

**Minutes of the Full Governing Body Meeting
held in The Walter Knibbs Dining Room
on Tuesday 9 July 2019 at 6.30pm**

Present:

Dr J Powell (Chair)	Dr B Naylor
Mr I Colling (Head Teacher)	Dr N Dixon
Mr D Garratt	Mr H Cooper
Mrs S King	Mr G Ellis
Mr J Bilson	Mr C Clapham
Mr C Harte	Mr N Arnold
Mrs S Thomas	

Apologies:

Dr M Pobjoy	Ms L Bowe
Mrs A Gomes dos Santos	Mr J Thorne

In Attendance:

Mrs W Willie (Clerk)
Mr T Hollis (Deputy Head)

ACTIONS:

1.	Mr Harte to complete a summary report following his SEN visit.	Mr Harte
2.	Safer Recruitment confirmation letters to be sent to Mrs Willie and Mr Colling	ALL/ Mrs Willie
3.	Governor visit form re exit interviews to be completed	Dr Pobjoy
4.	Sixth form visit to be completed. Mr Bilson to set a date with Mr Jakeman	Mr Bilson/ Mr Thorne
5.	Mr Thorne to be asked to clarify committee membership	Mrs Willie/ Mr Thorne
6.	Letters to be sent to those members of staff leaving at the end of term on behalf of the governing body	Dr Powell
7.	Expressions of interest to be included in the end of term newsletter	Mr Colling
8.	Pay Policy & Admissions Policy to be actioned	Mrs Willie
9.	Meetings' Calendar to be finalised and circulated	Mrs Willie

1. Welcome & Apologies

Dr Powell welcomed everyone to the meeting and introduced Mrs Sara Thomas, newly appointed Staff Governor. Apologies as noted above which were accepted. Mr Redman was noted as absent. It was stated that Mr Redman, Foundation Governor, and Mrs Ana Gomes dos Santos, Parent Governor, had resigned with effect from 19 July 2019.

2. Declaration of Governors' Interests

None.

3. **Minutes of the meeting held 4 April 2019 & review of action points**
The minutes having been distributed and read were agreed and signed by Dr Powell. Please refer to the table above for new/outstanding actions.
4. **Confidential minutes of the meeting held 4 April 2019** were agreed and signed by Dr Powell. There were no matters arising.
5. **Minutes of the planning meeting held 30 April 2019 & review of action points**
The minutes having been distributed and read were agreed and signed by Dr Powell. There were no outstanding actions.
6. **Election of Chair & Vice Chair effective 1 September 2019**
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 2019. Dr Powell re-joined the meeting.

One nomination was received for the position of Vice Chair of the governing body from Dr Naylor. Dr Naylor left the room whilst voting took place. Governors voted unanimously in favour of Dr Naylor taking the position of Vice Chair with effect from 1 September 2019. Dr Naylor re-joined the meeting.

7. Committees

a) Committee Membership

Mr Ellis and Mrs Thomas to join the Education & Welfare (E&W) and Finance, Resources & Personnel (FR&P) committees. Mrs Willie to clarify with Mr Thorne which committee he would like to join. Mr Arnold to no longer be a member of the FR&P Committee. **Action: Mrs Willie**

b) Election of Committee Chairs & Vice Chairs effective 1 September 2019

Mr Bilson was appointed as Chair of the E&W Committee. Mr Harte was appointed as Vice Chair of the E&W Committee. Mr Garratt was appointed as Chair of the FR&P Committee. No Vice Chair was appointed for the FR&P Committee.

