



## AUTUMN TERM 2017

**MINUTES** of the meeting of the Governors of Holmer Green Senior School held at the School on 13 December 2017 at 19.25 p.m.

<b>PRESENT:</b>	Miss E. Baddeley (EB) Mr S. Barrett (SB) Mr D. Greenwood (DG) (Chair) Mr A. Jones (AJ)	Mr S. Pilgrim (SP) Miss K. Stratton (KS) Mrs L. Swain (LS) Miss K. Willard (KW)
<b>IN ATTENDANCE:</b>	Mrs L. Jackson (LJ) Mr P. Tang (PT) Ms E. Walker (EW)	Business Manager Deputy Headteacher Clerk
<b>ABSENT:</b>	Mrs A. Brodala (AB) Mrs D. Deanus (DD) Mr A. Green (AG) Mr M. Jones (MJ) Miss J. Kirkpatrick (JK) Mr J. Leftwich (JL) Mr R. O'Connor (RO'C) Mrs C. Whitehead (CW)	Apologies received and accepted Apologies received and accepted Apologies received and accepted Apologies received and accepted Apologies received and accepted Apologies received and accepted Apologies received and accepted Apologies received and accepted

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

The chair welcomed everyone to the meeting.

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

There were no items raised as Any Other Business.

### **2 DECLARATIONS OF INTEREST**

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

- Mr Tony Green is a Governor at Highworth Combined School.
- Mr Steve Pilgrim is a Governor at Manor Farm Community Infant School.
- Mrs Lisa Swain is a Governor at Manor Farm Community Infant School.

### **ACTION**

The chair reported that agenda item 6.5 on the Headteacher Recruitment would be taken out of sequence at the end of the meeting to enable non-staff governors to leave the meeting.

**3 APPOINTMENT OF VICE-CHAIR**

The clerk sought nominations for the position of Vice-Chair.

Mr Tony Green was nominated; there were no other nominations.

In accordance with the Governing Body's procedures, Mr Tony Green was appointed Vice-Chair until the first meeting in the Autumn term 2018 when the positions of Chair and Vice-Chair would be reconsidered.

Mr A Jones was appointed as Chair of the FPH&S Committee in place of Mr Green.

**4 APPOINTMENT AND RESIGNATION OF GOVERNORS**

Mr Scott Barrett was welcomed as a newly elected Parent Governor.

**5 MINUTES AND MATTERS ARISING**

**5.1 MINUTES**

The Minutes of the meeting held on 18 October 2017, having been circulated, were confirmed and signed by the Chair as a correct record and handed to the Business Manager to be made available for inspection in the School.

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**5.2 MATTERS ARISING**

**5.2.1 STANDING ORDERS (Minute No. 6.1)**

The Standing Orders as circulated by the Clerk were adopted.

**5.2.2 TERMS OF REFERENCE (Minute No. 6.2)**

The Terms of Reference, which had been reviewed by the respective committees, were adopted.

**5.2.3 MEMBERSHIP OF COMMITTEES/GOVERNOR ROLES (Min No. 6.3)**

Mr Barrett was welcomed to attend all committees with a view to deciding which one would be most appropriate for him to become a member of. Mr A. Jones stated that he would welcome a staff governor representative on the Finance, Premises, Health and Safety Committee.

**ACTION: Staff Governors to consider.**

**Staff Governors**

**5.2.4 CODE OF CONDUCT (Minute No. 6.4)**

The Code of Conduct for Governors as circulated by the Clerk was adopted subject to all references to the headteacher being amended to reflect either gender. (P2, bullet point 11 to be amended to state – We will respect the role of the headteacher and **his/her** responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements.)

Clerk

**5.2.5 TEACHERS SALARY INCREMENT (Minute No. 8.1)**

It was noted that the decision in relation to the annual salary increment for teachers, as recommended by the Finance, Premises, Health and Safety and Personnel and Pay Committees had been endorsed by the FGB via email.

**5.2.6 REVISED CHILD PROTECTION POLICY (Minute No. 10.3)**

Mr Tang agreed to confirm with Mr Golding that a comparison had been made between the school's existing Safeguarding Policy and the new Framework Child Protection Policy to ensure that the policy was compliant.

**Action: To check that the Child Protection Policy is fully compliant with the latest guidance.**

PT/NG

**6 STRATEGIC MANAGEMENT**

**6.1 REPORT OF HEADTEACHER**

In the absence of Mr Jones, Mr Tang highlighted aspects of the Headteacher's report as follows:

School Context

All year groups are full and over-subscribed and there is an additional class in Year 7. Last year there were 185 first choice applicants and this year (September 2018) there have been 345 first and second choice applications for 150 places. Sixth form numbers continue to increase and are now at 114 students, including 10 partnership students from SWR school.

The sixth form at HGSS is rated in the top 10% nationally according to results.

Governors urged the school to promote this success locally and elsewhere.

Personal Development, Behaviour and Welfare

There have been no permanent or fixed term exclusions this term which is a great improvement on previous years.

