



HECKMONDWIKE
GRAMMAR SCHOOL

Meeting of the Full Governing Body

Time & Date:	20 October 2021 at 5pm.
Venue:	via Zoom
Governors Present:	Jonathan Hodgson (JH) - Acting Chair Peter Roberts (PDR) - Headteacher Shaista Ahmed (SA) Sue Doubell (SD) David Hall (DH) Sarah Hancock (SLH) Mohammed Hans (MH) Gareth Harris (GH) Keith Wilson (KW)
Non-Voting Attendees:	Donna Ellis (DME) - Clerk Natalie James (NJJ) - Finance Director Richard Tipler (RGT) - Deputy Headteacher Simon Taylor (SAT) - Assistant Headteacher (left after Item 10) Stuart Voyce (SVE) - Deputy Headteacher
Meeting Quorate:	Yes

1. Welcome & Apologies

JH welcomed everyone to the meeting and noted apologies had been received from Jane Dixon (JLD) and Derek Cross (DC).

2. Declarations of interests - None.

3. Election of Chair of Governors

JH confirmed the Members had met on 5th October 2021, he explained that JLD's four-year term of office as a governor ended on 9th October 2021. The Members had discussed JLD being prepared to serve a further term. JLD confirmed she was prepared to stand again as a governor of the board of the trustees. In accordance with Article 50 of the Memo and Articles of the Heckmondwike Grammar School Trust, the Members agreed to elect JLD as a Governor for a period of 4 years.

Governors agreed to re-elect JLD as Chair and DC as Vice Chair for a further term of 12 months.



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4. Election of Chairs, Committee and Committee Members

Governors agreed the re-election of KW as Chair of the Curriculum and Staffing Committee and JH as Chair of the Finance and Risk Committee.

5. FGB- Terms of Reference (TOR) Review

Governors confirmed receipt of the TOR document. Main points of note were the name change of the Finance and Risk Committee and confirmation that the Headteacher is a voting member. Governors approved the TOR.

6. Governor Code of Conduct

Governors approved the Governor Code of Conduct document.

7. Minutes of previous meeting and matters arising

JH asked for comments on the minutes of the last meeting. These were approved as a true record of the meeting; Governors were in agreement with this.

8. Review of Sub-committee meetings/minutes

Curriculum and Staffing (C&S)

Copies of the minutes from the C&S meeting had been shared with all governors.

Q - (KW) asked if a decision had been reached regarding the format of the Sixth Form Open evening.

A- (PDR) confirmed live and virtual sessions were planned to go ahead on 21st October, in line with the agreed Covid-19 measures.

KW praised the work undertaken in school for the Teacher Assessed Grades (TAG) Appeals. Governors expressed their thanks to all involved. PDR mentioned staff wellbeing, in particular fatigue as we head towards half term; concerns/uncertainty re the continuous challenge of Covid-19. Governors agreed in C&S that JLD would write to all staff, on behalf of the Governing Body, to express their gratitude.

KW and JH confirmed all other points are covered as part of the FGB agenda.



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Finance & Risk

JH apologised for his lateness to the F&R meeting due to other commitments and thanked DC for chairing the meeting. JH confirmed KW's apologies were accepted and requested the minutes are updated to reflect this.

JH acknowledged the projected positive Finance Outturn for 2020/21 and commended NJJ and PDR on their management of the school finances. JH reiterated the changes of the Committee name i.e. Finance and Risk and the amended name of the Academy Trust Handbook. JH highlighted the action for NJJ and JH to devise a focused audit programme and invited any suggestions from Governors.

JH updated Governors about the planning permission approval for the CIF bid and the proposal to increase the school's contribution. Premises and catering updates were reviewed at F&R, SRMSAT was also discussed. The Covid Catch-up Premium update was deferred to the FGB. JH invited governors to attend future F&R meetings.

9. Safeguarding

SAT presented the Safeguarding update. SAT explained changes regarding the introduction of the amended rewards system. More positives have been issued, for the year to date 43k, compared with 20k for last year. There were also more negatives issued. Fewer exclusions have occurred; there have been more after-school detention referrals. Feedback from School Council and Student Voice is being reviewed along with engagement with parents.

