



AUTUMN TERM (2) 2018

MINUTES of the People and Personnel Committee meeting of the Governors of Holmer Green Senior School held at the School on Wednesday 7 November 2018 at 18.00

PRESENT: Miss E. Baddeley (EB) Mrs S. Khan (SK)
 Mr S. Barrett (SB) Mrs L. Swain (LS) (Chair)
 Mr E. Hillyard (EH) (Headteacher)

IN ATTENDANCE: Mrs L. Jackson (LJ) Director of Finance, HR and Resources
 Ms E. Walker (EW) Clerk

ABSENT: Mr J. Leftwich (JL)
 Mrs C. Whitehead (CW) Apologies received and accepted

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

SCHOOL IMPROVEMENT PLAN 2018/19 MONITORING OBJECTIVES FOR PEOPLE AND PERSONNEL COMMITTEE		
Teaching, Learning and Assessment	2.1	To develop a culture of positive learning behaviour
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.

1 WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence are as recorded above.

2 APPOINTMENT OF CHAIR

It was agreed to appoint Mrs Swain as chair of this committee.

3 NOTIFICATION OF ANY OTHER BUSINESS

There were no items of AOB notified.

ACTION

4 DECLARATIONS OF INTEREST

Mrs Baddley declared an interest in relation to agenda item 12 – Pay Recommendations and Progression. Governors noted the standing declaration that Mrs Lisa Swain is a Governor at Manor Farm Community Infant School and Mr Hillyard is a governor at Sir William Borlase’s Grammar School.

5 MINUTES AND MATTERS ARISING

5.1 MINUTES

The Minutes of the meeting held on 5 June and 27 September 2018 having been circulated, were confirmed and signed by the Chair as a correct record. They would be made available for display in the School.

EW

5.2 MATTERS ARISING FROM THE MINUTES

5.2.1 GOVERNOR MONITORING ROLE FOR POST 16 PROVISION (Minute No. 5.2.1)

It was noted that the role of monitoring post 16 provision would be a matter for the Learning and Curriculum Committee rather than an individual governor.

5.2.2 TEACHER PAY AWARDS SEPTEMBER 2018 (Minute No 11)

The Teachers’ Pay Grant has now been received and teachers will now be told at briefing that their pay awards have been confirmed, backdated to September 2018.

6 REPORTS

6.1 STUDENT BEHAVIOUR

Mr Hillyard explained that for consistency, reports on student behaviour would be provided half-termly and to the same format going forward. In the event that there was no meeting scheduled, he would arrange for the reports to be circulated to committee members. Mr Hillyard explained that he would also include data for 2017-18 in future reports – although it would not be possible to make direct comparisons with last year due to the data having been collected differently.

EH

Mr Hillyard explained the possible reasons for sanctioning students with a fixed term exclusion and the school’s role in supporting a child through the reintegration process. The school has to ensure, for children with SENDs, that they are not excluded as a result of their needs but bad behaviour is not condoned in any students.

In respect of internal exclusions, students have their behaviour RAGged according to the Behaviour for Learning Support system and they are referred to the Hub as appropriate in line with the policy.

A governor asked how the school tracks the effectiveness of detentions?

Mr Hillyard explained that all incidents, both positive and negative, are recorded on SIMs. The Pastoral Team run a report at the end of each week from SIMs on behaviour, attendance, punctuality and exclusions and they look to see patterns and trends in the data. Form tutors also have a role in monitoring this data. The data is being further analysed by sub-groups of students as some (boys, disadvantaged students, school SEN support students, some minority ethnic groups) are disproportionately represented in the detention statistics. Mr Hillyard explained that some of these student numbers are quite small and, therefore, their statistical significance is greater than it would be otherwise.

Governors commented that they had noted at the recent Governors' Day that there were a large number of Green detentions given out for non-completion or incomplete homework.

Mr Hillyard explained that the SLT are currently investigating why so many students are not completing their homework. They are looking at how many parents log into Show My Homework and also the frequency. This appears to be predominantly an issue for the boys. The proper use of the planners to record and monitor completion of homework also appears to be inconsistent.

A governor asked if there is any opportunity for the students to complete their homework during the day?

Mr Hillyard explained that the library is available for this purpose. SLT are discussing whether students could use their tutor time more productively for homework in future.

Mr Barrett arrived at 18.30

A governor asked about how the school responds to racist incidents?

It was explained that the school runs a racial awareness programme if any racist incidents are recorded.

