



AUTUMN TERM (2) 2023 MEETING OF THE FULL GOVERNING BODY

MINUTES

Date 13th December 2023
 Time 18.30
 Place Holmer Green Senior School

- PRESENT:**
- | | |
|--------------------------------|----------------------|
| Tony Green (TG) – Chair | Melissa Miller |
| Ed Hillyard (EH) – Headteacher | Liliana Minton |
| Paul Davies | Paula Myburgh (PM) |
| Jeremy Hunt (JH) | Steve Pilgrim (SP) |
| Roy Kamp (RK) | Beccy Roberts (BR) |
| Jacqui Kirkpatrick (JRK) | Victoria Strutt (VS) |
- IN ATTENDANCE:**
- | | |
|--------------------|---------------------------------------|
| Lynda Jackson (LJ) | Director of Finance, HR and Resources |
| Sarah Lary (SL) | Deputy Headteacher |
| Jenny Knight (JLK) | Clerk |
| Annie Hearn (AH) | Assistant Headteacher (to item 6.2) |
- APOLOGIES:** Gareth Davies, Clare Asare-Archer, Anna Lee

Action Support Challenge

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 Gareth Davies, Clare Asare-Archer and Anna Lee. 	
2	Notification of Any Other Business None	
3	Declarations of Interest against this agenda <ul style="list-style-type: none"> TG is a Member of Buckinghamshire Council. Otherwise there were no declarations of interest, either new or against items on this agenda. 	
4	Minutes of the October Meeting and Matters Arising <ul style="list-style-type: none"> Governors approved the Minutes as an accurate record. 	

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	<p>Actions and Matters Arising</p> <ul style="list-style-type: none"> • JRK asked if (p.4) it had been confirmed that Ramsay would continue their collaboration despite MAT conversion. This has been confirmed verbally, but not in writing. • Curriculum maps on the website have been checked and are currently accurate. • Not all Governors have completed their KCSIE training. SL to send out individual reminders to those who have yet to do it. • All other actions were complete. 	SL
5	<p>Governor Membership</p> <ul style="list-style-type: none"> • TG welcomed the new Governors to the meeting. He thanked them for agreeing to serve and hoped they would enjoy their role: <ul style="list-style-type: none"> ○ Roy Kamp is a new Parent Governor ○ Paula Myburgh is a new Community Governor • AL's term of office is due up at the beginning of February, before the next meeting. AL has agreed to renew her term, subject to another member of staff putting their name forward for the Staff Governor role. • School is asking if anyone else would like to be a Staff Governor but so far no-one has offered. • TG proposed AL for a further term of office. PD seconded. All Governors were in favour. • AL was therefore duly elected for a four-year term to 12 December 2027. 	
6	STRATEGIC PLANNING	
6.1	<p>Report of Student Management Team</p> <ul style="list-style-type: none"> • The Student Leaders were not present but had circulated a report prior to the meeting. • There were no questions. 	
6.2	<p>Presentation by AH on Outreach Work</p> <p>AH presented on screen (presentation circulated with the papers):</p> <ul style="list-style-type: none"> • Twinning project with Al Khail in Dubai (GEMS Wellington Academy) is very positive. • It has taken a huge amount of behind-the-scenes work, with a challenging time difference and many hurdles to jump through – but now there is a good connection and students are keen to get to know each other between the schools – with even some possibilities for exchange visits. • The work is being documented for the British Council and will also help with the ArtsMark Platinum application currently 	

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	<p>underway. The MS Showcase School status is also a big part of this.</p> <ul style="list-style-type: none"> • A logo competition was held to combine the two logos of HGSS and Al Khail. Every Year 7 took part and there were some fantastic results. The top 3 were all SEND students (though the judging panel did not know this when their work was chosen). • Al Khail is interested in HGSS's cross-curricular methods, e.g. Science & Art link projects. • AH also consults for other schools in the primary, secondary and tertiary sectors, in areas such as 'teaching to the top' and how to get results with disadvantaged students. • Whole department visits are held to look at how it should be done, e.g. the whole Art department of Riverside came in to visit HGSS today. • Foxes Piece Primary School in Marlow has had ten sessions of coaching time in areas such as 'how to deliver drawing for non-specialist primary teachers'. This really improves the teachers' confidence in delivery. • The benefits of this are: Evidence for the SDP and MS Schools, income generation, community and reputation building. It also has a positive impact on recruitment and retention. <p>Q – How much time do you take out of your normal role for this? A – One day a week is blanked out of the timetable. This is mostly spent planning.</p> <p>Q – How are your services marketed? A – Flyers are sent around to all the Bucks schools twice a year. The Bucks Art Network is also used via WhatsApp.</p> <p>Q – Are there language challenges working with a school in Dubai? A – It is a very international school. English is spoken, but often EAL. It is a very different culture to the British school system, but this is seen as an exciting benefit. Some students already have connections at the school via friends and family.</p> <p>TG thanked AH for all her time and effort and the great job she is doing as an ambassador for HGSS.</p>	
6.3	<p>Disadvantage Report See item 8.5.</p>	
6.4	<p>Report of Headteacher EH had circulated his report and highlighted:</p>	

