

4.2 MATTERS ARISING FROM THE MINUTES

4.2.1 TEACHING STAFF APPRAISALS (Minute No. 6)

In the absence of Mr Wooller, it was agreed to defer this matter to the next meeting.

Next agenda

4.2.2 SAFEGUARDING REVIEW (Minute No. 12)

EH confirmed that governance is now included in the SDP, SIP and Safeguarding Action Plan.

5 REVIEW OF OUTCOMES – SCHOOL IMPROVEMENT PLAN 2018-19

Mr Hillyard gave a summary of the updated position regarding progress towards meeting the SIP objectives for 2018-19. He explained that there had been great progress in these areas and that a fuller report would be presented to the FGB.

FGB agenda

2.1	To develop a culture of positive learning behaviour	See Min No. 7.1 below
3.1	To raise attendance and punctuality of all groups of pupils so that all pupils exceed national figures.	Attendance and punctuality has improved from last year. Once data has been analysed fully a report will be made to the next P&P meeting.
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.	See Min No. 7.1 below
3.4	To develop a school culture where pupils have excellent attitudes to learning and are proud of their achievements as learning is celebrated.	Pupils now receive rewards regularly in terms of their progress and these are spread widely. Rewards are used across subjects and the year to aid motivation.
3.5	To develop an open culture where pupils feel safe and all work hard to prevent all forms of bullying.	The safeguarding action plan is now in place. See Min No. 9.2 below.

6 TERMS OF REFERENCE

The Terms of Reference were reviewed and approved.

7 REPORTS

7.1 STUDENT BEHAVIOUR

AH presented her summary report for Summer (2) 2019 to governors covering exclusions, incidents of racism and bullying, detentions, report cards, the role of the duty leader, line ups and rewards for positivity together with the comparative report for 2017/18 and 2018/19. In addition to the information in her report, she highlighted the following:

- HGSS has been recognised by the LA as having best practice in nurturing those on managed moves as well as other vulnerable students. The reintegration documentation is also being shared amongst other schools.
- The impact of the split lunches has been positive with fewer pupils to monitor, better tracking of where students are and a calmer lunchtime experience for all as a consequence.
- Line ups are going well and set the standard of behaviour for the day. The LA had been impressed at the success of this routine. This had been trialled with the Sixth Form but was discontinued once the students had proven that they could be responsible and consistent with meeting behaviour and uniform expectations.
- A new member of staff with experience of working with and motivating Asian boys is being involved in initiatives about how HGSS can motivate these boys.
- Maternity cover for Ms Goodgame has been secured from Aspire from someone who has experience of working with students who are 'hard to reach'.
- A working party of staff is looking at further initiatives for rewarding students in order to raise the profile of positive praise. AH agreed to report back further to governors.

Next agenda

How will you manage lunchtimes in inclement weather?

LJ stated that in such situations, students will be confined to the hall and dining hall. An opportunity had arisen recently which enabled this to be trialled successfully.

Do you have less prefects now?

Yes, this role is now seen to be more prestigious and the privilege is removed if the prefects do not perform as expected.

How will we measure the success of the line ups? In the reduction of green detentions?

Teachers notice the improvements in their classrooms as the students are better organised and prepared to learn. As such, this strategy helps staff with behaviour management.

How are the expectations maintained in adverse weather when line-ups do not take place?

The same checks are undertaken by staff in tutor time rather than on the tennis courts.

Could staff be reminded to log achievement points against subjects in order to help the dialogue between parents and their children?

EH reported that this issue was caused by SIMs and that teachers are unaware that the detail of the achievements that they log onto SIMs does not show in the messages sent to parents. EH agreed to reiterate the request to staff to include their initials in future.

EH

Are rewards extended to Year 11 and the Sixth Form?

All staff have been reminded to ensure that students in Year 11 receive positive feedback as well as the other years. The Sixth Form Management Team are looking at ways to reward students in Years 12 and 13.

How can we reverse the trend of wasting resource with amber detentions – almost half of which are awarded for those who have missed a previous green detention?