In response to a question, Mr Hillyard clarified that the incidents of bullying referred in his report to the perpetrators. Currently this figure is low but may fluctuate.

A governor asked if the 7 students referred to as having a large number of red detentions were also represented in other aspects of his report.

Mr Hillyard confirmed that they were. He explained that Red detentions will be held with members of the SLT to be more of a deterrent.

A governor asked, if there were 1238 Green detentions given out since the beginning of this term, whether the detention system was effective or not?

Mr Hillyard explained that the school is trying hard to be consistent in terms of sanctions applied. It is difficult to benchmark against another school as behaviour approaches and sanctions differ between schools. Currently, approximately 10% of the school population is responsible for 90% of detentions. Efforts are being invested to decrease these numbers and it will be the role of this committee to hold the school to account over this.

Mr Hillyard asked if the detention numbers above were similar, more or less compared to the previous year as he had been through last year's minutes and could find no minutes or documents relating to this?

There was general agreement that the numbers were about the same. A document was produced showing the number of permanent and fixed term exclusions for term 1 last academic year, but nothing else. Mr Hillyard commented that he had seen this and was interested to note how the number of fixed term exclusions had dropped from 47 the previous year to 1 last year. Mr Hillyard further confirmed that there was one student in an alternative provision, but still on our roll and that this individual was visited on a half-termly basis for safeguarding and update purposes. Attendance is tracked on a daily basis. In the last academic year there were a number of such students who were not being visited and whose behaviour therefore also could not be reported.

ACTION: Mr Hillyard to review last year's minutes and documents to see if he had missed the discussions about detention numbers so that behaviour could be compared.

One governor highlighted that staff felt uncomfortable being named by email for using the duty-call out system, which led to

some staff not using it and behaviour going unreported. However, they felt far more encouraged and supported to use it. Further it was explained that they themselves had been used to mentor a beginning teacher with regards behaviour management.

A governor commented that whilst the rationale of not doing homework in the detentions was understood would it be possible to ascertain which of the approaches to detentions (writing lines, standing in silence) was most effective and constructive?

Mr Hillyard explained that the Green detentions were held in departments and, as such, approaches varied. This would be part of the review of process by SLT.

Mr Hillyard explained that he wished to highlight the use of rewards more and Mrs Hearne is looking at practice elsewhere in a school with outstanding behaviour.

Governors commented that the students had been very keen on this approach at the Governors' Day. They also suggested that the prefect system might be linked to the reward system and acknowledged that this was an operational matter for the school to consider.

6.2 STUDENT ATTENDANCE

Mr Hillyard explained that the data for attendance would be provided in future in a consistent format going forward, as would be the case with the behaviour data.

Mr Hillyard highlighted the following information:

- Attendance for Pakistani students is an area of focus, particularly in Years 10 and 11.

A governor asked if there was a pattern in respect of the Pakistani children with poor attendance?

Mr Hillyard explained that there are some patterns and Mrs Douglas is working hard with families to be more accountable for their child's attendance. The school is looking into the possibility of getting someone from the Pakistani community to talk to students about the importance of good attendance.

- Form tutors have a role in monitoring attendance and questioning the students about their absences. They have been asked to concentrate on making a difference to the attendance of one child in their class.

7 STAFFING UPDATE

Mr Hillyard referred governors to the Staffing update that they had been circulated with in advance of the meeting.

Governors asked the following questions:

Could we have a column on future reports showing, for staff who are leaving, how long they have been at HGSS?

MR Hillyard agreed to take this on board.

Do we have a policy for Exit Interviews?

Mr Hillyard explained that all staff are given the opportunity to have an exit interview but not all of them take up this opportunity. There is a proforma used to ensure consistency of information gathered.

Could we have this information reported back to this committee?

Mr Hillyard reported that he would ensure that the high-level information and trends would, in future, be reported to this committee.

Mr Hillyard reported that part of Mrs Rogers' role of KS5 Support Officer/Work Experience would be to support Mrs Golding with UCAS applications and also to initiate an alumni network.

Will there be a gap in English provision?

Mr Hillyard explained that there would not as one of the English teachers leaving was a trainee and did not, therefore, have classes timetabled for her.

8 PERFORMANCE MANAGEMENT

8.1 TEACHER APPRAISALS

Mr Hillyard explained the different appraisal targets for SLT, Middle Leaders and Teachers, the appraisal process and his role in moderating appraisal outcomes over half-term. He explained the importance of having a balance of new and experienced staff.

