

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

Mrs E Philpot (temporarily in the Chair)

Mr S Abbotts, Mrs S Bone, Mr R Melles, Reverend M Pollard, Mrs S Thompson and Mrs A Wilkinson.

Also in attendance were the following members of school staff:

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

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

**2553 APOLOGIES**

Apologies for absence were received from Mr A Hirst, Mr G Hoyle, Mrs P Gascogine and Mrs D Walker.

**2554 CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mr Hirst, Mr Hoyle, Mrs Gascogine and Mrs Walker for their absence from this meeting.

**2555 CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that no items be raised under any other item of urgent business.

**2556 DECLARATION OF INTERESTS**

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

**2557 PECUNIARY INTERESTS**

Governors would complete their Declaration of Pecuniary Interest forms and forward to the Clerk.

- RESOLVED:
- a) that the Declaration of Pecuniary Interests be completed and returned to the Clerk;
  - b) that the Register of Pecuniary Interests be reviewed and updated.

2558 **GOVERNOR CODE OF CONDUCT**

An explanation was provided regarding the changes to the updated version of the Governor Code of Conduct, which was required to be personalised by the school. Governors were informed that this provided them with a framework of expectations in their role as part of the governing board. It was acknowledged that all were happy to accept the reviewed version of the document. The document would be signed by each governor individually and forwarded to the Clerk.

RESOLVED: that governors reviewed the Code of Conduct.

2559 **MEMBERSHIP**

New governors were welcomed to the meeting and governor resignations were noted with an appreciation of their contribution to the governing board.

New governors would receive documentation which was required to be completed and returned to the Clerk.

- RESOLVED:
- a) that the resignation of Mr G Kay as a Parent Governor be noted;
  - b) that the resignation of Mr P Robson as a Co-opted Governor be noted;
  - c) that the resignation of Mrs L Echevarria as a Co-opted Governor be noted;
  - d) that the appointment of Mrs Thompson as a Co-opted Governor be noted subject to the completion of new governor documentation;
  - e) that the appointment of Mrs Gascoigne as a Co-opted Governor be noted subject to the completion of new governor documentation;
  - f) that Mr Hirst's term of office as a Co-opted Governor would end on 14 January 2021;
  - g) that Mr Hirst be re-appointed as a Co-opted Governor for a further four-year period be noted;
  - h) that Mrs Wilkinson's term of office as a Parent Governor would end on 8 March 2022;
  - i) that a parent governor election would take place in the spring term 2022.

Note Reverend Pollard joined the meeting.

2560 **ELECTION OF CHAIR**

- RESOLVED:
- a) that the term of office for the Chair be until the first meeting of the autumn term 2022;

b) that Mr Hirst be elected Chair.

2561 **ELECTION OF VICE CHAIR**

RESOLVED: a) that the term of office for the Vice Chair be until the first meeting of the autumn term 2022;

b) that Mrs Philpot be elected Vice Chair.

2562 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES**

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

See Appendix A

b) that the extent of delegation be as follows:

- Full Governing Body - 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.

c) that the delegation of staffing responsibilities be:

that the delegation of staffing responsibilities remains with the Headteacher.

2563 **ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES**

RESOLVED: a) that Mrs Walker be elected as an Outcomes for Students, Finance, Data and Timetabling Assessment Governor;

b) that Mr Hirst be elected as an Educational Visit Governor;

c) that Mrs Wilkinson be elected as a Child Protection, Safeguarding, Student Services, Support for Learning, Personal Development, Behaviour and Welfare Governor;

d) that Mrs Philpot be elected as a Careers Guidance, Learning and Progress and Sixth Form Governor;

e) that Mrs Bone be elected as a Training Link Governor.

2564 **GOVERNOR SKILLS AUDIT**

Governors had undertaken an annual skills audit and the summary results had been shared as part of the agenda documentation for information.

RESOLVED: that the governor skills audit be received.

2565 **MINUTES**

- RESOLVED: a) that the minutes of the meeting held on 8 July 2021 be confirmed;
- b) that the minutes be signed at the next available opportunity due to the Covid-19 pandemic.

2566 **MATTERS ARISING FROM THE MINUTES**

Report of the Headteacher (Nurturing School) – minute 2541

Mrs Wilkinson had been appointed as the nurture school governor representative.