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	<ul style="list-style-type: none"> • Learning Walks. Action points are given at each and these are all followed up. • The self-assessment report indicates significant progress especially with KS4 English and Maths and KS4 progress. However, progress of disadvantaged students is poor. This will be a key focus for the rest of the year. • Pupil and staff surveys have been undertaken and the results summarized. Full (lengthy) results are available on request. <p>Q – Why is the Staff response so low?</p> <p>A – The number of questions has been kept low so that the survey is not too lengthy to fill in; the survey has been advertised widely and is anonymous. However, there were only half the previous level of responses.</p> <p>JRK highlighted a possible technical glitch that may have prevented some staff submitting their response. EH to look into this and try to increase responses next time, without forcing.</p> <ul style="list-style-type: none"> • A new AHT is starting in January, to oversee KS4 Behaviour & Pastoral. Kerri Stone will oversee KS3 Behaviour & Pastoral and will be DSL for KS4&5. • HGSS has been selected as one of four schools to be given Attachment Aware/Trauma Informed training. Starts 18 Jan. • A meeting has been held with Hurlingham School, part of the United Learning Trust. This is an outstanding school with the same grammar/fee-paying schools competition issues. A number of learnings from this are being investigated, including: <ul style="list-style-type: none"> ○ Running a grammar stream-style programme. There would be no entrance test to get in (CATs tests would be used, as well as parental request). A ‘top set’ would be created to push some students harder and there would be a slightly different curriculum at KS3 (e.g. two languages, Classics/Ancient History). Options at KS4 would be the same. This could help to encourage more higher prior attaining students to come to HGSS. ○ Rank order system: A year group ranking per subject and overall would be given to parents. Parents would like to know this information and it can be motivational for students to try to work their way up the rankings. • An EDI meeting was held with a Slough school, who will come in to work with HGSS following some issues this term, e.g. Surrounding the Palestine/Israel conflict and the Andrew Tate misogyny ongoing issues. 20 mentors in years 10 and 12 will be trained up as part of this and there will be assemblies, 	EH

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	<p>workshops and outreach work with the junior schools. There is also the possibility of a link with another culturally different secondary school on the other side of High Wycombe. All designed to try to improve behaviour and attitudes.</p> <ul style="list-style-type: none"> Attendance is currently 92.9% which is slightly above national but still needs improvement. The number of suspensions should read 25 (not 75) in the Headteacher's report. This was roughly equally split between persistent disruptive behaviour, verbal aggression and physical aggression. EH to amend the figure in the report. <p>Q – Do the suspension figures include repeat offenders? A – There are two repeat offenders, one of whom has had a Final Governor Warning and the other will be attending a Governor Warning Panel in January. Both are attending alternative provision for a period.</p> <ul style="list-style-type: none"> Bullying figures have increased, but this is partly due to including all bullying types in the same category (cyber 6, physical 9, verbal 35). Governors requested this breakdown be included in future reports. <p>Q – Are unreported bullying figures much higher? A – Figures have been low in recent years, which we felt was possibly unreflective – therefore some work has been done to seek out and combine all categories for a clearer picture. Bullying happens in all schools.</p> <p>Q – Are certain year groups worse than others? Could work be done for particular groups in tutor time etc and could this also cover racism/homophobia etc? A – Yes, this is done with years 8, 9, 10 and 12. MIND work across year groups also helps. Work is being done with Aiksaath – a charity from Slough which was created out of the need to bring different groups together following localised violence in the area.</p> <p>Q – What would a rank order system look like? Is there any danger of a negative impact to mental wellbeing for children working hard but achieving below age related expectations? A – Some of the best results of rank order schemes seem to be in SEND children. It would be introduced in September, before which modelling would be done for different options. It could be shown as a 'distance from target' measure, which may be better. Other schools cite sharing of rank order as the thing which has had the biggest impact on performance, as it gets students talking about how well they are doing. Some students won't be included from the scheme. Attitude to Learning score will also still be given. The number of assessment points</p>	<p>EH</p> <p>EH</p>

