



## HECKMONDWIKE GRAMMAR SCHOOL

### Full Governing Body Minutes

<b>Time &amp; Date:</b>	5.00pm Thursday 8 <sup>th</sup> December 2022
<b>Venue:</b>	In School
<b>Governors Present:</b>	Derek Cross (DC) – Chair Jonathan Hodgeson (JH) Mark Tweedle (MT) Matthew Pinder (MP) Mohammed Hans (MH) Sue Doubell (SD) Sarah Hancock (SLH) Keith Wilson (KW) – via Teams Peter Roberts (PDR) – Headteacher
<b>Non-Voting Attendees:</b>	Richard Tipler (RGT) – Deputy Headteacher Nicky Thomas (NJT) – Deputy Headteacher Megan Maguire (MLM)- - Assistant Headteacher (for part) James Longridge (JAL) – Assistant Headteacher (for part) Simon Taylor (SAT) –Assistant Headteacher (for part) Natalie James (NJJ) – Finance Director Jody Dunn (JDN) – Clerk
<b>Meeting Quorate:</b>	Yes

#### 1. Welcome & Apologies

DC welcomed all to the meeting and asked everyone to introduce themselves.

Apologies from David Hall.

Apologies from Mohammed Hans and Sarah Hancock who were expected to arrive 30 minutes late.

#### 2. Declarations of interests – none.

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

The minutes were accepted and approved as a true record of the meeting. Two of the actions were confirmed as complete and the other was to be covered in the content of the evening's agenda.

#### 4. Minutes of the sub-committee meetings

C&S – KW gave a brief overview of what was covered at the C&S meeting. He noted it was great to have Nicky Stokoe attend the meeting to update on the ECT and ITT programmes. He also confirmed that pay progression was approved and gave an update on the Headteachers appraisal.

F&R – JH gave an overview of what was covered in the meeting and informed that representatives from Mazars were in attendance to go through the audit report with governors. He recommended the approval of the 2021/2022 accounts to the board. NJJ added that CIF bid had since been submitted.

#### 5. Sixth Form Update

JAL introduced himself to governors and informed them of his role as head of Sixth Form. He gave a presentation to governors covering what the Ofsted report said about our sixth form. He explained the roles of the new sixth form staff team, the improvements implemented so far, and the areas that still required development.

Discussions were had around the work experience programme being rolled out in the summer, with governors questioning the particular placements on offer for those students interested in medicine. JAL explained that it is the student's responsibility to source their own placements with the support of the careers team. He informed that we have asked all parents if they are able to support us given that lots of them are in the medical profession.

Further discussion was had around degree-level apprenticeships and what we are doing in terms of promoting these, given that this was raised by Ofsted and that over 3 quarters of our students go to university.

A robust discussion was had about how we address and deal with students who are falling behind/not on target. JAL and NJT explained to governors that we now have a very robust and layered approach in that the subject teachers deal with it in the first instance, before escalating to the heads of department and pastoral team. SLT also challenge data during their link meetings with heads of department. This is a new system and a work in progress but it appears to be working so far. Governors agreed this is how it should be and that it sounded very encouraging.

The conversation moved to PSHE and how this is covered in form time and House Tutorial Periods. JAL confirmed these sessions are set to increase in January. Governors confirmed it was good to see these changes and the areas highlighted being addressed.

A discussion was had around staff workload well-being given the changes and increased workload on sixth form tutors. JAL and RGT explained that the roles have had to change in order to impact our students. Everyone is very busy, it is hard work, and we are conscious of this but we try to manage expectations of what needs to be done in give clear timescales etc.,



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Further discussion was had around how prepared our students will be for the independent life of university given that we have increased control of their daily life in sixth form.

Governors asked JAL if he would be confident if Ofsted were to come back. He explained that we have made lots of changes in order to address the areas for improvement, and said he believes these will certainly pay off once fully embedded and the impact will be clearly visible. RGT added that we now have a real strategic view for the sixth form thanks to James's hard work.

Governors thanked him for his insightful presentation and he left the meeting.

### 6. Subject Reviews

MLM introduced herself to governors and gave a presentation on the newly implemented subject reviews. She explained that these are now fully embedded into the school's quality assurance processes and school improvement plan. She spoke through the presentation, firstly detailing the previous Ofsted framework compared to the current and explained how the reviews are modelled on Ofsted's deep dives. She explained the process of how they were implemented and provided a schedule of when each subject review was carried out, before going through what a typical review day looks like.

SLH told governors of her experience of the English subject review and how she felt it was good to be grilled and questioned on her curriculum. She said that she enjoyed writing the report as it put the ownership back on her and that overall found the experience positive.

MLM added that the reviews were completely honest and transparent, and that the whole process was very insightful, adding she now feels she knows and understands the school's curriculum inside out. MLM went on to explain the follow-up following a review and how these are leading the way forward in terms of the school improvement cycle.

Governors confirmed they found the information provided very insightful and that it is clear things are moving forward. A discussion was had around one of Ofsted's key criticisms being too much variation between departments' curriculum and how this was being addressed. MLM explained the work NJT had done prior to introducing the subject reviews with regards to curriculum maps, and both MLM and NJT confirmed they were confident that these correlate with what they would see on lesson walks/observations etc. There is now less variation between the quality of curricular between departments, though this is still work in progress.

