



AUTUMN TERM (1) 2023 MEETING OF THE FULL GOVERNING BODY

MINUTES

Date 11th September 2023
 Time 18.30
 Place Holmer Green Senior School

- PRESENT:**
- | | |
|--------------------------------|----------------------|
| Tony Green (TG) – Chair | Anna Lee (AL) |
| Ed Hillyard (EH) – Headteacher | Steve Pilgrim (SP) |
| Claire Asare-Archer | Beccy Roberts (BR) |
| Jeremy Hunt (JH) | Victoria Strutt (VS) |
| Jacqui Kirkpatrick (JRK) | |
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- IN ATTENDANCE:**
- | | |
|-------------------------|--|
| Lynda Jackson (LJ) | Director of Finance, HR and Resources |
| Sarah Lary (SL) | Deputy Headteacher |
| Jenny Knight (JLK) | Clerk |
| Sarah Towers (ST) | Assistant Headteacher (left after 8.1) |
| Rachel Golding (RG) | Assistant Headteacher (left after 8.1) |
| Eddie Charlesworth (EC) | Head Student (left after item 6) |
| Kaitlyn Smith (KS) | Head Student (left after item 6) |

APOLOGIES: Gareth Davies, Paul Davies, Liliana Minton, Melissa Miller

Action Support Challenge

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

Item	Discussions and Decisions Made	Actions
1	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> TG welcomed everyone to the meeting, in particular the Head Students. Apologies were accepted from Gareth Davies, Paul Davies, Liliana Minton and Melissa Miller. 	
2	<p>Appointment of Chair and Vice Chair of the FGB</p> <ul style="list-style-type: none"> JLK chaired this item. One nomination had been received for the role of FGB Chair (TG). TG left the room temporarily while Governors’ comments were invited. SP nominated TG. JH seconded. All Governors were in favour. TG was duly elected for one year to October 2024. 	

Item	Discussions and Decisions Made	Actions
	<ul style="list-style-type: none"> One nomination had been received for the role of FGB Vice Chair (PD). PD was not present. PD nominated himself. VS seconded. All Governors were in favour. PD was duly elected for one year to October 2024. 	
3	<p>Notification of Any Other Business</p> <ul style="list-style-type: none"> JLK highlighted the addition of a link to the Academies Trust Handbook to the meeting papers. It is recommended that Governors read this document. 	
4	<p>Declarations of Interest against this agenda</p> <ul style="list-style-type: none"> TG is a Member of Buckinghamshire Council. 	
5	<p>Minutes of the July Meeting and Matters Arising</p> <ul style="list-style-type: none"> JLK to add JRK to apologies for July meeting. Governors approved the Minutes as an accurate record. <p>Actions and Matters Arising</p> <ul style="list-style-type: none"> Exit interviews: A questionnaire is sent to departing staff to invite their feedback. In the future, staff will be offered an exit interview with a governor. Should a member of staff request this, EH will come to JLK to find a willing governor. EH to circulate exit interview summary to governors via JLK. A response to the parent survey will be sent out next week in which 7-8 themes will be picked up, i.e. 'You said, we did'. EH outlined the different SEND categories and the numbers of students in each area. Some students are in more than one category, but the primary need can change over time and it is the primary need that is reported. EH to send the SEND profile to JLK for distribution. BR reported that the Disadvantage Governor visit had been cancelled so no report was circulated. The meeting has been rescheduled. The Governor Day will be held on Wednesday 8th November. All other actions were complete. 	<p>JLK</p> <p>EH/JLK</p> <p>EH/JLK</p>
6	<p>Head Student Report</p> <ul style="list-style-type: none"> This item took place after item 1 to allow the students to go. The Head Student report had been circulated. EC and KS introduced themselves and their aspirations for life after HGSS. KS gave an update on planning for the Prom, TED talks and support for areas such as time management, UCAS applications and personal statements. 	

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	<ul style="list-style-type: none"> • EC updated on extra-curricular activities, guest speakers and use of the coffee shop. • TG thanked them for their report. • The students left at 6.38pm. 	
7	<p>Governor Membership</p> <ul style="list-style-type: none"> • JLK outlined the gaps in membership as a result of the recent resignations of Lisa Swain, Emma Starling (also as a Member) and Anna Thomas. • Terms of office will expire for TG, GD, JRK and AL in early 2024. TG is happy to continue. GD will not. After half term the staff will be consulted to see if any other staff member would like to be considered in a co-opted staff governor role; otherwise, JRK and AL will consider staying on for another term. • There are now vacancies for one parent governor, two members and one community governor. • Nominations have been sought for the parent governor role and two nominations have been received. These were shared with governors. • It was felt that both prospective governors had skills that could be put to good use on the governing board (IT, Legal and Finance). In the circumstances, one of the prospective governors could be taken on as a community governor and the other appointed as a parent governor. TG to discuss this with both parties. • Possibilities for the member roles will continue to be considered. 	TG
8	STRATEGIC PLANNING	
8.1	<p>Report of Headteacher and SEF</p> <ul style="list-style-type: none"> • The report had been circulated. EH outlined how the structure of the report had been carefully reconsidered to make it more user-friendly. An executive summary is now included. • EH highlighted: <ul style="list-style-type: none"> ○ Achievement of MS Showcase School status. HGSS was one of only 3 schools out of the cohort of 23 to get this. It requires continued effective use of IT in the classroom to maintain it. ○ A-Level results: 28% A*-A, 63% A*-B (10% above national) and 85% A*-C (10% above national). ○ GCSE results: 86% 9-4 in English, 80% 9-4 in Maths, 73% 5 or more GCSEs at grades 9-4. • ST provided more detail on the GCSE results and plans: 	