8. Master's Report

A report dated Summer 2019 had been made available prior to the meeting. The following was highlighted and questions raised:

School Improvement Plan

- Work with the 6th Form continues until the end of term. Mr Colling had undertaken a work scrutiny with the Heads of Faculty (HoF) and was pleased to report that there have been significant improvements. A number of students are interested in exploring Oxbridge, with support in place for these students.
- Outcomes from parental surveys has been positive, particularly with Year 7 where there was a high response rate.
- 260 Year 6 pupils came up to the school last week for induction, which was a very positive week. There are several students joining Year 7 who have additional needs. The intake is expected to be approximately 260 in September. Further appeals are taking place this term. **Dr Naylor asked if having appeals this year will make admissions more difficult next year.** Mr Colling clarified that next year the Published Admissions Number (PAN) will be 240. There will only be 218 students in next year's Year 11, which provides overall capacity for a larger year 7. Until the school buildings expand there will be pressure on certain areas of the school. It is anticipated that the building work will start next year once funds are

released. This work will further restrict access to the site. Mr Colling believes it will be a difficult 12 months while the building work is going on. **Dr Powell asked if the funding is dependent on house sales.** Mr Colling said yes, adding he believes it is the biggest developer that is yet to provide their funds to the Local Authority (LA) as they have yet to complete and sell sufficient houses to reach the required threshold.

- The IT audit has covered all the faculties, which has provided an emerging picture of the platforms staff would like and how these are used. **Mr Ellis asked about the IT action plan and said it seems that not a lot will be done in 2019-20 and expressed concern that there are capacity issues.** Mr Colling stated that IT is to be used to enhance what is being done. The needs of the teachers are being looked at and the equipment they want to use. Students online access at home and in school is also being reviewed. Clarity is needed on which packages to use and develop. Mr Colling said he does not want to rush and make the wrong decision. Dr Dixon added that teachers are always using new IT resources and agreed that it is something that needs to be considered carefully and slowly.

Staffing

Next year the intention is to recruit early and build into the staffing. Next year there should be more flexibility in the budget to enable proactive recruitment.

Mr Colling referred to the proposal in his report to approve formally the change to the TLR structure. Governors' approval is sought to comply with school teachers' pay and conditions. Mr Colling explained that the Head of PCSHE had been a temporary role and it is now proposed to make this a permanent TLR. All governors voted in agreement with the proposal, motion carried.

Adverts for the Business Director's post have been placed and it is hoped that interviews will be held early next term to enable a handover with Mrs Creasey. Governors agreed it is a shame Mrs Creasey is leaving.

Mr Ellis asked if governors thank staff for their service. Mr Colling advised that all staff are offered an exit interview with a governor. It was noted that all the support staff who are leaving at the end of term had declined an exit interview. It was agreed that Dr Powell would write to those members of staff who are leaving on behalf of the governing body.

Action: Dr Powell

Mr Arnold asked about the appointment of a Finance Manager. Mr Colling confirmed that an appointment had been made, with the new Finance Manager to start on 1 September 2019.

Priorities for 2019-20

The School Improvement Plan will be finalised following the publication of the exam results. Governors will be presented with the plan before it is finalised.

Mr Harte asked how many Year 11 students are going into Year 12. Mr Colling said the current estimate is that the numbers will be similar to last year.

9. Committee Reports

Finance, Resources & Personnel

Minutes of the meeting held on 11 June 2019 were taken as read.

Budget 2019-20

A Budget Summary 2019-20 and the Business Director's Report presented to the committee on 11 June had been circulated prior to the meeting. Mr Garratt stated

that the committee had reviewed the budget information and Mrs Creasey presented the budget during the meeting.

Mr Garratt advised there had been a flexible approach in appointing staff and going forward this will continue with the opportunity to recruit earlier. Mr Garratt added it is an achievement to be fully staffed. Governors were thanked for their involvement in interviews. Governors were asked to advise if they are able to help with interviews, as in accordance with the school's policy an external governor should be on the interview panel.

It was proposed that the budget be adopted as presented. All governors voted in agreement with the proposal, motion carried.

Mr Garratt thanked governors for their work on the committee during the year.

Pay Policy

It was proposed that Pay 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:

- ◇ Adoption
- ◇ Whistleblowing
- ◇ Flexible Working
- ◇ Bullying & Harassment
- ◇ Disciplinary Procedures
- ◇ Stress Management
- ◇ Employee Wellbeing
- ◇ Probation Policy for Teachers
- ◇ Charging & Remissions
- ◇ Income
- ◇ Reserves & Investments
- ◇ Local Government Pension Scheme Discretions
- ◇ Crisis Management & Business Continuity Plan
- ◇ Accessibility Plan
- ◇ Health & Safety

Education & Welfare

Minutes from the following meetings had been circulated and were taken as read. Mr Bilson briefed on the highlights from each meeting.