AH explained that the school is aware of this and tutors are tracking whether students are attending detentions or not. Red detentions run on a Friday and, as such, are more of a deterrent.

Can governors be provided with a consistent format for reports going forward to enable comparisons to be made more easily?

EH confirmed that that would be possible.

EH

What is the reason for the big increase in the number of Fixed Term exclusions (from 10 in 2017-18 to 83 in 2018/19)?

EH explained that this is a result of the current practice whereby students are monitored closely and held to account for their behaviour, a system which was not in place in previous years. EH explained that there are penalties in place for those students who bring the school reputation into disrepute in the local community and pupils understand that there are consequences and expectations placed upon them. There are currently no pupils attending alternative provision.

Years 8 and 10 appear to be adversely disproportionately represented in the behaviour statistics, why is this?

It was explained that Year 8 is a bulge year so it cannot be compared as easily to other year groups. Staff monitor the behaviour statistics to analyse who is responsible for the poor behaviour and parents are involved. Various initiatives are being trialled including teaming up with Wycombe Wanderers for a community project to help improve student engagement. A Careers Advisor has also been employed and she will have a role in creating bespoke programmes involving work

experience for those in Years 10 and 11 to improve their engagement and focus. In addition, AH is working with students to identify the underlying causes for these behaviours.

EH explained that the school is working to improve the current trends whereby males and those from minority ethnic groups are more likely to receive negative sanctions.

AH was thanked for her presentation and she left the meeting at this point.

7.2 STUDENT ATTENDANCE

This report would be deferred to the next meeting to enable the statistical analysis of data to be undertaken.

Next agenda

7.3 APPRAISALS (TEACHING AND NON-TEACHING)

EH circulated information about the appraisal cycles for 2019/20 and how this impacts on the budget. A small group of teachers will be piloting a different appraisal system this year as explained at the last meeting. A report will be made to the November meeting of this committee.

Next agenda

7.4 STAFFING UPDATE AND EXIT DATA

EH updated governors about staffing changes for September 2019. It was noted that the departure of Ms Postigo needed to be added to this report. The increased number of new starters is due to the additional pupils numbers from 2019 and as a result of the decision to slightly over-staff in English and Maths this year.

How many of the new starters are newly qualified?

It was explained that there are 4 NQTs.

Having explained the current situation with regard to staffing for Drama, EH explained how these unforeseen absences are being covered in school. Governors noted that numbers in Drama are decreasing.

Are supply teachers more expensive than employing teachers on a Fixed-Term contract?

It was explained that this is not necessarily the case and ultimately it is the quality of staffing that is paramount.

Governors noted that the Exit Survey summary gives a snapshot of responses and is completed on a voluntary basis. It is possible that the way this is presented in future will be different to enable any trends

and patterns to be identified.

7.5 EMPLOYEE ENGAGEMENT

There was no report for this meeting.

7.6 REVIEW OF STAFF ABSENCES 18-19

Governors noted the information in the report that had been provided for them including the fact that absence at HGSS is significantly lower than the national average for both teachers and support staff.

LJ explained how the Compassionate Leave element of the Leave of Absence Policy had been reduced in lieu of staff gaining an additional week's leave in the Autumn half-term.

A governor asked how this would impact on compassionate leave as the timing of a bereavement could not be foreseen.

LJ explained that previously HGSS had given staff compassionate leave for absences related to child/parent illness but this entitlement had now been reduced to 3 days/annum for teaching and non-teaching staff.

Is this the maximum number of days that would be approved?

LJ confirmed that it was although the Policy gives the Headteacher some discretion in this respect. LJ explained the difficulty of providing flexibility as well as consistency in applying the policy.

EH informed governors that all staff had been written to and advised that the adoption of the 2 week half-term and additional 3 INSET days were a pilot and as such their terms and conditions remain unaltered.

7.7 CPD

7.7.1 STAFF CPD

There was no update on CPD given that it was so early in the term.

