Minutes of the Local Governing Body of Harrogate Grammar School held in Room S03 on Thursday 29th November 2018, commencing 5.45 pm

Present: Mr P Cotton (Chair), Mr J Godfrey, Mrs J Johnson, Mr R Sheriff (Executive Headteacher), Dr T Stowell (Vice Chair), Mr I Sugarman, Mrs J Watson

Also present: Mrs K Moat, Mr N Renton, Mrs C Bradbury (Minutes).

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<th>Minute No.</th>
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<td>The meeting commenced at 5.45 pm.</td>
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**LGB 1**

1. **Apologies**

Apologies had been received from Mr J Topping.

Apologies were accepted.

2. **Additional Declaration of Interests**

There were no additional declarations of interest.

3. **Minutes of the Last Meeting and Matters Arising**

The Minutes of the last meeting were checked, apart from one of the Governors not attending the meeting, there were no errors or omissions, the Minutes were proposed as a true and accurate record by Mr Sugarman, seconded by Mr Godfrey, all in favour.

**Matters Arising**

**West End Avenue Update**

The CFO advised he had not received a response as yet from North Yorkshire County Council (NYCC). The Chair advised one of the partners at his firm has property on West End Avenue who said he would be happy to join into a licence arrangement with HGS. It was agreed that once approval was received from NYCC to go ahead with proposal and come up with an idea on pricing.
4. Bereavement Policy

The Chair outlined the background to this Agenda item. The Governors had a discussion around a framework for staff to work around, with training provided and ensure staff have the adequate tools to deal with this matter. It was agreed that it would be useful to have an accessible policy for all staff, pupils and parents, even though the procedure is currently adhered to in school. The Clerk to therefore create a draft Policy, based on the advice from the Child Bereavement UK organisation, and will send this through to the Governing panel for approval.

5. Executive Headteacher's Report

The report had been issued to Governors ahead of the meeting. The Executive Headteacher gave an overview of the report.

The Associate Headteacher talked Governors through the Data Dashboard. As reporting is now only done one per term the only data collection so far is year 11 and Year 13, based on CAT assessments which have taken place. Meetings have been held with Faculties over the last two weeks, commentary being provided for any child identified with intervention being developed. Maths is currently an area of concern with under predictions at this stage however English is more on track. Intervention has commenced earlier this year with specific groups of children being identified and specific and extra lessons being timetabled. Year 13 target is higher than in previous years, which has raised aspiration of the staff. Mock exams commence next week for Year 11 students and then after Christmas for Year 13 students.

With regards to the Pupil Premium report, English is not comparable, with a different cohort of children. Currently 23 in this cohort. English looking particularly positive for grades 9-5, but this is more of a concern for Maths with a larger gap. A significant amount of intervention is being used so positive that the right action is being taken. A mentoring programme commenced after last year’s mocks and this has in fact started earlier this year, which is having a good, positive impact.

Turning to the attendance report, the figures for the Autumn term were just below the target of 96%, and although KS3 figures are above target in all year groups, they are below target in years 10 and 11. Students refusing to attend school or who have previously been home educated can have an effect on these figures. A Governor asked do we have to present the attendance figures in this way, 96% so that is for all children across the population? The average figure for a student at HGS is 99.9%, however it is the outliers who affect the figures. Do these figures include year 12 and 13? No, they are not included, year 13 is slightly lower due to University visits and interviews, the average last year was 93% for the whole of Sixth Form. Year 12 is currently at 95% and Year 13 is currently at 90%. This situation is being tracked very closely. A Governor asked for private study, is this where they sit in a classroom or the library? This is allocated study time on the timetables, monitored by a member of staff.

For exclusions, there are more students on fixed term exclusions with slightly more days than this time last year, this is explained in the commentary. However, exclusions have been used very rarely since returning after the Autumn term. A Governor asked do we have any students who are nearing the permanent exclusion position? Not currently, there are students attending Harrogate College, Grove Academy have been very helpful and there is a strong relationship with them, so having the alternative provision in place is positive.

For staff matters Governors were advised that staff welfare has been revisited, with Friday cakes, Thursday hero etc., which have been positively received. A secret buddy scheme has also been set up with 56 staff members signing up.

The Executive Head then asked members of staff in the meeting to leave the room for the next 5 minutes. He explained to Governors that HGS is currently going through the process of recruiting a new substantive Headteacher. From a field of 7 completed applications, 4 had been invited for interview. Governors are to be involved in the interview process.
**Financial Summary**

The CFO apologised for the delay in getting the information to Governors. There have been 8 Governing Body meetings at which attendance was required. There is an auditors meeting taking place to look at financial statements for the Trust.

For HGS the key points are on the first page. For last year 2017/18 column 1, breakeven was budgeted for, a surplus position of £86,000 is showing main reason being the school has benefitted more from the Maths Hub. Other highlights are catering achieved sales of £922,000 which is slightly below budget due to three snow days. iPad for learning stands at £388,000 and is financially sustainable for the iPad scheme. This year both Teaching School and MAT activities, largely hosted by HGS, means the occupation charge has increased to £124,000. Staffing came in a little under budget at £7.3m as opposed to £7.4m. This all has resulted in a carry forward of £387,000 which is better than budgeted. The recurring grants income of 4.5% is at the lower end of target set by Trustees of between 4% and 8%.

