



## AUTUMN TERM 2018

**MINUTES** of the meeting of the Governors of Holmer Green Senior School held at the School on Wednesday 17 October 2018 at 19.00.

<b>PRESENT:</b>	Miss E. Baddeley (EB)	Ms S. Khan (SK)
	Mr S. Barrett (SB)	Ms F. Kiss (FK)
	Mr P. Davies (PD)	Mr J. Leftwich (JL)
	Mrs D. Deanus (DD)	Mr S. Pilgrim (SP)
	Mr A. Green (AG)	Ms M. Selby Boothroyd (MSB)
	Mr E. Hillyard (EH)	Mrs S. Stewart (SS)
	Mr A. Jones (AJ)	Mrs L. Swain (LS)

<b>IN ATTENDANCE:</b>	Mr P. Tang (PT)	Deputy Headteacher
	Ms E. Walker (EW)	Clerk

<b>ABSENT:</b>	Mr D. Greenwood (DG) (Chair))	Apologies received and accepted
	Mrs C. Whitehead (CW)	Apologies received and accepted

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

The Clerk welcomed everyone to the meeting and everyone present introduced themselves.

	<b>ACTION</b>
<b>1 ANNUAL APPOINTMENTS</b>	
<b>1.1 APPOINTMENT OF CHAIR</b> In accordance with the Governing Body's Standing Orders, Mr Greenwood was appointed as Chair of Governors for a term of one year.	
<b>1.2 APPOINTMENT OF VICE-CHAIR</b> In accordance with the Governing Body's Standing Orders, Mr Green was appointed as Vice-Chair of Governors for a term of one year.  In the absence of Mr Greenwood, Mr Green took the chair.	
<b>2 GOVERNOR APPOINTMENTS/RESIGNATIONS</b> Mrs Starling was welcomed to her first meeting of the full governing body.	

Mr Green welcomed the prospective governors to the meeting and asked each of them to explain why they were interested in becoming a governor at HGSS. It was explained that Mr Hillyard had met with each of the prospective candidates prior to the meeting.

Mr Green thanked the candidates for their interest.

In accordance with the Articles of Association, the following governors were appointed with immediate effect:

Mr P Davies

Ms S. Khan

Ms M Selby Boothroyd

Mrs S Stewart

**ACTION: An induction programme would be arranged for them and Mrs Starling.**

**LS**

**3 NOTIFICATION OF ANY OTHER BUSINESS**

There was no other business notified.

**4 DECLARATIONS OF INTEREST**

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

- Mr Green and Mrs Starling are governors at Highworth Combined School.
- Mrs Swain, Mr Pilgrim and Mrs Selby-Boothroyd are governors at Manor Farm Community Infant School.
- Mr Jim Leftwich is a governor at Widmer End Primary School.
- Mr E. Hillyard is a governor at Sir William Borlase's Grammar School.

Governors completed the annual declaration of pecuniary, business and personal interests and handed to the clerk for filing in school and inclusion on the website.

**Mrs Jackson**

**5 MINUTES AND MATTERS ARISING**

**5.1 MINUTES**

The Minutes of the meeting held on 11 July 2018, having been circulated, were confirmed and signed by the Chair as a true and accurate record and would be made available for inspection in the School.

## 5.2 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

## 6 STRATEGIC MANAGEMENT

### 6.1 REPORT OF THE HEADTEACHER AND SEF

Mr Hillyard highlighted the following information from his report which had been circulated in advance of the meeting.

**Pupil Numbers** – an additional 10 pupils had been admitted into Year 7 over and above the Standard Admission Number this year. Due to the popularity of the school there may be discussions with the LA about accepting more than 150 pupils into Year 7 next year.

**English as an Additional Language (EAL)** – it is proving more challenging to track certain groups of children – those with EAL especially – as, in line with new GDPR measures some are choosing to opt out of providing this information. In future, committees will be asked to monitor the impact of school strategies on children according to their ethnicity, gender and other characteristics.

