

**Minutes of the Full Governing Body Meeting  
held in The Walter Knibbs Dining Room  
on Tuesday 3 December 2019 at 6.30pm**

**Present:**

Dr J Powell (Chair)	Dr B Naylor
Mr I Colling (Head Teacher)	Mr C Harte
Mr D Garratt	Mr H Cooper
Mrs S King	Mr J Bilson
Dr M Pobjoy	Dr C Leitmeir
Mr G Ellis	Dr N Dixon
Mrs H Pike	Mrs S Thomas
Mrs L Aird	

**Apologies:** Mr N Arnold

**In Attendance:** Mrs W Willie (Clerk)  
Mr T Hollis (Deputy Head)  
Mrs J Dingvean (Member)  
Mrs J Creasey (Business Director) (left at 7.00pm)  
Mrs M Fenner (newly appointed Business Director) (left at 7.00pm)  
Ms C Toemaes (Partner Ellacotts LLP) (left at 7.00pm)

**ACTIONS:**

<b>1.</b>	<b>Mr Harte to submit a report re SEN visit.</b>	<b>Mr Harte</b>
<b>2.</b>	<b>Safer Recruitment confirmation letters to be sent to Mrs Willie and Mr Colling. Link to be sent to new governors.</b>	<b>ALL/ Mrs Willie</b>
<b>3.</b>	<b>Sixth form visit to be completed. Mr Bilson to set a date with Mr Jakeman</b>	<b>Mr Bilson/ Mr Thorne</b>
<b>4.</b>	<b>Keeping Children Safe in Education Declaration to be signed</b>	<b>Mr Thorne</b>
<b>5.</b>	<b>Local advert to be placed re governor vacancies in the new year</b>	<b>Mr Colling/ Dr Powell</b>
<b>6.</b>	<b>Mr Harte to email Mr Colling to clarify wording for the SIP on closing the gap</b>	<b>Mr Harte</b>
<b>7.</b>	<b>Ratified documents to be finalised and sent to school office</b>	<b>Mrs Willie</b>
<b>8.</b>	<b>FR&amp;P TOR to be taken back to committee</b>	<b>Mrs Willie</b>
<b>9.</b>	<b>Complaints Policy to be checked and finalised</b>	<b>Mr Colling/ Mrs Willie</b>
<b>10.</b>	<b>Mr Beaumont to be contacted in the new year re Foundation Governor vacancy</b>	<b>Mr Colling/ Dr Powell</b>
<b>11.</b>	<b>Amendment to L&amp;M governor visit to be noted</b>	<b>Mrs Willie</b>

**1. Welcome & Apologies**

Dr Powell welcomed everyone to the meeting. Dr Powell introduced Miss Helen Pike, newly appointed Foundation Governor, Mrs Miriam Fenner, newly appointed Business Director, and Mrs Janet Dingvean, Member. It was confirmed that Mrs Louise Aird had been formally appointed by Northants County Council (NCC) as the Local Authority Governor.

Apology as noted above which was accepted. Mr Thorne was 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 2019**

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 'Deficit per statement of Financial Position' and 'Audit Results Report to the Board of Trustees year ended 31 August 2019'. 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:

- There are no incidences of irregularities to report.
- Risk management should be a key focus and governors should refer to the Academies Financial Handbook 2019. The Risk Register should regularly be presented to the governing body.
- Governors need to take ownership of internal scrutiny, with governors to decide what areas to focus on as a trust. Going forward this information will need to be reported annually to the Education & Skills Funding Agency (ESFA).
- The movement in the local Government Pension Scheme was highlighted on page 25, as the liability has increased significantly. However, it was explained that this is benchmarked.

**Deficit per statement of Financial Position**

Governors were referred to the one-page document. There is a surplus of £271,264.00 which is very positive. The carry forward was confirmed at £408,458.00 which is a solid position for the year.

**Audit Results Report to the Board of Trustees Year Ended 31 August 2019**

Ms Toemaes drew governors' attention to the Audit Results Report and briefed on the content of the report with the following noted and questions raised:

- Page 5 and the key areas of risk. It was noted that risk 2.1.1 Management Override is a standard risk for all academies.
- Page 10 Recommendations to Management. It was confirmed that there are no significant points of concern and there are a relatively small number of points. Points raised have been addressed.
- All governors were advised to read the Academies Financial Handbook 2019 which is available on GovernorHub.

**Mr Colling asked about the benchmarking information relating to revenue reserve on page 23.** Ms Toemaes briefed on how the figures in the table could be affected.

**Mr Ellis asked about being told that governors should not be concerned about the pension scheme being underfunded.** Ms Toemaes clarified that governors should be aware of the contribution rate and the impact the contributions have on the 3 – 5 year plan. Mrs Creasey added that rates are reviewed every 3 years with the next review due, so this is something to monitor going forward.

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, Mrs Creasey and Mrs Fenner left the meeting.

**4. Minutes of the meeting held 24 September 2019 & Review of Action Points**

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

**Action Points**

Please refer to table above for new/outstanding actions.

