



## SUMMER TERM (2) 2021 MEETING OF THE FULL GOVERNING BODY

### MINUTES

Date Wednesday 7<sup>th</sup> July 2021  
 Time 18.00  
 Place Via Zoom Video Conference

**PRESENT:**

Mr S Barratt	Miss J Kirkpatrick (JK)
Mr P Davies (PD)	Mr S Pilgrim (SP)
Miss E Ginger (EG)	Mrs E Starling (ES)
Mr T Green (TG) – Chair	Mrs S Stewart (SS)
Mr E Hillyard (EH) – Headteacher	Mrs A Thomas (AT)

**IN ATTENDANCE:**

Mrs L Jackson (LJ)	Director of Finance, HR and Resources
Mrs S Lary (SL)	Deputy Headteacher
Miss Kim Joynson (KJ)	Deputy Headteacher
Mrs J Knight (JLK)	Clerk

**APOLOGIES:** Mr G Davies, Mr A Down, Ms F Kiss, Mrs T Ellis, Mrs A Lee, Mrs L Swain

### NOT PRESENT:

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

Item	Discussions and Decisions Made	Actions
	<p><b>Welcome and apologies for absence</b></p> <ul style="list-style-type: none"> <li>TG welcomed everyone to the meeting.</li> <li>Apologies were accepted from Mr G Davies, Mr A Down, Ms F Kiss, Mrs T Ellis, Mrs A Lee and Mrs L Swain.</li> </ul>	
1	<p><b>Notification of Any Other Business</b></p> <p>None</p>	
2	<p><b>Declarations of Interest against this agenda</b></p> <p>EH is starting a secondment with Buckinghamshire Council looking at improving SEND provision and inclusivity at secondary level across the county. Part of his salary will be paid by the LA for this.</p>	
3	<p><b>Student Management Team Representatives</b></p> <p>EH reported:</p> <ul style="list-style-type: none"> <li>Elections have taken place and the names of the new Student Management Team are listed in the Headteacher's Report.</li> <li>The new team is a particularly strong one and efforts are being made to broaden the scope of their role.</li> </ul>	

Item	Discussions and Decisions Made	Actions
	<ul style="list-style-type: none"> <li>• Their first report will be given in Term 1.</li> <li>• TG looks forward to meeting the new team.</li> </ul>	
<b>4</b>	<b>STRATEGIC PLANNING</b>	
4.1	<p><b>Report of Headteacher and SEF</b> The report had been circulated. EH ran through the highlights. There have been three reviews:</p> <p><b>Challenge Partners</b></p> <ul style="list-style-type: none"> <li>• This included Headteachers from different schools doing learning walks to check on the Teaching &amp; Learning in the school. This has been a useful external verification.</li> <li>• Verbal feedback has been positive. The written report has not yet been received.</li> <li>• One recommendation was that the school's Behaviour &amp; Attitudes self-assessment was harsh, so this has been changed from a 2 to a 1.</li> <li>• Quality of Education remains a 2, but only because subject areas like MFL and Drama don't have data from formal external verification to prove progress.</li> </ul> <p><b>SEN Review</b></p> <ul style="list-style-type: none"> <li>• The Senco role has been advertised and 2 interviews conducted; however, neither applicant was appointed as school was looking for a candidate with a stronger vision.</li> <li>• The Deputy Senco was one of the applicants but has now been offered a good role elsewhere.</li> <li>• The next opportunity to find a new Senco is for January.</li> <li>• KJ is overseeing the strengthening of the SEN-Pastoral link.</li> <li>• KJ is also starting SEN training.</li> <li>• From September HGSS will be receiving 2 days a week of support from Manor Green Special School in Maidenhead. This will include one day a week from a single ASD specialist and one day from a mix of other specialists.</li> <li>• One staff member is joining from a primary school as a secondment, together with a large team of LSAs. This is to help manage the additional 9 EHCP students on roll from September (total 61, which is 3x the national average).</li> <li>• A Speech &amp; Language therapist is being trained and the LSA team being reshaped. It is hoped a Senco will be appointed that can go into classes and help teachers.</li> </ul> <p><b>– PD: When will governors have sight of the SEN Review report?</b> <b>A – EH:</b> It has been received today and will be discussed by SLT on Wednesday. It will be sent out to governors shortly after, along with the other two review reports.</p>	EH

