

**Minutes of the Full Governing Body Meeting
held in The Walter Knibbs Dining Room
on Tuesday 3 July 2018 at 6.00pm**

Present:

Dr J Powell (Vice Chair)	Dr B Naylor
Mr I Colling (Head Teacher)	Mr N Arnold
Mr N Russell	Mrs S King
Dr N Dixon	Mrs J Wright
Mr D Garratt	Mr J Bilson
Mr C Harte (arrived 6.10pm)	Mrs A Gomes dos Santos
Dr M Pobjoy	Mr M Roberts
Mr H Cooper	

Apologies:

Mr S Dawe (Chair)	Mr T Redman
Dr A Martinho	Mr C Clapham

In Attendance:

Mrs W Willie (Clerk)
Mr T Hollis (Deputy Head)
Mrs J Creasey (Business Director) (left at 6.15pm)

ACTIONS:

1.	Mr Clapham/Mr Bilson to provide a governor visit report re lunchtimes	Mr Clapham/ Mr Bilson
2.	Mrs Willie to follow up with Mr Harte re SEN visit report	Mrs Willie/ Mr Harte
3.	Mr Arnold to submit a pen portrait	Mr Arnold
4.	Mrs Wright to complete governor visit report re GDPR visit	Mrs Wright
5.	Vice Chair election to be held at next meeting	Mrs Willie
6.	Mrs Willie to circulate information on the role of Vice Chair	Mrs Willie
7.	Mrs Willie to look into HTPM training	Mrs Willie
8.	Governors to advise if they wish to be HTPM Governors	ALL
9.	Mrs Willie to look into Taking the Chair training for Dr Powell	Mrs Willie
10.	CIAGS Governor link to be taken to E&W Committee	Mrs Willie
11.	Dr Martinho to confirm committee choices	Dr Martinho
12.	Committee & Link Governor listing to be updated & circulated	Mrs Willie
13.	Safeguarding & Child Protection Policy & Admissions Policy to be finalised & sent to school office	Mrs Willie
14.	Mrs Willie to contact Mr Redman re term of office	Mrs Willie
15.	Mr Colling to provide governor safer recruitment training dates	Mr Colling
16.	Safer recruitment training to be an item on the next agenda	Mrs Willie

1. Welcome & Apologies

Dr Powell welcomed everyone to the meeting. Apologies as noted above, which were accepted.

2. Declaration of Governors' Interests

None.

3. Minutes of the planning meeting held 24 April 2018 & matters arising

The minutes, having been distributed and read, were agreed as a true copy and signed by Dr Powell. There were no matters arising.

4. Minutes of the meeting held 27 March 2018 & matters arising

The minutes, having been distributed and read, were agreed as a true copy and signed by Dr Powell.

Matters Arising

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

The following item was taken out of order:

5. Budget 2018-19

Documents 'Income/Expenditure Report' and 'Working Budget 2018-19' had been circulated. Mrs Creasey highlighted the following, with questions raised:

Northants County Council (NCC) had provided updated pupil numbers. Approximately 245 pupils will be joining in September 2018, instead of 252, which will impact on next year's funding levels. In light of this change in pupil numbers the budget has been revised. This reduction has had a significant impact with a reduction in funding of approximately £60,000. The revised budget had been provided to governors, who were advised it must be approved and submitted to the Education, Skills & Funding Agency (ESFA) by the end of July.

Mrs Wright asked what percentage had been allocated for teaching staff pay rises. Mrs Creasey confirmed 1% had been budgeted. Mrs Wright briefed on the percentages the unions are pushing for. It was stated that should a higher pay increase be awarded, this could take any funding gained through the new national funding formula.

Mr Garratt stated that the Finance, Resources & Personnel committee had discussed the budget in detail, with a huge amount of work done by Mrs Creasey. The budget is tight, however, no drastic measures need to be taken. Mrs Creasey added that the trend is still improving, but it is difficult to plan and know numbers. It was confirmed that students are still coming from Buckingham.

Dr Powell asked when the cut off date is for student numbers to obtain funding.

