



SUMMER TERM (1) 2023 MEETING OF THE FULL GOVERNING BODY

MINUTES

Date 26th April 2023
 Time 19.00
 Place Holmer Green Senior School

- PRESENT:**
- | | |
|--------------------------------|---------------------|
| Tony Green (TG) – Chair | Anna Lee (AL) |
| Paul Davies (PD) – Vice Chair | Melissa Miller (MM) |
| Ed Hillyard (EH) – Headteacher | Liliana Minton (LM) |
| Claire Asare-Archer (CAA) | Steve Pilgrim (SP) |
| Gareth Davies (GD) | Lisa Swain (LS) |
| Jeremy Hunt (JH) | Anna Thomas (AT) |
| Jacqui Kirkpatrick (JRK) | |
- IN ATTENDANCE:**
- | | |
|--------------------|---------------------------------------|
| Lynda Jackson (LJ) | Director of Finance, HR and Resources |
| Kim Joynson (KJ) | Deputy Headteacher |
| Sarah Lary (SL) | Deputy Headteacher |
| Kerri Stone (KS) | Assistant Headteacher |
| Jenny Knight (JLK) | Clerk |
| Sara Yasin (SY) | Student Management (Item 7.1 only) |
| Jess Morgan (JM) | Student Management (Item 7.1 only) |
- APOLOGIES:** Beccy Roberts, Emma Starling, Victoria Strutt

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, particularly the new student representatives, Sara Yasin and Jess Morgan. Apologies were accepted Beccy Roberts, Emma Starling and Victoria Strutt. 	
2	<p>Notification of Any Other Business</p> <p>None</p>	
3	<p>Declarations of Interest against this agenda</p> <p>None</p>	

Item	Discussions and Decisions Made	Actions
4	<p>Minutes of the December Meeting and Matters Arising Governors approved the Minutes as an accurate record.</p> <p>Actions</p> <ul style="list-style-type: none"> • Uniform benchmarking paper had been circulated by LJ. This led to a debate about whether black/blue coats aligning with school uniform colours, as required by the policy, were sufficiently visible on dark winter evenings to ensure the safety of those walking/cycling. The outcome was that the policy will not be changed, as students are encouraged to wear hi-vis tabards or reflectors and be responsible cyclists. However, LJ will check the website and uniform supplier information against the table on p.2 of the policy to make sure they align in terms of what is optional. • Policy amends have been completed and brought back to FGB for approval. • EH updated Governors about an upcoming visit by MAT Insignia on 9 May. <p>Matters arising Learning & Curriculum Committee</p> <ul style="list-style-type: none"> • Views on how L&C matters should be covered by Governors had been expressed via email and comments collated and circulated with the meeting papers. • GD apologized for any offence caused by his email, which had been written by one Headteacher supporting another, in an attempt to shield staff from additional workload and to put trust in the school leaders to do their job. • SP had highlighted that some items in the L&C Committee TORs are not covered in the FGB agenda. • PD felt that Governor days were not designed to take the place of a L&C Committee and it is felt that there isn't enough time either within the Governor Day (which is already quite rushed) or within FGB meetings to drill down into L&C matters, as is a clear Governance remit. • Some Governors do not feel they have sufficient opportunity to understand or interrogate the '3Is' (Intent, Implementation, Impact) within the current structure. • EH was very mindful of giving staff any more workload. • Suggestions were made about reducing time spent on policies within FGB meetings, to allow more time to consider and challenge L&C. • The agreement was to start the September FGB meeting at 6.30pm to allow for 30-40 minutes on L&C within the meeting. The early start time may only be necessary for three of the FGB meetings over the course of the year. 	<p style="text-align: center;">LJ</p> <p style="text-align: center;">Govs/JLK</p> <p style="text-align: center;">Govs</p>

Item	Discussions and Decisions Made	Actions
	<ul style="list-style-type: none"> • Governors are encouraged to submit questions in advance. • Policies will be sent out at least two weeks in advance and Governors encouraged to submit their comments/edits via JLK within a week of distribution so that they may be incorporated in a final version for distribution with meeting papers. 	Govs/JLK
5	Governor Membership Nothing to report.	
6	Governor Training <ul style="list-style-type: none"> • Governors had been asked to complete the NGA Learning Link course 'Working Together: Building the team and improving the organisation'. There were no questions or comments on the training. 	
7	STRATEGIC PLANNING	
7.1	Report of Student Management Team Representatives This item was held after Item 3. A report had been circulated. Students outlined recent developments in the Sixth Form: <ul style="list-style-type: none"> • UCAS Exhibition • Multiple guest speakers have visited school to talk about a range of careers and apprenticeships. • Prom plans • Enrichment activities: Lots of choices available but some Y13 students have chosen to use enrichment time this term as extra study/revision time and are grateful for this. • The new coffee lounge is great and much appreciated. • Personal plans for next year and beyond. <p><i>Q – How do peers feel about the life choices available to them? Have the careers talks been useful, and is there any else students would like to have seen?</i></p> <p>A – JM: Students have heard lots of inspiring ideas and are feeling positive about what's available. There was a good range of financial and creative.</p> <p>TG thanked the students for giving up their time at this important time in their lives and wished them well.</p> <p>The students left at 19.09.</p>	
7.2	Report of Headteacher and SEF The report had been circulated. EH invited questions.	

