

MINUTES of the Meeting of the Governors of Headlands School held on
Thursday 13 December 2018 at 6.00pm

P R E S E N T :-

Mr A Hirst (in the Chair)

Mrs S Bone, Mrs V Exon, Mrs J Isham, Mr R Fishburn, Mrs E Philpot, Mr P Robson,
Mrs D Walker, Mrs A Wilkinson.

Also in attendance were Mr G Crossley, Miss T Roberts, Mrs G Rogers and
Mrs A Stamford from the Senior Leadership Team and Mrs H Keyworth, School
Business Manager.

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

2617 **APOLOGIES**

Apologies for absence were received from Mrs L Echevarria, Miss E Hewitt,
Reverend M Pollard and Mr I Walton.

2618 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mrs Echevarria, Miss Hewitt,
Reverend Pollard and Mr Walton for their absence from this meeting.

2619 **MEMBERSHIP**

Governors updated their personal details and returned them to the Clerk.

- RESOLVED:
- a) to note the resignation of Mrs L Coates as a parent governor;
 - b) to note the election of Mrs D Walker as a parent governor on
24 May 2018 for a four year period;
 - c) to note that Mrs Exon's term of office as a parent governor had
ended on 23 November 2018;
 - d) to note the appointment of Mrs Exon as a co-opted governor for
a four year period.
 - e) to note the election of Mrs Echevarria as a staff governor for a
four year period with effect from 23 March 2018;
 - f) that the appointment of Mr R Fishburn as local authority
governor be approved;
 - g) that the Clerk update the table of governors' personal details;

2620 **APPOINTMENT OF CO-OPTED GOVERNORS**

Governors noted that the term of office of Mrs Philpot, Reverend Pollard and Mr Robson, as co-opted governors, had ended on 23 November 2018.

RESOLVED: that Mrs Philpot, Reverend Pollard and Mr Robson be re-appointed as co-opted governors for a further four year period.

2621 **PECUNIARY INTERESTS**

RESOLVED: that all governors complete their declaration of pecuniary interest form and return it to Mrs Keyworth.

2622 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL AND STAFFING RESPONSIBILITIES**

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

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

Mr Robson (Chair), Mrs Isham, Mrs Exon, Mrs Walker, Mrs Bone, Mr Hirst, Mr Walton, Mrs Echevarria

NOTES:

Membership to include the SEND governor.

Associate Members:

Deputy Head – Achievement;
Assistant Head – Curriculum and Timetable;
Assistant Head – Assessment.



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

Mrs Isham (Chair), Mr Hirst, Mr Walton, Mrs Wilkinson, Mrs Bone, Reverend Pollard, Miss Hewitt

Assistant Head – Personal Development, Behaviour and Safety

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 Exon (Chair), Mrs Philpot, Miss Hewitt, Mr Walton, Reverend Pollard, Mrs Walker, Mrs Echevarria, Mrs Bone, Mr Hirst, Mr Robson, Mrs Isham, Mrs Wilkinson, Mr Fishburn

Bursar / School Business Manager, Deputy Head – Achievement and Assistant Head – Curriculum and Timetable

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

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

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

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

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.

- b) that the quorum for all committees be three governors;
- c) that the extent of financial 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.
- d) that the delegation of staffing responsibilities remain with the Headteacher.

2623 **ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES**

- RESOLVED:
- a) that Mrs Exon be elected Outcomes for Students and Finance Governor;
 - b) that Mr Hirst be elected Educational Visit Governor;
 - c) that Mrs Isham be elected Child Protection, Student Services, Support for Learning, Personal Development, Behaviour and Welfare Governor;
 - d) that Mrs Exon and Mrs Walker be elected Data and Timetabling Assessment Governors;
 - e) that Mrs Philpot be elected Careers Guidance and Learning and Progress and Sixth Form Governor;
 - f) that Mrs Bone be elected Training Link Governor.

2624 **MINUTES**

RESOLVED: that the minutes of the meetings held on 22 March and 12 July 2018 be confirmed and signed by the Chair.

2625 **COMMITTEE MINUTES**

Leadership Committee

Governors were informed that donations / private funds totalling £20,000 had been received, which did not have to be spent on anything specific.

