

## Minutes of the Governing Body of Heckmondwike Grammar School Governors

Wednesday 7<sup>th</sup> December in room 1.15/1.16 at 6.00pm

**Present:** Mrs S Ahmed, Mr Z Aziz, Mr AK Atherton, Mr N Barker, Mr N Bulley (Headteacher), Mrs S Doubell, Mr D Cross, Prof J Donnelly, Mr S Eakin, Mr S Hafez, Lt Col Haider, Cllr D Hall, Mr G Harris, Mr J Hodgson, Mr J Longridge, Mr M Pinder (Chair), Mr P Roberts, Mr K Wilson

**Non-voting:** Mr J Flynn (Business Manager), Dr S T Gregson, Mrs S Waterhouse (Clerk)

Apologies – Mr E Ineson

3.53 Declaration of Interests – None declared

3.54 Minutes of Previous Meeting of the Governing Body 18<sup>th</sup> October 2016 were agreed as a correct record.

(i) Matters arising there was none.

3.55 **Head Teachers Report**

Mr Bulley introduced and welcomed the Head Boy, Golibe Ugoji to the governors, advising that the Head Girl was unavailable as she was in Cambridge for an interview.

Mr Bulley handed over to Mr Roberts to inform governors of a proposed change to the admissions policy. Mr Roberts advised governors that significantly more students had passed the entry test this year, if enough paper requests were received to come to Heckmondwike Grammar we would look to take an extra 30 to create an additional form group. Governors were advised that in the long term if we were to have 7 form groups it is likely that more students will stay in our sixth form, creating a higher ability sixth form. Governors discussed the implications of taking an extra 30 students into year 30, agreeing the positives outweigh any negative impacts, intake of 210 pupils at year 7 from September 2017 as a one-off was approved.

### **School Review**

Mr Bulley informed governors that Mr Thornley and Mr Maddison had been in to carry out a review of the school and that they would produce a written report, which will be sent to the school in the coming days. Mr Bulley felt that there were no surprises with the outcomes; the reviewer's assessment was that we are a good/very good school. Leadership and management are building a strong community, support and guidance is outstanding. Teaching and learning, however, could be inconsistent and variable, in some cases staff is not making sure students have engaged as a group.

Student feedback as part of the audit highlighted space as an issue. Students have said that they do not feel they are rewarded enough, they sometimes feel left behind and that some teachers can be dismissive. There was particular criticism of maths and science from new students, Mr Bulley advised that the departments are looking at putting extra classes on in the future.

Governors discussed whether rewards would make a difference. The Head Boy suggested that a better rewards system would make a difference, it would inspire students to do well and be the ones receiving awards.

Mr Bulley advised governors that there had been a rumour he had cancelled all trips which is untrue. He informed governors that the cost of covering lessons due to extra-curricular activities was phenomenal. Cover was the single biggest over spend for the previous academic year. Mr Bulley advised governors that staff are expected to try and provide cover within their own departments. Unfortunately two language trips had been cancelled, one was due to the health of a member of staff, the other was because the member of staff initially organising the trip is leaving. The Head Boy suggested that this be communicated to students and parents. It was also discussed and agreed to provide a list of trips to help parents plan and budget for future.

Mr Bulley informed governors that SLT had had a Saturday away day to review the school development plan to see how it is impacted from the review, Mr Bulley is to collate all of the reviews and will feedback at a later date.

### **RAISEOnline Report**

Exam results had already been examined in detail by the Curriculum Committee. Since that meeting RAISEOnline had been produced, Mr Roberts advised that although the Progress score was +0.27 (rounded to +0.30 he was airing on the side of caution that we are described as very good.

Mr Roberts went through his report and data with governors.

