



## SPRING TERM 2016

### MINUTES OF THE GOVERNING BODY MEETING OF HOLMER GREEN SENIOR SCHOOL HELD AT THE SCHOOL ON WEDNESDAY 23 MARCH 2016 AT 7.00 P.M.

<b>PRESENT:</b>	Ms Emma Baddeley	Mr Daniel Ing
	Mrs Amanda Brodala	Mr Mike Jones (Headteacher)
	Mr Tony Green	Prof Brian Mogford
	Mr David Greenwood (Chairman)	Ms Tracy Page
	Mr Steve Hemsley	Mr Steve Pilgrim
	Mrs Julia Hollings	Miss Karen Willard
<b>IN ATTENDANCE:</b>	Mrs Lynda Jackson	Business Manager
	Mr Nick Golding	LAD (Red)
	Mr Peter Tang	Deputy Headteacher
	Mrs Penny Parkin	Clerk
<b>ABSENT:</b>	Mrs Diane Deanus	Apologies received and accepted
	Ms Sarah Elfaham	Apologies received and accepted
	Mrs Cheryl Whitehead	Apologies received and accepted

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

#### **PRESENTATION ON PREVENT TRAINING**

Mr Golding gave a presentation on Prevent which he will send to the clerk for circulation with the minutes. This included: Staff Training, Website compliance, Student Awareness, OFSTED preparation and Policy and Procedure Development.

Mr Golding had previously sent the Governing Body various documents on Prevent Training which were noted by the Governors. Mr Golding confirmed that all staff had completed the online Prevent training and for new staff this will be part of their induction programme. Mr Golding is trained to train staff in other schools. The school website is compliant with Prevent requirements.

The Governing Body thanked Mr Golding for his very informative presentation on Prevent.

Mr Golding left the meeting.

## 1 NOTIFICATION OF ANY OTHER BUSINESS

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

- Prevent/Safeguarding Report Mrs Brodala – See Minute 5.2
- Multi-Academy Trusts and Looking Forwards and Backwards – Mr Ralph Batten, SIP. See Minute 5.6

## 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

## 3 MINUTES AND MATTERS ARISING

### 3.1 MINUTES

The minutes of the meetings held on 2 December 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.

Headteacher

### 3.2 MATTERS ARISING

#### 3.2.1 PUBLISHING OF MINUTES ON SCHOOL WEBSITES

The clerk had taken advice from the National Governors Association (NGA) on the publishing of minutes on school websites as follows:

'In terms of our view on publishing minutes, we do not have a set view on this as it really does depend on the school and it is for the governing body to decide if this is appropriate for them. Some schools choose to publish their minutes as a way of engaging with parents. However, you need to be wary of making any unapproved minutes publicly available; this could cause potential problems should there be any disagreement over the content of minutes. Amending minutes is a matter for those individuals present at the meeting. If anyone has attended a meeting in another capacity, then they should suggest the amendments they feel are necessary at the next meeting of the governing body. Any amendments will then need to be agreed upon by the governors.

Further, as discussed, governing body's are required to make minutes available on request. Minutes should only be uploaded to a website once they have been amended if necessary and approved by the full governing body or committee if appropriate.

Therefore, to summarise, as far as the NGA are aware there is no legal requirement for governing boards to publish their minutes on the school website, it is for the governing board to decide if this is something they want to do. If you decide to go ahead and regularly publish minutes, this should only be done after the minutes have been approved.'

The Governing Body agreed to publish full Governing Body minutes on the website but only once they have been confirmed at the next meeting.

Mrs Jackson

#### **4 GOVERNOR REVIEWS**

##### **4.1 PECUNIARY INTERESTS FORM**

Mrs Jackson confirmed that Governors Pecuniary Interest Forms had been completed for 2015/2016.

##### **4.2 GOVERNOR APPOINTMENTS AND RESIGNATIONS**

The clerk advised that a number of terms of office were due to end shortly and she advised the Governing Body to consider either re-appointing Community Governors or changing the category of Parent Governors to Community. The Governors affected were:

- Mr Tony Green – Parent Governor
- Mr David Greenwood – Community Governor
- Mrs Julia Hollings - Parent Governor
- Prof Bryan Mogford - Community Governor

The four Governors were asked if they wished to continue for another term of office for 4 years and they all agreed. However, the Governing Body agreed to appoint the 2 Parent Governors as Community Governors and this would create an election in the school for 2 Parent Governors. The Governing Body agreed to appoint Mr Green, Mr Greenwood, Mrs Hollings and Prof Mogford for a further term of office of 4 years from 23 March 2016.

