



## AUTUMN TERM (2) 2022 MEETING OF THE FULL GOVERNING BODY

### MINUTES

Date 14<sup>th</sup> December 2022  
 Time 18.30  
 Place Holmer Green Senior School

- PRESENT:**
- |                                |                          |
|--------------------------------|--------------------------|
| Tony Green (TG) – Chair        | Jacqui Kirkpatrick (JRK) |
| Ed Hillyard (EH) – Headteacher | Beccy Roberts (BR)       |
| Paul Davies (PD)               | Emma Starling (ES)       |
| Claire Asare-Archer (CAA)      | Lisa Swain (LS)          |
| Jeremy Hunt (JH)               | Anna Thomas (AT)         |
- IN ATTENDANCE:**
- |                    |                                       |
|--------------------|---------------------------------------|
| Liliana Minton     | Prospective Co-Opted Governor         |
| Melissa Miller     | Prospective Community Governor        |
| Victoria Strutt    | Prospective Co-Opted Governor         |
| Lynda Jackson (LJ) | Director of Finance, HR and Resources |
| Sarah Lary (SL)    | Deputy Headteacher                    |
| Kim Joynson (KJ)   | Deputy Headteacher                    |
| Jenny Knight (JLK) | Clerk                                 |
- APOLOGIES:** Gareth Davies, Anna Lee, Steve Pilgrim

**Action Support Challenge**

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

| Item | Discussions and Decisions Made   | Actions |
|------|--|---------|
| 1    | <b>Welcome and apologies for absence</b> <ul style="list-style-type: none"> <li>TG welcomed everyone to the meeting.</li> <li>Apologies were accepted from Gareth Davies, Anna Lee and Steve Pilgrim.</li> </ul> |         |
| 2    | <b>Notification of Any Other Business</b><br>None  |         |
| 3    | <b>Declarations of Interest against this agenda</b><br>None  |         |
| 4    | <b>Minutes of the July Meeting and Matters Arising</b> <ul style="list-style-type: none"> <li>Governors approved the Minutes as an accurate record.</li> </ul>   |         |

| Item | Discussions and Decisions Made  | Actions                                  |
|------|---|--|
|      | <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Leavers YTD figures are based on the academic year from September 2022. They include managed move students on a twelve week programme.</li> <li>• <b>New governors to submit a biography for the website after induction.</b></li> <li>• <b>EH to investigate KCSIE video training for governors.</b></li> <li>• Lockdown training has been issued for staff but a lockdown test has not taken place.</li> <li>• All other actions were either complete or on the agenda for this meeting.</li> </ul>  | <p><b>CAA, LM,<br/>MM, VS<br/>EH</b></p> |
| 5    | <p><b>Governor Membership</b></p> <ul style="list-style-type: none"> <li>• TG welcomed prospective new governors, to be appointed by Members at the meeting following: <ul style="list-style-type: none"> <li>○ Liliana Minton (Co-opted Governor)</li> <li>○ Melissa Miller (Co-opted Governor)</li> <li>○ Victoria Strutt (Community Governor)</li> </ul> </li> </ul>   |  |
| 6    | <b>STRATEGIC PLANNING</b>   |  |
| 6.1  | <p><b>Report of Student Management Team Representatives</b></p> <ul style="list-style-type: none"> <li>• The report had been circulated.</li> <li>• A great job has been done in fundraising for the One Can Trust initiative. This is also taught as part of the RS syllabus.</li> <li>• TG passed governors' thanks to students for their good work.</li> </ul>   |  |
| 6.2  | <p><b>Disadvantage Report</b></p> <ul style="list-style-type: none"> <li>• The report had been circulated, including the PP Strategy Statement.</li> <li>• P8 figures at HGSS are at -0.18, which is positive against a national average of -0.55.</li> <li>• Spend is enabling better progress here than nationally.</li> </ul>  |  |
| 6.3  | <p><b>Report of Headteacher and SEF</b></p> <ul style="list-style-type: none"> <li>• The report had been circulated and questions were invited.</li> </ul> <p><b><i>Q – When is the new Careers Lead starting?</i></b><br/> A – They started in early December and are working towards a careers lead qualification. So far they are very proactive with students.</p> <p><b><i>Q – There is an intended Autumn 2 focus on Curriculum Monitoring but this is not in the HT Report. When will aspects of this be reviewed, e.g. reading enjoyment?</i></b><br/> A – PE and RS were considered at the Governor Day. Lessons were viewed in action and there was the opportunity to ask questions of the</p> |  |