- Curriculum (23 April)
- Progress (7 May)
- Teaching & Learning (18 June)
- Pastoral (25 June)

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**

Mr Bilson thanked governors and the Senior Leadership Team for the work on the committee over the past year.

Chairs' Committee

Minutes from the meeting held on 2 July 2019 had been circulated and were taken as read. Dr Powell briefed on the meeting where discussions had taken place on Single Academy Trusts (SATs) and Multi Academy Trusts (MATs). The committee had agreed that the school is currently in a good place with improvements being made and were happy for the school to remain as a SAT.

Once the new SIP is finalised the committees can look at visits relating to the SIP. Dr Powell asked that governors be proactive with governor visits next year.

10. Governance

a) Prof Christian Leitmeir, Tutor in Music, to be proposed for appointment by Magdalen College Oxford as a Foundation Governor on 22 July 2019

Mr Colling and Dr Powell had met with Prof Leitmeir who is keen to join the governing body.

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

Mr Colling had approached Ms Helen Pike, Master of Magdalen College School (MCS) Oxford, about joining the governing body. Ms Pike had also asked Mr Colling to be a governor of MCS Oxford and he is to discuss this further with Ms Pike, who is keen to develop the relationship with the school further and is happy to be considered as a governor. It was noted that MCS Oxford had recently been named the Sunday Times Southeast Independent Secondary School of the year for 2019. Mr Colling believes it would be beneficial to have a Head from a different school on the governing body. Dr Powell added this is a unique opportunity which would enable links to be developed further. Prof Leitmeir being a Tutor in Music will also be a benefit to the school. No objections were made to Mr Colling moving this forward with Ms Pike, who could be nominated as a Foundation Governor.

Mr Garratt highlighted the amount of work undertaken by Dr Powell over the past year, which is a risk if Dr Powell were not available. Mr Garratt said that governors need to ensure that the burden is not just on those governors who are able to come into school during the school day.

Dr Powell suggested moving forward in September by looking at skills required on the governing body and to identify where the gaps are. It was agreed that Mr Colling ask for expressions of interest in the end of term newsletter to parents.

Action: Mr Colling

c) Training & Development

Safer Recruitment – EPM Webinar

All governors were asked to completed this training, a link for which is on GovernorHub. Once the session is complete a confirmation letter is sent out by EPM. Governors were asked to provide Mrs Willie with a copy of the letter in order for the training log to be updated. Mrs Willie to also provide copies of the letters to Mr Colling in order for the Single Central Record to be updated.

Action: ALL/Mrs Willie

Ms Bowe attended governor finance training on 2 May 2019.

d) Governor Visits

Reports Received

- Review of CIAGS Progress, Dr Naylor, 5 March 2019
- Initial Visit, Ms Bowe, 14 March 2019
- Review KS3 Design, Dr Powell/Mr Cooper, 26 April 2019
- Finance Visit, Mr Ellis, 28 March 2019
- CIAGS Visit, Dr Naylor, 2 July 2019
- Sixth Form Mentoring Visits, Dr Powell, February & March 2019

11. Health and Safety

No concerns were raised or issues reported. The Health & Safety Committee had not met since the last full governors' meeting.

12. Any Other Business

a) Exit Interviews

Mr Colling asked if any governor was available to assist with exit interviews prior to the end of term. Mr Garratt offered to assist if required.

b) School Events

Governors were invited to attend sports' day on 16 July and the House Awards on 15 July.

c) Governors' Conference

Northants County Council are running a Governors' Conference on 13 September 2019. No further details are currently available.

Mr Colling thanked governors for their work and time during the last year. Mr Colling said he feels the governing body has progressed a lot and he appreciates the guidance and challenge they provide. Dr Powell also thanked governors for their work and asked that they support the forthcoming events.

13. Future meeting dates 2019-20

Meeting dates were finalised for the next academic year. Calendar to be updated and circulated. **Action: Mrs Willie**

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

Signed..... (Chair)

Dated.....