

**Minutes of the Full Governing Body Meeting
held in the School on
Tuesday 26 April 2022 at 6.30pm**

Present:

Dr J Powell (Chair)	Dr B Naylor
Mr I Colling (Head Teacher)	Mrs L Aird
Mrs S King	Mr N Arnold
Mr G Ellis	Mr C Harte
Dr M Pobjoy	Miss H Pike
Mr J Bilson	Dr C Leitmeir
Mr I Brown	

Apologies:

Dr N Dixon
Mr N McLaren-Dobbie

In Attendance:

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

ACTIONS:

1.	SEN visit to be arranged through Mr Hollis/Mr Colling	Mr Harte
2.	Parent Governor vacancies letter to be issued	Mrs Willie
3.	Policies to be finalised and sent to school office	Mrs Willie
4.	Dr Leitmeir to be contacted re reappointment of Dr Pobjoy	Mrs Willie

1. **Welcome & Apologies for Absence**
Dr Powell welcomed everyone to the meeting. Apologies as noted above which were accepted. The meeting was quorate.

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 7 December 2021 & Review of Action Points**
The minutes having been circulated were agreed as a true copy and signed for filing.

Review of Action Points
Please refer to table above for new/outstanding actions.

4. **Master’s Report**
A report dated March 2022 had been circulated and taken a read. Mr Colling briefed on the report with the following noted and questions raised:
 - Mr Wayne Lenhan has been appointed as School Business Manager and will start on 5 May 2022.

- Health and safety will be a key area of responsibility for Mr Lenhan. Mr Colling has been working closely with the Premises Manager in putting tighter health and safety systems in place.
- Staff absences due to Covid are now relatively low. The two-year impact of Covid has been reviewed within school.
- There will be 9 classes in Year 7 next year, with 255 pupils expected to join in September 2022. Work is being undertaken to ensure staff are in place.
- The number of Sixth Form applications has slightly increased compared to previous years. Staff are in place barring any resignations.
- In addition to the vacancies noted in the report, maths faculty members are looking at other positions. It was noted that it is currently difficult to recruit maths teachers. Mr Harte was thanked for taking part in interviews yesterday.
- Recruitment of a Head of English is very challenging. Two members of staff have stepped-up and they have agreed to continue next year. Mrs Martindale is also an English specialist which is beneficial. A main scale English teacher is also yet to be recruited.
- A second in Expressive & Performing Arts Faculty has been recruited.
- Looking at recruiting into science as a resignation is due to be received from a member of staff who has secured a post as Head of Science which is very positive.
- The Lillingstone Trust visited the school and have agreed to consider donating more money for current and future capital projects.

TLR Structure

A staff consultation was completed on the proposal to introduce a permanent TLR 2c for a Professional Tutor. Responses received from staff were detailed in the Master's Report. Mr Colling advised that the member of staff currently undertaking this role is on a TLR3 which is a temporary position. The member of staff has made a significant positive impact and it is proposed that this be made a permanent role in the TLR structure. It was proposed that the Professional Tutor role be a TLR 2c permanent role. All governors voted in agreement with the proposal, motion carried. Mr Colling will proceed with the recruitment process.

Support Staff Pay

As detailed in the report, support staff have been awarded a 1.75% pay rise for all scales except point 1 which has been awarded a 2.75% increase. It was confirmed that the Chair of Governors and Chair of the Finance & Resources Committee had been consulted and had agreed with this pay award. Governors were asked if they were in agreement with the pay award retrospectively. All governors were in agreement with the pay award as detailed in the Master's Report with no objections made.

Dr Naylor asked if this will continue to increase in line with the National Living Wage. Mr Colling replied that it should do and that they will receive advice from EPM on this. **Dr Naylor asked about pay scales** and Mr Colling explained the pay bands. Mr Colling clarified that this recommendation is based on the National Pay Award and on recommendation from EPM.