Clerk

The Governing Body noted that there are now 2 Community Governor, 2 Parent Governor and two Staff Governor vacancies. The school will arrange elections for Parent and Staff Governors.

Headteacher

##### **4.3 REVIEW OF MEMBERSHIP OF COMMITTEES**

Governors reviewed and agreed committee grid. The committee grid will be updated regarding new appointments/roles and circulated with the minutes.

Clerk

##### **4.4 POLICIES FOR REVIEW OR ADOPTION**

The following polices had been reviewed by committees and recommended for adoption by the Governing Body:

- 1 **BCC Pay Policy**
- 2 **SCMC & Britishness Policy**
- 3 **Curriculum Policy**
- 4 **Supporting Students with Medical Conditions Policy**
- 5 **Looked After Children (LAC) Policy**
- 6 **IT Acceptable User Policy**
- 7 **Best Value Statement**
- 8 **Drugs Policy**
- 9 **Safeguarding Policy**

The Governing Body agreed to adopt the above policies.

In addition, the auditors had asked for all policies reviewed at committee to be shown in the Governing Body minutes as follows:

**Learning & Curriculum**

- a) High Attainer and More-Able Policy
- b) Teaching & Learning Policy – adopted at previous GB for review
- c) Exams Policy – confirmed
- d) SCMC & Britishness Policy - to be adopted 23 March 2016
- e) Educational Visits Policy
- f) Careers Education, Information, Advice and Guidance (CEIAG)
- g) Policy
- h) Numeracy
- i) Inclusion
- j) Sex and Relationships Education
- k) Curriculum Policy - to be adopted 23 March 2016

**People & Personnel Committee**

- a) Alcohol
- b) Drugs
- c) Use of Reasonable Force
- d) Supporting students with medical conditions – to be adopted 23 March 2016
- e) Governor Visits - Model County Policy
- f) Grievance Policy - review
- g) Recruitment of Ex-Offenders – review
- h) Looked After Children - to be adopted 23 March 2016

**FPHS Committee**

- a) IT Acceptable User Policy - to be adopted 23 March 2016
- b) Best Value Statement

**5 STRATEGIC MANAGEMENT**

GB Agenda

**5.1 HEADTEACHERS REPORT**

GB Agenda

The Headteachers report had been previously circulated and was noted by Governors. Arising from the report:

- The Single Central Record is overseen by the Mrs Plascott, the Headteacher's PA, and is complete and up-to-date.
- Strategic responses are detailed in each section of the report.

**The English Key Issues are:**

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.
4. Punctuation and Grammar (SPaG) in new GCSE.

**The Math Key Issues are:**

1. Progress levels of Year 9.
2. Closing SEN gap.
3. Aligning Year 7 & 8 curriculum and assessments with new GCSE.

**Key issues for Year 11 Mid-Year Tracking 2016**

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.

**A Governor asked about comparative progress rates for Year 9?**

*This will be explained at the next Learning & Curriculum Committee meeting.*

L & C Agenda

As Mr Batten was due to give Governors a presentation there was no further discussion on this report at the meeting. Governors thanked Mr Jones for his comprehensive report.

**5.2 GOVERNOR REPORTS**

The following reports had been previously circulated which are linked to strategic management and were noted by Governors:

- a) Humanities – Mrs Hollings
- b) Art – Mr Pilgrim
- c) DT – Mr Pilgrim
- d) Prevent/Safeguarding – Mrs Brodala

**5.3 SELF EVALUATION FORM (SEF)**

GB Agenda

The Self Evaluation Form (SEF) had been previously circulated with no changes since the December meeting and was noted by Governors. The Headteacher advised that he will updating the SEF over the Easter holidays to highlight outstanding features of the school and the updated SEF will be circulated to Governors.

Headteacher

**5.4 SCHOOL DEVELOPMENT PLAN (SDP) 2015/2016**

The School Development Plan had been previously circulated with updates from the last meeting and was noted by Governors.

