



SUMMER TERM 2018

MINUTES of the People and Personnel Committee meeting of the Governors of Holmer Green Senior School held at the School on Tuesday 5 June 2018 at 18.30

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| PRESENT: | Mr E. Hillyard (EH) | Headteacher |
| | Mrs L. Swain (LS) | |
| | Mrs C. Whitehead (CW) | |
| | Miss K. Willard (KW) | Chair |
| IN ATTENDANCE: | Mr N. Golding (NG) | Assistant Headteacher |
| | Mrs L. Jackson (LJ) | Director of Finance, HR and Resources |
| | Mr A. Jones | Non-Committee Member |
| | Mr P. Tang | Acting Headteacher |
| | Ms E. Walker (EW) | Clerk |
| | Mr A. Wooller (AW) | Assistant Headteacher |
| ABSENT: | Mr S. Barrett (SB) | Apologies received |
| | Mrs A. Brodala (AB) | Apologies received |
| | Mr D. Greenwood (DG) | |
| | Mr R. O'Connor (ROC) | Apologies received |

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

It was agreed that in future all items involving staff input should be placed at the start of the agenda.

1 WELCOME AND APOLOGIES FOR ABSENCE

The chair welcomed Mr Ed Hillyard, Headteacher, to the meeting. Mr Hillyard would be working at HGSS as Headteacher on Mondays and Tuesdays and be sharing the role with Mr Tang (Acting Headteacher Wednesday, Thursday and Friday) for the remainder of the academic year.

Apologies for absence are as recorded above.

2 NOTIFICATION OF ANY OTHER BUSINESS

There were no items of AOB notified.

ACTION

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. Mr Hillyard also declared that he is a governor at Sir William Borlase's Grammar School and still employed at Cox Green School.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held on 6 March 2018, having been circulated, were confirmed and signed by the Chair as a correct record. These minutes would be made available for inspection if requested.

4.2 MATTERS ARISING

4.2.1 LONG SERVICE AWARDS (Minute No. 12.1)

LJ reported back from her consultations with staff about possible changes to the reward system for Long Service. She reminded governors that Bucks CC were changing the reward offered to be less advantageous to staff.

11 staff had responded to the consultation. 8 had asked to retain the existing reward system and 3 staff had asked for rewards on a more frequent basis.

In response to a question, LJ confirmed that the current arrangement was not an onerous financial commitment and was budgeted for.

Governors felt it was important to continue to acknowledge and reward long service and, in view of the responses received from staff, agreed to retain the current arrangement of rewarding long service at HGSS as follows:

- 10 Years' Service - £100
- 15 Years' Service - £150
(Both the 10 and 15-year awards are taxable and are paid as a cash benefit alongside salary)
- At 25 Years' Service, a gift to the value of £300 is awarded

Governors agreed that, whilst the awards are contractual for Bucks Pay staff and non-contractual for Teaching Staff they should continue to pay the award to all staff at HGSS.

5 STAFFING UPDATE

PT reported that 13 members of staff would be leaving at the end of term. 2 had gained promotions, 5 are relocating and the remainder are resigning for other reasons including travelling and leaving the profession. The majority of these positions have been replaced but interviews for the remaining vacancies (1 Maths, 1 English, a Pastoral Manager, 1 Science maternity cover and 1 Cover Manager) are in the process of being organised. There will also be LSA vacancies to support the 14 ASD students who are coming into the ARP from September 18.

A governor asked if there are any areas of concern?

Science is an area of potential concern. An appointment will be made but it may be agency cover.

A governor asked if the staff turnover was lower or higher than normal.

PT responded that 9 staff had left at the same time last year so this year it was a little higher but it was normal for the rate to vary. EH stated that all staff have been offered an Exit Interview.

Governors congratulated Mr Golding on his appointment as Deputy Headteacher at The Grange School and asked who would be taking on his safeguarding lead role.

PT explained that these arrangements are already being explored. The structures are in place and it will be a smooth transition therefore. PT reported that he is in the process of being trained as a DSL and EH stated that he is already a DSL at Cox Green School.

A governor asked if there was any chance of the staff who are travelling coming back to teach at HGSS?

