

**Minutes of the Full Governing Body Planning Meeting
held in the school on
Tuesday 7 May 2024 at 6.30pm**

Present:	Dr B Naylor (Chair)	BN	Community Governor
	Mr J Bilson	JB	Member Appointed Governor
	Mrs L Crossley	LC	Parent Governor
	Mr G Ellis	GE	Community Governor
	Mr C Harte	CH	Foundation Governor
	Mr T Hollis	TH	Headteacher Governor
	Mr N Jones	NJ	Parent Governor
	Prof C Leitmeir	CL	Foundation Governor (arrived 7pm)
	Mrs L Worville	LW	Parent Governor

Apologies:	Mrs L Aird	LA	Local Authority Governor
	Mr N Arnold	NA	Community Governor
	Dr N Dixon	ND	Staff Governor
	Dr M Pobjoy	MP	Foundation Governor

In Attendance:	Mrs A Banks	AB	Deputy Headteacher
	Mrs L Martindale	LM	Deputy Headteacher
	Mrs C Powell	CP	Clerk

The meeting was quorate.

Governor questions and challenge are highlighted.

Actions

3.0	Follow-up the discussion with TH about the proposal to establish a Governor Behaviour Board and feedback to the next FGB meeting.	JB / TH
3.0	Complete and return the skills audit form by 24 th May 2024.	ALL
3.0	Complete Governor monitoring reports for the visits carried out this term.	CH / JB
4.1	Make the agreed changes to the committee membership settings on GHub.	Clerk
4.1	Consider committee membership for 2024 – 2025 and bring any other changes to the FGB meeting in July.	ALL
5.2	Share Governor feedback on the SIP priorities with SLT and use that to edit and amend the document. Bring the next iteration to the FGB meeting in July.	TH
5.2	Add 'Proposed monitoring plan' to the agenda for the next FGB meeting.	Clerk
6.1	Add 'Carry out consultation on the Admissions Policy for 2026 – 2027' to the Governors' Schedule of Business for 2024 – 2025.	Clerk

Decisions

3.0	Governors approved the minutes of the FGB meeting held on 19 March 2024.
4.1	Governors adopted the updated ToR of the Personnel Committee without change.
4.5	Governors resolved that the office held by Neil McLaren-Dobbie had been vacated as a result of disqualification for non-attendance.
6.0b	Governors ratified the Admissions Policy 2025 – 26 without change.

1. **Welcome & apologies for absence**
 BN welcomed everyone to the meeting.
 Apologies had been received and were accepted from Mrs Louise Aird (LA), Mr Neil Arnold (NA), Dr Nick Dixon (ND) and Dr Mark Pobjoy (MP).
 Mr N McLaren-Dobbie (NMD) was absent and no apologies had been received.
2. **Declarations of interest in respect of any items on the agenda & notice of any amendments to the Register of Interest**
 There were no declarations made in respect of any items on the agenda.
3. **Minutes of the meeting held 19 March 2024 & review of action points**
 The minutes had been shared in advance on Governor Hub (GHub) were checked page by page for accuracy. There were no amendments made, the minutes were approved as a true record of proceedings and signed by the Chair.

Review of Action Points

2.0	Renew declarations in the Register of Interests on Governor Hub (GHub). Complete and published on the school website
3.0	Make amendments as required to the Full Governing Body (FGB) minutes dated 5 Dec 2023 and send them to the Chair for signing. Complete
3.0	Communicate the agreed division of tasks in the Schedule of Musts to Committee Chairs by email. Complete
5.0	Personnel Committee to amend the recruitment policy as agreed to make it a requirement for a Governor to be part of the interview panel only for posts at Extended Leadership Team level and above. On agenda for Personnel Committee meeting on 21 May 2024
5.0	Follow-up the discussion with TH about the proposal to establish a Governor Behaviour Board and feedback to the next FGB meeting. Agreed for the agenda of the FGB meeting in July
6.0a	Add 'Review of Committee Structure', 'Skills Audit' and 'Review of Governing Body Effectiveness' to the FGB planning meeting agenda. On agenda
6.0b	Make the minor amendment on the Health & Safety Policy, page 8 and then pass to the Clerk for processing and adding to the policy review schedule. Complete
6.0b	Amend the Finance & Resources Committee TOR to remove reference to reporting by the Health & Safety Committee Complete
7.1	Check whether paragraph 71 of the Articles of Association is applicable to all categories of Governor and review attendance records to ascertain whether this would be applicable to any standing Governors. Complete and confirmed applicable on both issues. On agenda item 4.5
7.1	Update the information about Governor roles and responsibilities on GHub and on the school website. Complete
7.2	Share the skills audit forms for completion after the meeting. Complete
7.2	Complete and return the skills audit form by 24 th May 2024. Ongoing
7.3	Complete Governor monitoring reports for the visits carried out this term. Outstanding
7.5	Ask Browne Jacobson for a list of questions to be asked by a Pupil Discipline Committee and/or an IRP. Complete – Exclusions Support pack on Governor Hub
8.1	Process the ratified Complaints Procedure 2024 and add to the policy review schedule. Complete and on school website

