



HARROGATE  
GRAMMAR SCHOOL  
EXCELLENCE FOR ALL

**Minutes of the Local Governing Body of**

**held on Thursday 27 June 2024 at 5.30pm**

Present: Mr A Lindley (Chair), Mr N Renton (Headteacher), Dr J Featherstone, Mr J Topping, Dr T Stowell, Mr D Hurcomb, Mr C Howard, Miss O Charles

Apologies Ms J Watson

Also present: Miss K Smith, Mrs L Zoccolan, Mrs A Toulson (Minutes)

<b>Minute No.</b>		<b>Action</b>
LGB 1	<p><b>1. Apologies</b></p> <p>Apologies were received from Ms Watson.</p> <p>There we no declarations of interest.</p>	
LGB 2	<p><b>2. Minutes of the last meetings</b></p> <p>The minutes of the meeting on 9 May 2024 were agreed as a true record of the meeting.</p> <p>Mr Renton advised Governors that we are looking for the appropriate training course relating to gender identity. We will report back to Governors about this in September.</p> <p>The Trust are introducing a new Governor Hub to aid consistency in governance across all schools. This will be rolled out in September.</p>	Gender training for Governors
LGB 3	<p><b>3. Headteacher's Report</b></p> <p>Mr Renton advised that there is no new data to report on. The external exams have gone well and Y11 have been engaged. Y13 have also worked well. It appears to have been a very normal exam season.</p> <p>We have received some very good feedback on the lead invigilator and we hope to retain him for future exam series.</p> <p><b>Student numbers</b></p> <p>Mr Renton gave an update on student numbers in relation to leavers and joiners. There are no significant changes.</p> <p>As normal, Y12 recruitment will take place in the summer.</p>	

A Governor asked if there will be more applications if the proposed changes to private schools go ahead. Mr Renton confirmed that we usually take students from private schools into our Sixth Form, so we could have more and there could be late applicants. Ms Smith advised that we have recently enrolled a Y8 student who has come from the private sector.

A Governor asked if further reports could include more details about where students have come from. This will be included in future reports.

### **SEND report**

Mrs Zoccolan reported that since she had started at HGS four years ago, the numbers of EHCPs had gone up from 16 to 54. We have also received a high number of consults - 40 this year, the majority of which we declined as we are unable to meet need. Of the 31 that we declined, we were not parental preference.

Mrs Zoccolan explained what a consult is and that they can come from anywhere in North Yorkshire.

There are less students with EHCPs coming into Y7 which goes against the pattern of recent years. This number may increase as the new Y7 become more settled at secondary school.

Mrs Zoccolan explained the application process for applying for an EHCP. From identification to confirmation of an EHCP, it can take a few terms to be completed. Many of the students with an EHCP are making good progress and as a group, their attendance is above the national average.

There have been a number of factors for the increase in our numbers of EHCPs – the impact due to the pandemic, the success of the changes to learning support, the outstanding judgement and what has happened in other local schools. The pandemic has impacted many students' ability to engage with schools.

A Governor asked if there are other schools locally with similar numbers and similarly strong reputations. Mr Renton confirmed that there are.

Mrs Zoccolan explained wave 1, 2 and 3 provision for students with SEND.

A Governor asked about the cost to the school. We receive additional funding but it is not enough to provide the provision we would like. Mrs Zoccolan is implementing innovative strategies such as changing teaching assistants to assistant teachers and basing them in faculties. We are focusing on using resources effectively. We have appointed an EHCP Co-ordinator which will increase efficiencies around the EHCP application process. This will also allow Mrs Zoccolan to focus on the ongoing provision.

A Governor asked about the ratio. Mr Renton confirmed that we are meeting requirements but there are some challenges in meeting parental expectations.

The new provision in the Phoenix Centre has had a positive impact for children returning to school with bespoke provision.

There are 52 different languages spoken in school. We have appointed an EAL Co-ordinator to ensure we are meeting need. There are 25 EAL students joining in September and they will be assessed.

Include more joiner details in the HT report

Mrs Zoccolan is also undertaking wider SEND work in the Trust.

Governors thanked Mrs Zoccolan and her team for all their efforts.

Mr Renton reminded Governors that we sadly lost a member of staff from the LS team this year which was very challenging for staff and some students. The team have been incredibly supportive of each other.

### **Suspensions**

Ms Smith reported that suspensions are in line with previous years. Ms Smith explained the work of the fair access panel and our involvement.

### **Attendance**

The issue of attendance remains a national focus and despite implementing many strategies, we are still not back at pre-pandemic levels. Ideally, we would like every year group to have the same attendance as Y7.

The Trust is using Power Bi which will give us more data in relation to attendance.

