Minutes of the Local Governing Body of Harrogate Grammar School  
held in Room S03 on Wednesday 1st May 2019, commencing 6.15 pm

Present: Mr P Cotton (Chair), Mr J Godfrey, Mrs J Johnson, Mr J Topping (by Skype), Mr D Hurcomb, Mr I Sugarman, Mr R Sheriff (Executive Headteacher), Dr T Stowell, Mr I Sugarman, Mrs J Watson, Mr S Howell (CFO)

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

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<th>Minute No.</th>
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| LGB 1 | The meeting commenced at 18:25.  
1. Apologies  
There were no apologies for absence. |
| LGB 2 | 2. Additional Declaration of Interests  
There were no additional declarations of interest. |
| LGB 3 | 3. Alumni Platform and Progress  
Mrs M Fuller, the Alumni Administrator presented on the current situation with regards to the platform. She confirmed the platform is ready to launch and talked Governors through the live site. All Governors were invited to join the platform and to spread the word as well for anyone who wished to join.  
Mrs Fuller confirmed there is an open day taking place at the school on Saturday 8th June, a draft press release had been shared with Governors ahead of the meeting. Mr Mackay from PE is organising a rugby match between alumni and current students, also looking to organise a women’s sports team event, looking for someone to organise this. This could be netball or hockey etc. Year 12 students have been recruited to take tours of the school and they can also talk to alumni about package talks.  
The press release is due to be published this week via the Harrogate Advertiser, also looking to use social media, other news channels. A Governor asked when are you thinking of sending the details out of the event? This week. A mailshot is being prepared to go to all current parents and students. There are also around 400 on the alumni database. A Governor asked is there a box for future projects or proposed projects with the ability to donate? There is a donation button on the website which is being developed to link to the platform.  
A Governor asked with regards to alumni joining can you monitor if someone joins and posts something inappropriate? They are unable to join without approval and can remove immediately if they post anything inappropriate. Mrs Fuller confirmed 122 have signed up so far.  
Governors thanked Mrs Fuller for all of the hard work done so far with this project. |
4. Minutes of the Last Meeting and Matters Arising

The minutes of the last meeting were proposed as a true and correct record by Mr Godfrey, seconded by Mrs Johnson, all in favour with one abstention due to not being at the meeting.

Matters Arising

Mrs Moat confirmed she had met with Ofqual who listened to feedback regarding exams. Exam trends had been distributed to Governors ahead of the meeting, following a request at the last meeting. She explained to Governors about the higher proportion of children sitting foundation Maths as well as Science. A Governor asked *is there a shift within the school, the default used to be all children did triple unless they were struggling, now it seems not?* It is a mixed economy, fewer children are now doing triple, BTEC is at the bottom with a mixture of core and additional science in between. There are 6 papers altogether which has dropped from 3 to 2 per tier.

School dinners are yet to be added to the survey, this will be added at the next one.

Within Section 10 of the minutes it talks about the Teaching School bid for computing. A Governor asked *is there any update?* Notification was due out in April, however nothing has been heard as yet, the interview went really well.

There were no further matters arising.

5. Executive Headteacher’s Report

The Executive Headteacher’s Report had been issued in advance of the meeting.

Mrs Moat talked Governors through the data dashboard. She confirmed the figures were final predictions before the students finish timetabled lessons. For best comparisons she directed Governors to the table for this time last year. There are no concerns with English, there was a meeting with the Head of English yesterday with final analysis, the Saturday morning revision session which took place on 11th May was very well attended and very effective. She confirmed Maths at 9-5 is 4% lower than last year. 9-5 last year was the area of concern, would like it to be an extra 5% for this year. More concerning is 9-4 as it is 12% down from last year. Regular meetings are being held with the Head of Maths, there is an extra member of staff doing intervention lessons with students. Focused revision sessions took place at Easter targeting specific students. A Governor asked *did the students attend?* Not sure of specific attendees but it was well attended. There are a lot of positive things happening outside of the classroom, parents have been asked to write a letter for their children to open in assembly, part of the mental health strategy, emotional and motivational encouragement.

Mrs Moat explained that Governors should not really look at Progress 8 based on last year’s estimated attainment, but currently showing at 0.31, this time last year was 0.44. Within this cohort are a number of students on alternative provision who are not sitting GCSE’s but do still feature in data. There are also 21 students who will not feature in progress 8 as they did not have KS2 data. A Governor asked *do you feel like this is a particular year coming through where students will move on and it is not a trend?* There are some outstanding high achieving students, and there will be some great Progress 8 scores, there is a larger cohort this year and there are strong years coming through from the lower year groups. Mr Renton confirmed the current situation had not had an effect on Sixth Form applications, last year there were 205 at this point, this year there are 214 from year 11. A Governor asked *is there a potential to get numbers for Sixth Forms you will have to accept lower grades?* Compared to last year where 121 applied at this time, this year currently there are 191 from outside school and there are also 6 Swiss students joining next year, so the admissions criteria can in fact be firmer. A Governor asked *does that mean therefore that some HGS students are not going to get into Sixth Form?* It would be looked at ethically and look perhaps with leniency. The Governors had a discussion around where the applications are from and having the right number of students, ideally this would be 600.
Student behaviour was discussed with Governors, there has been a significant improvement with more capacity and better strategies in place which avoids the need for exclusion. The Executive Headteacher confirmed that the local secondary heads are meeting regularly to discuss alternative provision. There has been good experience of alternative provision at Harrogate Grammar with a successful year for students from both Year 10 and 11 who would have been at risk of permanent exclusion, who have accessed alternative provision at places like Bewerley Park, Veloheads etc. A Governor asked *is this still a huge funding challenge?* Yes, however was aware this was coming so a large amount of money was set aside in the budget to help cover.

