

**Minutes of the Full Governing Body Meeting
held in The Walter Knibbs Dining Room
on Tuesday 4 December 2018 at 6.30pm**

Present:

Dr J Powell (Chair)	Dr B Naylor
Mr I Colling (Head Teacher)	Mr N Arnold
Mrs S King	Mr D Garratt
Dr N Dixon	Dr M Pobjoy
Mr J Bilson	Mr H Cooper

Apologies:

Mr C Clapham
Mrs A Gomes dos Santos
Mr C Harte
Mr J Thorne

In Attendance:

Mrs W Willie (Clerk)
Mr A Anderson (Member)
Mr R Sawbridge MBE (Member)
Mr G Ellis (Prospective Governor)
Ms L Bowe (Prospective Governor)
Mrs J Creasey (Business Director) (left at 7.00pm)
Ms C Toemaes (Partner Ellacotts LLP) (left at 7.00pm)

ACTIONS:

1.	Mr Harte to complete a report following his SEN visit. Mrs Willie to follow up with Mr Harte	Mr Harte/ Mrs Willie
2.	Mrs Willie to follow up with Mrs Wright to obtain a governor visit report re GDPR visit	Mrs Willie
3.	Dr Pobjoy to contact Mr Redman re attendance	Dr Pobjoy
4.	All governors to read Keeping Children Safe in Education Part 1 and register once read on GovernorHub	ALL
5.	EPM Safer Recruitment Level 1 online training link to be re-circulated	Mrs Willie
6.	Pecuniary Interest Form to be completed	Mr Redman/ Ms Bowe/ Mr Thorne/ Mr Ellis
7.	Individual MCS email addresses to be sent out to all governors	Mrs Willie
8.	TOR and policies to be finalised	Mrs Willie
9.	Governor visit form re exit interviews to be completed	Dr Pobjoy
10.	Governor visit form re extended leadership training to be completed	Dr Naylor/ Mr Garratt

1. **Welcome & Apologies**

Dr Powell welcomed everyone to the meeting and introduced Ms Louise Bowe and Mr Graham Ellis, prospective governors. Mr Ron Sawbridge and Mr Andy Anderson, Members, were also welcomed to the meeting. Apologies as noted above, which were accepted. Mr Redman and Mr Roberts were noted as absent.

2. **Declaration of Governors' Interests**

None.

3. **Presentation by Ellacotts LLP, Auditors – Ratification of Trustees' Report and Financial Statements for the period ended 31 August 2018**

Ms Charlotte Toemaes, Partner Ellacotts LLP, was welcomed to the meeting. All governors had been provided with a draft annual report prior to the meeting, together with documents 'Audit Results Report to the Board of Trustees year ended 31 August 2018', 'Movement in Funds year ended 31 August 2018' and 'Top 10 musts for Chairs and other Trustees'. Ms Toemaes thanked Mrs Creasey and her team for their assistance during the audit. It was confirmed that the accounts are ready to be signed with no issues to report from the audit. Ms Toemaes briefed on the accounts with the following highlighted:

- The Local Government Pension Scheme movement this year has been positive and lowers the overall deficit, however, this is only an accounting adjustment.
- Staffing is the biggest cost. Although staffing numbers have increased staff costs have not risen in line with this increase due to the number of NQTs appointed.
- **Mr Sawbridge asked about the reduction in social security costs as detailed on page 37.** It was explained that these have reduced because of the number of staff.
- **Mr Anderson referred to page 35 and asked why income had significantly increased by £50,000.** Mrs Creasey clarified this was due to an insurance claim.

Audit Results Report to the Board of Trustees Year Ended 31 August 2018

Ms Toemaes referred to the Audit Results Report and confirmed that no significant issues arose in terms of reporting to the Education & Skills Funding Agency (ESFA). Ms Toemaes briefed on the Recommendations to Management noted in Section 3 of the report and the actions taken to address the issues identified. Ms Toemaes recommended that all governors read the Academies Financial Handbook 2018, particularly Annex C which details a schedule of 'musts'. It was noted that the Financial Handbook is on GovernorHub for governors to review. Ms Toemaes added that governors should ensure they regularly receive the Risk Register.

Mr Anderson asked if there is a recommended level of reserves. Ms Toemaes advised this would normally be, for example, one month's worth of staff costs and suggested this be looked at from a benchmarking point of view.