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	<ul style="list-style-type: none"> ○ The Progress 8 (P8) figure was +0.45 (cf 2019 - +0.41) and the Attainment 8 (A8) figure was 49.45, which was higher than last year. ○ There were big gains in English Literature so the focus for this year will be on English Language 9-7. Maths was also strong at nearly 81%. 77% grades 9-4 in both English and Maths, which is a good result. ○ There are steps in place to improve Science results for next year. There is a Mastery meeting booked for Science; this has helped both English and Maths in the past. There will also be a full Science curriculum review and links have been made with Cressex School Head of Department. ○ There are gains to be made in EBacc progress (+0.10, as compared to English P8 +0.69 and Maths P8 +0.46). ○ A full suite of mock exams will be taken this year so that data projections are full and accurate. This will help a clear understanding of the correct tier to be taken in exams for each student, to get the best grade possible. ○ 51 lesson observations have now taken place to consider consistency and non-negotiables in lessons; particularly important for new staff. ○ History and French have made positive gains. ○ Spanish is being worked on through Subject Progress Development meetings. ○ 'Open Basket' figures (Art, Computing, DT, Food Tech, Photography etc) are also healthy (P8 +0.6) ● RG provided more detail on KS5 results: <ul style="list-style-type: none"> ○ There has been a dip in progress figures, but this is probably because they rely on TAGs results. ○ All departments are conducting analysis to consider areas of weakness and action plans have been requested where there has been a weaker performance across the board (i.e. not just individual students with specific issues). ○ L3VA scores will not be published nationally this year due to their basis being TAGs. <p>Q – Will the collaboration with Ramsay continue despite its MAT conversion?</p> <p>A – The numbers are very small (1 Sport, 1 History). Ramsay have offered a BTEC but there has been no take-up.</p> <p>TG thanked RG and ST for their attendance and they left at 7.23pm.</p>	

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	<p>Mobiles must be turned off on entry and not turned back on until exit. Mobiles are confiscated for three days if they are seen being used. Card games etc have been provided in the hall for breaktimes to encourage social interaction. Generally, students are responding well to this.</p> <p>Q – Do the mobile phone rules apply to staff as well as students? A – Yes, in the classroom. Otherwise, no. Occasionally there are reasons why staff mobile use is needed.</p> <p>Q – Page 15 GDPR: If there were no breaches, why has one been reported? A – A parent reported a breach, but it did not meet the threshold for reporting or advising governors. No process change is felt necessary.</p> <p>Q – There were only 3 complaints reported. What constitutes a complaint? A – We try to deal with most things at a ‘concern’ level. If someone is unsatisfied with this, it moves up to a ‘complaint’.</p> <p>Q – Page 7 – Learning Walks: How does ‘number of actions completed’ log work? A – Specific actions identified from each learning walk are logged onto the online system. These can be followed up with observations. Some are dealt with immediately; some need to be explored over time.</p> <p>Q – Page 8 – Curriculum maps have not been updated on the school website. A – SL to follow this up.</p> <p>Q – Page 13/14 – Leavers/new staff not accurate A – LJ to reflect the figures since the last report in this area, rather than the figures since the start of September.</p> <p>Q – Has staff absence increased, similar to student absence? A – This is improving. There were 17 on the absence monitoring list in July; now this is only 3. Last year was very difficult for illness; so far this seems better this year. LJ to include this figure on future reports.</p>	<p></p> <p></p> <p></p> <p></p> <p>SL</p> <p></p> <p>LJ</p> <p></p> <p>LJ</p>
8.2	<p>School Improvement Planning</p> <ul style="list-style-type: none"> The revised SIP was included on the FGB agenda. Milestones and further detail sit underneath this and this feeds into the SDP. Governors approved the SIP. 	