Item	Discussions and Decisions Made	Actions
	<p><b>Parent Voice</b> A summarised survey response had been circulated. <b>Q – ES: How many responded in each year group?</b> A – EH: 46% responded overall.</p> <p><b>Q – ES: Parents of Years 9 and 11 seem more concerned. Is this right?</b> A – EH: The data has only just been received and needs SLT discussion. As well as some positives are some areas that need picking up, in particular Qs 5, 6, 9, 10, 14 and 15 – where EH would like the positive percentages to be higher. Q6 relates to the school report, which doesn't seem to be providing what parents want, even though the current report format is based on feedback from the last Parent Voice survey. Another focus group will be set up to deal with this.</p> <p><b>Q – AT: This question is more about what students WILL learn during the year, rather than how they have done.</b> A – EH: This will involve looking at curriculum maps published online, to help parents understand what their child will study each term and what they will be tested on.</p> <p><b>Q – SB: Can respondents leave some questions blank? Do we know the numbers that did/didn't answer each question?</b> A – EH: Most filled out a response for everything. In the full report you can see this data.</p> <p><b>Q – SB: Are the full comments available to governors and were there any particularly important ones? Who will deal with this?</b> A – EH: The full report (42pp) will be sent through to governors, with names redacted. This includes all the percentages and comments. The important areas are those already highlighted. The SLT will meet to consider the data and areas passed on to appropriate post holders.</p> <p><b>Governor Day</b> This has been rescheduled to 9<sup>th</sup> November 2021 (hopefully on site).</p>	EH
4.2	<p><b>Expansion/Works Update</b> LJ reported:</p> <ul style="list-style-type: none"> <li>• Work is moving at pace. The scaffolding is coming down now and the new 2-floor block looks great. The new facilities will be good for everyone going forward.</li> <li>• The English Department is now being handed over (early) to create the new SEN area, so that this can (hopefully) be finished by the start of the new year.</li> </ul> <p><b>Q – TG: Are you confident about meeting this deadline?</b></p> <ul style="list-style-type: none"> <li>• The new block is being managed by Wilmott Dixon but the English block by a subcontractor. If nothing new/unexpected is</li> </ul>	

Item	Discussions and Decisions Made	Actions
	<p>found, it is hoped this deadline will be met.</p> <ul style="list-style-type: none"> <li>• The dining room has been delayed due to asbestos. This will be ready by October half term. In the meantime, as temporary mobile kitchen has been ordered, plus a robust marquee.</li> </ul> <p><b>Q – SB: Does all the cladding meet Fire Safety requirements?</b>  <b>A – LJ:</b> The cladding is metal and there will be full guarantees at the end of the build. It is not our contract so full information is not given to the school.</p> <p><b>Q – SS: Is there an update on the Dome? Is there a contingency plan if the appeal is unsuccessful?</b>  <b>A – LJ:</b> The building inspector is coming next week. School can't manage without this covered area, so a contingency will be found.</p> <p><b>Q – SB: Is there a lack of toilet facilities, particularly for females?</b>  <b>A – EH:</b> We have tried to make toilets non-gender-specific; however, this hasn't gone down well with some students, who have made their own signs for the doors. The timing of use is important (everyone uses the toilets at the start and end of break times but there are lots available in the middle of breaks). The smell problem seems to have gone, with a cleaner going in throughout the day and extra air fresheners. There are more toilets in the new block (which will be gender neutral).</p> <p><b>Q – JK: Will the extra cleaning continue?</b>  <b>A – LJ:</b> Yes. This was brought in during Covid but has been generally beneficial to keep on top of things.</p>	
4.3	<p><b>Summer Exam Grades</b>  SL reported:</p> <ul style="list-style-type: none"> <li>• This has been a major process, for which staff have had to work incredibly hard. However, teacher assessed grades have now been submitted and the policy ratified.</li> <li>• Now it's about making sure the correct communications are going out to students and parents and unravelling the appeals process.</li> <li>• The range of evidence used to decide grades has been sent out and school has been transparent about the % attainment required in each subject. It is expected that two weeks of time in school will be required over the summer to tackle appeals.</li> </ul> <p>KJ continued:</p> <ul style="list-style-type: none"> <li>• Thanks to the data and exams officers, who were amazing.</li> <li>• Year 13 will come in for their results, having taken Covid test.</li> <li>• Year 11 will have their results emailed and will then book a</li> </ul>	

