Minutes of the Local Governing Body of
Harrogate Grammar School
held in Room S03 on Wednesday 25th April 2018, commencing 6.15 pm

Present: Mr P Cotton (Chair), Mr D Hurcomb (DH), Mrs J Johnson (JJ), Mr R Sheriff (Headteacher) (RES), Dr T Stowell (Vice Chair), Mr I Sugarman (IS), Mr J Topping (JT), Ms J Watson (JXW)

Also present: Mrs K Moat (KLM), Mr N Renton (NXR), Mr A Brown (AGB), Mrs C Bradbury (CLB) (Minutes).

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<th>Minute No.</th>
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<td>The meeting commenced at 6.20 pm.</td>
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LGB 1

1. **Apologies**

Apologies had been received from Mr J Godfrey and Mr S Howell.

Apologies were accepted.

LGB 2

2. **Additional Declarations of Interest**

There were no additional declarations of interest.

LGB 3

3. **Minutes of the last meeting and Matters Arising**

The Minutes of the Full Governing Body Committee Meeting held on Wednesday 7th February 2018 were reviewed and accepted. Proposed by Mr Topping and seconded by Mr Sugarman. The Chair then signed the Minutes as a true and correct record.

**Matters arising:**

- **ASP Log in details.** It was confirmed that emails (which contained log in details) had been forwarded to two of the Governors. It was suggested that it would be a good starting point for the two Governors to look at the site, however if anybody else wished to access it to contact Mrs Moat.

- **Flexible Working Policy.** A paper had been circulated ahead of the meeting which explained the current situation with regards to flexible working. HR working on creating a Trust Policy.

- **Sat AM Session.** Information has now been provided to the Chair for him to review.

- **SLT Action Plan – this was sent out with the last set of Minutes.**

There were no further matters arising.
4. Executive Headteacher's Report

The Report had been issued to Governors ahead of the meeting.

The Head explained that the Data Dashboard has been refined since the last meeting. There are some concerns with regards the Progress 8 score, which is partly due to some Year 11 students who are school refusers, or have long term absence which pulls down the score, but overall the majority of students are performing where the school thinks they should be. Mock and final data from 2017 has been added on to compare against what it is now.

There was a question from a Governor on the Pupil Premium gap there seems to be no gap now on the 9-4 mark, are they performing better now? Yes, pupil premium students are not necessarily lower ability students, it may be just down to their circumstances. Overall pupil premium students are doing better, the gap is closing.

A further question why in year 10 are there no results for Spring? There was no data capture for them as it was only a 5 week term, whereas the year 11 students had sat their mock exams.

The Head explained the situation with regards to exclusions to Governors. They are still higher than where they were last year, however they are below the national average. This is a reaction to poor behaviour by a small number of students. There is a similar impact across all schools in the country. The exclusion rate up to this point in North Yorkshire is 300% up on last year, however our percentage in comparison is small. The Pupil Premium referral unit are overwhelmed by excluded students, for which they do not have capacity. A Governor asked is this all linked to substance misuse? A lot of it is, Police are doing their bit for intervention, but they are keen not to criminalise. The Head met with the local MP last week and this situation is part of conversations around the area which is also a national epidemic. A question was asked is there something that has changed? With the arrival of some of the much stronger drugs and easier availability and supply, the toxicity of this leads to psychosis and other issues. On the other side is the reduction in funding for all of the other agencies who work in support of the child and their family.

There is also a challenge with not only the drugs but also the group culture that develops. It was emphasised that this is a small number of students, around 10 out of a school of 1,924 students.

The Head then explained about the attendance figures. The figures highlighted the recent snow days which had occurred. There are a few who are school refusers or have mental health issues, however overall attendance is really good and there has been a marked improvement on the punctuality side.

A Governor asked with the Leeds schools having different holidays and Easter next year being very late, is it within our remit to take the Easter holidays just over the weekend and extend the half term holidays in February? The Trust is able to set term dates and change them, however this can cause issues for staff ie., childcare issues. In 2018/19 the February half term and Easter holidays are completely different to the Leeds area, which could have an affect on attendance and for parents who work in Leeds – vice versa, however it is more likely to affect Post 16 students who live in Leeds and have younger siblings. It was agreed that it was worth monitoring attendance from this point of view.

