

**Minutes of the Full Governing Body Meeting
held in The Walter Knibbs Dining Room
on Thursday 4 April 2019 at 6.30pm**

Present:

Dr J Powell (Chair)	Dr B Naylor
Mr I Colling (Head Teacher)	Ms L Bowe
Mr D Garratt	Mr H Cooper
Dr M Pobjoy	Mr J Thorne
Mr J Bilson	Mr C Clapham

Apologies:

Mrs S King	Dr N Dixon
Mrs A Gomes dos Santos	Mr G Ellis
Mr C Harte	Mr N Arnold
Mr T Redman	

In Attendance:

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

ACTIONS:

1.	Mr Harte to complete a report following his SEN visit. Mrs Willie to follow up with Mr Harte	Mr Harte/ Mrs Willie
2.	All governors to read Keeping Children Safe in Education Part 1 and register once read on GovernorHub	ALL
3.	EPM Safer Recruitment Level 1 online training to be undertaken by all governors	ALL
4.	Safer Recruitment confirmation letters to be sent to Mrs Willie and Mr Colling	ALL/ Mrs Willie
5.	Pecuniary Interest Form to be completed	Mr Redman
6.	Governor visit form re exit interviews to be completed	Dr Pobjoy
7.	Pay Policy & SEND Policy to be finalised	Mrs Willie
8.	Senior staff to be thanked for their E&W reports	Mr Colling
9.	Master of Magdalen College School Oxford to be approached re Foundation Governor position	Dr Pobjoy
10.	Governor vacancies/skills gaps to be an item on the next FGB agenda	Mrs Willie
11.	Sixth form visit to be completed. Mr Bilson to set a date with Mr Jakeman	Mr Bilson/ Mr Thorne
12.	KS3 Curriculum visit to be completed. Dr Powell to set a date with Mr Horner	Dr Powell/ Mr Cooper
13.	CIAGS visit form to be sent to Mrs Willie	Dr Naylor
14.	Visit form re walkabout from Ms Bowe to be published	Mrs Willie
15.	Timing of support staff pension increase to be clarified	Mr Garratt

1. Welcome & Apologies

Dr Powell welcomed everyone to the meeting. Apologies as noted above which were accepted. It was stated that Mr Michael Roberts had resigned as a Staff Governor on 14 March 2019. Mrs Willie advised that nominations had been invited from all staff with a closing date of 25 April 2019.

2. Declaration of Governors' Interests

None.

3. Minutes of the meeting held 4 December 2018 & 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. Master's Report

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

- The Published Admissions Number (PAN) is temporarily 260 this year. The appeals process will need to be undertaken as four families are appealing and Northants County Council (NCC) may state that the pupils must be admitted. Mr Colling has submitted a statement of case to NCC's appeal panel, which will be taken into consideration with the parents' cases. An issue to resolve is how many classes to have so as to not put pressure on class sizes, as well as considering pressure on other areas of the school such as the dining room, sports hall, etc. Pressure will also be put on areas during the building process. **Dr Naylor asked if pupils are coming from outside of Brackley.** Mr Colling confirmed that fewer than 200 pupils are from within catchment. Pupils are coming from Buckingham with an increasing number coming from the Bicester area. Parents are asking for assistance with providing transport and this has been raised with Oxfordshire County Council, however, it is the responsibility of the parents to get their children here. The Buckingham bus is a public service and the school has no liabilities relating to this bus service.
- It is anticipated that six pupils with Education, Health & Care Plans (EHCP) are joining the school and meeting their needs is being reviewed. Funding will be received for staff to enable the school to provide support for these pupils.
- With regard to the School Improvement Plan section relating to the sixth form, **Mr Clapham asked for clarification on the sentence 'Areas to improve are the organisation of work in students' files, clarity over the school's philosophy to pedagogic approaches in the sixth form and greater consistency in the application of the marking and feedback policy.'** Mr Colling advised that this relates to what the ideal sixth form lesson would look like and what the sixth form teaching would ideally look like. **Mr Bilson asked if this means there is a variation.** Mr Colling explained there is a variation by subject and teacher, which is normal, but how teaching is adapted to support development of skills is being discussed. **Mr Bilson asked if this is impacting on results subject by subject in the sixth form.** Mr Colling said that this may contribute to results but explained it is a complicated picture. Schemes of work are being reviewed and the work is linking to the work being done in line with the new Ofsted framework.
- Ms Bowe referred to the new recycling measures to start after Easter, advising that she works in this sector and is willing to look at any plans.
- Dr Powell confirmed that the Year 12 student leaders have been appointed and have been invited to present to governors at the meeting on 30 April.
- **Mr Bilson referred to the positive feedback from councillors regarding the new build adjacent to the Sports Hall and asked if this positive news should be published.** Mr Colling clarified that there had been a small amount of opposition from neighbouring properties. It has not been confirmed when the

funding will be received but the school wants to be in a position to move forward as soon as it is received. Planning permission is in place for three years. **Ms Bowe asked if a delay in the build could impact on the cost of the build.** Mr Colling stated that it could, however, advice is being taken from a project management company which is working with the school.

- **Mr Bilson asked if the current Head of Sixth Form teaches economics and as they have resigned whether this will be a problem going forward.** Mr Colling confirmed that she does teach economics and briefed on the staffing in place for economics and business studies moving forward.
- Mr Colling clarified that GCSE and A-Level music will run next year due to the subject having viable groups. It is not likely that languages will run. This issue will be brought to the Education & Welfare curriculum committee in the report provided by Mr Horner, Assistant Head. Dr Powell commented that this was positive for music as it had not run last year.

