

**Minutes of Meeting of Full Governing Body Meeting held virtually via Zoom on
Tuesday 20.10.2020 at 5pm**

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

Non-voting: Jody Dunn (JDN)(Clerk), Richard Tipler (RGT) (Deputy Head), Stuart Voyce (SVE) (Deputy Head).

JDN opened the meeting as it was the first of the academic year and the election of the chair and vice chair had to take place.

1. Apologies: Stuart Eakin (SE)

2. Declaration of Interest – None.

JDN reminded governors to return the signed register of interests to her as soon as possible.

3. Election of Chair and Vice Chair of Governors

JDN told governors that that JLD had confirmed she was prepared to re-stand as Chair of Governors prior to the meeting. She confirmed that having requested nominations the previous week, no further nominations were received and all of those governors who responded confirmed they were in support of the re-appointment of JLD.

The governors were then asked to take a vote on this via a show of hands; JLD was appointed by unanimous vote.

The same process then took place to elect the Vice Chair of Governors. Prior to the meeting DC had confirmed he would like to re-stand for the position and no further nominations were received. All those governors who had responded to the email confirmed they support the reappointment of DC. Again, governors were asked to take a vote via a show of hands; DC was appointed by unanimous vote.

JLD thanked governors for their support in reappointing her as Chair as did DC as Vice.

JLD then informed governors that KW's term of office on the Governing Body had come to an end on 4th October 2020. She confirmed she had had a discussion with Keith regarding this and that he had indicated that he would like to stand for a further term. She told governors that the Trustees had discussed this and were in support of the re-appointment and that the Memorandum and Articles of Association provided for re-appointment. Governors confirmed they were also in support of this and all voted in favour of KW's re-appointment.

JLD welcomed SA back to the governing body and formally welcomed SVE and RGT to their first full governing body meeting. She also said it was nice to see PDR back.

PDR thanked the governors personally and on behalf of the school for their continued support during these interesting and challenging few months. The board is very valuable and provides a lot of insight and support.

Before handing back to JDN to cover the next item, JLD reminded governors of the importance of attending meetings, and how the ability to attend virtual meetings had made it a little easier for everyone to attend.

4. Election of Chairs, Committee and Committee Members

JDN informed governors that JH had confirmed he was happy to re-stand as Chair of the F&R committee and KW had confirmed he was happy to re-stand as Chair of the C&S committee. No new nominations had been put forward for either position and all those governors who had responded to the email said they supported the re-appointments of both JH and KW. Again, governors were asked to take a vote via a show of hands and both were appointed unanimously.

A conversation was then had around committee membership. JDN asked governors if they were happy to remain on the committee they are on and to let her know if they wished to change at any point.

5. Term of Reference

JLD confirmed that a number of changes had been made to the terms of reference the previous year; therefore there were no significant changes. TA noted that there appeared to be two contradictory statements with regards to being quorate. JLD said she could see that and would arrange to amend this.

The terms of reference were approved subject to the change.

ESC asked JLD if she had thought anymore about additional staff governors.

JLD confirmed that this had just been discussed at the trustees meeting and that trustees were in agreement that it is a good idea to have a secondary staff governor, perhaps an operational staff member. JLD informed governors however that we are intending to carry out a review of the Memorandum and Articles of Association and that it would be sensible to do this before starting an election process and also given the pandemic and the impact on school it might well be this is something to look at in 2021 when matters are hopefully a little more settled. JLD confirmed she would hopefully bring this back to the December meeting.

6. Governors Code of Conduct

Again JLD confirmed that this had been looked at in detail last year therefore she has no suggested edits this time. Governors did not highlight any issues and the document was approved.

JLD reminded governors about the Governors Protocols document that they are required to sign which is a condensed version of the code of conduct. JDN confirmed she would post these out for governors to sign and return.

7. Minutes of previous meeting

These were approved as a true and accurate record of the meeting

8. Review of sub-committee meetings/minutes

F&R

JH said he would take the minutes as read but gave a brief overview of some of the key points of the meeting including, last years out turn, budget monitoring, the need of a new finance system, BFRO submissions, external and internal audits, CIF funding, banks and investments, works carried out, and the catering contract.

A discussion was had around depreciation and also that it had been agreed at the F&R meeting that governors are going to monitor the spending of the CIF funding as it has recently come to light that £18k had been taken back as it had not been spent.

JH apologised to governors on behalf of NJJ for the request to provide certified ID. He explained she had tried numerous ways of getting around it however, this was the only way we are able to access the long-standing accounts and investments.

A detailed discussion was then had around the catering contract and how this will be a continuous item of the F&R agenda, as we need to monitor how it is going; income is currently down, as is footfall with more students absent than usual.

