

## **Minutes of the Governing Body of Heckmondwike Grammar School Governors**

**Tuesday 1th October 2017 in room 1.15/1.16 at 6.00pm**

**Present:** Mr N Bulley (Headteacher), Mr D Cross, Prof, Cllr D Hall, Mr J Longridge, Mr M Pinder (Chair), Mr K Wilson, Mr G Harris, Mr J Hodgson, Mr Z Aziz, Mrs S Ahmed, Mr T Atherton

**Non-voting:** Mr J Flynn (Business Manager), Mr P Roberts, Mrs C Proud, Mr S Taylor, Mr J Barnett, Mrs H Naylor

**Apologies** – Mrs s Doubell, Mr S Eakin, Mrs D Glover

3.85 **Declaration of Interests** – none declared

3.86 Minutes of the Previous Meeting of the Governing Body 13<sup>th</sup> July were received and approved.

3.87 Minutes of Previous Meeting of the Governing Body 6<sup>th</sup> July 2017 were received and approved. Mr Bulley reminded governors that at the meeting held on the 6<sup>th</sup> July he had proposed to change the admission policy. He went on to advise that Mr Roberts and Mr Atherton had been doing some work over the summer on this suggestion. Mr Roberts and Mr Atherton updated governors on the proposed changes; the Admissions Policy for 2019 entry has been amended to include over subscription criteria for Physical Fitness, Music and Pupil Premium. The policy is written and will be applied in a way so as to ensure there is full access for students who have a disability. Governors agreed the policy and so it will now go to formal consultation via Kirklees.

Mr Hodgson, Chair of the Finance and Resources Sub-Committee provided governors with a verbal update from the recent F&R meeting held on the 26<sup>th</sup> September. He advised governors of the changes to the National Funding Formula. Mr Flynn also advised governors the accounts were showing a small surplus for period 11. He also advised governors that the auditors were in school this week.

3.88 **Committee Membership and Election of Chairs:**

Governors were advised there are currently governors who sit on the Finance and Resources sub-committee and 5 governors who sit on the Curriculum and Staffing Committee. Mr Bulley explained it would be beneficial if all governors were a member of one of the sub committees. The sub committees are now made up of:

Finance and Resources – Mr Bulley, Cllr D hall, Mr D Cross, Mr E Ineson, Mr G Harris, Mr J Hodgson (Chair), Mr M Pinder, Mrs S Ahmed, Mr S Eakin, Mr T Atherton.

Curriculum & Staffing – Mr N Bulley, Mrs D Glover, Mr D Cross (Chair), Mr J Donnelly, Mrs J Dixon, Mr K Wilson, Mr M Pinder, Mrs S Doubell, Mr T Atherton, Mr A Aziz.

3.89 **Examination Results**

Governors were advised the 2017 GCSE results paper had been presented to the Curriculum and Staffing committee the week before. Mr Roberts explained attainment for 2016 was 63%, this year it has dropped slightly to 62%, which when looking at the Kirklees stats is better than we were expecting; math's looks to have seen an improvement. Governors were advised there are a number of remarks for English; if they come through we should be within the 10% of schools nationally.

Mr Wilson offered his congratulations to the Head of the School.

Mr Roberts went on to advise governors of the A Level results; they were advised were advised A\* to B had seen a significant drop off; dropping from 60.5% in 2016 to 48.1% for this year. Governors were also informed the ALPS score has dropped significantly; in 2016 the ALPS score was 5 but this year it is at 7. Mr Bulley advised governors a meeting with all heads of department had been planned to try and get to the bottom of what went wrong and to get an action plan put together to prevent this situation from happening again.

Cllr Hall asked how our A Level results compared locally, Mr Roberts advised Greenheads was 63% to our 48%. Mr Roberts explained to governors the nature of a comprehensive sixth form is having to teach students of mixed abilities and aspirations.

Governors had a discussion around sixth form recruitment and the curriculum offered. Mr Bulley advised governors the new Head of Sixth Form would be presenting to them a little later in the meeting.

### 3.90 **Safeguarding**

A verbal report was given by Mr Taylor on the facts and figures relating to child protection referrals and the current caseload of the counsellor in school. The support provided by the counsellor, school nurse and pastoral team in school continues to provide an essential support service for the students and some staff. A number of students see the counsellor on a fortnightly basis in order to add capacity for new referrals to be seen sooner. In addition to this, a Life Coach has been employed on a fortnightly basis to provide staff with additional solution-focused support and this has worked well to help keep staff in school who might otherwise have had time off to deal with personal issues and/or issues relating to the various changes happening in school.

An update was given on child protection training – all new recruits have been trained on their induction day or at the beginning of term in readiness for September and other staff who need refresher training will be completing this online or face to face as soon as possible. There is one governor (DG) who still needs to complete induction child protection training and one other (EI) who needs to complete refresher training since training has now expired.

Mr Simon Taylor has taken over from Mrs Proud as Designated Safeguarding Lead (DSL) for the school and will be supported by the two other Assistant Head teachers and seven Student Support Managers who will all undertake DSL training.