**Attendance** – is a big focus for us this year. Attendance of less than 90% is considered to be persistent absence although it is recognised that for some children this will be for medical needs. In instances when the school's target of 96% has not been met, the attendance team works very closely with families to address the situation.

*A governor asked about the RAG rated red attendance of certain sub groups of children – particularly Pakistani and disadvantaged students.*

Mr Hillyard reported that 3.2 of the School Improvement Plan is specifically 'to raise aspirations and attendance of key groups: any other Asian background; Pakistani; Bangladeshi and Disadvantaged students so they exceed national figures'. He explained that statistically the absence of just 1 or 2 children can have a big impact proportionately on the figures and there is a narrative behind these students. Mrs Douglas, Assistant Headteacher, is now overseeing attendance and she works hard with the Attendance Officer and Education Welfare Officer to engage with parents and improve attendance. The main focus is for pupils in years 10 and 11 and their attendance is being tracked back to Year 7 to identify any patterns. The People and Personnel Committee will monitor the school's progress towards this

objective.

**Pupil Behaviour and Welfare** – there have been no permanent exclusions, no racist incidents recorded and 2 incidents of bullying recorded to date this year.

**SEND and Safeguarding** – Mrs Hawkins is now the Designated Safeguarding Lead (DSL) and SENDCO. As part of the school succession planning arrangements, Mr Whitby is being trained as deputy SENDCO. A second pastoral manager has been appointed. Tracking has now been improved for those pupils who are being educated off-site.

*A governor asked if there will be an audit of lockdown procedures in the same way that there has been for health and safety and fire risk.*

Mr Hillyard stated that this was being considered.

**Pupil Outcomes** - In 2017/18 Year 11 students achieved a Progress 8 score of +0.52, this is significantly above national average which includes a positive score for disadvantaged students, girls, boys and all prior attainment levels. For A Levels in the Sixth Form, the Level 3 Value Added (L3VA) score was +0.73, a great achievement by staff and pupils, our area of focus is the Applied (Vocational) qualifications that had an L3VA of -0.25.

**Appraisals** – Mr Hillyard explained that the appraisal information for teachers would be moderated over half-term with a report to the People and Personnel Committee at its next meeting. The appraisals for non-teaching members of staff will follow.

**End of Key Stage Targets** – *A governor asked if it would be possible to see the 2018 actuals against the 2019 targets for comparison in future reports.* Mr Hillyard agreed to provide this information (attached as Appendix 1) but reminded governors that each cohort of students varies and, as such, it is hard to make comparisons.

**SEF** – *a governor asked why Leadership and Management is RAG rated red?*

It was explained that there is insufficient MER evidence at this stage to support a move to green.

## 6.2 SCHOOL IMPROVEMENT PLAN 2018/19

Mr Hillyard explained the School Improvement Plan priorities for

2018/19 and suggested an approach for the school to be accountable to the governors for these priorities.

*A governor asked about progress towards the 3-5 year strategic plan?*

Mr Hillyard explained that this had been shared with Mr Greenwood, Chair of Governors. The governing body's role in holding the school to account for these strategic priorities will be a matter for discussion at the governor development session with Maggi Bull.

*A governor felt that there were other areas of the school development which were not included in these priorities, for example the MAT strategy and school expansion plans.*

Mr Hillyard explained that the expansion plans were out of the school's control at present, being a matter for the LA. A CiF bid will be placed again for improved sports hall facilities. Other areas of development will continue and progress will not be limited to the school improvement priorities.

*A governor felt that the school's vision and mission needed to be addressed by the governors as a priority as it is confused at present with different messages in different places.*

Mr Hillyard stated that he wished to address this with the governors and it is recognised in the school improvement planning priorities (1.2) as being a matter for the governing body to address.

*A governor asked about the issue of seating plans as this is in the SiP but not reflected currently in the Curriculum, Teaching, Learning, Assessment and Feedback Policy.*

Mr Hillyard explained that the use of seating plans is recommended for new teachers and is not a requirement for all staff. The current teacher-led policy remains in place.

It was agreed to approve the monitoring responsibilities of the Governing Body and its committees in relation to school improvement planning priorities as outlined in Appendix 2.

