

**Minutes of the Governing Body of Heckmondwike Grammar School Governors Thursday 07 July 2016
at 6.00pm Room 105/106 at 6.00pm**

Present: Mr N Barker, Mr M I Cook, Mr J Longridge, Mr E Ineson, Mr M Pinder (Chair), Mr T C Riddles, Mrs S Doubell, Cllr. D Hall, Mr A K Atherton, Mr D Cross, Mrs S Ahmed, Mrs V Maynard, Mrs S Minto, Mr J Hodgson, Mrs S Minto,

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

Apologies for absence: Mr P Roberts, Mrs S Morris, Mr G Harris, Prof J Donnelly, Lt Col S Haider, Mr S Eakin, Mr S Hafez

328. Declaration of interests there was none.

329. Minutes of the Meeting of the Governing Body 22 March 2016
(i) Matters arising there was none.

330. Head Teacher's Report was presented:
Number on roll: Girls: 676 Boys: 766 Total: 1442
1 student dual registered, placed in alternative provision at Ethos College.
Sixth Form Total 612 Lower: 344 Upper: 268

There had been 12 admissions appeals for entry to year 7 and three for an in-year transfer to year 10. One appeal for Y7 was upheld and none for y10. There will be 181 students admitted in September. Open evenings were held on 22 and 23 June and were well-attended as usual. Registration closed on 27th June – the total number of registrations for the test was a record breaking 905.

Mr Cook went on to describe the Inspection Dashboard – which can now be found in reference section of the secure area of the Governor website at: www.heckgrammar.co.uk/online/governors-area/governors-reference/ The June 2016 version of the Dashboard does not raise any new issues. He discussed expected outcomes in the summer examinations at Y11 & Y13 and expectations were that they would be broadly similar. With pupil premium students there were no major difference between groups. He looked at data for students in Y7 through Y10 – health warning about making comparisons due to the many changes. In Y10 – he drew attention to the data which showed them having high prior attainment and he said that there would be a need to focus to ensure their attainment matches their prior attainment. The predicted outcomes for Y13 were not significantly different from previous years and could be slightly higher.

As he had reported last time, individual lessons are no longer graded. Instead, middle leaders evaluate QTLA using a range of information rather than simply aggregating lesson observation judgements or summarising results data. This information includes commentaries on observed areas of strength and potential for development gleaned from lesson observations, learning walks and reviews of written work. It has routinely been reported in previous reports that TLA is outstanding and since there has been no material change we believe this is still so. The new evaluation regime is under way so it will be possible to identify any findings in future reports for the governing body.

The data on **personal development, behaviour and well being** was examined.

Leadership & Management - a training day was held for middle leaders on 9th June. The agenda for the day comprised: Assessment without levels - Formative and Summative assessment - Reliability and validity issues - Post 16 : a new approach - Constructing Department spreadsheets - Middle Leader roles and expectations - Middle leadership vs Head of Department - Practical strategies for effective Middle Leadership - Introduction to Whole School Evaluation of Teaching, Learning and Assessment Evaluation of Teaching, Learning and Assessment (ETLA) - Key components of ETLA - Staff responsibilities within ETLA - Practical activities linked to producing a departmental ETLA - Planning for whole school training day on 23 June Middle leaders then led their departmental teams in related training on the whole staff training day on 23rd June.

The three-year development plan for 2013-16 has been comprehensively evaluated and RAG-rated. This exercise revealed very strong progress towards objectives and many securely met, despite there being a very large number of developmental strands identified. This document, together with the SEF have been shared with the new headteacher who spent a development day in school with the SLT to plan an interim

one-year development plan to follow on from this. The new plan that emerges from this activity will be prepared prior to the end of the summer term.

Two training sessions have been held after school for governors focussing on aspects of their role and evaluation of the school's performance. 13 governors attended. Middle leaders had looked at assessment, their role as middle leaders, the expectations of them, and evaluation of teaching and learning. Middle leaders then met with their staff.

Mr Cook outlined the progress made at HGS over the last six years:

