



## SUMMER TERM 2015

### MINUTES OF THE GOVERNING BODY MEETING OF HOLMER GREEN SENIOR SCHOOL HELD AT THE SCHOOL ON WEDNESDAY 15 JULY 2015 AT 7.00 P.M.

|                       |                               |                                 |
|-----------------------|-------------------------------|---------------------------------|
| <b>PRESENT:</b>       | Ms Emma Baddeley              | Mr Daniel Ing                   |
|                       | Mrs Diane Deanus              | Mr Mike Jones (Headteacher)     |
|                       | Mr Tom Dowthwaite             | Mr Deaglan McArdle              |
|                       | Mr Tony Green                 | Prof Brian Mogford              |
|                       | Mr David Greenwood (Chairman) | Mr Steve Pilgrim                |
|                       | Mr Steve Hemsley              | Mrs Viv Ridgley                 |
|                       | Mrs Julia Hollings            | Miss Karen Willard              |
| <b>IN ATTENDANCE:</b> | Mrs Lynda Jackson             | Business Manager                |
|                       | Mrs Penny Parkin              | Clerk                           |
| <b>ABSENT:</b>        | Mrs Amanda Brodala            | Apologies received and accepted |
|                       | Mr Richard Moran              | Absent                          |
|                       | Ms Tracy Page                 | Apologies received and accepted |
|                       | Mrs Cheryl Whitehead          | Apologies received and accepted |

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

#### **Student Commission Presentation**

The Student Commission was developed last year to support teaching and learning across the whole school by giving feedback to staff. Miss Maguire, Head of MFL, introduced the students who were giving the Governing Body a presentation on the work of the Student Commission to review the questions in the Student Survey. The presentation will be sent to the clerk for circulation with the minutes.

Governors agreed that the Teaching and Learning Committee will monitor the outcomes of the presentation, in particular the questions to be included in the next survey.

The Governing Body thanked Miss Maguire and the students for an excellent presentation.

#### **1 NOTIFICATION OF ANY OTHER BUSINESS**

No items were tabled for discussion as part of Any Other Business.

#### **ACTION**

## 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

Mrs Jackson confirmed that the newly appointed governors have completed and returned a pecuniary interest form.

## 3 MINUTES AND MATTERS ARISING

### 3.1 MINUTES

The minutes of the meetings held on 13 & 20 May 2015 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.

### 3.2 MATTERS ARISING

There were no matters arising which were not included in this agenda.

## 4 STRATEGIC MANAGEMENT

### 4.1 HEADTEACHERS REPORT

The Headteacher's report had been previously circulated. Arising from the report:

#### **KS4**

- The school set itself the challenge of raising achievement levels for all students with a particular focus on increasing the percentage of top grades, raising the headline figure of 5 AC EM above 70% for the first time in the school's history, further raising 3 and 4 levels of progress in both English and Maths and narrowing the achievement gaps in English and Maths for Pupil Premium (PP) students. Current predicted grades show that the school has met or exceeded all of its targets with the exception of those related to PP achievement. However, there has been a dramatic rise in achievement levels for PP achievement in English as well as a 20% increase in PP students achieving the headline figure of 5 AC EM. The BLT review and on-going consultant support through the Narrowing the Gap programme have applauded the school's current strategic and operational approach to raising achievement levels for all PP students but acknowledged an implementation gap with the current Year 11 cohort many of whom have significant barriers to learning stemming from issues outside of school.
- Key issues for Year 10 going into Year 11 September 2015:
  - a) Accelerating progress for High Prior Attaining students across all subject areas.

GB Agenda

Headteacher

- b) Closing the gender gap for 4 levels (Good) progress in English.
- c) Closing the achievement gap for Pupil Premium Cohort.
- d) Closing the achievement gap for SEND cohort.

The report detailed the strategic response to the key issues for Year 10.

### **KS5**

- The Sixth Form strategy launched in September 2014 and led by the new Learning Area Director for KS5 has clearly had an impact with a significant rise in overall achievement at KS5 in Years 12 and 13. In addition, subject-specific strategies put in place in A Level Science and in Business and ICT to address under performance in 2014 have seen rapid and sustained progress made in these curriculum areas. The school now feels confident that provision and outcomes at KS5 are now 'Good'.
- Key issues for KS5:
  - a) Achievement in Maths at A/S.
  - b) New A Level curriculum and assessment changes.
  - c) Recruitment and retention.
  - d) Destination tracking.

