

**Minutes of the Full Governing Body Meeting
held via video link on
Tuesday 1 December 2020 at 6.00pm**

Present:

Dr J Powell (Chair)	Dr B Naylor
Mr I Colling (Head Teacher)	Mr D Garratt
Mrs S Thomas	Mr J Bilson
Dr C Leitmeir	Miss H Pike
Mr N Arnold	Mr H Cooper
Mr G Ellis	Dr N Dixon
Mr C Harte (left at 7.00pm)	

Apologies:

Mrs S King	Mrs J Dingvean (Member)
Mrs L Aird	Mr R Sawbridge (Member)

In Attendance:

Mr A Anderson (Member)
 Mrs W Willie (Clerk)
 Mr T Hollis (Deputy Head)
 Mrs H Tudor-Price (Deputy Head)
 Mrs M Fenner (Business Director) (left at 6.40pm)

ACTIONS:

1.	Safer Recruitment online training with EPM to be completed	Mr Bilson/ Miss Pike/ Mrs Thomas
2.	Governors to complete GDPR training as notified by the IT Department	ALL
3.	Adopted policies and TOR to be finalised and sent to the school office	Mrs Willie
4.	Governors to advise Dr Powell of skills not being used in their role as a governor	ALL
5.	Governors to notify Clerk of any training they wish to undertake	ALL

The meeting was held via Microsoft Teams due to Covid-19.

- 1. Welcome & Apologies for Absence**
 Dr Powell welcomed everyone to the meeting and introduced Mr Andrew Anderson, Academy Trust Member. Apologies as noted above which were accepted. Dr Pobjoy was noted as absent. It was confirmed that Dr Nick Dixon and Mrs Sheila King had been reappointed as Staff Governors with effect from 18 November 2020.

- 2. Declarations of interest in respect of any items on the agenda & notice of any amendments to the Register of Interest**
 None.

3. Minutes of the meeting held 22 September 2020 & Review of Action Points

The minutes having been circulated were agreed as a true copy. Minutes deferred for signing.

Review of Action Points

Please refer to table above for new/outstanding actions.

4. Minutes of the planning meeting held 3 November 2020 & Review of Action Points

The minutes having been circulated were agreed as a true copy. Minutes deferred for signing. Dr Powell thanked governors for taking part in the meeting and hoped that everyone found it beneficial and that they had the opportunity to put their opinions forward. Dr Powell added that following circulation of the discussion notes from the meeting any further feedback is welcomed. There were no outstanding actions.

5. Presentation by Ellacotts LLP, Auditors

- Ratification of Trustees' Report and Financial Statements for the period ended 31 August 2020

Ms Charlotte Toemaes, Partner Ellacotts LLP, was welcomed to the meeting and contributed via telephone. All governors had been provided with a draft annual report prior to the meeting. Ms Toemaes advised that there were no significant changes which impacted on the accounts. Ms Toemaes asked that governors advise if there are any amendments to the Trustees' information. 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.
- Governors should be aware that the contributions for pensions liability has increased significantly.
- Most significant movement noted on page 35, staffing costs have increased but this is due to the increase in teacher pension costs.
- The closing balance is £398,825, which is a solid position.

Audit Results Report to the Board of Trustees Year Ended 31 August 2020

Ms Toemaes drew governors' attention to the Audit Results Report which was displayed on screen. The following was noted:

- The auditors confirmed they are issuing a clean unqualified audit opinion.
- Ms Toemaes briefed on the key areas of risk noted from page 5 onwards.
- Page 10 Recommendations to Management. It was confirmed that there are no significant points of concern. Management responses to be incorporated into the document before it is submitted to the Education & Skills Funding Agency (ESFA).
- All governors were advised to read the Academies Financial Handbook 2020 which is available on GovernorHub.
- Thanks were given to Mrs Fenner and her team for their work in completing the accounts, which has been particularly challenging during the lockdown.

Approval of Annual Accounts 2019-20

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 Fenner and her team for their hard work in preparing the accounts. Ms Toemaes and Mrs Fenner left the meeting.

6. Master's Report

Report dated November 2020 had been circulated and was taken as read. Mr Colling gave the following update:

- Mr Colling was pleased to report that there had been no further positive Covid cases. The hard work is continuing to ensure safety measures remain in place until the end of term.
- Attendance is affected by pupils self-isolating. Excluding those self-isolating overall attendance is 94.88%.
- Awaiting figures from the Local Authority (LA) on next year's Year 7. The local primary schools have advised that nearly all year 6 pupils are due to come to MCS.
- Building work is continuing, with the way the builders are interacting very positive
- A fire practice was recently held as the assembly point has been moved to the tennis courts. The practice worked well, with a few minor amendments to be made to help people access the tennis courts.
- Mr Colling expressed that considering the circumstances, staff and students have been tremendous this term, with a lot of good feedback from parents on the school's achievements. Mr Colling thanked governors for their support during this time. Dr Naylor added that it is fantastic as a parent and governor that the school has kept going.
- Mr Colling confirmed that a virtual Carol Service will take place.

