



MEETING OF THE LOCAL GOVERNING BODY

Minutes of the Full Governing Board Meeting held on
16 May 2022 at 5.30pm, Microsoft Teams

Present

Governors:

Mr Mark Coles (MC) - Chair of Governors
Mr Mark Patterson (MJP) - Principal/Governor
Mr John Brown (JB) - Foundation Governor
Mr Paul Askew (PA) - Co-opted Governor
Mr Gary Moss (GM) – Co-opted Governor
Mrs Lynne Milton (LM) – Parent Governor
Mrs Emma Leach (EL) - Parent Governor
Mr Chris Woodbury (CW) – Staff Governor

In attendance:

Miss Anna Nightingale (AN) - Vice Principal
Mr Simon Cooke (SAC) - Vice Principal
Mrs Kate Tandy (KMT) - Vice Principal
Mrs Debbie Warner (DW) - Clerk to the Governors

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| 1. | Apologies for absence |
| | Apologies for absences were received and accepted from Brad Panther and Alan Winchcombe. |
| 2. | Declarations of Interest |
| | None declared. |
| 3. | Elections |
| | The Chair welcome Gary Moss as coopted governor to his first meeting. The Chair thanked Gary for his participation in a recent panel hearing. |
| 4. | Approve minutes of meeting of 28 February 2022 |
| | The minutes of the last meeting were considered to be an accurate account of proceedings. |
| 5. | Matters arising |
| | <p>Discussion at the last meeting around the Local Authority's recommendation that the LGB should have a nominated link governor for looked after children. Lynne Milton has agreed to take on this responsibility.</p> <p>MC progressed terms of reference for link governors.</p> <p>ACTION: MJP TO PROVIDE BULLET POINTS FOR TERMS OF REFERENCE</p> <p>A governor thought projections looked good for the sixth form and thought it may be a good time for the sixth form to be a focus for the next governor visit. After discussion, it was agreed that it would be more sensible to do a visit in the last few weeks of term/Autumn term as Year 13 students were in the process of doing exams and will then be leaving the sixth form. PA and MC volunteered to do a sixth form visit. Sixth form data had been corrected from the report in the May 2022 meeting.</p> <p>ACTION: END OF SUMMER/AUTUMN TERM GOVERNOR VISIT TO SIXTH FORM – AN/VKR</p> <p>Governor visits: SAC had given dates to governors on several occasions but the visits had not materialized as there was not enough governor response. He added that, although it was important to have structured visits, governors could attend some of the end of year events. It was agreed that a programme should be put together for next year with a more blended approach: governor visits will be reduced to 2 per academic year with more governor attendance at events. A governor also noted that the ICT visit did not go ahead and is keen for this to</p> |

Signed:

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remain on the agenda for the Autumn term. MS in his capacity as training link governor agreed to schedule and follow up on governor visits and attendance at events.

ACTION: ENSURE A GOVERNOR VISIT ON ICT IS SCHEDULED - MS

6. To ensure accountability of the SLT for the educational performance of the school

6.1 To receive the Principal's Report (MJP)

The Principal updated governors on the key points in his report. He was pleased to report that Covid numbers for both staff and students had reduced dramatically, causing minimal disruption to the school. SLT have worked on the "Good to Great" document and a draft version has been shared with governors.

The Principal advised that there had been a flurry of resignations which is normal for this time of year. The school currently has 7 vacancies open. He added that there were several members of staff who were leaving the profession altogether which was an indicator of the workload and stress in schools currently.

Questioning/challenge:

- **A governor enquired how the "Good to Great" document can be reconciled with the SDP, which is a yearly plan**
- **The Principal informed governors that there is unlikely to be an Ofsted inspection within 4 years which gives the school the opportunity to plan long term. Both documents can therefore work alongside each other**
- **A governor asked if the school should be concerned that 3 out of the 7 members of staff leaving were Heads of Department**
- **The Principal was aware that one leaver was due to personal reasons but exit interviews are conducted in order to capture how they are feeling**

The report also contained an update on upcoming exams which were being held for the first time in 2 years. AN added that Y13 data is not as positive as hoped which could be pandemic related. Nevertheless, an enormous amount of work is being done by the way of Masterclasses in order to make continued improvement right up to exams.

Questioning/challenge:

- **A governor asked how students are dealing with exams**
- **AN said there has been a lot of anxiety and realization that exams will be going ahead this year. Staff have done a lot of work with students around mental health and coping strategies and Masterclasses will continue to support students up until half term**

KMT updated governors on the pastoral section of the Principal's report. She was pleased to report that attendance remains significantly higher than the national average. She also updated governors on suspension data and managed moves. Wellbeing: Staff workload focus group continues to meet and a survey has gone out to staff to determine any issues. A new communications policy and email protocol will hopefully help address work/home life balance.

