



HECKMONDWIKE GRAMMAR SCHOOL

Full Governing Body Committee Minutes

Time & Date:	18 th October 2022 – 5.00pm
Venue:	In school
Governors Present:	Derek Cross – Chair (DC) Jonathan Hodgson (JH) Sue Doubell (SD) Sarah Hancock (SLH) Peter Roberts – Headteacher (PDR) Mark Tweedle (MT) Matthew Pinder (MP) Mohammed Hans – Virtually (MH) – Joined at 5.35pm.
Non-Voting Attendees:	Natalie James (NJJ) Jody Dunn – Clerk (JDN)
Meeting Quorate:	Yes

1. Welcome & Apologies

Due to the meeting being the AGM and the requirement to elect a new Chair of Governors, the Clerk (JDN) opened the meeting and welcomed everyone to the first meeting of the year. She welcomed the two newly member appointed governors, Mark Tweedle (MT) and Matthew Pinder (MP) and introductions took place.

Apologies were received from David Hall and Keith Wilson.

2. Declarations of interests

JDN asked for declarations of interest and circulated the 2022-23 register of interests form for everyone to complete and return.

3. Election of the Chair of Governors

JDN explained the need to elect a new Chair of Governors and noted that all governors had received an email asking for nominations for the roles of the Chair and Vice Chair of Governors. JDN explained that only one nomination had been received for both positions, therefore there would be no requirement for an election and those people would

automatically take the positions. The governor nominated for the role of the Chair was Derek Cross and the Vice Chair, Jonathan Hodgson. All governors agreed they were in support of both people in their new roles and congratulated them.

4. Election of the C&S and F&R Committee Chairs

Again, JDN explained that all governors had been sent an email with regards to nominations for the roles of the Chairs of Committees and informed that both current chairs had volunteered to remain in the roles and that no further nominations were received. Keith Wilson would remain as Chair of the C&S committee and Jonathan Hodgson Chair of the F&R committee. All governors were supportive of this.

Derek Cross took over the Chairing of the meeting.

5. Terms of Reference (FGB, F&R, C&S) & Governor Code of Conduct Review

Each of the documents were reviewed in turn and governors were asked for any comments/amendments. It was noted that the review dates on all needed updating,

- FGB Terms of Reference – Approved
- F&R Terms of Reference – Approved (Discussions were had, particularly around point 2.4)
- C&S Terms of Reference – Approved
- Governor Code of Conduct - Approved. Governors were provided with a 'Governors Protocols' document (a condensed version of the Code of Conduct) to read, sign and return to the Clerk. A discussion was had around governor guidance in speaking to press etc if contacted. PDR agreed this was something to think about and add to the code of conduct/protocols.

6. Minutes of previous meeting and matters arising

As JH chaired the previous meeting, he spoke through the minutes. Governors agreed that the minutes were a true record of the meeting. PDR noted the actions from the minutes and confirmed that actions 1 and 3 would be covered in the items of the meeting. He noted that the papers requested in action 2 would be circulated via Governorhub and on the agenda of the next meeting.

7. Governor Recruitment / Parent Governor election

JDN explained that the two newly appointed governors were required to choose a sub-committee to sit on. Discussions were had around suitability, interests and balance. It was decided that MT would sit on the C&S and that MP would sit on the F&R. It was noted that this didn't have to be permanent and they could move around later if they wanted to, and of course, they are welcome to attend the other committee meetings if they wish to.

JDN then went on to explain that we currently only have one parent governor where, according to our memorandum of association, we should really have two. She explained that



HECKMONDWIKE GRAMMAR SCHOOL

our current parent governor's (MH) term of office is due to expire in January, so now would be a good time to look at a parent governor election to recruit two new parent governors. JDN explained the process and how this would work and suggest we start with this soon after the half-term break. All governors were in agreement.

8. F&R Matters

NJJ explained that the matters being brought to this meetings are due to the cancellation of the F&R meeting originally scheduled to take place the previous week.

a) Changes to the Academies Trust Handbook (ATH)

NJJ explained that there have been a number of changes to the ATH that governors need to be aware of and were detailed them in the document provided. She briefly spoke through the document giving governors some further detail.

b) Going Concerns

NJJ informed governors that this was an item requested by external audit when reviewing the financial statements and accounts and is a going concern review. She explained that last year she could evidence where elements of this were reviewed but there wasn't one overall document to bring it all together, hence this paper. NJJ talked governors through the paper provided, highlighting the going concerns and the biggest budget challenge to the Trust.

NJJ explained that as per the financial statement requirements and statement, governors need to confirm that they agree that the Trust has adequate resources to continue in operational existence for the foreseeable future. That these resources take into consideration the impact from budget pressures such as anticipated pay awards and inflationary increases, particularly increasing utilities costs. This agreement means that the full governing body continues to adopt the going concern basis in preparing the financial statements.

Discussions were had around the going concerns and governors agreed that the Trust has adequate resources to continue in operational existence for the foreseeable future.

MP asked if we have a SFVS (schools financial value standard). NJJ explained this something that maintained schools have, but we as an academy have something similar.

c) Banks & Investments

NJJ directed governors to the document provided and explained that over the last couple of years we have rationalised the number of bank and investment accounts in operation at the Trust, and worked towards ensuring all signatures and therefore access to monies held are up to date. She spoke through the banks and investments of the school and highlighted that we now needed to benefit from the recent increase in bank interest rates and gain the best return for our cash reserves.