Governors received an update on Initial Teacher Training Seminars and were informed that three trainees would be attending the school for interview. The school would receive an additional £3,000 per trainee appointed following interview. Training would

be delivered by staff at the school and the funding would be received in the form of a lump sum from the Department for Education.

Leading Learning Committee

Governors noted that the Showcasing analysis had been issued but the most recent data was not yet available. Governors also noted that the collection proforma had been redesigned. Governors received an update on pupil challenge, including feedback from pupils. It was felt that Maths Mastery was not challenging enough and pupils had requested more challenges and not 'more of the same' as this would provide them with new skills. Pupils had also commented that they wanted their expectations to be raised.

- RESOLVED:
- a) that the minutes of the meeting of governors to receive a presentation on the 2018 exam results held on 20 September 2018 be received;
 - b) that the minutes of the meetings of the Leadership Committee held on 4 and 18 October 2018 be received;
 - c) that the minutes of the meeting of the Leading Learning Committee held on 8 November 2018 be received.

2626 SCHOOL FUND ACCOUNT

RESOLVED: that the Headteacher submit the audited school fund account to the next meeting.

2627 SCHOOL FINANCIAL VALUE STANDARD (SFVS)

Governors considered the draft SFVS for 2017/18, including whether there was a clear and demonstrable link between the school's budgeting and its plan for raising standards and attainment.

RESOLVED: that the SFVS, as submitted, be approved subject to the Headteacher changing 'No' to 'Yes' in the answer to question 10 in Part B.

2628 REPORT OF THE HEADTEACHER

The report of the Headteacher was considered and governors were invited to identify any gaps and comment on where they felt the school should be at in terms of delivering the schools four key priorities. The report set out areas for improvement identified by Ofsted in January 2018, what had been implemented and what impact the actions taken had made. The Headteacher emphasised the importance of addressing inconsistencies and understandings. The Headteacher presented her report alongside the current Ofsted categories and asked governors to consider the evidence available to them which provided evidence which could demonstrate the relevant Ofsted category. Governors split into three groups and discussed the report with each group providing feedback to all governors.

NOTE: Mrs Philpot, Miss Rogers and Mrs Stamford joined the meeting at this point and Mr Robson left the meeting.

Governors commented that they felt the exercise of contributing to the self evaluation was useful and would re-enforce judgements to be made Senior Management Team. It

was felt that this demonstrated a collective responsibility for the school and enabled a more confident approach to be taken when responding to Ofsted.

Governors asked are these the old Ofsted judgements. It was the old framework as that was what Ofsted used on their last inspection of the school. The Headteacher would like to see the Ofsted framework as a dashboard to make it easier to digest and inconsistencies would be easily identified.

Governors were invited to visit school at different times of the day, week and school year to observe different year groups reading in 'Tutor Time'. It was felt this would be helpful for governors to see evidence of reading and the levels of challenge involved.

Governors referred to the visit to the outstanding school and **asked for a summary of findings.** Mrs Stamford had visited South Hunsley school and felt that the main difference to this school was that their staff consistently challenged pupils by asking them questions in response to their questions. If they could not respond this was followed up by another question. Mrs Stamford felt that South Hunsley was totally different, contextually, to Headlands. The nearest school of a similar context to Headlands was approximately 75 miles away in Bradford so it would not be possible to make direct comparisons with schools within the East Riding.

- RESOLVED: a) that the report of the Headteacher be received:
- b) Governors to arrange visits into school during 'Tutor Time reading;
 - c) that the Headteacher collate governor's responses and submit them to the Spring term meeting of the governing body.

2629 2018/19 SCHOOL DEVELOPMENT PLAN

Governors received an updated, Red, Amber Green (RAG) rated, School Development Plan and the Headteacher highlighted key issues. Whilst a system was in place to monitor homework reports and displays were used by pupils, there was still a need to ensure more consistency was applied and this would be covered in the staff training day at the beginning of the spring term.

Governors asked if there was any parental feedback on reporting academic information to them. There had been no feedback from parents to ensure the accessibility and appropriateness of reporting information. Governors were informed that the 'data buddies' system would be re-launched to ensure that no data is entered onto SIMS in isolation and would be challenged for validity.

