

**Minutes of the Special Governing Body of Heckmondwike Grammar School**  
**Governors Tuesday 18 October 2016 at 6.00pm Room 1.15/1.116**

Present: MR Z Aziz, Mr N Barker, Mr N Bulley, Prof J Donnelly, Mr S Hafez, Lt Col S Haider, Mr G Harris, Mr J Longridge, Mr E Ineson, Mr M Pinder (Chair), Mrs S Doubell, Mrs S Ahmed, Mrs V Maynard, Mrs S Minto, Mr J Hodgson, Mrs S Morris, Mr P Roberts, MR K Wilson

Non-Voting: Mrs C Proud, Dr S T Gregson, Mr J Flynn, Mrs S Waterhouse (Clerk to the Governors)

Apologies for absence: Mr A K Atherton, Mr D Cross, Cllr D Hall

343. Declaration of interests there was none.

344. Minutes of the Meeting of the Governing Body 7<sup>th</sup> July 2016  
(i) Matters arising there was none.

345. Examination Results:  
Mr Bulley advised The Governing Body that the Curriculum Sub Committee reviews the examination results, confirming that the subcommittee had met the previous week on the 13<sup>th</sup> October 2016. Minutes for the Curriculum Sub Committee were given to each governor.

346. School Development Plan:  
Mr Bulley explained to Governors that he had agreed with Mr Cook before the summer that this would be a one year school governors plan, partly because it was about Mr Bulley getting to terms with the school and the SLT coming to terms with him. Mr Bulley spent and afternoon with the SLT before the summer, which was a useful meeting to get to the bottom of any issues; from which he was able to put together a proposed plan. Mr Bulley asked all staff on his first day three questions (1/ what is really good about the school, 2/ what possibly needs changing, 3/ what are the fundamental values of the school). The results of these three questions led to Mr Bulley refining the school development plan. The plan is available for governors to have an independent read and feedback any comments to the clerk of the governing body before the next meeting. Mr Donnelly asked Mr Bulley whether during the process he had received a uniform consistent message across the school. In response to the question Mr Bulley informed the governors that staff, middle leaders and SLT all mentioned the same strengths and frustrations.

347. Buildings:  
Mr Flynn reported on work carried out over the summer; which including the new ICT suite, signage work and some pointing work. Mr Flynn informed the meeting that the school had been expecting to pay £30k for the pointing work but was in fact only charged £2.9k. Moving forward looking at space and the needs of the academy. The school is in meeting with architects to discuss possibilities for the dining room and better use of the church annex. Mr Flynn informed the governing body that there has been an announcement of a grant of £50 million for the expansion of grammar schools, which he is currently looking into how schools can access the grant. Mr Flynn advised that there are no current outstanding CIF bids

348. Safeguarding:  
Mrs Proud provided a verbal report on safeguarding which outlined the facts and figures relating to safeguarding referrals and the counselling case-load for the year to date. An update on the current situation with regard to child protection training was provided and it was confirmed that all teaching and support staff would be up to date with training by half term. It was noted that all bar one governor have completed the necessary safeguarding training/refreshers, with 4 due to be refreshed

by the end of November. Governors were urged to complete this within the required time-frame. Recent developments in the logging and monitoring of child protection referrals using an electronic system were also outlined.

349. Policies for Review:

To be reviewed at the next Governing Body meeting on the 7<sup>th</sup> December.

350. AOB:

There was non.

351. Development Session:

Mr Bulley explained to the governors that it had been brought to his attention that as part of an audit requirement that the governing body should be self-evaluating for the last 12 months. Mr Bulley advised that a new framework was produced back in January 2015 by the National Governors Association and the Wellcome Trust which is now been used by a lot of governing bodies to evaluate what they are doing in terms of governance within the school. The framework is based on certain principles; the right people around the table, understanding the role and responsibilities, good sharing, professional clerking, good relationships based on trust, knowing the school, committed to asking challenging questions. Governors were advised that the starting point for this self-evaluation is the NGA 20 questions. Mr Flynn informed the governing body that he had himself as a governor elsewhere had completed the Governing Body Skills Audit.

MR Bulley requested that governors complete the survey in their own time, it was agreed that a survey monkey would be put together and sent out to governors, within a couple of days.

Mr Bulley led the governors through some of the self-evaluation questions which led to discussions around the role and responsibilities of governors.

During the development session the topic of reconstitution was also discussed, Mr Bulley informed governors that academy trusts have flexibility to shape their governance but that it was a decision for the full governing body to come to an agreement on. Governors were asked to feedback thoughts/comments around reconstitution to the Chair of the Governing Body.

352. Date of the next meeting – 08 December 2016

Meeting closed at 7.40pm