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	<p>slot with a member of SLT to come in and enroll on courses.</p> <ul style="list-style-type: none"> <li>• TG thanked the team for all the extra time this has taken.</li> </ul>	
5	<p><b>School Development Plan</b></p> <p>EH thanked members of the Governing Board who helped with this and reported:</p> <ul style="list-style-type: none"> <li>• The SDP has been made more concise (19pp cut to 4pp).</li> <li>• A more memorable mission statement has been agreed on, 'Work hard, be kind, have passion'.</li> <li>• Added to these are the core values of curiosity and pursuing excellence.</li> <li>• The 2021-22 Development Plan has been turned into a rag-rated Action Plan by SLT, which is more operational.</li> </ul> <p><b>Q – SB: Why is there no key performance indicator for Equality &amp; Inclusiveness?</b></p> <p><b>A – EH:</b> Tricky to know what this would be as we cannot control the demographics of the students we have. We can look at the distribution of groups across sets or subjects, but it's hard to know what we can do with this data.</p> <p><b>Q - SB: What about the lack of ethnic backgrounds on the Governing Board?</b></p> <p><b>A – EH:</b> Time has been spent at the local mosque to encourage other parts of the community to get involved. The issue is also about age and gender as well as ethnicity.</p> <ul style="list-style-type: none"> <li>• SB and all Governors to send EH suggestions of KPIs that could be used for Equality &amp; Inclusiveness.</li> <li>• PD suggested checking the old version for KPIs and keeping it as an appendix, as much work had been involved. The SDP is still in draft, so governors who were not involved in the working group are welcome to comment or give ideas.</li> </ul>	SB/Govs
6	<p><b>Minutes</b></p> <ul style="list-style-type: none"> <li>• The Minutes of 19 May 2021 were approved with no changes.</li> <li>• Governors approved the Minutes as an accurate record of the last meeting.</li> </ul> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• SP sent the training link to LS. LS to feed back re. training for the next FGB Meeting.</li> <li>• Management Report options: A virtual meeting is being held with another school next week. 2 schools have been contacted to discuss how they deal with monthly reports to governors.</li> </ul>	LS

