



AUTUMN TERM (1) 2019

MINUTES of the meeting of the Governors of Holmer Green Senior School held at the School on Wednesday 16 October 2019 at 19.00.

PRESENT

- | | |
|-----------------------------------|-----------------------------|
| Miss E. Ginger (EG) | Ms F. Kiss (FK) |
| Mr S. Barrett (SB) | Mr S. Pilgrim (SP) |
| Mr P. Davies (PD) | Ms M. Selby-Boothroyd (MSB) |
| Mrs T. Ellis (TE) | Mrs E. Starling (ES) |
| Mr A. Green (AG)(Chair) | Mr J. Leftwich (JL) |
| Mr E. Hillyard (EH) (Headteacher) | Mrs L. Swain (LS) |
| Mr A. Jones (AJ) | Mrs A. Thomas (AT) |
| Mrs H. Jones (HJ) | |
| Mrs S. Khan (SK) | |
| Miss J. Kirkpatrick (JK) | |

IN ATTENDANCE:

- | | |
|---------------------|--|
| Mrs L. Jackson (LJ) | Director of Finance, HR and Resources |
| Mr P. Tang (PT) | Deputy Headteacher |
| Ms E. Walker (EW) | Clerk |
| Miss A. Lewis | 6 th Form Management Team Rep |
| Miss L. Medway | 6 th Form Management Team Rep |

ABSENT:

- | | |
|----------------------|---------------------------------|
| Mrs L. Allen (LA) | Apologies received and accepted |
| Mr D. Greenwood (DG) | Apologies received and accepted |
| Mrs S. Stewart (SS) | Apologies received and accepted |

NB. Governors' questions are highlighted in *italics* throughout these minutes.

The Chair welcomed everyone to the meeting. He handed over to the Clerk to take the first agenda item.

		ACTION
1	APPOINTMENTS	
1.1	APPOINTMENT OF CHAIR In accordance with the Governing Board's procedures, Mr Tony Green was appointed as Chair.	
1.2	APPOINTMENT OF VICE-CHAIR In accordance with the Governing Board's procedures, Mrs Sarah Stewart was appointed as Vice-Chair.	

2 NOTIFICATION OF ANY OTHER BUSINESS

The following item was notified as an item of Any Other Business:

Safety of Pupils Travelling to School

A governor said that some parents were concerned that the students were less visible to shared road users in Parish Piece due to the poorer lighting conditions in the winter months, the lack of a footpath and the requirement for students to wear dark coats as part of the school uniform policy.

Mr Hillyard said that the school was aware of this issue and had been encouraging parents to ensure that their children wear high visibility clothing to and from school as long as it is removed when they reach school. Students who cycle to school are also encouraged to wear helmets and to have bike lights.

It is possible to purchase dark coats with high visibility strips sewn into them or simply to buy reflective arm bands and bag reflectors.

ACTION: It was agreed that Mr Tang would raise this with parents in a mailing to them.

PTa

3 DECLARATIONS OF INTEREST

There were no interests declared specifically in items on the agenda however, the following standing declarations of interest were made:

- Mrs Starling is a governor at Highworth Combined School.
- Mr Pilgrim is a governor at Manor Farm Community Infant School.
- Mrs Stewart, Mr Davies, Mr Green and Mrs Khan all have Local Authority affiliations.

All governors were asked to check and re-sign their annual declarations of pecuniary and business interests forms.

All Governors

Governors agreed to take the agenda items out of order in order to allow the two students to leave after their presentation.

4 REPORT OF HEAD STUDENTS

Mr Hillyard introduced Abigail Lewis and Lauren Medway, Head Students. He explained that they would be attending Governing Board meetings up until exam time. Abigail and Lauren talked about their next steps and possible career aspirations. They updated the governors about:

- The nature and value to students of recent field trips and

experiences,

- The role of the Sixth Form Management team and Student Working Party. The Working Party meets weekly and gives the students an opportunity to raise matters such as the request for a water machine.
- Recent charity fund raising activities - £324 raised from a recent cake sale.
- Mentors have been selected from Year 12. They have received training and this has been well-received.
- The students acted as tour guides at the recent well-attended open evening and open morning events. Their involvement had received lots of positive feedback.
- The fact that a number of students had raised the issue about being anxious and vulnerable in the dark wearing dark coats. They considered this to be a security and visibility issue.

Mr Green thanked the students for raising this.

A governor asked how the enrichment is being received by the students?