Mrs Creasey clarified that the October pupil census feeds into the following year's budget. **Dr Naylor asked if this includes 6th form student numbers.** Mrs Creasey confirmed that 6th form numbers are included in the October census.

(Mr Harte joined the meeting)

With no further questions raised, it was proposed that the budget be adopted. All governors voted in agreement with the proposal, motion carried.

Mrs Creasey asked that with regard to the cleaning contract, finance committee governors respond by tomorrow, as per the email to the committee.

Mrs Creasey was thanked her work on the budget and left the meeting.

6. Election of Chair and Vice Chair effective 1 September 2018

One nomination was received for the position of Chair of the governing body from Dr Powell. Dr Powell left the room whilst voting took place. Governors voted unanimously in favour of Dr Powell taking the position of Chair with effect from 1 September 2018. Dr Powell re-joined the meeting.

No nominations were received for the position of Vice Chair. Election of Vice Chair deferred to the next meeting. Mrs Willie to circulate information on this role.

Action: Mrs Willie

7. Committees

Committee Membership

Governors confirmed which committees they would like to attend next academic year. Dr Martinho to confirm which committee he would like to join. **Action: Dr Martinho**

Governor Links

Governors agreed to continue with the links already in place. It was agreed that a new governor link to Careers Information, Advice & Guidance (CIAGS) be created. Link to be taken to the Education & Welfare Committee. **Action: Mrs Willie**

Two Performance Management governors are needed to undertake the Headteacher's performance management. Mrs Willie to circulate HTPM training dates. Governors to advise if they are interested in this role. **Action: ALL**

Mr Colling to provide details of those governors who have completed safer recruitment training. Safer recruitment training to be on the next agenda.

Action: Mrs Willie/Mr Colling

Mrs Willie to update and circulate the committee and link governor listing.

Action: Mrs Willie

Health & Safety Committee

Mrs King and Mr Clapham agreed to continue as members of this committee.

Election of Committee Chairs and Vice Chairs effective 1 September 2018

Mrs Wright informed governors that she had made the decision to step down with effect from 21 July 2018 and not stand for a further term of office. Mr Colling thanked Mrs Wright for all the hours she had worked for the school and previously for her time as Chair of the Finance & Personnel Committee.

Finance, Resources & Personnel

One nomination was received for the position of Chair of the committee from Mr Garratt. Mr Garratt left the room whilst voting took place. Governors voted unanimously in favour of Mr Garratt becoming Chair of the committee. Mr Garratt re-joined the meeting.

One nomination was received for the position of Vice Chair of the committee from Mr Russell. Mr Russell left the room whilst voting took place. Governors voted unanimously in favour of Mr Russell being Vice Chair. Mr Russell re-joined the meeting.

Education & Welfare

One nomination was received for the position of Chair of the committee from Mr Bilson. Mr Bilson left the room whilst voting took place. Governors voted unanimously in favour of Mr Bilson becoming Chair of the committee. Mr Bilson re-joined the meeting.

One nomination was received for the position of Vice Chair of the committee from Mr Harte. Mr Harte left the room whilst voting took place. Governors voted unanimously in favour of Mr Harte being Vice Chair. Mr Harte re-joined the meeting.

8. Committee Reports

Finance, Resources & Personnel

Minutes of the meeting held on 12 June 2018 were taken as read. Mr Garratt briefed on the content of the minutes. No questions were raised.

Mr Colling advised that the school is fully staffed from September 2018, with the final part time English vacancy now filled. It was noted that Dr Pobjoy recently took part in staff exit interviews.

Dr Naylor and Mr Garratt are to carry out a visit to review the leadership training which had taken place this year.

Section 106 Project – Governor Working Party

Mr Colling stated that governor involvement is needed for this project, with the suggestion that people be asked to join the governing body who have building and construction experience. The project is a standing agenda item for the Finance, Resources & Personnel Committee, who will report to the Full Governing Body (FGB). Mr Garratt said as it is believed all governors would want to know about the plans, it is proposed that a walkaround the school be arranged early in the new academic year for the whole governing body, in order for the plans to be fully explained.

It was noted that Mr Roberts and Mrs King have offered to be part of the working party.