MLM showed governors the curriculum overviews that have recently been put on the website for parents to see what is being taught in each subject across all year groups.

Governors asked if it was evident if students have noticed a difference in lessons. MLM explained the recent student voice survey and how the results were very positive about their experiences in lessons. Governors also questioned how the CPD is managed if a teacher's practice requires improvement and if there were any common issues across staff. This led to a robust discussion on how feedback is given based on the 6 principles of the teaching and learning framework, and the process of how this is done via subject leaders, SLT link meetings etc. and how this is done if action beyond a conversation is required. NJT added we are working on formalising this without being alarming. She noted there are a few common threads and that she is aware of what needs dealing with.

Governors thanked Megan for the very informative presentation and she left the meeting.

## 7. Executive summaries

PDR explained that following a discussion with DC it was agreed that moving forward the usual information provided in the school report would come in the form of these executive summaries. This is because these are live documents updated regularly by SLT and includes the same information therefore saves duplicating the information. They are easy to read with all the information on a particular subject in one place.

A discussion was had around the documents and the information provided and it was decided that the process moving forward would be for governors to read the documentation prior to the meeting and either ask questions on the night, or email questions in advance. PDR suggested it would be a good idea for staff members to attend the meetings to give an update on a different topic at each meeting, with governors deciding what they wanted to know. Governors agreed that this was a good idea.

As SAT was in attendance at this meeting, he gave a brief update on the attendance, behaviour and safeguarding executive summary before opening up to questions.

Prompted by governor questions discussions were had around CPOMs and how this was used, attendance figures and the safeguarding aspect of GDPR.

SAT left the meeting.

Governors then focused on the data executive summary. A robust discussion was had around the prior attainment and actual attainment of students who join us in Year 12. RGT noted that external students tend to have a lower starting point than our students do, though we do what we can to act on this quickly. This is easier now given the new assessment methods, classroom technique and smaller class sizes. At the moment, these students do not appear to be catching up as well as we would want, but we are managing this, and teaching them different ways to study etc.; in their pre-16 schools, they have been taught differently to



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students who attended HGS. Our key focus is addressing these issues with external students in our sixth form.

It was highlighted that offering solely A-Level at sixth form was our USP and it was about how we sell this in terms of recruiting the right students.

Governors confirmed they were very encouraged by what RGT was saying.

PDR encouraged governors to have a think about which summary they would like to focus on at the next meeting and he would organise for the relevant member of staff to attend to present the information.

### 8. School Development Plan / Ofsted Action Plan

PDR gave a brief update on the school development plan and explained the process of reviewing and updating the plan. Governors asked at what point the complete actions come off the plan. PDR confirmed they stay on the plan for the whole year and will be removed if he is happy they are complete and fully embedded but will remain if further development is required.

A governor noted that the action of looking at governor with a well-being link and asked if this was still happening. PDR said he would discuss with DC.

PDR then moved on to the Ofsted action plan and confirmed that all of SLT input into this.

Governors noted a point about the relocation on the ILA to the JCC. A discussion was had around how this is going. RGT confirmed it has had a positive impact on both the students and the sixth form team and it now feels more cohesive. Further discussion was had around the student movement between the JCC and the main school building.

### 9. Self-Evaluation Form

PDR confirmed he felt this is a true and fair reflection of where we are at at the moment. Governors agreed it was a good strong document. It is clear that a lot of changes are being made now and that we hope to see the impact later.

### 10. AOB

Governing Body – DC informed the board that MH term of office as a parent governor was to expire in January and that following a discussion with MH he would like to remain on the board. A discussion was had and governors agreed MH was a valued member of the board and would support to co-opt him back to on the board, commencing in January.

Parent governor election – JDN gave an update as to where we were at with the parent governor election. She informed that we had had eight applications for the two vacancies therefore a ballot was underway and would update governors once the votes had been counted.

Admission Arrangements Policy – Governors agreed to approve the policy, subject to the amendment of one inconsistent date. Governors discussed the change in entrance exam provider and the pros and cons of both CEM and GL.

Uniform Update – RGT informed governors that he had managed to source a more cost-effective blazer and had made our three uniform suppliers aware of the change. The price of the new blazer represents a saving of between 13% and 40% depending on the size. He also told governors that there has been a delay in setting up the 2<sup>nd</sup> hand uniform shop but it will still go ahead. We are currently working out the logistics of how it will run.

JH suggested that DC send a message to all staff ahead of the Christmas break thanking them for their efforts and hard work.


PDR informed governors to keep an eye out for the Sunday Times Parent Power Survey as we are expected to feature and rank higher than previous years.

### 11. Meeting Review

JDN ran through the questions of the meeting review. No issues were raised and noted that the timings on the agenda worked well.

Meeting closed at 7.15

Actions		Who
1.	Agree on an executive summary to be presented at the next meeting and organise for the relevant member of staff to attend to present	DC/PDR
2.	Discuss well-being link governor	DC/PDR

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