**All governors**

### **6.3 CURRICULUM RATIONALE**

Mr Tang explained that a curriculum rationale has been published for this academic year which will be reviewed for September 2019 due to changes in the Ofsted framework. Its primary purpose is a review to ensure HGSS students receive a curriculum that is fit for their purposes. This document also explains what is distinctive about the curriculum at HGSS.

Mr Tang apologised for the oversight of omitting Geography and History from the list of GCSE subject options. This would be amended as would the fact that classes are set for RS.

Mr Tang explained the challenges that the EBACC brings schools and the fact that HGSS is in consultation with other schools about their curriculum approach to the expectations of an increasing number of students taking EBACC options.

Mr Tang reminded governors that the EBACC is not a qualification in its own right but studying EBACC subjects offers students the best facilitating options for university, especially the Russell Group of universities.

Mr Tang was thanked for his report.

## **7 GOVERNANCE MATTERS – ANNUAL REVIEWS**

### **7.1 STANDING ORDERS**

The Standing Orders for 2018 were noted and agreed.

### **7.2 COLLABORATIONS WITH OTHER GOVERNING BODIES**

It was agreed to continue the governing body's collaboration with the governing body of Sir William Ramsay School.

### **7.3 REVIEW OF GOVERNOR ALLOWANCES SCHEME AND NEW RATES PAYABLE**

The Governor allowances scheme was reviewed and approved.

### **7.4 CODE OF CONDUCT**

The Code of Conduct for governors was reviewed and approved subject to an amendment to bullet point 11 (Roles and Responsibilities) to state 'We will respect the role of the headteacher and his responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements'.

### **7.5 TERMS OF REFERENCE**

The draft Terms of Reference had been reviewed by the People and Personnel, Learning and Curriculum and Finance, Premises, Health and Safety committees and were approved as reviewed. It is possible that they may be amended further at a later time.

Terms of reference for the committees dealing with Pupil Discipline, HR related matters and complaints were also

approved.

**8 MEMBERSHIP OF COMMITTEES/WORKING GROUPS (including student representatives)**

The membership of committees was reviewed and agreed as on the attached grid (Appendix 3).

**9 KEY GOVERNOR ROLES**

Mr Hillyard proposed the introduction of a new way for governors to more effectively and efficiently monitor the school improvement outcomes.

Mr Hillyard suggested that in future governors would be invited into school on particular days with a suggested programme of focus. This would be an opportunity for governors to triangulate the information they receive from school at meetings with the evidence that they witness from visiting school and from reports from the School's Monitoring Officer (Ralph Batten).

Mr Hillyard suggested that the first Governor Day could focus on improving behaviour and governors would be able to see how the school's resources are being used to this end. Wednesday 31 October was suggested for the first Governor Day and a programme for the day was circulated.

*A governor asked how many Governor Days were proposed?*

Mr Hillyard stated that the first event would be a trial. He appreciated that governors had not been given much notice for the first event but they were not required to come for the whole day. If the day is a success then other Governor Days – possibly 2 or 3 more this year – would be planned.

*A governor asked whether their previous subject linked roles would be abandoned?*

Mr Hillyard stated that this new system would replace the previous subject link roles as they were not proving to be effective in improving outcomes. He did not want to discourage governors from visiting school but wanted to ensure that their time was used efficiently and to best effect. Now governor visits will be focused on school improvement. Mr Hillyard suggested that governors could discuss this in their training session with Maggi Bull.

*A governor asked if staff had been made aware that this would happen?*

It was explained that they had not yet as governor approval was

**ACTION**

needed first.

*A governor asked for more notice of future events.*

Mr Hillyard apologised for the short notice but he was keen to trail the new approach as soon as possible. It was accepted that not all governors would be able to attend all Governor Days.

