



## HECKMONDWIKE GRAMMAR SCHOOL

### Meeting of the Full Governing Body

<b>Time &amp; Date:</b>	7 December 2021 at 5pm.
<b>Venue:</b>	via Zoom
<b>Governors Present:</b>	Jane Dixon (JLD) - Chair Shaista Ahmed (SA) Derek Cross (DC) – Vice Chair Sue Doubell (SD) David Hall (DH) Sarah Hancock (SLH) Mohammed Hans (MH) Jonathan Hodgson (JH) Peter Roberts (PDR) – Headteacher Keith Wilson (KW)
<b>Non-Voting Attendees:</b>	Donna Ellis (DME) – Clerk Natalie James (NJJ) – Finance Director Richard Tipler (RGT) – Deputy Headteacher Simon Taylor (SAT) – Assistant Headteacher (left after Item 5) Stuart Voyce (SVE) - Deputy Headteacher
<b>Meeting Quorate:</b>	Yes

#### 1. Welcome & Apologies

JLD welcomed everyone to the meeting and noted apologies had been received from Gareth Harris (GH).

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

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

Subject to the correction of a typo in item 10. Covid Catch-up, Governors approved the minutes as a true record of the meeting. JH to provide electronic sign off to Dawn Jepson North (DJN).

Both action points from the previous meeting have been completed. PDR confirmed the SEND Assessment provider is Liz Williamson. The charge is £50 per assessment, which is



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very reasonable, considering the amount of the SENDCo's time this frees up. PDR confirmed RGT had dealt with one of the complaints noted in the previous minutes.

#### 4. Review of Sub-committee meetings/minutes

##### Finance & Risk

JLD noted a typo in the minutes and requested that page numbers be added for each page for all minutes for easier reference. JH highlighted there had been a few minor changes to the Final Accounts. JH noted the overall opinion was positive and he was pleased with the 'lack of impact in findings'. The Auditors had commented that there had been good engagement throughout the audit with NJJ, the finance team and PDR as Accounting Officer (AO). JH expressed his thanks for the positive outcome and felt the school had a good grip in terms of financial control.

Governors discussed the amount the school could afford to contribute for the 2021-22 CIF bid. NJJ provided an update on the latest CIF tender, being £990K (compared to £860k for the 2020-21 bid). If school were to contribute 15% it equates to £129k; a 20% contribution would cost school £198k.

JLD asked if the architect had provided any further assurance. PDR and NJJ had met with the Architect and they had not been given definite confirmation of the best amount to contribute. The Architect is reviewing last year's feedback to ensure all areas had been covered in the new bid. Governors are committed to contributing the maximum amount to ensure the bid was successful

Governors discussed the increase in costs in relation to general price increases in the building trade; they discussed the implications of potential hidden additional costs and whether the school can afford to pay 20%. NJJ confirmed a slight contingency had been built in to the tender. After considering the contribution costs compared to the volume and cost of work to be undertaken. Governors voted to include a 20% contribution in the CIF bid. NJJ will include this in the submission due by 15<sup>th</sup> December 2021. Progress updates will be fed back at FGB meetings.

JH noted the robust discussion the F&R committee had relating to the Catering Contract and confirmed this will remain as an agenda item for regular review.

Governors approved the 2021-22 Financial Statements.



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NJJ clarified the action point relating to the Business Continuity Plan (BCP), noting she will provide a copy of the ICT BCP to DC.

### Curriculum and Staffing (C&S)

Copies of the minutes from the C&S meeting had been shared with all Governors. KW provided a summary of the minutes, explaining the Committee had thoroughly reviewed the Entrance Exam data and were looking at ways to improve engagement with local schools.

Governors had looked at the performance development / appraisal process and were satisfied with the rigour of the process. The C&S Committee approved the general staff pay progression and the pay progression for the Headteacher.

## 5. The School Report

### 1 Student Numbers

PDR confirmed this had been discussed in detail at the C&S committee meeting.

Q- (JLD) – Do we complete exit interviews for Y11

A – (PDR) we ask students to complete a next destination form on GCSE results day. The main reason for leaving was 'to try something different/new'.

### 2 Student Progress

RGT presented the section on Teacher Assessed Grades (TAGS) and Y11 Mocks. RGT informed Governors that Y13 data is still being analysed and will be available on Thursday 9<sup>th</sup> December 2021.

