



SUMMER TERM (1) 2026 MEETING OF THE FULL GOVERNING BODY

MINUTES

Date Wednesday 22nd April 2026
 Time 18.30
 Place Holmer Green Senior School

PRESENT: Tony Green (TG) – Chair Roy Kamp (RK)
 Paul Davies (PD) – Vice Chair Melissa Miller (MM)
 Ed Hillyard (EH) – Headteacher Steve Pilgrim (SP)
 Jeremy Hunt (JH) Victoria Strutt (VS)

IN ATTENDANCE: Laura Foster (LF) Deputy Headteacher
 Lynda Jackson (LJ) Director of Compliance & HR
 Jenny Knight (JK) Governance Professional
 Sarah Lary (SL) Senior Deputy Headteacher
 Sarah Towers (ST) Deputy Headteacher
 Alan Wooller (AW) Deputy Headteacher
 Ella Aves (EA) Student Leader (item 7.1 only)
 Finn Barker (FB) Student Leader (item 7.1 only)

APOLOGIES Claire Asare-Archer, Susan Latham-Lewis, Beccy Roberts

NOT PRESENT: None

Action Support Challenge Decision

Governors’ questions are highlighted in *italics>* throughout these minutes.

Item	Discussions and Decisions Made	Actions
1	Welcome and apologies for absence <ul style="list-style-type: none"> TG welcomed everyone to the meeting. Apologies were accepted from Claire Asare-Archer, Susan Latham-Lewis and Beccy Roberts. Paula Myburgh and Kirsty de Groot were not present as they have tendered their resignations (see item 5). 	
2	Notification of Any Other Business <ul style="list-style-type: none"> Bucks Pay Award for support staff FPH&S Meeting – added as item 8.2 	

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3	<p>Declarations of Interest against this agenda There were no declarations of interest, either new or against items on this agenda.</p>	
4	<p>Minutes of the FGB Meeting held 4 February 2026 and Matters Arising</p> <ul style="list-style-type: none"> • Governors approved the February Minutes as an accurate record. • TG to sign these minutes digitally on GovernorHub. <p>Actions and Matters Arising</p> <ul style="list-style-type: none"> • Safeguarding fact sheet in newsletter – c/f • Governors for Schools costs are prohibitive. EH to advertise Governor vacancies in the newsletter and on MyNewTerm. PD to pass on contact details of the Bucks Volunteer Matching Service. • Other actions complete 	<p>TG</p> <p>EH</p> <p>EH/PD</p>
5	<p>Governor Membership JK reported:</p> <ul style="list-style-type: none"> • Prospective new Member Michelle Brooks met with TG and EH and all are keen to proceed. A Members’ meeting will be organized to appoint her. • PD, CAA and MM terms of office are due to end this calendar year. PD would like to continue for a further term and will be appointed at the Members’ meeting above; MM and CAA are not able to commit to a further term. • Paula Myburgh and Kirsty de Groot have resigned as Governors due to changing circumstances. • New Trustees are therefore sought. An election for a new Parent Governor will be needed for October after CAA leaves. • A new Safeguarding Link will need to be found to take MM’s place. Any other Governors interested in this role to express an interest and could shadow MM before she leaves in December. • The results of the Skills & Effectiveness audit will be considered at the next agenda planning meeting (EH, TG, PD, JK) to ensure that Governor recruitment fills the right gaps. 	
6	<p>Governor Training</p> <ul style="list-style-type: none"> • JK had circulated the log of training on GovernorHub and asked any Governors who don’t see their training listed, to add it in. • NGA have launched a new Learning Link site. 	Govs
7	Strategic Planning	
7.1	<p>Report of Student Management Team The report had been circulated. This item was held after item 3 to allow the students to leave. The student leaders highlighted:</p>	

