



HECKMONDWIKE
GRAMMAR SCHOOL

Meeting of the Full Governing Body

Time & Date:	8 July 2021 at 5pm.
Venue:	via Zoom
Governors Present:	Jane Dixon (JLD) - Chair Derek Cross (DC) Jonathan Hodgson (JH) Peter Roberts (PDR) - Headteacher Sarah Hancock (SLH) Mohammed Hans (MH) Gareth Harris (GH) Keith Wilson (KW) Sue Doubell (SD)
Non-Voting Attendees:	Jody Dunn (JDN) - Clerk Richard Tipler (RGT) - Deputy Headteacher Stuart Voyce (SVE) - Deputy Headteacher Simon Taylor (SAT) - Assistant Headteacher
Meeting Quorate:	Yes

1. Welcome & Apologies

JLD welcomed governors to the meeting and noted apologies had been received from David Hall and Tony Atherton.

2. Declarations of interests - None.

3. Minutes of previous meeting and matters arising

JLD asked for comments on the minutes of the last meeting. These were approved as a true record of the meeting. JLD noted that at the last meeting she said she would consider the recording of governor meetings and bring back to this meeting. She confirmed that she had done this and decided there was no need to record meetings given the minutes capture the discussions well and that we don't need a transcript. Governors were in agreement with this.

4. Review of sub-committee meetings/minutes

C&S

KW gave an overview of the key things discussed at the C&S meeting including the SEND review, the Careers Quality Standard and projects the team had recently undertaken, CPD, early careers teachers and trainee teachers. He noted it was a very informative meeting and the most exciting for a long time.

PDR added that in addition to the careers events covered, earlier this week we held a 2-day progression event for our year 12 students. This was done virtually and a great success, the team did a tremendous job. There was also a year 10 mock interview event yesterday in which students gained some valuable experience.

GH noted this was really positive and the experience for students is very beneficial.

JLD confirmed it was a very positive meeting.

F&R

JH gave an overview of the F&R meeting including revenue monitoring, the 2021-22 budget, the risk register, CIF funding etc. He noted that robust discussion were had and it was a very constructive meeting. He thanked DC for chairing items 13 and 14.

PDR talked governors through the SMRSAT item and fed back that since the meeting NJJ had looked at the red areas as suggested by the F&R committee. He noted that the reason the admin and clerical costs were flagged were due to the classification used in error, however, we are in the top 10% of schools on this, so will continue to monitor and take back to the next F&R.

JH explained that the F&R committee were recommending the approval of the 2021-22 budget and the Charging and Remissions Policy to the FGB. He noted these had been discussed at length and all governors should have had site of them as part of the documentation provided.

All governors voted in favour of approving both the budget and the policy.

5. Parent & Student Surveys

SAT drew governors attention to the paper provided and shared it on screen. He then spoke through the analysis of both parent and student surveys in turn.



Parent Survey

SAT noted that we had only received 365 responses (24%) to the survey, which is a relatively low proportion of the school population so caution is required in using the data. He spoke through the key points and themes of the data and the actions that the school intended to take in order to address some of the things raised.

Q - Do we have a definition of bullying?

A - We define bullying as laid out in our anti-bullying policy but I'm sure different parents have a different perspective/interpretation. The questions are taken from the Ofsted parent view questions.

Student Survey

SAT noted that we had only received 506 responses (33%) in total. This is a relatively low proportion of the school population so data should be treated with caution. Again he spoke through the key points and themes of the data and the actions that the school intended to take in order to address some of the things raised.

DC noted credit to the teachers for the perceived level of satisfaction despite the difficult year. A discussion was had around how we tend to focus on the negatives, but overall this is really positive. JH added that the data analysis spot on and the actions to address any issues were really good to see; they demonstrate the surveys are taking place to improve things as opposed to just ticking a box.

Q - Is it possible to identify who gave the responses?

It is our intention to collect this information moving forward so that we can better act upon ant issues. However, anonymous surveys tend to give more honesty.

A discussion was then had around enrichment and how we are constantly reviewing and reflecting on our provisions. RGT noted that from September enrichment will become part and parcel of school life and not restricted to Wednesday afternoons.