Teachers' Pensions

Mr Colling, Mr Hollis and Mrs Martindale declared an interest in this item. Document provided by EPM 'Advice Note: Teachers' Pension Indexation – Update 2' had been circulated. Mr Colling explained that if teachers' pay is static for more than one year there is the risk of the pension indexation being lost. To resolve this issue, it is proposed that all teachers on the teachers' pay scale be paid £1.00 extra to trigger

the indexation to resolve this problem. It was confirmed that this is not deviating from the School Teachers' Pay & Conditions document.

Mr Arnold asked if paying £1 would trigger this. Mr Colling said that this is what they are being led to believe by external organisations. **Dr Pobjoy asked if this means that £12 would be paid.** Mr Colling explained that this is not the case as it would be one month's worth of an annual allowance of £12, so £1 per teacher.

Miss Pike asked about teachers who had had a career break. Mr Colling said these people would not have had a static salary, it is linked to those who did not have a pay rise in September 2021.

Mr Brown asked if this is a national issue. Mr Colling confirmed it is a national issue.

Mr Ellis asked if there is a difference between academies and maintained schools. Mr Colling advised that the Local Authority would be responsible for maintained schools.

With no further questions raised it was proposed that all teachers on the pay scale be paid £1 to trigger indexation. All governors voted in agreement with the proposal, motion carried.

Internal Audit

A report has now been received from West Northants Council (WNC) on their review of risk assessments for students travelling between sites and bus duty. A Design & Technology Health and Safety Audit Report has also been received from WNC. These reports have been sent to Mr Ellis for review.

5. Compliance

a) Management Accounts

Finance Report dated March 2022 had been circulated together with Cash Flow Forecast Report and Balance Sheet. Governors were informed that Period 7 Management Accounts, produced by Strictly Education, are available on GovernorHub.

Governors were advised that Strictly Education had reconciled three different systems relating to income and expenditure and have worked on aligning these systems. However, this has caused adjustments to be made. One area which has significantly changed is Capital and previously Mr Colling had been asked by the Finance & Resources Committee for more transparency in relation to Capital spending. Mr Colling stated that £855,000 needs to be moved from Reserves into Capital, in order to correctly show the use of funds for capital projects, rather than for new spending.

There is a significant overspend in supply teachers which is due to Covid. Grants previously available from the Government to help with costs due to Covid are no longer available. There are also two teaching vacancies which have been covered by supply since December. Although it was noted there had also been a saving in these teaching salaries.

Mr Colling briefed on the planned premises spend on the Dashwood building agreed by the Finance & Resources Committee and stated that it had also been agreed that funds would be put towards the Condition Improvement Fund (CIF) bids for the boilers and roof.

Mr Ellis expressed that control needs to be exercised and the management accounts reviewed carefully over the next few months. Mr Colling clarified that there are no issues with the accounts up to Period 5 but the accounts are now clearer in the

system, with the capital projects having more transparency in the system which is beneficial.

Dr Powell thanked Mr Colling for carrying on with this role without a School Business Director. Mr Ellis thanked members of the Senior Leadership Team (SLT) for undertaking more work to enable Mr Colling to do this work.

b) Risk Register

Mr Ellis advised that Moore Accountants were asked to review the Risk Register as part of the internal scrutiny and a report is due to be received.

The Risk Register will be the responsibility of the Audit & Risk Committee, however, it will remain a standing item on the full governors' agendas to ensure all governors have the opportunity to review the Risk Register, which is a requirement in the Academy Trust Handbook.

The current Risk Register had been made available. Dr Leitmeir stated that he did not think the risk 'pupil achievement' should be included in the Register. Mr Hollis advised that he believes the version on GovernorHub is not the most current version. It was stated that the Risk Register will be worked on and presented to governors following receipt of the internal scrutiny report.