PT explained that whilst this is a possibility, posts cannot be held open for staff on this basis. Some of the staff who are going travelling have come straight from university into teaching and feel that they have missed out on the opportunity of a gap year.

A governor asked about staffing in PE with the departure of Mr Coward.

PT explained that a male PE teacher has been appointed.

A governor asked about the arrangements to replace the two heads of year who are leaving?

PT explained that a number of new staff and existing staff are experienced and may welcome the challenge of a Head of Year position.

A governor asked if recruitment had been easier with the improved reputation of HGSS?

PT explained that this had helped, however, recruitment in shortage subject areas like English remains a challenge nationally. Locally the cost of housing remains a barrier for many newly qualified teachers.

A governor asked what is done at HGSS to promote the profession to the students?

It was explained that HGSS has a good track record of previous students returning to work in a teaching or support capacity here. There are also video clips on the website to encourage students to think about teaching as a profession.

EH explained that HGSS is exploring many different routes into teaching with a view to aiding recruitment.

6 HEADTEACHER INDUCTION AND PROBATION

It was noted that it had been hoped that Mr Greenwood would have been in attendance to address this item. EH stated that he would organise a meeting with the chair to talk about this. KW agreed to email DG about this matter also to get an update.

EH reported that he had already started meeting with a headteacher mentor/coach. PT had also benefitted from support from Stephen Nokes, an ex-headteacher.

Governors reinforced that Mr Hillyard, Mr Tang and Mrs Hawkins, Acting Deputy Headteacher, and indeed all new staff should be able to access the support they require as part of their induction.

EH stated that he had also met with PT to discuss the division and delegation of headteacher responsibilities between them during this interim period.

7 TERMLY REVIEW OF BEHAVIOUR AND ATTENDANCE

NG circulated a revised Behaviour and Attendance Report for Spring 2018. He highlighted the following:

Behaviour

- There have been no permanent exclusions to date this academic year and the number of fixed term exclusions has decreased considerably from previous years. The impact of interventions by Heads of Year, the Inclusion Manager, the role of the Inclusion Unit and the success of alternative strategies have had a significant impact in reducing the number of exclusions.

- The decrease in exclusions has seen the use of the Inclusion Unit increase dramatically from last year.
- All fixed term exclusions are followed up with reintegration meetings where behavioural expectations are reinforced.

A governor asked if there have been any repeat issues with weapons in the locality as this was an issue previously.

NG explained that the Police had worked hard with local schools to deal with this issue last year. Their interventions had been followed up internally in assemblies. NG would discuss with EH and PT whether to re-run this information in assemblies again.

A governor asked if there were any potential behavioural issues with students that governors should be aware of?

NG explained that there was a potential issue with the current Year 9s. Strategies which have been undertaken to date included organising a meeting with the parents and students affected and explaining the behavioural expectations at HGSS and also the sanctions available. There has been a notable improvement amongst some of the students as a result but they will continue to be monitored carefully.

A governor asked how the Inclusion process works?

NG explained that teachers are still on tap when students are working in the Inclusion Unit so they still get educational input. The time in the Unit gives the Pastoral Manager time to investigate and understand their behaviours and triggers for poor behaviour. There is capacity for 6 children (6 booths) although additional students can be accommodated as necessary.

Attendance

- Absence statistics have been negatively impacted by keeping the school open on snow days, unauthorised holidays and the flu which affected many schools.
- 28 students between years 7-11 have attendance below 80% and the school is aware of the reasons.

A governor asked if an absence owing to sickness was recorded differently.

It was confirmed that sickness affects the attendance rate in the same way as other absences. Interviews are authorised.

- Staff are aware of, and understand, the trends with regards to attendance.

- A very small number of students (6 who are classed as Ever 6 Free School Meals) are having a disproportionate negative impact on the attendance statistics.

A governor asked if the school is mindful of safeguarding matters when monitoring absence rates.

It was explained that the school will be aware of additional language needs and also any that may be at risk of forced marriage or FGM. If it is known that parents are not attending parents' evenings then the school will get in touch with the them to talk through any concerns as well as the child's progress.

