



AUTUMN TERM 2020

MINUTES of the People and Personnel Committee meeting of the Governors of Holmer Green Senior School held remotely via Zoom on Wednesday 16th September 2020 at 6.00 pm

PRESENT:	Mr S. Barrett (SB)	Mr J. Leftwich
	Mrs E. Ginger (nee Baddeley) (EG)	Mrs L. Swain (LS) (Chair)
	Mr E. Hillyard (EH) (Headteacher)	Mrs A. Thomas (AT)
IN ATTENDANCE:	Mrs K. Joynson (KJ)	Deputy Headteacher/SLT Lead for this committee
	Mrs L. Jackson (LJ)	Director of Finance, HR and Resources
	Mrs. A. Marchant (AM)	Clerk to Governors
	Jacque Kirkpatrick	
	Claire Hawkins	DSL
	Kerri Stone	

ABSENT: Mrs S. Khan (SK) (Vice-Chair)

NB. Governors' questions are highlighted in *italics* and underlined throughout these minutes. It was agreed to take agenda items out of sequence to enable staff to leave the meeting after their presentations. Minute numbering does not, therefore, follow the agenda.

Behaviour and Attitudes

2.1 To develop a culture of positive learning behaviour through rewards and consistent use of routines

2.2 Significant improvement in the behaviour, attendance and punctuality of students with particular needs

Leadership & Management

4.2 Student voice engaged effectively with (focused and purposeful)

Agenda Item	Discussions and Decisions Made	Action by who/when
1	Welcome and Apologies for Absence LS welcomed everyone to the meeting.	
2	Appointment of Chair and Vice Chair LS confirmed that she would be happy to carry on as Chair of the Committee until March when term of office comes to an end. Action: AM to ask SK if she is happy to continue as Vice Chair.	AM - actioned
3	Declarations of Interests in relation to items on this agenda None.	

4	<p>Minutes and matters arising</p> <p>The minutes were approved as a true and accurate account of the meeting and will be signed by the Chair of the Committee for retention on school file</p> <p>Matters arising</p> <ul style="list-style-type: none"> • Behaviour Report– deferred to this meeting agenda. • Careers and focus on Governors Day – deferred to this meeting agenda • Staff Voice – deferred to next P&P meeting agenda • Safeguarding training for Governors took place before the FGB on 1st July 2020. • Governor Day themes – item for this meeting agenda • Acceptable Use Policy – this will be reviewed by the Finance Committee. • PASS – the last survey had been circulated. We will be repeating the survey before half term to see if anything has changed about students’ feelings post lock down. We did a mental health question within the lockdown survey. It will be interesting to see how this compares. • Action: In terms of the timing of results, it would be good for the committee to have a one-page analysis of the PASS plus action plans as soon as they are available and revisit at the meeting in March. • <u>Q. It is interesting to see that the girls are doing well academically compared with the boys but they think less of the school.</u> A. KJ replied, a lot is about resilience and workload and managing that. One of the things that we want to do is to look at how they manage their workload as they come up to Y11. We think it had a large impact on why they felt that way. We are planning to run small group interventions and will put whole school systems in place. • <u>Q. Are we seeing any reflection of the pen resilience in our surveys at all?</u> A. KJ responded, not that she had seen but she will look at this in conjunction with P&P. 	<p>Item for 18/11/2020 agenda</p> <p>KJ Item for 03/03/21 agenda</p>
5	<p>Review of Outcomes – School Improvement Plan 2019-20</p> <ul style="list-style-type: none"> • There were three areas that P&P were overseeing last academic year. All three have been rolled forward to the new SIP which will be brought to the next FGB as the year was curtailed. • We have made some good progress on attendance rewards and working on raising behaviour standards. Attendance is better, so is punctuality but that is something we are working on. EH is meeting with the sixth form management team every fortnight. There is a lot of opportunity for pupil voice to be heard through year group councils 	
6	<p>Terms of Reference 2020-21</p> <p>Approved.</p>	
7. Reports		
7.1	<p>Student Behaviour</p> <p>Behaviour report for academic year 2019/20</p> <ul style="list-style-type: none"> • The data was affected for the period of time that the students were not in school in terms of there being no detentions or 	

