



HECKMONDWIKE GRAMMAR SCHOOL

Full Governing Body Minutes

Time & Date:	4.45pm – Thursday 10 July 2025
Venue:	In school (NJL)
Governors Present:	Derek Cross (DC) - Chair Sue Doubell (SD) Keith Wilson (KW) Mark Tweedle (MT) Ross Oxby (RNO) Matthew Pinder (MP) Michelle Brooke (MB) David Hall (DH) Nick Cockerill (NC) Jonathan Hodgson (JH) Mohammed Hans (MH) Peter Roberts (PDR) – Headteacher
Non-Voting Attendees:	Nicky Thomas (NJT)– Deputy Headteacher Richard Tipler (RGT)– Deputy Headteacher Natalie Loxley (NJL) – Finance Director Simon Taylor (SAT) – Assistant Headteacher Jody Dunn (JDN) – Clerk
Meeting Quorate:	Yes

1. Welcome & Apologies

DC welcomed all to the meeting, noting it was great to see KW back in school and passed on heartfelt condolences on behalf of the board. JDN advised there were no apologies, however JH and MH had advised they would be arriving late.

2. Declarations of interests - none

3. Minutes of previous meeting, sub-committee meetings and matters arising.

The minutes of the previous meeting were approved as a true and accurate record of the meeting. JDN noted all but one of the actions were complete, and the one outstanding, to write a letter to the House Staff, was to be done at the end of this term.

C&S – KW gave an overview of the items and discussions at the C&S committee meeting held the previous week.

F&R – on behalf of JH, MP gave an overview of the items and discussions at the F&R meeting held the previous week and advised that the F&R committee was recommending the approval of budget and 3-year forecast to the FGB. A discussion was had around this and the positive position the school is now in following the action taken. The board agreed the approval of the budget.

Following MP's update, a discussion was had around the ongoing building works, with NJL informing the board of the position since the F&R meeting, largely around the tender report for the planned redevelopment of the Middle Yard. NJL advised that she had now received the report and that the costs are significantly higher than originally quoted, therefore requested the boards approvals to go ahead, advising that a decision had to be made ASAP to ensure the work would be complete for September. Following a discussion, this was agreed, however governors asked for the documentation to be shared on Governorhub to allow the opportunity for any observations/comments. NJL confirmed she would do this.

4. Executive Summaries

SAT opened the item with the Attendance, Behaviour and Safeguarding Summary, noting he would highlight the key points, firstly the positive attendance data and the recent accolade of having the best attendance rates in Kirklees. He also highlighted the behaviour data, and in particular the increase in the number of suspensions. Governors asked if he was aware of the reason for the increase, resulting in a lengthy discussion around the reasons for each and the analysis that had been done around it. It was highlighted that year 7 is where the majority of suspensions had occurred, however not many were repeat offenders, indicating the punishment had had the intended impact. It was also noted that sixth form students with a Pakistani heritage had an increased number of learning-linked behaviours, prompting a discussion around the potential reasons for this.

A discussion was had around the bullying data and MT pointed out that there are more incidents reported by parents than students. SAT gave an insight as to why he thought this might be and the potential things that he planned to do to ensure these figures are more aligned moving forward.

Governors noted the positive outcome of the safeguarding audit and thanked SAT for his work. SAT then left the meeting.

DC advised the rest of this item would take its usual format in that governors were welcome to ask questions on any of the reports circulated and read prior to the meeting.

RGT made governors aware that there had been some changes within the admissions and appeals report since it was produced. In this report, MT noted that the increase in number of students from within the catchment areas was positive and highlighted the increase in class sizes owing to the number of successful appeals. RGT noted that it is beneficial for us to be



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over PAN as it eliminates the need to run in-year tests should a place become available and in turn reduces any further appeals. Discussions were had around the potential impact on the quality of education and teacher workload owing to this.

RGT then informed the board of the number of registrations received for the September 2025 entrance exam, again noting a significant increase on the previous year's numbers. This led to a discussion around the capacity and the logistics of running the test. RGT confirmed there were different models that could be used, but this was something to discuss in future should we need to.

SD asked about the sixth form experience day and how this had gone. RGT advised it had gone well, informing that there were more in attendance than planned. He gave a brief overview of what the day looked like and noted some learning points to bear in mind for future years. He said the feedback was largely positive with only one student saying they had had a poor experience.

MT noted there were no outcomes data for sixth form, to which RGT advised this was because it had not yet been input following the latest exams. The data deadline for staff was this coming Monday.

The HR report was discussed, with MT questioning the temporary posts. PDR confirmed these were due to maternity leave, and confirmed a full complement of staff for September.