7. Committee Reports

Finance, Resources & Personnel (10 November)

Minutes from the meeting had been circulated and were taken as read. Mr Ellis briefed on the following areas discussed by the committee:

- Monthly Management Accounts will continue to be published on GovernorHub. Governors were reminded to comment on the accounts once they had been reviewed, in order to provide evidence for the accountants.
- The outturn for 2019-20 is very positive.
- Under the Academies Financial Handbook internal scrutiny must be undertaken by an independent body. Three quotes are being obtained from external providers to undertake the internal scrutiny.
- Mr Ellis said he is impressed with the way the school is operating in the current environment. The Senior Leadership Team (SLT) should be proud of the positive feedback from staff.
- **Mr Cooper asked with regard to heating, have alternatives to oil and gas heating been considered.** Mr Colling explained that one temporary boiler has been put into K Block and clarified that K and J Blocks and the chapel are affected by the loss in heating. Due to the school's financial reserves an emergency Condition Improvement Fund (CIF) bid will not be successful. However, a CIF bid will be resubmitted for the replacement pipe work and heating in K Block and the chapel, as these are listed buildings which restricts what can be installed.

Documents recommended for ratification:

- ◇ **Finance, Resources & Personnel Terms of Reference (TOR) – no changes**
The TOR were adopted as presented.

Policies for report only reviewed/adopted by committee:

- ◇ Statement of Accounting Policies Year Ended 31 August 2020

- ◇ Financial Handbook 2020
- ◇ Code of Conduct for All Adults Working at MCS
- ◇ Grievance Procedure
- ◇ Policy for Appraising Performance for All School Staff

Education & Welfare

Minutes from the meetings had been circulated and were taken as read. Mr Bilson briefed on the main areas discussed by the committees.

- **Curriculum & Standards (13 October)**
- **Pastoral (17 November)**

Documents recommended for ratification:

- ◇ **Terms of Reference – *amended***

The TOR were adopted as presented.

- ◇ **Child Protection & Safeguarding Policy – *updated***

Mr Bilson clarified that the policy had been updated in line with the Keeping Children Safe in Education 2020 statutory guidance. It was proposed that the policy be adopted as presented. All governors voted in agreement with the proposal, motion carried.

- ◇ **Admissions Policy 2022-23 - *updated***

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

Policies for report only reviewed/adopted by committee:

- ◇ Home School Agreement
- ◇ Curriculum Policy

(Mr Harte left the meeting)

Chairs' Committee (24 November)

Minutes from the meeting had been circulated and were taken as read. Dr Powell briefed on the main areas discussed by the committee.

- ◇ **Terms of Reference – *amended***

The TOR were adopted as presented.

Adopted policies and TOR to be finalised and sent to the school office.

Action: WW

8. Governance

Dr Powell stated that following the planning meeting, it is felt it would be beneficial to know the skills governors have that they have not been using in their role as a governor. Dr Powell asked governors to highlight their skills which they feel are not being used.

Action: ALL

Governors were asked to notify the clerk of any training they would like to undertake.

Action: ALL

9. Headteacher's Performance Management (HTPM)

Mr Arnold reported that the HTPM had been successfully completed.

10. Health & Safety

Mr Ellis advised that the Health & Safety Committee met on 30 November for the first time since the start of the pandemic with the following reported:

- There had been two accidents and one near-miss recorded. No RIDDOR accidents recorded.
- The segregated bubbles have reduced risks and accidents.
- External audits to provide assurances are being exercised by Mrs Fenner's team. Due to Covid these audits can only be done on a desktop basis.
- Mrs Fenner is currently looking at external providers to undertake audits relating to the premises from 1 April 2021, as it is not known if the LA will continue to undertake external audits once the unitary process is completed on 31 March 2021.
- Controls put in place due to the pandemic have led to low levels of infection.

Mr Ellis explained that he would like the committee to be a governors' health and safety committee instead of an advisory committee. The committee's Terms of Reference will be reviewed and presented to the FGB at a future meeting. Mr Colling thanked Mr Ellis for his work with the committee and for giving the committee clarity and purpose.

11. Any Other Business

None.

12. Date of next meeting – Tuesday 20 April 2021 6.30pm

There being no further business the meeting closed at 7.20pm.

Signed..... (Chair)

Dated.....