



## HECKMONDWIKE GRAMMAR SCHOOL

### Full Governing Body Minutes

<b>Date &amp; Time:</b>	Tuesday 11 July 2023 - 5.00pm
<b>Venue:</b>	In school
<b>Governors Present:</b>	Derek Cross (DC) – Chair Michele Brooke (MB) Sue Doubell (SD) David Hall (DH) Sarah Hancock (SLH) Jonathan Hodgson (JH) – Teams Matthew Pinder (MP) – Teams Lalit Suryawabshi (LS) Mark Tweedle (MT) Keith Wilson (KW) – Teams Peter Roberts (PDR) – Headteacher
<b>Non-Voting Attendees:</b>	Natalie James (NJJ) – Finance Director Richard Tipler (RGT) – Deputy Headteacher Cecile Gennevieve (CMG) – Literacy Lead Jody Dunn (JDN) – Clerk Jeremy Barnett (JCB) – Assistant Headteacher – first 10 minutes
<b>Meeting Quorate:</b>	Yes

#### 1. Welcome & Apologies

DC welcomed all to the meeting and apologies were noted from Mohammed Hans.

#### 2. Declarations of interests – None.

DC noted that before getting started with the agenda, he would like to pass on his congratulations to the school on the recent 125 open day. The day was a great success and it was clear to see the effort that had gone in to planning it. He also mentioned the Addams Family School Production and what a fabulous show it was, thanking all staff and students involved for such a huge effort.

DC then reminded governors it was SLH's last meeting as staff governor, as she was leaving the school for a promoted post starting in September. Governors thanked her for her contributions and wished her well for the future.

DC thanked JCB for his 13 years' service to the school as Assistant Headteacher and wished him a happy retirement.

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

The minutes of the previous meeting were approved as a true record of the meeting. It was noted that the actions from the previous meeting had been complete.

### 4. Review of sub-committee meeting minutes

#### C&S

KW talked through the minutes of the C&S meeting and updated governors on what was covered, including updates on HR, staff wellbeing, careers, the quality of education and the outcome of the staff, student and parent surveys. PDR added that since the C&S meeting, the outcomes of term 3 parent and student surveys had been received and again a steady improvement was noted in all metrics.

#### F&R

DC talked through the items covered at the F&R meeting, before informing governors there were a couple of things from the meeting to bring to the full board;

- The charging and remissions policy - this was discussed at length at the F&R meeting, and the committee were recommending its approval to the board. The FGB supported the decision.
- The revenue budget 2023/24 and the 3-year forecast - NJJ explained that she had reviewed the budget for 2025/26 as advised by governors at the F&R meeting and made some further changes in line with governor advice. Governors noted they were happy with the work NJJ had done since the F&R and were happy with the judgements she was making. They noted her prudent approach and thanked for her hard work. Governors voted in favour of approving the budget.
- Further information on possible MFL CIF bid and project - NJJ updated governors on her findings since the F&R meeting. Various discussions were had around this and the options available, including timescales etc. It was agreed the we should wait and see what Triton, the company who built the Powel building, come back with in terms of costs; NJJ agreed to feedback to governors.

#### Governor Representation

Governors agreed for JDN to start the process of recruiting a staff governor in September following SLH's departure. It was agreed to advertise for one teaching and one operational member of staff. It was hoped that they would be in position for the first FGB of the year (AGM in October).

DC informed governor that SD's term of office was due to expire in August but Sue would like to stay on the board. DC noted he supported this and asked for governors' agreements/approval. All governors were in agreement for SD to do another term.

A discussion was then had around the format of the meetings for the coming year. Governors noted they were happy with the current arrangement of sub-committee meetings being virtual and full governing body meetings being face-to-face. This was agreed for the coming year.

#### 5. Entrance Exam Recruitment

PDR explained the graph in the paper provided and noted the record number of students registered to sit the entrance exam in September. He noted this was a fantastic position to be in, but we are at capacity in terms of staffing it.

A lengthy discussion was had around the new test provider, covering how GL was decided on, the potential implications of the new test and its scoring. Tutoring was also discussed.

#### 6. Executive Summaries

It was decided to start with the literacy executive summary as Cecile had attended the meeting to present on this. Cecile introduced herself and explained that she had been the whole school literacy lead for the last year. She informed governors of the literacy priorities she had agreed and focused on, and how these had all (except one) been met. The one which hadn't been met was actually decided against, and a different way of doing this was brought in via all staff CPD. Cecile gave detailed information on each of the priorities and what she had focused on in each term, before moving on to the literacy priorities moving forward.

Discussions were had around the 'Word of the Week' activity and how this would continue, interventions both inside and outside the classroom, and how these are monitored and the reading age testing carried out across the whole school. Governors noted there were some great initiatives implemented and they hoped these would continue with the new literacy lead in the new academic year. Governors thanked Cecile for an excellent and very informative presentation.

PDR then opened to questions for the remainder of the executive summaries, presuming that governors had read these prior to the meeting.

Lengthy discussions were then had around the Personal Development summary, prompted by governor questions about extra-curricular activities and lunchtime interventions.

Discussions were also had around the recent 'finals' exams and the pressure students may feel around these. RGT explained that we are looking at changing the timing of these moving forward. Governors noted it was good to see the school reflecting on things and making changes where appropriate.

Further discussions were also had around the HR executive summary and the Community Relations summary, in which PDR updated governors on the recent data protection breach.

The item concluded with governors agreeing that they would like to see the Sixth Form summary presented at the next FGB.


7. School Uniform Policy Update

RGT explained he wanted to update governors on some adjustments he made to the policy, in response to recommendations from the DfE following a complaint. He explained the changes, as highlighted on the policy, and governors noted they were in support of these.

8. AOB – None

9. Meeting Review= Nothing to note.

Actions		Who
1.	Recruit staff governor(s)	JDN
2.	Arrange for JAL to attend the next week to present Sixth Form Summary	JDN

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