ESC said that the feedback she had had from students reiterate what was said in the F&R minutes in that the offering is disappointing. She emphasised this really does need looking at as more students are bringing in packed lunches. PDR said that school were in the process of setting up some focus groups for both students and staff to feedback. He agreed the offering and quality was not as good as it should be. School is hoping to reallocate some of the dining hall investment to the SCR so that a proper meal as opposed to 'grab and go' style food can be provided in that area. There is also a need to focus on the JCC as the Sixth Form students are going off site.

SA said her son is in Y12 and often leaves the site for lunch, however, she feels it is the novelty of being able to do so, and hopefully it will soon wear off.

MH noted that school need to be mindful of the current economic situation and the fact that many people are struggling and to make sure student aren't going hungry. Governors agreed this was a valid point and JH encouraged PDR to include this in the focus groups.

JH confirmed that last week we found out we are entitled to a COVID catch-up fund and we have an allocation of £79k and have received the first instalment of £20k.

C&S

KW gave a brief overview of the minutes of the C&S meeting covering the schools current COVID arrangements, fire drills, pay policy, staff turnover, remote and blended learning, the GCSE and A level results and sixth form recruitment.

KW emphasised that things are going well within school, however it was acknowledged that staff are struggling with increased workloads. There are additional duties, hybrid learning etc. and it very difficult at the moment.

JH reiterated the challenges that these times are bringing for staff and wanted to thank all staff, SLT, teachers and operational, for their continuous hard work.

RGT confirmed that fire drills had taken place year group -by-year group last week and were successful. All students are now familiar with the process should there be a fire alarm.

RGT also informed governors that we have 97 students currently off self-isolating at the moment.

9. School Report

PDR highlighted the change in name of the report, confirming that a number of staff contribute to putting the information within the report. PDR then talked governors through the report, highlighting some key points.

He firstly highlighted on page 2 of the document, the total number of students in year 10 was 209 due to one student leaving the school in year 9. This space was not filled due to the three-year GCSE courses.

Entrance Exam

PDR updated governors on the Entrance Exam that had taken place the previous day. There was 85% attendance, compared with 89% last year. Due to obvious reasons it was organised differently this year, but the initial reports back from staff and neighbours was that it was better.

Attendance

PDR then gave an overview of our current attendance position; 93.4% compared with the national average of 89%, therefore we are featuring quite strongly. He also noted the low attendance numbers of year 13 and advised this is largely due to study leave so approved absence.

Safeguarding

PDR gave a summary of the safeguarding section that is normally done by SAT. SD confirmed she had worked closely with staff during the summer and was confident in way that things are being dealt with. The process is supportive of students and the team are doing a brilliant job.

JH made an observation that safeguarding cases are up nationally at the moment due to the situation and asked if the school has sufficient resources to deal with the increase of referrals?

PDR confirmed that we do and that the school is yet to see the spike but we are ready for it. We have had a restructure of the SLT roles and SAT's responsibilities have been narrowed so he is able to focus more on this. There has also been a re-organisation of the SSM's and one of them has now taken the role of welfare/wellbeing officer and works very closely with SAT. It may be that we need to increase the capacity of the counsellor and the nurse in the future but we are ok as yet.

A discussion was then had around staff wellbeing, to which PDR confirmed there is no question that staff are struggling at every level. He confirmed this was discussed in great detail at the C&S meeting. SLT do have an open door policy and encourage staff to tell us confidentially of any issues at home. Communication in general isn't great at minute as we are unable to have the usual staff face-to-face staff briefings etc and most meetings are virtual. School does have a counsellor and life coach available to staff.

Governors noted thanks to SAT and the team.

School improvement plan

PDR informed governors this is largely based on last year as we lost so much time due to Covid, however there are some new things on there too. He then ran through priorities outlined on the front page of the plan. He then asked governors to have a think about anything they would like to see on there in terms of their strategic role.

A discussion was had around the fact that there are more boys in the current year 7 than there are girls and the impact with would have at GCSE given the gap between boys and girls already. PDR indicated there was a problem nationally in that the entrance exam does seem to favour boys, and there has been some research into why this is.

Self Evaluation

RGT gave a verbal overview as to what he provided in the report and advised that he is currently in the process of writing the school SEF and getting feedback from staff. He confirmed he is streamlining the current process but the problem is that everyone has got lots on.

GH noted that there are quite a few areas that we are changing things in at the moment and advised that we should try not to change too much this year given the circumstances.

ESC confirmed that staff are finding things difficult and that some things will have to be put on back burner but she does appreciate that the new deputies want to implement new processes and make improvements.

Staffing

PDR confirmed this was covered in the C&S meeting. Governors have recognised these challenging times for teachers balancing these new ways. Lots staff are leading the way while some need additional training which is being provided. Staff are having to learn quickly.

