



SUMMER TERM (2) 2022 MEETING OF THE FULL GOVERNING BODY

MINUTES

Date 6th July 2022
 Time 19.00
 Place Holmer Green Senior School

- PRESENT:** Paul Davies (PD) Anna Lee (AL)
 Tony Green (TG) – Chair Beccy Roberts (BR)
 Ed Hillyard (EH) – Headteacher Emma Starling (ES)
 Jeremy Hunt (JH)
- IN ATTENDANCE:** Linda Jackson (LJ) Director of Finance, HR and Resources
 Sarah Lary (SL) Deputy Headteacher
 Kim Joynson (KJ) Deputy Headteacher
 Jenny Knight (JLK) Clerk
- APOLOGIES:** Gareth Davies, Emma Ginger, Lisa Swain, Anna Thomas, Steve Pilgrim, Jacqui Kirkpatrick

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. Apologies were accepted from Gareth Davies, Emma Ginger, Lisa Swain, Anna Thomas, Steve Pilgrim and Jacqui Kirkpatrick 	
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"> Governors approved the Minutes as an accurate record. Actions <ul style="list-style-type: none"> Liz Plascott is preparing an event calendar for 2022-23. Governors are invited to attend the Excellence Evening at 7pm on Tuesday 12 July. There will be no staff BBQ this year. 	

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	<ul style="list-style-type: none"> • An Open Evening will be held for the new facilities once snagging is complete. • New members are still needed for the FPH&S Committee. Various suggestions were made re. advertising for new Governors with Finance expertise (Holmer Green Society, Bucks Volunteer Matching Service, Impact Bucks). • Three CVs have been received from potential Governors, all parents. Once ES's term expires there will be only one Parent Governor remaining. EH to follow up with those candidates and set up a meeting with TG. If there is a stand-out candidate with the required skills, they can be co-opted onto the Board. For the others a Parent Governor election will be run in September. • The correct ALPS data has been included in the HT Report for this meeting. • All other actions were complete. 	EH/TG
5	<p>Governor Membership</p> <ul style="list-style-type: none"> • See item 4 above. • ES's term as Parent Governor is coming to an end. However, she is willing to stay on the GB as a Community Governor. • All Governors voted unanimously in favour of ES, who was duly co-opted as a Community Governor. JK to update records. • JK gave notice that elections for Chair and Vice Chair of the Governing Body would take place at the next meeting. Nomination forms would be sent out three weeks prior to the meeting. 	JK
6	<p>Governor Training</p> <ul style="list-style-type: none"> • NGA Training on 'Safeguarding – The Governor's Role' had been circulated. • There were no questions. • The revised KCSIE document will be distributed in September for Governors to read and sign as the new academic year commences. 	
7	STRATEGIC PLANNING	
7.1	<p>Curriculum Discussion</p> <p>SL presented on screen (presentation was circulated with the papers for the meeting) and ran through the proposed changes to the curriculum model and rationale:</p> <ul style="list-style-type: none"> • Ofsted framework and eBacc participation are the driving forces behind moving to a 2-year KS4. • Guidance is that the curriculum should be as broad and balanced as possible for as long as possible. 	

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	<ul style="list-style-type: none"> • Proposal is to keep the curriculum broad in Year 9 but with an element of choice. The taught exam course starts in Year 10. • Low take-up of MFL is one of the main reasons for a deficit in eBacc. It is proposed to teach 2 hours of MFL in Year 9 to give students a longer experience and get them to a higher standard, hopefully to drive higher take-up in Year 10. <p>Q – Do you have more confidence in MFL now? A – We have a more skilled, cohesive team of teachers now and have linked up with Lampton, which has been helpful. The answer to getting the numbers in MFL up is to start selling languages to students early, starting at Y6 taster days.</p> <p>Q – The total teaching hours adds up to 25 not 32.5. Is this correct? A – This just accounts for lessons, not breaks, assemblies, tutor time etc.</p> <p>Q – Have you any concerns about not being able to cover the content in two years rather than three for KS4? A – Year 9 will be an important year for underpinning core skills and foundations for the subject. Sometimes curriculum maps are completed in January of Year 11, leaving the rest of the year to revise. This is not necessarily good for motivation – so a two-year course may actually give more focus and motivation.</p> <p>Q – How does Triple Science work, with some students getting two grades and some getting three? A – Some students take 6 exams of 1 hour 45 minutes instead of 6 exams of 1 hour 15 minutes. The end result is a discrete 3 sciences rather than a double award. We are slowly building this up.</p> <p>Q – If Year 9 is time to start specialising, when does Careers advice kick in, to aid their choices? A – There is a careers programme from Year 7. If they take a specialism at Year 9 it doesn't mean things are closed off to them for Year 10. It's about keeping their minds open. EHCP students transitioning from KS3 to KS4 have a meeting to discuss where they are going/options. We are hoping to include disadvantaged students in this bespoke careers interview too.</p>	
7.2	<p>Report of the Headteacher and SEF Focus The report had been circulated. EH took questions.</p> <p>Q – Have you recruited for Music. If you aren't able to appoint, what will you do?</p>	

