



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

MINUTES

Date Wednesday 18th May 2022
 Time 19.00
 Place Holmer Green Senior School (Music Room)

PRESENT:

Mr P Davies (PD)	Mr S Pilgrim (SP)
Mr T Green (TG) – Chair	Mrs R Roberts (RR)
Mr E Hillyard (EH) – Headteacher	Mrs E Starling (ES)
Miss J Kirkpatrick	Mrs L Swain (LS)
Mrs A Lee (AL)	Mrs A Thomas (AT)

IN ATTENDANCE:

Aaron Absalom (AA) (Item 7.1)	Student Leadership Team
Daniel Putnam (DP) (Item 7.1)	Student Leadership Team
Mrs L Jackson (LJ)	Director of Finance, HR and Resources
Mrs S Lary (SL)	Deputy Headteacher
Miss K Joynson	Deputy Headteacher
Mrs J Knight (JLK)	Clerk

APOLOGIES: Mr G Davies, Mr J Hunt

NOT PRESENT: Miss E Ginger

Action Support Challenge

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

Item	Discussions and Decisions Made	Actions
1	Welcome and apologies for absence <ul style="list-style-type: none"> TG welcomed everyone, in particular the student leaders. Apologies were accepted from Mr J Hunt and Mr G Davies 	
2	Notification of Any Other Business None	
3	Declarations of Interest against this agenda None	
4	Minutes of the December Meeting and Matters Arising <ul style="list-style-type: none"> JLK to move one item from the Minutes into Part 2 Minutes. Subject to this change, Governors approved the Minutes as an accurate record. 	JLK

Item	Discussions and Decisions Made	Actions
	<ul style="list-style-type: none"> Business students have reported a big improvement in teaching support recently. EH apologised for the issues Business and Economics students have experienced. There is now more support from a teacher who has been released from another school. <p>TG thanked the students for what is their last report and wished them well for their exams and futures.</p> <p>The student leaders left the meeting at 19.07.</p>	
7.2	<p>Report of Headteacher and SEF Focus</p> <p>Q – Year 11 Maths and English mock results look concerning. Is there a reason for this?</p> <p>A – Maths and English teachers have a keen focus on moderation and marking. They chose a grade scheme that reflected 2019. Other departments used different grade schemes. This may be why there is a discrepancy. It is hoped that when the actual data comes out the subjects will be in roughly the same position.</p> <p>Q – What has triggered the changes to KS3 reporting?</p> <p>A – Following some parental and student feedback about reports, as well as looking at what other schools do, we are considering how we can create a report that is more useful for parents and students. Parents want to know what to do next to support their child once a score has been given. There will be a pilot, then parent focus groups. EH to send Governors some anonymised examples of good/average/bad reports.</p> <p>Q – Leadership & Management (Key Priority Area 4): Should Behaviour & Management section be RAG-rated green?</p> <p>A – Yes. EH to change.</p> <p>Q – Year 12 ALPS data is incorrect. Grades shown are from December not April. Revised ones have been sent today and are much better.</p> <p>A – EH to resend correct data to Governors.</p> <p>Q – Re. page 8 Spring 2 assessment: What is ‘significant’ in the gaps noted for disadvantage/EHCP/gender etc? Does this prompt any particular action?</p> <p>A – Specific things happen for different issues, e.g. the gender gap: the Art department are working specifically with boys on their projects; the disadvantage gap: different preparation work and materials are being provided for these students.</p>	<p>EH</p> <p>EH</p> <p>EH</p>

