



## HECKMONDWIKE GRAMMAR SCHOOL

### Full Governing Body Minutes

<b>Time &amp; Date:</b>	5.00pm – Tuesday 17 October 2023
<b>Venue:</b>	In school
<b>Governors Present:</b>	Derek Coss (DC) Jonathan Hodgson (JH) Sue Doubell (SD) Mohammed Hans (MH) – arrived at 5.20. Matthew Pinder (MP) Nick Stokoe (NSE) Ross Oxby (RNO) Michele Brooke (MB) David Hall (DH) Mark Tweedle (MT) Lalit Surywanshi (LS) - arrived at 5.35 Peter Roberts (PDR) – Headteacher Keith Wilson (KW) – via Teams
<b>Non-Voting Attendees:</b>	James Longridge (JAL) – Head of Sixth Form Richard Tipler (RGT) – Deputy Headteacher Natalie James (NJJ) – Finance Director Jody Dunn (JDN) – Clerk
<b>Meeting Quorate:</b>	Yes

#### 1. Welcome & Apologies

JDN welcomed governors to the first meeting of the year and noted that no apologies had been received. She introduced the two newly elected staff governors and asked governors to take turns to introduce themselves.

#### 2. Declarations of interests

No interests were declared. JDN circulated declaration of interests forms and asked all governors to complete and return.

#### 3. Election of the Chair and Vice Chair of Governors

JDN explained that 2 weeks ago she had advised governors that the current Chair, Derek Cross and Vice Chair, Jonathan Hodgson, would like to seek re-appointment in their respective roles and asked governors for further nominations. JDN explained that no further nominations had been submitted therefore they would both continue in the roles. All governors agreed.

#### 4. Election of Sub-Committee Chairs

Similarly, JDN explained that 2 weeks ago she had advised governors that the current Chairs of the C&S and F&R committees, would like to seek re-appointment in their respective roles and asked governors for further nominations. JDN explained that no further nominations had been submitted therefore Keith Wilson would remain as C&S chair, and Jonathan Hodgson, would remain as the F&R chair. All governors agreed.

#### 5. Terms of reference (FGB, F&R, C&S) and Governor Code of Conduct

FGB – MP noted that points 7.5 and 10 were the same. It was agreed to removed 7.5.  
Approved.

C&S – Approved

F&R – Approved

Governor Code of Conduct – Approved. All governors confirmed they had read the code of conduct and signed a document to confirm they agree to the content.

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

The minutes were agreed as true record of the meeting, and all actions were complete.

#### 7. F&R Matters

ATH Changes - NJJ made governors aware of the latest changes to the Academy Trust Handbook.

Going Concern - NJJ brought governors attention to the paper provided and talked through it. She informed governors of the Trust's biggest budget challenges and the works undertaken to mitigate increases where possible. NJJ asked governors to confirm that they agree that the Trust has adequate resources to continue in operational existence for the foreseeable future and that these resources take into consideration the impact from budget pressures such as anticipated pay awards and inflationary increases. Governors confirmed they were happy to do so.

Catering - NJJ provided governors with a detailed update on where we are at with the catering tender process and a timeline of what happens next. She asked if any governors would want to come in to school to be involved in the presentations of the shortlisted companies on 7 November. A discussion was had and NJJ informed she would confirm the timings of the presentations to see if any governors were able to attend.

A discussion was had around the length of the new contract and the nil-subsidy.



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CIF Update - NJJ confirmed the Trust will once again be submitting a bid to CIF for the replacement of the MFL block with an extension to Powell, and a separate bid for new / additional perimeter fencing due to Safeguarding. Discussions were had around the condition of the MFL block which is now very dilapidated and providing a very unpleasant environment. Further discussion was had around the proposed new fencing, the need for it for safeguarding issues, whether planning permission was required and the schools contribution to the bid. Governors also discussed the architect's costs, with NJJ confirming these will be built into the fees on a no win no fee basis.

