

Minutes of the Full Governing Body Meeting held in School
on Wednesday 4th December 2019 at 6.00pm

Present: Shaista Ahmed (SA); Zed Aziz (ZA); Derek Cross (DC); Liz Currie (ESC); Jane Dixon (JLD); Sue Doubell (SD); David Hall (DH); Mohammed Hans (MH); Gareth Harris (GH); Jonathan Hodgson (JH); Peter Roberts (PDR); Keith Wilson (KW).

Non-voting: Cath Proud (CEP); Simon Taylor (SAT); John Flynn (JMF); Jody Dunn (JDN) (Clerk).

1. Apologies: Tony Atherton (TA); Stuart Eakin (SE).

2. Declaration of Interests – None. JLD reminded governors of the importance of this and handed out Register of Business Interests forms for completion, along with copies of the Academies Financial Handbook for governors to read and familiarise themselves with.

3. Safeguarding Update

A verbal report was given by SAT on the facts and figures relating to child protection referrals. The support provided by the counsellor, school nurse and pastoral team in school continues to be widely used and provides an essential support service for the students and some staff. Contact is made with external agencies as necessary.

An update was given on training – the vast majority of the teaching and operational staff have been provided with induction safeguarding training or had their previous training refreshed and those who still require it will undertake it as soon as possible. Two Governors (SE and GH) are now due to have that he believes that Kirklees’ new notification system ‘Operation Encompass’ is the potential reason for the increase in cases. The system notifies school of any students that have been involved in an incident of Domestic Violence straight away, so that the school can deal with it quickly and effectively. All 7 cases this year have been reported to us via this system.

A discussion was then had around the DSL role, the workload that comes with it and whether or not SAT felt he was getting enough support. SAT confirmed it was manageable and that the SSM’s are now being trained, therefore broadening the level of expertise.

Governors thanked SAT for his time.

4. Final Accounts 2018/19

Governors welcomed the auditors from Mazars, who had come along to talk governors through the audit completion report.

Auditors circulated the report and brought governors attention to several key findings. They explained that overall the audit had gone well and there wasn’t anything to cause concern. The points raised were in relation to the pension scheme and salary increase, but this is due to the nature of the sector.

The auditors stressed to governors the high importance of declaring all interests in accordance with new regulations of the ESFA. Other things flagged were the bank reconciliations but JMF is working on this.

A discussion was had around internal audits and that it had been agreed at the F&R meeting that these would now take place termly and we are currently waiting to hear back from Mazars regarding this.

Finally, the auditors refereed governors to the document appendices and highlighted appendix C and D and spoke through them.

A discussion was had around reserves and how the budget is difficult to forecast for 3 years as things often change so much.

Governors noted that the report was very well received and that this was testament to John and his team.

Governors thanked the auditors for coming.

5. Minutes of the Previous Meeting and Matters Arising

JLD informed that matters arising would be discussed elsewhere in the meeting therefore we would not duplicate.

JLD worked through each page of the minutes and asked for comments. It was flagged that section 128 requirements need checking as it appears some staff are under the impression that only new governors need to complete this.

A discussion was had around link governors and that this would be revisited when the permanent headteachers position had been filled. JLD thanked DC and SD for their recent work with the school as link governors.

The minutes were approved as a true reflection of the previous meeting.

6. Review of Sub-Committee Meetings/Minutes

JH opened the item and talked governors through what was discussed at the most recent F&R meeting including land and buildings data, F&R work programme, letter from Lord Agnew, business continuity and disaster recovery and the outsourcing of the catering offering. This was discussed at great length at the meeting. PDR added that 8 companies are coming to observe the facilities and service next week. He also made governors aware that the head chef had just today handed in his resignation. This is with sadness but it hadn't worked out for us or for him. We now need to have a chat with the sous chef to see if she would be able to manage in the interim if we were to release Chis early.

ESC asked about the process and timescales around the outsourcing, to which PDR explained and confirmed the contract will likely be awarded in February with a view to start at Easter.

GH added that the possibility of retendering for the auditors contract was also discussed at the F&R meeting, and governors had decided against this following a lengthy discussion around the change in climate in the audit world. This led to further conversation about Mazars and the current issues we are facing.

KW then made governors aware of what was discussed at the C&S meeting including the internal review, exam results, staff survey and the operational staff pay award. The committee also accepted pay progression for those staff recommended by the headteacher. The headteacher was also awarded pay progression.

Discussion then took place around the staff survey and the fact that some of the questions will be changed to be more inclusive of operational staff moving forward.

7. Headteachers Report

PDR worked through the report highlighting some key areas for governors to note including the two recent in-year appeals and the fact that we had no fixed-term exclusions to date this academic year. He did make governors aware however that we have had some issues with some sixth form students over recent days that have been very difficult to resolve as families have become involved. Governors asked that the nature of these issues were, to which PDR confirmed them to be threatening behaviour and assault.

PDR went on to highlight the Classcharts section and explained the homework issue. A discussion was then had around attendance monitoring and recording issue, to which CEP confirmed we are looking at a number of different ways of working this out. PDR continued to talk through the report, confirming there have been no staffing changes since the last meeting, other than the head chef and that we have compiled an action plan on the back of the self-evaluation.

JMF talked through the finance section of the report.

PDR told governors that at the time of writing the report, we had not received any complaints, however, we have recently had a number of parents calling up under the impression that we have changed our praying policy. This is not the case and there has just been some confusion around the locations in which prayers are authorised to take place. As a result of this we have decided to open a quiet room where all are welcome and is managed by sixth form students. This seems to be working really well. PDR thanked MH for his help and support with this.

8. Exams Update

PDR directed governors to the data summary document provided and explained the updates since the October meeting were now comparing HGS 2019 results with national 2019 results that the comparisons provided in September were to 2018 national data. This information is comparing our 2019 results to unvalidated 2019 national results. PDR highlighted the key points of the document: Progress 8 is now +0.56 and places HGS comfortably in the top 15%

of schools nationally and L3VA is significantly improved to -0.05 and would now place us around the 50th percentile nationally.

9. School Development Plan

As you can see we have now RAG'd (red, amber, green) this and we are well on with it. We have also added the section focussing on workload and wellbeing.

JH said it was positive to see there are no red areas in this section.

ESC asked what Staff Charter was, to which PDR explained this is a standard, similar to Investors in People, that we are looking at working towards.

10. Policies for Approval

JLD informed governors that she had reviewed all the terms of reference following the last meeting to ensure the terminology was consistent and matched the memorandum and articles. JLD also confirmed the visit proformas can be obtained from the Clerk and should be complete as and when necessary, there is not need to duplicate.

These were all approved.

SD then informed she has looked at the SEND information report and the Special Education Needs and Disabilities Policy and made sure they tallied and reflect the quality of the provision.

Both policies were approved.

11. AOB

JLD made governors aware that 2 parent governors' terms of office were due to end at the end of the month. ZA has decided he will not be continuing as a governor. We are very sad to see him go but thank him for his contributions during his term. SA is still thinking about what she wants to do but we would love to see her return. She was also thanked for her contributions.

GH asked if anything was ever decided in relation to marking Malcolm's memory. PDR told governors that following some liaison with Malcolm's family it has been decided to have an award in his name that recognises personal achievement. The trophy is currently being engraved and the first one will be presented at prizegiving later this month.

12. Meeting Review

JLD completed the review, with all governors agreeing with the comments.

Meeting closed at 7.40pm