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	<p>will be reduced from 3 to 2 per year as the scheme will contribute significantly to workload. EH to demonstrate rank order model and proposed parent report to Governors at the 24 April FGB meeting.</p> <p>Q – What will be taken out of the curriculum to allow for the introduction of Classics/two languages for grammar stream pupils?</p> <p>A – Time is likely to come out of rotation subjects (resilience, computer science) and PE may be reduced to one session a week from two. The raising reading age session could be dropped for grammar stream students, as these students are likely to already have a higher reading age. Curriculum modelling is underway for this.</p> <p>It will be hard to move students out of the grammar stream once they are in, so it is important to get assessment right initially.</p> <p>Sir William Ramsay is joining a MAT and competition is therefore becoming a concern. By 2028 the reduction in primary school numbers will start feeding into secondary schools, which is a further risk to PAN and funding. Therefore, HGSS needs to find ways to remain competitive and this scheme enables School to distinguish itself by offering additional subjects.</p> <p>Q – Looked After Children (LAC) terminology has now been changed to CLA (Children Looked After) because of the connotations of the former acronym. Could this be changed in the reports?</p> <p>EH to amend.</p> <p>Q – Was there any Governor Day feedback on History?</p> <p>A – Only one Governor attended the session. Verbal feedback was positive.</p>	<p>EH</p> <p>EH</p>
6.5	<p>Staffing Appraisal</p> <ul style="list-style-type: none"> • A table showing numbers of staff who progressed/didn't progress as a result of the completed appraisal process, had been circulated. • There were no questions or comments. 	
6.6	<p>Reception Update</p> <p>LJ reported:</p> <ul style="list-style-type: none"> • Formal approval is needed to progress the reception spend, which will come from School reserves. • 4 tenders were requested; 1 chose not to respond, 1 was significantly too high. The remaining 2 were negotiated with and the lower of the two chosen by the FPH&S Committee. This is for a value of £412,276. • The work is proposed for an 8 January 2024 start date. • The scheme is for a glass building which will set between the existing reception area and the tower block. It will separate 	

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	<p>students and visitors and will create necessary additional areas for attendance, welfare and medical work. It will also significantly improve the front of the school, giving a ‘first impression’ that more accurately reflects the now-great facilities elsewhere in the school.</p> <ul style="list-style-type: none"> • LJ to send out architectural visuals to Governors. • LJ had circulated a document immediately prior to the FGB meeting, proposing the addition of a C1 Replacement Schedule to the JCT 2016 contract to state that existing works will be covered by the school only, through their RPA insurance and to a maximum value of £250,000. Any negligence by the contractor would be covered by their Public Liability Insurance to a maximum value of £5m. Governor approval was sought for this. <p>Q – Should the FPH&S Committee have reviewed this insurance question and is JCT 2016 the latest version?</p> <p>A – JCT 2016 is the one that the insurers are using (LJ to check latest version). The insurance question has only come up today, hence it not passing through FPH&S. The rest of the scheme has already been reviewed and approved by FPH&S.</p> <p>Q – Who is designing the reception build?</p> <p>A – Initial designs for planning were completed through an architect employed by the school but final designs will be done via the contractors’ own architect as the costs are for design and build.</p> <p>Q – Is professional liability insurance included?</p> <p>A – LJ to check that this is included within the contractors’ liability.</p> <p>Q – What is the time frame for this project?</p> <p>A – It is hoped it will be finished by Easter. It is being funded entirely from school reserves. Bucks have contributed £40k to this.</p>	<p style="text-align: center;">LJ</p> <p style="text-align: center;">LJ</p> <p style="text-align: center;">LJ</p>
8	COMMITTEE REPORTS	
8.1	<p>HR Panels, Complaints Panels, Student Discipline Committees</p> <ul style="list-style-type: none"> • None held. • A Governor Warning Panel is planned for 9 January 2024. 	
8.2	<p>Finance, Premises, Health & Safety Committee</p> <p>The Minutes of the meeting held on 22nd November 2023 had been circulated. SP highlighted:</p> <ul style="list-style-type: none"> • Audit report examined and accepted. • Risk assessment considered. 	

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	<ul style="list-style-type: none"> Internal scrutiny of Governance was reviewed. A skills audit will be undertaken this year and a number of other recommendations will be followed up. The budget leaves reserves at £1.3m with a forecast at £1.2m for next year. The reception build will be taken out of this, leaving approximately £800k remaining. This is still above the £607,500 in the Reserves Policy (equivalent to four weeks' expenditure). New Governors are invited to join the FPH&S Committee or to observe a committee meeting with a view to joining. RK and PM to let SP know if they would like to attend the next meeting on 6 March 2024. 	RK/PM
8	GOVERNOR REPORTS	
8.1	Chair <ul style="list-style-type: none"> TG visited School for a H&S walkabout. 	
8.2	Development <ul style="list-style-type: none"> JLK is working with LJ on an induction programme and will be in touch with the new Governors to organize an initial meeting. JLK reported that, as a result of some recommendations made in the review of Governance, School will be moving to the GovernorHub system. This has various tools which will be useful for ensuring compliance as well as helpful functionality for Governors. JK to set up the GovernorHub system and run a training on this at the next meeting. 	<p>JLK</p> <p>JLK</p>
8.3	Safeguarding <ul style="list-style-type: none"> SP asked Governors to ensure they had completed their KCSIE reading, as above item 4. 	
8.4	SEND PD visited the SEND Department and reported verbally (written report to be forwarded to JLK for distribution with the meeting minutes): <ul style="list-style-type: none"> HGSS is a centre of excellence for SEND. The next Inset day has a SEND focus. 2 teachers from other subjects are completing their SENCO training. The whole school approach seems to be working well. A parent engagement session was held. Some new parents and some previous attendees, who were grateful for the opportunity. Feedback included a need for consistent recording by teaching staff. 	PD

