

**P R E S E N T:-**

Mr A Hirst (in the Chair)

Mr S Abbotts, Mrs S Bone, Mrs P Gascoigne, Mr G Hoyle, Mr R Melles, Mr G Thomas and Mrs A Wilkinson.

Also in attendance were the following members of school staff:

Miss B Brown, Mr B Cooke, Mr R Fraser, Miss S Hale, Mrs H Keyworth, Ms J Renard, Mrs T Roberts, Mrs G Rogers, Mr D Stamper, Miss A Stamford, Ms L Woodward, Mr I Walton and Mrs R Walton.

Also in attendance: Mr B Yorke and Mrs G Moverley (new Parent governors).

Clerk to the Governing Board – Mrs A Hall-Miell.

**2441 APOLOGIES**

An apology for absence was received from Mrs F Lee.

No apology had been received from Mrs E Philpot.

**2442 CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mrs Lee and Mrs Philpot for their absence from this meeting.

**2443 CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that Catering be raised under any other urgent business.

**2444 DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received on any item on the agenda.

**2445 PECUNIARY AND BUSINESS INTERESTS**

Governors would complete their Declaration of Pecuniary and Business Interests, a link to the new electronic form had been included within the agenda document. The Clerk explained the new process and that the school would receive a copy of the completed forms.

RESOLVED: a) that the Declaration of Pecuniary Interests be completed;

b) that the Register of Pecuniary Interests be reviewed and updated.



2446 **MEMBERSHIP**

- RESOLVED:
- a) that governors were asked to consult the membership details held on HERE for Schools and update their details if any changes were to be made;
  - b) that there were two co-opted governor vacancies and one authority governor vacancy;
  - c) that the election of Mr Yorke as a Parent Governor from 28 September 2022 be noted subject to the completion of relevant documentation;
  - d) that the election of Mrs Moverley as a Parent Governor from 28 September 2022 be noted subject to the completion of relevant documentation;
  - e) that the resignation of Mrs S Thompson as a Co-opted Governor be noted.

2447 **ELECTION OF CHAIR**

The Headteacher nominated Mr Hirst for the position of Chair of Governors, which was seconded by Mr Thomas. The term of office was agreed as one year.

- RESOLVED:
- a) that Mr Hirst be elected Chair;
  - b) that the term of office for the Chair be for one year.

(Mr Hirst in the Chair)

2448 **ELECTION OF VICE CHAIR**

The current Vice Chair was not in attendance at the meeting therefore it was agreed that the election of the position would be deferred to the spring term 2023 to ensure all governors had the opportunity to nominate as part of the election process.

Mrs Keyworth would contact Mrs Philpot, current Vice Chair, to establish her position.

- RESOLVED:
- a) that the election of Vice Chair be deferred to the spring term 2023;
  - b) that Mrs Philpot be contacted to establish her position.

2448 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES**

It was noted that Mrs Thompson would be removed from the committee membership.

- RESOLVED:
- a) that membership of the committees be as follows:

See Appendix A

b) that the extent of delegation be as follows:

- Full Governing Board- Unlimited;
- Finance Committee - £50,000;
- Chair of Governors - £30,000;
- Headteacher - £30,000;
- Member of SLT Delegated x MHS £15,000;
- Deputy Headteacher - £15,000;
- Finance Manager -£10,000.

a) that the delegation of staffing responsibilities be:

that the delegation of staffing responsibilities remains with the Headteacher.

2449 **ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES**

- RESOLVED: a) that Mr Hirst be elected as Educational Visit and Finance governor;
- b) that Mrs Wilkinson be elected as Child Protection, Safeguarding, Student Services, Support for Learning, Personal Development, Behaviour and Welfare governor;
- c) that Mrs Philpot be elected as Careers Guidance, Learning and Progress and Sixth Form governor;
- d) that Mrs Bone be elected as Training Link governor;
- e) that Mr Thomas be elected as Pupil Premium and Behaviour governor;
- f) that Mr Hoyle be elected as Assessment and Data governor;
- g) that Mrs Lee be elected as SENCO governor.

2450 **MINUTES**

RESOLVED: that the minutes of the meeting held on 14 July 2022 be confirmed and signed by the Chair.

Note Mr Frazer joined the meeting.

2451 **MATTERS ARISING FROM THE MINUTES (including review of actions)**

RESOLVED: that there were no matters arising from the minutes.