It was explained that on the whole students consider it to be quite useful. Some of the items that had been covered they felt could have been more usefully covered in Year 10 – for example, planning for exams. Generally, the feedback has been positive though. Subjects such as driving safely and interview techniques have been very well-received.

The Chair said that he had been very impressed at the input of the sixth form and younger students at the Open Evening. He asked that this be relayed back to the students.

The Chair thanked both students for their time and input at their meeting which governors had found to be very useful. He looked forward to hearing regular reports from them.

Abigail Lewis and Lauren Medway left the meeting at 19.10.

5 MINUTES AND MATTERS ARISING

5.1 MINUTES

The Minutes of the meeting held on 3 July 2019, having been circulated, were confirmed and signed by the Chair as a true and accurate record subject to the following amendments:

Mr Tang had been absent from this meeting.

Mr A. Jones is a member of the MAT Working Party

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'Children District Council' should read 'Chiltern District Council'.

5.2 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

6 STRATEGIC PLANNING

6.1 REPORT OF HEADTEACHER AND SEF

Mr Hillyard reported that his report format was now aligned with the new Ofsted framework. Mr Hillyard highlighted the following:

Last Ofsted

All areas for improvement have now been addressed.

1. Disadvantaged pupils – there is still a gap in their progress when compared to their peers but disadvantaged students still achieve well above national at HGSS.
2. Students in the Sixth form make excellent progress.
3. Attendance amongst 6th Form Students is amongst the highest in the school.

Open Evening

The Chair congratulated the school and students for their input at the open evening and morning. It was pleasing to see the popularity of the school.

Mr Hillyard said that the input from students had been very good including from one student who had previously had anxiety issues.

EAL Banding

Following a question, Mr Hillyard agreed to check the data relating to pupils who have not been assessed for EAL.

EH

INSET Evaluation

What are the next steps?

Mr Wooller has undertaken a lot of work around staff development and feedback. He will continue to feedback to People and Personnel Committee about staff CPD. Responses to the evaluation were anonymous and it was disappointing, but not unsurprising, that only 34 out of 60 teachers had filled in the evaluation. There will be a report back to staff also about the issues raised.

AW

Data Report

Why is the target for Year 11, 9-4 in English and Maths lower for 2020 than what was achieved in 2019?

Mr Hillyard explained that this is because they are a different

cohort of students; this target reflects their AP2 score on entry to HGSS.

Why is the target for Progress 8 for 2020 marked as not applicable?

Mr Hillyard explained that this is because Progress 8 can only be calculated after the exams have been sat. It is not usually confirmed until the following January.

A governor asked whether it would be possible to show data comparisons with other local non-selective schools as well as with national figures?

Mr Hillyard said that although this would be very positive for HGSS, this data is not yet available.

Attendance

What, if anything, further can be done to improve the attendance of Pakistani students?

Mr Hillyard explained that Mrs Douglas and Mrs Melhuish are working with the students and their families to impress on them the importance of good attendance as well as scrutinising trends in attendance and anticipating absences. Fines are also levied as appropriate.

Where is the attendance of ethnicities, other than those in the table in the Headteacher's Report, recorded?

Mr Hillyard explained that a more detailed picture is given to the People and Personnel Committee. The school prioritises those pupils who are persistent absentees and at HGSS this is the Pakistani learners. Mr Hillyard assured governors that all low attendance is tackled by staff in school though. The school's current approach is rigorous and is having a big impact on attendance, persistent attendance and punctuality.

In terms of overall attendance by year group, all year groups have exceeded the HGSS target of 96% with Year 9 being very slightly lower than the other year groups.

Would it be possible to show attendance in the sixth form broken down in the same way in future reports?

Mr Hillyard said that this would be actioned.

EH/CD

Where is the data around the reasons for Fixed Term exclusions?

Mr Hillyard explained that this detail goes to the People and Personnel Committee. He explained the possible categories for exclusion as defined in the School's Behaviour Policy.

How is this information mapped to understand the particular triggers for particular groups of students?

Mr Hillyard agreed to present a Behaviour Report to the next FGB meeting so that governors understand this.

FGB agenda
EH

6.2 SCHOOL IMPROVEMENT PLANNING

6.2.1 REVIEW OF OBJECTIVES 2018-19

Governors noted that a lot of progress had been achieved in the areas covered by the SIP as evidenced in the RAGged version that they had been sent. Any areas that are not quite complete have been rolled forward to the SIP for 2019-20.

6.2.2 APPROVAL OF SIP 2019-20

Governors noted the arrangements for monitoring the SIP objectives as delegated to the various committees.

