

**Minutes of the Full Governing Body Meeting
held in The Walter Knibbs Dining Room
on Tuesday 24 September 2019 at 6.30pm**

Present:

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

Apologies:

Mr C Harte	Mrs S Thomas
Mr G Ellis	Dr N Dixon
Mrs H Pike	

In Attendance:

Mrs W Willie (Clerk)
Mr T Hollis (Deputy Head)
Mrs L Aird (Observer & Prospective Governor)

ACTIONS:

1.	Mr Harte to complete a summary report following his SEN visit. Mrs Willie to follow up.	Mr Harte/ Mrs Willie
2.	Safer Recruitment confirmation letters to be sent to Mrs Willie and Mr Colling. Link to be sent to new governors.	ALL/ Mrs Willie
3.	Sixth form visit to be completed. Mr Bilson to set a date with Mr Jakeman	Mr Bilson/ Mr Thorne
4.	Letters to be sent to those members of staff who left at the end of term on behalf of the governing body	Dr Powell
5.	Updated Pay Policy to be taken to FR&P Committee	Mrs Willie
6.	Mr Harte to be asked to clarify link governor positions	Mrs Willie
7.	Mrs Willie to source training and advise new governors of new governor training	Mrs Willie
8.	NCC link to apply to be an LA Governor to be sent to Mrs Aird	Mrs Willie
9.	Letter to be drafted to local businesses re governor vacancies	Mr Colling/ Dr Powell
10.	Thanks to be given to Mr Davis re social media posts	Mr Colling
11.	Pecuniary Interest Forms to be completed/updated: <i>Mr Ellis/Mr Thorne/Mrs Bowe/Dr Dixon/Mr Harte</i>	As listed
12.	Keeping Children Safe in Education Declaration to be signed	Please refer to form

1. **Welcome & Apologies**

Dr Powell welcomed everyone to the meeting. Dr Powell introduced Dr Christian Leitmeir, newly appointed Foundation Governor, and Mrs Louise Aird, prospective governor observing this evening's meeting. Governors were informed that Magdalen College Oxford had also appointed Miss Helen Pike as a Foundation Governor effective 22 July 2019.

Apologies as noted above which were accepted. Mr Thorne and Mrs Bowe were noted as absent. It was confirmed that Mr Clapham, Local Authority Governor, had resigned with effect from 13 August 2019.

2. **Declaration of Governors' Interests**

None.

3. **Minutes of the meeting held 9 July 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. The following was noted:

Three expressions of interest had been received relating to governance, with two of these moving forward formally.

Pay Policy

Following adoption of the Pay Policy at the last full governors' meeting, Mr Colling advised that the policy will need to be updated in line with the 2.75% teachers' pay increase approved by Parliament to be backdated to 1 September 2019. Mr Colling explained that the increase is to be funded by the Government and includes those on the leadership spine. Mr Colling and Mr Hollis declared an interest as members of the senior leadership team. **Mr Cooper asked how long the Government would fund this increase.** Mr Colling said this is unknown but initially for one year with the expectation that funding would be incorporated into future budgets.

Mr Colling stated that governors approval is required to apply this increase to all points in the pay scale. No objections were made to this proposal. Updated Pay Policy to be taken to the Finance, Resources & Personnel Committee for review.

Action: Mrs Willie

4. **Master's Report**

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

- The key area is examination results. Mr Colling reported that internal analysis is underway. There has been particular volatility in English, which Mr Colling explained had been discussed with other Heads as this is an area of concern in the profession. All elements of the Progress 8 figures have reduced, however, these figures are not known for certain until the national data sets are published. **Mr Arnold asked what the timescales are for this information to be published.** Mr Colling confirmed that GCSE data will be published late November/early December with A-Level data expected in January.
- The final content of the School Improvement Plan is still under discussion following the exam results.
- The Self-Evaluation Form (SEF) has been redrafted and is currently being reviewed by senior leaders.
- A staff survey has been completed since the Master's Report was issued. The vast majority of staff are very positive. 64% strongly agreed with the statement that they enjoy working at the school, with a further 30% who also agree, a total of 94%.

- **Mr Arnold asked about numbers in Year 13.** Mr Colling stated that 6 students had left since Year 12 and gave reasons for this. Mr Colling added that the number of students who have stayed on into the Sixth Form from Year 11 has increased which is positive. The current Year 11 is a bigger year group so numbers in Sixth Form should increase if the percentage is retained.
- Mr Arnold commented that it is pleasing to see take up in music and business. Mr Colling said that in hindsight the right decisions were made at the time to stop running these courses temporarily. However, now there is a clear view of staffing for the future and a strategy is being worked on, with the school in a strong position to recruit the staff needed for the future.
- Mr Colling had today made the decision to appoint a permanent Product Design teacher with effect from January 2020, with a Teaching & Learning Responsibility (TLR) payment attached. Formal approval from governors will be needed for changes to the staffing structure. **Dr Naylor asked if there is a Second in the Faculty at present.** Mr Colling confirmed there is and explained how the roles are being considered and adjusted in line with staff agreement and for the benefit of the faculty.
- Mr Arnold was pleased to see a new Business Director had been appointed. It was confirmed that Mr Garratt and Dr Powell had been involved in the interviews.
- Mr Colling has completed the latest Ofsted training and will brief staff on a Section 8 inspection, which is due this year.
- Dr Powell said the new school skirts look very smart. Mr Colling added that positive comments had been received from the community. Thanks were given to Mrs Tudor-Price for her work on this.