2452 **COMMITTEE MINUTES**

RESOLVED: a) that the minutes of the meeting of the Leading Behaviour Committee held on 3 November 2022 be received;





- b) that the minutes of the meeting of the Leadership Committee held on 6 October 2022 be received;
- c) that the minutes of the meeting of the Leading Learning Committee held on 10 November 2022 be received.

## 2453 REPORT OF THE HEADTEACHER

### Progress and Achievement

Mrs Stamford presented information from the Self-Assessment Form (SEF) summary 2022/2023 and the changes from the summer term 2022 were noted. The Headlands Chasing Great Leadership evaluation document was shared on the screen.

Attainment 8 scores had been discussed in detail at committee level and it was reported that they were in line with national scores. The Year 11 student results were shared with governors and were divided into Progress 8, Attainment 8, Disadvantaged Progress 8 and Disadvantaged Attainment 8.

### Students on Roll

For the current academic year there were 1047 students on roll at the school, 34 percent of which were recorded as Pupil Premium (PP) students and 30.4 percent were entitled to free school meals. It was also explained that the school had one looked after child and three students who were the subject of a Child Protection Plan. There were 14 students who were the subject of a Child in Need Plan from 13 different families.

The graphs within the report displayed the number of students who had achieved expected standards in Reading, maths and both subjects. Students in all year groups had significant weaknesses in reading and maths on entry into the school and the current year 11 cohort had 37 percent of students who had come to the school with underage related expectations. This became progressively worse with nearly 50 percent of the Year 7 group not achieving the standard in reading and maths. It was explained that 42 percent of the current Year 7 had not reached the age-related expectation in maths. This provided a challenge for the school as the gaps in learning had to be identified and interventions put in place prior to moving forward. **A governor asked whether this was the situation coming from all primary schools.** It was acknowledged that it was a similar picture both locally and nationally due to the missed learning during the pandemic.

Governors were made aware that there had been 17 in year student transfers from Bridlington School to Headlands School and that five students had moved from Headlands to Bridlington School, citing 'moved from the area' in all cases.

### Attendance

Whole school attendance reported in November 2022 was 91.1 percent compared with a national figure of 89.3 percent for secondary schools. Governors were informed there had been an increase in persistent absences and reported that at 23.4 percent it was significantly higher than previous years, although lower than at the end of July 2022 when it had been recorded as 30 percent. There had been four prosecutions for non-attendance and 30 penalty notices issued. It was reported that the school had been working with the local authority regarding attendance.

It was noted there had been one fixed term suspension and four permanent exclusions to date, which had related to serious unseen incidents. It was also explained that 450 appointments had been made with the school counselling provision. The main reason for the requirement had been related to 'anxieties'.

### Quality of Teaching and Learning

It was explained that following the Ofsted inspection in October 2021 the school had deferred the scheduled reviews until September 2022, although departments had been closely line managed with formal meetings and regular classroom drop ins. No concerns had been highlighted since the previous reviews. As a result of formal examinations being reinstated it was felt that Year 11 and Year 13 were the priority focus. The graphs shared demonstrated that from September 2022 to November 2022, 92 percent of teaching staff were appropriately challenging and setting work that was differentiated for students, 99.5 percent were appropriately sequencing their curriculum and 99.5 percent were demonstrating 'secure' in their subject knowledge.

### Behaviour

Mrs Stamford reported a new tighter framework which had been put in place regarding behaviour and included rewards for positive attitudes. There had been 3356 positive postcards forwarded to students since September 2022, which equated to approximately 3.2 per student.

**A governor asked whether a revisit to the focus areas of the Report of the Headteacher and establish what was 'good' and how it could become 'outstanding'.** It was acknowledged that would be given due consideration to move the school forward.

RESOLVED: that the report of the Headteacher be received.

## 2454 **SCHOOL DEVELOPMENT PLAN 2022/2023**

The Chasing Great School Development Plan 2022/2023 had been Red, Amber, Green (RAG) rated to demonstrate what had been achieved, ongoing progress and outstanding objectives. Edulink, which was a complete engagement and management solution that supported parents, had been utilised to communicate with parents and staff, therefore improving communication with parents, which had been coloured green to demonstrate the objective had been achieved.

Governors noted that offsite English and maths support had provided a challenge, especially when students had not attended. The ARC team had not been in a position to facilitate the needs of a number of students, hence the requirement for an offsite provision.