Q – (GH) - Do the increased number of positive have the same level of impact?

A – (SAT) – Students do not necessarily value daily ethos points, as they appear easier to get; additional points for excellence with classwork/homework, school values are recognised. There are varying levels of engagement with the ethos points system, the main advantage is that teachers must log on each lesson to register ethos points and this encourages greater usage.

Attendance

SAT commented that attendance has been affected by the Covid-19 situation. Y7-10 and Y12 attendance figures are encouraging. Y11 has been impacted most with absences; with attendance at 90% compared to the total of 94.8%. Y13 show a significant number of unauthorised absences. There have been some issues with lateness in Y12 and Y13. There are no major variations for different genders. Students of Indian and Pakistani ethnicity groups show a slightly higher absence rate. SEN students have slightly lower attendance rates. Attendance for Pupil Premium (PP) students compares to Non PP students.



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SAT confirmed an attendance improvement process is being implemented. Form tutors, Heads of Year (HoY), the Attendance Officer and Student Welfare Officer all have clear responsibilities to aid improving attendance.

Q - (SD) -Why are Y13 unauthorised absences so high?

A - (SAT) It is not attributed to specific factors; mainly a combination of travel delays, attitude and other factors. Helen Naylor is reviewing this.

Q - (MH) asked if consideration of local traffic issues are taken into account for student lateness.

A - (SAT) Recognised traffic congestion issues. It is still noted as lateness but does not incur a negative compared to lateness due to student attitude etc.

SAT reiterated the importance of regular Safeguarding training for all staff and Governors. SAT asked that the remaining acknowledgements of receipts of the Keeping Children Safe in Education document be returned. We are required to maintain a confirmation log of everyone who has reviewed it.

There were a similar number of safeguarding referrals i.e. to school nurse/counselling service. SAT/Natasha Moss (NM)/Jeremy Barnet (JCB) are working with HoYs and Achievement leaders to ensure all issues are addressed. A Pastoral Manager role was advertised and candidates interviewed, no appointment was made, this is being assessed.

There are fewer child protection issues and Child in Need cases; there is one student under S47 assessment. Early help referrals have increased.

Kirklees issued a model SEND policy. SAT confirmed we have reviewed our policy to align with this.

(SD) - Praised the in-school counselling referral system, this assists with caseload management and facilitates students accessing help earlier.

SAT hopes to have more info on Emotional/Mental Health and wellbeing for the next meeting. JCB will lead on this with NM as deputy. 16 staff are undertaking Mental Health First Aid training.

JH thanked SAT for his comprehensive report and insight.



10. The School Report

Admissions/numbers

Y7 and Y9 students numbers were 209 at the time of writing. We are now full in both year groups.

942 students sat the entrance exam, which shows an increase on last year (928). The standard was very high with 108 entry-standardised age score compared to 100 average for whole country.

Published Admission Numbers (PAN) is 180; intake will be 210 due to the high number applying and higher ability.

274 student passed, however a large number will choice alternative schools e.g. Independent school etc. The pass rate was 55% boys; 45% girls that is comparable to prior years.

Student progress

As discussed in the C&S Committee meeting. The grades submitted were the same as those from the exam boards demonstrating the robustness of assessment process. The C&S minutes note the time and effort involved during the summer break for the Appeals process.

Y12 Level 3 Value Added results look disappointing, but there are no major concerns, these serve as a warning to students highlighting the need for improvement in Y13

SAT had already talked through Behaviour and Safeguarding in agenda point 9.

SEND

Jen Bannister (JB) the new SENDCo has supplied the SEND update. Following the SEND review earlier in the year the implementation of the actions from the robust action plan are ongoing.

PDR expressed the need to ensure SEND students are not getting into trouble because of the new behaviour system.

Q - (SD) - recognised the value of outsourcing testing to free up SENDCo to work on other areas of need. SD asked who we outsource to and asked if this was leading to time delays with external assessments.

Action- (PDR) to confirm who the SEND Assessment provider is for the next meeting.