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	<ul style="list-style-type: none"> The review by Manor Green special school has been helpful and actions from this are being followed up. Challenge Partners will be working with School on a 7-month programme from January. Swiss Cottage special school (an outstanding provider) will also be working with HGSS next year. 	
8.5	<p>Disadvantaged & CLA BR reported verbally (written report to be distributed with the minutes):</p> <ul style="list-style-type: none"> A meeting was held with Alan Wooler (lead for Disadvantaged Students and CLA) in November. The PP Strategy Report has been published with the papers for this meeting. Attendance of Disadvantage students was discussed. This is a big focus area. However, for CLA students (6 students from 3 families) attendance is significantly higher than national. 5 out of 6 of these students have 100% attendance and are in stable family placements. Virtual School contributes £500 for top-up trips for CLA students. Attitude to Learning among this group of students is really positive. They also benefit from 1:1s and counselling in school. 'The Brilliant Club' is a scholars club supporting disadvantage. <p>Careers BR met with Jo Selleck (Careers Lead) on 5 December 2023 and reported:</p> <ul style="list-style-type: none"> Governors to be aware of their responsibility to ensure the school meets its 8 Gatsby benchmarks, e.g. provision of a stable careers programme and personalized career guidance. SLT received a presentation by Jo Selleck last week. A breakdown was provided showing what is in place for every year group. 1:1s are held with every Y11 and Y13 with a report produced for each. This is a huge task. PAL (Provider Access Legislation) was updated in January 2023 and includes a requirement for 6 encounters with approved providers including technical education providers. A self evaluation for each Gatsby benchmark was undertaken and predictions made based on the work currently being done. 	BR
9	POLICY REVIEWS AND APPROVALS	
	<p>Visiting Speaker Policy Minor amends highlighted:</p>	

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	<ul style="list-style-type: none"> • p2 under point 7 - the evaluation box is not on the agreement form. • The office use only box on the prompt list is missing. <p>Policy was approved subject to the above.</p> <p>Word Processor policy Minor amends were highlighted:</p> <ul style="list-style-type: none"> • p2 bottom - says annual, but at the end it says it will be reviewed in two years' time. <p>Approved subject to the above.</p> <p>Menopause policy Minor amends were highlighted:</p> <ul style="list-style-type: none"> • p6 - 'weigh' gain instead of 'weight' • p7 - bullet point has jumped up under 'provide support'. • Who is 'you'? Should be the HR Manager. <p>Approved subject to the above.</p> <p>Behaviour & Bullying policy Minor amends were highlighted:</p> <ul style="list-style-type: none"> • p6 - 2nd para under Pastoral Support Plans - erroneous word 'Introduction' needs to be deleted. • Is the Covid information on pp11-12 still applicable? Should this be removed? EH to look into this. • p10 - approval date reads 2022 not 2023. • Annexe also has 2022 not 2023. <p>Approved subject to the above.</p> <p>Access Arrangements policy Minor amends were highlighted:</p> <ul style="list-style-type: none"> • Policy lists both annual review and review in 3 years. Which is correct? • p5 - Laura Harris: policy should list the role not the person. • p2 - Date of next review is blank <p>Approved subject to the above.</p> <p>Conflicts of interest policy Minor amends were highlighted:</p> <ul style="list-style-type: none"> • Annual or 2 year review? Both listed. <p>Approved subject to the above.</p> <p>Equalities policy Minor amends were highlighted:</p> <ul style="list-style-type: none"> • Dates on p2 need adding. • p6 - Information in red (or whole box?) - need to remove? 	EH

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	Approved subject to the above. LJ to make amends to all policies.	LJ
OTHER MATTERS		
10	Headteacher's Performance Management <ul style="list-style-type: none"> • Governors conducted the HT Performance Management Review on 4th October with an external school improvement partner present. • An interim review will be held on 10th January 2024. • BR to be involved in this meeting. • New Governors were also invited to be involved. 	BR
11	Dates and Times of Meetings Next Meeting: Wednesday 7 th February 2024, 6.30pm	
12	Any Other Business TG thanked everyone for their attendance and wished all a Happy Christmas.	
13	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
 Mr T Green – Chairman of the Board

Date