	<p>exclusions.</p> <ul style="list-style-type: none"> Achievement points have risen compared to the previous year. We are offering rewards and positive emails and short contacts with parents will be something we will be focusing on this year as it really makes a difference to students' work. This will be embedded this half term. <i>A parent governor acknowledged that this has been positive.</i> <u>Q. We were going to look at a different reward system with the sixth form?</u> A. EH will bring this up with the sixth form management team. Detentions – the report compared 2018/19 and 2019/20 in terms of the length of detentions and the reasons for them. The number of missed detentions which convert to a longer detention needs to be looked at to better support making sure that students attend their detentions and focusing on reducing the number of detentions across the year. We are looking at implementing same day detentions to reduce the number of detentions as they are swift and the reason for them being given understood. <u>Q. Looking at the data, over half are for homework not being done and you were looking into that. Last year it was the same pattern and most of the detentions were for homework not being done.</u> A. The results from this summer show that students have done very well. Students have realised that not doing homework will have a knock on effect on their results. The difficulty is to identify why students are not doing their homework. We are exploring this over the course of this half term as well as discussing with School Council and other areas of the school community to get a good cross section of views. Action: KJ will feedback at the next meeting. Exclusions and Isolations – the graph breaks down the percentages. There are two clear areas. In terms of fixed term exclusions with students being out of school, over the summer KJ looked at putting together a clear process so that students understand the next steps they are going to take and what we can put in place with external agencies being involved in interventions. We have also looked at fixed term transfers to another school. KJ would also like to put in place a Governor Warning Panel if a pupil is close to being excluded (when they hit five fixed term exclusions) in order to try and reduce the number of permanent exclusions. We would invite the parents in to the meeting and would hope this would drive home the seriousness. We can talk to them about what they can help us and what we can put in place to try and turn things around from the young persons' and parents' point of view. The Committee agreed in principle and it was agreed that a checklist for exclusions for governors would be helpful. Action: EH will give a checklist to KJ who will put something together on what a Governor Warning Panel might look like. KJ explained that she will work with Pastoral Team to make sure there is consistency to look at what interventions we can put in place for students to prevent them for getting to that point. 	<p>EH</p> <p>KJ</p> <p>EH/KJ</p>
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	<ul style="list-style-type: none"> • KJ will check data to make sure the graphs are correctly labelled. • A governor recollected that last year there was a new member of staff involved with working with Asian boys about how to motivate them. Action: KJ will look into that and report back. • EH confirmed that the member of staff from Aspire who was covering a maternity leave last year is now a permanent member of staff. • <u>Q. In terms of behaviour, are you still doing line ups with social distancing?</u> A. KJ explained that we are trying to continue with this but in a different form. We have to have fire drills every half term. Rather than do a whole school fire drill we have done it with year groups. We have had a uniform check at the same time. Heads of Year are in every tutor group every day. We are trying to do our best around doing line ups as they have been good in terms of making sure students are ready to learn with equipment checks. We are raising our expectations and students need to come in better prepared. Students cannot lend equipment to one another and parents cannot come in for meetings. Students wearing masks tends to make it difficult in terms of identification if they are behaving poorly. 	<p>KJ</p> <p>KJ</p>
7.2	<p>Student Attendance</p> <ul style="list-style-type: none"> • Covid has changed how we monitored attendance for the last half of the year. Our target for last year was 96%. We are at 95.4% for whole school and 95.7% for the sixth form. • <u>Q. Why is general is Y13 attendance lower?</u> This is due to study leave and some students having long term mental health issues which has affected their attendance. 	
7.3	<p>Careers Guidance</p> <ul style="list-style-type: none"> • For current Y9s we have been more flexible with those who wanted to change their options and will look forward to how we change things this year. Because of Covid we can't have guests in for assemblies etc. so we will have more meetings and interviews. We will be prioritising small groups for PP, SEN etc. in Y11. We will put a questionnaire out to see what guidance they will need. • National Careers Week – there will be a lot of focus on Y8 and Y11. We will be looking to link the curriculum to careers. An email to go to all parents asking if they can help with advising about a particular career and be able to come in. It might be easier to access parents who are working at home. They could even send a recording in. • We will work with pharmaceutical companies to establish links. The STEM and chemistry clubs will be back up and running in January when our new STEM lead joins us. • Career Pilot is an online platform begun in Y7 where students can put in their likes and dislikes which brings up suggested options for careers. We will run this throughout all of the year groups. • We will do some virtual trips during tutor time. One has been set up for local colleges in Wycombe and Amersham and some aspirational ones such as Oxford and other universities to give Y8 some insights into the type of careers they can aspire to. • The focus on Y8 is because they had to choose their options. 	