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	<p>Q – The highlighting on p.20 is useful in seeing which subject results fall above/below national averages. What support is the Music department getting to improve its position?</p> <p>A – There has been instability in the department but there is now a very high performing staff member who has given individual attention to student performers so there is confidence that the outcome will be closer to the national average. Much support has been given and school feels it has done all it can. There is a very small number of students taking the subject in Y11.</p> <p>Q – Based on the published figures, could the next Governor Day to be planned focus on Music, History and MFL?</p> <p>A – MFL is on the agenda for 16 June. Music will be planned for the first Governor Day in the new academic year. History will be planned in for later in the academic year, once the new HoD has got their feet under the table.</p> <p>Q – Business Studies has had a difficult time, with the new Head of Business moving on again. Why is this, and what is being done to stabilise the department?</p> <p>A – Despite a previously turbulent time, this year’s students have had as good a preparation as possible, with a great teacher who knows the specifications inside out. Unfortunately, she has decided to move to a more selective setting, despite a big effort being made to retain her (different working models etc). There is a new business studies teacher from abroad who is in a development role. School has also bought into UpLearn to support next year’s Y12 Economics students. A new leader of Business & Economics is needed, but it is very difficult to find one.</p> <p>Q – What other recruitment gaps are there? Will there be a staff shortage in September?</p> <p>A – The Head of English moved into the Leadership team and her joint role as Assistant Headteacher and Head of English is not sustainable, so school is looking for new English staff to help reduce her workload. In addition, three new Science teachers are sought but there are many other similar vacancies in the local area so recruitment is difficult.</p> <p>Q – Red detentions (p.10) appear to be growing. Why is this?</p> <p>A – It is a cumulative system, so after a certain number of minor offences a red detention is triggered. There is no particularly bad year group or reason.</p> <p>Q – In the appendices p.2 Maths and English AP2 figures, it looks like no progress was made. Why is this? Are more staff needed?</p> <p>A – The Maths paper set was exceptionally hard, in order to be clear on which students should be entered for which papers (it is critical that</p>	<p>EH</p>

Item	Discussions and Decisions Made	Actions
	<p>only the right students take the higher paper). This has allowed for a reliable understanding of capability and better targeted interventions. In this case the final results should be more positive.</p> <p>Q – Is this strategy employed by other departments, or only Maths? A – It depends on the HoD but also there are only two other departments that have higher papers (MFL and Science). Both have better existing knowledge of the level of their students, so they probably wouldn't need to do this.</p> <p>This is the first cohort doing Triple Science, which is good for challenge and aspiration. These students will get three grades, one each for Biology, Chemistry and Physics. This involves six two-hour papers, which cannot be replicated in the time available for mock exams. The result of this strategy will be considered, and Science Trilogy (2 grades) may be an option in the future if necessary.</p>	
<p>7.3</p>	<p>Annual Governors Report A summary Governors' report will be brought to the July FGB for approval before website publication in the summer.</p>	
<p>7.4</p>	<p>Estates Update LJ reported:</p> <ul style="list-style-type: none"> • Efforts at snagging continue. • Additional railings have been installed by Bucks for safety. • The area behind the sports hall has been improved with tarmac and drainage. • The dining room doors need more work for safety (closers and restrictors). • After much discussion it has finally been agreed that the extractor fans in the kitchen were not fit for purpose and will be replaced. • The rectification period for the field are ends in July, so this is now the focus with Bucks Council. <p>TG thanked LJ for her tenacity in dealing with these issues.</p> <p>Q – Is there any news about the Air Dome? A – The pre-app meeting eventually took place after 15 months' wait. The resulting letter from the planning office is not as supportive as hoped. However, priority is being given to the refurbishment of the Reception area first, after which some attention will be given to creatively minimising the visual impact of the Dome in order to make a successful application.</p>	