Financial Summary. Mrs Sagar, the Financial Controller, had attended the meeting on behalf of Mr Howell. The Finance Link Governor explained he would be picking up the matter regarding maintenance revenue with the Finance Director separately. A Governor asked how long has this service been going on? The service has been in place for several years, tracking at £7,000 to £8,000 with a plan to expand.

With regards to the deficit a Governor commented it looks like we will break even for the end of the year. Part of the ability for this is the school development contingency plan. £50,000 is put in each year which tends to disappear for various reasons, this can include curriculum and there has been an unexpected cost to put provision in place for students who cannot cope with a “mainstream” school curriculum.
The Head explained that, as well as others, we have over £100,000 in licencing costs for the school, there is a plan to procure these services across the Trust to reduce costs.

The Finance link Governor explained to Governors about the Annual Formula Capital Allocation. This is now allocated across the schools in the Trust. The Head explained that the priority for the Trust is WARM – SAFE – DRY. It was planned to expand Sixth Form, G2 and replace the windows at the back of the school. This will be a phased replacement. Plans to create internal circulation and shared space will be shared with Governors at future meetings. A feasibility study is being carried out by our architects.

With regards to Alumni, it was agreed that the link Governor would be involved in the procurement of the new system.

A Governor asked Do we have a DPO in place with regards to GDPR? An internal audit service is being procured collaboratively and the DPO role will be part of this service. It was confirmed that teaching staff have been trained on GDPR, the operational staff will be trained in the next few weeks. A Governor asked have we done an audit for the school? Yes this has been carried out across all of the schools.

There were no further questions for the Head on the report.

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**5. Chair of Governor’s Report**

The Chair gave a verbal report to Governors.

He confirmed that he had delivered a presentation to Future Leaders at the Yorkshire Leadership Community, on the role of the Governor and the relationship with the Headteacher.

The Chair confirmed he is working with HR currently on pay bands in relation to the Pay Review meeting.

The Chair confirmed from the Trust Board meeting there were a number of items worth mentioning to Governors. With regards to the expansion of the Trust, 7 schools are joining along with a further secondary school. There will be some implications and consequences for this. The Head confirmed the impetus is to get the Trust to expand in a self-sufficient way and create extra capacity in a safe way. The additional 7 schools are looking to join the Trust with effect 1st September. Due diligence is being completed on the legal, finance and site sides. If everything is acceptable then the Governors will be asked to sign declarations to join on 21st June 2018. The additional secondary school will look to join in January 2019 or after, due to them being a PFI school.

The Trust expansion therefore does have an impact on leadership at Harrogate Grammar School. The DfE would expect the Head to step back from full time headship, whilst still maintaining his Executive Head responsibility, to concentrate full time on the CEO role. The plan is therefore for the current situation to continue for 2018/2019 with the two Associate Heads supported by the Trust School Improvement Director. The two Assistant Heads will continue in their roles and the Deputy Head will also continue. From September 2019, the Governors will then have to decide on whether to appoint a substantive Headteacher. This role could come from candidates already in school, have co-Heads or recruit externally. There is a very strong team in place already and the Head will continue to have close contact. The current Head for upper school is retiring at the end of the summer, after 38 years as a teacher, but will still teach two days per week. This is therefore an additional position to recruit to fill.
### 6. Curriculum and Staffing Update

There was an update for Governors on Curriculum and staffing. There has not been much of a significant change for curriculum. The current structure is staying as it is, there have been some ups and downs in terms of subjects but there is a nice balance for creative subjects. There had been a recruitment day today for the Faculty Leader role for Design. There has been a significant increase in students opting to study business studies, with an extra two classes who have opted to study at GCSE level. There has been no significant change to the Sixth Form curriculum. There may be a shift in providing BTEC PE courses rather than A Level courses, however this will need to be investigated to see if it has an affect on future applications to University.

A Governor asked have the new GCSE specifications narrowed the gap compared to the old results? This is unknown as yet, the levels to be set will match the same grades as last year even though it is a harder exam paper.

A Governor commented there may be more of a demand for Business Studies at A Level due to a record number of students starting their own businesses over the past year.