8.2 SUPPORT STAFF APPRAISALS

Mr Hillyard explained that the appraisals for support staff are undertaken to a different time scale. Current objectives will be reviewed in February/March and new objectives set for 2019. Targets will be SMART but not linked to their pay. Pay recommendations are made by local government.

8.3 HEADTEACHER'S PM REVIEW ARRANGEMENTS

It was noted that the Headteacher's performance management review meeting had been arranged involving Mr Green, Mr Pilgrim and Mrs Whitehead, advised by Mr Batten.

9 CPD UPDATE AND IMPACT

9.1 STAFF

Governors asked the following questions about the CPD information in the report that had been sent to them in advance of this meeting.

How many CPD sessions are staff required to attend?

Staff have to attend 5 INSET days a year.

Can LSAs attend?

Yes, but they also follow a different development programme, dependent on their needs and the needs of the students they are supporting.

Is there any training to help teachers better manage poor behaviour?

Mrs Hearne lead a session for staff at the September INSET day and there is training on managing behaviour that staff can attend as appropriate. This will be reiterated with new staff and best practice will be modelled.

Mr Hillyard explained that the support given to members of staff included mentoring. If support does not lead to improvement then there is a more formal process to follow. Feedback from staff has been positive and they feel more supported in dealing with behaviour management and as a result, techniques are more consistently applied.

Mr Hillyard stated that some staff had commented that they would have benefitted from having 2 INSET days at the start of the year as there had been little preparation time before the children returned. This will be taken on board for future years.

ACTION: An item would be included on the next FGB agenda to confirm the School Terms and Holiday and INSET dates.

Mr Hillyard explained that Mr Wooller was in the process of evaluating the impact of the CPD sessions that have been undertaken to date. Staff have requested more time to plan, improve schemes of work and develop exemplars etc.

Clerk
FGB agenda

Governors asked that they be given a staffing structure showing how staff relate to one another.

ACTION: Mr Hillyard agreed to share this at the next meeting.

EH

9.2 GOVERNORS

It was noted that a governor development session has been scheduled for 12 December to include a safeguarding update and governing body self-evaluation.

10 REVIEW OF STAFF WORK/LIFE BALANCE, WORKING CONDITIONS AND WELL BEING

Mr Hillyard explained that a staff well-being survey is in the process of being circulated. He would report back on the outcomes.

EH

11 POLICIES

Governors reviewed the policies that they had been sent prior to the meeting.

Safeguarding – this reflects the latest version of the Keeping Children Safe in Education document. This policy is live in as much as it will be updated in line with changes. Procedures have been tightened in terms of serious case reviews and with respect to pupils who are educated off site. An external review of safeguarding has been commissioned for the Spring Term 2019.

A governor asked if governors should undertake Prevent training?

It was agreed that Mrs Swain would check the skills matrix to see which governors had already been trained in Prevent.

LS

Behaviour – a reference to the Bucks Guidance on the exclusion and reintegration of pupils in schools would be added.

EH

It was agreed to approve the following policies:

- Safeguarding Policy
- Behaviour Policy.

12 PAY RECOMMENDATIONS AND PROGRESSION

Governors gave consideration to all pay progression recommendations in the summary report ensuring that the appraisal policy had been applied fairly and that the recommendations were evidence based and could be justified in all instances.

They approved all the pay recommendations presented to them.

13 DATES AND TIMES OF NEXT MEETINGS

It was noted that the next meeting would be held on 6 March 19 in accordance with the agreed meeting schedule.

14 ANY OTHER BUSINESS

14.1 GOVERNOR DAY

A governor asked if the Governor Day would be repeated?

Mr Hillyard explained that an evaluation of the day would be undertaken and assessment made of its effectiveness. Other days would be planned if both governors and staff found it useful and effective.

ACTION: Evaluation of Governors’ Day to be an item for the next FGB agenda.

**Clerk
FGB agenda**

15 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 questioned the appraisal process to ensure it was fairly applied and robust.
- governors approved the Safeguarding and Behaviour policies in accordance with the policy schedule – relevant to items 2.1, 3.3, 3.4 and 3.5 of the School Improvement Plan.
- governors received monitoring reports on behaviour and attendance – relevant to items 2.1, 3.1, 3.2 3.3 and 3.4 of the School Improvement Plan.
- Governors received a report on staffing to enable them to monitor the impact of staffing difficulties and recruitment on pupil outcomes.

The meeting closed at 20.00

Signed Date

CHAIRMAN