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	<ul style="list-style-type: none"> • Main focus is exams. BTEC Year 13 students have finished early for study leave. 15 May is Leavers' Day. • Y12 UCAS journey is now beginning. • Bake sale organized by student leadership team. • Prom details are being finalized, including an awards ceremony. 89 students have booked tickets. <p>TG wished the students good luck in their exams and thanked them for their involvement in Governor meetings this year. The students left at 18.39.</p>	
7.2	<p>Staff Professional Development</p> <p>AW presented on screen. The presentation had been shared on GovernorHub. AW highlighted:</p> <ul style="list-style-type: none"> • Challenge Partners work has shifted to a SEN perspective • Biggest change this year was the staff playbook – used by staff in inset sessions. This is a working document showing what is expected of staff. • Lesson observations are fed to SLT every week. 210 observations have taken place so far. Staff are asked to make incremental improvements. 80% of 167 actions have been cleared/completed with most of a term still to go. • Feedback from inset provision (8 days in total) – to evaluate impact on staff and how confident they felt that the aims of the training have been met. Comments are responded to. Satisfaction rate across the year is 85%. • Under budget for training – so there is room to add more following Ofsted recommendations. • Going forward: StepLab subscription with an on-site practice lab planned. • Department time appears to be much lower than everything else (co-planning, marking etc). People have been drawn away from that time for meetings – so we need to make it sacred. Feedback on this is still at about 78% so this is work in progress for next year. <p>Q – There were only 32 responses to the SEN question. How many is that out of? This seems low.</p> <p>A – This is out of 120. The last two inset days have only received 32% responses. Feedback is anonymous. It is harder to get responses now. Lots of work being put into this – via Heads of Department.</p> <p>Q – Slide 5: Paul Dix training feedback is at 76.9%. How do we ensure we get the most benefit for external training?</p> <p>A – We need to look at the qualitative data for those sessions. Staff wanted more case studies and opportunities to practise techniques. The next session</p>	

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	was a positive correction: Still the Paul Dix work, but done differently to allow more practice.	
7.3	<p>Report of Headteacher and SEF</p> <p>The report had been circulated. EH highlighted:</p> <ul style="list-style-type: none"> • Page 2 – table removed with old Ofsted inspection framework gradings. Ofsted report not yet received. Likely publication around 10 May. • Ofsted – school will continue to do its own SEF judgements. • Post-Ofsted, school needs need to focus on three priority areas. This will be updated when the report is published. • Page 9 – Easter revision school included 191 students over 3 days – the biggest ever. Governors and SLT were very grateful for the staff giving up their time over the holidays for this. <p>Q – What was the feedback from students on the Easter revision courses?</p> <p>A – A feedback questionnaire is given out. 80% found it useful. Lots would like more, or specific subjects. They were asked if they would like a silent study room to work in. This year about 60% said this would be useful, which is much higher than previously. SLT is looking into the feasibility of this. Overall, it was very well received.</p> <ul style="list-style-type: none"> • Page 10, 5.2 – Minimum DfE attendance target: We continue to focus on this. Attendance figures change when Year 11 and Year 13 go on study leave after half term. • Page 12 – There has been a good range of applications for Sixth Form. Interview days will be held in August and there are hopes for a healthy sixth form in September. • 14 out of 16 Gold DofE students have completed their awards and 12 are going to the Palace for receipt of these. Lots of effort has been put in by staff for this. • Funding page 13 – Not sure if there will be support from the Government for pay awards for teachers. This is of concern as staffing is such a large part of expenditure. Progress is being made on keeping things financially tight. • Director of Finance interviews are underway. The Estates plan has been put on hold until the new person is in post. • Two long-term teaching staff absences: One has returned so the figures should improve. RS students have had to have some lessons replaced with English and Maths (KS3) to stop the constant cover teaching for this subject. A new Head of RS is starting after the June half term holiday. <p>Q – What year groups did this affect?</p>	

