



MEETING OF THE LOCAL GOVERNING BODY

Minutes of the Full Governing Committee Meeting held on
Monday 4 December 2023 at 5.30pm, Room 136

Governors: Mr Mark Patterson (MJP) - Principal/Governor, Mr Alan Winchcombe (AW) – Co-opted Governor, Mr John Brown (JB) – Foundation Governor, Mrs Lynne Milton (LM) – Parent Governor, Mrs Victoria McGregor – Co-opted Governor, Mr G Moss – Co-opted Governor, Mr Steven Ragdale (SR), Staff Governor

In attendance: Miss Anna Nightingale (AN) - Vice Principal, Mrs Kate Tandy (KMT) - Vice Principal, Mr Matthew Pinder (MIP), Mr A Heath (AJH) – HBK Safeguarding Lead, Mrs Debbie Warner (DW) - Clerk to the Governors

1.	Apologies for absence (Clerk)
	Apologies of absence were received from Mark Coles, Mike Shaw and Paul Askew.
2.	Declarations of interest (Clerk)
	The Clerk confirmed there were no conflicts to note.
3.	Safeguarding update (Tony Heath – HBK Safeguarding Lead)
	<p>Governors confirmed they had received and read Students Services report prior to the meeting. AJH highlighted areas of note contained in his report:</p> <ul style="list-style-type: none"> • MyConcern continues to be used effectively within whole school safeguarding practice and staff use it appropriately. • Numbers of concerns have increased (again, year on year), as have subsequent referrals to external agencies for support. • Wellbeing and mental health along with a significant rise in school refusal and non-attendance are the leading issues. This reflects the national patterns of emotionally based school avoidance (EBSA) and the rise in persistent absent rates, 22.3% overall and 28.3% for all secondary schools. Prior to covid this was between 10 and 12%. • Increase in workload with a need for further resourcing to respond to this; staffing/rooms/offices. • Need to revisit the post of school Family Worker/Home-School Liaison Worker. • Any outstanding governors/trustees must complete their safeguarding training. • Numbers of students accessing Alternative Provision has increased and the profile of students using this facility is changing. • Medical Room visits up by 20%; high % of students using this facility due to anxiety. • Admissions: AJH added that the school remains popular with c.700 student applications for Year 7 for this September. Number of appeals are also up which generates increased workload. <p>Questioning/challenge:</p> <p>Q: A governor asked if a practitioner carries out home visits by themselves.</p> <p>A: Yes, sometimes if it is safe to do so but is dependent on the situation. 2 members of staff visit or do a doorstep visit; staff safety is always considered.</p> <p>Q: Is there an expectation to include more provision relating to EHAs (Early Health Assessment)?</p> <p>A: Student Support Officers spend many hours to submit EHAs only to be rejected.</p> <p>Q: Why is EBSA such a big category?</p> <p>A: This is a cohort of students who feel unable to attend school; this represents a national picture of declining attendance which is a consequence of lockdown.</p>

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	<p>3.1 SCR Update – Alan Winchcombe</p> <p>Alan Winchcombe has visited the Trust in November 2023 to monitor the SCR. He was pleased to report that the oversight of the SCR by senior leaders continues to be robust. He advised governors that there continues to be a small number of governors who need to complete the required KCSIE update training.</p> <p>The Chair thanked AJH for his very thorough report. AJH left the meeting.</p>
4.	To approve minutes of the meeting of 2 October 2023
	Minutes of the meeting were deemed to be an accurate reflection and would be signed off by the acting Chair.
5.	Matters arising
	<p>Governor Training: MIP advised Governors that the school has subscribed to the National College and demonstrated some of the many governor training modules available. Governors thought this was a good source of training.</p> <p>Governor Visits: It was agreed at the last meeting to decide on areas of the school to focus on: SEND/high needs in the Spring term and Art/Dance or DT in the summer term.</p> <p>ACTION:</p> <p>GOVERNORS TO RECEIVE LOG IN DETAILS TO NATIONAL COLLEGE TRAINING – CLERK</p> <p>TRAINING LOG FORM TO BE SHARED WITH GOVERNORS – CLERK</p> <p>DETERMINE DATE FOR SEND DEPARTMENT AS SPRING TERM GOVERNOR VISIT - KMT</p>
6.	To ensure accountability of the SLT for the educational performance of the school
	<p>6.1 Principal’s Report (MJP)</p> <p>Governors confirmed they had received and read the report prior to the meeting. MJP highlighted key points from his report:</p> <p>Quality of teaching is going well evidenced from recent Learning Walks.</p> <p>Current ECTs are doing well.</p> <p>DfE data for 2023 Year 11 cohort confirmed the school’s KS4 progress score as 0.48 - higher than our highest previous unmitigated P8 score of 0.15 (2019).</p> <p>PAN increase is having an impact with congestion, particularly during lesson changeovers.</p> <p>A very high number of students with EHCPs with needs beyond the school’s ability to cope.</p> <p>Many students in years 7 and 8 are not secondary-ready and stretch the school’s ability to cope.</p> <p>Rise in SEND needs at HBK in recent years: Jamie Jones, Assistant Principal/SENDCo, together with the Trust’s SEND Team, is writing a paper to facilitate discussion of the additional resources to help improve provision.</p> <p>MJP provided governors with a staffing update: A small surplus will generate a new role of Home/School Liaison Officer.</p> <p>MJP provided governors with the main issues of increased PAN: staffing the increased amount of teaching required; additional support staff who may be required, and whether we can afford them; need for additional classrooms and other spaces (such as offices and meeting rooms); how we cope with a substantial increase in the number of students at the school – especially when the school was already one of the biggest in the County.</p> <p>HBK funding and budget: The school’s budget is tight resulting in delays to school improvements.</p> <p>IT: Issues remain with regular outages; the relevant Trust and HBK staff are working hard to resolve these.</p> <p>Vice Principals provided a brief update on their areas of responsibility:</p> <p>Buildings and Facilities Update – Matthew Pinder, Vice-Principal</p> <p>The summer holiday project has now been completed. A new exam bag store has worked well during</p>

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Year 11 exams. Recruitment for an additional site officer to refurbish classrooms is ongoing. Working with the ACES Site Team to increase car parking capacity. A review of future rooming requirements is now under way, and this will be used to determine the extent of the work required over the next two years.