The report detailed the strategic response to KS5.

- Quality of teaching whole School Target: 85 % of teaching is Good and Outstanding, 15% RI and 0% inadequate. Three staff graded as RI will be leaving in July. The rigorous selection process gives the school confidence that the new recruits will deliver Good/Outstanding teaching
- Appraisal reviews to take place this half term with a focus on a whole lesson observation; discussions with line managers about pupil progress data for all classes as well as book looks and quality of marking.
- Teaching and Learning Clinics focussed on Challenge and creative teaching; students' engagement and attitudes to learning; the role of the tutor as an academic mentor.
- Behaviour for learning strategies and systems to be followed more rigorously. SLT lead on Behaviour to run training sessions with staff where low level disruption is being highlighted as an issue.
- Development of greater deployment of effective differentiation practice to ensure higher expectations for SEN cohorts.
- SMSC - Audit of SMSC conducted and reported to staff by Robin Whitby. General trend of under reporting to be addressed by SMSC leads to ensure that records give an accurate picture of all the activities and events that take place over the academic year. Parliament and systems of Government is not covered in sufficient depth and this will be addressed for next academic year.
- Restructure of the leadership and staffing of the SEND Learning Area has seen a review of the LSA Team which the school believe (support by external review conducted by Jan Martin) will ensure greater

accountability for SEND outcomes across all year groups and ensure that all aspects of SEND support from September 2015 are measured against progress and well-being outcomes.

- Nick Golding is the new SLT lead on whole school Behaviour. Exclusions - 1 fixed term exclusion for bullying and 2 for Racist Language. The number of fixed term exclusions this year reflects the school's policy and is in response to the need to address unacceptable behaviour in a consistent manner. This is likely to be a short term situation as data shows acceptable behaviour standards are rising and the exclusion trend reducing.
- There has been a reduction in exclusions for repeat offences. The inclusion unit is playing an increasing role in supporting the reintegration of students following exclusion. The inclusion unit is also playing a large part in reducing exclusions through mentoring and through isolation as an alternative to exclusion from school.
- Behaviour data is now managed more effectively through SIMS following the appointment of the data manager, allowing behaviour support to be more targeted.
- A Pupil Premium champion for behaviour has now been appointed to lead the management of resources and support appropriately.
- Whole school attendance = 95.5% (target is 96%). Notable issues are 7 persistent absentees in Y10 who are all currently engaged with the EWO.
- The school's self-evaluation judges all areas of performance to be 'Good' including the Sixth Form where outcomes for current Years 12 and 13 students show good progress has been made from KS4 starting points in the vast majority of subject areas. This judgement has been endorsed by the on-going monitoring by the SIP whose reports have been shared with the BLT.

#### **What are the priority issues for the school to address?**

*Closing the gap in PP, SEND, Math Year 9, and More Able/High Achievers.*

#### **Ofsted picked up on PP so what is still causing the issues?**

*Part of the issue is math and changing the curriculum to GCSE for KS3. All the areas for concern are currently being identified for next year and by the first Governing Body meeting we would hope they are being addressed but if they are still there we will change interventions. The GAP is widening for PP as Non PP students make a lot of progress. This is an issue faced by all upper schools and the gap must be addressed in primary schools. We are aware that better interventions from Year 7 will support closing the gap and there are now targeted interventions across all year groups.*

**On page 3 of your report the data is not clear on Pupil Progress in KS3 for English and Maths as it does compare like for like. If teachers are not clear about data then the students will be unclear too.**

Headteacher

*For the next report this data will be clearer.*

**The school still needs to develop safeguarding of students on potential radicalisation of students although it is noted that the Safeguarding Policy has been updated to include this.**

*Agreed that we still need to develop this area but this is not new to the school as we have a structures in place which includes using the Prevent programme.*

The Governing Body thanked the Headteacher for his detailed report.

#### **4.2 SCHOOL IMPROVEMENT PLAN (SIP)/SEF 2015/2016**

GB Agenda

The draft SIP had been previously circulated and will be approved by governors at the first autumn term meeting.

