



## SUMMER TERM 2019

**MINUTES** of the People and Personnel Committee meeting of the Governors of Holmer Green Senior School held at the School on Wednesday 12 June 2019 at 18.00

- PRESENT:** Miss E. Baddeley (EB) Mrs L. Swain (LS) (Chair)  
Mr E. Hillyard (EH) (Headteacher)
- IN ATTENDANCE:** Mrs C. Hawkins (CH) Assistant Headteacher  
Mrs L. Jackson (LJ) Director of Finance, HR and Resources  
Mrs H. Jones (HJ) Newly elected Parent Governor  
Mr A. Jones (AJ) Governor (Non Committee Member)  
Mrs A. Thomas (AT) Prospective Governor  
Ms E. Walker (EW) Clerk  
Mr A. Wooller (AW) Assistant Headteacher
- ABSENT:** Mr S. Barrett (SB) Apologies received and accepted  
Mrs S. Khan (SK) Apologies received and accepted  
Mr J. Leftwich (JL) Apologies received and accepted

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.

### 1 WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting. Apologies are as outlined above.

### ACTION

The order of agenda items was altered to allow staff to leave the meeting following their presentations.

**2 NOTIFICATION OF ANY OTHER BUSINESS**

There were no items of Any Other Business notified.

**3 DECLARATIONS OF INTEREST**

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.

**4 MINUTES AND MATTERS ARISING****4.1 MINUTES**

The Minutes of the meeting held on 6 March 2019 having been circulated, were confirmed and signed by the Chair as a correct record. They would be made available for display in the School.

**LJ****4.2 MATTERS ARISING FROM THE MINUTES****4.2.1 STAFFING UPDATE (Minute No. 4.2.2)**

It was noted that the length of service column had been added to this term's staffing report, and would be added to future reports, as requested.

**4.2.2 ATTENDANCE (Minute No. 5.2)**

The request to remove significant outliers from data had been conveyed to Mrs Douglas for future attendance reports.

**5 STAFF CPD – UPDATE AND IMPACT**

Mr Wooller (AW) talked governors through his report. He highlighted the following:

- 21 different activities have been offered for the 7 pedagogy sessions to date, all of which feed into the MER process.
- 8 professional studies sessions have given new staff an insight into the way in which HGSS operates. 3 further sessions are planned on careers development, Teach Meet and reflections on their induction.
- All 3 SCITT trainees have gained Qualified Teaching Status and employment and all 4 Newly Qualified Teachers are on track to pass their induction.
- Some staff are undertaking marking for the external exams and this is now being supported from the school's budget as it is recognised as invaluable CPD for the individual member of staff and an insight for the school.

- HGSS is hosting the first Teach Meet session on 8 July from 3.30pm as in internal event which will be an opportunity to hear from each faculty area about developments in teaching and learning (impact of CPD) and share best practice. All governors are welcome to attend this event. It is possible that this event will be extended to include other schools in the future.
- The calendar for the INSET sessions has now been planned and shared at the recent Learning and Curriculum Committee meeting.

## 6 TEACHING STAFF APPRAISALS

AW referred to his report which had been circulated in advance of the meeting. He explained that in the past a traditional method had been used to appraise teachers linked with data, with staff being judged on pupil outcomes predominantly. Their objectives had not been about developing their teaching practice.

AW explained that the school planned to trial a new approach next year for a small group of staff which will be coaching-led. 10 members of staff will be blind picked covering a range of experience, NQT, TLR UPS etc and 3 reviewers will quality assure the process. None of their targets will be linked to data outcomes.

*How will you measure the effectiveness of this approach?*

AW explained that success will be measured against a set of quantifiable measures. There will also be a control group to measure against. The staff being appraised and the 3 reviewers will provide the evidence based on their confidence in the new system and their development as teachers. There will be moderating data from the Headteacher and Deputy Headteacher. This will be a developmental, rather than judgemental process, and will have financial implications. The school will still be using data but it will be utilised in a smarter way in making judgements.

Lesson observations will be more frequent but shorter in duration.

Feedback about this process will come to this committee with feedback from SLT meetings and AW will present to P&P each committee meeting.

*There appears to be lots of time investment for reviewers. Is this manageable?*

AW stated that he believed that this would be manageable but

AW

this would also be reviewed as part of the trial. The current system is very time consuming and SLT have been questioning its effectiveness for some time.