Item	Discussions and Decisions Made	Actions
	<ul style="list-style-type: none"> • EH reported that a different report on EHCP students will be prepared in the summer. School refusers will impact on this data. There are 3 students who don't attend School or who are transitioning to other special schools via The Bridge. School is still helping these students and they are included in the data but they will not take exams here. Their personal next steps are what is important and this will be analysed in September. • EH reported that SEN Support is quite positive at the moment. There is hope that the school refusing situation will improve with time, though it is expected that reverberations from Covid will continue for perhaps 8 years. Younger children have missed out on peer interactions and this has set them back in terms of maturity. Students are being called at home and picked up in taxis to make sure that they get to their exams. • EH confirmed that the next Governor Day will take place on Friday 10th June and will focus on two main areas: SEND and Challenge & Feedback. Depending on Governor attendance, Governors will be split into two groups for these areas. Governors to let JK know if they are able to attend and which group they would like to be in. <p>Q – Has School had a problem with recruiting invigilators for exams as there is reportedly a national shortage?</p> <p>A – School has a full complement of invigilators for this exam season. The new exam setting (sports hall) is working very well and is much easier to invigilate. However, exam requirements have become something of a logistical nightmare.</p> <p>Students have not experienced this exam environment before, which is much bigger than previously. There is some anxiety because of this. Year 10 and 12 will have the opportunity to do their mock exams in the sports hall in June and again in November, so that they gain the experience of this environment in advance of next year.</p> <p>Staffing</p> <ul style="list-style-type: none"> • EH reported that School is almost fully staffed for September with just a Geography teacher and a Music/Drama post still open. • School is overstaffed in English, Maths and Science but this may change on 31st May, which is the last date for resignations. This extra staffing is used for 1:1 tuition and intervention groups and comes from the need to employ full time staff for expansion but without School being full in all year groups until 2023. <p>Q – What is the situation with the Business & Economics department?</p>	<p style="text-align: center;">All Govs</p>

Item	Discussions and Decisions Made	Actions
	<p>A – It has been sorted out for September with a senior person joining the team. This teacher is already supporting students after school and at weekends. There is another teacher supporting during the school day, who has been very popular with the students and who has slightly more time since her Year 11 class at another school has finished. However, it has not been an easy ride for Business & Economics this year.</p>	
7.3	<p>Annual Governors Report</p> <ul style="list-style-type: none"> • This report has been prepared and TG has some sections on complete on behalf of Governors. This is a summary of the work done over the course of the year. • The report will be brought to Governors for approval in July. 	
7.4	<p>Expansion/Works Update LJ reported:</p> <ul style="list-style-type: none"> • The second roofing project has been completed. • The CIF bid has been successful, which is good news for the Art Department, which has had long-term problems with leaks. It is hoped the work will be started over the summer. • Snagging and defects with the expansion works are taking up a lot of time. The aim is to get as many of these completed as possible in the 12-month period from completion as it will become more difficult after that time. Fortnightly meetings are being diarised to move this forward. • TG thanked LJ and the team for all the hard work on this. 	
8	COMMITTEE REPORTS	
8.1	<p>HR Panels, Complaints Panels, Student Discipline Committees</p> <ul style="list-style-type: none"> • One PEX Panel held. The student was reinstated and School is working on a slow reintegration plan over the next half term. • One further PEX Panel is currently being organised. 	
9	GOVERNOR REPORTS	
9.1	<p>Chair</p> <ul style="list-style-type: none"> • TG attended the Mayor’s Sixth Form talk. She will return on 12th July for the Excellence Evening. 	
9.2	<p>Development</p> <ul style="list-style-type: none"> • Nothing further to report. 	
9.3	<p>Safeguarding</p> <ul style="list-style-type: none"> • SP is coming in on 8th June for a Safeguarding meeting, which will include a check of the Single Central Record. 	

