunities that are appropriate, give value for money and are have measurable outcomes.

The meeting closed at 20.20

Signed Date
CHAIRMAN