



## HECKMONDWIKE GRAMMAR SCHOOL

### Full Governing Body Minutes

<b>Time &amp; Date:</b>	5pm Tuesday 12 December 2023
<b>Venue:</b>	In School - C015
<b>Governors Present:</b>	Jonathan Hodgson - Chair (JH) Matthew Pinder (MP) Mark Tweedle (MT) Peter Roberts (PDR) Nick Stokoe (NSE) Ross Oxby (RNO) David Hall (DH) Michele Brooke (MB) Lalit Suryawabshi (LS)– arrived 5.15 Mohammed Hans (via Teams) (MH)– arrived at 5.20 Keith Wilson (via Teams) (KW)
<b>Non-Voting Attendees:</b>	Jody Dunn - Clerk (JDN) Richard Tipler (RGT) Megan Maguire (MLM) – until own item Simon Taylor (SAT) – until own item
<b>Meeting Quorate:</b>	Yes

#### 1. Welcome & Apologies

JH welcomed all to the meeting. Apologies were noted from Derek Cross and Sue Doubell.

#### 2. Declarations of interests - None

#### 3. Executive Summaries

#### Safeguarding, Attendance and Behaviour

SAT noted he would take the information provided as read and asked governors if they had any questions or wanted further details about any of the sections of the summary. Discussions were had around bullying and WRAP training undertaken by staff. A robust discussion was had around attendance and how this has improved since the new mentoring programme was implemented. Governors asked about the persistent absentees and how covid has had a big impact on attendance for us and nationally. They discussed the

consequences of non-attendance and the situations around the two students who are currently off long-term. Governors asked SAT about his safeguarding team and workload. SAT noted that two more staff members will be undertaking training DSL training in the new year.

The Child protection and safeguarding policy was then discussed and approved by the board.

Governors thanked SAT for his time and he left the meeting.

### Pupil Premium

MLM distributed information to governors and gave a presentation covering what pupil premium looks like at HGS. She gave an overview of the monetary breakdown and explained the strategy. Discussions were had around the different system (bursary) for post-16 and Free School Meals. Governors questioned how the school obtains information from families and how 'disadvantaged' students are identified in both main school and sixth form. MP advised governor of his visit to school to look at PP, noting his findings and advising the visit report can be found on Governorhub. Governors thanked MLM for an informative presentation and noted their assurance in the schools procedures.

### Remainder of Executive Summaries

JH then asked if the board had any questions/points to raise with regards to any other points within any of the other executive summaries.

MT highlighted various points relating to the year 13 data and outcomes and asked the senior leaders if they were concerned about this, as well as questioning if governors should be concerned. A robust conversation had around the data, and RGT confirmed that there are some areas of concern in some subjects and that strategies are in place to address them. The board asked if they should be expressing support mechanisms around the Sixth Form outcomes; the leaders said they would welcome this. Further discussions were had around grade boundaries and that next year's data would be much more accurate and a truer representation of progress. An error was noted in the data narrative for computing. RGT apologised and confirmed he would update and resend.

Governors discussed mock exams and the impact of these and the perception that some students may not take them as serious as they should. The potential reasons for this were discussed along with potential strategies to rectify this.

A discussion was also had around getting the balance right between making changes to improve and the impact this has on staff and their workload.

The conversation was concluded with an agreement of tasking the C&S committee to further monitor the concerns raised around year 13 data and the strategies in place to improve this, as well as the tensions around school improvement and workload.



## HECKMONDWIKE GRAMMAR SCHOOL

### 4. Minutes from the previous meeting and sub-committee meetings

Previous FGB meeting - JH noted a typo to be corrected. The minutes were signed off as a true record of the meeting.

C&S - KW gave an overview of what was discussed at the meeting, noting staff well-being, Alps, pay progression and the Headteachers performance review. RNO noted his name needed adding to those that left the meeting before pay progression item was discussed.

F&R - JH gave an overview of what was discussed at the F&R meeting. He noted that the auditors attended the meeting to talk through the audit completion report and the Financial Statements for 2022-23. He advised the board that the committee received a thorough update and that they were recommending approval of these, to which the board agreed. JH also updated the board on the catering tender process, works carried out at the school and banks and investments.

### 5. School Evaluation Form

PDR explained this was a snapshot of where the SLT believe the school is at the moment. Governors agreed it was a fair and comprehensive assessment.

### 6. School Improvement Plan

PDR noted this had been redesigned this year to include a front-page summary and a tab for each area providing lots of detail. He noted this was a live and operational document to be updated throughout the year, he then opened to questions.

RNO asked for clarification on parts of the leadership and management section, specifically surrounding workload and welfare. A robust discussion was had around this in which the 1265-hour time budget and staff well-being were discussed. The staff governors RNO and NSE informed the board of a recent well-being meeting that was well attended by staff and of some of the things that came out of it, leading to governor questions and robust discussion. Governors were informed that a staff survey would soon be issued to continuously receive staff feedback and opinion. The board noted they would welcome the results of this. The conversation was concluded with governors agreeing this should be monitored, initially by the C&S committee and reported back to the full board.

Linking to the section on developing international links, PDR updated the board on his recent trip to China, how it came about, what it entailed and the potential opportunities for both staff and student exchanges in the future. This prompted discussions around the possibility of teaching more languages in school such as mandarin Chinese, Arabic etc.

It was noted that the SIP suggests identifying a mental health/well-being link governor. It was agreed this was a good idea and the board were to consider who would be best placed to do this.

The board agreed the plan was very comprehensive and included some good action points and that it would be interesting to see the outcomes. They agreed that the SIP should be a standing item on the FGB agenda so that progress can be monitored and evaluated.

#### 7. Pay policy

The chair noted this was on the agenda for the final formal approval following those changes made following previous governor review. The board agreed they were happy to approve.

#### 8. AOB

The chair wanted to note the recent results of the Parent Power Survey and congratulated PDR and the whole staff body on being named the Secondary School of the year. The board asked for their thanks to be passed on to everyone within the school.

JH then asked governors for their feedback on the recent training, noting it was relatively basic, but a good and useful refresher for governors. It instilled some important points and prompted some good practice reflections, especially around the Nolan principles. This led to a discussion around the importance of punctuality and attendance of meetings, as well as commitment to the role. Governors discussed the possibility of implementing sanctions for non-attendance if apologies are not given in advance. It was agreed this should be down to the discretion of the chair. The suitability of the current 5pm start time was also discussed with the board agreeing it was fine to remain as is.

Governors suggested the work plan of the board should also be a standing item on the agenda to further promote the effectiveness of the board.

Governors were thanked for their attendance and the meeting was adjourned.

Actions		Who
1.	Update and resend Computer Science narrative	RGT
2.	Further monitor concerns raised around year 13 data and the strategies in place to improve this	C&S committee
3.	Ammend committee minutes with errors identified	JDN



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4.	Further monitor staff wellbeing following recent meeting and feedback to full board	C&S committee
5.	Discuss and appoint a Mental Health & Well-being governor	FGB
6.	Ensure the SIP and FGB work plan are standing items on the FGB agenda	JDN

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

Signature:

Jonathan Hodgson  
Vice Chair of Governors