



## AUTUMN TERM 2015

### MINUTES OF THE GOVERNING BODY MEETING OF HOLMER GREEN SENIOR SCHOOL HELD AT THE SCHOOL ON WEDNESDAY 7 OCTOBER 2015 AT 7.00 P.M.

**PRESENT:**

Ms Emma Baddeley	Mr Mike Jones (Headteacher)
Mrs Amanda Brodala	Prof Brian Mogford
Mr Tom Dowthwaite	Ms Tracy Page
Mr Tony Green	Mr Steve Pilgrim
Mr David Greenwood (Chairman)	Mrs Cheryl Whitehead
Mrs Julia Hollings	Miss Karen Willard
Mr Daniel Ing	

**IN ATTENDANCE:**

Mr Ralph Batten	SIP
Miss Sarah Elfaham	Observer
Mrs Lynda Jackson	Business Manager
Mr Peter Tang	Deputy Headteacher
Mrs Penny Parkin	Clerk

**ABSENT:**

Mrs Diane Deanus	Apologies received and accepted
Mr Steve Hemsley	Apologies received and accepted

#### 1 GOVERNOR APPOINTMENTS

##### 1.1 ELECTION OF CHAIRMAN

In line with the procedures agreed by the Governing Body, Mr David Greenwood, was elected as Chairman for a period of one year.

##### Mr Greenwood in the Chair

##### 1.2 ELECTION OF VICE- CHAIRMAN

In line with the procedures agreed by the Governing Body, Prof Bryan Mogford, was elected as Vice Chairman for a period of one year.

##### 1.3 OTHER APPOINTMENTS

It was agreed that Governors should be appointed to the following roles for the forthcoming year:

Development Governor:	Ms Tracy Page
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SEN(D) Governors:	Mr Daniel Ing
Child Protection Governor:	Miss Karen Willard
Pupil Premium Governor:	Mrs Cheryl Whitehead
Diversity/Equalities Governor:	Mr Tony Green
ICT Governor	Deferred
Performance Management (PM):	Mr David Greenwood/ Prof Bryan Mogford/ Mrs Cheryl Whitehead

**2 NOTIFICATION OF ANY OTHER BUSINESS**

**ACTION**

It was agreed that the following items would be discussed as part of Any Other Business:

- School Website/Governorzone

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 MINUTES AND MATTERS ARISING**

**4.1 MINUTES**

The minutes of the meetings held on 15 July 2015, having been circulated, were confirmed and signed by the Chairman as a correct record subject to the following amendment:

- Minute 4.3.1 should read Personnel Committee

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

Headteacher

**4.2 MATTERS ARISING**

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

**5.1 STANDING ORDERS**

Governors reviewed the Standing Orders and agreed them as per the attached copy which will be circulated with the minutes.

Clerk

**DELEGATION OF FUNCTIONS TO CHAIRMAN AND HEADTEACHER**

Governors reviewed the functions to be delegated to the Headteacher and Chairman, and these were agreed as shown on the Standing Orders.

**GOVERNORS EXPENSES**

Governors reviewed the Governors Allowances Scheme with no amendments.

## CODE OF CONDUCT

The Code of Conduct had been previously circulated attached to the Standing Orders. The Governing Body agreed that the sentence: 'We will gain the agreement of the Chairman and Headteacher prior to posting any content (written, vocal or visual) to the internet which identifies us as members of the governing body' is in conflict with the requirement to declare memberships of other governing bodies as required by law as part of our declarations of interest. Governors agreed that this statement should be deleted from the code of conduct. The Governing Body unanimously agreed to adopt the Code of Conduct.

### 5.2 ANNUAL REVIEW OF REMITS (PREVIOUSLY TERMS OF REFERENCE) FOR COMMITTEES AND WORKING GROUPS

Governors had reviewed the Remits for their Committees and recommended their adoption which was ratified by the Governing Body.

### 5.3 PECUNIARY INTERESTS FORM

Governors noted the need to ensure that the Register of Pecuniary Interests was reviewed and updated.

Forms were completed and passed to Mrs Jackson with the exception of Mrs Deanus.

### 5.4 GOVERNOR APPOINTMENTS AND RESIGNATIONS

The clerk advised that a number of Governors terms of office expire during 2015/2016:

- Mr Tony Green - Parent Governor April 2016
- Mr David Greenwood – Chairman Community Governor July 2016
- Mrs Julia Hollings – Parent Governor April 2016
- Prof Bryan Mogford – Community Governor May 2016

The clerk advised that a Parent election will need to be held by the school for the Parent Governor vacancies.