It was proposed that the accounts be approved by the Full Governing Body (FGB) subject to any minor amendments. All governors voted in agreement with the proposal, motion carried.

Dr Powell thanked Ms Toemaes for her presentation and Mrs Creasey and her team for their hard work in preparing the accounts. Ms Toemaes and Mrs Creasey left the meeting.

4. **Minutes of the meeting held 25 September 2018 & matters arising**

The minutes having been distributed and read were agreed and signed by Dr Powell.

Matters Arising

Actions from the minutes were reviewed with actions carried over detailed in the table above.

Due to the time restraints on governor panels meeting to hear exclusions, etc, governors were asked to respond as soon as possible to requests for governors to take part.

5. **Confidential minutes of the meeting held 25 September 2018 & matters arising**

The minutes having been read were agreed and signed by Dr Powell.

6. **Minutes of the planning meeting held 6 November 2018 & matters arising**

The minutes having been distributed and read were agreed and signed by Dr Powell.

7. **Master's Report**

A report dated November 2018 had been made available prior to the meeting. The following was highlighted and questions raised.

- Dr Powell commented that manners and kindness shown by students had increased around the school.
- **Mr Sawbridge asked if comparative results from other schools could be provided.** Mr Colling explained this information can be viewed through the school performance tables and that data from other schools is not shared in governor meetings. Mr Sawbridge said that having data from other schools may, for example, help identify weaknesses in subject areas. Mr Colling clarified that subject data from other schools is not available, only headline figures are published.
- **Mr Arnold asked if information is used to promote the school.** Mr Colling confirmed that results information is used to help promote the school. Dr Dixon added that articles are also published in the local papers.
- **Mr Garratt asked if the prospectus is updated annually and** was informed the prospectus is reviewed annually with parts re-written as required.

8. **Academy Structure**

Mr Colling clarified that in line with guidance from the ESFA, there needs to be greater separation between the Trustees and Members. The current Members were clarified and it was stated that the balance needs to be addressed, with ideally no more than two Trustees to remain as Members. An additional external Member should also be sought. Mr Colling explained there are a number of options. The number of named Trustees could reduce to just the Chair and Vice Chair being automatically appointed as Members and an external Member be appointed. Alternatively, the number of external Members could be increased to five to create a balance, however, this would create a larger Board.

Mr Colling proposed that governors agree whether the Chair and Vice Chair remain as the two Trustees from the Governing Body, adding there is no personal slight on any individual person in amending the structure. It was clarified this is a Members' decision but asked for governors' views on this proposal. Mr Cooper expressed his dis-satisfaction at being forced to amend a structure by the ESFA and questioned whether this layer of management is needed. Mr Colling explained the role of the Members, which is more evident within Multi-Academy Trusts (MATs) and dysfunctional governing bodies. The Members are a safeguard should they be

required to step in. Mr Sawbridge expressed the view that governors should not also be Members, as Members should be approving the work undertaken by governors. Mr Anderson added that key to a successful governing body is improvement and having an external voice that questions the governing body. However, with only one or two meetings a year it is difficult to hold governors to account.

Mr Colling referred governors to the draft Scheme of Delegation in which the Members' responsibilities are clarified. Mr Colling confirmed he is not a Member but does attend the AGM and Members' meetings. Governors were informed that the senior staff had reviewed the document to ensure it reflects current practice. It was noted that the document would have to be approved by the Members.

Governors discussed the structure of the Trust. **Dr Pobjoy asked if the changes are mandatory.** Mr Colling stated that although not mandatory, the ESFA are moving towards this. Mr Colling added he believes that the inability of the Members to hold the Trustees to account may be resolved if there is a greater degree of separation. Dr Pobjoy stated that the view of Magdalen College Oxford would be that, although not mandatory, if there is great pressure for what is best practice it would be difficult to resist.

9. Committee Reports

Finance, Resources & Personnel

Minutes of the meeting held on 13 November 2018 were taken as read. Mr Garratt confirmed that he is reviewing the Management Accounts on a monthly basis, with accounts also being available to committee members through GovernorHub. Members of the committee were reminded to log on GovernorHub when they had reviewed the accounts.

Mr Colling advised that additional funds had been allocated from the budget to support the Sixth Form next year. The Extended Leadership Team have discussed how this additional funding can be used to improve outcomes.