It was agreed to approve the SIP 2019-20 subject to the governors receiving the key actions, timescale, lead and monitoring arrangements for the success criteria 'Ensuring teachers have expert knowledge of the subject(s) they teach' which is currently blank.

EH

6.2.3 3-5 YEAR PLAN 2018-2023

How has this plan been created?

This SDP is the culmination of joint working between the SLT and a working group of governors.

Governors noted that the increase in school group size because of the expansion will have an impact on the budget (due to an increase in SLT salaries) although this increase will be less than the income from the additional pupils.

Governors approved the 3 Year Plan.

6.3 REVIEW OF GOVERNANCE ACTION PLAN

Governors discussed the Governance Action Plan. They noted the 4 main priorities identified for the Governing Board:

1. Building cohesion and strong working relationships based on trust.
2. Knowing the school and its stakeholders
3. Developing challenging questions
4. Separation of the Members from the Board.

Governors discussed the inclusion of Any Other Business on agendas and agreed to retain this with a view to any business of this nature being alerted to the Chair 24 hours in advance of the

meeting. The Chair would have the decision as to whether any such items should be considered.

Governors agreed with the need to ensure that meetings are kept to time and do not exceed 2 hours in normal circumstances.

There were mixed views of the benefits of rotating committee membership and this would not be compulsory. However, it was recognised that this is an effective way of ensuring that all governors have an over-arching knowledge in all areas.

In response to a question, Mr Hillyard stated that Angie Moorish had agreed to undertake a review of progress toward meeting the Action Plan priorities in the Spring Term. He had booked an HMI to attend the next scheduled governor training session on 20 November to brief the governors about Ofsted inspection preparation.

Governors discussed priority 4 and noted that in order to comply they would need to amend the existing Articles of Association.

It was agreed to adopt the Action Plan with the proviso that priority 4 be amended to reflect that governors would maintain a watching brief with respect of the separation of Members and Trustees. This priority to be reconsidered at such time when the circumstances of the school change.

7 COMMITTEE REPORTS

7.1 FINANCE, PREMISES, HEALTH AND SAFETY COMMITTEE

The minutes of the meeting held on 2 October 2019 were noted.

7.2 PEOPLE AND PERSONNEL COMMITTEE

The minutes of the meeting held on 18 September 2019 were noted.

The Board approved the recommendation of this committee in relation to Teachers Pay to honour a 2.75% uplift pending confirmation from the DfE regarding the funding arrangements.

Mrs Jackson agreed to notify all staff of the Governing Board's decision.

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7.3 LEARNING AND CURRICULUM COMMITTEE

The minutes of the meeting held on 1 October 2019 were noted.

7.4 HR RELATED PANELS, COMPLAINTS PANEL AND STUDENT

DISCIPLINE COMMITTEES

Governors noted that the Chair had considered a staff grievance matter at Stage 1 and two meetings of the Student Discipline Committee had been convened to consider the permanent exclusion of 2 pupils.

7.5 MAT WORKING PARTY

Mr Leftwich reported that the DfE had clarified that it would not approve any further single academy conversions. As a result, a different approach was being explored – one of working collaboratively in partnership with other schools, possible as part of the Chiltern Area Partnership.

Mr Leftwich reported that he would be resigning as a governor at Widmer End School.

8 GOVERNOR REPORTS

8.1 CHAIR

Mr Green stated that he had taken no action under his delegated powers.

8.2 DEVELOPMENT

Governors noted:

- the evaluations from the recent Governor Days.
- the scheduled Ofsted preparation training
- the need for anyone who has not completed it, to undertake Prevent training.

8.3 SEND

Ms Selby Boothroyd reported that she had met with Mrs Hawkins, SENDCO and would produce a report for the next meeting of the Learning and Curriculum Committee.

8.4 DISADVANTAGE

Ms Selby Boothroyd stated that she would arrange a time to meet with Miss Joynson to discuss issues in relation to disadvantaged pupils.

It was noted that a Three Year Plan now needs to be produced for Disadvantaged pupils.

9 ANNUAL REVIEWS

9.1 STANDING ORDERS

The Standing Orders were reviewed and approved.

9.2 CODE OF CONDUCT FOR GOVERNORS

The Code of Conduct was reviewed and approved.

9.3 TERMS OF REFERENCE

The following Terms of Reference as reviewed and recommended by committees were approved:

- Finance, Premises, Health and Safety
- People and Personnel
- Learning and Curriculum

Governors also approved Terms of Reference for ad hoc committees for:

- HR Related Matters
- Complaints
- Student Discipline matters.

