



## SPRING TERM 2019

**MINUTES** of the People and Personnel Committee meeting of the Governors of Holmer Green Senior School held at the School on Wednesday 6 March 2019 at 18.00

- PRESENT:** Miss E. Baddeley (EB) Mr E. Hillyard (EH) (Headteacher)  
Mr S. Barrett (SB) Mrs L. Swain (LS) (Chair)
- IN ATTENDANCE:** Mrs L. Jackson (LJ) Director of Finance, HR and Resources  
Ms E. Walker (EW) Clerk
- ABSENT:** Mr J. Leftwich (JL)  
Mrs S. Khan (SK)

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

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

		<b>ACTION</b>
<b>1</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b> There were no apologies for absence.	
<b>2</b>	<b>NOTIFICATION OF ANY OTHER BUSINESS</b> There were no items of AOB notified.	
<b>3</b>	<b>DECLARATIONS OF INTEREST</b> Governors noted the standing declaration that Mrs Lisa Swain is a Governor at Manor Farm Community Infant School and Mr	

<p>Hillyard is a governor at Sir William Borlase’s Grammar School.</p>	<p><b>ACTION</b></p>
<p><b>4 MINUTES AND MATTERS ARISING</b></p>	
<p><b>4.1 MINUTES</b> The Minutes of the meeting held on 7 November 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.</p>	<p><b>Clerk</b></p>
<p><b>4.2 MATTERS ARISING FROM THE MINUTES</b></p>	
<p><b>4.2.1 STUDENT BEHAVIOUR (Minute No. 6.1)</b> In response to the query at the last meeting, EH confirmed that he had only managed to find one set of reliable data on student behaviour presented to governors prior to him commencing at HGSS to use for comparative purposes.</p>	
<p><b>4.2.2 STAFFING UPDATE (Minute No. 7)</b> Governors thanked EH for the details in the Staffing Updates but asked if a column could be added showing length of service at HGSS for governors to identify trends. <b>ACTION: Length of Service column to be added for future reports and current report to be amended and re-circulated</b></p>	<p><b>EH/LP</b></p>
<p><b>4.2.3 SCHOOL TERM AND HOLIDAY DATES (Minute No. 9.1)</b> The Committee was reminded that the School Term and Holiday dates 2019/20 had been approved by the FGB at their last meeting subject to possible further revision.</p>	
<p><b>5 REPORTS</b></p>	
<p><b>5.1 STUDENT BEHAVIOUR</b> EH referred to the Behaviour Review summary which had been circulated ahead of the meeting. He explained that this report is produced half termly and data from SIMs has been included to show rough comparisons between years. It is, unfortunately not easy to show accurate comparisons as the data regarding internal exclusions and removals from class was not collected previously on SIMs in the same way. Mr Hillyard confirmed that this data is now recorded appropriately.</p>	
<p>EH highlighted the following:</p> <ul style="list-style-type: none"> <li>• The number of fixed term exclusions is high currently as is the number of detentions, although Green detentions are reducing.</li> </ul>	

- When comparing data between half-terms it should be remembered that some terms are different in length.
- Other strategies are being trialled, including those involving collaboration with other local schools, to avoid fixed term exclusions.
- The number of racist and bullying incidents are relatively low and a great deal of work is invested in educating children not to initiate or repeat such behaviours.
- The vast majority of detentions are due to missed or incomplete homework or poor behaviour. Discussions with staff are on-going to ensure that homework is relevant and marked, if appropriate.
- The duty lead role was explained to governors at the Governor Day and they have a visible presence around the school to prevent issues arising or escalating.
- Support for staff in managing behaviour is given on an on-going basis.
- Goal posts have been provided on the tennis courts and the gym is open for Year 10 for students to use at lunchtime to keep them engaged and active.
- Live lounge is a great asset at lunchtimes.
- The new start to the day means that the start of school is now more efficient and assemblies are kept calm to settle all students. This is particularly beneficial for the SEND children. It is also easier to address punctuality issues.
- The Inclusion Manager is leaving and interviews are being held for her replacement.

*Which years are involved in Wild Training?*

This is being initiated in Year 11 with a view to these pupils mentoring other year groups going forward.

SB attended at 18.30.