There was a discussion around ‘blocking’ subjects, following the Sixth form interview and the students decisions. A lot of work is carried out after results day in the Sixth Form, which is called ‘coursing’, making sure the right student is on the right course. The Sixth Form Team have meetings with students and families which make a difference to the students who feel grateful and reassured.

With regards to staffing, this is now the season for movement. There have been various interviews taking place this week including Data and Exams Officer, Faculty leader for Art, Design and ICT and MFL. It was confirmed that applications for flexible working are being received favourably.

### 7. Facilities Improvement Plans

In addition to what had already been discussed earlier in the meeting the Head confirmed there was some work being done with the architect in G2, which is due to be completed over the summer. There is the plan to move some of the Trust staff out of the school to allow space to be given back to students.

A Governor asked should we get better drainage on the pitches due to the recent bad weather? The pitches were drained, however due to the bad weather they are still unfit to play, the contractors have been back to check and everything is working as it should. Is a further 4G pitch out of the question? This would cost around £470,000 and the school cannot guarantee community use in the evenings as the lights do have to go off after 6.00 pm. There is the option to look at an athletics track and a meeting has been organised to discuss this further, with one of the Members.

### 8. Link Governors and Visits to School

The Report for the Sixth Form link had been issued to Governors ahead of the meeting. It was mentioned that the Year 12 student numbers are slightly lower than last year so a need to recruit slightly more for next year, which is a good position to be in. The aim is to start over 600 as this number falls to around 575 or 580 which is within budget. A Governor asked are you doing the usual Stray FM Adverts? Yes and also using the mini bus advertising and social media.

The report from the link Governor for SEND had been circulated to Governors. He confirmed he had had a productive meeting with the Learning Support Manager. He mentioned that finance seems to be a query, as he is not sure they are getting the correct amount. A further meeting has been organised and he will report back at a later date.
9. Policy Approval – Anti-Bullying, Attendance and Exams

Three Policies had been tabled for approval. The Chair asked for any comments or feedback.

**Anti-Bullying** – A Governor highlighted Section 4.10 – Cyber Bullying. This section to be amended to state that children should not forward any disconcerted images on. A Further amendment is to the work ‘repetitive’ within the definition, and the Policy should also include the title ‘Harassment’. It was agreed that the Policy would be updated and re-submitted for approval at the next meeting.

There were no amendments to the Attendance Policy.

There was a point to highlight to Governors from the Exams Policy – There has been a new directive with new guidelines for centre assessed work. Staff have to notify all students of their mark in the centre assessed exam and the student has a small number of days during which they can request a review of the process. Information has been put on to the website and issued to parents, staff and students.

The Attendance Policy and Exams Policy were approved by Mr Hurcomb, seconded by Mrs Johnson and all were in favour.

10. Health and Safety

Health and Safety was covered in the Head’s report.

11. Correspondence

There was no correspondence to report.

12. Any Other Business

The Head explained to Governors about the recent consultation which took place at Oatlands Juniors. He also confirmed that there had been an Ofsted Inspection at Oatlands Juniors which although there was no official result yet, went well.

There was no further business, and there was then a break at 7.45 pm.
13. Development Focus – Positive Achievement System Development

The meeting recommenced at 8.00 pm.

Mr Brown presented to Governors on Behaviour and Positive Achievement at Harrogate Grammar School. The slides are attached to the Minutes for Governor’s information.

There were some questions for Mr Brown from Governors:

*Is it the same faces every time in Isolation?*  It is the same who are reoffending, still instances of the same students.

Behaviour Dashboard – *What do you do when you pick the student up who has suddenly appeared?*  Speak to the Year Manager and a telephone call to the parent. Year Manager get alert when they get to 3 and then at 7.  Try to stop them getting to 9 which triggers isolation.

*Do you have a percentage of how many dip down but with intervention come back up – are they working?*  Yes with the intervention they improve.

*Do you use role model examples i.e., prefects, captains of rugby team?*  Have Sixth Form mentors – significant amount of mentoring with Sixth Form students, leadership team etc.  Would like to give them more training.

*How many students look at their classcharts?*  They are asked to look during form time.  There are some students who are very quick to question why they have negatives.

The Chair thanked Mr Brown for his feedback and the meeting closed at 8.30 pm.

Next meeting to be held on 13th June 2018.