The school would continue to promote independent learning skills across years 7 to 13 through 'show my homework'. Workshops would be held to develop student's confidence and skills.

RESOLVED: that the updated School Development Plan be received.

2630 SAFEGUARDING REPORT

Governors received the Safeguarding report for the first part of the autumn 2019 term and noted that the annual 2017/18 report had been submitted to the Local Authority.

The report noted an increase in the number of reports to the school as part of Operation Encompass. Governors discussed the issues around 'county lines' which was a current cause for concern for students. It was also highlighted that any new governors recruited had a police background to provide additional knowledge to the governing body and assist governors with safeguarding.

2631 **REVISED SCHOOL SAFEGUARDING STATUTORY GUIDELINES – KEEPING CHILDREN SAFE IN EDUCATION 2018**

Governors received a report from the School Safeguarding Adviser and Local Authority Designated Officer summarising changes in version five of Keeping Children Safe in Education, including the responsibilities of the governing body. Governors discussed the recording of risk assessment for volunteers on the school site to ensure compliance with statutory guidance.

- RESOLVED:
- a) that the Revised School Safeguarding Statutory Guidelines be approved and adopted;
 - b) that the Headteacher notify staff of the adoption of this policy;
 - c) that risk assessments be carried out for volunteers on the school site.

2632 **SCHOOLS PAY POLICY**

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

2633 **ADOPTION PAY AND LEAVE POLICY AND PROCEDURE – TEACHING STAFF**

- RESOLVED:
- a) that the Adoption Pay and Leave Policy and Procedure – Teaching Staff be approved and adopted;
 - b) that the Headteacher notify staff of the adoption of this policy and procedure.

2634 **ADOPTION PAY AND LEAVE POLICY AND PROCEDURE – SCHOOL BASED SUPPORT STAFF**

- RESOLVED:
- a) that the Adoption Pay and Leave Policy and Procedure – School Based Support Staff be approved and adopted;
 - b) that the Headteacher notify staff of the adoption of this policy and procedure.

2635 **MATERNITY PAY AND LEAVE POLICY AND PROCEDURE – TEACHING STAFF**

- RESOLVED:
- a) that the Maternity Pay and Leave Policy and Procedure – Teaching Staff be approved and adopted;

- b) that the Headteacher notify staff of the adoption of this policy and procedure.

2636 **MATERNITY PAY AND LEAVE POLICY AND PROCEDURE – SCHOOL BASED SUPPORT STAFF**

- RESOLVED:
- a) that the Maternity Pay and Leave Policy and Procedure – School Based Support Staff be approved and adopted;
 - b) that the Headteacher notify staff of the adoption of this policy and procedure.

2637 **STAFF TRAVEL, ACCOMMODATION, SUBSISTENCE AND EXPENSES POLICY AND PROCEDURES**

- RESOLVED
- a) that the Staff Travel, Accommodation, Subsistence and Expenses Policy and Procedure be approved and adopted;
 - b) that the Headteacher notify staff of the adoption of this policy and procedures.

2638 **TIME OF FOR PUBLIC DUTIES POLICY**

- RESOLVED:
- a) that the Time Off for Public Duties Policy be approved and adopted;
 - b) that the Headteacher notify staff of the adoption of this policy.

2639 **CURRICULUM POLICY**

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

2640 **FIRE EVACUATION POLICY**

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

2641 **LUNCHTIME ABSENCE POLICY**

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

2642 **SIXTH FORM CODE OF CONDUCT POLICY**

- RESOLVED:
- a) that the Sixth Form Code of Conduct Policy be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy.

2643 **GOVERNOR TRAINING AND DEVELOPMENT**

Governors received details of forthcoming training courses and noted that the annual GaTHER Conference would be held on 23 March 2019.

2644 **GOVERNOR VISITS**

Governors noted that Mrs Isham had visited school on a number of occasions; Mrs Exon had visited school to discuss finances and would develop a modal summary of the budget report to assist governors. Mrs Philpot had attended a mock interview day.

RESOLVED: that governor visits be received.

2645 **FUTURE MEETINGS**

Governors noted that future meetings would be held at 6.00pm;

Thursday 28 March 2019
Thursday 11 July 2019.



Chair's Signature - 28 March 2019