



## HECKMONDWIKE GRAMMAR SCHOOL

### Meeting of the Full Governing Body

<b>Time &amp; Date:</b>	24 March 2021 at 5pm.
<b>Venue:</b>	via Zoom
<b>Governors Present:</b>	Jane Dixon (JLD) - Chair Derek Cross (DC) Tony Atherton - (TA) Jonathan Hodgson (JH) Peter Roberts (PDR) - Headteacher Sarah Hancock (SLH) Mohammed Hans (MH) - Joined at 5.45pm. David Hall (DH) Gareth Harris (GH) Keith Wilson (KW) Sue Doubell (SD) Stuart Eakin (SE)
<b>Non-Voting Attendees:</b>	Jody Dunn (JDN) - Clerk Richard Tipler (RGT) - Deputy Headteacher
<b>Meeting Quorate:</b>	Yes

#### 1. Welcome & Apologies

Shaista Ahmed - Apologies accepted.

JLD welcomed all to the meeting and introduced Sarah (SLH) as the new staff governor. She informed the board that Sarah is the Head of English and has received a full induction. All governors welcomed SLH.

#### 2. Declarations of interests - None.

#### 3. Minutes of previous meeting and matters arising

The minutes were approved as a true record of the meeting. JLD noted that the details of the confidential conversation had been kept and filed but should not be made public.

#### 4. Review of sub-committee meetings and minutes

C&S – KW informed governors that that recent C&S meeting was a good one and gave a brief overview of what had been discussed at the meeting. He covered Y11 retention, CPD, parent and staff surveys and informed the meeting that the committee had approved the 2022 admissions policy, but needed the FGB to agree this. Governors confirmed they were happy to support the committee's approval.

F&R - JH informed the board that the F&R meeting was an effective one, with many detailed papers and verbal information provided by NJJ. He gave a brief overview of the meeting covering the risk register review and CIF bids/monitoring. He informed the meeting that the committee had appointed DC as the 'risk champion' and all governors confirmed they were in support of this. JLD added that the committee had also agreed to change its name to Finance and Risk, as this seemed more appropriate and fitting to the nature of the content of the meetings. Again, the FGB agreed with this.

PDR added the current CIF bid is a substantial one and would make a big difference should it be successful. Credit to NJJ and the team for utilising the current funds on the improvements to school.

## **5. The School Report**

PDR noted he would assume that everyone had read the report in advance of the meeting and would mention some key areas.

Student Numbers - The total students in year 8 is currently at 209. We held an entrance exam yesterday to fill this place, however one child was isolating so could not sit the test, therefore will have to do it after the Easter holiday. This means the successful candidates won't be known until after this time.

A discussion was then had around Year 10 admissions. PDR explained that Year 10 students are already a third of the way through their GCSE course so it wouldn't be appropriate. Further discussion was had around this and the PAN etc.

Student Progress – PDR highlighted some of the key information in this section, leading to robust discussions around the use of logarithmic graphs, data and CAGS. PDR highlighted the gaps between Pupil Premium and bursary students, again leading to discussions around data, trends, analysis models etc.

Attendance – PDR noted that Y13 attendance is significantly lower due to study leave. And that the poor attendance of one SEN student affected the numbers; that student has now left the school. There appears to be a gradual marginal reduction in attendance as students get older; this is something we want to look at and address. There will be lots of work into why this is happening over the coming year.

SEND - SD mentioned her previous involvement in this and offered help, which PDR accepted.



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SDP – A discussion was had around action point 11 within focus 2 with regard to increasing aspirations by increasing the number of visits to universities, industry and guest speakers. PDR confirmed that this is something the pandemic has prevented from happening but will be a key focus point for the following year. GH added a constant drip feed of these events would differentiate us from our competitors. He also offered to be involved, speak in assemblies etc.

Curriculum – RGT gave some further informed to the GCSE options process this year and how well it had worked. Discussions were had around class sizes and enrichment.

Sixth Form – PDR noted that Year 11 retention/ Sixth form recruitment was an item on the main agenda, but would cover it now. He informed that over 400 external students and all of our Y11 students had now been interviewed for one of 250 places in the Sixth form and offer letters to the external students have gone out. The current position of our Y11 shows 109 students indicating they are staying (60%), 30 students definitely leaving (17%) and the remaining 40 students (23%) are undecided. Likely low 70% of our students will stay, as was the case this year. As we have done in previous years, teachers are now speaking to students who are undecided in a subtle attempt to persuade them to stay.

Health & Safety - PDR noted that there is a need to ensure governors remained aware of their duties under H&S legislation and governors were asked to read the enclosed ESFA links. JLD added that she knows governors understand their duties under H&S but that it might be useful for governors to complete an online NGA H&S refresher course. It would also be useful for DC to carry out another H&S review and it was agreed that this would be put in place.

Complaints – PDR gave further context/information to the complaints listed in the report, leading to a robust discussion. JLD confirmed that school had kept her up to date and that she was happy with the way that school had handled things and that everything that could have been done had been done. The situation is very distracting and difficult and may well continue. School is aware of the need to keep matters under review and to seek further guidance as appropriate. Governors confirmed their agreement and support.

Training - JDN gave governors some more information regarding Governorhub and told them to expect notifications once they have been added to system.

JLD thanked PDR for the update and for providing such a comprehensive school report.

## 6. Risk Register Review

Governors were informed that this was discussed at some length at the F&R meeting and it was agreed that NJJ would add some additional information within the mitigating actions column. JLD noted that she thought the COVID risk rating was higher than it should be due to the processes in place. She added it would be a good idea for DC to attend the SLT meeting when the risk review is next carried out. This was agreed.

## 7. Ofsted Prep – Governor Questions

RGT explained the paper provided for this item was a list of questions that could potentially be asked by Ofsted. RGT said he would like the governing body to build a robust response. He suggested governors have a think about the questions and jot down some answers. Discussions would then take place at the next meeting taking account of everyone's input. RGT noted that this should be straight forward as it was clear to see the governors were aware and passionate about the school.

A discussion was then had around Ofsted and when an inspection might happen.

## 8. AOB

Recording Meetings – A robust discussion was had around the possibility of recording meetings and the positives and negatives surrounding this. JLD said she would give some further thought to this although she did not feel this was necessary or appropriate given the detailed minutes produced by the Clerk which captured relevant discussion and challenge and that minutes were not intended to provide a transcript.

JLD informed governors the JDN was expecting her second baby, which is due in August. Governors passed on their congratulations.

## 9. Meeting Review

JDN carried out the meeting review. Nothing in particular was raised, other than the possibility of recording the meetings.


Meeting finished at 6.20pm.

Actions	Who
Look at the Ofsted questions and come up with some ideas to bring to next meeting.	All



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Review H & S linked documents	All
Think about proposal for recording meetings and raise again at next meeting	JLD
Organise Governor H & S Review visit by DC	JDN for DC
Organise Governor participation in risk review	JDN for DC

Governance Requirement: Minutes signed as true and accurate record of the meeting.	
Signature: 	Jane Dixon <b>Chair of Governors</b>