For Year 11 Mocks the overall Progress 8 (P8) of 0.26 is encouraging at this stage. With the exception of the Drama exams all subject exams had been fully synoptic. Subject Leader (SL) assessments give a good indication of exactly where students are with their attainment and how they've performed. RGT noted that by the start of the next term SLs will have discussed reports and will have interventions in place. Art, Business, History and Computing all show good scores; Drama and Geography less so. The Drama department has two relatively new staff members, RGT is working with the Dramas and Geography SLs.

The results for French are disappointing, the same strategies have been used for Spanish, which has good results, and RGT is liaising with Cecile Genevieve (MFL SL).



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English is an area of concern with P8 of -0.54. RGT confirmed staff understand the expectations and have planned the next steps to get interventions in place to get better outcomes.

Q - (DC) - Commented that the TAG system had worked well in summer and noted only 5 grades had been changed on appeal. DC asked if having English as a second language had an impact on the English result; and whether more parental support is required to enable access to higher grades.

A - (RGT) confirmed the English department had recently seen a lot of staff movement, but he felt the English SL, (SH) and Second in English (Rebecca Smith) were making strides to drive the department forward. Schemes of cross marking exam papers and increased accountability were being embedded. Discussion ensued relating to students generally being more mathematical and science minded.

Q - (JLD) expressed concern regarding the number of red areas, and sought assurance that there are initiatives in place to address this from the outset in Y7.

A - (RGT) explained there are action plans for each department and each year group alongside development plans for every subject teacher.

Q - (JH) questioned if there is a suitable accountability framework in place to ensure the right improvements are actioned; are SL effectively challenged. JH also asked if the low performing areas (Geography/Drama/PE) had been effected by Covid more so than other subjects.

A - (RGT) confirmed the SLs have more accountability. Recent improvements e.g. checking data prior to submission to the framework; will continue alongside sharing of best practice, with higher achieving SLs.

Q - (MH) has there been a change in the way English is taught over the last 3-4 years are there regular assignments, homework etc. Is there a need to offer booster sessions?

A - (RGT) confirmed there are three assessments each term, two stepping stone and one larger assessment.

Governors discussed the pressure of the assessments on students how we deal with students who become disengaged as they progress through the year groups. RGT expressed the need to undertake the current frequency of assessments as it prepares students from the outset for the formal GCSE examinations. They also aid to highlight areas for development.

NJJ Left the Meeting at 18.03pm



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Governors discussed the timing of Y11 and 13 mock exams. Single mocks are held in February, if two mocks are taken these are in November and March. This allows time for review and interventions with staff/students as required.

SD Left the meeting at 18.06pm

DH Left the meeting at 18.06pm

### 3 Student Behaviour

SAT directed Governors to Section 3b Attendance & Punctuality and the analysis by gender/SEN status and Ethnicity.

JLD- noted the higher number of detentions for boys and the poor behaviour in Y12 and Y13. JLD asked if the Y13 absence issues relate to any safeguarding concerns.

SAT explained the system for lesson registration for Y12/13 and recognised this may affect the data. With regards to safeguarding there has been a lower than expected take up for Y13 parents evening. HLN is looking at ideas for engagement. There are support staff focused on addressing Sixth Form attendance and punctuality issues. SAT and the Sixth Form team are challenging individual students with persistent lateness patterns and poor attendance issues. The usual first day calling and follow up call with parents/carers applies across the whole school.

JH thanked SAT for his comprehensive report and insight.

### 4 Safeguarding

JH asked if there is sufficient support and if additional resources are required. SAT confirmed resources for safeguarding are ok. There can generally be a peak in cases at this time of year. PDR/SVE/SAT and the Pastoral support team along with the new Head of Years (HoY) are working together. The Pastoral Manager vacancy may be readvertised at a lower grade in the new term. There had been an external review of the Single Central Record.

JH asked if SAT could foresee any concerns as a result of the recent changes to the Child Safeguarding Board. SAT confirmed we can access Local Authority resources when we need them, we do have the added challenge that our students span multiple Local Authorities. SAT welcomed the support from the Governing body. The recent review had also looked at Governors involvement with Safeguarding.



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Assurance was received that Governors were well informed, had safeguarding as a standing FGB item and offered sufficient support and challenge.

SAT left the meeting at 18.25pm

### 5 SEND

SD met with Jenny Banister (SENDCo) and Helen Naylor on 23<sup>rd</sup> November 2021. As per note before leaving the meeting, SD was pleased with the progress so far. The review process is still ongoing. SB is assured pupils are being supported and plans are in place to continuously improve our provision.