## **5.2 STUDENT ATTENDANCE**

It was noted that Governors had been briefed about student attendance at the recent Governors' Day. EH circulated an updated sheet with attendance data included alongside an indication of whether it was an improvement on previous figures or not.

EH highlighted the following:

- Attendance data is analysed on a weekly basis and the school's aim is to achieve 96% or better.
- Sixth Form attendance is not reported nationally.

## ACTION

Previously attendance in the sixth form had been lower than the rest of the school but it is now higher due to hard work from staff.

- The analysis is undertaken by groups of children and the gaps are identified if present.
- The attendance data for PP students in Year 11 looks poor but there is at least one outlier (on role at HGSS but educated elsewhere) in these figures who impacts negatively on this data.

**ACTION: Mrs Douglas to be asked to remove any significant outliers from data in future reports to give a more realistic picture.**

EH/CD

- A lot of hard work is invested by staff to achieve small gains in attendance figures – particularly for hard to reach families.
- Staff meet with students following an absence to talk to them about their attendance
- Previously the school did not issue fines for absence due to holidays in term time but it does now.
- There have been some difficult meetings with some parents for whom culturally committing to family events is more important than attendance at school.
- The erection of gates will make it easier to track late students
- The impact on students' outcomes from poor attendance is stressed with parents.
- The attendance of students in Year 11 has improved significantly because of staff intervention including regular meetings with the Headteacher. A combination of strategies has the most positive impact.
- The heightened importance of careers advice should help by encouraging students to think more about their future and aspirations.

*Do all parents attend parents evenings?*

All parents are chased up if they do not make appointments. If parents are unable to attend staff offer to meet with the students. Commonly, hard to reach families will have been into school more regularly to discuss issues.

### 5.3 STAFF CPD

Mr Hillyard talked governors through the staff CPD information that they had received in advance of the meeting.

*A governor asked whether positive evaluations had been received regarding the MER sessions?*

It was confirmed that that there had and that sessions are adapted in the light of feedback.

*Is CPD held regarding homework?*

Mr Hillyard explained that SLT is currently looking at how homework is set and its relevance.

#### 5.4 GOVERNOR CPD

Mrs Swain stated that she had no report specifically regarding governor training.

It was agreed that

- governors needed to be reminded and encouraged to undertake NGA online training.
- any governor who had not undertaken Safeguarding training should prioritise this.
- an item should be included on the FGB agenda regarding training.
- the Clerk would send around an email to alert governors to the need to undertake training.
- training on pupil exclusions would also be identified as a priority for governors.

Clerk

#### Skills Matrix

Mrs Swain commented that the Skills Matrix which had been circulated was different to the one that governors had completed in September 2018. She would forward the completed matrix to Mr Hillyard to look at. Currently the Governing Body is lacking governors with HR skills.

LS

#### New Governors

Mr Hillyard reported that he and Tony Green had met with a potential governor candidate recently. Governors would be given the opportunity to meet/learn about the suitability of this candidate before being proposed for appointment at a future meeting.

EH/TG

There had been one nomination for the remaining Staff Governor (Non-Teaching) position. They would be appointed unopposed assuming there were no further nominations.

#### Evaluation of Governance

Governors received the Framework for an Evaluation of

**ACTION****Clerk/  
Committee  
chairs**

Governance as used by Maggi Bull during the recent governor development session. They agreed

- to include an item on each of the committee agendas going forward - dividing the criterion between the committees as follows:

1	How effectively do governors work with leaders to ensure clarity of vision, ethos and strategic direction and develop a culture of ambition.	FGB
2	How well governors contribute to the school's self-evaluation and understand its strengths and weaknesses including the impact of their own work	FGB
3	How well governors support and strengthen school leadership including developing their own skills	P&P
4	How well governors provide challenge and hold the Headteacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety.	L&C
5	How well do governors monitor performance management systems, including the performance management of the Headteacher, to improve teaching, leadership and management; understand how the school makes decisions about salary progression.	P&P
6	How well governors ensure solvency and probity and that financial resources made available to the school are managed effectively.	FPH&S
7	How well governors operate in such a way that statutory duties are met and priorities are approved; how well do governors understand the boundaries of their role.	FGB
8	How well governors engage with key stakeholders. How transparent and accountable are governors in the recruitment of staff, governance structures, attendance at meetings and contact with parents.	P&P
9	How well governors use the Pupil Premium and other resources to overcome barriers to learning. Including reading, writing and mathematics.	L&C

- that feedback from the whole governing body development session held on 12 December 18 would be a matter for the next FGB meeting.