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	<p>A – We covered Year 11 internally – but this puts additional strain on other teachers. You can't employ someone to replace the absent staff member.</p> <ul style="list-style-type: none"> • Page 14 – No LADO referrals have been made for a long time, but there was one issue with a supply teacher recently (on the day they arrived). This is now an issue for the teaching agency and the LADO to resolve. • Page 18 – F/T suspension data: Figure for Autumn 2 should be 2.81% (not 2.32%) which gives overall a rate of 9.56%. <p>Q – Re attitude to learning page 16: Summer 25 seemed to be 1.7 roughly. Now it is more variable. Is there anything particular causing this?</p> <p>A – We keep an eye on this, but it is cohort specific.</p> <ul style="list-style-type: none"> • Page 28 – Budget spent on staffing: National 75-80% of budget is expected to be spent on staffing. EH is looking for the LA figure on this, but it is hard to find – so it is not included here. • Appendix complaints log: Training has been useful. School is now using complaints to reflect on how to improve systems and processes. • Mobile phone complaints have abated. <p>Q – Regarding the Head of Science vacancy – has there been a quick turnover here?</p> <p>A – Roughly four years. Science has been an area of concern. This needs to be resolved.</p> <p>Q – Absence: The late policy is after 9.15am – is this marked as unauthorised or are they registered? Are they repeat offenders?</p> <p>A – There is a 'Late before' or a 'late after' lessons start at 9.10am. Very few students come in after 9.10am, apart from those coming in after medical appointments etc. Before 9.10am we have 1.3-1.5% of students (around 16 students) who receive detentions or family follow-up. There is a small number of repeat offenders. For some, it is a win just to get them to school. Sometimes a pragmatic view is taken, e.g. if there have been problematic roadworks which have caused significant issues on a particular day.</p> <p>Q – Page 24: There is no record of the fire alarms, drills and actuals (H&S logging). Is there a reason why these are not on here any more?</p> <p>A – EH to add this into appendix 8 with dates.</p> <p>Q – Page 24: One ICO report – please clarify this.</p> <p>A – An email was sent to the wrong recipient containing sensitive information. This was not a repeat offence. Human error does happen – e.g. wrong recipient selected. Contents were retrieved and deleted. It was not in the public domain and the damage was limited. It was not done maliciously.</p>	<p style="text-align: center;">EH</p>

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	<p>Q – Is there any way of avoiding this via the IT department? A – The member of staff was mortified and will learn from this experience. Everyone is working at pace and errors can happen. One to many is worse than one to one.</p> <p>Q – Page 25 – complaints. One formal new complaint vs 23 received: How are they classified? A – Most are resolved at the informal stage. EH is now calling parents to discuss matters and what they would like as an outcome. Often this resolves things but sometimes a meeting is required. None of the concerns have come to a panel. The 23 include all the informal complaints or angry emails – so this reflects more detail in logging. Governors were reassured by the training and updated process with regard to dealing with complaints.</p> <p>Q – SEND complaints go to the SENCO, not EH. Is there a log of these? What about the ones that the SENCO resolves themselves? A – EH meets with the SENCO every week. Those resolved via meetings with SENCO are not logged but any that require escalation are.</p> <p>Q – Could you add the number of concerns/angry communications as a separate item? A – EH to do this for those communications that are escalated to him.</p> <p>Q – Page 29, point 6: Re. communicating the rationale for meeting with parents. How you will respond to parent communications? A – I am encouraging people to communicate by phone. This is quicker and often resolves things better. We are being far better at dealing with this – getting back to parents more quickly and getting HoDs to get back more quickly. It’s much better for staff because they don’t have to deal with AI conversations. There is also better communication about which people need to be dealt with by EH. This is a better way of allowing people to feel heard.</p> <p>Q – Grades page 30: English and Maths 4+ and 5+. Last year 52.9%/72.5% (5+/4+) but this year the target is c.32% - why so low? A – Partly due to challenges with English: Students do both Language and Literature – but only ever do one exam at an assessment point. Typically, they do better in Literature. English Lit and Lang internal assessment through year is being reviewed. Paper 3 Maths is very difficult but we haven’t taught all the content at this stage to complete the paper. The results here are ahead of where we were last year at this time, so we expect this cohort to pull ahead by the end of the year. Cohorts each year are very different profiles. We also have fewer students that we are struggling to get into exams at all.</p>	<p style="text-align: center;">EH</p>

