



## SUMMER TERM 2020

**MINUTES** of the People and Personnel Committee meeting of the Governors of Holmer Green Senior School held remotely via Zoom on Wednesday 20 May 2020 at 18.00

- PRESENT:**
- |                                   |                           |
|-----------------------------------|---------------------------|
| Mr S. Barrett (SB)                | Mr J. Leftwich            |
| Mrs E. Ginger (nee Baddeley) (EG) | Mrs L. Swain (LS) (Chair) |
| Mr E. Hillyard (EH) (Headteacher) | Mrs A. Thomas (AT)        |
- IN ATTENDANCE:**
- |                     |   |
|---------------------|---|
| Mrs C. Hawkins (CH) | Assistant Headteacher/DSL/SLT Lead for this committee |
| Mrs L. Jackson (LJ) | Director of Finance, HR and Resources                 |
| Ms E. Walker (EW)   | Clerk   |
| Mr A. Wooller       | Assistant Headteacher                                 |
- ABSENT:**
- |                               |  |
|-------------------------------|--|
| Mrs S. Khan (SK) (Vice-Chair) |  |
|-------------------------------|--|

NB. Governors' questions are highlighted in *italics* throughout these minutes. It was agreed to take agenda items out of sequence to enable staff to leave the meeting after their presentations. Minute numbering does not, therefore, follow the agenda.

<p><b>Behaviour and Attitudes</b></p> <p><b>2.1</b> To develop a culture of positive learning behaviour through rewards and consistent use of routines</p> <p><b>2.2</b> Significant improvement in the behaviour, attendance and punctuality of pupils with particular needs</p> <p><b>Leadership &amp; Management</b></p> <p><b>4.2</b> Student voice engaged effectively with (focused and purposeful)</p>
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		<b>ACTION</b>
<b>1</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b> Apologies for absence are as recorded above.	
<b>2</b>	<b>DECLARATIONS OF INTEREST</b> There were no interests declared specifically in items on the agenda.	
<b>3</b>	<b>MINUTES AND MATTERS ARISING</b>	
<b>3.1</b>	<b>MINUTES</b> The Minutes of the meeting held on 4 March 2020 were confirmed as a true and accurate record and would be signed by the Chair in due course.	<b>Clerk</b> <b>LS</b>

### 3.2 MATTERS ARISING FROM THE MINUTES

#### 3.2.1 STUDENT BEHAVIOUR (Minute No.4)

EH reported that the Spring term report on Student Behaviour had been deferred due to the change in circumstances for all schools since the last meeting.

**ACTION:** This will be picked up again when it is appropriate to do so.

#### 3.2.2 SAFEGUARDING UPDATE (Minute No. 6)

The Safeguarding Action Plan had now been re-worded to demonstrate that safeguarding training is up-to-date and is planned to respond to need as necessary.

#### 3.2.3 STUDENT VOICE (Minute No. 8)

The student council notes have now been circulated along with the PASS survey summary.

*What was actioned as a result of the survey, for example with regard to anxiety amongst Year 11 girls?*

EH explained that Heads of Year were asked to go back and speak to specific pupils. Some of the Year 11 girls had been made prefects to help with their self-confidence, some have been assigned staff mentors. The Counsellor arranged a workshop on resilience also to help those Year 11 students who had anxiety due to exam pressures. Other initiatives were developed as a result of the survey including offering prep support to a small group of Year 9 pupils lead by PT.

EH explained that the PASS survey is quite expensive to run but it does give the school some very useful feedback. It also enables comparison, on a national level, with other schools undertaking the same survey. The plan is to re-run again in October/November depending on the circumstances in play at the time.

*Will the PASS survey actions be reported back to governors to help them understand the student voice?*

**ACTION:** EH agreed to report actions back to this committee going forward.

#### 3.2.4 CAREERS (Minute No. 8)

The most effective way of being informed about and monitoring careers provision had been discussed by the FGB and it had been decided that this should be the focus of a future Governors' Day.

#### 3.2.5 CURRICULUM OFFER (Minute No. 8)

EH explained the Curriculum Rationale which had been circulated with

**ACTION**

**Future agenda  
item**

**EH**

**Governors' Day  
Future focus**

the papers for this meeting. Broadly this document explains the purpose and direction of the curriculum and learning. There has been some criticism recently by Ofsted of those schools who appear to truncate their broadened KS3 provision in order to concentrate of GCSE options from Year 9. The Curriculum rationale in place at HGSS proves that schools continue to receive a broad education with the aim of students leaving the school having achieved well both academically and socially.

