



SUMMER TERM 2020

MINUTES of the meeting of the Governors of Holmer Green Senior School held remotely via Zoom on Wednesday 1 July 2020 at 18.30.

PRESENT

Miss E. Ginger (EG)	Miss J. Kirkpatrick (JK)
Mr S. Barrett (SB)	Ms F. Kiss (FK)
Mr G. Davies (GD)	Mrs A. Lee (AL)
Mr P. Davies (PD)	Mr J. Leftwich (JL)
Mrs T. Ellis (TE)	Mr S. Pilgrim (SP)
Mr A. Green (AG)(Chair)	Mrs E. Starling (ES)
Mr E. Hillyard (EH) (Headteacher)	Mrs L. Swain (LS)
Mr A. Jones (AJ)	Mrs A. Thomas (AT)
Mrs H. Jones (HJ)	

IN ATTENDANCE:

Mrs C. Hawkins (CH)	Assistant Headteacher/SEND/CO/DSL
Mrs L. Jackson (LJ)	Director of Finance, HR and Resources
Mr P. Tang (PT)	Deputy Headteacher
Ms E. Walker (EW)	Clerk

ABSENT:

Ms M. Selby-Boothroyd (MSB)
Mrs S. Khan (SK)
Mrs S. Stewart (SS)

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

The Chair welcomed everyone to the meeting and acknowledged that, whilst not ideal, this was the best way of holding a meeting and adhering to the latest Government requirements due to the COVID-19 virus outbreak. The evening would commence with Safeguarding training to be followed by the Full Governing Board Meeting.

SAFEGUARDING TRAINING

Mrs Hawkins, DSL, referred governors to the documents which they had been sent -

- Governance Handbook – Safeguarding annotated
- Keeping Children Safe in Education/ Management of safeguarding – Questions to ask
- Understanding Safeguarding and Governance
- PowerPoint presentation

Mrs Hawkins stated that it is her responsibility to ensure that the school keeps on top of any safeguarding changes and advice and

ACTION

to ensure that all staff are trained. There has been safeguarding training at each of the recent INSET days. All members of SLT are now DSL trained which has increased the capacity of staff with higher level training. The 2020 version of Keeping Children Safe in Education has been released in draft form but will not be confirmed until later in the summer. It is likely to contain additional provision with respect to supply teachers and agency staff. Mrs Hawkins stated that she would update the Safeguarding Policy in the light of the new Guidance one it is issued and there would be staff training off the back of this. Training will be required for the new Deputy Headteachers to ensure that they are up-to-speed with safeguarding implications and new staff will be trained in the use of CPOMs.

The school does not currently have day to day contact with all pupils due to the restrictions placed during the lockdown. An addendum to the safeguarding policy was produced swiftly to explain how the school will be safeguarding children during lockdown.

Mrs Hawkins explains that she meets with the Safeguarding Governor (Mr Pilgrim) every half-term and as part of his visit he checks the Single Central Record and signs it off.

There will be further safeguarding challenges in school in September with the increase in pupil numbers in Year 7 and in terms of the expansion project.

How has safeguarding changed over the last 2-3 months?

Although the school has not been able to have day-to-day contact with pupils, staff have been undertaking regular check-ins with students to check they are ok. Those who have social workers have been able to come into school for the duration of lockdown. Other vulnerable children have also been offered this opportunity.

Has there been any attempt to catchup with specific individuals who may be deemed to be at risk?

It was explained that all students have been invited into school for a day before the end of term and their conversations are being recorded on CPOMs. The students who are not coming into school are of more concern.

Mr Pilgrim arrived at 18.40

Who is checking up on those students who are not coming into school?

If the family have not connected with the school then staff have undertaken home visits to drop off laptops or deliver work and are chatting with the students to gauge their wellbeing.

Mr Hillyard stated that counselling has continued to be offered to support those students who need it. Now that the in-school provision has been extended, relatively small numbers of students are not coming into school. The whole Yr12 cohort have been coming into school and the vast majority of Year 10 also.

