

**Minutes of the Full Governing Body Meeting  
held via video link on  
Tuesday 6 July 2021 at 7.00pm**

**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 (left at 7.30pm)
Mr N Arnold	Mrs L Aird
Mr G Ellis	Dr N Dixon
Mr C Harte	Dr M Pobjoy

**Apologies:** Mrs S King

**In Attendance:** Mrs W Willie (Clerk)  
Mr T Hollis (Deputy Head)  
Mrs H Tudor-Price (Deputy Head)

**ACTIONS:**

<b>1.</b>	<b>Safer Recruitment online training with EPM to be completed. Link to be resent.</b>	<b>Mr Bilson/ Miss Pike/ Mrs Thomas/ Mrs Willie</b>
<b>2.</b>	<b>Mr Brown and Mr McLaren-Dobbie to be asked to clarify which committees they wish to join</b>	<b>Mrs Willie</b>
<b>3.</b>	<b>Pay Policy to be finalised</b>	<b>Mrs Willie</b>
<b>4.</b>	<b>H&amp;S Committee folder to be set up on GovernorHub</b>	<b>Mrs Willie</b>
<b>5.</b>	<b>NGA Skills audit to be issued to all governors</b>	<b>Mr Harte/ Mrs Willie</b>
<b>6.</b>	<b>Skills audit forms to be submitted to Mrs Willie by 16 July if possible</b>	<b>ALL</b>
<b>7.</b>	<b>SEN visit to be arranged through Mr Hollis/Mr Colling</b>	<b>Mr Harte</b>
<b>8.</b>	<b>FoMCS meeting dates to be provided to all governors</b>	<b>Dr Dixon</b>
<b>9.</b>	<b>Timetabling information to be shared with E&amp;W on 12 October</b>	<b>Mr Hollis</b>

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

- 1. Welcome & Apologies for Absence**  
Dr Powell welcomed everyone to the meeting. Apology as noted above which was accepted.
- 2. Declarations of interest in respect of any items on the agenda & notice of any amendments to the Register of Interest**  
None.

**3. Proposal to appoint Community Governor – Mr Neil Arnold**

Mr Arnold's term of office as a Parent Governor had ended on 2 July 2021. As Mr Arnold is no longer eligible to stand as a Parent Governor, it was proposed that Mr Arnold be appointed as a Community Governor with immediate effect. All governors voted in agreement with the proposal, motion carried.

**4. Ratification of Budget 2021-22**

Documents 'Budget Setting 2021/22' and 'Income/Expenditure Report' had been made available on GovernorHub. Mr Ellis advised that the Finance, Resources & Personnel Committee held an extraordinary meeting at 6.30pm this evening to review the budget proposal. Mr Ellis clarified that a balanced, but tight, budget had been set.

Mr Ellis highlighted that additional staff have been appointed to cover the potential for more sixth form students joining Year 12, although the funding for these additional students will not be received until the following financial year. Mr Colling added that it is also not currently known if all the students expected will join MCS.

Mr Colling clarified that there will be a carry-forward of over £400,000 by the end of the next financial year. Some of this money will be invested in the premises and IT, in addition to the £180,000 already allocated to Capital in the budget. It was noted that a Condition Improvement Fund (CIF) bid had been successful for the work to the roof. However, a CIF bid for the heating had not been successful.

It was proposed that the budget be adopted by the Full Governing Body (FGB) as presented. All governors voted in agreement with the proposal, motion carried.

**5. Minutes of the meeting held 20 April 2021 & 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.

- Mrs Willie advised that the IT department had followed up with all governors who were required to complete GDPR training.
- Mr Ellis had presented information to Mrs Fenner and Mr Colling relating to the Audit & Risk Committee and will look at other models with Mrs Fenner moving forward.

**6. Master's Report**

Report dated July 2021 had been circulated and was taken as read. Mr Colling gave the following update:

- There has been a significant increase in Covid cases in the community which has impacted staff absence. There are a number of students also self-isolating.
- Mr Colling thanked Mr Hollis for putting in place a well-organised process for grading GCSEs and A-Levels and for ensuring grades were submitted on time. A process is also in place ready to deal with any appeals.
- Mr Colling thanked those governors who had been involved in recruitment this year. Sixteen new members of staff came into school during the recent staff training day and the induction process worked well. Ten Early Career Teachers (ECTs) (formerly Newly Qualified Teachers) will start in September. Mr Jakeman will be a trainer for the ECT framework, which will be beneficial.
- Mr Colling went around the new build today and reported that good progress is being made as detailed in his report.
- Priorities are being drafted for the School Improvement Plan (SIP) which will be shared early in the new academic year.

- Mr Colling thanked Mrs Tudor-Price for her work relating to the transition process. Following government guidance the transition days that were planned had to be modified.
- **Mr Harte asked if a whole bubble has to isolate if one student tests positive for Covid.** Mr Colling said that each individual case is looked at and explained how close contacts with positive students are identified, with teachers being excellent at keeping information up to date about students in their classes. It was stated that students being in bubbles does not work within a secondary school timetable. Whole year groups have not been sent home and the number of students self-isolating has been kept to a minimum.

Mr Colling thanked governors for their contributions this year. Dr Powell thanked Mr Colling and his team for their hard work throughout the year, which is greatly appreciated. Miss Pike congratulated Mr Colling and his team for their work during a challenging year, in continuing to drive school improvement, as well as moving forward with the premises work.