2567 **COMMITTEE MINUTES**

- RESOLVED: a) that the minutes of the Leadership Committee held on 7 October 2021 be received;
- b) that the minutes of the Leading Learning Committee held on 11 November 2021 be received.

2568 **REPORT OF THE HEADTEACHER**

Leadership Evaluation

Governors were made aware that less detail was required within the report due to the outcome of the recent Ofsted inspection, which had resulted in a judgement of 'Good'. The school would focus on the elements identified as requiring attention moving forward and did not anticipate another inspection for three to four years.

Page two of the report provided a contextual summary of the school's current position demographically and geographically. It also included information on safeguarding concerns and Operation Encompass reports.

**A governor asked whether there were any statistics on student mental health.** It was acknowledged that the number of undiagnosed cases continued to grow therefore it was difficult to provide the information. There were 2.5 counsellors in school, who provided a service for students and staff. All students had been asked whether they were happy and felt safe, the majority of which stated that 'yes' they were happy and did feel safe.

The Headteacher provided information on cognitive ability testing (CAT) which had been applied for the current Year 7 students as part of their induction. The tests had provided information on each student's ability, which was the lowest ability level intake the school had known, although it was acknowledged this could be due to the disruptions in their education due to the pandemic. The school had now employed two primary school teachers who would concentrate on literacy and spelling issues with the year group. Governors were also informed that forensic reading would be launched to improve literacy levels from early 2022.

Governors were notified there had been a local authority Special Educational Needs and Disabilities (SEND) Ofsted inspection recently, and the school had received the inspection report. It was noted that the school had a SEND provision and there had been an increase in Education, Health and Care Plans (EHCP) which had created additional challenges. Suitable support had always been put in place for students to ensure they received quality teaching. Mr Walton was thanked for his contribution to the provision.

#### Overall effectiveness

The overall effectiveness of the school remained good and governors acknowledged that positive destinations continued. Mr Stamper was thanked for the work undertaken to achieve desired outcomes for student destinations, which were tracked for three years after students had left the school. Mrs Philpot, as Careers Governor, had attended the Hull and East Riding Careers hub and reported a successful event.

Highlighted in green on the report were outstanding objectives that remained as areas of focus to be addressed.

#### Quality of teaching

The quality of teaching remained strong and subject reviews continued to take place. Areas for development had been identified and would be addressed. The school continued to offer a range of extra curriculum activities which included a food club that had been well attended.

#### Personal Development, Behaviour and Attitude

Personal Development, Behaviour and Attitude continued to be strong despite an increase in exclusions. Positive feedback had been received and governors noted that younger students now understood the different expectations of Headlands School to the primary provision they had previously attended.

#### Attendance

Comparative attendance information from 2017/2018 to date had been shared with governors as part of the Headteacher's report and it was explained that as of 23 November 2021, the whole school attendance was 89.58 percent and that nationally attendance in secondary schools was 85.7 percent on 21 October 2021. Persistent absence was recorded at 38 percent and governors noted that all Covid-19 related absence had to be recorded as an absence from September 2021 and not sectioned with an X code and discounted from the absence figures. Disadvantaged absences were reported as 86 percent against a national average of 74 percent. Behaviour was acknowledged as good compared to national averages and governors were invited to visit the alternate provision in school, the ARC, to meet with students to understand the challenges the school and the students faced.

**A governor enquired what the attendance figures would be with the Covid-19 absences removed.** It was difficult to assess and an estimated figure would be roughly 90 percent, which was approximately the same as this time in the previous academic year. The school felt that it would be held to account on attendance figures rather than absence.

## Leadership and Management

Leadership and Management continued to be good and a further reflection would be made towards the end of the spring term 2022. Continuous Professional Development (CPD) continued as appropriate and there would be some members of the team undertaking national qualifications.

## Sixth Form

It was reported that the school had met all the criteria for good in the effectiveness of sixth-form provision securely and consistently and it was acknowledged that curriculum changes had been made as a result of the student voice, which had been positively received. Mr Cooke was thanked for the curriculum work undertaken to attract more students into the sixth form provision.

## Self Evaluation Form (SEF)

The SEF had been included within the agenda pack although there had not been any updates to report.

- RESOLVED: a) that the report of the Headteacher be received;
- b) that governors arrange to visit the ARC to meet with students.