**ACTION: It was agreed to proceed with the Governor Day on 31 October and to schedule future days if the event is considered to be useful.**

**All governors  
Mr Hillyard**

**10 DELGATED REPORTS (COMMITTEES)**

**10.1 FINANCE, PREMISES, HEALTH & SAFETY COMMITTEE**

The minutes of the meeting of the FPH&S Committee on 3 October had been circulated in advance of the meeting. Mr Jones highlighted key matters as follows:

**Forecast reserves** - The impact on the reserves of the ICT project being budgeted for in 2018/19 but completed within 2017/18 had been discussed. Mrs Jackson would be seeking advice from the auditors whether any adjustments were needed to current practice if the expenditure for all projects needed to be accounted for in the correct year.

**Teachers Pay Award** – this had been discussed as outlined in the committee minutes. The intention is to approve the pay award suggested by the Department for Education for teachers for this year to allow HGSS to offer competitive salaries and to reward staff for excellent outcomes.

Governors were asked to confirm this pay award but to await confirmation from the DfE about the pay grant for this and future years. The award will be back-dated when confirmed.

*A governor asked if there had been any communication with staff about this yet?*

It was explained that there would not be until the governors have decided what to do.

Governors recognised that if the pay award funding is not granted for future years that this will increase the deficit.

It was agreed

- to approve the pay award as outlined in principle and in accordance with DfE recommendations but to await confirmation from the DfE about the level of pay grant for

**Mrs Jackson**



**ACTION**

**Mr Hillyard**

this and future years.

- to communicate this to the staff.

**10.2 PEOPLE AND PERSONNEL COMMITTEE**

The minutes of the meeting of the P&P Committee on 27 September 18 had been circulated in advance of the meeting.

Unfortunately, there had not been a quorum of governors present and so all decisions were being referred to this meeting or to the next P&P committee meeting.

Governors reviewed the policies which had not been approved by the committee.

**ACTION: It was agreed to approve policies in relation to Staff alcohol and drugs and for the Appraisal of teachers and support staff.**

Mrs Swain reported that there had been a request to commence meetings a little earlier – starting at 18.00.

**It was noted that all future meetings of the Learning and Curriculum and People and Personnel Committee would commence at 18.00 (instead of 18.30).**

**All governors  
Clerk**

**10.3 LEARNING AND CURRICULUM COMMITTEE**

The minutes of the meeting of the L&C Committee on 25 September had been circulated in advance of the meeting.

**10.4 HR RELATED PANELS COMPLAINTS PANELS AND STUDENT DISCIPLINE COMMITTEES**

These committees had not met.

**10.5 GOVERNORMARK WORKING GROUP**

Mr Jones reported back from the 2 meetings of the GovernorMark Working Group that had been held to date.

He reminded governors of why the Working Group had been established and confirmed that the Working Group had been unanimous in its view that there would be a merit in working through the GovernorMark information, as part of a self-evaluation exercise, whether or not the Governing Body decided to seek accreditation. The initial review of work to be completed had been divided up amongst members and the Group had concluded that it would take at least 12 months to complete the process. The Working Group now needed to seek approval from

## ACTION

the Governing Body to continue along this route.

Mr Hillyard asked if obtaining GovernorMark would be the most effective use of governors' time? He felt that governors' impact on outcomes could be demonstrated in other ways particularly as part of a self-evaluation exercise with Maggi Bull. The NGA Excellence Award was also an alternative approach.

Governors thanked the Working Group for their work to date.

**ACTION: It was agreed to reconsider the best approach following the development session with Maggi Bull. It would be an item for the first FGB meeting following this session.**

All governors  
FGB agenda

## 11 DELEGATED REPORTS (GOVERNORS)

### 11.1 CHAIR

In the absence of the Chair there was no report.

### 11.2 DEVELOPMENT GOVERNOR

Mrs Swain, Development Governor, reported that an induction session was planned for new governors on Friday 2 November.

Post meeting note: This session will now take place prior to the Governor Development session.

### 11.3 SEND GOVERNOR

This role will be taken by Mrs Selby-Boothroyd and she will report to future meetings.

### 11.4 SAFEGUARDING GOVERNOR

Mr Pilgrim, Safeguarding Governor, reported that the Annual Safeguarding report had been circulated and submitted to the LA on time. The Single Central Record is up-to-date and Mr Pilgrim's training is up-to-date.

