



SPRING TERM (1) 2022 MEETING OF THE FULL GOVERNING BODY

MINUTES

Date Wednesday 2nd February 2022
 Time 19.00
 Place Via Zoom Video Conference

- PRESENT:**
- | | |
|----------------------------------|---------------------|
| Mr G Davies (GD) | Mr S Pilgrim (SP) |
| Mr T Green (TG) – Chair | Mrs R Roberts (RR) |
| Mr E Hillyard (EH) – Headteacher | Mrs L Swain (LS) |
| Mr J Hunt (JH) | Mrs A Thomas (AT) |
| Mrs J Kirkpatrick (JK) | Mrs E Starling (ES) |
| Mrs A Lee (AL) | |
- IN ATTENDANCE:**
- | | |
|-------------------------------|---------------------------------------|
| Aaron Absalom (AA) (Item 6.1) | Student Leadership Team |
| Daniel Putnam (DP) (Item 6.1) | Student Leadership Team |
| 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 P Davies, Miss E Ginger, Mrs E Starling, Mrs S Stewart

Action Support Challenge

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

Item	Discussions and Decisions Made	Actions
1	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> TG welcomed everyone to the meeting, in particular the student leadership team. Apologies were accepted from Mr P Davies, Miss E Ginger, Mrs E Starling and Mrs S Stewart. 	
2	<p>Notification of Any Other Business</p> <p>None</p>	
3	<p>Declarations of Interest against this agenda</p> <p>None</p>	
4	<p>Minutes of the December Meeting and Matters Arising</p> <ul style="list-style-type: none"> LS requested staff representation was added 'as well as' rather than instead of staff governors. JLK to make this change. Governors approved the Minutes as an accurate record. 	JLK

Item	Discussions and Decisions Made	Actions
	<p>Actions</p> <ul style="list-style-type: none"> Completed skills audits still needed from JH, EG, JK, AL, ES, SS. JLK to send out the forms again. KCSIE training link: 5 non-staff governors have completed this. SP to send names of those who haven't to JLK for follow-up. Governor CPD: EH circulated a model schedule for the year with links to NGA training (to align with Governor Day focus). The links don't work for all and half of governors have not yet registered on the NGA site. EH to fix links/LS to resend login instructions to those who haven't accessed NGA training. Services Personnel: Solicitors have been consulted. Services personnel don't have to be living at their residence in catchment but do need a letter from their line manager to confirm where/when they will be there. No change has been made to this policy. 	<p>JLK/Govs listed</p> <p>SP/JLK</p> <p>EH/LS</p>
5	<p>Governor Membership</p> <ul style="list-style-type: none"> FPH&S Committee: JH will discuss the role with LJ at the new governor induction on 7th February. Governors approved his membership of the committee subject to his agreement after this conversation. There is space for more governors on the committee, but no-one else volunteered at this stage. Chair of FPH&S: SP has agreed to Chair the Committee. 	
6	STRATEGIC PLANNING	
6.1	<p>Report of Student Management Team Representatives</p> <p>AA and DP presented recent highlights:</p> <ul style="list-style-type: none"> Christmas Jumper Day raised £200. Progress has been made on the Year 13 Prom (July 1st) Comic Relief event being run in March Badminton, Future Skills, Yoga, MultiGym sessions run 'ICanTrust' event was a great success with 900 cans collected. <p>TG thanked the students for all their charitable work and asked what they thought of the new facilities.</p> <p>AA: The new Sixth Form area is great; Years 12 & 13 feel lucky to have it. The Maths & English blocks, sports hall and gym are all much bigger and great spaces. Worth the disruption.</p> <p>There being no further questions, AA & DP left the meeting.</p> <p>EH: The student leaders are a very proactive team doing a great job. They are particularly excited about organising the Prom, which will be their first. Year 13 has not been through a proper set of exams due to Covid, but are to be admired for their approach to this new pressure.</p>	