## 2569 **SCHOOL DEVELOPMENT PLAN 2021/2022**

The Chasing Great School Development Plan had been shared in advance of the meeting. It was explained that it was a working document which had been Red, Amber, Green (RAG) rated to display what had been completed, what was in progress and what remained outstanding. The Headteacher confirmed that the subject leaders were working on achieving the objectives set. The Plan would be reviewed during the spring term 2022.

Note Mr Melles left the meeting.

RESOLVED: that the School Development Plan 2021/2022 be received.

## 2570 **SAFEGUARDING REPORT**

Miss Brown presented the ERSIP report during the meeting and explained there was a new document format which had been forwarded to schools recently by the local authority.

The new style document format was an ongoing working document which would culminate in a year end summary report. The revised format would be easier to read and understand and the changes that had been made were explained. The intention was to transfer the information onto the new form for submission in January 2022. The new format would enable more comparisons to be made.

The content of the report was explained for governors and that case reviews and conferences had taken place to discuss what was in the best interest of students.

Operation Encompass incident reports had increased, and it was acknowledged that despite the monitoring process in place that some behaviours did not appear until sometime after reported incidents.

Early help assessments had been submitted and governors noted there could be a 14-week triage period for emotion support and that 2.5 councillors were employed by the school.

There had not been any allegations against staff recorded on the report although there had been a recent referral to the local authority (LA) Designated Officer (LADO) regarding an allegation against a member of staff.

Training undertaken had been appropriate to the positions of teachers and governors during September 2021 and it was acknowledged that staff would undertake regular training as fitting their requirement.

**A governor enquired regarding comparisons with other schools when dealing with safeguarding issues.** It was felt that Headlands were leaders in the field of dealing with safeguarding issues of concern. **Another governor asked whether there had been an improvement in local authority response times.** It was acknowledged that they complied with the 24-hour response time although other frustrating delays remained and also that there had been several changes within the local authority Safeguarding Team. **Another governor asked if an EHASH report would be made.** It was confirmed that it was the Early Help Service and Safeguarding Hub screened the reports submitted.

Miss Brown had met with all students to discuss their reports rather than just speaking to them when incidents occurred. Children in need (CIN) and child protection (CP) students had been spoken to individually to discuss their academic progress and their home environment. The school felt it was important to develop a culture of consistency and approachability in the future to build trust.

Miss Brown and the team were thanked for the work undertaken.

RESOLVED: that the termly safeguarding update be received.

#### 2571 SCHOOL FUND ACCOUNT

It was confirmed that the auditor had not yet visited the school to audit the account therefore it would be presented to governors in the spring term 2022.

RESOLVED: that the School Fund account be deferred to the spring term 2022.

#### 2572 SCHOOL FINANCIAL VALUE STANDARD

It was reported that Mr Hudson was working towards the deadline of 31 March 2022 to submit the School Financial Value Standard to the local authority. Governors would discuss the document at committee level and recommend for approval to the full governing board meeting scheduled to be held in the spring term 2022.

RESOLVED: that the School Financial Value Standard be deferred to the spring term 2022.

2573 **SCHOOL POLICIES**

School policies to be adopted had already been presented to governors and discussed at committee level. The following were approved and adopted:

Admissions Policy;  
Blended Learning Policy;  
Children Looked After Policy;  
Children with Health needs not Attending School Policy;  
Critical Incident Policy;  
Equality Duty Statement;  
Exclusion Guidance;  
Freedom of Expression Policy;  
Freedom of Information – Publication Scheme;  
Governors Allowance Policy;  
Numeracy Policy;  
Offensive Weapons Policy;  
SEND Policy;  
Sixth Form Code of Conduct 2021/2022;  
Staff Code of Conduct 2021/2022;  
Staff Reference Guide CP and Safeguarding Policy;  
Strategic Child Protection Safeguarding Policy  
Transgender Policy  
Whistle Blowing Guidance;  
Word Processor Policy.

- RESOLVED: a) that the above school policies be approved and adopted;
- b) that the Headteacher notify staff of the adoption of these policies.

2574 **GOVERNOR VISITS**

The following governor visits had taken place:

Careers Quality standard visit – Mrs Philpot

It was reported that the careers quality standard explored all areas of assessment.

Mock interview day – Mrs Philpot

The mock interview day was an annual event for Year 11 students, and it was noted there had been an increase in employer involvement. The Year 7 and 8 students had also been involved in a supportive capacity and were complimented for their contribution to the event. Mrs Philpot had interviewed five students over the day and conveyed there had been positive feedback received from employers and students, which had been encouraging. Mrs Philpot was thanked for her contribution to the day.