The reasons for these improvements are:

- a more robust system of whole school leadership over behaviour
- a more targeted use of internal exclusion through the Hub
- the impact of assembly and PSHCE programmes.

Attendance has also improved. Attendance at years 7-11 is 96.2% (above the national average) and 96% for the Sixth Form which is very good.

#### Quality of Teaching, Learning and Assessment

Mr Tang referred governors to pages 2-5 of the SEF.

#### Outcomes for Children and Other Learners

The gender gap continues to be an issue and has been identified as a key objective as part of the Headteacher's Performance Management for the year. A full school analysis and strategic plan are being implemented and the initial impact in AP2 data and the MER 2 report will be the focus of the Governing Body Learning Committee on 13<sup>th</sup> March 2018. This is a national issue.

Mr Tang said that staff are cautiously optimistic about the result forecast outcomes for Years 11 and 13.

*A governor asked if the target for Pupil Premium students was attainable?*

Mr Tang stated that it was because the Pupil Premium students in the current Year 11 cohort are high attaining students.

Governors were reminded that the detailed scrutiny of the data was at the Learning and Curriculum meeting and they were advised to read the minutes from recent meetings.

#### Effectiveness of Leadership and Management

Mr Tang reminded governors of the achievement by the staff and pupils at HGSS in gaining the Artsmark Platinum Award by the Arts Council England.

In terms of school to school support, Progress 8 outcomes at Sir William Ramsay School, significantly improved following support from HGSS last year. HGSS continues to provide on-going school-to-school support for SWR in maths.

*A governor asked if it is planned to accept another bulge class?*

It was explained that this had not yet been considered and would be dependent on the data released from BCC as well as staffing and accommodation availability.

## **6.2 SCHOOL DEVELOPMENT PLAN (SDP) –2017/18**

Mr Tang reported that the SDP had been simplified to a document which was now more accessible for staff and governors and included milestones that were specific and measurable. Mr Tang summarised the three key improvement areas which included the development and benefits of becoming a MAT. This would be explored further at the EGB meeting on 10 January.

Ms Willard agreed to contribute to the discussion about the HR implications of developing into a MAT. Mr A. Jones would consider the financial implications with Mrs Jackson. The SLT would focus on the benefits to the students and curriculum implications.

**KW  
AJ/LJ**

## **6.3 SELF-EVALUATION FORM (SEF)**

Mr Tang reminded governors to familiarise themselves with the SEF.

## **6.4 FINANCIAL STATEMENT FOR YEAR END 31 AUGUST 2017**

This item had been covered in detail at the AGM which had preceded this meeting. The Audit has been undertaken and the accounts were now ready to be signed off.

It was agreed to endorse the recommendation of the FPH&S Committee to approve the accounts as presented.

## **6.5 HEADTEACHER RECRUITMENT**

This item was taken out of sequence at the end of the meeting.

## **6.6 ADMISSIONS ARRANGEMENTS**

Governors noted that there needed to be a consultation about the proposal to add an additional admission criterion – to give priority admission to the children of teaching staff at HGSS. Mrs Jackson confirmed that this proposed change does comply with the Admissions Code. The original proposal had been to rank this criterion as No. 5, but it had now been realised that because HGSS is oversubscribed it would be unlikely that criterion 5 would ever be reached before the school was full. It was noted that other schools have this as criterion 2 or 3.

Governors discussed the importance of having measures in place to recruit and retain good teachers especially in times of recruitment difficulties.

*A governor asked how many children could result from this criterion being moved higher up the rank order?*

Mrs Jackson confirmed that this would not have a big impact on numbers and could affect one or two members of staff at any one time. Some members of staff already have children in school, but they are in catchment.

Governors agreed that

- the admissions criterion to include the children of teachers at HGSS should be added at No. 2.
- This change in proposal would be re-consulted over.
- It would be made clear, as part of the consultation, that the rationale for this change was to retain excellent teachers.

**ACTION: to re-consult as outlined above.**

**LJ**

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

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

Mr A. Jones reported back from the recent meeting held on 6 December 2017. He highlighted the following matters:

- There is a lag in funding in relation to the bulge year
- The refurbished boys' toilets have been a great success and the plan is to refurbish the girls' toilets at Easter. The Committee agreed to fund the refurbishment of the female staff toilets from contingency at an anticipated cost of £10,000.
- bids were encouraged to be submitted to access funding as part of the new Healthy Pupils Capital Grant. This process was part of the CIF bidding process but would take up one of the schools two bids. The bids are ready for submission and relate to a new sports hall (£3.7million) and emergency fire lighting (£235,000). Schools will be notified whether they have been successful in April 2018.

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

Ms Willard reported back from the meeting held on 21 November 2017, the minutes of which had been circulated.

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

In the absence of Mrs Deanus, who had chaired this meeting on Tuesday 5 December 2017, there was no report. The minutes had already been circulated.

### **7.4 HR, COMPLAINTS AND STUDENT DISCIPLINE COMMITTEES**

These committees had not needed to meet.