There is national research that suggests a changing parental perception of school and we are working to build the social contract and improve relationships with parents. We continue to invest in this area and we will have a family outreach worker one day a week next year as a new role.

### **Safeguarding**

Miss Smith reported that following a safeguarding course and audit, we have made some small changes to our procedures. This has been reviewed by Dr Stowell, our link Safeguarding Governor.

### **Alumni**

There will be an event from class of 74.

### **Staff**

Mr Renton confirmed that our staff retention rate is 20% compared to 20% last year however, this includes end of contracts and retirements so the figure is likely to be lower. There are various different reasons why staff have left.

As previously advised, it has been harder to recruit in Design. We have used different types of strategies to fill vacancies. We are now fully staffed for next year. There are a few teachers who are moving to the private sector.

### **Finance**

As previously discussed, we face significant challenges with the budget. However, there will be a £136k surplus at the end of the year which will be added to the reserves of £570k. This is higher than previously forecast because we have not done the work following the successful Wolfeson bid. This work will now be carried out in the next academic year.

	<p>Next year, we are showing a surplus of £100k through the cutting of budgets and staffing.</p> <p>A Governor asked how confident we will be to achieve the surplus. Mr Renton confirmed that whilst he is frustrated about having to make these cuts and it will be a difficult few months, we are confident we can achieve a surplus next year.</p> <p><b>Development plan</b></p> <p>Most items on the development plan are now assessed as green. Where they are orange, that means the actions have been implemented but we have not seen the impact yet.</p> <p>A Governor asked if the school use recycled toilet rolls? Mr Renton gave an update about the student eco representatives who have been encouraging teachers to turn off the projectors at the end of the day.</p>	<p>Confirm if we use recycled toilet rolls</p>
LGB 4	<p><b>4. Policies for approval</b></p> <p>There were no policies for approval.</p>	
LGB 5	<p><b>5. Chair of Governors report</b></p> <p>Nothing to report</p>	
LGB 6	<p><b>6. Link Governors</b></p> <p>Mr Howard advised that he will be meeting with Ria Thompson who is the new HR Trust Director. Mr Renton advised that it would be beneficial for him to meet the HGS Business and Operations Manager.</p> <p>Mr Renton gave an update on the flexible working project. Mr Howard volunteered to be the Governor Flexible working champion.</p>	<p>Send Business Manager details to Mr Howard</p>

LGB 7	<p><b>7. Risk register update</b></p> <p>Mr Renton gave details on the updated risk register and highlighted the areas of concern</p> <ul style="list-style-type: none"> <li>• The financial position</li> <li>• IT – Mr Renton advised Governors of an incident at the start of a recent exam. An investigating officer has been appointed by the Trust to look into the incident. We need to find a resolution to ensure the systems are working for us. <ul style="list-style-type: none"> <li>➤ A Governors asked if there a back up strategy? Yes, but this did not work.</li> <li>➤ This is a risk management question, particularly through the desk top free project.</li> </ul> </li> </ul> <p>A Governor expressed concern that there is no IT representation at safeguarding meetings.</p> <p>A Governor asked if the exam contingency days could be used for the exam was distributed. Mr Renton confirmed that these days were linked to a pandemic in case the exams have to be cancelled.</p> <p>A Governor commented that it would be helpful to have direct feedback from the Trust on this issue.</p>	Arrange feedback from the Trust
LGB 8	<p><b>9. School improvement plan</b></p> <p>Mr Renton highlighted the key areas in the school improvement plan for the next academic year.</p> <p>Culture</p> <ul style="list-style-type: none"> <li>• We will work on strategies to foster an exceptional work ethic</li> <li>• Introducing the respect pledge with students</li> <li>• Continuing our work on diversity</li> <li>• Communication in respect of flexible working</li> </ul> <p>Curriculum</p> <ul style="list-style-type: none"> <li>• We will identify subjects to develop after the results in the summer</li> <li>• Make as much progress as we can and continue the peer review process in each subject</li> <li>• Improve the social contract with students through clubs</li> </ul> <p>Teaching and Learning</p> <ul style="list-style-type: none"> <li>• Students working hard and teachers checking for understanding.</li> </ul> <p>A Governor commented that it has been good to see students' achievements on social media.</p>	
LGB 9	<p>Mr Renton thanked Mr Topping for his service as a Governor and Trustee. His contribution has been exceptional and he has made a real difference.</p> <p>The next meeting will take place on Thursday 26 September at 5.30pm at Harrogate Grammar School.</p>	

---

Action Points

LGB2	Gender training for Governors
LGB3	Include more joiner details in the HT report
LGB3	Consider if we use recycled toilet rolls
LGB6	Send Business Manager details to Mr Howard
LGB7	Provide feedback from the Trust on IT