5. **Members' Meeting (26 March 2019)**

Minutes of the meeting had been made available and were taken as read. Dr Powell confirmed that Mr Andy Anderson had been elected as Chair of the Members' board, as it was felt there was a conflict with the Chair of the Governing Body also chairing the members' meetings. Dr Powell, as Chair of Governors, will present a report to members at future meetings.

Mr Clapham and Mr Cooper have with their agreement stepped down as members. Mrs Janet Dingvean was appointed as a member. This now means there is a majority of members who are not governors. The only governors who will sit on the members' board will be the Chair and Vice Chair of governors, whoever holds these positions.

Dr Pobjoy stated that with regard to amending the Articles of Association, as with the original conversion to an academy, the school must cover the college's legal costs. Dr Pobjoy added that if there are any significant changes to the Articles, these will need to be approved by the college's solicitor. It was confirmed that the Foundation Member post will remain.

6. **Committee Reports**

Finance, Resources & Personnel

Minutes of the meeting held on 12 March 2019 were taken as read. Mr Garratt briefed on the meeting and thanked Mrs Creasey for her input during the meeting. It was noted the Pay Committee met on 26 March 2019 to review support staff pay recommendations. Evidence was presented to the committee in support of the recommendations.

Mr Ellis met with Mrs Creasey on 28 March to discuss the Risk Register and Crisis Management Plan. Visit report produced by Mr Ellis is available on GovernorHub.

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:

- ◇ Policy on Personal Information
- ◇ Staff Benefits, Gifts & Hospitality
- ◇ LGPS Discretions

Education & Welfare

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

- Teaching & Learning (15 January 2019)
- Progress (28 January 2019)
- Pastoral (19 March 2019)

Mr Bilson clarified that the committee had reviewed the latest Inspection Data Summary Report and approved the Pupil Premium Strategy Statement.

Special Educational Needs & Disability Policy and Information Report

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:

- ◇ E Safety
- ◇ Anti-Bullying
- ◇ Policy for Equality

Mr Bilson and Dr Powell expressed that the senior staff reports provided to governors are highly beneficial and asked that thanks be passed onto the senior staff.

Action: Mr Colling

Ms Bowe asked what process is in place for disseminating policies and ensuring that everyone is aware of changes made. Mr Colling said this depends on the policy and explained how the SEND Policy was produced. Personnel policies, such as the Pay Policy, go out for staff consultation. Mrs Willie advised that policies are loaded onto the internal system, Moodle, for staff. Mr Garratt added that personnel related policies are tested at certain points, for example when governor panels are convened to deal with personnel issues.

Chairs' Committee

Minutes from the meeting held on 26 March 2019 had been circulated and were taken as read. Dr Powell briefed on the meeting and asked that governors ensure they complete a visit form following a governor visit.

Confidential discussion held, please refer to confidential minute.

7. Governance

a) Governor Vacancies – 2 x Foundation/1x Community/1 x Staff

Dr Pobjoy confirmed that the Foundation Governor vacancies had been advertised with no expressions of interest received. It was noted that nominations for Foundation Governors can be submitted by the school to the college. It was agreed that Dr Pobjoy approach Helen Pike, Master of Magdalen College School Oxford, about a member of staff at the Oxford school becoming a Foundation Governor.

Action: Dr Pobjoy

Mr Colling suggested that skills gaps be identified prior to advertising for governors. Governor vacancies/skills gaps to be an item on the FGB planning agenda on 30 April. **Action: Mrs Willie**

b) 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**

- Mr Ellis completed the first session of New Governor training on 25 February.
- Ms Bowe is attending governor finance training on 2 May.

c) Governor Visits

Sixth Form Visit – governor required to attend with Mr Bilson

Mr Thorne offered to accompany Mr Bilson. Mr Bilson to liaise with Mr Jakeman to set a date. **Action: Mr Bilson**

KS3 Curriculum - governor required to attend with Dr Powell

Mr Cooper offered to accompany Dr Powell. Dr Powell to liaise with Mr Horner to set a date. **Action: Dr Powell**

Reports Received

- **Review of effectiveness of extended Leadership training**, 29 November 2018, Dr Naylor/Mr Garratt – Report on GovernorHub.
- **CIAGS Visit**, 5 March 2019, Dr Naylor to send visit report to Mrs Willie. **Action: Dr Naylor**
- **Initial school visits**: 27 February Mr Ellis/14 March Ms Bowe. Report from Mr Ellis on GovernorHub. Visit from Ms Bowe received and to be published on GovernorHub. **Action: Mrs Willie**

d) Pecuniary Interest Forms

Mr Redman to complete a form at the next meeting. **Action: Mr Redman**

8. Health and Safety

No concerns were raised or issues reported.

Mr Garratt asked how the recent lockdown practice had gone. Mr Colling reported that it had been successful. It is felt that a good procedure is in place with only a few minor issues highlighted. The lockdown was announced and it is planned that an unannounced lockdown will take place. Mr Colling added that he did follow up with a small group of students to advise of the seriousness of the situation.

9. Any Other Business

a) Pensions

Mr Cooper asked when the increase in support staff pensions is expected. Mr Garratt to clarify this with the finance committee. **Action: Mr Garratt**

b) CRB Checks

Mr Bilson asked if DBS checks have to be redone. Mr Colling confirmed the CBS checks do not have to be done again.

10. Date of next meeting – Tuesday 30 April 2019 6.30pm - planning meeting

There being no further business the meeting closed at 7.45pm.

Signed..... (Chair)

Dated.....