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	<p>A – An interview will take place next week. If this is not successful, we will have to find cover, preferably specialist cover – but it is difficult to get good candidates.</p> <p>Q – Has Year 10 had a full year without specialist music teaching? A – No, we do have a specialist music teacher and have moved them around the timetable.</p> <p>Q – What is a Microsoft Incubator School? A – We have applied to become a Microsoft Showcase School. An Incubator School is one which is developing towards this with their support. The first meeting is in September and is exciting. There is much potential here as it is a global network of educators.</p> <p>Q – How have you been adapting the curriculum for Ukrainian EAL students? A – We have provided laptops with translators and a TEFL teacher who has two hours a week with them. Existing students are being given Ukrainian vocabulary. There are now four Ukrainian students and another involved in the Y12 induction for next year.</p> <p>Q – What happens with Year 6 / 7 transition for Ukrainian students? A – It is done on a bespoke basis. We need assurance of their language ability. Some are staying down a year (e.g. to improve language skills before starting a Year 10 GCSE course). We are also ironing out SEMH/SEND needs over time.</p> <p>Q – On page 19 Year 11 data, why is the L7+ English Literature score so much lower? A – This is partly due to delivering two subjects in one. We are seeing a 9% downturn in KS2 SATs results too, suggesting that the lockdowns have had an impact. We won't get the full picture until results come out, as these estimates are based on 2019 data.</p> <p>Q – On page 27, what is being done for the student that falls in the A*-E category for Maths? A – Lots of support and intervention. It is rare for a student not to get a grade. There are clear protocols in place to ensure a student in that position does not fail.</p> <p>Q – What is being done to support Year 13 Economics? A – After-school support is being provided for Economics. This is not ideal, but it is helping. We have also provided the 'UpLearn' platform for further support, which is popular with many students.</p>	

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	<p>Congratulations on the improvements made to attendance for PP students.</p> <p>This continues to be an area of focus.</p> <p>Q – Is the presentation at the Governor Day available for circulation? A – This will go out with the Minutes for this meeting.</p> <p>Q – At the Governor Day, there were some classes (one Science class in particular) which had sub-optimal IT equipment. How is this being resolved?</p> <p>A – An audit is underway using an IT service provider. This will be complete by the end of term and replacements planned for September. There is a rolling programme to replace equipment every four years. With the expansion plan, some areas have high spec equipment now.</p> <p>Q – School has healthy reserves, can some of these be used to replace sub-optimal equipment more quickly?</p> <p>A – There is a priority list for IT, starting with new staff laptops then a second internet line, as school virtually stops if the internet goes down. This will be in by September and will use a separate exchange and firewall. Brand new smart boards for every classroom would be prohibitively expensive. The planned spend over three years will already reduce reserves.</p> <p>The audit is underway. When complete there is a lead time for equipment. The Science smart board will be replaced with urgency.</p> <p>There have been no reports from teachers of further problems. The audit report will be emailed to FGB when complete.</p> <p>Q – Will the significant proposed developments in Holmer Green be taken into account when discussing traffic issues?</p> <p>A – Planning permission for these has not yet been granted. If it is, it will be a number of years before there will be more children coming to the school from these developments; however, the construction will impact traffic.</p> <p>School is trying to be proactive about engaging with the Parish Council and other schools to create a transport strategy.</p> <p>Q – Do you have to do lockdown drills? Have any been done?</p> <p>A – We normally do one every 12 months. The next one will be done in the first half of the autumn term.</p>	<p>KJ/JK</p> <p>EH</p> <p>EH</p>
7.3	<p>Appraisal System Development</p> <p>A teaching staff appraisal proposal document had been circulated.</p> <ul style="list-style-type: none"> Proposed change is to the T&L target. At present this is set in September, then reviewed in Jan/Feb. However, there is not 	

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	<p>much focus the staff member's teaching at other times. The new system requires departments and teachers to be having more frequent T&L updates.</p> <ul style="list-style-type: none"> • This has already been trialled and staff have bought in, with definite T&L improvements already seen. • The remaining two targets will continue to be overseen according to the existing appraisal system. <p>Q – Is there any concern about increased workload for those with a number of teachers reporting into them?</p> <p>A – We have trialled this in the English Department, where there are lots of teachers and it has worked well. It involves updates twice per half term and in departmental meetings so it is more 'little and often' and seems to be more cohesive and impactful.</p> <p>Governors approved the proposed changes.</p>	
7.4	<p>Annual Governors Report</p> <ul style="list-style-type: none"> • The proposed report had been circulated. • Governors approved the report. 	
7.5	<p>Expansion/Works Update</p> <p>LJ reported:</p> <ul style="list-style-type: none"> • There are still issues with snagging but progress is being made. • The new kitchen will now have separate boilers for the whole area. Work is being done over the summer and will be reimbursed by Bucks. • The issue with electrical usage in the new building has not yet been resolved, but school is investigating. • No maintenance has been provided for the new grass areas, which need regular watering after re-seeding. There is also one drainage problem. • The problem with the walk-in freezer has now been solved. • Two areas of the build come out of their rectification period on 2nd September, so these are the main focus for completion. • Otherwise, the facilities have been great, especially the sports hall during exam season. • The CIF works on the Art block will take place over the summer. 	
7.6	<p>School Development Plan</p> <p>A group of Governors met online to go through the SDP to adjust it for the new academic year. The document circulated reflects the changes made from that meeting.</p> <p>Governors approved the SDP.</p>	