Pastoral Managers have identified anxieties from students about their work, family relationships and bereavement. The lack of routine has also had an impact on many and some students have not been outside for 10-12 weeks.

What arrangements are in place if you have a concern about a student at the present time?

Mrs Hawkins has a mobile phone which is dedicated for use by vulnerable students and she has had a number of phone calls with parents and students. The school has also sent text messages to parents to check-in on students and has had a good response rate to messages sent. The Pastoral Managers have a mobile contact number included as an auto-message on emails.

What measures are in place to safeguard the students when construction workers are on site?

There are numerous checks in place including DBS checks by the construction companies who are used to working in schools. There will be an attempt to keep the site work separate from the students. All of these safeguarding measures will be evidenced by the school.

How do you evaluate the impact of the training?

All staff are asked to email evidence of the training they have undertaken (usually a certificate) and a short evaluation of the impact of the training in relation to their role in school. This knowledge is tested in staff surveys and weekly safeguarding questions for staff are included in the staff bulletin.

How often are staff DBS checks undertaken?

There is no statutory requirement in terms of frequency of DBS checks but HGSS re-checks all staff on a 3 year rolling programme.

There is a checklist inside all personnel files to ensure that safeguarding requirements are in place for all employees. Supply teachers are required to evidence their DBS clearance before they are allowed on site.

Do all interview panels have at least one person on them who is trained in safer recruitment?

It was confirmed that all SLT have received safer recruitment training and there will always be at least one person in each interview who has this training.

Mrs Hawkins was thanked for her input and she left the meeting.

1 NOTIFICATION OF ANY OTHER BUSINESS

There were no items notified as Any Other Business.

2 DECLARATIONS OF INTEREST

There were no other interests declared however, the following standing declarations were made:

- Mrs Starling is a governor at Highworth Combined School.
- Mr Davies and Mr Green have Local Authority affiliations.

3 REPORT OF STUDENT MANAGEMENT TEAM REPRESENTATIVES

Governors received and noted the report from the Head students who had been newly-appointed into the Student Management Team. Governors noted the comments made in particular about remote and online learning and their recommendations as follows:

- An Action Plan or Timeline should be created for each subject, that will allow students to prepare and give time for students to catch up. Allowing for greater communication and certainty about the future.
- Many wish to have individualised one to one support so that they know what they need to do and improve on.
- Clarity given regarding End of Year Exams, so students are given time to prepare and revise.

Mr Hillyard agreed to share Mrs Golding's responses to the students' recommendations with them. In her response Mrs Golding referred to the school's response to the severity and speed of lockdown, the safeguarding implications of using online lesson platforms, the training of teachers in the use of these teaching methods, the differing responses of teachers to the teaching of their subjects, the role of teachers in meeting with students to prepare Action Plans to enable them to catch up and

the communication and expectations with regard to end of year assessments.

Governors thanked the Head Students for their report and acknowledged that it has been a difficult time for all students and especially those nearing the end of their education journey at school.

4 REPORT OF HEADTEACHER AND SEF

Governors received and noted Mr Hillyard's report.

Exam Results - Mr Hillyard explained that he had scrutinised every student's grades before the results were submitted to the Exam Boards. He was confident in the robustness and fairness of the process undertaken at HGSS which had been explained at the meeting of the Learning and Curriculum Committee. The focus is now shifting to how to manage the Results Day and it may be that results are emailed out as it will not, regrettably, be possible for all students to come into school at the same time. The arrangements for appeal are still being worked through but there will be limited conditions for a student to appeal a grade awarded by the school.

Arrangements for September 2020 – The Government has made it clear that it expects all children to be back in school in September although the Guidance about how this will be achieved is not due to be published until 2 July. Mr Hillyard said that he would await the guidance before making any further plans.

Admissions

Do you know the reason why the number of first choice applications to HGSS has decreased from 237 last year to 206 this year?