All governors will receive a safeguarding update at the Governor Development session.

### 11.5 PUPIL PREMIUM GOVERNOR

Mrs Deanus, Pupil Premium Governor, had no report.

## 12 OTHER MATTERS INCLUDING REFERRALS FROM BCC TO ALL SCHOOLS

**12.1 ADMISSION ARRANGEMENTS – SEPTEMBER 2020**

It was noted that there are no changes anticipated to admission arrangements although the school is awaiting feedback from the LA in relation to expansion plans.

**12.2 REVISED KEEPING CHILDREN SAFE IN EDUCATION GUIDANCE AND WORKING TOGETHER TO SAFEGUARD CHILDREN**

Governors had been circulated with the link to the latest edition of Keeping Children Safe in Education and were advised to read it and confirm by email that they had done so. This will also be covered as part of governors' safeguarding training.

All governors

It was confirmed that the process for gaining DBS clearance for the new governors would be instigated by Mrs Plascott. In the interim they would not be unaccompanied within school during the school day.

**12.3 CHARGING FOR SCHOOL ACTIVITIES**

Governors noted that new guidance has been provided about charging for school activities. This guidance will be taken into consideration when the school's policy is next reviewed.

**12.4 GENDER SEPARATION IN MIXED SCHOOLS**

It was noted that this report deals with discriminatory practice in relation to the separation of genders in school but HGSS is compliant in this respect.

**13 POLICY REVIEWS AND APPROVALS**

There were no policies other than those referred to in Minute No. 10.2 above.

**14 STATUTORY INFORMATION ON WEBSITE**

Mr Hillyard reported that an audit of the website had been commissioned by an external provider and there was some action arising including the need to embed information that is currently included as an attachment.

**15 DATES AND TIMES OF FUTURE MEETINGS**

Dates of meetings would be as per the published schedule of meetings, the next meeting of the FGB being 11 December 2018.

**16 ANY OTHER BUSINESS**

*A governor asked if there would be a Christmas event for the governing body?*

Mrs Baddley agreed to speak to Mrs Jackson about this. Mrs Baddley invited all governors to attend the Christmas Music

Concert on 6 December at 19.00. Governors were asked to inform her if they intended to come in order for a seat to be reserved.

**ACTION**  
**All governors**

**17 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.

Governors confirmed that they had established processes at this meeting which would have an impact on pupil outcomes.

The meeting closed at 21:00

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

CHAIRMAN

## End of Key stage 4 targets

<b>Indicator</b>	<b>2018 Actuals</b>	<b>2019 Targets</b>
KS2 Av Point Score	4.8	4.7
Progress 8	+0.5	+0.6
Attainment 8	52.66	52.00
9-5 in English and Maths	61%	53%
9-4 in English and Maths	75%	75%
% achieving EBacc (at standard pass)	27%	26%

## End of Key stage 5 targets

<b>Indicator</b>	<b>2018 Actuals</b>	<b>2019 Targets</b>
VA progress	+0.7	+0.8
Overall (academic and vocational) Average Grade per Entry	B- 35.61	B+ 39.62
Grade and average points for a student's best 3 A-Levels	B 119	B 120
Alps (academic)	2	1
Vocational VA progress	-1.08	+0.1