6 School Development Plan (SDP) see main agenda item 7 Self Evaluation Form (SEF)

7 Staff –PDR informed Governors that SVE will be leaving school at the end of the spring term.

### 8 Quality of Teaching & 9. Curriculum

There is an in depth look at all aspects of the school. Subject reviews have been taking place since October half term; SVE and the link member of SLT are working with SLs looking at planning, quality of teaching and the impact on progression, devising action plans and development plans. SVE noted this has been a rigorous process and there is a better understanding of what is going on in school. Enabling SL and subject teacher to establish how to move forward. Individual action plans are in place for each of the areas across school. Some enhancements have been made to the scope of the curriculum taught in school.

### 10. Sixth Form Development Plan

PDR confirmed the red areas are linked to attendance and behaviour issues as discussed earlier. HLN and her team are working to address the issues.

11 Personal Development, 12 Financial Summary, 13 Building Summary– no further points to note.



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### 14 Health and Safety

School continue to monitor the situation with regards to Covid and the new Omicron variant, PDR and SLT review protocols daily and have regular contact with the Local Authority and Department for Health. A decision has been made to cancel the Senior Prizegiving event due to graphical spread of the attendees.

15 GDPR, 16 Complaints, 17 School Events- no points to note.

### 18 Governor Training

There are modules for Governors to complete throughout the year.

**Action: JLD/Dawn Jepson-North will issue further information regarding Governor Training via Governor Hub.**

### 6. School Uniform Policy

Governors discussed the latest guidance for uniforms which emphasises that uniforms must be accessibility for all students. RGT has been liaising with different uniform suppliers to ascertain if we can reduce the cost of the school branded items in particular the blazer. Governors reviewed his findings so far. Governors and SLT are keen to retain the blazer as a key item of the uniform. JH asked if we have addressed any concerns regarding accessibility for any student identifying as gender neutral. KW asked what support we have for FSM and PP students; DH asked if the student council have been consulted.

JLD suggested a separate working group should be set up to discuss the Uniform Policy. MH, SH and DC agreed to join RGT on a School Uniform Policy Working Group.

**Action –School Uniform Policy Working Group to provide an update for the next FGB meeting.**

### 7. School Self Evaluation Form

SVE presented the SEF slides, highlighting the main aim is moving the school forward; using the OFSTED inspection handbook and embedding a culture of continuous improvement in line with the latest OFSTED framework. Over time the goal posts have moved and schools must adapt in line with the new requirements.



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The four key areas are:-

### **Quality of Teaching**

Rated as good; subject/curriculum deep dives are ongoing. SVE explained the stages - intent (curriculum); implementation (teaching); Impact of the teaching and how this relates to the outcomes. Action plans are in place for some subject areas.

### **Personal development**

Incorporating social, moral, cultural, PSHE and careers. Following an external review there are a couple of considerations. Jeremy Barnett and Rebecca Pyrah are already acting on this.

### **Behaviours and Attitudes**

This relates to behaviours both in the classroom and social time. Some improvements are required for the latter. This has been discussed in relation to Y12 and Y13. The aim is for an underpinned culture of high expectations.

### **Leadership and Management**

Rated as good. Leadership have a strong understanding of what is happening across school. Some improvements are required to develop and support Subject Leaders

JH and JLD thanked SVE for his presentation and commented that the SEF is self-explanatory, realistic and sensible. It's a live document which is forward looking.

Q - (KW) do we encourage Middle leaders to complete any formal training e.g. NPQML

A - (SVE) there are mixed reviews dependant on the course provider. Best practise is constantly shared throughout school, with some also shared from external sources.

**Action: SVE is updating the SDP and will issue for Governors to review.**

MH left the meeting at 19.23pm

### 8. Risk Review

This had been discussed in detail at F&R committee, no additional points to note.

### 9. Policies for Approval

Governors approved the Admission Policy-Sixth Form and the Admissions Policy 11-16.

### 10. AOB

JLD will send an end of term message to all staff thanking them for their continued efforts.






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11. Meeting Review

DME worked through the meeting review questions, no points were noted. JH concluded that there had been robust discussions and challenge; PDR thanked Governors for their continued support.

The meeting closed at 19.45pm.

<b>Actions</b>	<b>Who</b>
Add page numbers for all pages of the minutes.	DME
JLD to provide further details re Governor Training.	JLD/DJN
School Uniform Policy Working Group to feedback at the next FGB	DC/MH/RGT/SH
SVE to share the new style SEF and SDP	SVE
JLD to issue an end of term message	JLD

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