4. **Governance arrangements for 2024 – 2025**
 4.1 Review of committee structure and membership; approval of Personnel Committee ToR

The current Governing Body membership list had been shared on GHub for review and updating. The following points were agreed regarding committee membership for the 2024 – 2025 academic year;

- In line with good practice, and as Chair of the FGB, BN will no longer be a member of the Audit, Risk and Assurance Committee.
- After a long time serving as a member of the Finance & Resources Committee, BN will stand down and move to become a member of the Education & Welfare Committee.
- The Governor membership of both Education & Welfare Committees (Curriculum & Standards and Pastoral) should be the same. Staff in attendance at each meeting differ.
- NJ will stand down from the Finance & Resources Committee to focus on his membership of the Audit, Risk and Assurance, Education & Welfare, Personnel and Health & Safety Committees.
- CH will join the Health & Safety Committee.

The Clerk will make these changes to the membership settings on GHub. BN asked all Governors to consider their committee membership for the next academic year and bring any other changes to the meeting in July.

The updated Terms of Reference of the Personnel Committee were adopted without change.

4.2 Skills audit – Governors were reminded to complete and return a skills audit form by 24th May 2024. Blank copies in either Word or Excel format can be found in the Skills Audit folder on GHub.

4.3 Review of Governing Body effectiveness – it was noted that this would follow completion and review of the data collected from the skills audit.

4.4 Recruitment planning – it was noted that this would also follow completion and review of the skills audit.

4.5 Resolution to remove a disqualified Governor in accordance with paragraph 71 of the Articles of Association.

The Clerk reminded Governors that paragraph 71 states that,
71. A Governor shall cease to hold office if he is absent without the permission of the Governors from all their meetings held within a period of six months and the Governors resolve that his office be vacated.

The Clerk confirmed that Mr Neil McLaren-Dobbie has been absent from all meetings since September 2022 and the last apologies received were recorded in December 2022.

Governors resolved that the office held by Mr McLaren-Dobbie had been vacated as a result of disqualification for non-attendance.

The Clerk was asked to write and convey this resolution to Mr McLaren-Dobbie and to update all Governing Body records accordingly.

4.6 Draft meeting times and dates for 2024 - 2025

The draft list of meeting dates had been shared in advance on GHub. It was agreed that these dates will be checked and brought back to the July meeting for confirmation.

It was noted that the time of Health & Safety Committee meetings will change to 5pm to enable Governors to attend at the end of the working day.

5. SIP 2024 – 2025

5.1 Outline of priority areas

The SIP 2024 – 2025 outline planning document had been shared in advance on GHub. TH explained that the current year's SIP has been evaluated by staff and the four main priority areas will be carried forward to next year as the focus moves to next steps and deeper work to improve practice. The key performance measures that will be used were outlined and TH added that there will be an inclusion thread running through the whole plan.

5.2 Governor feedback and input

Governors split into 3 groups to work with each member of SLT (TH, AB & LM) to consider the following points for each of the four areas;

- Does it fit with Governors' perspective of the school?
- Are the key performance measures appropriate and effective?
- Are there any comments / input on the actions listed?

After 30 minutes, Governor feedback was drawn together and the key points noted as follows:

Teaching - Hard Thinking: Feedback

- This continues to be a useful focus to develop for teaching practice and for students.
- It empowers teachers to deviate from and adjust their lesson plans.
- Feedback should be appropriately matched to the student's SEND indicators.
- The value of student surveys was noted.
- Timing needs to be considered within the wider feedback and evaluation cycle.
- There is work to be done on developing an open culture where teachers and students have the confidence to give feedback. Several groups noted that building this confidence is key to success in this area.
- It could take 12 – 18 months to see the impact of this piece of work.
- More clarity is needed within the key performance measures for Governors to be able to both see and understand the progress being made.
- A more explicit definition of the meaning of 'Hard Thinking' would be valued by some Governors.
- The Governing Body could help overcome the barrier around staff confidence by providing opportunities to feedback to them rather than to SLT.

Behaviour – relationships and de-escalation

- The focus on de-escalation instead of process was noted as a significant shift in culture that needs time to embed.
- The language used to describe the persistent culture of 'revenge' rather than 'reparation' was explored and Governors understood that there is still a significant culture shift required in the case of some staff.
- Metrics – it will be important to measure the change in behaviour rather than just the data. All the key performance measures are quantitative and some should be qualitative. There should be a key performance measure around how often action is being taken at the earliest possible opportunity.
- Inappropriate use of 'red cards' needs to be reduced.
- There is work to do on embedding a culture change that means staff are less resistant to feedback on their individual practice.
- Parental engagement is key and there should be an action around reaching out to parents and building those relationships. Positive feedback should be given to parents, not just negative.
- Is there more work to do to ensure that all staff understand the de-escalation strategies?