#### 7. **Election of Chair and Vice Chair effective 1 September 2021**

Dr Powell was elected as Chair of Governors and Dr Naylor was elected as Vice Chair of Governors.

#### 8. **Committees**

##### **Committee Membership**

There were no changes to committee membership. Mrs Willie to clarify with Mr Brown and Mr McLaren-Dobbie which committees they wish to join.

**Action: Mrs Willie**

##### **Election of Committee Chairs and Vice Chairs effective 1 September 2021**

Mr Ellis was re-elected as Chair of the Finance, Resources & Personnel Committee. Mr Garratt was re-elected as Vice Chair.

Mr Bilson was re-elected as Chair of the Education & Welfare Committee. Mr Harte was re-elected as Vice Chair.

Dr Powell thanked governors for their work on the committees.

#### 9. **Committee Reports**

##### **Finance, Resources & Personnel (8 June)**

Mr Ellis briefed on the minutes which had been circulated with no questions raised.

##### ***Pay Policy – proposed for adoption***

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

**Action: Mrs Willie**

##### **Education & Welfare**

- Curriculum & Standards (27 April)
- Pastoral (15 June)

Mr Bilson briefed on the minutes of the meetings which had been circulated. Mr Bilson thanked the Senior Leadership Team (SLT) for their work over the past year and for their comprehensive reports. It was noted that the Teaching, Learning & Continuing Professional Development (CPD) meeting scheduled for 29 June had been cancelled.

### **Chairs' Committee (22 June)**

Dr Powell briefed on the minutes which had been circulated with no questions raised.

## **10. Governance**

### **a) Skills Audit**

Mr Harte recommended that the NGA skills audit be undertaken. Mrs Willie to circulate the audit with governors asked to complete and return to Mrs Willie by 16 July, if possible. Outcomes to be reported at the next FGB meeting. **Action: ALL**

### **b) Governor training**

#### **➤ Chairs' Seminar**

Mr Ellis had attended the online seminar on 14 June.

#### **➤ Headteacher Performance Management**

Mr Arnold and Mr Harte completed HTPM training on 29 June.

#### **➤ Exclusion**

Mr Arnold and Dr Leitmeir are due to undertake this training on 5 October.

## **11. Health & Safety**

### **Health & Safety Committee**

Mr Ellis reported that the committee met on 8 June 2021. The school is now within West Northants whose Authority have been approved as the school's external provider for health and safety services. The Authority's advisors will audit areas of the school, with PE due to be reviewed next in the cycle of audits.

The committee has asked to be kept informed of progress in relation to the new build and for guidance on risk assessments.

With regard to the Risk Register, Mr Ellis had suggested that HS1 *Split site and pupil movement between them cause health and safety issues*, HS2 *Health & Safety procedures not sufficient to ensure/promote a safe working environment* and HS3 *Congestion of traffic outside Waynflete site causes hazards for students arriving and leaving school* could form the basis of a governor visit to monitor and report on these areas.

Mr Ellis thanked Mrs Fenner and Mr Wakelin, Premises Manager, and his team for their work on the premises, particularly having to work in line with Covid.

It was noted that Mrs Willie will clerk health and safety meetings from September. Committee folder to be set up on GovernorHub. **Action: Mrs Willie**

## **12. Any Other Business**

### **a) Timetabling arrangements for September 2021**

An email to parents detailing the timings of the school day for 2021-22 had been circulated to governors. Mr Bilson had responded to the email with queries relating to the plans for Years 11, 12 and 13 having 1 hour and 40 minutes unbroken teaching in their timetable. Mr Bilson expressed that this is a long period of teaching time for students to take information on board and feels this creates a demanding day. Mr Hollis explained that in terms of the three lessons per day, that the timetable next year students have 18 lessons across 10 days in the cycle. Dr Dixon added that in relation to the longer lessons, teachers are getting better at engaging students and designing lessons over that period of time. Dr Dixon said the answer is in the skill of the teachers moving forward. Dr Dixon stated he would be training at a faculty level on how to engage students.

Mr Colling clarified that the issue of longer lessons and breaks was given careful consideration. The biggest key to the decision was the views of the students and parents, in particular the older students who prefer the longer lessons and were keen to maintain what had been put in place. Mr Colling added that teachers will continue to work on refining how these longer lessons are delivered.

Mr Bilson said it would be helpful to look at some timetables to see how it is spread. However, he is concerned about the long-term effects and does not want to create a problem for students. Mr Bilson also feels there are advantages for the lower school in their timetabling, which aren't repeated higher up the school.

Mr Hollis suggested that further information on timetabling be shared through his report to the E&W Curriculum & Standards Committee on 12 October.

**Action: Mr Hollis**

It was also agreed it would be beneficial for a governor visit to be undertaken to look at longer lessons and talk to students about these.

Dr Dixon thanked Mr Colling, Mr Hollis and Mrs Tudor-Price for their outstanding leadership this year.

**b) Friends of MCS**

Dr Dixon advised that the FoMCS have asked if a governor could attend their meetings to help forge links with them. Dr Dixon to provide meeting dates.

**Action: Dr Dixon**

**13. Future meeting dates 2021-22**

Dates for the new academic year are published on GovernorHub.

Dr Powell thanked everyone for their contributions over the past year and wished everyone a well-deserved break. There being no further business the meeting closed at 8.10pm.

Signed..... (Chair)

Dated.....