5. Committee Reports

Chairs' Committee

Minutes of the meeting held on 17 September 2019 were taken as read. Dr Powell clarified that governor visits are an important part of the governors' role and that the two committees would identify visits. If any governor would like to undertake a particular visit, this must be raised and agreed with the relevant committee.

Terms of Reference (TOR)

The TOR had been reviewed by the committee. With no amendments proposed, the TOR were adopted.

6. Governor Links/Responsibilities

The following links were confirmed:

- ◇ Pupil Premium Governor – Mr Harte
- ◇ SEN Governor – Mr Harte
- ◇ PM Governors – Mr Harte/Mr Arnold
- ◇ CIAGS – Dr Naylor

Mrs Willie to follow up with Mr Harte regarding continuing links as above.

Action: Mrs Willie

Child Protection/Safeguarding/Looked After Children (LAC)

Mr Arnold agreed to undertake the link governor role for which all areas are overseen by Mrs Tudor-Price. **Mr Cooper asked how many LAC pupils are in school.** Mr Colling clarified that there were 3 Looked After Children on roll, although he believes one has left already this term. Mrs Willie to source training for this role.

Action: Mrs Willie

7. Governance

a) Expressions of Interest

- ◇ Proposal to submit application to the Local Authority (LA) for Mrs Aird to be the LA Governor

Mrs Aird left the room. It was proposed that Mrs Aird be put forward to the LA to be appointed as the LA Governor. All governors voted in agreement with this proposal. *Mrs Aird re-joined the meeting.* Mrs Willie to provide Mrs Aird with a link to apply for the LA Governor position. **Action: Mrs Willie**

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

Dr Pobjoy advised that the university would welcome applications for the Foundation Governor vacancy. Mr Cooper raised the issue of attracting more people with business skills. It was agreed that Mr Colling and Dr Powell draft a letter to local businesses to generate interest in the governing body.

Action: Mr Colling/Dr Powell

c) Clarification of Governor Visits & Expectations

Discussed under item 5.

d) Pecuniary Interest Forms – annual completion

All governors in attendance completed forms for this academic year. Absent governors to complete a form at the next meeting.

e) Keeping Children Safe In Education 2019 Part 1 – Declaration to be signed

Governors signed a declaration to confirm they had read and understood Part 1 of the statutory guidance. Declaration to be signed at the next meeting by those who had not yet read the guidance.

f) Publication of governors' details on the website/GOV.UK

Mrs Willie clarified the governors' details which the school must publish on its website and those provided to GOV.UK for publication on Getting Information About Schools. No objections were made to publication of details.

g) Adoption of Code of Conduct for Governing Bodies 2019

The Code of Conduct was adopted as presented.

Governors were invited to attend the following events:

h) Open Evening for Year 6 Pupils – 25 September 6.00pm

i) Year 7 parents' evening – 24 October 4.00pm-7.30pm

j) Sixth Form Open Evening – 7 November 6.00pm

k) Training & Development

- ◇ Safer Recruitment – EPM Webinar (link on GovernorHub)
- ◇ Safeguarding, The Governors Role (Towcester) 19 March 6.00pm
- ◇ Finance for Governors (Towcester) 30 April 6.00pm
- ◇ Safer Recruitment (Towcester) 7 July 6.00pm

Mrs Willie to look into training providers in Oxfordshire and Buckinghamshire due to limited availability in Northamptonshire. **Action: Mrs Willie**

8. Health and Safety

No concerns were raised or issues reported. The Health & Safety Committee had not met since the last full governors' meeting. Mr Ellis has agreed to join the committee.

9. Any Other Business

a) Headteacher's Performance Management

Mr Arnold and Mr Harte are meeting with the external advisor on 27 September to undertake the Headteacher's performance management.

b) Information Evenings

Mr Bilson expressed that the recent parent information evenings had been very good. Apprenticeships had been mentioned as part of the information about Sixth Form, however, the information on the school's website wasn't mentioned and suggested this be highlighted to parents. Dr Naylor added that through his work as CIAGS link, it had been identified that improving links with the Sixth Form is an area to be addressed.

c) CIAGS Governor Visit

A visit report form completed by Dr Naylor following his visit 2 July 2019 had been made available on GovernorHub.

d) Social Media

Dr Powell commented that the posts on social media were very good and asked that thanks be passed onto Mr Davis. **Action: Mr Colling**

10. Date of next meeting – Tuesday 5 November 6.30pm Governors' Planning Meeting

Dr Powell gave her apologies in advance for the meeting. Dr Naylor to chair the meeting.

There being no further business the meeting closed at 7.30pm.

Signed..... (Chair)

Dated.....