## Whole school attendance target

<b>Indicator</b>	<b>2018 Actuals</b>	<b>2019 Targets</b>
Attendance	94.7%	≥96%

## SCHOOL IMPROVEMENT PLAN 2018/19

SCHOOL IMPROVEMENT PLANNING PRIORITIES	ACCOUNTABILITY to GOVERNORS
<b>Leadership &amp; Management</b> <b>1.1</b> Embed the culture of excellence in learning, teaching and assessment in order to improve the outcomes of all learners <b>1.2</b> To re-visit the school mission, cores values and vision based on the highest expectations <b>1.3</b> All students make outstanding progress – no gaps between groups of learners. <b>1.4</b> To develop a balanced curriculum at KS5 that meets the needs of students	<b>FGB</b>  <b>FGB</b> <b>FGB</b> <b>L&amp;C</b>
<b>Teaching, Learning and Assessment</b> <b>2.1</b> To develop a culture of positive learning behaviour <b>2.2</b> To develop a culture of sustained challenge <b>2.3</b> To develop highly effective schemes of work that address specific lines of enquiry in each subject area, such as, effective questioning and dealing with misconceptions.	<b>P&amp;P</b> <b>L&amp;C</b> <b>L&amp;C</b>
<b>Personal Development and Welfare</b> <b>3.1</b> To raise attendance and punctuality of all groups of pupils so that all pupils exceed national figures. <b>3.2</b> To raise aspirations and attendance of key groups: any other Asian background; Pakistani; Bangladeshi and Disadvantaged students so they exceed national figures. <b>3.3</b> Improve behaviour for learning through consistent use of routines <b>3.4</b> To develop a school culture where pupils have excellent attitudes to learning and are proud of their achievements as learning is celebrated. <b>3.5</b> To develop an open culture where pupils feel safe and all work hard to prevent all forms of bullying	<b>P&amp;P</b> <b>P&amp;P</b>  <b>P&amp;P</b> <b>P&amp;P</b>  <b>P&amp;P</b>
<b>Outcomes</b> <b>4.1</b> Reduce the residual/variation in outcomes between subjects, particularly the Open Element, the % of 7-9 grades and boys <b>4.2</b> Improve the attainment 8 and progress 8 of boys across all subjects so they catch up with girls <b>4.3</b> Increase the attainment 8 and progress 8 of Disadvantaged students so they catch up with their Non-Disadvantaged peers <b>4.4</b> - Reduce the variation in progress between subjects (ALPs indicators) so all subjects achieve a ALPs 1-3 rating, particularly Biology, Business Studies, English Literature, Geography, History (below ALPs 4 in 2018) <b>4.5</b> - Improve the L3VA Score for Applied General to be at least meeting National Averages in every BTEC subject <b>4.6</b> – Ensure that Disadvantaged (ex PP and Bursary) students make progress at least in line with their Non-Disadvantaged peers	<b>L&amp;C</b>  <b>L&amp;C</b>  <b>L&amp;C</b>  <b>L&amp;C</b>  <b>L&amp;C</b>

**HOLMER GREEN SENIOR SCHOOL  
PRINCIPLE GOVERNOR MONITORING ROLES, COMMITTEES AND VISITS  
2018-2019**

<b>DELEGATED ROLE</b>	<b>GOVERNOR NAME</b>	<b>VISITS SCHEDULE</b>
CHAIR	David Greenwood	31/10/2018
VICE-CHAIR	Tony Green	31/10/2018
SAFEGUARDING/ CHILD PROTECTION/ SEND, LEARNING SUPPORT, INCLUSION	Steve Pilgrim	31/10/2018
DISADVANTAGE – PP/LAC/service children	Diane Deanus	31/10/2018
HEALTH AND SAFETY	Tony Green	31/10/2018
GOVERNOR DEVELOPMENT	Lisa Swain	31/10/2018
Chair of Learning and Curriculum Committee	Cheryl Whitehead	31/10/2018
Chair of People and Personnel Committee	Lisa Swain	31/10/2018
Chair of Finance, Premises, Health and Safety Committee	Alan Jones	31/10/2018
Members of Learning and Curriculum Committee	Cheryl Whitehead Diane Deanus Lisa Swain Emma Starling Marianne Selby-Boothroyd Jacqui Kirkpatrick Ed Hillyard	31/10/2018
Members of People and Personnel Committee	Lisa Swain Si Khan Scott Barrett Cheryl Whitehead Jim Leftwich Emma Baddeley Ed Hillyard	31/10/2018
Members of Finance, Premises, Health and Safety Committee	Alan Jones Tony Green Steve Pilgrim Sarah Stewart Paul Davies Fiona Kiss Ed Hillyard	31/10/2018

Roles confirmed at FGB meeting on 17.10.18