*Will the outcome of the appraisal process still be linked to pay?*

AW explained that it would not be linked to pay for the trial period.

*Will you test the objectives as the success measures sound more subjective than the previous system?*

ED stated that he would ensure that the trial was evaluated before rolling out. There will be a disparity in the 2 systems in operation during the trial period but this will be reduced by blind picking people. The new system would still enable the school to identify and act on competence issues with staff.

The trialling of the new appraisal process was approved.

AW was thanked for his presentations. He left the meeting at 18.45.

EH reported that mid-term appraisals had been undertaken and final reviews would be completed once the results have been received.

## **7 STUDENT BEHAVIOUR**

EH referred to the reports (Spring 2 and Summer 1) that governors had been circulated with prior to the meeting. He highlighted the following:

### **Exclusions**

- Data on those children who are removed from lessons has not been collected previously,
- There remains a question about the reliability of the data as it is dependent on being logged on SIMs appropriately,
- Comparing cohorts of different size is difficult,
- The measure of success of behaviour strategies is a decrease in the number of repeat fixed term exclusions,
- the reasons for fixed term exclusion will be backed up by statements from staff and other pupils.
- Safeguarding concerns are taken into account when excluding vulnerable pupils.

### **Detentions**

*Has the number of green detentions for lack of or incomplete homework decreased since the introduction of Show My Homework?*

EH confirmed that they had but the school retains its high expectations of all students. EH explained that he could provide more detailed information for governors if required.

**Line Ups**

These are proving effective in addressing issues with uniform and equipment first thing in the morning. The pastoral managers are also present to proactively pick up on any issues which need addressing.

**Rewards**

Achievements continue to be celebrated and improvements to the rewards system will mean that parents will in future be aware of what subject the achievement point is for.

**8 STUDENT ATTENDANCE**

EH referred to the Attendance report that governors had been circulated with prior to the meeting. He highlighted the following:

- Attendance is improving although the current attendance rate is affected by the Year 11 study leave which will be adjusted at year end.
- The absence rate of Pakistani and Bangladeshi pupils needs to be improved.
- Parents are now being fined for taking extended holidays which impact on school lesson time.

*Has punctuality improved because of the introduction of the security fencing and gates?*

EH explained that the gates make it easier to monitor late comers and this has impacted positively on punctuality.

**9 SUPPORT STAFF APPRAISALS**

Governors noted the information in the report that they had received.

**10 STAFFING UPDATE**

EH talked governors through the Staffing report they had been sent .

*Would it be possible to see a vacancy list in future as well as details of starters and leavers?*

EH explained that that would be possible.

*How is the staffing situation in History?*

ED updated governors about the problems which had been faced

in the History department this year. However, a good replacement has now been sourced from September and the school will be at capacity then.

EH explained that the school will be over-staffed for English in September and any additional staffing will be used for small group work. A similar approach will be taken in Maths.

*Will we be fully staffed for September 19?*

EH confirmed that there would be no agency staff in school in Sept. All appointments had been made with the exception of maternity cover in MFL and the Science department is 7 hours short.

#### **Exit Interview**

All staff who leave the school are offered an Exit Interview with either EH or LJ or another members of staff if more appropriate. Responses are analysed to improve practice.

Governors noted the information.

### **11 GOVERNOR CPD**

LS explained that the uptake of training is improving but non-parent governors still need to undertake exclusions training. Three governors have still to undertake Prevent training.

The need to identify a governor to mentor new governors would be raised at the next FGB meeting.

**FGB agenda**

#### **Review of Governance**

EH explained that he had been in touch with the NGA reviewer and she had informed him that her report would be with the school as soon as it had been quality assured and moderated.

### **12 SAFEGUARDING REVIEW**

CH explained the rationale for the safeguarding review which had been commissioned independently of the local authority. The review had confirmed that the school is compliant with no major concerns but, inevitably, there are areas for improvement.

An Improvement Plan has been drafted based on the outcomes. CH talked governors through the Improvement Plan which had already been shared with SP, Safeguarding Governor.

CH explained that the introduction of CPOMs has been a great success and has made the process of recording safeguarding

**ACTION**

matters more efficient with instant automatic alerts to the DSLs. The Safeguarding policy has been reviewed and a summary document has been produced and is on the website.