Looking at attendance, a Governor asked *one year 7 student who has not attended at all throughout the whole year?* A similar pattern occurred at the Primary school, the student is a school refuser. *Will they stay on roll through years 8, 9 etc?* It depends, each case is different, depends on what options are available keeping the best interests of the child uppermost.

**Finance**

The CFO reported to Governors on the current finance situation. He confirmed the forecast is to carry forward £403,000 at the end of the year, which is an improvement on discussion from last time by about £67,000. Grateful to the team at HGS for helping to bring numbers back which places the reserves within the 4 – 8% recommendation. There is good news on the capital side, extra money has been offered by NYCC in relation to the proposed extension for the 3 classroom build. The Governors were taken on a walk around school to outline where the new build would be. A Governor asked *are there any conditions about taking another 30 students?* There was a proposal for school to take an extra 5 students and commit to 290 which should be doable.

There were no further questions for the CFO nor the Executive Headteacher.

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**6. Chair of Governors’ Report**

The Chair gave a verbal report to Governors. He confirmed he had recently sat on the panel for a staff disciplinary along with a student exclusion meeting which was upheld. The student is attending alternative provision in Leeds, which is being funded by school, however the work with this student could mean he may be able to return to school and access work experience.

**7. Link Governors and Visits to School**

There were no link Governor reports issued.

**8. Trust Update (Standing Item)**

Governors were updated on matters relating to finance across the Trust, operations including IT, compliance, site and facilities. The HR Director is developing a HR offer to colleagues in the schools and staff across the Trust – with the aim of being “the employer of choice”. A staff survey is due to be issue out over the next few weeks.

As President of ASCL this year, the Executive Headteacher confirmed the Trust was represented at the Annual Conference in Birmingham with the Alliance Choir and also videos of students from schools speaking. The Clerk to send the link to the videos and the Choir to all Governors.

A Governor asked *looking at the geography of the Trust is it a challenge for staff, students and parents having the connection across the area?* The IT infrastructure is being worked on to enable applications like TEAMS and emails to be used, however it is also advantageous to meet face to face, so this is taken into account when meetings are organised.
9. **Policy Approval**

**Equalities, Substance Use/Misuse, Exams and Attendance**

There was a discussion regarding the Equalities Policy. It was agreed that this Policy should in fact be at Trust level so was disregarded and put to one side. The Clerk to pick this up separately.

Substance Use/Misuse, Exams and Attendance were all discussed, proposed by Mr Godfrey, seconded by Dr Stowell and unanimously approved.

10. **Correspondence**

The correspondence received by school had been issued ahead of the meeting and there were no further matters arising from these.

11. **Any Other Business**

There was no further business.

12. **Development Focus Session**

**New Headteacher Progress Update**

The Associate Headteacher gave an update of developments since accepting the new role as Headteacher from September 2019.

The main piece of work has been around staffing, with a lot of recruitment for new roles and new teachers coming into school.

Second piece of work is curriculum. With the new Ofsted Framework it gives an opportunity to be really clear and map out what the school does. Would like to link to evaluate how the school works in terms of HGS Learner plus curriculum mapping. This is underway for Faculty Leaders to take on in September.

Another update is around building. Working with the Site team on various projects including Gym 2 and design block.

The Associate Headteacher explained to Governors how he and the Deputy Headteacher attended an outward bound course in Ullswater Lake, to look at using these facilities in the future, for alternative provision. This would also connect with the Duke of Edinburgh work.

Governors were asked if there were any questions for the Associate Headteacher.

*You are currently advertising for a replacement for the Executive Head of the Maths Hub, how is this going?* It is difficult to recruit to such a unique position as trying to recruit a Maths Hub Lead along with an Executive Head of Maths. Applicants have been shortlisted so now onto the next stage.

*Can you speak about the new Head of Sixth Form?* The Associate Headteacher has been working with the new Head to issue a press release. He is currently Head of Sixth Form at Clitheroe Royal Grammar school.
Chinese was the second most popular language at A Level last year, in this business world is this increasing as a language? Looking to put something innovative in place for Year 7 next year, the vulnerability is there is not a constant stream of high quality teachers to put into main curriculum. There are an increasing number of children taking Chinese, strong cohort in Sixth Form. Good connection with the Confucius Institute in Leeds.

There were no further questions and the meeting closed at 20:50.

**ACTION POINTS**

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<th>ITEM NO</th>
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<tr>
<td>LGB 4</td>
<td>School Dinners to be added to Student Survey</td>
<td>KLM</td>
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<td>LGB 8</td>
<td>Videos of Students and RKA Choir to be sent to Governors</td>
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<td>LGB 9</td>
<td>Equalities Policy to be re-written as a Trust Policy</td>
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