#### **4.3 OFSTED DATA DASHBOARD 2014**

The Ofsted Data Dashboard 2014 was previously circulated and noted by the Governing Body. The Headteacher talked to Governors about the statistics in the report and the importance of understanding the dashboard for an HMI visit.

All to note

#### **4.4 YEAR 8 OPTIONS**

Mr Jones advised that the recent Year 7 Parents evening had been a very positive meeting. One concern which was raised by parents was about the maturity of the students to choose their GCSE options in Year 7 but the support from parents was overwhelming. Parents agreed that was flexibility to make changes in choices if necessary and students would not make choices until March each year.

#### **4.5 REPORT ON TEACHING AND LEARNING CLINICS**

The Headteacher had reported on the Teaching & Learning clinics in his report on page 18 which was noted by Governors.

#### **4.6 GOVERNOR REPORTS**

Mrs Hollings had previously circulated a report on her visit to the Humanities Department which was noted by Governors.

#### **4.7 GOVERNORS SELF EVALUATION ACTION PLAN**

GB Agenda

Mr Jones thanked Mr Greenwood for drafting the Governors Self Evaluation Plan which he recognised had raised some very good points. However, he had noted that some items had been addressed by the school which he will bring to the attention of Governors at the next meeting. The committees had not had time to address the plan in their recent meetings due to the very full agendas. The Governing Body agreed that it would be helpful if an attached Governor could read through the plan and recommend areas for discussion at committee meetings. The following Governors agreed to identify areas for discussion for their committees:

Headteacher

- Teaching & Learning Committee - Mrs Hollings
- People & Personnel Committee – Prof Mogford
- FPHS Committee - Prof Mogford

All Committee Agendas/  
Mrs Hollings/  
Prof Mogford

#### **4.8 GOVERNORS COMMUNICATION**

Staff had recommended from the Wellbeing Committee that they would like photographs of all Governors on a board in school and on the website and more regular attendance at school events so staff can get to know governors. Mrs Jackson had taken photographs of Governors prior to the meeting.

As Governors are aware the school website is being updated, hopefully by October 2015. Mrs Jackson circulated a profile of Governors from another school and suggested that Governors could complete one for the new school website. Not all Governors were in agreement with the detail of the profile circulated as this felt this may cause privacy issues. The Governing Body agreed that Governors will decide whether or not they wish to provide a profile due to the concern about privacy.

#### **4.9 POLICY REVIEW**

The following policies had been reviewed by committees and recommended for adoption by the Governing Body.

- a) Controlled Assessment
- b) Safeguarding
- c) Behaviour for Learning Policy
- d) SEND Policy
- e) Accessibility Plan

The Governing Body adopted the policies listed above.

#### **5 REPORTS OF COMMITTEES/WORKING GROUPS**

GB Agenda

##### **5.1 FINANCE, PREMISES HEALTH AND SAFETY COMMITTEE**

Minutes of the Finance Premises Health and Safety Committee meeting on 24 June 2015 having been circulated were noted.

## **5.2 PEOPLE AND PERSONNEL COMMITTEE**

Minutes of the People and Personnel Committee meeting held on 15 June 2015, having been circulated were noted.

## **5.3 LEARNING AND CURRICULUM COMMITTEE**

Minutes of the Learning & Curriculum Committee meeting held on 9 June 2015, having been circulated were noted. Arising from the minutes:

- There was concern over reducing the MER cycle to 4 instead of 6 especially in the spring term as this brings discipline and knowledge to the Governing Body.

*Mr Jones replied that the four reports will be quality information and there will also be interim data reports to committees so the data presented to Governors will not be affected.*

## **5.4 MARKETING AND COMMUNICATION WORKING GROUP**

The Marketing and Communication Working Group had not met.

## **5.5 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/EMPLOYEE GRIEVANCE/PAY REVIEW APPEALS COMMITTEES/ STUDENT DISCIPLINE COMMITTEE**

The Staff Dismissal Committee had met twice and the Staff Dismissal Appeals Committee had met once.

The other committees had not needed to meet.

## **6 REPORTS**

### **6.1 REPORT OF CHAIRMAN**

#### **Action Taken Under Emergency or Delegated Powers:**

The Chairman had not taken any action under Emergency or Delegated Powers.

### **6.2 REPORT OF DEVELOPMENT GOVERNOR**

Mrs Ridgely, Development Governor, had nothing to report on this occasion.

