



AUTUMN TERM 2016

MINUTES OF THE GOVERNING BODY MEETING OF HOLMER GREEN SENIOR SCHOOL HELD AT THE SCHOOL ON WEDNESDAY 7 DECEMBER 2016 AT 7.00 P.M.

PRESENT:	Mrs Amanda Brodala	Miss Jacqui Kirkpatrick
	Ms Emma Baddeley	Mr Mike Jones (Headteacher)
	Mrs Diane Deanus	Mr Robert O'Connor
	Mr Tony Green	Ms Sam Parnaby
	Mr David Greenwood (Chairman)	Mr Steve Pilgrim
	Mr Steve Hemsley	Mrs Cheryl Whitehead
	Mrs Julia Hollings	Miss Karen Willard
	Mr Daniel Ing	
IN ATTENDANCE:	Mrs Lynda Jackson	Business Manager
	Mr Peter Tang	Deputy Headteacher
	Mrs Penny Parkin	Clerk
ABSENT:	Mr Alan Jones	Apologies received and accepted
	Prof Brian Mogford	Apologies received and accepted
	Ms Tracy Page	Apologies received and accepted

Artsmark Presentation – Ms Baddeley

Ms Baddeley gave a presentation on Artsmark prior to the meeting. Artsmark is an award that celebrates schools which champion the arts and strive for excellence in their provision. The school will receive a certificate at the end of the process which confirms what it already knows, that the arts are being done well in the school. The school has been working with local primary schools by delivering CPD to improve their provision in art and music. The school hopes to complete the award process by September 2017. Mrs Annie Hearne will be reporting to the Learning & Curriculum Committee on community links for Arts mark at their next meeting.

Governors' comments and questions/challenges are in **bold** and responses in *italics*.

1	NOTIFICATION OF ANY OTHER BUSINESS	ACTION
	It was agreed that the following items would be discussed as part of Any Other Business: <ul style="list-style-type: none">• Appointment of Community Governor – Mr Robert O'Connor	

2 DECLARATIONS OF INTEREST

Standing Declarations

- Mrs Diane Deanus has declared that she is Chair of Governors at Widmer End Community Combined School.
- Mr Tony Green has declared that he is a Governor at Highworth Combined School.
- Prof Bryan Mogford has declared that he is Chair of Governors at Sir William Ramsay School.
- Mr Steve Pilgrim has declared that he is a Governor at Manor Farm Community Infant School.

There were no declarations of interest.

3 MINUTES AND MATTERS ARISING

3.1 MINUTES

The minutes of the meetings held on 12 October & 10 November 2016, having been circulated, were confirmed and signed by the Chairman as a correct record

An additional copy of the minutes was signed and given to the Headteacher for display at the school.

Headteacher

3.2 MATTERS ARISING

There were no matters arising not included elsewhere on the agenda.

4 GOVERNOR REVIEWS

4.1 PECUNIARY INTERESTS FORM

Governors noted the need to ensure that the Register of Pecuniary Interests is completed for 2016/2017.

All forms have been completed and passed to Mrs Jackson except for Mr O'Connor's which will be confirmed at the next meeting.

GB Agenda

Mrs Jackson/
Mr O'Connor

4.2 GOVERNOR APPOINTMENTS AND RESIGNATIONS

GB Agenda

The clerk advised that current vacancies on the Governing Body are:

- 1 Community, 1 Parent and 1 Staff Governor

4.2.1 APPOINTMENT OF COMMUNITY GOVERNOR

In line with the procedures agreed by the Governing Body, Mr Robert O'Connor was appointed as a Community Governor for a period of four years.

4.3 REVIEW OF COMMITTEE GRID

The committee grid was reviewed and agreed and will be circulated with the minutes.

The appointment of an ICT Governor was deferred.

4.4 POLICIES/GUIDANCE FOR REVIEW OR ADOPTION

The following policies/Guidance were reviewed at committee and adopted by the Governing Body.

