



## SPRING TERM 2018

**MINUTES** of the meeting of the Governors of Holmer Green Senior School held at the School on 21 March 2018 at 18.30

**PRESENT:**

Miss E. Baddeley (EB)	Miss J. Kirkpatrick (JK)
Mr S. Barrett (SB)	Mr J. Leftwich (JL)
Mrs D. Deanus (DD)	Mr R. O'Connor (RO'C)
Mr A. Green (AG)	Mr S. Pilgrim (SP)
Mr D. Greenwood (DG) (Chair)	Mrs C. Whitehead (CW)
Mr M. Jones (MJ) (Headteacher)	Mrs L. Swain (LS)
Mr A. Jones (AJ)	Miss K. Willard (KW)

**IN ATTENDANCE:**

Mrs L. Jackson (LJ)	Business Manager
Mr P. Tang (PT)	Deputy Headteacher
Ms E. Walker (EW)	Clerk

**ABSENT:**

Mrs A Brodala (AB)	Apologies received and accepted
Miss K. Stratton (KS)	Apologies received and accepted

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

### 1 NOTIFICATION OF ANY OTHER BUSINESS

There were no items of other business declared.

### 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.
- Mrs Lisa Swain and Mr Steve Pilgrim are governors at Manor Farm Community Infant School.
- Mr Jim Leftwich is a governor at Widmer End Primary School.

### 3 GOVERNOR APPOINTMENTS AND RESIGNATIONS

The Chair reported that, regrettably, the governing body would be losing the services of three valuable governors. Ms Willard and Mr O'Connor would be leaving at the end of the academic year due to work commitments and Mrs Brodala would also be leaving - the date of her departure would be clarified.

## ACTION

Clerk

**ACTION**

The Chair thanked all three governors for their many contributions over the years.

Governors commented that the recruitment of new governors needed to be aligned to the skills audit of exiting members and ideally with a view to increasing diversity on the Governing Body. A non-parent representative from the local community was also suggested – possibly from the Sports Club.

The Chair reported that he would be meeting with Mrs Jackson to discuss this matter further.

**ACTION: recruitment of new governors in line with skills audit outcomes.**

**LJ  
DG  
LS**

**4 GOVERNOR ROLES AND COMMITTEE MEMBERSHIP**

It was noted that there are some key roles that will need to be filled with the departure of Mrs Brodala, Mr O'Connor and Ms Willard.

The following appointments were confirmed, in addition to those already listed:

Safeguarding – Mr Pilgrim

SEND – Mrs Swain

Expressive Arts - Mrs Whitehead

Humanities and MFL – Mr A. Jones

PSHCE – Mr Leftwich

The roles and committee membership would be reviewed in the Autumn term by which time, hopefully, there will be new members in place.

**ACTION: Update Committee/Roles Grid and Autumn FGB agenda**

**Clerk**

**5 MINUTES AND MATTERS ARISING**

**5.1 MINUTES**

The Minutes of the meetings held on 13 December 17, 10 January 18 and 07 February 18 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.

**LJ**

**5.2 MATTERS ARISING FROM THE MINUTES**

### **5.2.1 REVISED CHILD PROTECTION POLICY (Min No. 5.2.6)**

It was noted that Mr Golding had confirmed that the Child Protection Policy was up-to-date and that the Annual Safeguarding Report had been presented to governors during the Safeguarding training held in the Autumn term.

## **6 Strategic Management**

### **6.1 REPORT OF THE HEADTEACHER**

The Report of the Headteacher, having been circulated in advance of the meeting, was noted.

*A governor asked if there was any reason that English had not been included in the MER commentary.*

Mr Jones explained that this was a mistake for which he apologised. He confirmed that English is subject to the same procedures as for other subjects.