| Item | Discussions and Decisions Made   | Actions             |
|------|--|---------------------|
|      | <p>HoDs, a summary of which is in the appendix. The plan is to use Governor Days to look at the Curriculum.</p> <ul style="list-style-type: none"> <li>Governors felt that more time was needed to drill down and to have conversations with HoDs at a greater depth. It was suggested Governor Days were a little longer or attempted to cover fewer areas. <b>EH to consider this for the next one.</b></li> </ul> <p><b>Q – What is the impact of lowering the entry requirements for A-Levels? Will grades go down?</b></p> <p>A – HGSS has 55 EHCP students. None of them can get into Sixth Form, though it is supposed to be an inclusive school. This needs to be addressed. In addition, small A-Level classes are not cost effective and have to be funded from other streams (break even is 200 students). Other subjects are being trialled, such as Criminology, for a broader offer. Sixth Form is measured in value added (L3VA) figure and it is actually easier to achieve progress with those who did not score 7-9 at GCSE, as they have more headroom for improvement.</p> <p><b>Q – Attendance by sub group: EHCP and SEN figures 2021-22 (85-90% attendance) are not in the chart as expected.</b></p> <p>A – KJ to send the correct figures to JLK for distribution.</p> <p><b>Q – Does any mediation take place for bullying incidents?</b></p> <p>A – Restorative conversations are taking place all the time, many times a week, to stop bullying numbers getting higher.</p> <p><b>Q – We are reviewing uniform and mobile phone policies at this meeting. Does the behaviour report show the incidence of issues in these areas? Are they big issues?</b></p> <p>A – Not specifically. Mobiles removed from students are tracked but the creation of a policy is more of a safeguarding issue; it is important for students’ mental health that they are not using phones during the school day. As regards uniform, many issues are picked up on the gate in the morning. It’s about keeping standards high.</p> <p><b>Q – What is the plan for ensuring a 32.5 hour school week?</b></p> <p>A – The Government white paper that stipulated this has now been kicked back by the House of Lords, so it is unclear how much (if any) of its content will be put into law. As regards the 32.5 hour week requirement, HGSS is looking at two options to make up the 10 minutes per day short: 1) Start ten minutes earlier (8.40am) or 2) Finish 10 minutes later (3.30pm). Next step is to take this to the current parents and staff in January via a short preference survey. The additional time will be added to the lunch break to better manage queues. It is not needed in lesson time as these are already split into five one hour lessons, which is appropriate.</p> | <p>EH</p> <p>KJ</p> |

| Item              | Discussions and Decisions Made  | Actions   |
|-------------------|---|---|
|                   | <p><b>Q – Will this still go ahead even if it is not required by law?</b><br/>A – Yes, because it will help with lunchtime issues.</p> <p><b>Q – Could bus times be considered, as this is important for some students.</b><br/>A – EH to look into this.</p> <p><b>Q – Will there be any community consultation about this?</b><br/>A – The Infant and Junior schools have already been consulted. They have no plans to change their start/finish times, so the proposals should work as the times are appropriately staggered.</p> <ul style="list-style-type: none"> <li>• EH also tabled a list of P8 figures for Bucks schools, showing HGSS’s P8 figure of +0.54 in a very favourable position in comparison to all other similar inclusive secondary schools in the area.</li> <li>• <b>Governors were extremely impressed with the results and congratulated the school on such a massive achievement, which suggests it is the best performing non-grammar school of its size in the county.</b> Governors asked that this information be made plain on the website. <b>EH to bring into open evenings and look at the best way of expressing this via the website.</b></li> <li>• EH also reported the recruitment of a second, very experienced, Business/Economics teacher who will start after February half term.</li> </ul> | <p style="text-align: center;">EH</p> <p style="text-align: center;">EH</p> |
| <p><b>6.4</b></p> | <p><b>Staffing Appraisal</b></p> <ul style="list-style-type: none"> <li>• The appraisal summary had been circulated.</li> <li>• Teachers and Support staff are appraised on separate timetables.</li> <li>• Governors were happy with the process and it was approved.</li> </ul>   |   |
| <p><b>6.5</b></p> | <p><b>MAT Update</b></p> <ul style="list-style-type: none"> <li>• TG reported that the MAT Working Group meeting took place.</li> <li>• The working group will continue to consider the options despite the fact that a MAT move may not be necessary after the failure of the white paper.</li> </ul>  |   |
| <p><b>6.6</b></p> | <p><b>Works Update</b></p> <ul style="list-style-type: none"> <li>• LJ reported continued snagging work.</li> <li>• Heating and hot water in the dining room has now been fixed (at no cost to the school).</li> <li>• Bucks Council have agreed to pay for a railing for a low wall that was put in during the expansion plan that is unsafe.</li> </ul>   |   |