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8	COMMITTEE REPORTS	
8.1	HR Panels, Complaints Panels, Student Discipline Committees <ul style="list-style-type: none"> One PEX Panel took place. The decision was upheld. The meeting had to be deferred twice due to illness and lack of current provision to hold Exclusion panels online. However, this is likely to change when the guidance is updated. It would be helpful if more Governors were trained to sit on panels, to increase the pool of members. PD to undertake Exclusions training with a view to being involved if needed. There is one further issue regarding an appeal against a suspension. JK to send the details to JH and PD. 	<p>PD</p> <p>JK</p>
8.2	FPH&S Committee including Budget Approval <ul style="list-style-type: none"> The budget for 2022-23 had been considered at the FPH&S Committee meeting and was recommended for approval. Governors were happy to approve the budget. 	
9	GOVERNOR REPORTS	
9.1	Chair <ul style="list-style-type: none"> Nothing to report 	
9.2	Development <ul style="list-style-type: none"> Nothing to report. 	
9.3	Safeguarding <ul style="list-style-type: none"> SP had circulated a Safeguarding visit report. EH reported that there was now a very involved process for recruiting European teachers but no-one has yet applied so it hasn't yet been tested. There is also a lengthy process for recruiting South African or US teachers. A DBS check must be done when they arrive and this may take some time to return, so they are escorted around by a staff member until the check is complete. 	
9.4	SEND PD reported: <ul style="list-style-type: none"> All actions were complete from the last visit. PD and KJ met on 29 June and the Governor Day on 10 June also devoted significant time to SEND. Governors saw The Bridge and the ARP and how these are used by pupils. They were observed to be really effective, with a massive increase in attendance by some pupils. PD noted thanks to all involved with the high quality SEND offer at HGSS. 	

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	<ul style="list-style-type: none"> • Next steps are SEND pupil voice, SEND parent voice and a SEND ambassador in the school, perhaps to be considered when choosing head boy and girl? • The SEND visit report will be circulated with the minutes of this meeting. 	
9.5	Disadvantage <ul style="list-style-type: none"> • BR will meet with Kerry Stone in the Autumn term. 	
9.6	Careers <ul style="list-style-type: none"> • BR had circulated a visit report following a meeting on 23 June • PD found this a very useful overview and a reminder of the responsibilities of Governors as regards Careers. • EH reported that the school Careers Advisor is leaving after about 4 years. Recruitment is underway. 	
10	Policy Reviews and Approvals	
10.1	Sex and Personal Relationships The policy had been circulated and was approved by Governors.	
10.2	Use of Reasonable Force The policy had been circulated. There were two small word changes to be made on pp 2 and 3. The policy was approved by Governors subject to these amendments.	EH
11.1	White Paper and MATs EH had circulated a summary of the changes in the White Paper. <ul style="list-style-type: none"> • School is 10 minutes short each day of the required 32.5 hours per week for September 2023. The proposed changes to make up this time will be brought to Governors. • By 2030 the guidance is that schools should be part of a strong MAT. School did have a MAT working group, but this had dropped off the agenda until now. • EH feels it would be better to be proactive about this, rather than waiting and being directed to join an existing MAT. • EH proposes working on this in the time he will get back once his secondment finishes. • There were some discussions about what shape a MAT could take and what schools might be involved. • Governors gave EH permission to use his released secondment time to work on this. • JK to ask for volunteers for a newly-formed MAT working group. • EH to consider a timescale for the proposed actions. 	JK EH

Item	Discussions and Decisions Made	Actions
11.2	Next Year's Governor Meeting Dates Governors approved the proposed dates.	
11.3	Term Dates 2023-24 Accepted	
11.4	Next Meeting Weds 12 October 2022, 7pm	
12	Any Other Business None	
13	Evaluation of Meeting <ul style="list-style-type: none"> • Governors agreed that the meeting had been conducted appropriately and effectively. • TG thanked everyone for their time and wished them a good summer holiday. 	

The meeting closed at 9.15pm

Minutes approved by the Governing Board:

Signed
 Mr T Green – Chairman of the Board

Date