Some of the data discussed include:

- Boys are slightly over achieving whereas girls are substantially over achieving
- Classical studies – Latin has been delivered via distance learning which has led to some issues which the department are aware of. Latin is no longer being offered.
- English – Over a number of years English language results have fluctuated, results are not where we would have liked them to be, although they are strong compared to the national average. An action plan intended to deal with underperformance has been in place for the last 12 months. Mr Roberts advised the department are considering having a group of students removed from their current group and put into a new group with an English teacher. Governors were also advised that in English there will be a girl of the week and a boy of the week.
- Humanities are over performing
- Languages results are disappointing. All students study at least 1 language. The department have been aware for a while that there are problems. A specific and prescriptive action plan is being put together.
- PE is a worry and has been for the last couple of years. Mr Roberts advised governors that he line manages the PE department that he is paying particular attention to the specification and the new specification for year 10's coming in from next year.

- (i) Trust 4<sup>th</sup> October 2016 were received and approved.
- (ii) Curriculum Committee 13 October 2016 were received and approved.
- (iii) Finance and Resources Committee 4<sup>th</sup> October 2016 were received and approved.

**3.57 Financial Matters**

- (i) The Annual Report and Statement of Accounts were received and approved
- (ii) Audit Management Letter: no concerns raised

Mr Flynn advised governors that the auditors raise issue with the governor's register of interests as part of their year-end audit. Depending on what is on these forms allows us to complete our statement of accounts properly. There had been a couple of cases where the auditors had checked on Companies house to make sure that governors had declared everything on their register of interest form. They found that in two cases that governors had not declared their interests in companies that they were involved with. Auditors have suggested that governors declare everything, Mr Flynn will follow up with individuals if needed.

**3.58 Building Matters**

Mr Flynn informed governors that two CIF bids had recently be submitted, he will retrospectively show governors the bids at a later date.

**3.59 Safeguarding**

A verbal report was given by Mrs Proud on the facts and figures relating to child protection referrals and the current caseload of the counsellor in school. The support provided by the counsellor, school nurse and pastoral team in school continues to be stretched, yet provides an essential support service for the students and some staff.

An update was given on child protection training – 5 new staff will receive induction training in January, otherwise all staff are up to date. There is one governor (DG) who still needs to complete induction child protection training. Two others (AA and EI) need to complete refresher training since theirs has now expired.

A new electronic system (CPOMS) is currently being implemented and is proving to be an excellent investment. Currently all new referrals are being put straight onto this system and Mrs Proud is working through the addition of existing cases to the system.

Mrs Proud thanked Mrs Vicky Maynard for her support during the time she was Safeguarding and SEN named governor. Mrs Sue Doubell has kindly agreed to take up both positions with immediate effect, drawing on her expertise in these areas, and will meet with Mrs Proud and Mrs Barton (SENCo) in January.

**3.60 Policies for Review**

The following policies were approved:

- Year 7 Admission Policy 2016
- Anti Bullying Policy 2016
- SEN Information Report 2016
- Sixth Form Admission Policy 2017
- Staff Attendance Policy 2016
- Child Protection Policy 2016

## Safeguarding Policy 2016

Yr 7 Admissions Policy – Governors voted and accepted the changes to the policy  
Changes to the sixth form admission policy were accepted.

Governors are to revisit the Safeguarding policy at a future date.

### 3.61 **Development Session**

Mr Bulley went through his report with governors, the report was put together based on the feedback received, which highlighted areas of strengths and weakness. Governors commented that it would be worth creating our own in house skills audit. A discussion around the size of the governing body took place, some governors said they felt it was beneficial to have quite a large governing body, as it leads to a strong presence at sub committees. One governor said he doesn't sit on any sub committees and that tonight's meeting had been the most informative one he had been to for two years. All governors were advised that they can attend any subcommittee meeting rather than having to rely on the minutes at a full governing body meeting.

It was agreed to put together a Reconstitution Task Group, whose task will be to look at the size of the governing body. Volunteers were asked for and agreed within the meeting, the task group consists of Mr Cross, Mr Longridge, Mr Wilson, Mr Aziz and Mr Harris.

### 3.62 **Any Other Business**

Mr Bulley reminded governors the Senior Prize Giving is taking place on the 4<sup>th</sup> January and invited Governors to attend. Andy Gale, cricketer, is the prize giver this year.

The meeting closed at 8.46pm