### **6.2 INTERIM HEADSHIP ARRANGEMENTS AND ACTING UP ARRANGEMENTS**

Mr Jones reported that Mr Tang had agreed to take up the position of Acting Headteacher offered to him by the governors. Also, Mrs Hawkins had been selected, from a strong field of candidates, to become Acting Deputy Headteacher during the Summer term.

Governors thanked Mr Tang for agreeing to act up as Headteacher and they hoped this would provide a useful development opportunity for him. Mr Tang will be Acting Headteacher solely until the summer half-term and then, when Mr Hillyard takes up the substantive position of Headteacher two days per week, he will continue as Acting Head for the remaining three days per week until the end of the academic year.

Governors endorsed the appointments of Mr Tang as Acting Headteacher and Mrs Hawkins as Acting Deputy Headteacher.

### **6.3 ADMISSION ARRANGEMENTS 2019**

Mrs Jackson reminded governors that the proposed changes to the Admissions arrangements for 2019 had already been out for consultation. Due to feedback from staff that the proposed change in admissions ranking would not ensure a place for their children (thus not offering the intended retention strategy) it had been agreed to re-consult about moving this admissions criterion from 5 to 2.

Unfortunately, the consultation deadline had passed and so the outcome is that, for September 2019, the criteria for the children of staff to get a place at HGSS would be criteria 5 but for September 2020 it would be moved to criteria 2.

*A governor asked what criterion had been lowered to allow for the new one concerning the children of staff to be included?*

Mrs Jackson apologised for not having this information to hand but referred governors to the consultation document.

*A governor asked how many staff would be affected by the change?*

This would only affect a very small number of staff.

*A governor asked if HGSS is the smallest Upper school in Buckinghamshire.*

It was confirmed that it is.

In relation to admissions for 2018, Mrs Jackson stated that 345 1<sup>st</sup> and 2<sup>nd</sup> choice applications had been received and, regrettably, 39 in-catchment children (some with siblings already here) had not been successful in gaining a place. It is likely, therefore, that the school will be placed under pressure to accept more children as part of the appeals process. A meeting is being held on 22 March with representatives from the LA to look at expansion plans for the school.

Mr Jones explained that the possible expansion of HGSS is a strategic matter for the Governing Body and will need to be consulted widely over. There will be infrastructural issues to overcome and the LA has already stated that there will not be any money available from the LA to fund any expansion. This is due to there being capacity elsewhere locally currently.

*A governor asked if it is definite that HGSS will not expand beyond 5 Forms of Entry this year?*

It was explained that the school's Planned Admission Number (PAN) is 150 but there is no upper limit as such. It is possible to exceed this number if it is proven that it will not impair the education and welfare of others. Each appeal will be looked up on its own merit.

Mr Jones reminded governors about the situation last year. 16 appeals had been successful, and, on this basis, the LA had requested that HGSS admit further pupils to make up a full class.

## **7 DELEGATED REPORTS – COMMITTEES**

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

The Minutes of the meeting of the Finance, Premises, Health and Safety Committee were noted.

The following decisions by the FPH&S Committee were approved:

- To award Bucks pay staff with a 1% salary increase with effect from April 2018.
- To approve the change of Auditor from Fish Partnership to Landau Baker with effect from 1 September 2018.

### **7.2 LEARNING AND CURRICULUM COMMITTEE**

The Minutes of the meeting of the Learning and Curriculum Committee were noted. The Clerk stated that she had amended the unconfirmed minutes to reflect that there was only one chair at the meeting.

Mrs Whitehead said that the Committee had been keen to congratulate the staff on their hard work and achievements with the students, which included the fact that:

- Academic student progress in the sixth form at HGSS is well-above average - in the top 5% of sixth forms nationally.
- Attainment 8 data confirms what the school already knows – last year's Year 11 cohort were significantly below national averages when they arrived at HGSS but met or exceeded benchmarks by the end of KS4.

### **7.3 PEOPLE AND PERSONNEL COMMITTEE**

The Minutes of the meeting of the People and Personnel Committee were noted.

