



SPRING TERM 2017

MINUTES OF THE GOVERNING BOARD MEETING OF HOLMER GREEN SENIOR SCHOOL HELD AT THE SCHOOL ON WEDNESDAY 22 MARCH 2017 AT 7.00 P.M.

PRESENT:

Mrs Amanda Brodala	Mr Mike Jones (Headteacher)
Ms Emma Baddeley	Mr Robert O'Connor
Mrs Diane Deanus	Ms Sam Parnaby
Mr Tony Green	Mr Steve Pilgrim
Mr David Greenwood (Chairman)	Ms Kerry Stratton
Mr Steve Hemsley	Mrs Lisa Swain
Mrs Julia Hollings	Mrs Cheryl Whitehead
Mr Alan Jones	Miss Karen Willard
Miss Jacqui Kirkpatrick	

IN ATTENDANCE:

Mrs Lynda Jackson	Business Manager
Mr Peter Tang	Deputy Headteacher
Mrs Penny Parkin	Clerk

ABSENT: Prof Brian Mogford Apologies received and accepted

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

1 APPOINTMENT OF COMMUNITY GOVERNORS

ACTION

In line with the procedures agreed by the Governing Board:

- Mr Steve Hemsley, was appointed as a Governor for a period of four years.
- Mrs Cheryl Whitehead was re-appointed as a Governor for a period of four years.

2 NOTIFICATION OF ANY OTHER BUSINESS

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

- Annual Governors Conference (see Minute 8.1)

3 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.
- Mr Mike Jones has declared that he is Executive Head at Sir William Ramsay School.
- Mr Alan Jones has declared that he is a Governor at Sir William Ramsay 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.
- Mrs Lisa Swain has declared that she is a Governor at Manor Farm Community Infant School.

There were no other declarations of interest.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The minutes of the meeting held on 7 December 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

4.2 MATTERS ARISING

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

5 GOVERNOR REVIEWS

5.1 PECUNIARY INTERESTS FORM

Governors noted that the Register of Business/Pecuniary/Personal/Voluntary Interests is complete for 2016/2017.

The grid published on the school website will be updated and sent to the Headteacher's PA for publishing after the meeting. All individual forms have been completed and passed to Mrs Jackson.

Clerk/
Headteacher's PA

5.2 CODE OF CONDUCT

The Code of Conduct was re-adopted following new governor appointments.

5.3 DBS CHECKS

All DBS checks were complete except for Mrs Swain who had been recently appointed and will be confirmed at the next meeting.

Mrs Swain
GB Agenda

5.4 GOVERNOR APPOINTMENTS AND RESIGNATIONS

Mr Daniel Ing had resigned since the last meeting. Governors expressed their appreciation for Mr Ing’s valued contribution to the governing board and a card was passed around for Governors to sign.

Mrs Lisa Swain, Parent Governor, had been elected on 3 March 2017 for a term of office of four years.

Ms Kerry Stratton had been elected on 3 March 2017 for a term of office of four years.

Mr Steve Hemsley’s term of office as a Parent Governor expired in March 2017 and he was appointed in Minute 1 as a Community Governor for a further term of 4 years

Mrs Cheryl Whitehead term of office as a Community Governor expired in March 2017 and she was re-appointed in Minute 1 for a further term of 4 years.

The clerk advised that after the new appointments today the current vacancies on the Governing Board are:

- 1 Community, 1 Parent and 1 Staff Governor

5.5 REVIEW OF MEMBERSHIP OF COMMITTEE GRID

GB Agenda

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

Clerk

5.6 POLICIES/GUIDANCE FOR REVIEW OR ADOPTION

GB Agenda

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

- a) Charging & Remissions Policy
- b) Teaching & Assessment Policy
- c) Recruitment of Ex-Offenders
- d) Conduct & Discipline
- e) Whistleblowing Policy - to confirm no changes and deferred until the next meeting.
- f) Safeguarding Policy – to confirm no changes and deferred until

P & P/GB Agenda

the next meeting.

P & P/GB Agenda

5.7 DROPBOX

The governing Board agreed to use Dropbox for the agenda and papers for each meeting which will be circulated by email and posted on Dropbox. The clerk advised that Governors would receive a notification from Dropbox when she has assigned them to each meeting folder and they then need to join Dropbox to access the file.

Clerk

6 STRATEGIC MANAGEMENT

6.1 SIP VERBAL REPORT FROM RALPH BATTEN

This item was deferred.