### 5.5 REVIEW OF CHAIRMEN AND MEMBERSHIP OF COMMITTEES

Governors reviewed and agreed the Chairmen of Committees and the committee grid which will be circulated with the minutes. The Chairmen appointed to committees/working group are as follows:

Learning & Curriculum – Mrs Whitehead  
People & Personnel – Miss Willard  
Finance, Premises, Health & Safety – Mr Green

### 5.6 GOVERNORS RECIPROCAL ARRANGEMENTS WITH OTHER SCHOOLS

The governing body agreed to continue the reciprocal arrangement with Sir William Ramsay School which had been agreed with Holmer Green Senior

GB Agenda

Mrs Deanus

GB Agenda/  
Spring term

Clerk

School governing body. Governors were asked to note that the requirement of an independent person on a Complaints Committee in the Complaints Policy links to this arrangement.

## **5.7 POLICIES FOR REVIEW OR ADOPTION**

The Governing Body noted that there were no policies due for adoption but the committees had reviewed policy as per their committee minutes.

## **6 STRATEGIC MANAGEMENT**

### **6.1 ACHIEVEMENT SUMMER 2015**

The Learning and Curriculum Committee had discussed students' achievement in detail at their meeting of 22 September 2015. The Headteacher will present a Headteacher report at the next Governing Body meeting.

### **6.2 SELF EVALUATION FORM (SEF) AND REPORT FROM RALPH BATTEN (SIP)**

The Governing Body noted that the SEF will be presented for approval at the next Governing Body meeting. The Headteacher talked to a presentation on the SEF which will be circulated tomorrow. Arising from the report:

The school is not yet 'Outstanding' because:

- From their different starting points the progress and attainment of disadvantaged students although improving, does not match that of other pupils nationally in both English and Maths.
- The proportion of students who achieve a pass or higher in both English and Maths is not sufficiently higher than the National Average.
- The quality of marking and feedback in all lessons.
- The quality of differentiation to support all students' needs.
- While most students are confident and self-assured in lessons the ongoing work to ensure that the overwhelming majority are effective independent learners still needs to be embedded.
- Element that is RI - In a few A Level subject areas in 2015 teaching failed to help some learners who fell behind to catch up.
- While the majority of learners in most subject areas make strong progress from their starting points not all make substantial and sustained progress in all areas of study.

Mr Batten advised that the school is due to have an Ofsted Inspection soon and will need to capture the complexities of the school during a short visit. Leadership and Management which includes Governors are key to Ofsted's decision making as the outcome has never been as simple as just grading the school. The Sixth form is a separate judgement so it is urgent

GB Agenda

Clerk

to ensure that the vision for the Sixth form is in place. Mr Batten explained his presentation which will be circulated to Governors tomorrow.

Clerk

The school is not yet Outstanding because although Leaders and governors use performance management effectively to improve teaching (through the school's Monitoring, Evaluation and Review cycle) and spread good practice across the school it is not yet sufficiently INCISIVE to ensure that all teaching is highly effective across the whole school.

Mr Batten explained that even if a school receives a good judgement 20% do not stay at this grade for more than two years. Governors need to be aware of the whole picture in the school as underlying a good judgement there can be areas in schools that still require improvement or are inadequate which may not be being addressed.

HMI Inspectors will consider whether governors:

- work effectively with leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition
- provide a balance of challenge and support to leaders, understanding the strengths and areas needing improvement at the school
- provide support for an effective Headteacher or are hindering school improvement because of a lack of understanding of the issues facing the school
- understand how the school makes decisions about teachers' salary progression and performance
- performance manage the Headteacher rigorously
- understand the impact of teaching, learning and assessment on the progress of pupils currently in the school
- Ensure that assessment information from leaders provides governors with sufficient and accurate information to ask probing questions about outcomes for pupils
- Ensure that the school's finances are properly managed and can evaluate how the school is using the pupil premium and the primary PE and sport premium
- Are transparent and accountable, including in recruitment of staff, governance structures, attendance at meetings and contact with parents.

Mr Batten reiterated that Governors must know exactly what is happening in the school and not wait for Ofsted to tell them.

Governors had a discussion on the points raised and noted the key issues for Leadership & Management including Governors.

Mr Batten left the meeting.

### **6.3 SCHOOL DEVELOPMENT PLAN 2015/2016**

The School Development had been previously circulated after the last Governing Body meeting so that Governors would have time to read the plan before adoption at the meeting today. The Governing Body agreed to adopt the SDP 2015/2016.

#### **6.4 SCHOOL DAY**

Further to the proposal to change the school day last year Mr Jones advised that the curriculum is being delivered to the standard required and therefore he did not propose any further changes to the school day as he could not see that this would make any improvements in the school day at this time.

#### **6.5 PREVENT DUTY STATEMENT**

A statement on Prevent Duty had been previously circulated from the Headteacher showing the lead staff and current actions and was noted by the Governing Body. A statement on the Prevent Duty will be published on the school website.