Questioning Challenge:

- **A governor asked if there are wellbeing champions in the school.**
- **No, some of the strengths of HBK such as camaraderie of teams and the feeling of being supported by SLT. The school continues to have wellbeing weeks and the HBK Heroes initiative where students write cards of appreciation to members of staff help with morale.**

KMT informed governors that the biggest issue for students is around mental health and anxiety which has been exacerbated by lockdown. The exam season has also heightened anxiety.

**ACTION: GOVERNORS TO FEEDBACK ANY COMMENTS ON GOOD TO GREAT DOCUMENT TO THE PRINCIPAL
KMT TO PRESENT MANAGED MOVE INFORMATION TO GOVERNORS AT FUTURE MEETING**

6.2 To review SDP 2021/2022 (MJP)

The Principal highlighted changes and updates to the SDP. SAC updated governors on aspects of Teaching & Learning and advised governors that HAT features are being displayed in classrooms to remind students of how to be better learners. A governor thought it would be useful to receive the presentation SAC referred to on Teaching & Learning monitoring.

Questioning/challenge:

- **A governor asked if TAs would be able to articulate the HAT features.**

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- We have not tested them and their practice does not give them the opportunity to verbalise this. However, our perception would be that they would be able to.

ACTION: GOVERNORS TO BE SENT TEACHING & LEARNING MONITORING PRESENTATION - CLERK

6.3 To receive a spring/early summer term review and Safeguarding report (KMT)

KMT updated governors: Suspensions have spiked significantly to 43 for the Spring term which is higher than normal. 9 students were involved in the same incident. Historically, HBK has been below the national average. Meta data does not reveal any patterns of concern and disadvantaged students are a low proportion of these suspension numbers. Blue Room numbers are broadly in line with other years. Lesson monitor data: The number of 1s (poor behaviour in class) has crept up slightly. The school is preparing for the introduction of Arbor from September and is looking to adopt a more streamlined process to monitor behaviour. KMT added that there have been lots of positive things going on: Y10 work experience is back with 265 students already securing a work placement and work continues to find the remaining students a placement. Other activities include Prom, celebration awards, Taster days and Legacy awards which will be happening towards the end of the summer term.

Questioning/challenge:

- A governor asked if the Blue Room is staying due to the changes Arbor will have on monitoring behaviour
- Yes, it is important to keep elements of behaviour management that work and reflective practices should not be removed
- A governor referred to 3 racial incidents that were outlined in the report
- Although we have trained up anti-bullying ambassadors, this has not got off the ground as much as hoped for. There is still a slight reluctance to report things and we need to keep working on this. Diversity Champions are producing an education package and conversations are taking place around certain words may cause upset. The Diversity Drop down day will be key to addressing issues like this.

KMT presented a safeguarding report: Numbers of logs on MyConcern continue to increase but rate of increase has slowed down recently. The school's Welfare Manager has taken on the training role in Mental Health. The school will employ an extra Student Support Officer in Sixth Form to add capacity to the safeguarding team. There are still high numbers of students accessing alternative provision as this proves successful for students. Supporting new families from Afghanistan and Ukraine is in place to help them settle in, although language is the biggest barrier. BAP has been bringing Dottie, the school's therapy dog into school which is proving a massive hit.

Questioning/challenge:

- A governor asked how responsive the safeguarding team are over other issues such as eating disorders and how much support do students receive.
- Different training sessions are offered to staff to identify a range of mental health needs and training sessions are held regularly. The pastoral team receive talks from different organisations and charities and the school is confident that staff know what to look out for.

6.4 Governor self-evaluation (MJP/Chair/PA)

The Principal informed governors that he had had a productive meeting with MC and PA to progress the governor self-evaluation form and a second meeting is planned and will bring it to the next meeting.

ACTION: SELF EVALUATION DOCUMENT TO BE PRESENTED AT NEXT MEETING

6.5 Governor visits – opportunities to attend school:

- Diversity Drop Down Day – Monday 18 July
 - Year 6 Taster Evening – Wednesday 6 July
- This item was discussed in matters arising.

7. Communications policy document discussion (KMT)

KMT updated governors on the proposed Communication policy and email protocol. It was agreed that KMT will send out the policy for governors for comment/approval outside the meeting.

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ACTION: DISTRIBUTE COMMUNICATION POLICY TO GOVERNORS FOR COMMENT/APPROVAL - KMT

8. AOB

Lockers

A governor reflected of scaling down of lockers at the school and felt that this was the wrong direction of travel. Students are carrying around large amounts all the time with some students cycling into school.

KMT advised governors that Year 7 are able to request a locker but due to the size of the school, lockers can be a long way from their classrooms and are often not used. A governor thought it was not sufficiently advertised to students that lockers are available if they want one.

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Date:

04/07/2022