- a) Pupil Premium Statement
- b) Financial Management Policy
- c) Governor Allowances
- d) Whistleblowing Policy - to confirm no changes and deferred until the next meeting.
- e) Safeguarding Policy – to confirm no changes and deferred until the next meeting.

5 STRATEGIC MANAGEMENT

5.1 HEADTEACHERS REPORT

The Headteachers report had been previously circulated. Arising from the report:

- A comprehensive analysis of the school's KS4 and KS5 achievement record in 2016 is included in the Headteacher's Exam Analysis booklet presented to the Curriculum and Learning Committee in September 2016 and was circulated to all Governors.
- KS3 English – Key Issues: Closing gender gap for boys, aligning Year 7 & 8 curriculum and assessments with new GCSE, Increased importance of literacy skills and Spelling, Punctuation and Grammar (SPaG) in new GCSE.
- KS3 Maths – Key Issues: Progress levels of Year 9, Closing Pupil Premium and SEN/D gap, aligning Year 7 & 8 curriculum and assessments with new GCSE.
- The strategic response to the KS3 Key Issues in English & Maths were detailed in the report.
- KS4 Analysis - The key areas for improvement following the results this summer were identified closing the achievement gap for Pupil Premium students and raising the attainment of High Prior Attaining student.

GB Agenda

Clerk

GB Agenda

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GB Agenda

- Key issues for Year 11 Mid-Year Tracking 2016/17 - Accelerating progress for High Prior Attaining students across all subject areas, closing the achievement gap for SEN cohort, validation of assessments and professional predictions. The strategic response to the KS4 analysis was detailed in the report.
- KS5 Analysis - Monitoring of lessons, book looks as well as the current review of progress has been a key priority for the MER cycle this term and will continue to be so throughout the academic year. All KS5 teachers have had their Sixth Form lessons observed with strengths and areas for improvement fed back. The LAD of Sixth Form is working with SLEs from St Clement Danes to drive up standards further. Two representatives from their Sixth Form Management visited the school for one day, met key staff, examined documentation, observed lessons, provided feedback to teachers, met students and then RG and PT visited St Clement Danes for a day, conducting similar tasks. Through this same network SLE support has been sought for Science, Geography, and Psychology, which is ongoing. This is taking the form of sharing resources and ideas for good practice, standardising marking, and planning for the new Linear A Levels. Some staff have visited the SLE's school and observed teaching.
- Students make better progress than their peers nationally because of the consistently good teaching that they receive at the school. The Progress 8 score for 2016 was -0.01, which is greater than the progress 8 score for State-Funded School of -0.03. The Attainment 8 score in 2016 was 50.9%, which above the 2016 National Average of 47.4%. The percentage of students achieving A* to C grades at GCSE in English and mathematics was 69% in 2016 (7% above the National Average), and the 5 A* to C percentage has been higher than the national average for the preceding three years, from 2013 to 2015.
- The attainment of students eligible for Pupil Premium Funding has risen from 21% 5 A* to C including English and mathematics at GCSE in 2014 to 33% in 2015 and 39% in 2016.
- The school holds high expectations for all students. It effectively stretches the more able students (43% of all GCSE grades in 2016 were A* to B and the 2016 Progress 8 score for more able students on entry is +0.12). The school effectively supports SEN/D students. SEN/D students achieved 50% A* to C in GCSE English and 58% A* to C in GCSE mathematics in 2016.
- The quality of teaching, learning and assessment was externally validated by Ofsted in May 2016 as 'good.' Their comments included; The leadership of teaching is good; the leadership of special educational needs is a strength of the school; teachers' subject knowledge is a strength of the school, and the curriculum is stimulating and wide ranging.

Are there problems with Years 9 & 10 and the new GCSE gradings?

Getting this right is an issue across all schools and we have asked Rachel Ayres to support us with moderation in English so that we understand the levels for Years 9 & 10 and Mrs Chand Douglas is supporting Maths and at Sir William Ramsay.

How are Years 7 & 8 progressing?