Q - Why are the responses to both these surveys so low?

A - SAT explained he felt that the last survey done electronically like this was in February during lockdown when everyone was at their devices more. Traditionally parent surveys have been completed in school following a parents evening and staff would ensure they were complete as they were leaving the building. Student surveys are usually carried out in form

time in a computer room and we didn't do this time. We didn't chase responses this time either.

JLD concluded the item by noting it was clear a lot of work had been done analysing this and thanked SAT.

6. The School Report

PDR said he would assume everyone had read this prior to the meeting, therefore would just highlight to particular items rather than talk through the whole report. He noted thanks to colleague for their input.

Student Numbers

PDR first highlighted the appeals and admissions for September sections, noting the low numbers in catchment area, leading to a discussion had around this.

Student Progress

RT spoke through the student progress section, noting that since the last FGB meeting; the only changes are the TAGs for Year 11 and Year 13. A discussion was had around the Year 13 2019 graph, with governors noting that this really doesn't look good, with all assessments points going south.

Q - Can we rely on this data?

A - RGT explained that we would be slightly cautious of this, but we do have the students in rank order and know who needs support etc. We will have a clearer picture come November.

GH noted that it seems these two-year groups have suffered the most, leading to a lengthy discussion.

Behaviour & Attendance

SAT talked through the student behaviour section of the report and informed governors that we are currently finalising plans for a new behaviour system to be implemented from September, which will align with house system etc. RGT added that it is largely based around positivity and will live and breathe our ethos.

SAT then spoke through attendance figures, noting that the attendance figures for Years 7 and 8 are encouraging, whereas those for Year 9 and 10 are lower. The attendance figures for Years 11, 12 and 13 reflect the fact that those year groups have had study leave during this school year. Study leave and authorised absence when Years 11 and 13 have not been expected to attend have affected our overall attendance figures significantly. It is worth noting that we have followed DfE guidance in utilising absence codes correctly, whereas we are aware of other schools that have misused absence codes in order to reduce the impact on their attendance figures.



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Q – Are we in a similar position to other schools given pandemic?

A – We don't have any data on other schools so it is difficult to compare. We do have national data but this tends to be a term behind. Our figures aren't affected by the pandemic per say, as isolations code don't have an impact on attendance

SD noted she had heard rumours in the news about students fudging test results, are asked if we had seen any of this. SAT confirmed this was not the case at HGS and our kids are disappointed when they have to go home.

A robust discussion was then had around the number of school days lots and if there were any themes etc. SAT confirmed, we had seen a real spread across the school, and the data we have will inform where our catch-up funding is spent. The discussion moved to the transmission of the virus, isolation periods and mask wearing.

Q – Do we have any students who have 100% attendance in a year and through the school years despite the pandemic?

A – Yes, we have lots of student who have 100% attendance and we reward with positives. The new behaviour reward system will have more emphasis on this.

Safeguarding

SAT firstly thanked SD for her help in auditing the single central record and then spoke through the safeguarding section of the report.

Q - There has been a referral of an intruder on site, how did this happen?

A – They got in over a fence. They were picked up on CCT and had left before we got to them. They wouldn't have been able to get into the building. The incident was reported to the police.

Q - Have we any safeguarding issues around countylines?

A – We don't have any specific cases right now, but this is an issue for us, nationally and in Kirklees and we are doing some work around this.

Q – The report shows the mental health difficulties and the pro-active approach the school taking. Is school happy to cope with these kind of numbers?

A – We are at capacity but are coping fine. The welfare officer helps us be proactive before students are referred to the counsellor. We are using some of our catch up funding allocation on mental health training for staff and more counsellor sessions.

Q – There is a knife crime referral in the report, what does it entail?

A – SAT explained that our student was not involved but reported it; this is how it is categorised on the referral.

JLD confirmed she was satisfied that the school is doing everything it can do and thanked all staff and SAT for the comprehensive report.

SAT left the meeting.

SDP

PDR noted that this had been ragged for the summer term and that SLT are in the process of writing a new document for next year.