6.2 HEADTEACHERS REPORT

GB Agenda

The Headteachers report had been previously circulated and Mr Jones gave a presentation at the meeting which will be circulated with the minutes. Arising from the report:

Clerk

KS3 Key Issues

English

1. Closing gender gap for boys
2. Aligning Year 7 & 8 curriculum and assessments with new GCSE
3. Increased importance of literacy skills and Spelling, Punctuation, and Grammar (SPaG) in new GCS

The strategic response was detailed in the report.

Maths

1. Progress levels of Year 8
2. Closing PP and SEN/D gap
3. Aligning Year 7 & 8 curriculum and assessments with new GCSE

The strategic response was detailed in the report.

Pupil Progress Years 9-11

Overview - 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.

Key issues for Year 11 Mid-Year Tracking 2016/2017

1. Accelerating progress for High Prior Attaining students across all subject areas.
2. Closing the achievement gap for SEND cohort.
3. Validation of assessments and professional predictions

The strategic response was detailed in the report.

KS5 Analysis

Overview

In response to the LAD of Sixth Form's work with St Clement Danes school the MER process has been re-designed for KS5 in the Spring term.

The strategic response was detailed in the report.

The Teaching, Learning and Assessment was graded as good in 2016. The report confirmed why the judgement is secure with supporting evidence.

Overall Behaviour is good and student well-being and development was graded as Outstanding in 2016.

Notable Behaviour incidents by type:

- Homework – An increasing trend of incidents, however 2014, 2015 data is not as robust as 2016.
- Poor / disruptive behaviour – An encouraging decrease from 38% to 27% of incidents for the same period last year.
- Missed detentions – An increase from 8% of incidents to 12% of incidents in the number of missed green detentions over the same period last year.
- No other category has a trend or is statistically insignificant. E.g. 'not following instructions' from 15% to 0%!

Attendance remains above the national average, but coded amber if not yet outstanding (96% for all groups). Attendance continues to improve overall for this three-year tracking period. The Education Welfare service is engaged early and charged with acting more swiftly. School generated monitoring and entering of data is increasingly robust. The priority in the pursuit of significant absentees has increased due to greater autonomy of attendance staff. Significant non-attendance is proactively challenged through a number of external agencies.

Leadership & Management was graded as good in 2016. Staffing will be reviewed in the summer term for September 2017/2018 in line with the proposed Budget 2017/2018.

The school's engagement with parents and carers was included in the report from the Parent Partnership meeting held on 1 March 2017. There will be surveys with staff and parents with an action plan from the outcomes in the summer term.

How is the school monitoring geography?

Geography is being monitored and tracked very closely with support as some areas are not secure. The school is aiming for every subject area to be outstanding and may subjects show that this is possible.

P & P Agenda

Do parents know that the school may collaborate with SWR?

No, as this is still under discussion but we would communicate this next half term to all stakeholders if agreed and finalise before the summer term half term.

Is the Misbourne School involved in these discussions?

We have had initial discussions but the Misbourne have not come back to us yet.

How would transport work between schools?

The Sixth form project to collaborate would develop over time starting in a small way at the beginning of any relationship so that we could assess transport needs properly.

Where do the new T (Technical) Levels come into this?

We will be discussing this at the next Learning & Curriculum Committee meeting.

How confident are you of good outcomes for students this year?

This Year 11 cohort prior attainment is significantly below the national average but they are anticipated to do well at the end of the year. The school is monitoring the students closely both in Year 11 and the Sixth Form.

Sir William Ramsay School

In Mr Jones presentation, he updated the governing board on progress at Sir William Ramsay School (SWR). The appointment interviews for the Headteacher are on Wednesday and Thursday 23/24 March 2017 and there will be feedback to staff and the community on Friday 25 March 2017. He advised that there is a strong field of candidates for the post.

Mr Jones thanked Mr Alan Jones for supporting the financial management at SWR and his very robust leadership from a governance perspective. Mr Jones advised that this has enabled him to focus as Executive Headteacher on the leadership and management in the school and the Post Ofsted Action Plan.

Mr Jones advised that Sir William Ramsay board of governors and leadership team are very appreciative of the robust support from Holmer Green Senior School.

The governing board thanked Mr Jones for his Headteacher's report and presentation to the meeting.

L & C Agenda

6.3 GOVERNOR REPORTS

GB Agenda

Governor Report linked to Strategic Management.

The Headteacher's presentation noted the recent visit and feedback by Mrs Amanda Brodala to PSHCE, KS3 Science, History, Maths Art & English. Feedback from the visit:

- Period 1 – would not have known it was SEN class. Hugely impressive in terms of achievement / exemplary engagement from LSA.
- Behaviour observed throughout the morning was exemplary.
- “There is a calmness and sense of purpose that is tangible”.
- Top set Maths – scale of challenge was significant.
- Peer to peer support was so impressive.
- As a governor, Mrs Brodala recognised the concerns regarding admin and paperwork given the scale of huge admin demands of the new curriculum and assessments.
- Mrs Brodala was so proud to be a governor associated with such an impressive school BUT she asked two questions:
 1. What is still Requires Improvement (RI)?
 2. What are is the school doing to sort it out?

