



HECKMONDWIKE
GRAMMAR SCHOOL

Full Governing Body Meeting Minutes

Time & Date:	5pm – Thursday 2 nd October 2024
Venue:	In school
Governors Present:	Derek Cross Michele Brooke Matthew Pinder Mohammed Hans Nicky Stokoe Mark Tweedle Sue Doubell Peter Roberts Keith Wilson – virtual Jonathan Hodgson – joined late
Non-Voting Attendees:	Natalie James Richard Tipler Nicky Thomas Jody Dunn – Clerk James Longridge – left after presentation
Meeting Quorate:	Yes

1. Welcome & Apologies

JDN opened the meeting and welcomed all to the AGM. She noted apologies from David Hall and Ross Oxby and advised that Jonathan Hodgson would be joining later on Teams.

2. Declarations of interests - none

JDN requested that all governors complete their declaration of interests form and return it asap.

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 were in support of the reappointments.

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 chair of the C&S committee, and Jonathan Hodgson, would remain as the chair of the F&R committee. Again, all governors were in support of this.

5. Sixth Form Improvement Strategy

JAL presented the Sixth Form Improvement Strategy to governors, explaining in detail the current position, the vision, where he and the SLT want the Sixth Form to be and what needs to be done in order to get there. JAL referred to the strategy booklet circulated and explained the appendices that included a data overview, the data collection protocol, the Teaching and Learning Framework, the Quality Assurance Overview, Student Expectations, Guidance on Targeted Support and the Referral System Guide.

He closed the presentation with a summary and opened to questions.

Governors firstly thanked JAL for the very informative presentation. A discussion was then had around Alps, with some governors suggesting they would benefit from a short training session. RGT agreed he would organise this.

A robust discussion was then had around staff workload given the new requirements, with governors asking if there had been any feedback from staff on how this is going and if any support was needed. JAL explained the process of checking not marking, as well as the QA processes and discussions that take place in SLT link meetings. Further discussion was had around the differences between homework and directed study and the skills required to work indecently.

Governors questioned how we pick up those students who might be falling behind or potentially not on the most suitable course, leading to an in-depth explanation. Governors also asked the same of the students who are doing well and how this is acknowledged etc.

Robust discussions were had around internal/external students, the transition period and induction, as well as the teaching and learning strategies in place.

Governors once again thanks JAL for the very comprehensive presentation and congratulated the school on the fantastic results achieved this summer and improvements made so far.



HECKMONDWIKE GRAMMAR SCHOOL

6. Terms of reference and Governor code of conduct

Code of conduct - JDN noted that the code of conduct had been rewritten since the Governance Handbook had been withdrawn and was now based on the NGA model code. Governors noted a couple of amendments agreed its approval. All governors were asked to sign to confirm they had read and would adhere to the code.

Terms of Reference – Governors highlighted two updates to the document before agreeing to approve them.

7. Minutes of previous meeting and matters arising

FGB - NJJ feedback on the actions of the last meeting, providing answers to the questions governors had asked. All asked were complete and the minutes were approved as a true record of the meeting.

C&S –KW gave overview of meeting, updating the board on what was discussed. The board endorsed congratulations to all staff and students on the amazing GCSE and A level results and suggested they should write to staff to congratulate them. This was agreed.

F&R – NJJ updated the board on the items discussed at the F&R meeting in JH's absence. She noted the going concern was being recommended for approval, prompting MT to give a little more information. The board agreed to approve. A discussion was then had around succession planning for the F&R committee and the potential requirement of needing to recruit a governor with a financial background. A discussion was had around this, with JDN agreeing to creating an advert.

8. Executives summaries

As usual PDR ask governors if they had any comments/questions in relation to any of the executive summaries.

Governors noted it was good to see there had been a reduction in exclusions, resulting in a discussion about behaviour at HGS in comparison to some other schools in Kirklees. A discussion was had around the new attendance guidance, and governors noted they had no questions in relation to the safeguarding information provided.

Governors then asked for an update with regards to the entrance exam and the results that had recently come in. RGT advised governors of the current positive and gave some basic stats, including that the new paper appears to have had a positive impact on pupil premium

students. He updated on the judging of the creative writing and how this had gone. He concluded advising that he feels the school leaders and governors made the right decision when changing the entrance exam provider for a number of reasons and that he thinks other grammar schools will soon follow suit.

Robust discussions were then had around the data i.e., how many of those sitting the test/meeting the standard were from the local area etc.

The discussion then moved to the Year 12 admissions and the percentage of main school students stayed on into the sixth form. A robust conversation was had around the reasons students choose to stay and go elsewhere as well the strategies in place for retaining students. It was agreed that PDR would provide a paper on this for discussion at the next C&S meeting.

9. Recruiting local children to sit the entrance exam

JDN advised that this item had come as an action from the previous meeting, and that in his absence, DH had provided some information around his thoughts. A lengthy discussion was had around this, with governors discussing their many theories as to why more local children don't sit the test and what could be done in an attempt to change this. Governors agreed that it was a good idea to forge relationships with local primary schools, though PDR explained what we already do, and the difficulties we have been faced with. Further discussion was had around the catchment area, as well as how much things have changed over the years.

PDR advised that the biggest question for him would be 'Should we be serving the local community, or providing a first-class education to anyone who could access it? This prompted another discussion, again reverting back to how the school can engage more with local families and schools, with some ideas being shared. Governors noted it would be interesting to which schools' students were coming from etc.

The item concluded with governors suggesting that a working party is established to explore this further. JDN advised she would follow up to see who would like to be involved.

10. Child Protection & Safeguarding Policy for approval

SD noted that she had worked with SAT to update and review the policy, adding her thanks for his efforts. Governors were in agreement to approve the policy

Actions		Who
1.	Arrange an Alps Training session for governors	RGT/JDN
2.	Make suggested amends to Terms of Reference and Code of Conduct	JDN
3.	Write to staff to congratulate the fantastic summer results	DC
4	Start the process of recruiting a governor with a financial skill set	JDN



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5.	Establish a working party to come up with ideas to promote the school in the local area and encourage local children to sit the entrance exam	FGB/JDN
6.	Prepare paper around strategies for retaining Y11 students for next C&S meeting	PDR

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

Signature:

Derek Cross
Chair of Governors