The School Community report was the next to be discussed, with DH congratulating the school on the significant amount of money raised for charity this year. He also asked if the school would consider paying for the music exams of pupil premium students, given music lessons were paid for. PDR noted this was a good point and that he would look into it.

MP asked about PDR's visits to local primary school and how they had been received. PDR advised they had been very positive and gave the format of how they had run. He advised that he was waiting to find out if it would be possible for him to attend the Kirklees Primary Heads meeting to speak to them collectively.

5. Articles of Association Update

DC advised governors were required to consider and, if thought fit, approve the adoption of new articles of association. It was noted that the principal changes introduced by the new articles of association are in keeping with the latest DfE model Articles which were released in June 2021, as previously discussed.

Governors noted they were happy to recommend a written resolution to the members to update the Articles of Association and for the funding agreement to be signed however, they had a question on each.

Articles of Association: 12B. says "There must be a majority of Members who are not also Trustees". This isn't the case for HGS as we have 4 members, 2 of which are also trustees? Does this therefore need changing? We have a member meeting on Thursday so quite quick to turnaround.

Funding Agreement: The new deed doesn't note student numbers and the details from previous agreements.

NJL noted she would go back to the solicitors for clarification, before being referred to the Members for formal adoption.

6. School Development Plan

PDR presented the school development plan, noting the progress stats on the front page, highlighting the progress made and prompting discussions around various sections. A discussion was had around Ofsted, the new framework and the likely new focus on student outcomes.

7. Long-term strategy and vision for the future

DC reminded the board that this item had been requested at the previous meeting and advised it would be an opportunity to brainstorm some initial thoughts on the long-term strategy and vision. It was not expected that any decisions would be made at this meeting. He drew governor attention to the supporting paper provided as a starting point. PDR also tabled a document outlining the school's current ethos, values and aims. He informed of the process as to how these were established and advised that he would like to do something similar to create a clear vision for the future and he would like to involve all stakeholders in to ensure all are on board and aligned to a common goal. He advised governors that feedback suggests that the vision is currently unclear to some staff.

A robust discussion was had, with governors sharing ideas and suggesting potential ways in which to move forward. The future of the sixth form was discussed, as well as the potential of homing in on the big subjects where the school really excels. The catchment area was noted as a recent hot topic and how this could be incorporated. Governors also talked about the kind of people they want students to be when they leave HGS.

NC advised that in his experience, the best way to move forward with this was to go back to basics and create an action plan detailing the process to go through in order get to where you want to be, ensuring that each part of the journey is measurable. He added the need for all stakeholders to have an input to ensure subscription and engagement. Further discussion was had, and the item concluded with NC agreeing to support the school with making a start with this, before taking it back to the board.



8. Governor Visits Update

MP updated the board on the recent admissions' appeals review. He advised the committee had reviewed all cases and ensures the policy had been adhered to. He advised that the committee had offered a place to one child based on detriment.

MT provided an overview of the interpretation of the entrance exam data meeting, noting it was very useful. He asked PDR how he felt this had concluded, to which PDR advised modelling the data in different ways had reinforced that the school had done this in the most fair and transparent way, but would continue to review on an annual basis.

SD advised that she had visited recently and met with her safeguarding, SEN and staff-wellbeing links. She advised she had seen a lot of positive things going on, in particular the SEN transition and the development of a staff well-being policy.

9. Policies for approval

- Complaints – this was just to note following governor recommended updates at the last meeting. Approved.
- Carer's policy – Approved.
- RNO made some observations around the careers team taking over UCAS and the potential conflict of interest, capacity etc. A discussion was had and PDR explained the reasoning behind this and reassured of the processes in place.
- Carers Strategy – Approved subject some minor amends of errors identified
- Provider access statement – Approved subject to some minor amends of errors identified
- Work experience policy – Approved.

10. AOB

JDN advised the board that JH's term of office was due to expire at the end of the month and that he had expressed an interest to remain on the board for another term. JDN asked the board to support this, to which they confirmed they were happy for JH to remain on the board.

JDN thanked governors for taking the time to complete the Skills Audit and advised she had now analysed the responses, noting that various training sessions would be provided in the new academic year on the areas where multiple governors felt they required further training. She advised she would also sign post governors to e-learning courses to address other areas.

JDN advised of the meeting dates for the next academic year.

PDR thanked governors for their continued support.

Actions		Who
1.	Share tender report on Governorhub	NJL
2.	Look into paying for music exams for PP students	PDR/NJL
3	Create an action plan for creating a long-term strategy and vision	PDR/NC
4.	Make suggested policy edits	JDN to pass on to HR

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

Signature:



Chair of Governors