Note Ms Woodward left the meeting.

RESOLVED: that the governor visit verbal reports be received.



2575 **GOVERNOR TRAINING AND DEVELOPMENT**

Governors noted that they should contact Mrs Keyworth with any training requirements.

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

2576 **REVIEW OF ACTIONS**

RESOLVED: that the Review of Actions be confirmed.

2577 **FUTURE MEETINGS**

RESOLVED: that future meetings be held on:

31 March 2022 at 6.00pm.

14 July 2022 at 6.00pm

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Chair's Signature



Leading Learning

- Membership of the committee will be no fewer than three Governors, plus the Headteacher.
- The committee is to meet termly (three times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.
- The committee is to report to each meeting of the full governing body.
- The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.
- The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation.

*Membership*

Mrs Philpot (Chair), Mrs Walker, Mrs Bone, Mr Hirst, Mr Abbotts, Mrs Wilkinson, Mr Hoyle, Mrs Thompson and Mrs Gascoigne.

## NOTES:

Membership to include the SEND governor.

Associate Members:

Deputy Head – Quality of Education;  
Assistant Head – Data and Timetable;  
Assistant Head – Curriculum, Teaching and Learning.

*Terms of Reference*

To take the lead on:

- monitoring and evaluating rates of progress and standards of achievement by students, including any underachieving groups;
- ensuring that the curriculum is balanced, broadly based and meets the needs of all students and complies with statutory requirements;
- setting priorities for development and monitoring and evaluating the impact of development plans which relate to the committee's area of operation;
- developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers.

To accept full delegated responsibilities for the discharge of the following duties:

- Monitor and evaluate:
  - the impact of quality of teaching on rates of student progress and standards of achievement;
  - the impact of continuing professional development on improving staff performance;
  - the effectiveness of provision for children with special educational needs;
  - the quality of the curriculum in securing high standards of achievement;

- the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of students (e.g. SEND, gender, free school meals, EAL, Looked after Children etc.).
- Identify and celebrate student achievements.

To provide guidance to the full governing body for the following, which cannot be delegated:

- Setting realistic and sufficiently challenging statutory end of key stage targets;
- The school's curriculum statement;
- Approval of school policies on sex and relationships education and religious education.

### Leading Behaviour

- Membership of the committee will be no fewer than three Governors, plus the Headteacher.
- The committee is to meet termly (three times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.
- The committee is to report to each meeting of the full governing body.
- The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.
- The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation.

### *Membership*

Mr Hirst, Mr Abbotts, Mrs Wilkinson, Mrs Bone, Reverend Pollard, Mrs Thompson and Mr Melles

### Associate Members

Assistant Head – Behaviour;  
Deputy Headteacher – Student Character;  
Assistant Headteacher – SENCO;  
Deputy Headteacher – Quality of Education;  
Headteacher.

NOTE: Members to include Child Protection and Health and Safety governors

### *Terms of Reference*

To take the lead on:

- ensuring the health, safety and well-being of staff and students;
- promoting community cohesion and inclusive practice relating to race, gender and disability equality;
- overcoming barriers to learning;
- parental and community liaison;
- setting priorities for development and monitoring and evaluating the impact of development plans which relate to the committee's area of operation;

- developing and reviewing policies identified within the school's policy review program and in accordance with its delegated powers.

To accept full delegated responsibility for the discharge of the following duties:

- To agree annual attendance targets and monitor progress towards achieving these
- To systematically gather the views of stakeholders and report on these, in order that outcomes are effectively used to inform planning
- To monitor and evaluate:
  - the impact of the school's punctuality, attendance and behaviour policies;
  - the quality of the school's provision for personal development and well-being;
  - the effectiveness of care, guidance and support for learners;
  - the extent to which students feel safe;
  - the extent to which students adopt healthy lifestyles;
  - the extent to which students contribute to the school and wider community;
  - the extent to which students develop workplace and other skills that will contribute to their future economic well-being;
  - the extent of students' spiritual, moral, social and cultural development;
  - the effectiveness with which the school promotes equal opportunity and tackles discrimination;
  - the effectiveness with which the school promotes community cohesion;
  - the effectiveness of safeguarding policies and procedures and ensure that the school complies with all health and safety and other safeguarding regulations (including child protection and safe recruitment).