Mr Hillyard explained that he did not know but he would depend annually on the number of applications to grammar schools. The Planned Admission Number is 210 and the school will be full in Year 7 as well as having appeals to hear.

Is there any update to the intake numbers for Year 12 for 2020?

Mr Hillyard said that numbers are very promising but, as ever, it will depend on exam outcomes. There have been applicants from 60 external students – all of whom have been contacted and a virtual induction week has been held.

Summer Catch- up

Will the school be getting additional funding for tuition to support the catch-up of pupils over the summer?

Mr Hillyard said that although schools will be receiving funding to support catch-up, the pot of money previously allocated for Year 7 Catch-up, has been withdrawn. The arrangements for summer tuition are unclear.

What will be the safeguarding status of any enthusiastic amateurs who apply to tutor children over the summer?

Mr Hillyard explained that the detail is as yet unclear but no-one will have access to children without the appropriate safeguards in place. 1:1 tuition has worked well in the past, for example with the London Challenge school improvement initiative.

Careers

Will the careers meeting for the current Year 8 students, cancelled due to lockdown, still take place?

Mr Hillyard explained that this will be scheduled for Yr8 students in future, prior to making GCSE option choices. As the current Yr 8 have already made their option choices this will no longer happen to this timescale. Mr Hillyard suggested that Mrs Stone's plans for Careers at HGSS be submitted to the People and Personnel Committee.

Governors thanked Mr Hillyard for his report.

4.1 GOVERNOR DAY PLANS

Governors noted that rescheduled Governor Day is planned for 3 November 2020 although what form this will take is unknown.

The focus for next year's Governor Days were agreed as follows:

- Sixth form – teaching, progress and attendance
- Disadvantaged student progress
- Challenge in lessons and for high prior attainers
- PSHCE, Oracy, Careers provision
- Equality, e.g. LGBTQ+
- Curriculum development
- Staff CPD and career paths
- Pastoral development

5 SCHOOL DEVELOPMENT PLAN

It was noted that the 3-5 Year Development Plan Working Party will be looking at the School Development Plan in more detail at its meeting on 8 July 2020.

Mr Hillyard said that the issue raised by the Learning and Curriculum Committee at its last meeting about the possibility of extending the use of IT devices for students going forward will be added to the SDP for consideration.

6 MINUTES AND MATTERS ARISING

6.1 MINUTES

The Minutes of the meeting held on 1 April 2020 and 26 May 2020 were confirmed as a correct record. They would be made available for inspection in school and signed at a later date.

6.2 MATTERS ARISING

6.2.1 HEADTEACHER'S REPORT AND SEF (Minute No. 5 of 1 April 20)

Mr Hillyard reported that there have been 38 students attending the Critical Worker's School today split between 4 rooms. All students are working in bubbles and there have been no positive cases of COVID-19 reported to date in school.

Mr Green reported that he had visited school to undertake the termly Health and Safety walkaround and had been impressed with the measures in place to deal with COVID-19. It had also been a pleasure to see so many children happy to be back in school.

How many staff are in school?

Mr Hillyard reported that all staff, who are able to be, are in school. Only 2 members of staff are clinically vulnerable and unable to come back to school whilst the current shielding arrangements are in place. A small number have been signed off with a doctor's note and some staff are anxious about being back in school. Mr Hillyard paid tribute to the flexibility of both teaching and non-teaching staff in covering for one another as necessary and recognised the hard work of teachers in planning online work in the afternoons following their morning in-school teaching commitments.

Governors asked that their thanks be passed on to the staff for their hard work and commitment on behalf of the pupils.

Open Evening – Mr Hillyard explained that filming is in process for the on-line Open Evening – which will be a ticketed event to be held in October.

7 GOVERNOR MEMBERSHIP

Staff Governor - Governors congratulated Miss Kirkpatrick on her re-election as Staff Governor for another 4 year term of office.