## 6 STAFFING UPDATE

EH updated governors regarding staff leaving, including the reasons for leaving as well as the details of new starters. He highlighted the following:

- Recruitment in English has been challenging and temporary arrangements have been necessary in order to staff all classes. As of September, the school will be at capacity in terms of staffing in English
- Additional staff have already been secured to cover the expansion to an additional 2 forms of entry from September 2019.
- A second Physics specialist, able to teach A Level, has been recruited who has worked previously at HGSS.
- There has been a higher number of external applicants to the Sixth Form for September 2019 than has been the case in previous years.

*A governor asked if there would be space for additional numbers in the sixth form?*

It was explained that there would. The break-even number is 200 students. Any less than this means that the sixth form is being part funded by the budget for the remainder of the school.

Mr Hillyard explained the challenge of staffing in the Sixth Form in terms of predicting the options the students will take. It is possible that there will be 3 groups taking A Level maths next year.

*Why have numbers increased?*

The message that our Sixth Form is doing well is spreading.

*A governor asked where the time would come from to teach PSHCE as part of the curriculum rather than in registration?*

Mr Hillyard explained that the plan is to drop a GCSE option to give capacity in years 9, 10 and 11. In years 7 and 8 one hour will be saved by the way that the History and Geography options are taught.

## 7 STAFF WORK/LIFE BALANCE

Mr Hillyard circulated the summary outcomes from the staff well-being survey undertaken in November 2018 including next steps. He explained that nothing too controversial had been raised and

the survey would be re-run at some point.

*A governor asked when the next parents' survey would be undertaken?*

It was explained that parents are asked to complete the OFSTED questions when attending parents' evenings. Traditionally, other forms of parent surveys have not had a good response rate. The student survey will be undertaken at the end of the year and results shared with governors.

## **8 APPRAISAL AND PERFORMANCE MANAGEMENT AND PAY – TEACHERS AND SUPPORT STAFF**

There was no report to receive for this meeting.

## **9 POLICY REVIEWS**

The following policies, having been reviewed, were approved:

- Complaints Procedure (ensure all deadlines in text align with those in the flowchart)
- Conduct & Discipline
- Anti-Bullying
- Anti-Harassment and Anti-Bullying at Work
- CCTV
- Recruitment of Ex-Offenders
- Redundancy
- Mobile Phone & Emergent Technology Responsible Use

*A governor asked about how staff use of mobile phones is regulated?*

It was explained that this is covered in the Staff Code of Conduct.

*Is there staff training on confiscation of such items? How do we know the policy is being consistently applied?*

It was explained that the expectations on both staff and pupils and their parents is made very clear. There are some occasions when use of mobile phones is permitted in lessons – for example for use in photography or in Music for recording purposes.

Governors discussed the fact that the school is clear that students bring mobile phones into school at their own risk. However, this risk is passed to the school if they have been confiscated. It was confirmed that confiscated mobile phones are kept securely in school.

A governor reiterated his comment made at an earlier meeting that policies should ideally follow a common template going forward.

**10 BCC HR POLICIES**

It was noted that the following BCC model policies had been updated to include a principle concerning the covert recording of meetings. As such, it was recommended that schools adopt the up-to-date models.

- Capability - Teaching Staff
- Capability - Non Teaching Staff
- Conduct and Discipline
- Anti Harassment and Anti Bullying
- Health and Attendance
- Code of Conduct

Mrs Jackson reported that these policies had been reviewed and it was not felt necessary to adopt the recommended wording as this was already included in school GDPR policies.

**11 DATES AND TIMES OF NEXT MEETINGS**

It was noted that the next meeting would be held on **12 June 19** in accordance with the agreed meeting schedule at the revised time of **18.00**.

**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.

In terms of impact at this meeting,

- governors received updates on student attendance and punctuality (SIP objectives 3.1, 3.2)
- governors received updates on student behaviour (SIP objectives 2.1, 3.3, 3.4, 3.5)
- governors received a report on staff CPD to enable them to monitor its relevance to the SIP.
- Approved polices to ensure compliance.

The meeting closed at 20.00

Signed ..... Date .....

**CHAIRMAN**