Governors agreed with CIF contributions proposed in the paper to be confirmed at F&R.

DC asked about RAAC and if any surveys had been carried out. NJJ explained we had carried out surveys and confirmed we don't have any.

NJJ also gave an update on the current position with the previous architects in that a number of meetings had taken place and that we are waiting to hear their offer of settlement for consideration.

Governors had a robust discussion around the Powell extension bid and what happens if it is rejected again. NJJ confirmed we are already looking into a couple other options, including speaking to the company who built the Powell building and the potential of having a shuffle around of the subject areas in school. Further discussion around MFL building and how it would be good to have the space back in the middle yard, with a canopy to provide shelter for students.

Departure from Financial Delegated Authority - NJJ explained that Delegated Financial Authority is in place to manage the purchase of goods or services on behalf of the Trust. This is reviewed annually by the Finance & Risk Sub-Committee (F&R) and highlights the different approvals level subject to the level of spend intended. Purchases over £50k require a formal tender process to be run, which is reported to F&R. Highlighting the information in the paper provided, NJJ updated governors on the situation with the boiler that supplies the Swann area of the school and that it was confirmed condemned in the summer. She informed a survey for a suitable replacement had been carried out and that the cost was in tender territory, however given the now time of year we needed a speedier solution. She confirmed that she consulted with DC and JH before giving the go ahead for a new one to be installed. A discussion was had around this and governors agreed the correct course of action had been taken, given the need to have a functioning boiler and of course the age of the old one. One governor suggested moving forward things like this should be posted on Governorhub to keep all governors in the loop. This was discussed and NJJ agreed to update the policy to reflect this.

## 8. Year 7 PAN

PDR explained that the schools current published admission number (PAN) is 180 but since 2017 we have taken 210 in each year group and proposed that we formally change this for a number of reasons. Governors discussed these in depth, as well as the appeals process, the FAP and the current process if a space becomes available. PDR noted that all of these would remain the same, given we have had 210 per year group for the last seven years. All governors agreed to formally increase the PAN to 210.

## 9. Summer Results Review

### GCSE

PDR presented the GCSE results data to governors, talking through the comparisons to previous years on each slide. He highlighted the differences in genders, ethnicities and pupil premium(PP). A robust discussion was had around the PP results, prompted by governor questions. PDR noted that while there had been a drop compared to recent years, it was as expected, and they have still over-achieved. MT noted the small number of PP students and asked if it was one set of results that had skewed the data or if it was more general. PDR confirmed the later was the case. MP said he felt the drop warranted a bigger focus and suggested to possibility of have a PP link governor. A discussion was had around this and MP noted he was happy to put himself forward. PDR also suggested asking Megan Maguire, in charge of PP, to come to the next meeting and talk governors through the executive summary. Governors congratulated the school on a great set of results and it was suggested that they write a letter to staff to this affect.

### A-Level results

PDR then moved on to present the A-level results data, comparing the data of the internal/external and bursary/non-bursary students. PDR noted that the difference in outcomes of the internal and external students has been an issue for a long time and that we have recently commissioned an external review to further look at how we can address this. We have now got a report and an action plan in which to implement. Discussions were had around this. PDR noted that we are still above the national average and in line with 2019 data.

#### 1. Year 12 recruitment.

PDR confirmed the numbers of the current year 12 and explained the data presented with regards to the retention of HGS students and compared to previous years. RGT then informed governors we had asked all year 11 students, both leavers and those who stayed, to complete an exit questionnaire. We received a total of 115 responses, 42 of these were from those who had left and the rest who had stayed. He then gave a presentation informing of the reasons they provided as to why they stayed and then why they left. Discussions were had around these and how we need to focus on the reasons for staying and act on the reasons for them leaving. RGT noted it was very difficult as the opinion of some students was



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the opposite of others, therefore we need to get the balance right. Governors noted that we need to move on from the RI status and focus on the great things that we are doing.