- The attendance rate of students in Years 11 and 13 is a challenge. This is affected by some students being given unconditional university offers and due to the affect on the mindset of some students who believe they already have a lot of free time between their studies.
- In summary, attendance is strong at HGSS and above the national average for all groups of children except in relation to persistent absences.
- The systems in school for monitoring and tracking attendance are robust.

A governor asked whether attendance was poorer in years 9, 10 and 11 that it was in Years 7 and 8.

It was confirmed that absenteeism is higher in years 9, 10 and 11.

- Next steps, as outlined in Mr Golding's report, are already being addressed this includes tracking attendance of students being educated through alternative provision.

A governor asked how 100% attendance is rewarded?

It was explained that students get a badge and a letter home currently. The emphasis at HGSS is on discipline and expectations rather than financial rewards.

Key Issues 2017/18

Mr Golding highlighted the following:

- Further work with the student voice (the Pride Youth Network has been a great success to date).
- An external audit of behaviour took place on 26 March 18 led by a Senior Leader from Aspire. She confirmed the school's judgement of behaviour.
- Quality Assurance of PSHCE provision (a presentation will be made to the Learning and Curriculum Committee).

The Chair thanked Mr Golding for his presentation and wished him well in his new role as Deputy Headteacher at The Grange School.

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

LJ circulated a sheet outlining the outcome of support staff appraisals 2017/18. She confirmed that 5 roles had been re-evaluated, upgraded and budgeted for.

LJ reported that HGSS benefits from a strong support staff. The JCQ had given the school a clean bill of health regarding its organisation of exams.

LJ explained that at the end of the appraisal period, all documents are sent to the Headteacher to add a personal statement. These are then returned to staff.

In response to a question, LJ confirmed that there are on-going supervision and monitoring meetings with staff throughout the annual performance management cycle.

9 MONITORING OF CONTINUOUS PROFESSIONAL GROWTH (CPG)

9.1 STAFF CPG

AW reported from his CPG Update which had been circulated prior to the meeting. He highlighted the following points in addition to this information:

- Four members of staff are external examiners which is good CPD for them and also a benefit for HGSS as these staff are able to influence provision here in line with the National picture.
- The GDPR training experience that Mrs Jackson and Mr Sharrad now have will be able to be shared with other schools for mutual benefit.
- The two beginning teachers have been graded as Outstanding by ASTRA and HMI had been very impressed with the support that these teachers were receiving.
- Mr Golding and Mrs Douglas have been successfully supporting Aylesbury Vale Academy (attendance) and The Beaconsfield School (Maths) as outstanding practitioners as part of the Side by Side Project.
- HGSS benefits from strong Middle Leadership with 6 Senior Leaders in Education currently and another one due to be re-designated next term.

A governor stated that some parents had expressed concern at the high staff turn-over at the end of the academic year.

It was felt that the message should be relayed that it is good to celebrate staff changes.

- Training will be needed to support the introduction of the new ASD students entering HGSS in September.
- Induction will be held on 10 July and followed up in September.
- AW will be willing and able to train and brief governors in respect of Educational practice at HGSS.
- There is also whole Governing Body training planned as well as training on the Role of Staff Governors.
- The Geography department has benefitted from the input of support and advice from external SLE's.

The Chair thanked AW for his update. AW left the meeting at 20.33.

9.2 GOVERNORS CPG

The Committee considered the Skills Audit summary which had been circulated in advance of the meeting. They noted that four responses were still awaited.

LJ reported that an advert had been placed in the TES for a Community Governor. The vacant parent and staff governor positions would be advertised.

It was felt that current gaps lie in marketing, community links, HR and Communications but this needed further thought.

ACTION: LJ to consider with EH

LJ/EH

KW stated that she would be happy to be approached to give an HR opinion if required without having the commitment of being a governor.

10 MAT UPDATE

LJ reported back from the latest meetings, minutes from which had already been circulated.

A governor asked if it had been determined that the Governing Body was happy to be considering developing a MAT with local primary schools in the absence of interest by local secondary schools.

EH reported that the last MAT working party meeting had focused on shaping the School's offer which would be very much a partnership arrangement with other schools. In his opinion it would be good for HGSS to be involved in a MAT with both primary and secondary schools.