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	<p>Q – There are fewer girls than boys in each intake. The gender imbalance is sometimes quite large. Does this affect performance? Do we have any opportunity to do anything about gender balance?</p> <p>A – More girls do better in 11+ so selective schools take more girls, so we have fewer. We have no way of selecting more girls.</p> <p>Q – Will yesterday’s PEX be added to the next report?</p> <p>A – Yes.</p> <p>Q – Page 28: Are the comparisons to national and county regarding pupil:teacher ratio and % spent on staffing positive or negative?</p> <p>A – HGSS is roughly in the middle when benchmarked. It depends how these things are categorised in the finances. Staffing needs to be kept an eye on, but you want quality teachers to ensure good performance. ICT came out higher because we use an external company, whereas other schools may use internal staff. It is better to compare ourselves to the top % of schools for achievement, who have larger leadership teams, rather than comparing to failing schools.</p> <p>Q – The colour coding can be confusing here – gives the opposite impression e.g. if we are exceeding the national average.</p> <p>A – Agreed, EH to consider this.</p> <p>Governors were supportive of the approach if Ofsted shows the results to be positive.</p> <p>Q – Will Governors communicate to parents about what the Ofsted report means, when it is published? ‘Expected standard’ is a massive achievement under the new framework and this needs to be expressed.</p> <p>A – Yes, a parent mail will be sent out and TG will sign it. TG thanked Governors who were present for the Ofsted inspection meetings.</p> <p>Q – How will school deal with the comment about self-discipline needing to be intrinsic?</p> <p>A – Three Twilight meetings are planned, one to deal with each of the Ofsted recommendations including this one.</p> <p>Q – Page 19: Sexual harassment figures: Are leaders confident that everything possible is being done through the curriculum and are there any additional measures being put in place to address these issues?</p> <p>A – This is built into the PSHE and RSE curriculum. Students complete a sexual harassment session to consider what it means, with case studies. These are reviewed with them by Pastoral Managers. We haven’t had any repeat offenders – which suggests it is having impact. There is training for staff on what this means too. There will be an inevitable surge in reports on the back of this; it makes people think about language being used. Student voice is that</p>	<p style="text-align: center;">EH</p>

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	<p>they feel safe and know where to get help. Three Primary Heads came in on Monday and they commented on amazing behaviour around the school.</p> <p>Q – What actions are being taken to address areas of concern in the pupil surveys?</p> <p>A - We have met with some of the students to address individual issues that have come up. Nurture groups or mentors are being used and there is some family liaison. The Paul Dix training is about positive relationships between staff and pupils. We looked at who those students were that were below the average in the ‘curriculum demands’ area and found it was more about confidence and self-perception of ability. Growth mindset work, opportunities to challenge and see it as a learning opportunity.</p> <p>Q – What is the response rate to the surveys?</p> <p>A – Over 1000 responses! We really work on those who struggle to get into school to get their responses.</p>	
7.4	<p>Annual Governor Report</p> <p>Last year’s report had been circulated for information. This year’s is in process.</p>	
7.5	<p>Estates Update</p> <p>The report had been circulated. LJ highlighted:</p> <ul style="list-style-type: none"> • Overspend on the air conditioning installation is expected. One classroom had been left out of the project and it made no sense to miss it. This will come to FPH&S Committee in more detail. • Running costs of air conditioning: School has put a limit on the temperature and the time it can be used. This will be kept under review. We have also taken out the facility to heat the room using the device as it would be very expensive to do this. We are trying to keep some control over when the units are being run and in what manner. • Expansion plan: There was a major problem with sports hall just before Easter – a light fell to the floor. The company that produced the lights have been on site to check all the others. The safety chain had not been installed correctly by Willmott Dixon. LJ is following up on this as the it could have been very serious. Bucks have the contract with Willmott Dixon. All of the other lights have been checked so there is confidence it won’t happen again. Damage to the floor also needs fixing. The room will be back in service in time for exams. • ICT: Phishing campaign: Great improvement in response to the last one. Last time: 39 opened the email, 4 this time. <p>TG thanked LJ for picking up things after SB’s departure.</p>	