NJJ gave further information before proposing some options for governors to consider.

Robust discussions were had around the possibilities of investing in various places, as well as the option of seeking advice from a third party and how what we are doing/proposing compares with other academies. Governors discussed public and private funds and the amount of monies required in our account to meet the day-to-day needs to the business.

Governors agreed we need to maximise the investment opportunities we have and following further discussion governors agreed to authorise NJJ to invest a treasury deposit with NatWest, £0.5million now for 3 months and £0.5million now for 6 months' time and then evaluate how it is going, with a view to keep it rolling on a 6-monthly basis.

A discussion was then had around the mechanism for moving forward and the safeguarding measures of moving monies from account to account etc.

9. Summer Results Review 2022

PDR presented the 2022 results to governors, taking through each slide and highlighting the key information, starting with GCSE results. He noted that the Progress 8 score indicated, on average, our students achieved $\frac{3}{4}$ of a grade higher in each subject than expected, based on prior attainment at KS2. These results were the highest the school had ever achieved. He spoke through the comparisons of girls and boys, pupil premium, ethnicities etc.

PDR then moved on the A-level results, informing that the L3VA was our own calculation, as the national data to compare to will not be available this year or indeed next year. It was noted that this cohort did not sit GCSE's; therefore it is difficult to measure what progress has been made. A robust discussion was had around this and whether the day-to-day practice was mirrored in the outcomes. Further discussions were had around TAGs, CAGs and grade inflation etc.

PDR then spoke through the comparisons of the internal/external bursary, non-bursary students, leading to a discussion around attitude to learning. SLH noted that the attitude of the new Year 12's feels different to the current Year 13; they appear much more positive and eager to learn. An in-depth discussion was had around how we monitor progress and at what stage it is picked up if a student appears to be falling behind etc. and what we are able to implement in order to stop this, how teaching and learning is adapted, etc. PDR informed governors that the careers team are more involved from an early stage now and that they are able to explain their options in terms of what is best for them at an early stage. Also, the new



HECKMONDWIKE GRAMMAR SCHOOL

Sixth Form team is much more academic focused, with two academic leaders, so any concerns should be identified sooner.

PDR informed governors of the baseline examinations taken at the start of the year to check knowledge, etc. Governors asked if we could further break down external student data in terms of banded prior attainment, subjects, etc. PDR agreed to provide this at the next meeting.

10. Student Recruitment Sixth Form and Entrance Exam

a) Y12 Recruitment

PDR presented slides on Year 12 recruitment, informing governors that it has been very positive this year, we have 230 students in the year group, which is a smaller number than in previous years, but this was deliberate; to reduce the number and ensure we recruit the most able students with a strong work ethic. We had budgeted for 200 students so we are in a strong financial position. We retained 71% of our year 11, which is very positive.

PDR informed governors that we have upped the ante this year in terms of the sixth form, with students now staying in school all day, as opposed to only being in for lessons and the dress code has been tightened. A discussion was had around this and the initial push back from students but the dust has settled now.

b) Entrance Exam

PDR informed governors that we had more students register to sit the entrance exam this year than ever before (1107). He spoke through the statistical data provided prior to the meeting, highlighting that only 8.5% of students to be offered a place after the over subscription criteria had been applied were in the catchment area. Discussions were had around the school's unusual catchment area.

PDR also highlighted the various comparisons, girls, boys, etc, to sit the test and achieve the standard. He also pointed out that 83.5% of those students offered places were from a non-white British background, noting this has changed dramatically over the last few years. A robust discussion was had around the figures.

Governors noted that the Ofsted downgrading to 'Good' clearly didn't have an impact on those applying to come to the school.

PDR then presented governors with a map, displaying where those students sitting the exam were from. Governors confirmed this was very interesting to see and discussed the reasons why people living much further afield would travel so far. This led to further discussion about travel options, buses, car shares, etc.

11. MAT – Our options

At the previous meeting governors asked PDR to provide further information about the MAT possibilities given the government white paper informing all schools should become part of a MAT by 2030 and that there are rumours there will be no new ones formed from 2025. PDR presented governors with his findings so far, giving further context, possible options to HGS and the advantages and disadvantages of each. Governors then considered and discussed at length the information provided. The questions and conversations were concluded with governors agreeing to form a working party to work more closely with PDR to continue the investigations and gather more information.

12. AOB

PDR informed governors that James Longridge had been successful in securing the position of permanent Assistant Headteacher – Director of Sixth Form following a rigorous and competitive interview process earlier in the week. James had been in the post on a temporary basis since spring and was up against some very strong candidates. We are very happy to have James on board.

PDR made governors aware that we have recently parted ways with the architecture company we have used for many years. Some governors were aware of what happened with regards to the recent CIF bid, and the school will likely be entering a legal dispute with them; we are currently taking advice from our solicitors. We have engaged with a new company which has an excellent reputation, as reported by contacts at other schools, and have a 90% success rate in CIF bids.

The meeting closed at 9.00pm.

Actions		Who
1.	Update Terms of Reference docs with new dates	JDN
2.	Look into a statement with regards to governor guidance in speaking to press if contacted and add to the code of conduct/protocols.	JDN
3	Provide further break down of external student data in terms of banded prior attainment, subjects	PDR

Governance Requirement: Minutes signed as true and accurate record of the meeting.	
Signature: D.Cross	Name: Derek Cross Chair of Governors



HECKMONDWIKE
GRAMMAR SCHOOL

--	--