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PDR explained the previous SENDCo had spent a lot of time on testing and this had detracted on the time available to spend with meeting students. The external review had recommended outsourcing testing. As a result, JB has more time to spend supporting students. The Financial cost is important but needs to compare with the benefit to students.

Q – (GH) Asked if the review areas note anything governors should be aware of, are there any failings in Governor support?

A – (PDR) the Review focused more around efficiency of time. There are enhanced protocol for identifying SEND student in class etc.

PDR invited questions

KW noted a typo in the SDP Priorities point 2 reads “Reduce the admissions point gap post 16 to a gap?”

Action -PDR to update point 2 of the SDP

Staff

Governors agreed that the Staff section had been adequately covered in previous C&S committee meetings. JH attended the end of term Summer BBQ – he had enjoyed meeting staff and the camaraderie. JH encouraged other governors to attend such events. PDR thanked JH for his attendance.

5.45 Stuart Voyce joined the meeting

Stuart explained he is undertaking Ofsted inspector training and was part way through his first Ofsted review.

Training

SVE confirmed the main area of teacher training would focus on curriculum and assessment. Last year we launched the new CPD approach. This year assessment will incorporate how teachers gain assurance that students understand the lesson and are developing. Development opportunities for CPD and career progression are available; The CPD coordinator is offering sessions on Teacher Rounds, Bite-size Pedagogy and a CPD Leadership course.

Training for operational staff will cover statutory training e.g. Annual Safeguarding; plus bespoke training for individual roles. There is no generic training offer; more based on where a need is identified.



Governors did not have any questions.

Early Career Teachers & Initial Teacher Training

There are eight Trainee teachers in school undertaking their September –December placement. SVE confirmed the plan to reduce the number of future trainees to three for 2022/23. The aim is to have trainees in the areas notoriously difficult to recruit into Maths, Physics and English. The 2022/3 applications are live on the website, there have been a lot of enquires. SVE is confident we can fill the vacancies with high calibre trainees. SVE has shared this approach with the SCITT, as we are conscious of the impact this will have on them.

The implementation of the Early Careers Framework is time demanding. It is a positive initiative, which needs to be fully embedded. Hence, the need to focus on the longer term retention of Early Career Teachers and reduce the number of trainees next year.

Q - (SA) Why focus on Maths, Physics and English?

A - (SVE) nationally graduates are not applying in high volumes to teach in these areas, subject like PE are more appealing. Most schools have issues with recruiting physics specialists, some are only able to recruit Teachers of Science, and there are generally low volumes of specialist science teachers in the system.

KW - agreed, it makes sense to focus on ECT and their long-term retention

SVE explained he has analysed potential staff retirements/promotion elsewhere etc. hopefully we can succession plan to safeguard for any potential problems. Retention rather than recruitment is the main issue; many new teachers leave the profession in the first 5 years. HGS retained two of the 2020/21 trainees.

(KW) - noted the impact higher number of trainees have on continuity for students.

Covid catch-up / Quality of Teaching

The majority of the Covid Catch-Up funding is allocated in three tranches at £80 per student (Y7-Y11). The funding aims to narrow the gap in learning caused by the disruption to education etc. The planned expenditure is broken down into:

- Quality teaching for all ensuring systems and structures are in place to deliver the curriculum despite the Covid 19 disruption. Equipment has been purchased to aid remote learning and CPD aims to support remote teaching.
- Targeted support to help students needing additional lessons via the national tutoring programme.



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- Wider approaches focusing on mental wellbeing support e.g. Training Mental Health First Aiders. We've adopted a triage approach; utilising a range of different people in school new HOY, Student Welfare Officer etc.

The committee recognised the importance of evaluating the impact of the funding. Investments in remote learning resourced were made in 2020/21 and we continue to benefit from this implementation of this infrastructure.

JH commended the robust action plan and the detailed information on the planned support areas.

RGT - Explained the National Tutoring Programme is covering sessions for 140 students in Y10 and 11. Although this costs HGS more money, compared to schools with higher number of vulnerable students we can afford this, as we have been prudent.