## **5.5 SIXTH FORM REVIEW REPORT**

A Sixth Form Review Report from Mr Ralph Batten, SIP, on 10 February 2016 had been previously circulated and was noted by Governors. This report was commissioned to review and evaluate the extent to which the sixth form provision is currently successful.

The overall evaluation was as follows:

- The outcomes for students whilst improving compared with 2015 still requires further improvement to ensure that the erratic nature of progress and attainment is addressed.
- The Well-being, Personal Development and Behaviour of students are outstanding. Students are safe and feel safe and are extremely well cared for and supported during their time in Key Stage 5 to confidently progress to the next stage of education or employment.
- Teaching, assessment and learning is overall good. However, teaching varies from being outstanding in many areas to requiring improvement in a few. Attitudes to learning are outstanding and the use teachers and managers make of assessment is good.
- The Leadership and Management of the Sixth Form is good. Leadership has implemented effective changes to address weaknesses that became apparent in 2014-2015 and has the capacity to secure future strategic improvements.
- Safeguarding is outstanding and the overall effectiveness of the Sixth Form provision is good.

A further report visit by the SIP on 23 February 2016 was previously circulated and noted by Governors. This visit was mainly a review with the Headteacher and briefly with the Chairman of Governors.

## **5.6 MULTI-ACADEMY TRUSTS AND LOOKING FORWARDS AND BACKWARDS**

Mr Ralph Batten, SIP, presented an overview on 'Looking Forwards and Backwards' with an agenda of:

1. A new Focus on Academies, Governors and.... Ofsted!
2. The transition from Good to Outstanding.
3. Shifting the challenge for the: Narrative, Leadership, Governors and Ambitions.

Mr Batten advised that HMI are currently interested in the narrative with the leadership team, which includes Governors as the school cannot be outstanding unless Governance is. Mr Batten advised that schools can be compliant but the challenge is to shift this to impact and influence. If a school reaches influence it can become outstanding even though areas of the school still require development. He explained this by an analogy and the tide coming in over the beach. One can see the depth of the water at any one moment but some things are elastic and some floating. Influence

is the extent to which the tide is making a difference and whether the tide is in or out and the extent to which it is flowing.

All to note

The Governing Body should consider whether governors have the range of skill sets to ensure they:

1. Work effectively with leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition.
2. Provide a balance of challenge and support to leaders, understanding the strengths and areas needing improvement at the school.
3. Provide support for an effective Headteacher or are hindering school improvement because of a lack of understanding of the issues facing the school.
4. Understand how the school makes decisions about teachers' salary progression and performance.
5. Performance manage the Headteacher rigorously.
6. Understand the impact of teaching, learning and assessment on the progress of pupils currently in the school.
7. Ensure that assessment information from leaders provides governors with sufficient and accurate information to ask probing questions about outcomes for pupils.
8. 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.
9. Are transparent and accountable, including in recruitment of staff, governance structures, attendance at meetings and contact with parents.

### **Governors Narrative for HMI**

Mr Batten had advised that the Governing Body will need to have a narrative ready for the next HMI visit which will be able to show some outstanding features and what needs development and how Governors influence the school. The Governing Body agreed to meet with Mr Batten at 6.00 p.m. on Tuesday 12 April 2016 to discuss the narrative. The clerk will confirm by email.

All to note/  
Clerk

### **Multi-Academy Trusts (MATs)**

Mr Batten advised that becoming a MAT requires serious consideration but he advised the school not to surrender the things that makes it successful for short term gains. The key priority for each school is to continue to deliver their vision and commitment to the young people and families in their community. Once committed to a MAT, if it is not successful, it is difficult to dissolve.

The Chairman reported that he is intending to participate in a local networking group and the discussion on Multi-Academy Trusts. He had received a letter from the BLT which proposed briefing sessions on Multi-Academy Trusts and the current education landscape in Buckinghamshire

Chairman/  
Headteacher/

which he will attend with the Headteacher and report to the Governing Body at the next meeting. GB Agenda

The Governing Body thanked Mr Batten for his excellent presentation and the valuable support he gives the school as the SIP.