A discussion was had around the positive things going on/stories from current sixth form students and how we could relay these to the Y11 students. The possibility of mentoring programmes and sharing ALPS data with students was also discussed. RGT then went on to present on Year 13 results and progress. He shared the results by subject, before moving on to ALPS data, giving a full explanation of the graph provided.

Governors requested to see some further analysis on cohorts which RGT confirmed he would circulate the following day.

### 1. Executive Summaries – Sixth Form Focus

JAL gave a presentation surrounding the information provided in the Sixth Form Executive Summary. He updated on the new sixth form team, the progress made, and the things implemented since he last presented to governors almost a year ago. He explained the new pathways programme and touched on the Y12 work experience.

PDR noted that in a recent review, the careers provision in school was described as excellent and that there was nothing negative to say which is fantastic.

JAL then moved on to the key priority areas for the coming year that had come out of the recent review carried out by consultant Maggie Dunn. These include a focus on teaching and learning, the use of data (monitoring and tracking), performance of entry point Y7 vs entry point Y12 'new admissions' and recruitment and retention. He covered each of these in detail as he talked through the presentation.

Governors questioned how staff felt about the 'tracking not watching' concept given that this could potentially result in more work. Both RNO and NSE noted that it wasn't an increase in workload, just a mindful change to be more effective and refining what they do.

A discussion was had around internal and external progress leading MB to suggest a link governor for the sixth form and said she would be involved.

RNO questioned the process of students being advised to change courses due to underperforming in the initial assessments. A discussion was had around this, with JAL confirming students were informed of this as part of their induction process and how this would potentially look, with different subjects having different skill sets. The support for teachers if this was to occur was also discussed.

Further discussion was had around the possibility of providing other courses such as B-techs as a safety net, like some other providers do. PDR noting this is something we need to seriously consider if we want to go down that route or not.

The conversation moved back to one of the most common themes for leaving from the exit questionnaires 'should students be able to leave site in their free periods'. PDR explained the rationale for implementing this is the first place, and asked governors their thoughts. A lengthy discussion was had, and governors agreed it is definitely worth thinking about and that earning this freedom might be a good way around it.

Governors thanked JAL for the presentation and noted it was clear he was doing a great job in making many improvements in the Sixth Form.

PDR then asked governors if they had any questions on any of the other executive summaries.

DC asked if there had been any response/incidents in school with regards to the escalating situation in the Middle East. PDR noted that nothing had been reported to date and the situation amongst students is being carefully monitored. We have to remain impartial and be careful that what is said can't be misinterpreted in anyway.

#### 1. Policies for review

It was noted that all changes had been highlighted and governors were asked for comments on each.

2025 Admissions Arrangements 11-16 - MP said it would be useful to include all dates (those relating to pupil premium documentation) should be included in the summary for inclusivity. This was agreed and the policy was approved. RGT confirmed that this would now go out to consultation via Kirklees Local Authority.

Sixth Form Admissions Policy 2025 - RNO noted an error in the entry requirements relating to English Language and English Lit. It was confirmed this would be updated. The policy was approved.

ECT Policy – NSE explained the changes. Approved.

AOB

A brief discussion was had around school uniform. RGT noted the pre-loved shop was doing really well and all that all three suppliers had now signed contracts.

JDN updated governors on the upcoming governor training and that a skills audit would soon be circulated to them for completion. The plan was that this would inform the training, as well as being an overall refresher.



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Actions		Who
1.	Inform Governors of the catering presentation timings to see who is available	NJJ
2.	Liase with MLM regarding the Pupil Premium link governor Proposal and ask her to attend next meeting, feedback to MP	PDR/JDN
3.	Write a letter to staff to congratulate on results	DC
4.	Explore the proposal of a Sixth Form link governors and feedback to MB	PDR/JAL

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

Signature: 

Derek Cross  
Chair of Governors