	We have had more than usual students wanting to swap options. We wanted to give them a bit more guidance but Career Pilot will be rolled out to all groups and other groups will still have their individual meetings.	
7.4	Appraisals	
7.4.1	<p>Teaching Staff</p> <ul style="list-style-type: none"> • The appraisal cycle is continuing as normal this academic year. • Last year wasn't a whole year and most staff will have had PM targets based on data, which because of what happened this summer won't be reliable so a member of staff can't be held to account. We will be focusing on their personal target. • Alan's group will continue going forward. This is a group of staff at different career phases who are not following the typical appraisal process, but are choosing an area of pedagogy to focus on and improve, with regular observation. This has been expanded to include all of the English department. Towards the end of this academic year a decision will then be made whether the whole-school uses this type of appraisal, or the trial stops. 	
7.4.2	<p>Non-Teaching Staff</p> <p>There won't be a mid-term appraisal.</p>	
8.	<p>Staffing Update & Exit data</p> <p>Actions: EH will send out the exit data for one member of staff. EH agreed to add a column with the current vacancies to give the committee an understanding of them. EH confirmed that there is a vacancy for Science and Maths currently. EH advised that there has not been an exceptional amount of leavers and we have two additional teachers as well.</p> <p><u>Q. If the extension goes ahead, will you have to look at the role of the pastoral managers?</u> A. EH confirmed that this is being considered.</p>	EH
9.	<p>Review of Staff Absences 19-20</p> <ul style="list-style-type: none"> • Teaching Staff Absences have been much more this year compared to last year. • The data is impacted by a member of staff on very long term sickness, with 171 days out. It has a huge impact on stats for the year. Excluding maternity related sickness and long term sickness, absence was less than the previous year. • The absences were due to stress, anxiety and depression, some related to work, some not. • There is a growing problem with mental health issues with teaching staff. We meet with them, offer a phased return, look at their duties and are doing as much as we can to support staff. Some have left. • 72.9% of teachers had one period of sickness compared with national average of 54%. This is higher than it should be. We need to monitor as soon as staff are having absences. Covid has had an impact in terms of the levels of anxiety. • Non-teaching / Support Staff absences are lower. • <u>Q. You are reacting to the pattern with mental health issues; is there something we can do more proactively?</u> A. LJ explained that it is difficult as it is very individual and 	

	<p>there is not one common link. There is a lot of pressure on teachers with working long hours and they do need to be very resilient. If anyone has any ideas, please send these over to LJ.</p> <ul style="list-style-type: none"> • Last year we amended the compassionate leave policy. This might be a bumpy year and we are already feeling the impact of staff who are needing to self-isolate. We were allocated a pack of ten tests for our school and have already gone through those. We have ordered more. We may need to look at private testing for staff as it is taking a long time for NHS test results to come back. It is not fair to staff and they do not want this to affect their attendance records and it has caused some anxiety for staff. We will look into that. The reality is we do not want staff in school with any illnesses. Action: LJ will give staff further guidance as this is a cause for concern. • Staff are not happy to use the school counsellor. We will offer to pay for an external counsellor on an individual basis and do it proactively with our pastoral team members who deal with the majority of safeguarding issues. 	
10. CPD		
10.1	<p>Staff CPD – Update and Impact</p> <p>Alan will cover in next meeting as it has been too quick a turn around to do an evaluation of the INSET days so far this academic year.</p>	
10.2	<p>Governor CPD and Induction – Update and Impact</p> <p>LS has circulated the updated NGA skills audit. Results will come back to next meeting.</p> <p>Governor Day Focus – 3rd November – there will be a 70 minutes’ zoom slot and there will be a panel of students and staff available to talk to Governors about the sixth form and pastoral development.</p>	LS - Item for 18/11/2020 agenda
10.3	<p>Teacher Pay Awards September 2020</p> <ul style="list-style-type: none"> • A paper had been circulated to the committee with joint advice from the Unions. • The Government has announced a 2.75% increase for teaching staff with a 5.5% minimum payment. This has been adopted by the unions on a tapered arrangement. • The cost to the school is much greater than the 2.75% announced and is unfunded. • The consultation finished on 14th September so we are waiting for clarity and consulting with other local schools to find out what they are doing. 	
11	<p>Safeguarding – Annual Report</p> <ul style="list-style-type: none"> • 19/20 – this report is in a new format from Buckinghamshire County. The Pastoral Team and Safeguarding Team have transferred information over to the new format but have had to change the way we record information for this year. • <u>Q. Regarding safer recruitment training, none of the governors have got any recent safer recruitment training.</u> A. There is no time limit on it or guidance for when it is required updating. We could look into this with the NSPCC. The SLT did the NSPCC safer recruitment training in Lockdown. 	

	LS and SP have done it. If there is a need for governors to do the training, it is fairly straight forward. Action: We do have a governor who has done Managing Allegations training. LS will check who this was and the document can be updated.	LS
12	<p>Policy Reviews and Approvals Staff Alcohol and Drugs Policy No changes. Approved.</p> <p>Support Staff Appraisal and Capability Policy No changes. Approved.</p> <p>Teacher Appraisal and Capability Policy No changes. Approved.</p> <p>Safeguarding Policy Approved with the following typos to be amended:- 'arrive' should say 'arrival' on P. 16. On P.17 replace 'Zoom' with 'virtual platform' to make it more broad.</p>	EH
13	<p>Teacher's Pay Review Approval of Pay Policy will be deferred until we have some more information.</p>	Deferred
14	<p>Dates and times of next meetings 18th November 2020 at 6.00 pm</p>	
15	<p>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.</p>	

Meeting Closed: 7.23 pm

Signed Date

CHAIRMAN