Andrew Hall has been booked to run DSL Safeguarding training for Heads of Year next term.

*Should governors be included on the improvement plan in terms of their safeguarding training?*

CH agreed to include governors in the Improvement Plan.

**CH**

*In relation to a recent safeguarding incident in the local community, does the school have a policy for dealing with such matters?*

EH explained that the school takes its lead from the Police in such matters. For this incident there had been no such notification and the school had heard of the matter through the Press. EH confirmed that he would be writing out to parents as soon as he was fully aware of the situation and any risk to local children.

*Would you address this with students directly?*

No, the School does not want to act as scaremonger. In this case the Police did not deem there to be enough concerns to alert schools. It is for parents to decide what to tell their children and the school will support the students as necessary.

**13 PARENT SURVEY**

Governors noted the outcome from the recent Parent Evening Survey.

*What was the uptake like for the survey?*

It was explained that this represents 400 parents. It had not been sent out electronically as had happened in the past. This will be considered for future years.

EH explained that he had highlighted in red any negative responses over 10%. Interestingly, negative responses were more prominent amongst Year 10 parents and next year it will be possible to see if there is a trend in this respect or whether it is particular to this year group.

Year 10 currently has a number of children on report, some of whom have significant back stories. The staff work hard with these students to retain them in school as EH explained that he is very well aware that permanently excluding a child can have a very big impact on their future life chances. This cohort of

children are from a wider geographical area as this is the year when the Ofsted grading dipped and HGSS was not popular in the local area. This makes engaging with parents more challenging.

**Question 7 – This school makes sure its pupils are well behaved -**

This question scored poorly across all year groups with the exception of years 12 and 13.

**Question 8 – The school deals effectively with bullying –**

the way that bullying is identified by parents will have impacted the results of this question. The school has introduced an email system so that a pupil can email their concern to a member of staff if they don't want to talk to someone initially. The LGBT+ group is being re energised to ensure that children identifying in these groups can be supported.

*What will you do with this data?*

EH explained that the data would be useful evidence for the school and would influence school improvement planning. A governors' report to parents will be circulated before the end of term.

**14 GOVERNOR FOCUS DAY**

Governors asked that Equalities be added to the list of matters to be scheduled into future governor days. The full list from committees would be referred to the FGB.

**FGB Agenda**

**15 POLICY REVIEWS**

The following policies, having been reviewed, were approved:

- **LGPS Discretion** – (this is a model policy that has been subject to Union consultations).
- **Visiting Speaker** – (safeguarding has been added to the existing policy).
- **Leave of Absence** – in addition to the highlighted edits, 5.11 and 5.12 would be removed also. 6.1 and 6.3 would record a reduction from 5 to 3 days for compassionate leave from 1 September 19.

*Is there any leeway in terms of compassionate leave?*

EH explained that it was important to have consistent practice. The changes recognise that staff will be gaining an extra week's holiday in the Autumn half-term break. The Headteacher does, however, have the discretion to grant management leave in exceptional circumstances. If the 2 week half-term holiday is abandoned, this part of the policy will be reviewed again.

**16 DATES AND TIMES OF NEXT MEETINGS**

It was noted that the next meeting would be held on Wednesday 18 September in accordance with the agreed meeting schedule at **18.00**.

**17 ANY OTHER BUSINESS**

**17.1 SOCIAL MEDIA**

*A governor asked whether there would be a response to the negative comments that had been circulated on social media by a parent regarding the school's response to the recent D Day anniversary.*

EH explained that he had been made aware of the comments and was dealing with them. He felt the criticism had been unfair, particularly as the school had run a history trip to the battlefields recently when commemorative wreaths had been presented.

**18 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 and questioned the Headteacher about data for student attendance, punctuality and behaviour (SIP objectives 2.1,3.1, 3.2, 3.3, 3.4, 3.5)
- received a report on the impact of staff CPD and noted plans to share best practice in Teach Meet sessions.
- noted that the uptake of NGA training modules is improving and is being monitored by the Development Governor and Clerk.
- noted the action plan arising from the recent Safeguarding Review and requested the inclusion of governors' safeguarding training in the Plan.
- noted the outcome of the recent parents' survey.
- approved polices to ensure compliance.

The meeting closed at 20.30

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

**CHAIRMAN**