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	<p>This will also be discussed at the Interim Audit (currently underway virtually).</p> <ul style="list-style-type: none"> <li>The school BBQ has now been moved to 20 July.</li> </ul>	
7	<p><b>Governor Membership</b></p> <ul style="list-style-type: none"> <li>Notice was given of the Elections for Chair and Vice Chair of the Governing Board, to be held in October. <b>The Clerk will send out nomination forms three weeks in advance.</b></li> <li>SB's term of office ends in the autumn term. He will not be standing again but will be at the October meeting.</li> <li>Toni Ellis has resigned from the Governing Board as of today.</li> </ul>	JLK
8	<b>COMMITTEE REPORTS</b>	
8.1	<p><b>Finance, Premises, Health &amp; Safety Budget</b></p> <ul style="list-style-type: none"> <li>The budget had been circulated as recommended by the FPH&amp;S Committee.</li> <li>The budget was approved by all Governors.</li> <li>EH highlighted the paper circulated about Alternative Provision costs. This showed the comparative costs for bringing specialist provision in-house, with no significant difference between what is currently paid for external outreach and what is proposed. However, it was agreed that there will be greater benefits for students in having this support on site.</li> </ul>	
8.2	<p><b>HR Related Panels, Complaints Panel, Student Discipline Committees</b></p> <p>None had been held.</p>	
9	<b>GOVERNOR REPORTS</b>	
9.1	<p><b>Chair</b></p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>	
9.2	<p><b>Development</b></p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>	
9.3	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>SP thanked Claire for all the work she has done as DSL.</li> </ul>	
9.4	<p><b>SEND</b></p> <ul style="list-style-type: none"> <li>PD recorded his thanks to Claire and Robyn and felt the school has an excellent 'product'.</li> <li>The change coming in the next term is unnerving but the school has put in place measures that mean it should be well covered.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• EH confirmed he is doing a secondment with the LA to help build inclusivity across the area and to improve provision at secondary level.</li> <li>• PD has been given some ideas about how to engage more deeply in SEND and he plans to pick this up in September.</li> </ul>	
9.5	<p><b>Disadvantage</b> AD was not present. However, EH reported:</p> <ul style="list-style-type: none"> <li>• Some members of Year 13 have been employed as tutors during the last half term. This was a real positive in the Challenge Partner Review. These mentors have worked with single or small groups of students mostly in Year 10 who have needed help, some of whom found it difficult to engage with lockdown learning. It has been extremely beneficial both for the students and for the mentors, who had to apply and be selected. They will be given an evaluation, a certificate and a reference at the end and the impact on their confidence and maturity has been impressive.</li> <li>• All PP students are being interviewed next week to understand their needs, e.g. equipment issues.</li> <li>• An additional £8k was spent on taxis to get disadvantaged students to school during lockdown. Some had very difficult home environments which were not conducive to learning.</li> <li>• Going forward there are extra staff in English and Maths to help with 1 to 1 work. The Literacy intervention has been very positive for Year 7.</li> <li>• Some Year 12 and 13 students have been trained in MIND and are working with younger students to ‘buddy’ with them.</li> </ul>	
10	<b>POLICY REVIEWS AND APPROVALS</b>	
10.1	<p><b>Dog Policy</b></p> <ul style="list-style-type: none"> <li>• A dog policy has been created and circulated in response to a request from the parent of a student starting in September.</li> </ul> <p><b>Q – TG: The policy says the owner would be responsible for the cost. What if a dog needed medical assistance?</b></p> <p><b>A – EH:</b> This is the case if a parent owned a dog for a child’s use in school. However, if school were to invest in a therapy dog it would probably be looked after by a member of staff. School could not refuse a guide dog on the premises. There are lots of issues and complexities with having a dog on site, e.g. allergies/fear of dogs – so other schools’ policies have been considered here.</p> <p><b>TG:</b> School has a responsibility to all members of staff and students regarding their safety and welfare, so issues such as dogs coming into classrooms would have to be carefully considered.</p>	