It was proposed that the Finance, Resources & Personnel Terms of Reference (TOR) and Health & Safety TOR be adopted. All governors voted in agreement with the proposal, motion carried. **Action: Mrs Willie**

The following policies had been reviewed and adopted by the committee:

- ◇ Statement of Accounting Policies Year Ended 31 August 2018
- ◇ Financial Handbook 2018
- ◇ Risk Register
- ◇ Support Staff Probation Policy
- ◇ Complaints Policy & Procedure
- ◇ Grievance Policy
- ◇ Code of Conduct for All Adults Working at MCS
- ◇ Staff Capability Policy

Education & Welfare

Minutes from the following meetings had been circulated and were taken as read.

- Standards/exam results review (2 October 2018)
- Pastoral (20 October 2018)
- Curriculum (16 October 2018)

Mr Bilson commented that the reports received by the committee from senior staff are very good and thanked senior staff for providing such detailed reports.

It was proposed that the Education & Welfare TOR and Whole School Policy on Safeguarding & Child Protection be adopted. All governors voted in agreement with the proposal, motion carried. **Action: Mrs Willie**

It was reported that the Curriculum Policy, Examinations Policy and Home School Agreement had been reviewed and adopted by the committee.

Chairs' Committee

Minutes from the meeting held on 27 November 2018 had been circulated and were taken as read. Dr Powell briefed on the discussions held at the meeting. No questions were raised.

10. Governance

a) Proposal to appoint Parent Governors – Ms Bowe, Mr Ellis, Mr Thorne

Ms Bowe and Mr Ellis confirmed they wished to be appointed as governors. Mrs Willie clarified that in line with the Articles, the Governing Body can appoint Parent Governors if an election is not required. As only three parents submitted formal applications and there are three Parent Governor vacancies, on this occasion an election is not necessary. *Ms Bowe and Mr Ellis left the meeting.*

It was proposed that Ms Bowe, Mr Ellis and Mr Thorne be appointed as Parent Governors with immediate effect. All governors voted in agreement with the proposal, motion carried. *Ms Bowe and Mr Ellis re-joined the meeting.*

Ms Bowe, Mr Thorne and Mr Ellis were invited to attend all committee meetings in order to gain an understanding of the committees.

b) Governor Vacancies – 2 x Foundation/1x Community

Dr Pobjoy confirmed that the Foundation Governor vacancies have been advertised.

c) Appointment of CIAGS Governor

Dr Dixon explained what the role would involve and that the link governor would need to hold Dr Dixon, as appointed Careers Leader, to account. Dr Powell had met with Ms Morton who deals with careers advice in this area and discussed the statutory requirements, which governors need to ensure are met. Dr Naylor kindly offered to undertake this role.

d) Safer Recruitment – EPM Webinar

Training link to be recirculated to all governors via GovernorHub. **Action: Mrs Willie**

e) Governor Visits

Dr Pobjoy confirmed he had today completed exit interviews. Governor visit form to be completed. **Action: Dr Pobjoy**

Review of Extended Leadership Training

Mr Garratt and Dr Naylor visited on 29 November 2018 to review the training and briefed on three areas they looked at:

- i. How effective the training was.
- ii. How effective the extended leadership team is.
- iii. Does the training need to be cascaded to middle leadership.

Governors were advised that in terms of training it was generally very positive and the value of cascading the training was seen differently by the faculties. The extended

leadership team feels more cohesive and empowered which is an improvement.
Governor visit form to be completed. **Action: Mr Garratt/Dr Naylor**

f) Pecuniary Interest Forms

Mr Redman, Ms Bowe, Mr Ellis and Mr Thorne to complete a form at the next meeting. **Action: Mr Redman/Ms Bowe/Mr Ellis/Mr Thorne/Mrs Willie**

11. Headteacher's Performance Management (HTPM)

Mr Arnold confirmed that the HTPM had been completed and that he and Mr Harte met with Mr Nigel Boyd, external advisor, to complete the process.

12. Health and Safety

No concerns were raised or issues reported.

13. Any Other Business

Mr Colling invited all governors to attend the various events being held at the end of the Christmas term.

14. Date of next meeting – Tuesday 2 April 2019 6.30pm

There being no further business the meeting closed at 7.55pm.

Signed..... (Chair)

Dated.....