| Item     | Discussions and Decisions Made   | Actions |
|----------|--|---------|
|          | <ul style="list-style-type: none"> <li>• Bucks has also agreed to fund improvements to an area of ground that turns quickly into a muddy pond due to lack of drainage.</li> <li>• The ovens and walk-in freezer are still problematic and a major liability. Replacements are being negotiated.</li> <li>• The CIF works on the recladding of the art block roof have been completed and the result is good and comes with a guarantee.</li> <li>• TG reported that the planning meeting has been raised with a Cabinet Member. <b>TG will continue to chase this</b>. The meeting has been paid for so a date must be given.</li> </ul>   | TG      |
| <b>7</b> | <b>COMMITTEE REPORTS</b>   |         |
| 7.1      | <p><b>HR Panels, Complaints Panels, Student Discipline Committees</b></p> <ul style="list-style-type: none"> <li>• No panel meetings had been held but the following are currently being organised for December/January: <ul style="list-style-type: none"> <li>○ One Governor Warning Panel for a student at risk of permanent exclusion.</li> <li>○ One Staff Disciplinary Appeal</li> <li>○ One Parent Complaint.</li> </ul> </li> </ul>  |         |
| 7.2      | <p><b>FPH&amp;S Committee</b></p> <ul style="list-style-type: none"> <li>• The Minutes of the meeting held on 23<sup>rd</sup> November 2022 had been circulated.</li> <li>• Governors suggested that if money was tight, parents could be asked to contribute to Sixth Form enrichment activities as some excellent opportunities had been made available (such as cookery) but the school had borne the cost. Parents were appreciative.</li> </ul> <p><b>Q – Will the projected deficit have an impact on the proposed development of the Reception area?</b></p> <p>A – Yes, possibly. There is a pause on spending until the Government’s additional funding details are understood. An additional £40k of funding will be received for energy efficiency projects. This will be spent on LED lighting.</p> <p>It is hoped that the reception refurbishment will go ahead as space is needed for pastoral meetings, meetings with the Education Welfare Officer, medical attention etc; it is not just being redecorated for cosmetic reasons.</p> |         |
| <b>8</b> | <b>GOVERNOR REPORTS</b>  |         |
| 8.1      | <p><b>Chair</b></p> <ul style="list-style-type: none"> <li>• TG reported that he had conducted an H&amp;S visit which was covered in the FPH&amp;S Minutes.</li> </ul>   |         |