He also advised a 360 degree review of the Chairman completed by Governors who would be chosen at random.

|   |   |
|---|---|
| <p>Mr Greenwood advised that the National Governors Association (NGA), of which HGSS is a Gold Member, conduct an on-line Governors' Accreditation Certificate based on the NGA booklet "Welcome to Governance". He would like to see six at least governors complete the online accreditation and asked Governors to contact him for information.</p>  | <p>Chairman/<br/>All to note</p>              |
| <p>Mr Greenwood recommended the NGA Chairman's 360 Appraisal which draws on information from a number of respondents via a questionnaire and aims to collect a range of information about the chair and the various aspects of his role against leadership competencies. The collected data forms a report which provides an analysis of the chairs current performance. The Development Governor/Chairman will arrange this appraisal.</p> | <p>Development<br/>Governor/<br/>Chairman</p> |
| <p><b>6.3 REPORT OF SEND GOVERNOR</b></p>   |   |
| <p>Mr Ing, SEND Governor, will report to the next meeting as Mrs Hawkins was appointed this term and they are planning to meet in the autumn term.</p>  |   |
| <p><b>6.4 REPORT OF SAFEGUARDING GOVERNOR</b></p>   |   |
| <p>Miss Willard, Safeguarding Governor, reported that she had met with Miss Thieme this term and she is planning to meet with Mr Golding, who has taken over as the designated Safeguarding lead, in September. She will report to the next meeting.</p>  |   |
| <p><b>Safer Recruitment Trained Governors</b> – Mrs Deanus and Mr Jones (The clerk recommended that it would be helpful if other Governors could attend training on Safer Recruitment).</p>   |   |
| <p><b>Child Protection Training Course in last four years</b> – All new Governors who have attended an Induction course in the last four years will have received training on Child Protection. Mrs Ridgely will confirm which Governors have attended the course at the next meeting.</p>  | <p>Mrs Ridgely/<br/>GB Agenda</p>             |
| <p><b>6.5 EQUALITIES AND DIVERSITY GOVERNOR</b></p>   |   |
| <p>Mr Green, Equalities and Diversity Governor, advised that he is reviewing the requirements of the Equality Act 2010 and he will report to the next meeting.</p>  |   |
| <p><b>6.6 ANNUAL REPORT ON THE REQUIREMENTS OF THE EQUALITY ACT 2010</b></p>  | <p>GB Agenda</p>                              |
| <p>The clerk had previously sent the Headteacher and Equalities and Diversity Governor information on the requirements of the Equality Act 2010 as she had not been able to ascertain that this had been complied with previously.</p>  |   |



The Headteacher will ensure that the Equality Act 2010 will be complied with by the next Governing Body meeting and objectives approved by the Governing Body.

Headteacher

## **7 RECURRING ITEMS**

### **7.1 ARRANGEMENTS FOR APPOINTMENT OF CHAIRMAN/VICE CHAIRMAN AUTUMN 2015**

The clerk advised that nominations for Chairman and Vice Chairman will be invited before the first Governing Body meeting in the autumn term. Self-nominations can also be made at the meeting and a Governor is not required to attend in order to be appointed.

### **7.2 PERFORMANCE MANAGEMENT ARRANGEMENTS FOR HEADTEACHER**

The Governing Body confirmed Mr Greenwood, Prof Mogford and Mrs Whitehead as performance Management Governors. The SIP had previously been approved as Mr Ralph Batten.

## **8 ANY OTHER BUSINESS**

There was no other business.

## **9 DATES AND TIMES OF FUTURE MEETINGS**

All to note

**To confirm dates and time of meeting of the Governing Body:  
Governing Body Meetings - All on Wednesday at 7.00 p.m.**

**7 October 2015, 2 December 2015, 23 March 2016, 25 May 2016 and 13 July 2016.**

## **10 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 of the Governing Body would have access to these minutes.

## **11 CONFIDENTIAL STAFF ITEM**

This item was recorded in Restricted Confidential Part II Minutes.

The Governing Body thanked Mr Deaglan McArdle for his valued support over the last seven years and wished him the very best for the future.

Mr Greenwood thanked the staff for their dedicated work during this academic year and Governing Body for their support which is valued by the school.

The meeting closed at 9.15 p.m.

Signed ..... Date .....

CHAIRMAN