Item	Discussions and Decisions Made	Actions
6.2	<p>Report of Headteacher and SEF Focus EH had circulated his report and took questions.</p> <p>Q – In the reporting of incidents section, could homophobic and sexual harassment incidents also be looked at? These are important areas for Governors to oversee/consider any over-representation. KJ: All such incidents are recorded in CPOMS and procedures are in place to deal with them, but only bullying and racism are brought to Governors. KJ to include these categories in the next HT Report.</p> <p>Q – Performance data is concerning across the board, especially Year 10. How does this compare with other schools? EH: Scissor Analytics is used to compare data but this works off 2019 data. The national picture is currently unknown, we can only look at KS2 point score and consider progress made. We know there is an issue and have taken measures to mitigate, such as employment of Primary teachers for literacy and additional support in Maths. The expectation is that most schools will have experienced a similar situation as a result of Covid disruption. SL: The staffing structure has been revised to create capacity in Maths and Science. Gaps have been identified.</p> <p>Q – If grades are lower across the board in schools, do the grade boundaries move down accordingly? SL: Yes, this sort of movement has been seen in the past, so we can probably expect it again this year. EH: Each year roughly the grades are roughly proportionate. Exam boards have been asked to achieve somewhere between 2019 and 2021 levels and for levels to be stepped back down to 2019 by 2023.</p> <p>Q – Detentions are up but there is an issue with Satchel. How can detentions be enforced without further detentions? KJ: There are some issues with attendance section of Satchel. Students are having to be reminded about detention, but they should take ownership of it. Pastoral are doing some work with regular attendees of detention. EH: This is a cultural issue rather than a technical problem. Assemblies are back face to face now and these have a much greater impact. We hope this will positively influence the culture. KJ: Consistent, calm starts were in place pre-pandemic and will be re-introduced now.</p> <p>Q – Do the figures reflect the fact that students are finding it hard to adapt to being back in school? KJ: Year 11 are taking their exams seriously, but students’ confidence and self esteem has definitely suffered.</p>	KJ

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	<p data-bbox="347 237 1275 465">EH: Online learning has been a saviour but also a hindrance, especially on the social side. Additional counselling has been provided particularly for Year 13. Further capacity will be needed for Sixth Form in September as applications have increased. Some of the long-term impacts of Covid are still to come as younger children have been affected in different ways.</p> <p data-bbox="347 510 1182 584">Q – Are there any interventions in place to improve Business & Economics data, especially KS4 and 5?</p> <p data-bbox="347 591 1254 741">EH: We have employed a subject specialist from another school, who is working with the Head of Business & Economics and doing some team teaching and observing/feedback. Students seem to be responding to this. Exam technique is also a focus.</p> <p data-bbox="347 786 496 815">ARP Places</p> <p data-bbox="347 822 1262 972">EH: The ARP currently has 20 places to support those with SEN. It is a virtual, rather than physical space and school hopes to improve the facilities by converting the old Music hut. Bucks Council will help fund this if the ARP is increased to 23 places.</p> <p data-bbox="347 1016 1214 1046">Q – Are you confident you can deal with the additional students?</p> <p data-bbox="347 1052 1182 1081">EH: Yes, we already deal with more than the 20 official number.</p> <p data-bbox="347 1126 1062 1155">Q – Will this open the door to year on year increases?</p> <p data-bbox="347 1162 1270 1440">EH: EHCP numbers are going up so all schools will have to take more. We just to make sure we are properly funded for higher numbers of students with additional needs. We have 10 more EHCP students joining the school in September and already have 60 at HGSS. EHCP students are unevenly distributed across Bucks schools because of the 11+. However, Bucks is working on increasing the provision with a proposed new facility and the expansion of Aspire.</p> <p data-bbox="347 1485 1254 1592">Governors approved the increase from 20 to 23 places for the ARP as long as funding was to be put into place for the renovation of the old music hut to accommodate the increase.</p>	
6.3	<p data-bbox="347 1644 695 1673">Expansion/Works Update</p> <p data-bbox="347 1680 507 1709">LJ reported:</p> <ul data-bbox="395 1715 1270 2024" style="list-style-type: none"> <li data-bbox="395 1715 1270 1794">• The CIF-funded roofing project is coming to an end in 2 weeks (re-roof of dining hall and part of Science block). <li data-bbox="395 1800 1270 1951">• The Music Suite has been handed over but there are issues (as expected) with acoustic mitigation, with 5 practice rooms built next to classrooms. Discussions are taking place with Bucks about this and a specialist coming in to inspect. <li data-bbox="395 1957 1270 2024">• Classes are now taking place in the Music building and resources are much better. 	