GH asked if staff have the technology to enable them to do remote teaching?

SVE confirmed the school has heavily invested in microphones and cameras etc.

Quality of Teaching

SVE gave a verbal account of the information provided within the report, and informed governors that we need to ensure the implications are sympathetic to the demands that people are under already.

We have to adapt to the changes in line with government guidance and the law with regard to the teaching offered.

A discussion was then had around Ofsted and the likelihood of inspections in the next future. RGT confirmed he was already looking at making some preparations for this and SVE was going to provide governors with some refresher training before the end of the year. PDR advised we would decide on a date and make governors aware.

Sixth Form

The picture for progression from year 13 is still emerging. A significant number of students have chosen to defer the start of their degree course due to the current situation, with around 60% of students currently enrolled on courses. A further 20% are expected to start courses the following year. The current year 13 are beginning the application process, with

80 students being prepared for early entry applications to Oxbridge, medicine, dentistry and vet science. Retention into year 13 is strong, with 97% of those who started year 12 continuing to year 13. Recruitment to Y12 is positive with 263 students on roll. 48% of the year group are HGS Y11 students. The virtual Open Evening launches on Thursday, with a video version of the presentations by the Headteacher, Head of Sixth form and subject leaders. This is being promoted in the local press.

A discussion was had around choosing a university during these times and what processes the school and universities have in place. RGT informed governors he had been mentoring some students and some university open events are happening now virtually. It is difficult for the students, as they don't get same experience.

GDPR

In the summer we had produced some black lives matters materials for a virtual assembly. The materials were put on One Drive for access by the sixth form. One student had difficulty accessing the file, so a member of staff, trying to help, clicked a wrong button, which unknowingly gave the student access to the member of staff's folder. This folder contained amongst other things, the incoming Y12 student's data. On reviewing the logs, our IT team ascertained the student had accessed the data. We informed the data subjects and the ICO. We were given advice for the future by the ICO, and the matter was concluded.

Governor Training

JLD confirmed that as discussed earlier Ofsted training is to be delivered in December and reminded governors of the eLearning modules that are available to them.

JDN informed governors of the training she was currently undertaking and how this would tie in with ensuring the effectiveness of the governing body and potentially identify any training needs.

A discussion was then had around the previous suggestion of link governors and all agreed that this shouldn't happen for the sake of it. Link governors exist for safeguarding SEND and careers however the previous suggestion of having a governor linked to each faculty was unlikely to bring any benefit. A discussion was had around the possibility of project-based governor involvement, in which governors could offer their insight and expertise to a particular project in school, for example the appraisal process. SVE is already making improvements to this but both staff and governors could learn from each other. Governors agree that this was a good idea.

Governors then discussed the potential of having a governor linked to staff-well being and all agreed this was a good idea. JLD said she was previously the governor for staff wellbeing and suggested everyone has a think about this and we review it again next time. It will be added as a formal agenda item for further discussion.

Thanks for report given to school for the detailed School report.

10. Risk Review

JLD confirmed that there had been discussion around this at the F&R meeting and that it had been referred back to SLT to have a look at as it is felt we need to add in some additional information with regards to steps taken to mitigate the risks. It was also felt some definitions

were needed, that the formatting could be better and school should look again at the levels of risk attached to some areas. Governors agreed.

JDN did highlighted that the review itself had been updated by SLT since the F&R. A discussion was had around how the risk ratings are reached. Governors felt that SLT were being unnecessarily harsh on and disagreed with some of the high scores they had given.

DH noted the two new risks, the increased use of supply teachers and bandwidth issues and asked PDR about these. PDR confirmed at the moment we are not buying in more cover and it isn't a major issue at the moment, however we are coming in to the season when there is generally more illness. Our internal cover team has reduced in size, with now only 3 members of the team, however if we were buying a lot of supply in we would need to look at the costs and decide if it was more beneficial to appoint an extra member of that team.

With regards to the bandwidth, we have noticed that often when holding team meetings and lots of people are dialled in at one time the videos often freeze. We wouldn't want this to happen when students are being taught at home. Kirklees have some control over this but our IT team are looking into it.

PDR agreed to bring the review back to the next FGB meeting.

11. AOB

PDR thanked SVE and RGT for doing a tremendous job in their first term. It hasn't been easy, especially with him being off, but he is very grateful; they are doing a great job. He went on to thank JDN for her continuous support and hard work. The governors echoed the thanks.

12. Meeting review.

JDN conducted the meeting review. No comments were made. JDN will update the governing body action log and send to JLD with the minutes.

JLD thanked governors and all staff.

The meeting closed at 7.10pm.