### Leadership

- Membership of the committee will be no fewer than three Governors, plus the Headteacher;
- The committee is to meet termly (three times per year) and otherwise as required, using the terms of reference as a guide to agenda setting;
- The committee is to report to each meeting of the full governing body;
- The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions;
- The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation.

### *Membership*

Mrs Philpot, Mr Abbotts, Mrs Walker, Mrs Bone, Mr Hirst, Mrs Wilkinson, Mrs Gascogine and Mr Hoyle.

### Associate Members

Finance Manager;  
Deputy Headteacher – Quality of Education;  
Director of Business Operations;  
Deputy Headteacher – Student Character;  
Headteacher;

Assistant Headteacher – Curriculum, Teaching and Learning.

*Terms of Reference*

To take the lead on:

- monitoring and evaluating the budget allocated to the school to achieve value for money;
- reviewing staff pay and conditions;
- agreeing procedures for staff conduct and discipline;
- setting priorities for development and monitoring and evaluating the impact of development plans which relate to the committee's area of operation;
- developing and reviewing policies identified within the school's policy review program and in accordance with its delegated powers.

To accept full delegated responsibilities for the discharge of the following duties:

- Preparation and presentation of an annual budget to the full governing body for approval;
- Agree the level of financial delegation to the Headteacher;
- Ensure that the principles of 'best value' are adhered to;
- Review, monitor and evaluate the annual maintenance programme;
- Project manage maintenance, repairs and redecoration within the budget allocation;
- Recommend an appropriate staffing structure to the full governing body for approval;
- Recruit, select and appoint staff;
- Secure the effective implementation of performance management procedures;
- Monitor and evaluate the effectiveness of partnerships in securing improved student outcomes;
- Monitor and evaluate the effectiveness of leadership and management.

To provide guidance to the full governing body for the following, which cannot be delegated:

- Approval of the annual budget;
- Appointment of Headteacher and Deputy Headteachers;
- Approval of the staffing structure for the school;

Appeals Committee

*Membership*

Three governors with no prior knowledge of the matter under appeal.

The Chair may co-opt additional governors with no prior involvement in the decision under appeal as required to ensure a quorum.

*Terms of Reference*

To consider any appeals.

## Complaints Committee

### *Membership*

Three governors with no prior knowledge of complaint.

The Chair may co-opt additional governors with no prior involvement in matter under consideration as required to ensure a quorum.

### *Terms of Reference*

To consider any parental complaints.

## Discipline Committee

### *Membership*

The Chair may co-opt additional governors with no prior involvement in the matter under consideration as required to ensure a quorum.

### *Terms of Reference*

To consider any matters concerning the discipline of staff or students.

## Pay and Performance Review Committee

Three governors selected by the Chair.

Note: Members of staff cannot be members of this Committee.

### *Terms of Reference*

The Pay and Performance Committee shall be responsible with delegated powers from the Full Governing Body for issues relating to the performance of all staff employed by the Governors. The committee serves to achieve the aims of the Performance management Policy and whole school pay policy in a fair and equal manner;

- To carry out the Performance Management Review of the Headteacher as stated in the Performance Management Policy;
- To determine the Headteacher's salary having regard to the requirements of the School Teachers Pay and Conditions Document and the school's Pay Policy;
- To monitor the implementation of the Performance Management Policy and receive all decisions about the performance reviews of all staff;
- To ensure that:
  - a. the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review are applied correctly
  - b. all statutory and contractual obligations are observed
  - c. the reasons for all decisions are minuted carefully and are and reported to the next meeting of the full governing body;

- d. they recommend to the Finance and General Purposes Committee the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion. The Pay and Performance Committee will recommend that the governing body makes application for any additional funding, available to support this process;
- e. they keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised;

NOTES:

- The report of the Pay Committee will be placed in the confidential section of the Governing Body's agenda and will either be received or referred back. Reference back may occur only if; either the pay committee has exceeded its powers under the policy, or the budget allocated for pay has been exceeded;
- Decisions about pay will be communicated to each member of staff by the Headteacher in writing in accordance with requirements of the School Teacher's Pay and Conditions Document;
- Decisions on the pay of the Headteacher will be communicated by the Chair of the Governing Body, in writing, also in accordance with the Document. An instruction to amend pay from the relevant elate will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

*Allen*