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	<ul style="list-style-type: none"> The last Science lab has now been handed over and once snagging issues have been addressed classes will commence (after half term). There will be 9 Science labs in total. Still lots of snagging to complete but school will continue to work on these to get the best result. <p>TG expressed his thanks to LJ for all her hard work and tenacity on the project. It can't have been easy with someone else in control of the contract.</p> <p>EH reiterated this, highlighting the enormous amount of time it has taken and the amazing job LJ has done. It has been relentless.</p>	
7	COMMITTEE REPORTS	
7.1	HR Panels, Complaints Panels, Student Discipline Committees <ul style="list-style-type: none"> None held 	
8	GOVERNOR REPORTS	
8.1	Chair <ul style="list-style-type: none"> Nothing to report 	
8.2	Development <ul style="list-style-type: none"> Covered in item 4. 	
8.3	Safeguarding SP reported: <ul style="list-style-type: none"> School is working through the Action Plan from the safeguarding external audit. The Ofsted inspection was positive from a safeguarding point of view. Thanks are due to the team for this. One member of staff has gone on Leading Mental Health course this week. Adjustments are being made to CPOMS for accuracy. Some governors have not yet completed their KCSIE 2021 training: ES, GD, TG, JH, SS. Link to be re-sent by JLK. Governors are also encouraged to undertake the NGA Safeguarding training listed on the schedule provided by EH. EH thanked SP for coming in the check the Single Central Record prior to the inspection.	JLK/Govs listed Govs
8.4	SEND PD was not present.	
8.5	Disadvantage <ul style="list-style-type: none"> RR had met with Kerry Stone and provided a comprehensive visit report which had been circulated. This covers the 	

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	<p>background and what is being done for disadvantaged students (as there has been a gap in governor visits).</p> <ul style="list-style-type: none"> • KS is passionate and is putting a lot of time and effort into this area, both in closing the disadvantage gap and in improving the quality of life at school, with free breakfasts, provision of calculators, fruit etc. • End of year data will show the impact. Case studies at the end of the year would also be useful to show some of the added value that cannot be captured by the data. • Attendance/fixed term suspensions are an issue on the radar. • EH thanked RR for getting straight on with this visit though newly appointed as a governor. 	
9	Policy Reviews and Approvals	
9.1	<p>Attendance The policy had been circulated. Governor comments:</p> <ul style="list-style-type: none"> • P&P policy still referenced. Should now be FGB. • No page numbers or dates in the footnote. • Include exceptional circumstances for leave e.g. funerals, religious ceremonies. <p>EH to make amendments and bring policy back to next FGB.</p>	EH
9.2	<p>High Prior Attainers The policy had been circulated. There were no comments. The policy was approved by Governors.</p>	
9.3	<p>SEND The policy had been circulated.</p> <ul style="list-style-type: none"> • Policy dates are inconsistent. <p>EH to amend dates. The policy was approved by Governors subject to this amendment.</p>	EH
9.4	<p>Work Experience The policy had been circulated. There were no comments. The policy was approved by Governors.</p>	
9.5	<p>Mental Health The policy had been circulated.</p> <ul style="list-style-type: none"> • Page 3: 'Safeguarding Team' rather than 'Safeguarding' • Refer to CPOMS rather than just 'software' • List of typos to be forwarded from AT <p>The policy was approved by Governors subject to these amendments.</p>	AT EH

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9.6	<p>Acceptable Use ICT</p> <p>The policy had been circulated.</p> <p>There were no comments. The policy was approved by Governors.</p>	
9.7	<p>Behaviour & Bullying</p> <p>The policy had been circulated.</p> <ul style="list-style-type: none"> • Wording regarding use of reasonable force was discussed. EH to clarify the position regarding items banned under school rules (as opposed to DfE). • Review dates in footnote to be amended. • EH to rationalise all policies to ensure P&P and L&C committees are no longer referenced and reviews are appropriately distributed across FGB meetings. <p>The policy was approved by Governors subject to these amendments.</p>	EH
9.8	<p>Admissions 2023-24</p> <p>The policy had been circulated.</p> <p>There were no comments. The policy was approved by Governors.</p>	
9.9	<p>Governor Visits</p> <p>The policy had been circulated.</p> <ul style="list-style-type: none"> • LJ to remove questions on page 2. <p>The policy was approved by Governors subject to this amendment.</p>	LJ
10	<p>Dates and Times of Meetings</p> <ul style="list-style-type: none"> • Dates had been circulated with the meeting papers. • The next meeting will be on Wednesday 30th March 2022, 7pm 	
12	<p>Any Other Business</p> <p>None</p>	
13	<p>Evaluation of Meeting</p> <ul style="list-style-type: none"> • Governors agreed that the meeting had been conducted appropriately and effectively. • TG thanked everyone for their time. 	

The meeting closed at 8.20pm

Minutes approved by the Governing Board:

Signed
Mr T Green – Chairman of the Board

Date