The school's finances were currently coloured Red due to the deficit budget, although governors noted that approximately £200,000.00 was expected to be received from central government.

RESOLVED: that the School Development Plan 2022/2023 be received.

## 2455 **SAFEGUARDING REPORT**

The annual Safeguarding Report had been discussed by the Leading Behaviour Committee and governors approved it for submission to the local authority.

RESOLVED: that the Safeguarding Report be approved for submission to the local authority.

2456 **SCHOOL FUND ACCOUNT**

Governors had approved Mrs A Day as the auditor of the School Fund Account and were aware that the audited account should be presented during this meeting as an action from the summer term 2022. It was agreed that the Leading Behaviour Committee would meet to discuss the account to ensure the local authority deadline for submission was met.

**A governor enquired about the impact of the increased energy costs.** It was explained that the school had not received invoices and that questions had been raised as part of the Private Finance Initiative (PFI). Minutes of meetings had been requested but not provided and the local authority had informed the school that discussions had been held as part of a forum which was not minuted. The Headteacher had challenged the situation and was now taking full notes of any discussions as it was felt important to be fully aware of the implications for the school when the PFI was due to end in under five years' time.

The audit of the school fund account would be deferred to the spring term 2023.

RESOLVED: a) that Mrs A Day be approved as the auditor of the School Fund Account;  
b) that the School Fund Account for the year ending 2021/2022 be deferred to the spring term 2023.

2457 **SCHOOL FINANCIAL VALUE STANDARD**

RESOLVED: that the School Financial Value Standard be deferred to the spring term 2023.

2458 **PAY POLICY**

RESOLVED: a) that the Pay Policy and procedure be approved and adopted;  
b) that the Headteacher notify staff of the adoption of this policy.

2459 **REDUNDANCY POLICY AND PROCEDURE**

RESOLVED: a) that the Redundancy Policy and procedure be approved and adopted;  
b) that the Headteacher notify staff of the adoption of this policy.

2460 **KEEPING CHILDREN SAFE IN EDUCATION 2022**



A summary of the changes made to the Keeping Children Safe in Education (September 2022) had been included as an enclosure document with the agenda. Governors and staff had been requested to ensure they had read and understood their responsibilities.

RESOLVED: that governors had received the Keeping Children Safe in Education 2022 revised statutory guidance.

## 2461 SCHOOL POLICIES

A summary of the policies for consideration had been included within the agenda documentation. A number of policies had been reviewed at committee level. The policies for approval by the full governing board were:

- Uniform Policy;
- Positive Discipline Policy (Behaviour for Learning Policy);
- Rewards Policy;
- Blended Learning Policy.

It was explained that minor changes had been made and everyone involved in the review process was thanked for their contribution. **A governor requested that an opening statement be included within each policy.** It was confirmed that could be considered by the student leadership team for their contribution.

RESOLVED: a) that the following school policies were approved and adopted:

- Uniform Policy
- Positive Discipline Policy (Behaviour for Learning Policy)
- Rewards Policy
- Blended Learning Policy

b) that the Headteacher notify staff of the adoption of these policies.

## 2462 GOVERNOR CODE OF CONDUCT

A summary of the amendments made to the Governor Code of Conduct had been included within the agenda documentation.

RESOLVED: that governors reviewed and adopted the Code of Conduct.

## 2463 GOVERNOR SKILLS AUDIT

Governors had undertaken a skills audit, which was a National Governors Association (NGA) recommendation, and it was noted that three governors were still required to submit their completed forms. A summary of the skills audit would be an agenda item for the spring term 2023 meeting.

RESOLVED: a) that outstanding skills audit forms be completed;

b) that a summary of the skills audit be presented in the spring term 2023.

2464 **GOVERNOR VISITS**

Governors had made a number of visits into the school, which included attendance at committee meetings.

RESOLVED: that the governor visit reports be received.

2465 **GOVERNOR TRAINING AND DEVELOPMENT**

RESOLVED: that all training details were available on the CPD website [www.hereforschools.co.uk](http://www.hereforschools.co.uk).

2466 **CATERING**

Governors were informed that the school had requested to take the catering provision back in house, finances permitting.

RESOLVED: that the catering update be received.

2467 **FUTURE MEETINGS**

RESOLVED: that future meetings be held on:

23 March 2022 at 6.00pm.

13 July 2022 at 6.00pm



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Chair's Signature