<b>8</b>	<b>REPORTS</b>	
<b>8.1</b>	<b>REPORT OF THE CHAIR</b> The Chair had not taken any action under emergency or delegated powers and had no other report to give. Governors noted that the Chair had been informed about the school closure for one day on Monday 11 December.	
<b>8.2</b>	<b>REPORT OF DEVELOPMENT GOVERNOR</b> Mrs Swain reported that the last skills matrix had been completed in 2014, as a result it was timely to repeat this exercise. She reminded governors to complete the matrix, which had been circulated to them, and to send it back to her as she would be consolidating the information. She would report back to the Spring term FGB meeting. <b>ACTION: Governors to complete matrix, Mrs Swain to consolidate, item for next FGB agenda.</b>	<b>LS</b> <b>agenda FGB</b>
<b>8.3</b>	<b>REPORT OF SEND GOVERNOR</b> There was no report from the SEND Governor. <b>ACTION: clarification to be sought from Mrs Brodala as to whether she is still the SEND Governor.</b>	<b>Clerk</b>
<b>8.4</b>	<b>REPORT OF SAFEGUARDING GOVERNOR</b> There was no report from the Safeguarding Governor although governors were reminded to send their PREVENT training certificates to Mr Golding.	<b>All governors</b>
<b>8.5</b>	<b>REPORT OF PP GOVERNOR</b> There was no report in the absence of the Pupil Premium governor.	<b>DD</b>
<b>8.6</b>	<b>LINK GOVERNOR VISIT REPORTS</b> It was noted that there was some uncertainty around governor roles. <b>ACTION: The list of governor roles to be circulated to all governors for them to confirm that the information is up-to-date.</b>	<b>Clerk/LJ</b>
<b>9</b>	<b>POLICY REVIEWS AND APPROVALS</b> There were no policy reviews or approvals.	
<b>10</b>	<b>DATES OF MEETINGS</b> Dates of meetings were as per the meeting schedule. Governors were reminded of the EGB meeting on Wednesday 10 January 2018 at 19.00.	

Governors discussed the timing of the second Autumn term meeting and it was agreed to bring this meeting forward by 2 or 3 weeks in next year's meeting schedule.

**ACTION: amend meeting schedule for 2018/19**

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## 11 ANY OTHER BUSINESS

The following Any Other Business items were raised:

- Christmas Meal - Governors were reminded about the Christmas meal at the Red Lion in Kings Hill, details of which had already been circulated.
- Christmas Concert - All governors were welcomed to attend the Christmas Concert.
- Winter weather - Following a question about whether the school has resources to enable safe snow and ice removal from pavements in and around school, it was explained that school staff are not permitted to clear snow and ice from anywhere other than on the school premises. This had meant that pavements leading to the school had been treacherous this week.

**ACTION: Chiltern District Council to be alerted to the dangerous nature of the pavements surrounding HGSS during the recent and future icy conditions.**

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## 6.5 HEADTEACHER RECRUITMENT (deferred from earlier in the meeting)

Mr Tang left the meeting at 20.33.

The Chair updated governors about the recent discussions by the process panel. Communications have been sent to stakeholder groups to keep everyone informed and the chair will be speaking to pupils at an assembly and staff at a staff briefing event. The Headteacher recruitment pack has been agreed and circulated to governors. The advert is live on the TES and BCC websites as well as on the school's website.

Nominations for the Selection Panel had been requested and governors were thanked for putting their names forward. Governors agreed with the recommendation from the Process Panel that all governors that had expressed an interest in being involved in the selection process should be, in one form or other.



It was agreed

- to appoint the following 3 governors to the final selection panel (to be advised by both Ralph Batten and Stephen Nokes):

Mr Greenwood (Chair)

Mr Pilgrim (Safer Recruitment trained and previous experience of Headship appointments)

Ms Willard (Chair of Personnel)

Reserves for the Selection Panel were agreed as Mrs Brodala and Mr Green

- That other governors involved in the interview process on 6/7th February would include the above plus:

Mr Leftwich

Mr Barrett

Ms Baddeley

Ms Stratton

Ms Kirkpatrick

- that governors that are not available for the interview dates have been allocated to the Appeals Panel (if necessary) – Mr A. Jones, Mrs Swain, Mr O'Connor.

Ms Willard questioned the need for an appeals panel and Mrs Jackson stated that this would be in very rare cases where an internal applicant was not happy with the outcome and wished to appeal the process.

There would be an opportunity for all staff and governors to meet informally with the candidates for drinks and snacks at 3.30 p.m. at the end of Day 2.

*A governor stated that staff wished to be involved in the recruitment process. It was asked whether a member of staff could be on the selection panel.*

It was explained that this was not best practice, but that staff would be involved in the interviewing process in other ways, as would students.

*A governor asked if there was a problem with staff morale.*

The staff governors present felt that there was amongst some staff and that getting involved in the recruitment process would help to engage staff. It was felt that some staff had been disappointed that, although a Christmas Party had been organised, it had been cancelled due to lack of interest by staff.

**12 HEADTEACHER’S PERFORMANCE MANAGEMENT REVIEW**  
This item is covered in the Restricted Confidential minutes.

**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.

The meeting closed at **21.15**

Signed ..... Date .....  
CHAIRMAN