



HECKMONDWIKE GRAMMAR SCHOOL

Full Governing Body Minutes

Time & Date:	5pm – Thursday 7 th July 2022
Venue:	C014 - in school
Governors Present:	Jonathan Hodgson (JH) – Chair Sue Doubell (SD) David Hall (DH) Shaista Ahmed (SA) Sarah Hancock (SH) Mohammed Hans (MH) Keith Wilson (KW) – Virtually Peter Roberts – Headteacher
Non-Voting Attendees:	Natalie James (NJJ) Simon Taylor (SAT) - Virtually Jody Dunn (JDN) – Clerk
Meeting Quorate:	Yes

1. Welcome & Apologies

JH welcomed all to the meeting and explained he was acting as chair in the absence of Jane Dixon and Vice Chair Derek Cross.

Apologies received from: Jane Dixon and Derek Cross.

2. Declarations of interests – None.

3. Minutes of previous meeting and matters arising

The minutes were approved as a true record of the meeting.

4. Review of sub-committee meetings/minutes

C&S – KW spoke through the C&S minutes and gave a brief overview of what was discussed at the meeting.

F&R – JH spoke through the F&R minutes and gave a brief overview of what was discussed at the meeting. He thanked NJJ and the finance team for all their hard work.

SD asked for an update on the sports hall roof leak and questioned if it would become worse if it is not sorted? NJJ explained that we had missed deadline of getting a contractor to sort it during the summer holiday. As far as health and safety is concerned, it is being managed very well by the PE team and site staff. We will continue to look at options for the short and long term.

5. Terms of Office

JDN explained that Derek Cross and David Hall's term of office were due to expire in August. She informed governors that both were happy to renew for another term and the members had agreed to support this. The LA had also confirmed they were happy for David to remain the LA appointed governor. All governors agreed they were happy to support both Derek and David in remaining on the board for another 4-year term.

6. The School Report

It was agreed that SAT would start with his sections of the school report so that we could then leave the meetings.

SAT gave an overview of the behaviour and attendance sections.

KW asked for some examples of the types of behaviour that would lead to exclusions. SAT explained that permanent exclusions are rare at HGS but provided some examples of the recent behaviours that have recently resulted in 1, 2 and 5-day exclusions. He said he would be happy to provide more specific information on this moving forward if it is something that governors would want to see as opposed to just the numbers.

A discussion was then had around the behaviour of SEN students and how SEN is taken into consideration to the punishment.

JH picked up on the attendance of Year 13 students, with a higher rate of unauthorised absence and lateness, and asked what action had been taken to address it? SAT informed governors that we are amending the Sixth Form day as of September, to reintroduce the morning form period. This will enable us to see keep a closer eye on this.

SAT then moved on to talk through the safeguarding section. He highlighted that some staff had not yet had their safeguarding refresher training; however, these are being mopped up as we speak. This has occurred purely to those people not being able to make the sessions when they were delivered. The risks minimal as they have had induction training. Refresher training is good practice.

SAT noted that MH was due his refresher training and he would be in contact to arrange.

SAT left the meeting.



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PDR noted he would speak briefly through the rest of the report proving the headlines and welcomed any questions.

He informed that the incoming year 7 students had been in school 2 days this week for transition. We have had lots of very positive feedback and no issues. He told governors that we had 2 successful appeals this year, one of which is concerning as they did not pass the test.

A robust discussion was then had around the school's catchment area, the reduced number of students coming from local areas and the potential reasons for this. Governors asked if there was anything more that could be done to attract the students more local to the school. PDR confirmed that outreach projects with local primary schools had started again. Further discussion was had around the entrance exam and how parents and potential students are very anxious about it.

Governors asked if we could do a postcode check on those students applying to sit the exam to see where the majority are coming from, it might be that local students are sitting the test but not reaching the standard etc. PDR confirmed we had done this before but we could do it again.

SH added that she is aware other secondary schools going in to primaries in an attempt to attract the more able/brighter students.

PDR suggested this was a suitable time to jump to agenda item 7, entrance exam recruitment. He drew governors attention to the graph provided and noted this was extremely healthy, with a record number of registrations. He noted this poses a 'nice' logistical problem, in terms of getting them all in.

PDR then moved back to the school report, picking up student progress. A discussion was had around a-level results.

A lengthy discussion was then had around the potential incoming SEND students and what provisions had been put in place. PDR gave an update on this, including that numerous visits had already been made to school and that we are currently advertising for a teaching assistant to support.

PDR continued through the report.

A conversation was then had around CPD and PDR informed governors that Megan, the new assistant headteacher is currently putting together a CPD portfolio for staff. He added that Megan and Nicky are bringing the school on a lot and have done so much already. SH echoed this, informing that things are very clear, collaborative and positive.