### 3.91 **Head Teacher Report**

Mr Bulley reminded governors it had been agreed the Head Teacher Report would be sent out early to governors to enable them to ask questions in advance of the meeting, allowing Mr Bulley to respond fully at the Governing Body meeting. Mr Bulley advised he had received a number of questions which focused on recruitment and year 12 admissions. He was asked if we knew what students were finding appealing about Greenhead. Mr Bulley informed governors 23 year 11 students had gone to Greenhead but that we had encouraged some of them to go there.

Governors asked what are students not finding appealing about Heckmondwike Grammar. Mr Bulley responded that our lack of facilities does not help but that with the changes to the annex this would not be an issue next year. Mrs Naylor explained the freedoms students have at Greenhead are appealing. Mr Bulley advised governors we need to decide whether we remain a comprehensive sixth form or look to be an FE provider, he also pointed out to governors that other grammar schools locally are experiencing the same problems.

Governors discussed whether location was a factor. Mr Bulley advised some students have said they have to drive past Greenhead to get to Heckmondwike. Mrs Naylor agreed that location is a factor but also there are students who simply want a fresh start.

Mr Harris advised that his daughter and friends are talking about the freedom they will get by going elsewhere.

Governors agreed to discuss agenda item 10.

Mrs Naylor presented a PowerPoint presentation to governors which focused on Transition and Recruitment. She explained to governors Transition is Y11 students moving into Y12 at HGS and Recruitment is external applicants joining HGS in Y12.

Governors were advised internal students gave a variety of reasons for not returning; they included travel, the desire for change and the freedom of a college environment. Governors were also told applicants who held offers but did not take up places gave a range of reasons from not getting the required grades, having a firm offer elsewhere and simply preferring another college.

Mrs Naylor advised governors HGS need to ensure students have an accurate picture of sixth form life here; current sixth form, both Y12 and Y13 to share the positives and to involve Y11 in the design of the new sixth form centre as a selling point. She also suggested a review of the current sixth form procedure to reflect the student voice.

Mr Naylor listed a programme of events which have been planned to support engagement with Y11 students.

Mrs Naylor went on to explain to governors a plan is in place for external recruitment and events. She advised we need to convert offer made, that there needs to be more personal contact during the application process and after offers are made.

In response to the Head Teacher Report Mr Bulley was also asked about appeals, he advised governors we don't have any power of the outcome. The decision made by the independent panel is binding.

One governor asked how we close the gender/ethnicity gaps. Mr Roberts responded advising boys against girls and Asian Pakistani students are under achieving across the board. He informed governors we now have Class Charts which has a seating plan which is used very carefully and is monitored.

### **3.92 School Development Plan**

Governors were informed the School Development Plan will be coming towards the end of term.

### **3.93 Multi-Academy Trust – Next Steps**

Mr Bulley asked governors for permission to keep talking with the schools involved. Mr Pinder added that we should keep talking but that there is a long way to go. Governors agreed to this.

### **3.94 Sixth Form Recruitment**

This was discussed earlier in the meeting during the Head Teachers Report.

### **3.95 One-to-one Devices**

Jeremy and Al joined the meeting to presenting a PowerPoint presentation to governors focused on one-to-one devices. Governors discussed the following points:

Financial implications - consider

- Infrastructure – investment will be required?

- Administration of Scheme – modest staffing implication

- ICT support for scheme

- Staff devices – add to existing users

For pupils

Academy purchases (or leases) devices via a suitable framework:

- Pagabo, Crown Commercial Services, YPO, CPC

- Secure best product, best price – best value

- Compliance with EU procurement directives

- Initial outlay for Academy

Parents join the scheme

Deposit paid (voluntary, refundable on safe return of device at the end of the loan period)

I-pad Device (and case) loaned to parents with apps, insurance & extended warranty cover

Voluntary donations collected from parents

Monthly by direct debit

- Could be say £10/month over a 3 year period

- Contributions would be gift aided for eligible tax payers

- Option to buy (or return) the device at the end of the loan term

Affordability and hardship

- Limited support available for those in financial hardship

- Support through Pupil Premium could be made available

Key Points

- Scheme - support from parents essential

- Costs - recovery through voluntary contributions

- Administration important

- Gift Aid - important

- Ownership - i-pads remain the property of the academy

Governors agreed for the scheme to be developed.

### **3.96 Policies for Review**

The following policies were approved:

- Pay Policy

- SEN policy

### **3.97 Review of School Trips**

Governors were advised the previous decision on school trips had been made based on the amount of time staff were out of school; informed that one member of staff had been out of school 50 days in a year. Governors were also told foreign trips had become an issue. Mr Bulley advised unions don't approve of staff covering each other for trips and that questions have been asked about who covers the cost of a trip. Governors were told the Duke of

Edinburgh had had to be moved to a weekend or holiday rather than during the school week. Mr Harris mentioned as a parent governor he keeps hearing about school trips as an issue, he asked whether the school is communicating effectively with parents. Mr Bulley advised there was no deliberate policy to cancel trips, explaining some subject areas have come forward with suggested trips. Mr Bulley explained to governors a trip has to be fully justified but with that in mind there had been more organised trips which had taken place last year.

**3.98 AOB**

Cllr Hall asked if there would be a meeting arranged to discuss sixth form recruitment further. It was agreed a single meeting task group would be arranged.

**Development Session**

It was agreed the development session would be placed on the agenda for the next governing body meeting on the 5<sup>th</sup> December.

The meeting closed at 8.25pm