Item	Discussions and Decisions Made	Actions
9.4	<p>SEND</p> <p>PD reported:</p> <ul style="list-style-type: none"> • Thanks to KJ for hosting a meeting at which PD saw The Bridge for the first time and talked to a group of 5-6 students. All seems to be going well. • The staff member in The Bridge has great skills and experience with those in transition from primary to secondary school as she was a primary SENCo and works closely with the HGSS feeder schools. She has been to all the schools with an EHCP student transitioning in September and has met their parents. • There are still items to be considered, such as SEND Pupil and Parent Voice. • There will be an emphasis on SEND at the next Governor Day. 	
9.5	<p>Disadvantage</p> <ul style="list-style-type: none"> • RR met with Kerry Stone and sent a visit report which will be circulated with the Minutes by JLK and added to the visit report folder on the N-drive. • RR ran through the report, highlighting: <ul style="list-style-type: none"> ○ 13.3% of students are disadvantaged (27% nationally) which equates to 145 students. ○ Many of the disadvantaged students have complex vulnerabilities. 29 of them have SEN concerns, 21 are SEN Support and 15 have an EHCP. ○ 9 disadvantaged students are using The Bridge to varying degrees. The Bridge has been really successful in supporting these students. ○ Fruit is made available for disadvantaged students as well as hot chocolate and free breakfasts. They are also given equipment such as laptops, calculators and uniforms and are not penalised for not having equipment in class. This is significant for their wellbeing. ○ Last term 70% of suspensions were for disadvantaged students but that figure has dropped to 12.5%. ○ Disadvantaged students have an attendance figure of 87.39%. This is a real priority, when set against the School's current attendance of 93.75%. ○ There are 33 disadvantaged students in Year 11. They have been given support packs. ○ PPG funding has been used for Year 13 tutors to work with Year 11. Some are attending, some are not – but it is hoped this will have an impact. 	JLK

Item	Discussions and Decisions Made	Actions
10	Policy Reviews and Approvals	
10.1	<p>Curriculum, Teaching, Learning, Assessment and Feedback The policy had been circulated.</p> <p>Q – Is the GB meeting its requirements as outlined in the policy as regards Curriculum? Data questioning has reduced since the loss of the L&C Committee.</p> <ul style="list-style-type: none"> Governors felt that more detailed discussion on curriculum and data is now missing. It was agreed that this item will be separated out on the FGB agenda in future and consideration given to whether enough time and attention is enabled by doing it this way, or whether a separate committee or working group is needed. Summer 2 FGB will look at curriculum; Autumn 1 will look at exam results. The importance of hearing from HoDs and students was noted, but Governor Days are a better time for this from the HoDs’ point of view. <p>The policy was approved by Governors.</p>	EH/JLK
10.2	<p>Supporting Students with Medical Conditions The policy had been circulated.</p> <ul style="list-style-type: none"> Wording about location of medicine storage to be amended. <p>Q – Are medicines on school trips covered separately? A – This is covered in the trips policy.</p> <p>Q – Is there a procedure to ensure that all four first aiders are not off school at the same time? A – There is a group of 11 staff with First Aid at Work training so there will always be someone qualified on site. Staff do not administer medicines to secondary age students (they do it themselves).</p> <p>The policy was approved by Governors.</p>	LJ
10.3	<p>LGPS Discretions within the Scheme The policy had been circulated. There were no changes. The policy was approved by Governors.</p>	
10.4	<p>Looked After Children The policy had been circulated. There were no changes. Dates to be amended on the document. The policy was approved by Governors.</p>	LJ

Item	Discussions and Decisions Made	Actions
10.5	<p>Numeracy The policy had been circulated. Dates to be amended on the document. The policy was approved by Governors.</p>	LJ
10.6	<p>PAT Testing Policy The policy had been circulated.</p> <p>Q – Why do microwaves need to be tested every four years? A – They are a portable appliance so these are the guidelines. They are also visually checked daily.</p> <p>Q – How are changes to policies communicated with staff? A – Significant changes are communicated through staff briefings. New staff are given an induction which includes policies. All policies are put on the G-drive and a reminder will be sent to staff about this.</p> <p>The policy was approved by Governors.</p>	KJ
10.7	<p>Sex & Personal Relationships The policy had been circulated. Appendices 1 and 2 were missing. EH to amend and bring back to the next FGB Meeting for approval.</p>	EH
10.8	<p>SMSC Policy The policy had been circulated. There were no comments. The policy was approved by Governors.</p>	
11	<p>Dates and Times of Meetings Dates had been circulated with the meeting papers. The next meeting will be on Wednesday 6th July 2022, 7pm.</p>	
12	<p>Any Other Business One Ukrainian student has started in Year 9. Another has applied for a Sixth Form place starting in September. A meeting will be held after half term to decide how best to support Ukrainian students. Funding for these students is lagged and based on the census in October.</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 8.50pm

Minutes approved by the Governing Board:

Signed
Mr T Green – Chairman of the Board

Date