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7.6	<p>Management Accounts</p> <p>March accounts are on the way; February had been circulated.</p> <p>LJ reported school is broadly confident about ending the year positively. However, detective work has been needed recently due to change in staffing, so unexpected items may occur between now and end of year.</p>	
7.7	<p>Risk Register</p> <p>No changes to the register, which had been circulated.</p> <p>Post-Ofsted some areas may be lowered. This will be considered at FPH&S.</p>	
8	COMMITTEE REPORTS	
8.1	<p>HR Panels, Complaints and Student Discipline Committees</p> <p>One PEX Panel was held.</p> <p>Q – Where a pupil has gone out to an alternative provision following a Governor Warning Panel, how do you track the outcome while the pupil is offsite? Documentation of behaviour and check-ins at Aspire was not as consistent as while the pupil was at HGSS.</p> <p>A - Anything that happens at AP (usually Aspire) is shared digitally via CPOMS. There are meetings to share data. There have been some reflections on the pack produced for this PEX meeting which will be improved next time. In this case, LF did attend reintegration meetings following suspensions at Aspire and Governor recommendations were discussed but this needs to be more explicit in the pack.</p> <p>Q – Should Aspire feed into the exclusion panel too? This would help the deliberation section and discussion on proportionality.</p> <p>A - Yes, where this can be achieved.</p>	
8.2	<p>FPH&S Minutes</p> <p>SP reported that an order for new gym equipment for the fitness suite was approved by Governors. This will be in place by September.</p>	
9	LINK GOVERNOR AND VISIT REPORTS	
9.1	<p>Chair</p> <p>Nothing to report.</p>	
9.2	<p>Development</p> <p>Covered above in item 5 above.</p>	
9.3	<p>Safeguarding</p> <p>MM had circulated a report and will be visiting school again on 27 June for the Safeguarding Audit. The recent visit involved revisiting the advice given and checking in with staff and students to understand any areas of concern.</p>	

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9.4	SEND PD had circulated a visit report. There were no questions.	
9.5	Disadvantaged, CLA Meeting has been rescheduled between BR and AW for 20 May due to the Ofsted visit.	
9.6	Careers A report had been shared. There were no questions.	
9.7	Attendance and Behaviour Nothing further to report. PD commented on an excellent report.	
10	POLICY REVIEWS AND COMPLIANCE	
10.1	Sex & Relationships Education The policy had been circulated. There were no comments and the policy was approved.	
10.2	Complaints The policy had been circulated. JH had extensive comments and will forward these via email to EH. The policy will be updated and Governors will be asked to sign it off via GovernorHub rather than waiting until the next meeting.	JH/EH
10.3	Examinations Contingency Plan The policy had been circulated. There were no comments and the policy was approved.	
10.4	Governor Visits The policy had been circulated. There were no comments and the policy was approved.	
10.5	Children Looked After The policy had been circulated. Policy to reference roles top page 3 rather than with specifics (email address). The policy was approved subject to this change.	LJ
10.6	Numeracy The policy had been circulated. There were no comments and the policy was approved.	
10.7	Spiritual, Moral, Social & Cultural Development The policy had been circulated. References to RE/RS to be made consistent.	LJ

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	<p>Policy is for annual review, not every two years. The policy was approved subject to above.</p>	
11	<p>Dates and Times of Meetings Rescheduled SDP Meeting: Weds 10 June, 6-7pm Next FGB meeting: Weds 8 July 2026, 6.30pm Governor Day: 24 April 2026 (AM)</p>	
12	<p>Any Other Business</p> <ul style="list-style-type: none"> • LJ reported that the Bucks Pay Award for Support Staff has been agreed at 3.5%. This was budgeted for. Governors approved this increase. • TG thanked everyone for their time and contributions. • EH thanked Governors for all their support with the Ofsted process. 	
13	<p>Evaluation of Meeting</p> <ul style="list-style-type: none"> • Governors agreed that the meeting had been conducted appropriately and effectively in terms of SIP priorities and student outcomes. 	

The meeting closed at 20.50