9.4 MEMBERSHIP OF COMMITTEES, WORKING GROUPS AND GOVERNOR ROLES

These were reviewed and agreed as attached.

10 OTHER MATTERS

10.1 ADMISSION ARRANGEMENTS 2019-20 AND 2021

Mrs Jackson reported that although the school is expecting to admit up to 210 pupils in 2021, this will not be declared in the Admission Arrangements until Planning Permission has been granted. As such, the arrangements will be reviewed by governors again upon planning approval.

In terms of the arrangements for 2019-20 the school had been advised to remove the section highlighted in yellow in relation to Sixth Form Admissions. It is not acceptable for decisions about student admissions to be based on the outcome of an interview.

It was agreed to approve admission arrangements for 2019-20 and 2020-21.

10.2 SAFEGUARDING

10.2.1 KEEPING CHILDREN SAFE IN EDUCATION 2019

Mr Hillyard informed governors of the main changes to the 2018 version of this document. All governors are required to read the full KCSIE document.

10.2.2 ANNUAL SAFEGUARDING REPORT

Mr Pilgrim reported that he had visited school and spoken with Mrs Hawkins, Designated Safeguarding Lead. As part of this visit,

All governors

he had reviewed the Single Central Record.

Governors noted some omissions in the report relating to the number of governors who have undertaken PREVENT training and the evaluation of the staff survey.

Mr Pilgrim agreed to check with Mrs Hawkins whether governors had been sent the correct version of the Report and to re-circulate as necessary.

SP

10.3 POLICY REVIEWS AND APPROVALS

There were no policies for review at this meeting.

11 DATES AND TIMES OF MEETINGS

Governors noted the dates of future meetings according to the meeting schedule. They noted that:

- The next meeting would be held on 11 December 19 followed by post meeting drinks and snacks.
- OFSTED Training had been organised for 20 November 19 from 18.30 -20.30.

12 ANY OTHER BUSINESS

There was no other business.

13 EVALUATION 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.

In terms of impact at this meeting, Governors

- Reviewed the progress towards meeting the SIP priorities for 2018-19.
- Considered and approved the SIP priorities for 2019-20 and the Three Year School Development Plan.
- Considered and approved the Governance Action Plan for review in the Spring Term.
- Reviewed and approved their procedural framework documents – Standing Orders, Terms of Reference and Code of Conduct.
- Reviewed and approved the membership of committees and governor roles.

The meeting closed at 20.30

Signed Date

CHAIRMAN

DELEGATED ROLE	GOVERNOR NAME
CHAIR	Tony Green
VICE-CHAIR	Sarah Stewart
SAFEGUARDING/ CHILD PROTECTION	Steve Pilgrim
SEND, LEARNING SUPPORT, INCLUSION	Marianne Selby-Boothroyd
DISADVANTAGE – PP/LAC/Catch Up 7/Service Children	Marianne Selby-Boothroyd
HEALTH AND SAFETY	Tony Green
GOVERNOR DEVELOPMENT	Lisa Swain
GOVERNOR MENTOR	Lisa Swain and Steve Pilgrim
Members of Learning and Curriculum Committee	Emma Starling (Chair) Lorraine Allen Scott Barrett (Vice-Chair) Lisa Swain Marianne Selby-Boothroyd Jacqui Kirkpatrick Helen Jones Ed Hillyard
Members of People and Personnel Committee	Lisa Swain (Chair) Si Khan (Vice-Chair) Scott Barrett Jim Leftwich Emma Ginger Anna Thomas Ed Hillyard
Members of Finance, Premises, Health and Safety Committee	Alan Jones (Chair) Tony Green Steve Pilgrim Sarah Stewart Paul Davies (Vice-Chair) Fiona Kiss Toni Ellis Ed Hillyard
Headteacher's Performance Management Committee	Steve Pilgrim Tony Green Paul Davies Ralph Batten (Advisor to panel)
MAT Working Party	Alan Jones Emma Ginger Scott Barrett David Greenwood Tony Green Ed Hillyard Jim Leftwich Peter Tang and Lynda Jackson
3-5 Year Development Plan Working Party	Tony Green, Ed Hillyard, Alan Jones, Marianne Selby-Boothroyd, Mr Paul Davies
Governors for initial and appeals panels (as appropriate) for HR related matters, Complaints and Student Discipline to be selected according to availability	