### **7.4 MAT WORKING PARTY**

Mr Leftwich updated the Governing Body in relation to progress with this matter. He highlighted the following:

- The local meeting which he had chaired had been well-attended and very positive. 9 primary schools and 2 secondary schools had been represented. All local schools had been invited to attend.
- There is nervousness amongst the primary schools who are not well-informed about the process of academisation nor becoming part of a MAT. HGSS has a role in educating and reassuring schools in this respect.
- The CEO of a MAT in Slough had attended the meeting and given a presentation which had been very reassuring.

- An evaluation of the meeting has established that all schools that attended this meeting wish to be involved in further discussion and another meeting has been planned to be hosted by HGSS.
- Mr Leftwich anticipated a year of discussions and collaborations with a view to schools academising from 2019.
- HGSS' vision is to co-construct a MAT with other schools so that no school loses its own autonomy and ideally all would be within 30 minutes of one another. There will be widespread consultation.
- The loss of local support services from the LA and BLT may persuade schools to seek support from elsewhere.

The following questions were asked:

*Will the MAT Working Party continue?*

Yes, it will, and Mr Hillyard will become a member. He plans to attend the next meeting in May.

*How will this be of benefit to parents?*

These are outlined in the HGSS Framework paper. The co-construction of the Mat will ensure that no school loses its autonomy and retains its own characteristics.

A governor commented that there needed to be honest conversations with other schools about the potential economies of scale from converting to a MAT. Otherwise it might be unclear what the benefits are.

*Have there been any discussions yet about who will be the CEO?*

Such discussions will be much later. It is possible this position might be held by a non-educationalist.

Mrs Jackson referred to the framework document that had been circulated in advance of the meeting outlining HGSS' vision to seek partners to co-construct a MAT as well as outlining possible benefits.

Following discussion, it was agreed to refer this document back to the Working Group to consider at the next meeting.

**ACTION: Working Party**

JL, LJ

## **7.5 HR RELATED PANELS, COMPLAINTS AND PUPIL DISCIPLINE COMMITTEES**

These committees and panels had not needed to meet.

## **8 DELEGATED REPORTS – GOVERNORS**

### **8.1 CHAIR**

The Chair confirmed that he had taken no delegated action and had nothing to report.

### **8.2 DEVELOPMENT**

Mrs Swain, Development Governor, reported that

- she had yet to receive all completed skills matrices back. She urged those governors that had yet to do so to complete and return to her as soon as possible.
- The induction pack is almost complete and will be stored on the N drive.
- Governor visits needs to be a focus once governor roles have been finalised.
- Training pertinent to roles would be targeted to governors. She offered to arrange whole governing body training on any subject requested by governors. Mrs Swain urged governors to participate in training and report back to the full governing body.
- The Chair advocated the Learning Link training available for all governors on the NGA website.

### **8.3 SAFEGUARDING**

See Minute No 5.2.1 above.

### **8.4 SEND**

There was no report in the absence of Mrs Brodala.

### **8.5 PUPIL PREMIUM**

Mrs Deanus, Pupil Premium Governor reported that the Pupil Premium Impact statement is available for governors to view on the website. The Learning and Curriculum Committee had received very positive feedback about the progress of PP children at HGSS.

## **9 POLICY REVIEWS AND APPROVALS**

There were no policies to approve at this meeting.

## **10 DATES AND TIMES OF NEXT MEETINGS**

Dates of meetings would be according to the agreed schedule, the next one being Wednesday 11 July 18. Ms Willard sent apologies for absence for this meeting.

**11 ANY OTHER BUSINESS**

**11.1 FAREWELL TO MR JONES**

Governors recorded their thanks to Mr Jones for all the hard work and effort he had invested in HGSS on behalf of the students. Mr Jones would be missed greatly but was wished every success in his new role.

Mr Jones thanked the governors for their support during his tenure as headteacher. He explained that he would be sad to leave HGSS.

**12 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 19.40

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