SD informed governors that she had recently undertaken a development walk with Megan and Nicky and will be doing another next term. She said it was very positive and that the staff and students were great. A robust discussion was then had around the development walks, the newly introduced research in action, and the CPD proposals for staff who are at the top of their pay scales.

PDR then give an update on the sixth form and the improvement plans already implemented and those planned for the future, all detailed in the report. He also explained the new staff structure and how the roles have been re-evaluated. We now have a bigger team with more specific roles.

The discussion moved to the work experience planned for 2023. MH asked how confident the school is in getting all students work experience; roughly 460 students in a 2 week period. PDR explained the planned work of the careers team and informed that we are sending a form out to all parents in an attempt to get placements. The fear is that lot of organisations have changed their working ways since covid, but we are going to give it a shot and see. We will have alternative plans for those who do not get places.

A conversation was then had around the sixth form dress code. PDR confirmed that we had backtracked on smart business dress etc. following further consultation with students and other sixth forms that have it. He an SLT felt it was not the right thing to do and bring more problems.

NJJ then covered the catering section and the bits that were new since the F&R Meeting. She then moved on the finance section and explained the budget before asking for governor approval.

All governors were in support of approving the budget.

Governors asked about benchmarking in that how we are spending money in comparison to other similar institutions. NJJ confirmed we do it, though it is quite informal at the moment. We confirmed we are getting some benchmarking tools and are looking at doing more of it moving forward.

Discussions were then had around the building summary section of the school report. NJJ informed governors that the CIF bid for the Powell extension to replace the MFL temporary building was unsuccessful and that we have submitted an appeal.

PDR then highlighted the complaints and community relations section of the report. A lengthy discussion was had around the school production 'Grease' and how fantastic it was. SD informed she had been to see it the previous night and felt it was amazing. PDR explained we will make a loss on running it, however, we feel it is very important and so worth what it beings.

PDR noted that all governors are invited to the staff BBQ on Friday 22nd July and to let us know if you would like to attend.



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7. Ofsted update

A discussion was had around the recent article published in the press. PDR informed he had also been contacted by another journalist who had informed him that of 18 grammar schools recently inspected, 16 had been downgraded from outstanding to good. A discussion was had around this.

A discussion was then had around the potential impact on sixth form numbers and that we had not seen any evidence of reduced numbers as yet. PDR added that we have had a record number of students sign up to the EPQ accelerated programme, which indicates a commitment to stay at HGS.

PDR then informed governors that SLT have a specific action plan in response to the Ofsted action points, which will feed into next year's school development plan. He noted he wants this action plan to be complete by this time next year, and then we can make sure it is polished.

Governors asked to have sight of the action plan. PDR confirmed it would make it an appendix of the school development plan for the next meeting.

MH noted that having read the report he couldn't find anything negative and that it wasn't reflective of the result. It was noted that some of the action points seemed trivial.

8. School Development Plan

PDR noted the amount of detail in the plan and the huge amount of work to be done. He added it was a genuine working document and that it wouldn't be a development plan if it was all green/complete. Governors asked if PDR was happy with how it looks, to which he confirmed he was.

9. Risk Review

JH informed this was discussed in detail at the F&R meeting and highlighted some of the changes.

A discussion was had around covid and the potential of reintroducing face coverings if needed.

10. Policies for review

- Accessibility Plan
- Pay Policy
- Sixth Form Admissions Policy

All governors were happy to support the approval of all three policies.

11. AOB

- MAT

PDR informed governors of the requirement for all schools to become part of a MAT by 2030 and that there will be no new ones formed from 2027 therefore we would have to join an existing one. He updated governors of his recent various meetings with other schools to discuss options and gather information. A robust discussion was had around this and the options we had as a school, as well as the advantages and disadvantages of joining an existing MAT.

PDR noted we don't need to do anything just yet, however things are hotting up quickly. It was agreed that PDR would provide a report at the next meeting with all of the information he has gathered and the options available to us.

- Staff Gift

JH informed governors that he had previously discussed with Jane, Peter and Natalie the possibility of providing staff with a thank you gift, given the last few years they had had, with covid and then the Ofsted etc. PDR noted it would be a nice gesture that he would be very much appreciated. JH proposed a £50 gift voucher for all staff that would be funded via the schools reserves.

All governors were happy to support this. It was agreed they would keep it quiet and give them out at the staff BBQ along with a letter from the governors.

12. Meeting review

JDN conducted the review. No comments were made.

Actions		Who
1.	Provide postcode analysis of students sitting entrance exam	PDR
2.	Include Ofsted action plan as appendices of SDP at next meeting	PDR
3.	Provide a report detailing MAT possibilities	PDR



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Governance Requirement: Minutes signed as true and accurate record of the meeting.

Signature: *J. Hodgson*

Name: Jonathan Hodgson
Acting Chair of Governors