#### **6.6 GOVERNORS SEF UPDATE**

The Governing Body noted that the committees had reviewed the Governor SEF under each of their remits and concluded that they had addressed their key areas which they will continue to monitor through committee agendas.

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

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

Minutes of the Finance Premises Health and Safety Committee meeting held on 29 September 2015, having been circulated were noted. Arising from the minutes:

- The Governing Body noted that replacement of school Fire Doors £110,000 (appeal unsuccessful from last year's bid) is a Priority 1 and agreed that this must be resolved shortly. The school has complained about the DfE survey which rates the fire doors and Sports Hall as good condition. This must be corrected as this will jeopardise future bids to the DfE. Mrs Jackson has written to the DfE accordingly.

Mr Tang left the meeting.

#### **7.2 PEOPLE AND PERSONNEL COMMITTEE**

Minutes of the People and Personnel Committee meeting held on 14 September 2015, having been circulated were noted.

### **7.3 LEARNING AND CURRICULUM COMMITTEE**

Minutes of the Learning & Curriculum Committee meeting held on 22 September 2015, having been circulated were noted.

### **7.4 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/EMPLOYEE GRIEVANCE/PAY REVIEW APPEALS COMMITTEES**

This committee has not needed to meet.

### **7.5 STUDENT DISCIPLINE COMMITTEE**

This committee has not needed to meet.

## **8 REPORTS**

### **8.1 REPORT OF CHAIRMAN**

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

The Chairman had not taken any action under Emergency Powers.

### **8.2 REPORT OF CHILD PROTECTION GOVERNOR**

Miss Willard reported that she had met with Mr Golding, designated Safeguarding person, and they had had an in depth discussion. Miss Willard had also discussed the Student Commission feedback.

### **8.3 REPORT OF SEND GOVERNOR**

Mr Ing, SEND Governor, reported that he will be meeting with Mrs Hawkins, Learning Area Director (SEN, SRP), on 23 October 2015 and he will report to the next meeting.

### **8.4 REPORT OF DEVELOPMENT GOVERNOR**

Ms Page had been appointed to the role of Development Governor at this meeting and had nothing to report on this occasion.

### **8.5 REPORT EQUALITIES/DIVERSITY GOVERNOR**

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

## **9 NEW BUSINESS**

### **9.1 ADMISSION ARRANGEMENTS SEPTEMBER 2017 (APPENDIX 1)**

Community and Voluntary Controlled School governing bodies should review the LA's current admission arrangements in relation to their

school, and advise the LA if they would wish to comment on the current rules and/or request a change to the admission number for the school. This will assist the LA in deciding whether there should be a public consultation. They should notify the Admissions and Transport Team as soon as possible following the governing body decision and, at the latest, by Friday 9 October 2015.

The Headteacher and Governing Body noted the Admission arrangements and confirmed that they had no comment on the current rules and/or request a change to the admission number for the school.

## **9.2 REVISED MODEL SCHOOL COMPLAINTS AND RESOLUTIONS PROCEDURE AND TOOLKIT FOR SCHOOLS AND ACADEMIES AND REVISED MODEL CODE OF CONDUCT FOR GOVERNORS (APPENDIX 2)**

The governing body/trust board is advised to:

### Complaints and Resolutions Procedure

- Adopt the revised complaints and resolutions procedure, having adapted it to its own circumstances. Agreed.
- Consider how the procedure should be publicised to parents and parents of prospective pupils - Headteacher/Website
- Agree the composition of the complaints panel. It is recommended that the names of 4 or 5 governors are agreed from whom a panel can be drawn – as per committee grid.

### Code of Conduct for Governors

- Adopt the revised code of conduct, having adapted it to its own circumstances, ensuring that all governors have been involved agreed.
- Share its Code of Conduct with all new and prospective governors and seek explicit agreement that they will abide by the Code.
- Review the agreed Code on a regular basis; at least annually.

## **9.3 OTHER MATTERS TO NOTE**

- 1. Model Pay Policy**
- 2. Model Leave of Absence Policy**

The Governing Body were asked to note that if any changes are made to the above policies they should be reviewed by the people and Personnel Committee.

## **10 ANY OTHER BUSINESS**

### **10.1 SCHOOL WEBSITE/GOVERNORZONE**

Mrs Jackson advised that the new school website should be in place after half term. The Governing Body will need to decide what information they require on the Governors page but agreed that the statutory minimum should be posted in the first instance.

GB Agenda  
Minute 5.1

P & P Agenda



**11 DATES AND TIMES OF FUTURE MEETINGS**

**All to note**

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

- **2 December 2015, 23 March 2016, 25 May 2016 and 13 July 2016**

**12 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.

The meeting closed at 9.15 p.m.

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

CHAIRMAN