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9	COMMITTEE REPORTS	
9.1	<p>FPH&S Committee</p> <p>The minutes of the meeting held on 27th September 2023 had been circulated.</p> <p>SP reported:</p> <ul style="list-style-type: none"> • The bank balance is healthy. • The Committee approved the teacher pay increase of 6.5%. • Congratulations to the school on its Microsoft Showcase School status, which took a lot of work. <p>Q – What is the impact on HGSS of the Government’s mistake with funding figures?</p> <p>A – The figures for 2024-25 were changed by the Government but HGSS had not seen these figures in the first place. A 2% increase had been assumed in the budget and the confirmed figures included a 3.2% increase plus Teacher’s Pay Grant. This brings the year’s finance back to a balanced situation. Local input is still needed on these figures, as there is a different funding model for each council. The full picture will not be known until the local council has confirmed.</p> <p>Q – How will the sensors/timing on new LED lights work? Will they be fitted everywhere?</p> <p>A – LEDs are being installed over half term, mostly in well used communal areas. The length of time after which lights will turn off can be dealt with on a case by case basis for individual rooms/areas. Initially the project will include Science, Sixth Form, Staff Room and communal areas.</p>	
9.2	<p>HR Panels, Complaints Panels, Student Discipline Committees</p> <p>None held.</p>	
10	GOVERNOR REPORTS	
10.1	<p>Chair</p> <ul style="list-style-type: none"> • TG encouraged governors to attend the Governor Day on 8th November, as well as organise other school visits to see the students in action. EH to send out a list of school events which governors could attend. • A review of governance is underway, following governors choosing this as an area for internal scrutiny. • The Excellence Evening was a success, with very happy pupils and parents and a closing speech by a former pupil. • Alumni have been coming in to support the careers programme. Apprenticeship opportunities have been particularly well received. 	EH

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10.2	Development <ul style="list-style-type: none"> • Lisa Swain has resigned as a governor. JLK to take on the development role, including inductions for new governors. 	
10.3	SEND <ul style="list-style-type: none"> • PD had circulated a SEND report. In his absence, EH highlighted: <ul style="list-style-type: none"> ○ Manor Green special school had come in to review the SEND provision and an action plan has been created following this. Both documents were circulated with the meeting papers. ○ Actions cover: T&L, Attendance, Suspensions, Interventions practice, Support plans, provision maps and Boxall profiling (SEMH). 	
10.4	Governor Visits <ul style="list-style-type: none"> • BR has LAC, Disadvantage and Careers visits scheduled. 	
11	Annual Reviews	
11.1	Standing Orders The Standing Orders had been circulated and were approved with no changes.	
11.2	Code of Conduct for Governors The Code of Conduct for Governors had been circulated and was approved with no changes.	
11.3	Terms of Reference The Terms of Reference had been circulated and were approved with no changes.	
11.4	Membership of Committees/Working Groups/Link Roles <ul style="list-style-type: none"> • Additional governors to sit on the Strategy Working Group and the FPH&S Committee are welcomed. • It was agreed to reconsider this when new parent governors are in role. 	
11.5	Annual Review of Business, Pecuniary and Personal Interests LJ tabled pecuniary interest forms for governors to complete.	
11.6	Governor Biographies <ul style="list-style-type: none"> • Current biographies had been circulated. • Governors to check their own and pass any updates to JLK by half term. 	Govs

Item	Discussions and Decisions Made	Actions
	Other Matters	
12	Admissions Arrangements 2025 No changes	
13	Safeguarding	
13.1	Keeping Children Safe in Education Guidance Governors had been asked to complete training in the new KCSIE guidance and sign to confirm completion. All governors to complete this; the list will be check before Christmas.	Govs
13.2	Annual Safeguarding Report The report had been circulated and was discussed in item 13.4 below.	
13.3	Safeguarding Review & Action Plan – July 2023 The safeguarding review and action plan had been circulated and was discussed in item 13.4 below.	
13.4	Report from Safeguarding Governor SP reported: <ul style="list-style-type: none"> • Thanks to Carrie for stepping up into the DSL role when Andrew Sharp left the school. • The action plan is being worked through and will be reviewed by SP. • The SCR was checked and is under control. • The Annual Safeguarding Report was put together by Kerri Stone and had been circulated. 	
14	Premises Update LJ reported: <ul style="list-style-type: none"> • The coffee lounge has been opened to the whole school which has made a big impact on queues elsewhere. • Daily cleaning will take place after break and lunch so that Sixth Form can use it for study purposes. Sixth Form would like the coffee lounge to themselves, but it was not well enough used when this was the case. • The new flooring in the Art block has gone in, after the roof was fixed. This has made a huge difference. • Science screens have been upgraded. This has allowed live streaming of assemblies elsewhere and an information centre for communications for students at lunchtimes etc. Thanks to the Parent Association for helping to fund this. • The Reception refurbishment is now going ahead, having had confirmation that planning permission is not required. This can take place during term time as it is a separate building. 	

Item	Discussions and Decisions Made	Actions
15	Policy Reviews and Approvals	
15.1	Admissions 2024-25 Policy The policy had been circulated with no changes. The policy was approved.	
15.2	CEIAG and CPA Policy The policy had been circulated and was approved with no changes.	
15.3	Equalities and Cohesion Policy The policy had been circulated and was approved with no changes.	
15.4	Governors' Allowances Policy The policy had been circulated and was approved with no changes.	
15.5	Staff Code of Conduct The policy had been circulated. It was approved subject to the amendment of names in section 4.3 and review date consistency.	U
16	Dates and Times of Meetings Next Meeting: Wednesday 13 th December 2023, 6.30pm	
17	Any Other Business None	
18	Evaluation of Meeting <ul style="list-style-type: none"> Governors agreed that the meeting had been conducted appropriately and effectively. 	

The meeting closed at 8.40pm

Minutes approved by the Governing Board:

Signed

Date

Mr T Green – Chairman of the Board