Visible Leadership – feedback and support

- The importance of good modelling was recognised.
- It was noted that this priority clearly underpins the first two.
- Governors were pleased to note that SEND factors have been included here too.

- There was a suggestion that feedback to staff should not be hierarchical.
- The importance of ongoing staff satisfaction surveys and opportunities to feedback was noted, and the idea of feedback to Governors was raised again in relation to this area.
- The idea of 'psychological safety' was suggested as relevant to this priority, and the development of a culture where staff feel safe to fail, and to both give and receive feedback.

Personal Development – character, enrichment, participation inc. wider world

- All groups agreed that there is a need for a complete and thorough review of the 'Magdalen Diploma' scheme to ensure it is fit for purpose.
- Governors noted how some students already regard the Diploma highly as a symbol of their commitment to education, and talked about how to extend this approach to all students.
- Achievements should be the focus.
- The meaning of 'success' needs careful definition to focus on preparation for future life and the world of work.
- The importance of logging interests and extra-curricular activities was noted.
- The question of how the updated Diploma will be marketed was noted as an important consideration.
- An additional key performance measure focussing on the effectiveness and value of the Diploma in creating a sense of belonging was suggested.
- Student voice to understand what the Diploma means to them over time was suggested as a way of achieving this.

TH thanked Governors for their input and agreed to share it with SLT as part of the process of editing and amending the priorities. The next iteration will be brought back to the FGB in July.

5.3 Proposed monitoring plan

It was agreed that this will follow on from the next iteration of the SIP and should be included on the agenda for the FGB meeting in July.

6. Policies for approval

6.1 Admissions Policy 2025 – 26

This policy had been shared in advance on GHub and the Clerk explained that Governors need to ratify the Admissions Policy for 2025-26. She noted that no changes have been made since the 2024 – 2025 version of this policy was approved by Governors in March 2024.

Governors agreed to ratify the Admissions Policy 2025 – 26.

It was noted that there should be a consultation process carried out with regard to the academy's admissions policy every 7 years. It was agreed that this process should be carried out before the 2026 – 27 policy is due for ratification in early 2025. The clerk agreed to add this to the Governors' Annual Schedule of Business for 2024-25.

Governors asked about the possibility of reviewing the Published Admissions Number (PAN) as part of this process? TH noted that this could be considered, but was unlikely to be agreed by the Local Authority because it is linked to the funding received to extend and develop the school.

6.2 Uniform and Dress Code Policy for September 2024

It was clarified that this is a non-statutory policy, but should be published on the school website. Governors therefore understood that the policy was brought for their information only and that school leaders are responsible for its implementation as an operational document.

Governors made the following comments on the proposed new uniform and dress code policy;

- The new dress code is very liberalising within some set boundaries.

- It will be helpful for families economically and this should be highlighted to parents and carers.
- There were concerns about what will happen if the code is broken or abused. TH explained that these 'what if' scenarios will be treated as teaching opportunities when it will be necessary to have effective conversations with the students involved.
- The fact that make-up will be allowed for Years 7-11 was raised as a significant concern and a Governor voiced disagreement with this. TH explained that this decision has been based on the acknowledgement that individual students have different needs and some wear make-up for medical or mental health reasons. He added that the wording around make-up in the previous version of the uniform code had been impossible to police. Governors noted that this is also a matter of parental choice, as is the case for the rest of the dress code.
- It was noted the removal of permission to wear hoodies will be the main battleground and asked for clarification of the reasons for this ban. TH acknowledged that hoodies are very prevalent at the moment and explained that having hoods up in school is anti-social and not conducive to the community environment. He added that staff are aware that this will be the main challenge. The health & safety risks of hoodies were also noted and a Governor suggested that mention of needing to minimise these risks within the dress code could be helpful.
- The definition of a 'cultural' reason (rather than a religious reason) for wearing a head-covering was queried? It was noted that one example of this would be the 'durag'. TH summarised that this is about having a good reason relating to how a student identifies themselves culturally.

Governors noted the new Uniform and Dress Code Policy for September 2024.

7. Any Other Business

7.1 A Governor raised a concern about the number of toilets that are 'out of action' and the link between this and student punctuality to lessons. TH explained that this is a constant battle and the problem of damage to the toilets is persistent. The impact on all students was noted.

JB reported that this has been added to the agenda for the next meeting of the E&W Pastoral Committee in June, when the welfare issue for students will be discussed.

BN thanked everyone for attending and for their contributions.

There being no further business the meeting closed at 8.20pm.

8. Date of next meeting

- Tuesday 9 July 2024 6.30pm – FGB business meeting

Signed..... (Chair)

Dated.....