Mrs Wright asked about the school's relationship with the primary schools. Mr Colling explained that since BALP had ceased, the opportunities to meet with the primary Heads had reduced, but there were plans for a meeting early in the new academic year.

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

- ◇ Health & Safety
- ◇ Accessibility Plan
- ◇ Charging & Remissions
- ◇ Reserves & Investments
- ◇ Local Government Pension Scheme Discretions

Education & Welfare

Minutes from four meetings held from 17 April to 19 June 2018 had been circulated and were taken as read. Mr Bilson summarised the minutes with no questions raised.

Whole School Policy on Safeguarding & Child Protection

Dr Pobjoy highlighted that an updated Keeping Children Safe in Education is to be published in September 2018 and asked if documents were to be updated in line with this. Mr Colling confirmed that Mrs Tudor Price would update this policy in the autumn term following publication of the updated guidance.

It was proposed that the policy be adopted as presented. All governors voted in agreement with the proposal, motion carried. **Action: Mrs Willie**

Admissions Policy

It was proposed that the policy be adopted as presented. All governors voted in agreement with the proposal, motion carried. **Action: Mrs Willie**

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

- ◇ Attendance
- ◇ Substance Use & Misuse
- ◇ Home School Agreement
- ◇ Sex Education

9. Master's Report

Master's Report - Summer 2018 had been circulated prior to the meeting. Mr Colling briefed on the report with the following noted and questions raised:

An updated version of the Vision was detailed in the report. It was proposed that the updated Vision be approved by governors. All governors voted in agreement with the updated Vision.

The Teacher Appraisal Policy has been updated and is currently in consultation with the unions. The Pay Policy is to also be redrafted for implementation in September 2018. Governors were asked if it is acceptable for an email to be sent out to obtain policy approval prior to September. No objections were made to this request.

Mr Russell asked about the number of students leaving Year 9 to join the Silverstone UTC. It was confirmed that 17 students are leaving to join the UTC. Mr Colling explained that the number is higher than expected, as students have already started their GCSEs. Mr Colling added that the school had supported these students in making an informed decision. **Mr Arnold asked if more students had left Year 9 this year than last year and if any had returned.** Mr Colling clarified that more are leaving than last year and that a small number returned to Year 10 and to the 6th form. **Dr Naylor asked if there is any change to the numbers in other year groups.** Mr Colling advised that it is a relatively stable population with students coming in and leaving throughout the year due to relocation. **Mrs Wright asked how this compares to Sponne School** and was informed by Mr Colling that he believes that Sponne School has fewer students leaving to attend the UTC.

10. Governance

a) Training

Dr Naylor completed new governor induction training through LGSS.

b) End of Terms of Office

Dr Pobjoy, Foundation Governor, 21 July 2018

Dr Pobjoy's reappointment will be addressed by Magdalen College Oxford's Governing Body at a meeting on 20 July 2018.

Mrs Wright, Community Governor, 5 October 2018

Mrs Wright is to resign effective 21 July 2018.

Mr Redman, Foundation Governor, 14 October 2018

Mrs Willie to contact Mr Redman to ask if he wishes to be re-appointed for a further term of office. Mrs Willie to advise Dr Pobjoy accordingly. **Action: Mrs Willie**

11. Health and Safety

No concerns were raised or issues reported.

12. Any Other Business

a) GDPR Meeting

Mrs Wright had met with Mrs Creasey to discuss GDPR, reporting that the meeting went well. Visit report to be provided. **Action: Mrs Wright**

Mr Colling thanked governors for their hard work over the past academic year, adding that he feels well supported and challenged. Mr Colling also thanked those governors who had given their time to be on behaviour panels and recruitment panels which can, at times, be difficult meetings.

13. Future Meeting Dates 2018-19

A draft calendar had been circulated and was agreed. It was noted that meetings are to start at 6.30pm from September and Dr Dixon asked if meetings could be timelier, in order to enable staff to leave and prepare for the following day.

Date of next FGB meeting: Tuesday 25 September 2018 at 6.30pm.

There being no further business the meeting closed at 7.20pm.

Signed..... (Chair)

Dated.....