Behaviour Update – Kate Tandy, Vice-Principal

Arbor data: 91% of logs from the first half term were positive; an improvement on the same point last year. Students achieved 100,000 Recognition Points by mid-November. Fewer negative logs were recorded overall in the first half term compared to the first half term in 2022. Over 40% of the negative incident types show an improvement from last year; however, 41% of areas show a decline. Completion of homework has declined as has rudeness/not following instructions. Increase in number of students being removed to department safe rooms and the number truanting. 66% of students have not had a single detention and 38% of students have not had a single negative log since the start of term in September.

Pupil Premium - Anna Nightingale, Vice Principal

Recruitment of 2 Academic Mentors (Stuart Nunn and Leanne Buckley) is having a significant impact. All of Year 11 students have been interviewed with Years 10 and 7 currently being interviewed to identify barriers to learning. Termly attendance competition for disadvantaged students to mitigate this barrier. Brilliant Club and Scholar's Programme have been launched and student engagement with GCSEPod is good across all cohorts.

Training for HoD, Pastoral Leaders and new staff on PP students highlighting key barriers and methods to use to ensure these students are making good progress; we continue to track these students. The number of disadvantaged students amongst the Alternative Provision cohort is disproportionately high.

Latest figures show that across Years 7-11, 24.5% of students are Pupil Premium (21.3% including Sixth Form – although there is no PP funding for Sixth Form students).

Curriculum Update - Anna Nightingale, Vice Principal

In May last year the government published the list of BTECs which are being defunded as a result of the Qualifications Review which sought to remove qualifications which overlap with T Levels in Key Stage 5. This has impacted our curriculum this year, as the planned Financial Services in Key Stage 4 (Year 9) has had to be abandoned, as it is no longer being offered by LiBF - all financial qualifications have been defunded.

Other qualifications for next year and the year after which we have had to or will have to change including the successful Level 3 BTEC Science.

Business Studies in KS4 or KS5 will no longer be offered next year as we are unable to recruit a high-quality subject lead who is a subject specialist and Business Studies results have been poor for more than 4 years. The possibility of a Film/Media offer at Key Stage 4 is being considered. Students currently studying Business Studies will continue to do so until the end of their course.

Questioning/challenge:

Q: A governor noted that funding lags one year behind; will the increased PAN help to improve the financial position of the school?

A: MJP added that a surplus is projected and is hopeful the increase in PAN will help stabilize the budget.

Q: A governor noted that a continued increase in PAN was never mandated and if there is already pressure on the school: welfare issues and the school is "creaking", should this model be continued and what are the financial implications on decreasing the PAN?

A: MJP said that the Trust review this model on a regular basis and the PAN can change after consultation. He added that to return to a PAN of 300 will result in a large deficit.

Q: A governor noted that the ACES Trust is very remote from this group with other Trusts being part of the governing body; is that a role they could play?

A: MJP said that this is not in the Trust's model. The Chair of Governors writes an annual report to the Trust Board.

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Q: A governor referred to the school being “congested” and enquired whether there is a connection with the issues of anxiety in students and well being of staff. Could it also be attributed to the decline in students’ behaviour?

A: No study has been done but there is an increased number of staff who are supporting students a break and lunchtimes.

Q: What is the impact on bullying from the increased PAN?

A: KMT said that the data does not suggest an increase in bullying incidents. There is an increased number of staff on duty. The nature of the site does sometime make it difficult to monitor all areas of the school all of the time. AN added that vulnerable students are given extra support during break and lunchtime: homework club, board games and use of the library help students to benefit from a quieter environment.

The Chair thanked the Principal and Vice-Principals for their detailed reports.

7. SDP 2023/24

Governors received the SDP prior to the meeting and MJP highlighted key sections that have progress since the last meeting. MJP added that as per governors’ request, the format has been changed to show previous progress update more clearly. MJP went through the areas of the SDP that had been updated. Governors were pleased to see the extra information added to the SDP but suggested that the document could be in a better format to view. MJP agreed that the document was difficult to read and agreed that it should be transferred to an Excel document.

ACTION: SDP DOCUMENT TO BE REFORMATTED – MJP

8. SEF

MJP informed Governors that the SEF takes account of last year’s results. Provision for high needs pupils is more significant.

The SEF continues to be monitored by Governors.

8. To approve Policies

Examinations Policy: Minimal changes. Governors approved the Policy

Dealing with Bereavement: New Policy. Governors approved the Policy

Post 16 Admissions: Minor updates. Governors approved the Policy

Homework Policy: No changes: Governors approved the Policy

9. AOB

KMT added that she is waiting for guidance form DfE regarding the RSE policy and will bring it to Governors once this has been released.

KMT informed Governors that CEIAG Lead, Mr O’Shaughnessy, will be relinquishing his responsibility. A replacement will be found from September 2024.

MJP provided an update on Trust matters: He informed Governors that the Trustees met in October and agreed that the executive group will investigate any other potential trusts of interest. There will be a further meeting in January.

Meeting closed 8.00pm

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18/3/2024