Q - (GH) is the plan for targeting individuals who have fallen behind, rather than a blanket approach?

A - (SV) The guidance covers the areas where we can spend the funding the vast proportion is about quality first teaching for all.

SD - acknowledged the value of the remote education live lessons for those affected by Covid-19. Some Higher Education establishment have recorded not live lesson, which limits interaction form students.

SVE highlighted that the delivery of live remote lessons allows student access to questioning in the moment.

NJJ - We received the first set of funding last year; we will receive more this year. Further updates will be provided for future meetings.

JH thanked SVE for his input.

Curriculum

RGT presented the curriculum section of the School Report. RGT acknowledged that we will not be heading out of the pandemic in the medium term and noted that the aim is to minimise the impact of disruption for Y11 and Y13 students. The latter have not taken formal exam board examinations.



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There will be optional topics and content in GCSE English Literature, History, Ancient History and Geography. Copies of formulae sheets and equation sheets will be provided for Maths and Physics examinations.

Target grades for all students will be communicated by the end of the week synoptic. The new ARR system has commenced. Stepping Stone Assessments are underway and synoptic Milestone Assessments are planned and ready to be launched at the appropriate time for each subject.

JH thanked RGT for his presentation

Sixth Form

PDR presented a summary of the Sixth Form data. 46% of 2020/21 Y13 Cohort went on to Russell group universities, 2% secured places at Oxbridge, which is twice the national average. Apprenticeships with high profile employers continue to be an alternative avenue to university.

Retention of Y11 students into Y12 was 68%. PDR expressed his disappointment that the huge effort to retain students had not increased retention, whilst acknowledging the wide choice of local providers of Post 16-19 education. Some of the leavers stated the desire to attend a 'grown up environment' as a reason for leaving. There is a good mix of most able students staying at HGS for A Levels. External student also are higher achievers than in previous years.

PDR reported that in relation to enrichment and wider curriculum, there are wide varieties of university style clubs/societies now operating, with high engagement from students.

Financial Summary

The July management accounts are available in the governor hub. The draft Outturn for August 2021 shows a £228k surplus. The draft financial statements will be circulated for the next FGB. The final 2020/21 Internal Audit has taken place, with low-level recommendation of low significance. JH and NJJ agreed to devise an Audit Programme. The Budget Forecast Return (BFR) was submitted to the ESFA on 23rd July 2021.



Building summary

Various maintenance and improvement works were completed over the summer break. Senior Common Room and JCC kitchen works are scheduled for October half term. We are re-engaging with the architect for the 2021/2 CIF bid, which is due for submission in December 2021.

Complains and community relation

There are two ongoing complaints; one is stage 2 and is being addressed by the Headteacher and Chair of Governors. For the second complaint, our solicitors are giving advice.

Governor Training

The Governor skills audit is ongoing. PDR will provide to an update

JH stated it is worthwhile going through details of the report and expressed his thanks to the contributors and to all staff for their continued efforts.

Q- (GH) with regards to the SDP is there anything governors can do to help

A - (PDR) – Staff wellbeing is an area we need to focus on. Staff are fatigued because of the continuous challenges of the last two years. Further initiative are planned for after Autumn half term.

SAT Left the Meeting

11. Risk Review

This was approved at F&R.

12. Policies for Approval a. Pay Policy

Governors approved the Pay Policy.

13. OFSTED Questions

PDR presented an update in relation to OFSTED.



14. AOB


JH advised the committee of Stuart Eakin's (SE) resignation as Governor. JH commended SE's valued dedication and contribution over his ten-year term as a Governor.

15. Meeting Review

JH worked through the meeting review questions. JH thanked everyone for their attendance and contributions.

The meeting closed at 7.00pm.

Actions	Who
PDR to confirm who the SEND Assessment provider is for the next meeting	PDR
PDR to update point 2 of the SDP "Reduce the admissions point gap post 16 to a gap?"	PDR

Governance Requirement: Minutes signed as true and accurate record of the meeting.	
Signature: 	Jonathan Hodgson Acting Chair