Since academy conversion in 2010, the school has, among other developments: Successfully navigated the transition to Academy status as one of the forerunners of the programme; Sustained outstanding satisfaction indicators as shown by annual surveys; Gained a new drama studio, corridor, eleven teaching rooms including nine in a new extension, two offices, a group room, re-modelled and expanded sixth form study area, sixth form food outlet, widened corridor, re-sited staircase, a new first floor link corridor, replacement curtain walling in the 1960's block, kitchen and dining room, back of the old drama studio and DT areas; Refurbished the old laboratories in the oldest part of school facing High Street; Redeveloped and substantially updated the boys' toilets; Refurbished the Library resources area; Remodelled the top floor of the Crellin building to increase the number of specialist labs by two; Installed improved ICT infrastructure, a site-wide wireless network and several banks of ipads; Increased its official capacity by 150 to 1500 and become one of the largest grammar schools in England; Made provision for 30 additional children in each year group and raised the PAN accordingly; Adapted the curriculum and staffing to take account of the loss of specialist status, qualification reforms, the move to post-16 study programmes and increased student numbers; Achieved efficiency gains by reducing the support staff complement whilst minimising redundancies, also by curriculum remodelling to accommodate the additional students without addition to the overall teaching staff complement; Maintained first class outcomes in attainment terms in all years and progress from KS2 to GCSE; Maintained outstanding in-house careers guidance, leading to excellent retention rates, top-rated destinations outcomes and high-quality progression routes for the maximum number of students; Restructured and improved the pastoral arrangements, safeguarding and access to referral services; Increased entrance examination registrations and post-16 applications significantly; Established itself as a lead school for School Direct and a strong recruiter providing excellent training for initial teacher trainees; Contributed to SSAT achievement shows and national conferences; Become a licenced operator for the Duke of Edinburgh's Award scheme; Continued to offer effective support for, and collaboration with, Westborough High School as a partner in the Dewsbury Learning Trust.

Finally he outlined the schedule of activities which continues to be magnificent; he expressed his thanks and the thanks of the parents for all the time and hard work given by staff to these events.

331. Staffing report went through staffing report which had been considered at Staffing Committee. New appointments were listed. Pending appointments: Careers Advisor -interviews 18 July. Lead Practitioner for English need to be re-advertised. English hours will be met temporarily by Mr Slinn. Governors approved the appointments in the report.
332. Details of proposed trips & visits were shared with Governors.
333. Minutes of Sub-Committees
- (i) Minutes of Admissions Committee 26 April 2016 were approved
 - (ii) Minutes of Curriculum Committee 26 April 2016 were approved
 - (iii) Responsible Officer Report (Mr E Ineson) were approved
 - (iv) Minutes of the Staffing Committee 16 June 2016 were approved
 - (v) Minutes of Finance & Resources Committee 30 June 2016 were approved
334. Financial Matters
- (i) The Budget 2016-17 was described; because of action 15/16 possible to set balanced budget 16/17 therefore no need to draw on reserves. Staffing costs were now about 80% of costs; this is in the normal range for schools. Income from students is rising due to increased numbers. Income from catering does really well. There is some government protection in the budget but this will diminish. On costs for employees continue to rise. The Budget for 2016-17 was approved.
 - (ii) Price of a Standard School Meal; this was currently £2.15 and it was proposed that this was raised to £2.20 (consistent with Kirklees). This was approved.
 - (iii) Union Duties Buy Back this was discussed, in the past time for Union Representatives was arranged across KMC since Academy Conversions schools are asked if they wish to buy back from the authority. This Trust has not usually bought back. It was decided not to buy back support but to continue to allow time for training of school reps.
335. Building Matters:

Mr Flynn introduced a schedule which described the work that will be undertaken in summer 2016. As the bid for support from the Funding Agency for the Sixth Form roof and the water ingress into the Library wall had not been successful – work was now being undertaken to deal with the library wall and the sixth form roof is now on hold.

336. CPD report; Dr Gregson spoke to the CPD plan - the slide show has been put into the reference section of the Governors' website.

337. Development Plan Progress
The new head teacher was developing a one year plan for 2016/17 – this would be communicated to Governors next term

338. Policies for Approval:
The Lockdown Plan was discussed, following events locally we had been in lockdown and there are aspects of the plan that need looking at the document produced was more of a guide to action. A revision would need to be in place as soon as possible. The policy was approved.

The More Able & Talented Strategy was tabled. This strategy was to make provision for the most able and talented pupils so as to ensure that the curriculum meet needs and is monitored. The strategy was approved.

339. Safeguarding Update (Mrs C Proud)
A verbal report was given 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 developments in tracking and monitoring was given.

340. Any Other Business:

(i) Report on Governor Visits & Training was given:

Professor Donnelly, Mr Pinder and Mr Riddles had supported interviews.

Ofsted Training (Mr Cook): Mr Hodgson, Prof Donnelly, Mr Aziz, Mr Hafez, Mr Cross, Mrs Doubell, Mrs Maynard, Mr Pinder, Mr Eakin, Mrs Ahmed, Mr Wilson.

Data Dashboard Training (Mr Barnett) Mrs Ahmed, Cllr Hall, Mrs Doubell

(ii) Provisional Calendar 2016-17 was agreed

(iii) Chairman's Remarks

Mr TC Riddles was retiring after over 40 years service to the school he was head 19 yrs, and had been an active Governor for over 25 years he had served on most committees. He was thanked by the Governing Body.

Mr Mike Cook was formally thanked for his leadership of the school and the many successes the school had during his headship.

Mike thanked the Governors for their contribution to the school and the support Governors had given to him. His time with Governors had always been a pleasure and never a chore. Thanks.

341. There were no items to be excluded from the minutes

342. Date of the next meeting – 08 December 2016

Meeting closed at 7.10pm