**Governor Vacancies**

Mr Colling had contacted Brackley Means Business in order to write to their members regarding governor vacancies. However, Mr Colling had been advised that they are not able to provide their members' details due to data protection. It was agreed that an advert be placed locally in the new year. **Action: Mr Colling/Dr Powell**

**5. Minutes of the planning meeting held 5 November 2019 & Review of Action Points**

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

Dr Pobjoy highlighted that the visit agreed in relation to Leadership & Management on page 246 was for a governor to meet with Heads of Faculty (HoF) after their support and challenge meetings, not to attend the support and challenge meetings.

**Action: Mrs Willie**

**Mr Harte asked with regard to closing the gap for SEN and Pupil Premium pupils, could this be included in the School Improvement Plan (SIP).** Mr Harte to email Mr Colling to clarify what information he would like included. **Action: Mr Harte**

**6. Master's Report**

Report dated November 2019 had been made available prior to the meeting. The following was highlighted and questions raised:

**Examination results update**

Mr Colling explained that following the data checking exercise, A-Level value added is now where it was in 2017 and is therefore positive. Initial fears relating to the internal data were unfounded. This will be confirmed in January 2020 and reports will be provided to the Education & Welfare (E&W) committee.

**Staffing**

Mr Colling asked for governor involvement in exit interviews for support staff at the end of term.

**Curriculum and teaching and learning development**

A series of learning walks looking at pedagogy practice took place. Mr Jakeman will provide more information at the next E&W Teaching & Learning committee meeting.

## 7. Committee Reports

### **Finance, Resources & Personnel**

Minutes of the meeting held on 12 November 2019 were taken as read. Mr Garratt explained that the committee had discussed and agreed the areas for review with regards to internal scrutiny. Mr Garratt briefed on the areas agreed as detailed in the minutes and suggested that pension contributions also be added following the presentation from the auditors. Mr Garratt reported that the Pay Committee met to consider the pay recommendations.

### **Documents recommended for ratification**

The following documents were ratified as presented:

- Pay Policy
- Health & Safety Terms of Reference

### **Finance, Resources & Personnel Terms of Reference (TOR)**

Mr Ellis stated he did not feel the TOR are clear. TOR to be taken back to committee for further review.

**Action: Mrs Willie**

### **Complaints Policy**

Mr Ellis raised queries relating to the stages listed on pages 9 and 11. Mr Colling to check these sections. It was agreed that the policy be adopted subject to Mr Colling checking the policy.

**Action: Mr Colling/Mrs Willie**

### **Policies for report only reviewed/adopted by committee:**

- Statement of Accounting Policies Year Ended 31 August 2019
- Financial Handbook 2019 & Internal Scrutiny Appendix
- Risk Register
- Lettings & Charges Policy
- Whistleblowing Policy
- Anti-Fraud & Corruption Policy

### **Education & Welfare**

- Standards/exam results review (8 October)
- Curriculum (15 October)
- Pastoral (19 November)

Mr Bilson briefed on the various minutes, stating that a robust level of challenge had taken place at meetings and thanked staff for their input.

### **Documents recommended for ratification**

The following documents were ratified as presented:

- Terms of Reference
- Child Protection & Safeguarding Policy

### **Policies for report only reviewed/adopted by committee**

- Examinations Policy
- Home School Agreement
- Governors' School Visits Policy
- Curriculum Policy

### **Chairs' Committee**

Minutes of the meeting held on 26 November 2019 were taken as read with no questions raised.

**8. Governance**

**a) Governor Vacancies – 1 x Foundation/1x Community**

Miss Pike suggested that Mr Toby Beaumont of Magdalen College School Oxford be approached to be a Foundation Governor.

**b) Governor Visit Reports**

The following visit reports are available on GovernorHub:

- Informal review of exclusion process, 23 October (Dr B Naylor/Mr D Garratt/Mr G Ellis)
- Sixth Form Visit, 23 October (Mr G Ellis)
- Meeting with Business Director, 28 March (Mr G Ellis)
- Exit Interviews, June & December 2018 (Dr M Pobjoy)

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

Declaration to be signed by Mr Thorne. **Action: Mr Thorne**

**9. Headteacher’s Performance Management (HPM)**

It was reported that the HPM had been completed by Mr Harte and Mr Arnold, with support from Mr Nigel Boyd, external consultant. A mid-year review will take place in February, which will take the data into account.

**10. Health and Safety**

No concerns were raised or issues reported. The Health & Safety Committee had not met since the last full governors’ meeting. **Mr Garratt asked if preparations for site work would be looked at by the committee.** Mr Colling confirmed that they would and added that he is meeting with the Local Authority on 9 December to discuss funding.

**11. Any Other Business**

**a) Dates for your diary:**

- Thursday 5 December 7.30pm – School Christmas Concert
- Wednesday 18 December 7.00pm – 120<sup>th</sup> Annual Carol Service
- Thursday 19 December 6.30pm – Presentation Evening (Years 11 & 13)

**b) Email**

Following the migration of the MCS email, Mrs Willie asked governors to contact her if they are experiencing any problems.

**c) Exit Interviews**

Mrs Aird and Mr Harte offered to assist with exit interviews on 6 December.

Dr Powell thanked governors for their work this term and asked that the staff governors pass thanks onto the staff.

**12. Date of next meeting – Tuesday 31 March 2020 6.30pm**

There being no further business the meeting closed at 7.40pm.

**Signed..... (Chair)**

**Dated.....**