### 3.2.6 STAFF VOICE (Minute No. 9)

The working party of staff had met following the last in-school INSET day but their discussions were not, as yet, complete.

**ACTION:** Staff Voice report to be deferred.

Future agenda  
item

## 4 RESPONSE TO COVID-19

EH updated governors as follows:

- Numbers in the Vulnerable/Key Worker School are gradually increasing and are now at 15. It will be interesting to note how this changes after half-term with the broadening of the description of critical workers.
- On-line learning continues and there is a mixed approach from staff depending on the circumstances of staff and the students. Some have live lessons for their classes whilst others are producing work in a different way. The next round of CPD will focus on the delivery of live and recorded lessons.

*What about disadvantaged students or those who do not have access to the internet?*

EH explained that students have been surveyed about this. The pastoral team are following up any students who we have yet to receive a response from. There is a system in place whereby students can access staff via a mobile phone if they are experiencing any particular difficulties. Some school laptops have been loaned to students and the school is expecting a delivery of a small number of further laptops from the DfE and from Bucks Council. Paper resources have been purchased for the more vulnerable learners where needed. Some families are finding this more of a challenge than others with multiple learners and parents working from home – all needing access to the internet and to laptops/computers.

*Do you have confidence that the additional laptops will be received before the need passes?*

EH said that he hoped so. However, the school has been quick to identify and respond to need as outlined above. Live lessons

will not work for everyone given that not all students have access to laptops. Looked After Children and those with social workers or otherwise identified as vulnerable have been given laptops through the virtual school.

- there are safeguarding implications of rolling out live lessons in terms of students availability and access to IT are particular times and also in terms of use of the chat facility. Staff have adapted well to using online technologies and the school will continue to use short videos going forward as they have been valuable.

EG explained that she has been giving live lessons to her sixth formers and it has been very productive and enabled the students to keep up to date with the curriculum. However, this is not a replacement for actual lessons.

- the school is trying hard to respond to the additional pressures being placed on families by the current restrictions. The counsellor is providing online support for pupils and the pastoral managers are still attending multi-agency meetings for vulnerable students. Whole school assemblies are being held and staff have made various contributions and suggestions to address welfare issues of staff and students. A communication is being sent out to staff and parents/carers on a weekly basis to keep everyone in the loop. The top 10 learners have received 'well done' emails and postcards have been sent to students for working well.

A governor commented that the Head of Year emails have been well-received.

- the SDP meeting with a group of governors has been put on hold at present.
- Staff are in the process of predicting assessment grades following a robust and fair process. The need for schools to demonstrate comparable outcomes has been particularly frustrating for those subjects which have improved significantly over the past year. This data will not be used to influence teacher appraisal outcomes.
- The Year 6 transition process is being organised differently with the LA playing a more significant role this year. Our booklets has been emailed out to the feeder schools and parents of the new pupils from September 20. There will be no transition day in July as normal, instead Year 7 only will come into school on the first day of term to undertake various team building

activities. Having Holmer Green Junior School on site over the last few weeks has been useful in developing relationships.

*Will the new Year 7 be assessed when they arrive at HGSS in September?*

EH explained that these students will undertake CATs tests but later in the year. There will be teacher assessment information provided on the transition forms and HGSS staff are liaising with English and Maths leads of feeder schools to pick up on any areas which might have been missed. The impact on future assessments of progress for these pupils not having undertaken SATs will be interesting.

- For the rest of the academic year staff will have expectations in terms of those students who are in school but also those who continue to follow online learning.
- A recovery plan in terms of knowledge lost will be written for each student.

## 5 APPRAISALS

### 5.1 SUPPORT STAFF

This process has been undertaken electronically and is now complete for this year with new targets having been agreed.

Is that right that there were no negative outcomes from the Support Staff appraisal process?

LJ confirmed that this was the case many of whom have been involved in supporting the key worker/vulnerable children in-school provision.

### 5.2 TEACHING STAFF

Mid-year appraisals are now complete for all teachers.

**Appraisal Pilot** - AW updated about the appraisal pilot. He explained his proposal that the trial be continued next year involving another faculty area in order to give more evidence as to its success before considering whether to roll out further. AW explained that he is continuing to learn from the lessons learnt from the MAT which is currently using this appraisal model. Feedback from the staff who have been involved to date has been very positive.