For 2018/19 the headline is a positive one. An in-year deficit of £29,000 was budgeted for. News came in just before the summer regarding help the Government will give to the Teachers Pay Award. The forecast has therefore been updated to reflect the teacher pay grant. There may be savings on gas supply as a deal has been re-negotiated. There is a note of caution for Governors around the Nest provision, relying on contributions from participating schools however the contributions this year will be slightly lower. A Governor asked will schools contribute based on the number of pupils? There will be a combination of insurance payments and pay as you go.

£86,000 and £29,000 improvement results in a better picture by £115,000. Projection for end of year is £308,000 which is just above Trustees 4%. One of the Heads asked for the additional funds which were unexpected, is this the same scenario for next year as well? There has been no further dividend banked from that for 2018/19 so this will need to be looked at next time. The Executive Headteacher stressed to Governors that whilst most schools are setting in-year deficits, a budget like this is being set when there is investment in the Nest, additional staffing to work with the Alumni, work with the timetable.

The CFO explained to Governors that he would like to spend capital money on the windows and atrium at the back of school, however in order to do a second project will need additional third party funding. A meeting has been held with the Local Authority who has stated that they could contribute to this funding if HGS took extra children. They have therefore asked for a letter of request to be written before half term.

With regards to Pagabo, it is pleasing that the loan agreed by Governors has now been repaid. Directors at Pagabo have confirmed that there will be a dividend at the start of the 2019 calendar year. It is hoped that this would be at least the £15,000 originally invested. This £15,000 will come back to HGS.

A Governor asked with regards to revenues from catering, £922,000 what is the profit on this? This is treated as contribution, and has been reinvested back into activities and the school facilities, to ensure students benefit.

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**6. Chair of Governors’ Report**

The Chair had nothing further to mention.
7. Peer Review Feedback

As the review had only just taken place the report was not yet ready for Governors to read, however the Associate Headteacher read out an email which summarises the feedback. Governors were informed that the reviewers were a Headteacher from the Alliance and an external person, a very senior HMI. The feedback was very positive, excellent outcomes are due to teaching and learning. The strength of care for the students was mentioned, students feel listened to and looked after. Everyone feels very proud to hear this, overall feedback was for “tweaks” within excellence. For Governors it is good for them to know how school is doing, about challenging and asking questions.

The Executive Headteacher and the Chair of Governors congratulated all of the HGS team on a well done review.

The Clerk to send out a copy of the Review ahead of the next meeting.

8. Link Governors and Visits to School

Link reports had been received for Careers and Sixth Form and Safeguarding.

For Sixth Form, the information was very comprehensive. Careers, there are tools on the website which will be useful, not just for students but also for parents. It was agreed it would be useful to look at teaching styles, particularly for boys, after the mock examinations.

The Chair thanked Governors for their reports.

9. Trust Update (Standing Item)

The Executive Headteacher informed Governors about the expansion of the Trust from 1st November to 13 schools, which brings new opportunities and challenges for all of the schools. It is exciting to see the two Associate Heads working with other heads in the Trust. The Trust has a review meeting with the DfE just before the next Trust meeting. HGS is a vital part of the Trust and it is important that it benefits well.

A Governor asked is there any update on the Oatlands situation? As the other Trust refused to entertain any change, the DfE will not support the proposal so the schools will remain separate for the time being. This could be revisited in future.

10. Policy Approval

Career Education Assessment and Reporting

Both Policies were approved together, proposed by Mr Sugarman, seconded by Mrs Johnson, all Governors in agreement to approve.

It was mentioned that the copies were hard to track changes, and it was asked in future if a clean copy and a track changes copy could be sent out.

11. Correspondence

The Chair confirmed the letter from a parent and from a member of the public were very lovely, positive messages to receive by the school.
### 12. Any Other Business

**Governor Conference**

The Clerk explained about the Trust Conference on 22\textsuperscript{nd} January and the Ofsted Conference on 31\textsuperscript{st} January. Further information to be sent out.

A Governor asked if the link to the Chair’s fundraising charity could be sent out.

There was a break at 19:50.

### 13. Development Focus Session - Leadership of Mental Health and Wellbeing in Schools

The meeting recommenced at 20:00.

Mr Milburn presented to Governors on Leadership of Mental Health and the Wellbeing in schools, using a Powerpoint presentation. Slides will be sent out with the Minutes.

The Governors were asked to participate in an interaction session, where they had various conversations between themselves, mainly about mental health and wellbeing in the workplace.

The Governors then had a discussion about students mental health. Through lesson observations they feel mental health is quite good. They are aware of how students can sometimes struggle but getting better at spotting this. Some children have certain issues, especially with increased use of social media.

Mr Milburn explained to Governors that he has started a Masters in the Leadership of Mental Health. He suggested a book would be interesting to read “Inventing Ourselves – the Secret Life of the Teenage Brain”. This has a lot of research about the adolescence brain.

Mr Milburn spoke to Governors about evaluating mental health in schools. There is a public health for England evaluation tool. The first task is to identify what is required to be done in school.

A Governor asked *this is a massive amount of potential work, how feasible is it to run?* Although there is funding for health and education as this is about mental health there is no funding. There are things already in place, a SEND review was carried out this week where 6 classes were visited. HGS is excellent at identifying the individualisation of each child's need. Early intervention is required, if this is traced back to primary age it can be picked up very quickly. A Governor stated *the MAT is a great vehicle now, as the children can be accessed at a much earlier age.*

Governors thanked Mr Milburn for his informative presentation.

The Chair thanked all for attending and the meeting closed at 20:40.