Community Governor – Governors noted that Mr Jones’ term of office was due to end on 12 July 2020.

The Chair thanked Mr Jones for his contribution to the Governing Board and School, especially as Chair of Finance and wished him well in the future.

Clerk – Governors noted that this would be Ms Walker’s last meeting as Clerk. Governors thanked her for her work on behalf of the Board.

Deputy Headteacher – The Chair thanked Mr Tang for his contributions at HGSS as Deputy Head and wished him every success in his new position as Headteacher of the Beaconsfield School. Mr Hillyard paid tribute to Mr Tang’s support for him when newly appointed as Headteacher and recognised that the school was in a better position owing to Mr Tang’s support.

8 DELEGATED ARRANGEMENTS

Governors reviewed and agreed the membership of their committees as attached. They noted that Mr Jones’ departure left several gaps – including for the Chair of Finance, Premises, Health and Safety. This would be picked up next term.

Agenda FPH&S

9 COMMITTEE REPORTS

9.1 FINANCE, PREMISES, HEALTH AND SAFETY

The Minutes of the meeting held on 10 June 2020 were noted. Mr Jones, Chair, highlighted the following matters which had been discussed by the committee:

Budget 2020-21 –Income is in excess of £800,000 greater than for 2019/20, due principally to increasing pupil numbers. Reserves are currently at £698,000 and forecast to be at £1,147,000 at the end of the 2020/21 year. A number of additional expenditure proposals are being looked at which will be the subject of discussion by the Finance, Premises, Health and Safety Committee and FGB during the Autumn term.

FPH&S agenda

Mrs Lee left the meeting at 19.45

Boilers – the CIF bid for replacement of the boilers has been rejected but this work remains a priority for the school to be undertaken in the summer holidays. Mrs Jackson will be submitting this project to the urgent capital bid programme and expects this bid to be successful.

Why do we not go ahead and arrange for the boiler replacement work to be undertaken now as the school has identified this to be a priority and has the funds for this project?

Mrs Jackson explained that the boiler project cost is £160,000 and the next stage is to submit a bid to the DfE for funding from the urgent capital bid programme. This will enable the Reserves to be spent on other projects for the pupils' benefit to be discussed next term. The heating will not be needed until October which gives a bit of flexibility to get this work completed.

Could we use the surplus for the tennis court cover?

Mrs Jackson said that this is a key spending priority, but this project will need planning permission. The possibility of applying for temporary planning permission is being considered.

Could we use the surplus to increase staff numbers?

Mr Hillyard explained that the school already benefits from extra staffing in English and Maths which gives a bit of much needed contingency.

Exams – the school has accrued £86,000 exam fees from the 2019/20 exams which have not taken place. Government guidance is that students will be able to sit any of their exams in the Autumn if they are unhappy with the grade that they have been awarded. This may mean additional exam fees and invigilation costs.

Do all staff have suitable IT equipment?

Mr Hillyard explained that all teachers have a school laptop which they have used to undertake video and Teams lessons where appropriate.

Mr Jones explained that the budget deadline is now September 2020 and he felt that it was important to submit the budget at a time when it reflects, as accurately as possible, the actual situation.

ACTION

**LJ/EH
FPH&S/FGB**

Mrs Jackson said that approval is required at this meeting to enable her to submit the budget over the summer. Proposals for spending the surplus and Reserves would be submitted to governors during their round of meetings in the Autumn term.

COVID-19 – the forecast for 2019/20 has improved by £50,000, a significant amount of which was due to savings from COVID-19. All expenses which had already been committed to have been honored.

It was agreed to approve the budget, as presented.

Mr Leftwich left the meeting at 20.15.

School Expansion – Governors noted the information in the report including that planning permission for the expansion has been granted, the timescale for project start and completion and the benefits of the expansion project.

Risk Register – Mr Jones thanked Mrs Jackson for adding detailed reference to COVID-19 to the risk register and requested that other environmental hazards and issues be added too and considered at the next meeting of the Finance, Premises, Health and Safety Committee.