Committee members discussed possible options and one governor felt it was important for governors to consider what they want from a partnership before seeking partners.

It was agreed to end the discussion as the matter has been delegated to the MAT Working Party to consider and feed back to the FGB.

11 POLICY REVIEWS AND APPROVALS

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

- **Governor Visits** – It was noted that very few governor visits are taking place currently and so a schedule has been produced and the governor links document updated. All links should be tied into to the School Development Plan.

It was agreed to approve the Governor Visits Policy and Schedule of suggested visits (as attached).

It was suggested that the Governing Body would benefit from having a governor with a monitoring role for post 16 provision.

ACTION: FGB agenda

Clerk

It was noted that the policies in relation to GDPR would be forwarded to the Finance, Premises, Health and Safety Committee to consider. The implications of GDPR in terms of governor communications and practices would be an item for the FGB agenda.

ACTION: FGB agenda

Clerk

12 GOVERNOR MONITORING VISITS

This had been covered in Minute No. 11 above.

13 COMMITTEE MEMBERSHIP AND ROLE OF CHAIR

It was agreed to wait until the Autumn term with the prospect of new members to confirm the membership and chair of this committee.

ACTION: FGB Autumn term agenda

Clerk

In response to a question, LJ confirmed that the Articles of Association did allow for Associate Members.

Governors discussed the possibility of appointing Associate Members with specialist governance knowledge.

14 DATES OF FUTURE MEETINGS

The dates of future meeting will be held in accordance with the agreed schedule of meetings.

12 ANY OTHER BUSINESS

There was no other business.

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 staff are valued and their performance is valued—long service award and support staff appraisal.
- Ensuring new staff are supported properly through the monitoring of Induction and development of staff, including the Headteacher.
- Monitoring arrangements for governors developed and agreed – re Governor visits policy and schedule of visits.
- Monitoring behaviour and attendance.

Governors thanked Mrs Willard for her contribution to the governing body and as chair of this committee.

The meeting closed at 20.50.

Signed Date

CHAIRMAN

**HOLMER GREEN SENIOR SCHOOL
GOVERNOR MONITORING ROLES AND VISITS 2018**

| DELEGATED ROLE | GOVERNOR NAME | VISITS SCHEDULE |
|---|----------------------------------|-------------------------|
| CHAIR | David Greenwood | - |
| VICE-CHAIR | Tony Green | - |
| SAFEGUARDING/ CHILD PROTECTION/ LOOKED AFTER CHILDREN, | *Karen Willard/ Steve Pilgrim | W/C 12.11.18 – 27.11.18 |
| SEND, LEARNING SUPPORT, INCLUSION | *Amanda Brodala/ Lisa Swain | W/C 14.01.19 – 12.03.19 |
| PUPIL PREMIUM | Diane Deanus | W/C 12.11.18 – 27.11.18 |
| HEALTH AND SAFETY | Tony Green | W/C 12.11.18 – 21.11.18 |
| DIVERSITY AND EQUALITY | Tony Green | W/C 14.01.19 – 27.03.19 |
| PSHCE | Jim Leftwich | W/C 14.01.19 – 12.03.19 |
| GOVERNOR DEVELOPMENT | Lisa Swain | W/C 14.01.19 – 27.03.19 |
| HUMANITIES FACULTY (INCLUDING MfL) | Alan Jones | W/C 12.11.18 – 27.11.18 |
| SCIENCE FACULTY | Diane Deanus | W/C 12.11.18 – 27.11.18 |
| ENTERPRISE AND BUSINESS STUDIES | Tony Green | W/C 14.01.19 – 12.03.19 |
| ICT | Tony Green | W/C 14.01.19 – 12.03.19 |
| MATHS FACULTY | Cheryl Whitehead | W/C 14.01.19 – 12.03.19 |
| ENGLISH FACULTY | Vacant | |
| EXPRESSIVE ARTS FACULTY | Cheryl Whitehead | W/C 14.01.19 – 12.03.19 |
| DESIGN, TECHNOLOGY AND ART | Steve Pilgrim | W/C 14.01.19 – 12.03.19 |

* Shadowing roles (Summer term 18) with a view to taking over Autumn term 18