Mr Jones responded to the questions on RI:

- Sixth Form (St Clement Danes – External review April 2017)
- ICT / Computing (Formal process)
- PE – Parental perception of Extra-curricular (External audit by Amersham school)
- Pupil Premium (BLT project)
- High Prior Attainers (Challenge curriculum / Progress 8)

The governing board thanked Mrs Brodala for visiting the school and her challenging questions.

6.4 MULTI ACADEMY TRUST UPDATE

GB Agenda

In Mr Jones presentation, he advised that the school will be exploring forming a MAT with Sir William Ramsay under due diligence in the summer term. The schools will discuss Sixth Form collaboration plans. Mr Jones advised that to collaborate with SWR the school would require a formal relationship to be formed or from his experience of trying to work with another school it would be better not collaborate. Mr Jones will report to the next meeting.

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 8 February 2017, having been circulated were noted. Arising from the minutes:

- **Support Staff Bucks Pay Award 2017/2018** - The Bucks Pay Schools Pay Review 2017/2018 had been previously circulated and noted by the committee. The schools Forum and unions have agreed a 1% increase to Bucks Pay (School support staff) to Ranges 1B Range 12 where incremental pay rises will continue be paid if due. For Range 1A the proposed increase is 1.35% to increase the hourly rate to £7.50 per hour in line with the National Living Wage. The committee had approved the recommendations of the Schools Forum and the unions and the governing board ratified the decision.

7.2 PEOPLE AND PERSONNEL COMMITTEE

Notes of the People and Personnel Committee meeting, which had not been quorate, held on 28 February 2017, having been circulated were ratified by the governing board and noted.

7.3 LEARNING AND CURRICULUM COMMITTEE

Minutes of the Learning & Curriculum Committee meeting held on 2 March 2017, 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 had met twice.

8 REPORTS

8.1 REPORT OF CHAIRMAN

Action Taken Under Emergency or Delegated Powers:

The Chairman had not taken any action under Emergency Powers.

Annual Governors' Conference 2017

The Governing Board noted that the Annual Governors' Conference 2017 is on Power and Love in Teaching, Leadership, and Governance. The

GB Agenda

keynote speaker is Steve Munby it is on Friday, 16 June 2017 9.15 am — 1.00 pm, including Brunch (Registration at 8.45am) at The Gateway, Aylesbury District Council, Gatehouse Road, Aylesbury HP19 8FF.

Places will be booked on a first come, first served basis, with two places available for each Governing Board. Additional places will be charged at £80 per Governor. Priority will be given to schools that have purchased the Governor Development Programme. The clerk asked Governors to let her know or confirm to her if they would like to attend by email.

All to note/
Clerk

8.2 REPORT OF SAFEGUARDING GOVERNOR

Miss Willard, Safeguarding Governor, had nothing to report on this occasion except to ask the governing board to note the report that was presented to the People & Personnel Committee on 28 February 2017. The checking of the Single Central Record (SCR) is in progress and will be reported to the next meeting.

Miss Willard

8.3 REPORT OF SEND GOVERNOR

There was nothing to report on this occasion. Ms Parnaby was appointed as SEND Governor at this meeting.

8.4 REPORT OF DEVELOPMENT GOVERNOR

There was nothing to report on this occasion. Mrs Swain was appointed as Development Governor at this meeting.

8.5 REPORT EQUALITIES/DIVERSITY GOVERNOR

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

9 INSET DAYS 2017/2018

In service training days had been previously agreed for 2017/2018 but the following amendment from Monday 16 April 2018 to **Friday 20 October 2017** was agreed by the governing board:

- Monday 4 Sept 2017
- Tuesday 5 Sept 2017
- Friday 20 October 2017
- Wednesday 3 January 2018
- Monday/Tuesday 23/24 July 2018

10 ANY OTHER BUSINESS

There was no other business.

11 DATES AND TIMES OF FUTURE MEETINGS

All to note

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

All on Wednesday at 7.00 p.m.

- **24 May 2017 and 5 July 2017**

12 HEADTEACHERS PERFORMANCE MANAGEMENT

All staff left the meeting except for Mrs Lynda Jackson Business Manager.

Mr Hemsley joined the meeting during this item.

This item was recorded in Restricted Confidential Minutes Part II.

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 Board would have access to these minutes.

The meeting closed at 8.45 p.m.

Signed Date

CHAIRMAN