FPH&S agenda

Governors thanked Mr Jones for his report.

9.2 PEOPLE AND PERSONNEL

The Minutes of the meeting held on 20 May 2020 were noted.

9.3 LEARNING AND CURRICULUM

The Minutes of the meeting held on 2 June 2020 were noted. Mrs Starling reported that most items were deferred in order to concentrate on the process for awarding grades, remote learning and closing gaps. Whilst this meeting had been quite operational in nature, with parents sharing experiences of remote learning, this committee would refocus onto more strategic matters going forward.

Admissions Policy 2021/22 – Since the meeting, planning permission has been granted for the expansion project and therefore a change is needed to the Admission Policy for 2021/22 to reflect the increase in the Planned Admission Number (PAN) from 150 to 210.

It was agreed to approve the amended Admissions Policy reflecting the revised PAN of 210 for year 7 in 2021 and beyond.

9.4 HR RELATED PANELS, COMPLAINTS PANEL AND DISCIPLINE COMMITTEES

These Committees had not needed to meet.

9.5 MAT WORKING PARTY

This Working Party had not met.

Mrs Swain left the meeting.

10 GOVERNOR REPORTS

10.1 CHAIR

The Chair reported that he had not taken any delegated action.

10.2 DEVELOPMENT

There was no report in the absence of Mrs Swain, Development Governor.

10.3 SAFEGUARDING

Mr Pilgrim reported that he had not been able to meet with Mrs Mrs Hawkins, Designated Safeguarding Lead, this term owing to the COVID-19 restrictions in place. However, governors had all received a briefing from Mrs Hawkins at the start of the meeting.

10.4 SEND

It was agreed to defer this item in the absence of Ms Selby-Boothroyd, SEND Governor.

MS-B

10.5 DISADVANTAGE

It was agreed to defer this item in the absence of Ms Selby-Boothroyd, Governor for Disadvantaged students.

MS-B

11 OTHER MATTERS

12 POLICY REVIEWS AND APPROVALS

12.1 ADMISSIONS POLICY

See Minute No. 9.3 above.

12.2 ACCEPTABLE USE POLICY

Mrs Jackson explained the changes to the policy as highlighted.

ACTION

It was agreed to approve the Acceptable Use Policy.

13 DATES AND TIMES OF MEETINGS

Governors noted that the next meeting would take place on 14 October 2020 as per the agreed schedule of meetings. The way the meeting would be conducted would be relayed closer to the date of the meeting.

TG/ Clerk

14 ANY OTHER BUSINESS

There was no other business.

15 EVALUATION OF MEETING

Governors reflected and agreed that the meeting had been effective:

- It had focused on urgent matters and ensuring that the school community, including vulnerable groups of children, are safe.
- It had allowed participation by all governors virtually and to question the Headteacher about current practice in school, possible catch up in the summer and arrangements for the full return of all pupils in September 2020.
- The budget for 2020/21 had been approved.
- The Admission Policy for 2021 had been approved reflecting the increase in PAN to 210.

The Chair thanked everyone for their attendance and contributions and wished everyone a safe summer.

Mr Hillyard thanked governors for giving up their time to support the school.

The meeting concluded at 20.24

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) Anna Lee Scott Barrett Lisa Swain Marianne Selby-Boothroyd Jacqui Kirkpatrick Helen Jones Ed Hillyard Gareth Davies
Members of People and Personnel Committee	Lisa Swain (Chair) Si Khan Scott Barrett Jim Leftwich Emma Baddeley Anna Thomas Ed Hillyard
Members of Finance, Premises, Health and Safety Committee	Vacant (Alan Jones) (Chair) Tony Green Steve Pilgrim Sarah Stewart Paul Davies 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	Emma Baddeley Scott Barrett David Greenwood Tony Green Ed Hillyard Jim Leftwich Peter Tang 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	