We have received some good guidance and eight sample papers for students. We are reviewing the targets for Year 7 again and this will be an agenda item at the next Learning & Curriculum Committee meeting.

How is the school delivering the curriculum for PE?

We have put in the bid for a new sports hall and tennis courts but it is challenging delivering the curriculum on this school site at present.

Mr Greenwood asked Mr Tang to give assurance to Governors that Mr Jones attendance at Sir William Ramsay as Executive Head two days a week is not having any effect on the day to day running of Holmer Green Senior School.

Mr Tang replied that the school is running well and it has given other members of staff opportunities to step up and support the SLT. The school must keep its eye on the bigger picture in the SDP but it is still business as usual. Mr Tang and Mr Jones confirmed that they are in contact whenever the need arises.

The Governing Body thanked Mr Jones for his comprehensive report.

5.2 SCHOOL TARGETS 2016/2017

The School Targets for 2016/2017 had been previously circulated and were noted by the Governing Body.

5.3 GOVERNOR REPORTS

The following Governor Reports had been previously circulated linked to Strategic Management.

- Humanities - Mrs Hollings
- Year 7 More Experience Day - Mr Hemsley
- Art - Mr Pilgrim

5.4 MULTI ACADEMY TRUST UPDATE

Mr Jones presented an update on the progress to become a Multi Academy Trust which will be sent to the clerk for circulation with the minutes.

6 REPORTS OF COMMITTEES/WORKING GROUPS

6.1 FINANCE, PREMISES HEALTH AND SAFETY COMMITTEE

L & C Agenda

Headteacher/
Clerk

Minutes of the Finance Premises Health and Safety Committee meeting held on 23 November 2016, will be circulated shortly. Arising from the minutes:

- CIF Loan – The committee had agreed the CIF Loan for £175,000 in principal but the full governing body agreed to ratify this decision today.

6.2 PEOPLE AND PERSONNEL COMMITTEE

Minutes of the People and Personnel Committee meeting held on 15 November 2016, having been circulated were noted.

6.3 LEARNING AND CURRICULUM COMMITTEE

Minutes of the Learning & Curriculum Committee meeting held on 17 November 2016, having been circulated were noted.

6.4 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/EMPLOYEE GRIEVANCE/PAY REVIEW APPEALS COMMITTEES

This committee has not needed to meet.

6.5 STUDENT DISCIPLINE COMMITTEE

This committee had met once.

7 REPORTS

7.1 REPORT OF CHAIRMAN

Action Taken Under Emergency or Delegated Powers:

The Chairman had not taken any action under Emergency Powers.

7.2 REPORT OF SAFEGUARDING GOVERNOR

Miss Willard, Safeguarding Governor, had nothing to report on this occasion.

7.3 REPORT OF SEND GOVERNOR

Mr Ing, SEND Governor, reported that he had visited the school last Friday and he will circulate a report shortly.

7.4 REPORT OF DEVELOPMENT GOVERNOR

Ms Page, Development Governor, had nothing to report on this occasion.

GB Agenda

Mr Ing

7.5 REPORT EQUALITIES/DIVERSITY GOVERNOR

Mr Green, Equalities/Diversity Governor, had nothing to report on this occasion.

8 ANY OTHER BUSINESS

There was no other business.

9 DATES AND TIMES OF FUTURE MEETINGS

To confirm dates and time of meetings of the Governing Body:

All on Wednesday at 7.00 p.m.

- **22 March 2017, 24 May 2017 and 5 July 2017**

10 HEADTEACHERS PERFORMANCE MANAGEMENT

The clerk was asked to defer this item after this meeting.

All to note

FPHS Agenda/
GB Agenda

CONDUCT OF MEETING

Governors confirmed that the meeting was conducted in an open manner and that all Governors were invited to participate and contribute to discussions. It was confirmed that all members if the Governing Body would have access to these minutes.

The meeting closed at 9.10 p.m.

Signed Date

CHAIRMAN