7.7.2 GOVERNOR CPD

LS reported that she was in the process of arranging inductions for the three new governors.

LJ tabled the feedback from the recent Governor Day on 4 September which governors were asked to take away and read.

All governors

8 TEACHER PAY AWARDS SEPTEMBER 2019

Governors noted that a 2.75% uplift has been proposed to apply to all teachers and leaders with the government funding 0.75% of the pay award, leaving schools to find the remaining 2%.

LJ explained that a 2% pay rise had been budgeted and the school's intention is to honour this payment assuming the consultation finds in favour of it. The approaches of other local schools will also be canvassed.

9 SAFEGUARDING

9.1 DSL SAFEGUARDING TRAINING

CH explained that as Designated Safeguarding Lead (DSL) she ensures that the safeguarding training for staff is on-going. The online training enables all staff – teaching, support, part-time and full-time to be captured easily.

9.2 SAFEGUARDING ACTION PLAN - UPDATE

The Safeguarding Improvement Plan had been shared with governors, including updates on progress made towards meeting the Actions. CH talked governors through the Plan.

How do you communicate to families about the support available?

CH explained that the school is often unaware and support is provided by external agencies. However, staff are made aware of guidance documents to support them in dealing with safeguarding matters.

Andrew Hall came in and ran some training for Heads of Years and Pastoral leaders which was very well-received. Steve Pilgrim, Safeguarding Governor, is undertaking a safeguarding and governance course led by Andrew Hall too.

9.3 ANNUAL SAFEGUARDING REPORT

CH advised governors that the level of detailed information required in the Annual Safeguarding report had increased. She talked through the school's systems and processes for ensuring that all safeguarding information is captured and relayed, as appropriate, to follow each student's destination. This includes ensuring that all files are transferred from primary schools to HGSS on transition in Year 7 and also tracking the destination of all Year 11 students. Both tasks are essential but very time-consuming and fall mainly to the pastoral team.

EH reported that if the planned extension of the school goes ahead then it will be necessary to review the caseload and roles of the Pastoral Managers.

Are staff trained in de-escalation and restraint?

One member of staff has been Team Teach trained elsewhere. It is not a technique that is used at HGSS currently.

If an incident occurs, how do you handle it?

EH explained that if a student runs, they will now be constrained by the perimeter fencing. The need to restrain students has not been an issue at HGSS as it has been possible to de-escalate situations by other means.

The Safeguarding Policy is being reviewed in the light of Keeping Children Safe in Education 2019.

CH was thanked for her contribution. She left the meeting at 19.50.

10 POLICY REVIEWS AND APPROVALS

The following policies were reviewed and approved:

1. **Health and Attendance Policy** (subject to removal of the word 'Procedure')
2. **Lone Working Policy**
3. **Maternity, Adoption and Parental Leave for Teachers and their Managers Policy**
4. **Maternity, Adoption and Parental Leave for Support Staff and their Managers Policy**
5. **Safeguarding Policy**
6. **Staff Code of Conduct** (subject to an amendment to cover those contractors and peripatetic staff working on site. LJ also agreed to check that this policy was in line with the Behaviour Policy).

LJ

Teachers' Pay Policy – approval of this policy would be deferred until after clarity had been sought on the pay award.

Next agenda

Suicide Safer Schools Guidance – This guidance was noted. Governors commended the school for its approach in training 6th formers to be MIND mentors.

11 DATES OF FUTURE MEETINGS

The dates of future meeting will be held in accordance with the agreed schedule of meetings, the next one being 13 November 19.

12 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

- reviewed the outcomes of the SIP 2018-19 in respect of those matters covered by this committee.
- agreed Terms of Reference.
- received updates on student behaviour including a comparative report from 2017-18 and 2018-19 and questioned the data.
- received a summary report on staff absence from 2018-19 and comparisons with national data which they questioned.
- noted progress in relation to the Safeguarding Action Plan.
- approved policies to ensure compliance.

The meeting closed at 20.08.

Signed Date

CHAIRMAN