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	<p>Q – Will the IT Department move to the refurbished Reception area? - as the IT office is often not manned when students need assistance, having been sent there by staff.</p> <p>A – JRK to inform LJ if this continues to happen a lot, so LJ can monitor.</p>	JRK/LJ
8	COMMITTEE REPORTS	
8.1	<p>HR Panels, Complaints Panels, Student Discipline Committees</p> <p>None held since last FGB meeting.</p>	
9	GOVERNOR REPORTS	
9.1	<p>Chair</p> <ul style="list-style-type: none"> Nothing to report. 	
9.2	<p>Development</p> <ul style="list-style-type: none"> LS reported that induction training for new governors is ongoing. 	
9.3	<p>Safeguarding</p> <ul style="list-style-type: none"> SP reported that a Bucks external review of Safeguarding will be held in July. SP met with Andrew Sharp in March. 	
9.4	<p>SEND</p> <ul style="list-style-type: none"> PD had circulated a report with the meeting papers. There were no questions. 	
9.5	<p>Disadvantage</p> <ul style="list-style-type: none"> BR was not present. 	
10	Policy Reviews and Approvals	
10.1	<p>Conduct & Discipline</p> <p>The policy had been circulated and was reviewed by AT and SP. The policy was approved, subject to the following amendments:</p> <ul style="list-style-type: none"> Bucks CC to read 'Bucks Council' 'Oral warning' to be removed. Process should be: Informal warning – first written warning – final written warning. 	
10.2	<p>SEND</p> <p>The policy had been circulated and was reviewed by PD and JH. The following amendments were agreed:</p> <ul style="list-style-type: none"> National average figures to be removed as these are changeable. Table of acronyms to be added. Inconsistencies between para 4.57 and other pages; JH to email details to LJ. 	JH

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	<ul style="list-style-type: none"> • Weblinks incorrect; JH to email details to LJ. <p>The amended policy will be brought back to the next FGB meeting for approval.</p>	<p>JH EH</p>
10.3	<p>Support Staff Appraisal and Capability</p> <p>The policy had been circulated and was reviewed by ES, CAA and TG. The policy was approved subject to the following amendments:</p> <ul style="list-style-type: none"> • Addition of the fact that all staff have a probation period and that they move to a normal appraisal period after the probation period has finished. • State that the appraiser is the staff member's line manager. • Formatting of bullet points. • Review dates to be updated. 	<p>LJ</p>
10.4	<p>Supporting Students with Medical Conditions</p> <p>The policy had been circulated and was reviewed by PD and VS. There were no comments and the policy was approved.</p>	
10.5	<p>Teacher Appraisal and Capability</p> <p>The policy had been circulated and was reviewed by ES, SP and GD. The policy was approved subject to the following amendments:</p> <ul style="list-style-type: none"> • Month/page numbers to be updated. • Number of Governors involved (3) to be added in. 	<p>LJ</p>
10.6	<p>Complaints Procedure</p> <p>The policy had been circulated and was reviewed by MM and GD. The policy was approved.</p> <p>EH to check whether the number of complaints submitted in the previous year should be detailed in the policy.</p>	<p>EH</p>
10.7	<p>Recruitment Policy</p> <p>The policy had been circulated and was reviewed by SP and TG. There were no comments and the policy was approved.</p>	
10.8	<p>Internal Appeals Policy</p> <p>The policy had been circulated and was reviewed by AT and VS. There were no comments and the policy was approved.</p>	
10.9	<p>Leave of Absence</p> <p>The policy had been circulated and was reviewed by SP, LM and GD. There were no comments and the policy was approved.</p>	
10.10	<p>Whistleblowing (Exams)</p> <p>The policy had been circulated and was reviewed by BR and JRK. The policy was approved subject to the following amendment:</p>	

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	<ul style="list-style-type: none"> Consistency over to whom issues should be reported (Headteacher or SLT?). LJ to clarify. Dates to be updated. 	LJ
10.11	<p>Redundancy Policy</p> <p>The policy had been circulated and was reviewed by AT and GD. The policy was approved subject to the following amendments:</p> <ul style="list-style-type: none"> Reference to the Redundancy Toolkit on p.6 to be removed. 11.3 and 11.8 to be consistent (30 days) Formatting of 10.4 and 14.2 12.4 – Remove last sentence 	LJ
10.12	<p>Anti-Harassment, Anti-Bullying Policy</p> <p>The policy had been circulated and was reviewed by PD and MM. The policy was approved subject to the following amendments:</p> <ul style="list-style-type: none"> 4.1 – missing ‘they’ Section 5.3: Remove wording after ‘behaviour at work’ in the first bullet point. 	LJ
10.13	<p>ECT Policy</p> <p>The policy had been circulated and was reviewed by BR, CAA and JRK. The policy was approved subject to the following amendment:</p> <ul style="list-style-type: none"> Addition of Induction Mentor training course to the bottom of item 5.4 	LJ
10.14	<p>Examinations Contingency Plan</p> <p>The policy had been circulated and was reviewed by BR and TG. The policy was approved.</p>	
11	<p>Other Matters</p> <p>None</p>	
12	<p>Next Meetings</p> <p>16th June 2023 Governor Day Wednesday 5th July 2023, 7pm</p>	
13	<p>Any Other Business</p> <p>None</p>	
14	<p>Evaluation of Meeting</p> <ul style="list-style-type: none"> Governors agreed that the meeting had been conducted appropriately and effectively. 	

The meeting closed at 9.31pm

Minutes approved by the Governing Board:

Signed
Mr T Green – Chairman of the Board

Date