



SUMMER TERM 2016

MINUTES OF THE GOVERNING BODY MEETING OF HOLMER GREEN SENIOR SCHOOL HELD AT THE SCHOOL ON WEDNESDAY 13 JULY 2016 AT 7.00 P.M.

PRESENT:	Ms Emma Baddeley	Mrs Julia Hollings
	Mrs Amanda Brodala	Mr Mike Jones (Headteacher)
	Mrs Diane Deanus	Prof Bryan Mogford
	Mr Tony Green	Ms Tracy Page
	Mr David Greenwood (Chairman)	Ms Sam Parnaby
	Mr Steve Hemsley	Mr Steve Pilgrim
	Mr Alan Jones	Mrs Cheryl Whitehead
	Miss Jacqui Kirkpatrick	Miss Karen Willard

IN ATTENDANCE: Mr Peter Tang Deputy Headteacher

ABSENT:	Ms Sarah Elfaham	Absent
	Mrs Lynda Jackson	Apologies received and accepted
	Mr Daniel Ing	Apologies received and accepted
	Mrs Penny Parkin	Apologies received and accepted

The clerk was unable to attend this meeting so notes were taken by a Governor and passed to the clerk to complete the minutes.

Governors congratulated the school on the recent 'Good' Ofsted Report and thanked everyone concerned for their dedicated work to achieve this outcome.

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

1 APPOINTMENT OF CO-OPTED GOVERNOR

In line with the procedures agreed by the Governing Body, Mr Alan Jones was appointed a Governor for a term of four years.

2 NOTIFICATION OF ANY OTHER BUSINESS

No items were tabled for discussion as part of Any Other Business.

ACTION

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The minutes of the meeting held on 25 May 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 which are not included in this agenda.

5 GOVERNOR REVIEWS

GB Agenda

5.1 GOVERNOR APPOINTMENTS AND RESIGNATIONS

GB Agenda

The Governing Body noted that there are currently 2 Community Governor, 1 Parent Governor and 1 Staff Governor vacancies. The school will arrange elections for Parent and Staff Governors.

Headteacher

5.2 REVIEW OF MEMBERSHIP OF COMMITTEES

GB Agenda

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

Clerk

5.3 GOVERNING BODY SKILLS AUDIT

GB Agenda

The Governing Body agreed to complete a Skills Audit which will be organised by Mr Greenwood over the summer holidays.

Chairman

5.4 POLICIES FOR REVIEW OR ADOPTION

GB Agenda

The following policies had been reviewed by committees and the Governing Body approved their adoption:

1. Support Staff Appraisal & Capability
2. Teacher Appraisal & Capability
3. Data Protection
4. Visiting Speaker Policy
5. Safeguarding Policy – Amended to include Visiting Speaker Policy
6. Accessibility Plan

6 STRATEGIC MANAGEMENT

GB Agenda

6.1 HEADTEACHERS REPORT

GB Agenda

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

- Mr Jones advised that Mr Tang had led a series of meetings for parents of children in Years 7-10 regarding the changes in assessment and there had been good attendance and questions asked at these.
- In September when the year-end data is analysed for Years 9/10 following the new assessment papers which had seen a dip in levels the school will be able to benchmark the levels of attainment.

How have the students reacted to these assessments?

The students and parents have been informed but we are not sure that the students completely understand and they may be upset at the drop in levels.

The levels do not correlate to numbers/letters?

Mr Tang is sending out more explanations.

Can we liaise with local employers to advise them about the new levels?

We are talking to Bucks Business First and other local organisations to explain the levels in September.

The Governing Body thanked Mr Jones for his detailed report.

6.2 OFSTED REPORT 2016

Mr Jones advised that he had met with Mr Batten after the Ofsted Inspection to review the Post Ofsted Action Plan with the aim of progressing to an 'Outstanding School'. The three key points from the report will be in the SDP. Mr Jones then intends to invite Ofsted for an inspection in the summer term of 2017

Can you estimate the numbers for the Sixth Form at this stage?

The numbers will not be confirmed until September 2016 but 60 students have signed up for the induction programme and 12 students are unable to attend this.

For science students in the Sixth Form how are the transition sessions going?

There has been a good turnout of Year 11 students to these which have been very effective. These students are the first cohort to have taken triple science.

Is the school doing other transition work for the Sixth Form?

We are doing some transition work but this will be included in the SDP as a developing area. KS5 Music and Dance were highly commended by Ofsted.

6.3 SCHOOL DEVELOPMENT PLAN (SDP)

GB Agenda

The SDP for 2016/2017 had been previously circulated to Governors for approval.

The three key performance indicators (KPIs) to be achieved by September 2017 by which the school will judge the success of this development plan are:

1. Improve the quality of teaching in the Sixth Form so that all learners make good progress from their starting points in all subject areas.
2. Improve the quality of teaching so that activities stretch and challenge the most able pupils in all subject areas.
3. Improve the quality of teaching for disadvantaged pupils to ensure that they make similar or better progress to their peers in all subject areas.

Mr Jones advised that if the school took an extra class into Year 7 the school can apply for funding for new sports facilities/building funding. The Governing Body need to consider this option today in order to be able to advertise the new intake for September 2017. Mr Jones was confident that the demand for school places is there. An audit had been undertaken to check that the school can accommodate these students. Other schools do not want to play sports here at present due to the standard of the school's current sports facilities.

The Governing Body agreed to approve the application for another class into Year 7 and to apply for new sports facilities/building funding.

Headteacher

The Governing Body adopted the SDP 2016/2017.

6.4 GOVERNOR REPORTS

GB Agenda

There were no Governor reports to note at this meeting.

6.5 MULTI ACADEMY TRUSTS (MATS)

GB Agenda

This item was recorded in Restricted Confidential Minutes Part II.

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 22 June 2016, having been circulated were noted.

The Governing Body approved the recommendation of the committee of the Budget 2016/2017.

7.2 PEOPLE AND PERSONNEL COMMITTEE

Minutes of the People & Personnel Committee meeting held on 15 June 2016, having been circulated were noted.

7.3 LEARNING AND CURRICULUM COMMITTEE

Minutes of the Learning & Curriculum Committee meeting held on 7 June 2016, having been circulated were noted.

7.4 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/EMPLOYEE GRIEVANCE/PAY REVIEW APPEALS COMMITTEES

These committees had not needed to meet.

7.5 STUDENT DISCIPLINE COMMITTEE

This committee had not needed to meet.

8 REPORTS

8.1 REPORT OF CHAIRMAN

Action Taken Under Emergency or Delegated Powers:

The Chairman had not taken any action under Emergency or Delegated Powers.

8.2 REPORT OF SAFEGUARDING GOVERNOR

Miss Willard, Safeguarding Governor, reported that Ofsted had been very complimentary about the Safeguarding in the school. She thanked Mr Golding for his dedicated work in this area during this year which the Governing Body reiterated.

8.3 REPORT OF SEND GOVERNOR

Mr Ing, SEND Governor, had nothing to report on this occasion.

8.4 REPORT OF DEVELOPMENT GOVERNOR

Ms Page, Development Governor, had nothing to report on this occasion.

8.5 REPORT EQUALITIES/DIVERSITY GOVERNOR

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

9 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.

12 October 2016, 7 December 2016, 22 March 2017, 24 May 2017 and July 2017

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 9.30 p.m.

Signed Date

CHAIRMAN