## 5.7 SCHOOL TIMETABLE GB Agenda

The Headteacher asked the Governing Body to consider changing the school timetable at lunchtimes in order to end lunchtime 10 minutes early to make it a total of 35 minutes' duration and the start and end of day as follows:

- Start of day Current 8.50 am and **Proposed 8.55 a.m.**
- Lunchtime: **Start 1.35 p.m.** Current 2.20 p.m. **Proposed End: 2.10 p.m.**
- End of day Current 3.20 p.m. and **Proposed 3.15 p.m.**

### **Are you taking into account clubs that meet at lunchtime?**

*We have considered these but at the moment the last ten minutes of lunchtime tend to be when behaviour incidents occur as students are bored and have little organised activities available at this time. The time would be better served starting Period 5.*

After careful consideration the Governing Body agreed the proposal to change the timetable, as shown above, in principle and agreed that the school can go out to consultation. The Headteacher will agree the letter to parents with the following Governors: Mr Greenwood, Mrs Hollings and Miss Willard. Headteacher

The consultation will be reported to the next Governing Meeting where a final decision will be agreed. GB Agenda

## 5.8 SCHOOL VISION PLAN 3-5 YEARS GB Agenda

Governors had met informally to discuss the School Vision Plan for 3-5 Years and the proposed plan had been previously circulated for approval by the Governing Body. The Headteacher advised that he will take the proposals to staff next term and report back to the next meeting. The Governing Body agreed to adopt the proposed School Vision Plan for 3-5 Years in principal, subject to further consultation. Headteacher

## 5.9 GOVERNORS SEF UPDATE

Mr Greenwood had previously circulated an updated version of the Governors SEF which was noted by Governors.



Governors noted that succession planning and Governors attendance at school events such as Parents evenings needs development by Governors. The rest of the Governors SEF is RAG green and a new Governors SEF will need to be developed linked to the schools SDP in due course.

Chairman

Mr Batten left the meeting after his presentation in Minute 5.6.

Mr Tang left the meeting.

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

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

Minutes of the Finance Premises Health and Safety Committee meeting held on 25 November 2015 and 10 February 2016, having been circulated were noted. Arising from the minutes:

- **School Fund Account Year Ended 31 August 215** - The FPHS Committee had received and approved evidence of an independent examination of the Voluntary School Fund account for the year ended 31 August 2015 and the audit was ratified by the full Governing Body.
- **Support Staff Pay Annual Increment** - The Support Staff Pay Consultation 2016/2017 recommendation was a 1% increase for Buckinghamshire and had been agreed with the union. This increase had already been included in the budget forecast and was noted by the committee and ratified by the Governing Body.

### **6.2 PEOPLE AND PERSONNEL COMMITTEE**

The People & Personnel Committee on 3 February 2016 was not quorate so the recommendations of the People and Personnel Committee meeting held on 3 February 2016, having been circulated, were confirmed by the Governing Body and the Chairman will sign them at the next meeting.

Chairman/  
Miss Willard

### **6.3 LEARNING AND CURRICULUM COMMITTEE**

Minutes of the Learning & Curriculum Committee meeting held on 2 February 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.

The clerk thanked Mr Ing, on behalf of Sir William Ramsay, for attending a Student Discipline Committee meeting under the reciprocal arrangement with their Governing Body.

## **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/CHILD PROTECTION GOVERNOR**

Miss Willard and Mr Golding had reported to the People & Personnel Committee on 3 February 2016.

The Annual Safeguarding Report had been previously circulated and was noted by the People & Personnel Committee in February. The report had been sent to the Education Safeguarding Advisory Service in January 2016 and as required the Governing Body noted and ratified the report.

### **7.3 REPORT OF SEND GOVERNOR**

Mr Ing, SEND Governor, advised that he had visited the school last Friday and he will be writing a report shortly.

Mr Ing

### **7.4 REPORT OF DEVELOPMENT GOVERNOR**

Ms Page had nothing to report on this occasion.

### **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**

All to note

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

- 25 May 2016 and 13 July 2016

**10 CONFIDENTIAL STAFF ITEM**

The Headteacher advised that he was removing this item from the 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 of the Governing Body would have access to these minutes with the exception of Restricted Confidential Minutes Part II.

The meeting closed at 8.45 p.m.

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

CHAIRMAN