Training

SVE talked governors through the training section of the report, covering the recent training days, CPD, early careers teachers and initial teacher training. A discussion was had around the things learnt from remote teaching and what things would remain in place now that we are back in the classroom. Governors also discussed that one in six teachers leave the profession after just one year of teaching and the reasons why this might be.

Personal Development

PDR noted that JCB was planning on presenting to governors at the next meeting and would like to think about a PD link governor.

Complaints, Community Relations & Correspondence

SD noted her congratulations to the winners of the design Ventura competition and that this was such a brilliant achievement not to be underestimated.

PDR noted the Staff BBQ on 23 July and informed that all governors were invited.

7. Risk Review & Health & Safety

JLD informed governors that lengthy discussions were had around both the risk register and the health and safety policy at the F&R meeting.

DC added that it was debated and agreed we would look into have a risk policy to sit alongside the risk register and that NJJ was on with this. He noted that the register was a live



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document that was a work in progress and that it was suggested at F&R that a staff well-being/personnel column would be added.

DC also informed governors he had been into school to carry out a health and safety review and no issues were raised, other than the urgent need to re-write the policy. Again, a lengthy discussion around the policy was had at F&R and DC recommends that the FGB adopt and approve the policy, with a view to him making some final amends.

The Health and Safety policy was approved.

7. Ofsted Question Review

RGT suggested that given the time, he would produce a document containing the answers to the questions set out at the last meeting and send around for governors to look at during summer. He asked if anyone had anything, they would like to add to send it to him ASAP. He would then aim to circulate by the end of term and discuss at the next meeting.

8. Governor effectiveness

JLD thanked everyone for completing the surveys and noted the importance of doing this annually moving forward. JDN is working on an action plan that we aim to roll out next academic year. She also mentioned the idea of commissioning an external review of the board, as again this is good practice. JH suggested we wait until JDN returns from maternity leave to do this.

JDN informed governors that she had recently submitted all work for the Development for Clerks course she had been undertaking and was awaiting to find out if she had passed but the feedback from her mentor had been really positive.

Governors thanked JDN and wished her well on her maternity leave.

9. Entrance Exam Recruitment

PDR drew governors attention to the graph provided and confirmed that we had had 1077 parents register their children to sit the entrance exam in September. He noted this was up on the figures last year and not far from the highest ever number of registrations. PDR thanked JDN for all her hard work and noted that she was responsible for most of the marketing and organising of the open evening video etc.

SD note that this was really good and wanted to say how well this came across in the media she had seen. It was all very positive.

Really positive

10. AOB

Admissions policy – PDR explained that we have had to make some slight changes to our admissions policy following some recent changes to the Schools Admissions Code. He spoke through the changes and the policy was approved by governors.

Terms of Office – JLD informed members that JH's term of office is due at the end of July but he has confirmed he is happy to serve another term. JLD proposed this to governors, leading to a discussion around JH's positive impact and contributions to the board. All governors voted in favour of JH sitting another term.

JLD also informed the board that TA's term of office is due to expire in August, however, he has decided he would not be renewing his term of office, but would remain as a member. TA has been a governor for more than 20 years and has brought a lot to the board but with his continued work commitments he feels now is a good time to step down. JLD noted her thanks to TA on behalf of the FGB for all his time, commitment and contributions to the board.

Strategic Away Day/Morning – This is something we have been saying we are going to do for a while, but now feels like a good time to get this booked in, maybe in September. We can look at it as a reset following the turbulent year and look at where we want the school to be in the next 2, 5, years etc. All governors agreed that this was a good idea. JDN confirmed she would look at setting a date before she goes off.

External Review – PDR informed governors that he is in the process of commissioning an external review of subject departments and then the whole school.

11. Meeting Review

JDN worked through the meeting review questions. It was noted that the meeting was a lengthy one; however, there was a lot to get through being the last meeting of the year.


JLD thanked everyone for their contributions in what has been a challenging year and wished everyone a great summer. PDR added he continued to get great value from the board and felt very much supported.

The meeting closed at 7.30pm.



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Actions	Who
Put approved minutes on website	JDN
Circulate a survey on availability for away morning in September	JDN
Ofsted questions circulate add to next agenda	RGT

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