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	<p><b>Q – JK: School has a support dog, not a therapy dog. Should we make it clear there is a difference?</b></p> <ul style="list-style-type: none"> <li>• EH to consider the wording on page 2.</li> <li>• EH will meet with the parent and discuss their particular needs. The policy says things will be taken on a case by case basis, however a policy is needed in place for September.</li> <li>• The policy was approved by governors in principle.</li> </ul>	EH
11	<p><b>GDPR</b></p> <p>LJ reported:</p> <ul style="list-style-type: none"> <li>• A review of GDPR is done with staff once a year to understand any new issues that school needs to be aware of. This agenda item is to confirm this has happened.</li> <li>• No major issues have been reported in the last year.</li> <li>• Staff have been asked to confirm they have read the compulsory GDPR training.</li> </ul>	
12	<p><b>Football Academy</b></p> <p>EH reported:</p> <ul style="list-style-type: none"> <li>• School is discussing starting up a Football Academy in the Sixth Form to give students an alternative pathway.</li> <li>• A partnership with Paris St Germain is proposed which would use their brand and kit.</li> <li>• Students would have time to train during the day and have matches. They might also do A-level sport.</li> <li>• Coaching and fixtures would be organised by a third party.</li> <li>• Taster events are being organised in school in the summer, to engage the right students.</li> </ul> <p>LJ continued:</p> <ul style="list-style-type: none"> <li>• This is an exciting development and interest has been phenomenal. 100 slots for the summer school went in just 30 minutes with 50 on the waiting list.</li> <li>• Paris St Germain were chosen because they don't just sell the dream of being an elite footballer; their purpose is to develop players and contributors to this 'industry' e.g. physios, referees etc as well as players.</li> </ul>	
13	<p><b>Governors Annual Report</b></p> <ul style="list-style-type: none"> <li>• The Annual Report had been circulated.</li> <li>• EH thanked Governors for their input.</li> </ul> <p><b>Q – AT: Did activities such as dance, yoga, cooking etc happen this year as mentioned in the report?</b></p> <p><b>A – EH:</b> Band happened as a bubble. Sessions have been running but more academic support than other. EH to check on the accuracy of statements about enrichment activities in the report.</p>	EH



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14	<b>Dates and Times of Meetings</b> Dates had been circulated with the meeting papers. The next meeting will be on Weds 13 <sup>th</sup> October 2021 at 7pm.	
15	<b>ANY OTHER BUSINESS</b>	
15.1	<b>Challenge Partners External Review Feedback</b> <ul style="list-style-type: none"> <li>SL reported: This was a useful experience taking place over three days. The report is expected in the next couple of days.</li> </ul>	
15.2	<b>School Improvement Partner Feedback</b> <ul style="list-style-type: none"> <li>SL reported: The focus has been on looking at routines, especially 'flying starts' to lessons.</li> <li>A report is imminent.</li> </ul>	
15.3	<b>Governor Meetings Going Forward</b> <ul style="list-style-type: none"> <li>TG felt hybrid meetings were not ideal unless suitable technology was available.</li> <li>LJ reported that the new meeting room would be set up with appropriate AV to cater for this and should be big enough for the FGB. Hopefully it will be ready for 13<sup>th</sup> October.</li> <li>Governors agreed to try this approach, depending on the Covid situation in October.</li> <li>Governors to let the Clerk know nearer the time how they would like to access the meeting (in person or virtually).</li> </ul>	Govs
15.4	<b>GovernorHub</b> <ul style="list-style-type: none"> <li>EH had requested a demonstration of GovernorHub.</li> <li>JLK had set up a trial version with a document structure, calendar events and governor profiles. Governors can register and try out the site to see what it offers.</li> <li>TG felt it offered a more convenient and friendlier package.</li> <li>PD thanked JLK and said it seemed simpler to use, with everything in one place.</li> <li>SB asked what problem it would fix. JLK outlined the ease of use, calendar that could be synced with personal calendars/phones, containment of everything in one place including education news. In addition, there are numerous tools that are very useful for managing governance such as attendance registers, declarations and confirmations.</li> <li>It was agreed that JLK will arrange for the trial site to be maintained over the summer so that governors can test it and a decision will be made in the new academic year.</li> </ul>	JLK/Govs
16	<b>Evaluation of Meeting</b> <ul style="list-style-type: none"> <li>Governors agreed that the meeting had been conducted</li> </ul>	

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	<p>appropriately and effectively.</p> <ul style="list-style-type: none"> <li>• TG thanked everyone for attending and wished everyone, especially school staff a good break and a proper rest after a challenging year.</li> </ul>	

The meeting closed at 7.55pm

**Minutes approved by the Governing Board:**

Signed .....

Date .....

Mr T Green – Chairman of the Board