| Item     | Discussions and Decisions Made   | Actions             |
|----------|--|---------------------|
| 8.2      | <p><b>Development</b></p> <ul style="list-style-type: none"> <li>LS reported some uptake of the Governor CPD schedule, but not everyone has done the allocated training. This will be recirculated over the Christmas period.</li> </ul>   |                     |
| 8.3      | <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>SP visited school to do the annual SCR check and meet with the safeguarding lead.</li> </ul>   |                     |
| 8.4      | <p><b>SEND</b></p> <ul style="list-style-type: none"> <li>PD reported major issues with SEND provision nationally, which highlights how HGSS is outperforming in this area.</li> <li>Outstanding issues: The SEND pupil survey was done but there were only 14 respondents despite a much larger community of SEND students. The SEND parent engagement session didn't happen as the school was closed due to snow &amp; ice.</li> <li>Numbers of SEND students are growing but PD is reassured that they are properly supported at HGSS.</li> <li>An anonymised case study had been submitted which was important reading. PD to distribute amongst governors alongside the minutes.</li> </ul> <p><i>Q – How many people responded to the SEND coffee morning invitation?</i></p> <p>A – This is being trialled year by year. Parents of Y7 with EHCPs were invited. Ten out of 12 said they would come. This will be rescheduled for January and the date communicated with PD.</p> | <p>PD</p> <p>KJ</p> |
| 8.5      | <p><b>Disadvantage, Careers and LAC</b></p> <ul style="list-style-type: none"> <li>BR has a Careers meeting planned and will report back to FGB.</li> <li>LAC also added to the list of Link responsibilities for BR.</li> </ul>   |                     |
| <b>9</b> | <b>Policy Reviews and Approvals</b>  |                     |
| 9.1      | <p><b>Behaviour and Bullying</b></p> <ul style="list-style-type: none"> <li>Title to change to 'Behaviour and <b>Anti-bullying</b>'.</li> <li>Anomalous word 'Introduction' (page 6 under PSP para 2) to be removed.</li> <li>EH to check whether Covid references need to be included.</li> <li>P.5 to read 'possession of prohibited items' rather than drugs.</li> <li>Assaults on 'members of the school community' rather than just members of staff.</li> <li>The policy was approved subject to these changes.</li> </ul>   | EH                  |
| 9.2      | <p><b>Recruitment of Ex-Offenders</b></p> <ul style="list-style-type: none"> <li>The policy was approved.</li> </ul>   |                     |

| Item | Discussions and Decisions Made   | Actions             |
|------|--|---------------------|
| 9.3  | <p><b>Cyber Response Plan</b></p> <ul style="list-style-type: none"> <li>• Links to other information are not working. LJ to update them.</li> <li>• The four conditions that must be met by members will be discussed at the next FPH&amp;S meeting.</li> <li>• Alignment of onsite/offsite backup plans with IT Policy to be considered as part of the January IT audit.</li> <li>• Policy to be brought back to FGB in February with these amendments in place.</li> </ul>  | <p>LJ</p> <p>LJ</p> |
| 9.4  | <p><b>Mobile Phone</b></p> <ul style="list-style-type: none"> <li>• Governors queried the confiscation of tablets when they may be used instead of a laptop in lessons. KJ confirmed the policy is only for use in non-educational circumstances; tablets are allowed as part of a lesson.</li> <li>• Governors queried the second sanction (confiscation until Friday) in the case where the sanction is issued on a Friday. KJ confirmed this comes along with a red detention on a Friday afternoon with the device only returned after the detention.</li> <li>• 'Five days' to be clarified as 'Five school days' for the third confiscation.</li> <li>• Governors queried where mobile phones may be used in lessons. KJ confirmed that this was only for a small number of subjects such as Photography and Food Tech, where teachers ask students to use their phones in class to take pictures.</li> <li>• The policy was approved subject to the above amendment and will take effect from January.</li> </ul> | <p>KJ</p>           |
| 9.5  | <p><b>School Uniform</b></p> <ul style="list-style-type: none"> <li>• There being a lack of time and a great deal of discussion to be had on this subject, the policy was deferred until the next FGB meeting.</li> </ul>  |                     |
| 9.6  | <p><b>Information IT and Cyber Security</b></p> <ul style="list-style-type: none"> <li>• JH to email LJ a few typos (nothing contentious).</li> <li>• The policy was approved subject to these amendments.</li> </ul>  | <p>JH/LJ</p>        |
| 10.1 | <p><b>Headteacher's Performance Management</b></p> <ul style="list-style-type: none"> <li>• The HT Performance Management session took place with a panel of Governors and objectives agreed.</li> <li>• PD to be included in the panel on the next occasion.</li> </ul>   |                     |
| 11   | <p><b>Next Meeting</b><br/>Weds 8<sup>th</sup> February 2023 at 7pm</p>  |                     |

| Item | Discussions and Decisions Made   | Actions |
|------|--|---------|
| 12   | <b>Any Other Business</b><br>None  |         |
| 13   | <b>Evaluation of Meeting</b> <ul style="list-style-type: none"> <li>• Governors agreed that the meeting had been conducted appropriately and effectively.</li> </ul> |         |

The meeting closed at 8pm

**Minutes approved by the Governing Board:**

Signed .....

Date .....

Mr T Green – Chairman of the Board