Governors endorsed the proposal to continue with the appraisal pilot for another year in the way outlined.

### 5.3 CPD

AW reported that Staff CPD has had to adapt to the changed

circumstances. The focus of the last INSET day was safeguarding and for the next one the focus will be on-line learning. Staff have been undertaking a variety of other online learning with many providers giving free access to training materials. At some point all the training information will be distilled. The induction for new staff will be undertaken remotely.

AW was thanked for his contributions. He left the meeting at 19.00.

## 6 STUDENT ATTENDANCE

Governors noted the information in the reports which they had been sent in relation to:

- Attendance for the year until almost Easter,
- Attendance for the year up to the week before lockdown,
- Persistent absentee list and issues (requested at last meeting)

*What does 'those who've left' refer to?*

EH explained that this could be due to students moving school or moving out of county.

*Are pupils who are permanently excluded included in this figure?*

EH explained that this was not necessarily the case, it depended on when they are taken off roll.

*What is the role of the EWO?*

This is the Education Welfare Officer who liaises with parents and supports the reintegration of pupils amongst other things.

EH explained that very full notes are kept for each of the students and Heads of Year meet with tutors and Pastoral Managers weekly to ensure that the information is shared.

Governors were reminded that attendance at HGSS compares favourably with national data currently.

## 7 STAFFING UPDATE AND EXIT DATA

Governors received details of staffing leavers and starters and exit data. They noted that 31 May 2020 is the last date for teacher resignations for the current year. EH updated as follows:

- Recruitment has been successful as outlined in the paper with only a Resistant Materials teacher to recruit.

*What is the situation with regards MFL?*

Two members of staff have left and been replaced by one experienced teacher who, with Mr Larkin and Mrs Shannon who will be returning from maternity leave, will strengthen the

MFL team.

*Do all members of staff teach both French and Spanish?*

EH confirmed that they will.

- Science has been difficult to staff but this has now been achieved with experienced replacements.
- The Head of Technology has returned from maternity leave and this faculty will be fully staffed once a RM teacher has been appointed.

## 8 GOVERNOR CPD AND INDUCTION

LS reported that some governors continue to undertake online training through Learning Link. She would circulate the link to the NGA briefing about COVID-19 which she had found useful. The safeguarding training for governors will continue on 1 July before the FGB meeting as planned.

**ACTION:** CH to check the information before being circulated to governors by the Clerk.

CH  
Clerk

## 9 SUGGESTED FOCUS FOR 2020/21 GOVERNOR FOCUS DAYS

EH canvassed ideas for any topic areas for future Governor Days.

A governor asked if some thought could be given to alternative ways of governors participating in Governor Days for anyone who is unable to come into school at the present time or near future.

**ACTION:** EH to plan the next Governor Day and to give some thought about how all governors can participate.

EH

## 10 STUDENT VOICE

Governors received the notes from the year and School Councils.

## 11 POLICY REVIEWS AND APPROVALS

There were no policies for approval at this meeting. The policy for Looked After Children will be referred to the Learning and Curriculum Committee for approval being as it was not available in time for this meeting.

*Governors asked when and how the Acceptable Use Policy would be reviewed?*

**ACTION:** Following a discussion, it was agreed that this policy would be reviewed by the Finance, Premises, Health and Safety Committee at its Autumn term meeting. EH agreed to highlight anything major that he felt would need to be amended at the Summer Term scheduled FGB

FPH&S Autumn  
Agenda item  
EH

meeting.

**12 ANY OTHER BUSINESS**

**12.1 EXPANSION PROJECT**

*A governor asked about progress with the School Expansion project?*

LJ explained that the project has been assigned to a new planning meeting date - 11 June. The meeting will be virtual and some compromises have been proposed in terms of parking. The build timetable is still August 2020 but the process is frustratingly slow.

Planning permission has been granted for the tennis courts.

*Will the admission number still be 210 for September?*

It was confirmed that this would be the case.

**13 DATES OF FUTURE MEETINGS**

The dates of future meetings will be held in accordance with the agreed schedule of meetings for 2020-21, the next one being Wednesday 16 September 2020 at 18.00.

**14 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, the focus of which had been the impact on the school community of COVID-19. It was confirmed that all members of the Governing Body would have access to these minutes.

The meeting closed at 19.30

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

**CHAIRMAN**