6. Committees Reports - *minutes to be taken as read*

a) Finance, Resources, Audit, Risk & Assurance (1 March)

◇ Internal Audit Reports

Mr Ellis clarified that this committee is now split into two sections. The Audit & Risk section of the committee agreed the three areas of focus for internal scrutiny:

1. Risk Register
2. Ensuring the action points from the ESFA Governance review, internal and external audits are being addressed and actioned
3. Data Security and Information Assurance

Moore Accountants are contracted to audit these areas. Moores have engaged someone else to look at Cyber Security at a cost of £3,500 for three days' work. It was agreed by the committee to go ahead with this work but that the actions from the ESFA review and the internal and external audits be dealt with by the school. An additional £1,500 is required to complete these audits and Mr Ellis asked if governors were in agreement for this money to be spent and this move forward. **Miss Pike stated that Cyber Security is a major risk and asked to what extent the school is insured if it were attacked.** Mr Colling clarified that the RPA insurance they have is very comprehensive. Miss Pike stated that if the school is covered then maybe an audit is not required. Mr Colling advised that an audit may highlight issues which will help improve processes in school. **Mr Brown asked about a budget to address any issues that are highlighted in the audit.** Mr Colling said that priorities will need to be set for any work identified. Further to discussion, it was agreed that £1,500 be allocated in order for audits to be undertaken.

Mr Ellis stated that additional governors are needed on this committee, as there is a lot of work the committee needs to do, and it is critical that meetings are quorate.

b) Personnel (22 February)

Mr Ellis advised that the School Improvement Plan priorities had been RAG rated and governors were pleased with the progress made.

◇ **Pay Committee (22 March)**

The Pay Committee met to review support staff appraisals. Mr Colling explained that the support staff appraisal process is to be reviewed to ensure appraisals are rigorous. Policies have been redrafted to reflect this. Senior leaders will be discussing this and this will come back to the committee.

a) Education & Welfare

Mr Bilson gave an overview of each of the meetings, with no questions raised.

- Teaching, Learning & CPD (14 December)
- Curriculum & Standards (25 January)
- Pastoral (15 March)

Documents recommended for ratification:

◇ **Special Educational Needs & Disability (SEND) Policy**

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

◇ **Behaviour Policy – updated for approval by FGB**

Two exclusion hearings had recently been held which highlighted amendments required in the policy. It was stated that wording in the previous policy suggested automatic permanent exclusion in certain circumstances. **Mr Arnold asked if this should be amended as suggested or if the wording should be refined further.** Mr Colling recommended that the policy be approved today and that subsequent changes could be made in the future.

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

b) Chairs' Committee (22 March)

Dr Powell advised that the committee had agreed that the Academy Trust Handbook Summary of Actions produced by Mr Colling would be reviewed at the forthcoming governors' planning meeting.

c) Members' Meeting (22 March)

Mr Andrew Anderson is currently the Chair but has moved away from the area and would like to step down. However, in line with the Articles additional Members are required before Mr Anderson is able to step down with Mr Anderson willing to continue at this time. Mr Garratt had been approached but has unfortunately declined to become a Member. Governors were asked to put forward anyone they feel would be willing to be a Member of the Academy Trust.

7. Governance

a) End of Term of Office - Dr Mark Pobjoy, Foundation Governor, 20 July 2022

Dr Pobjoy confirmed that he is willing to stand for another term of office. Mrs Willie to liaise with Dr Leitmeir to move this forward with Magdalen College Oxford.

Action: Mrs Willie

8. Health & Safety

a) H&S Committee (11 February 2022)

Minutes had been circulated and were taken as read. It was noted that two canopies had been affected by the high winds and are being replaced, with the cost being covered by the contractors, with no cost to the school. This was recorded as a near miss.

9. Any Other Business

a) Request by Police

Mr Bilson asked what the school would do if two police officers asked at reception to interview a student, what would the school's operational response be. Mr Colling advised they would need to have authority. Mr Bilson said the school needs a response and reception staff need to be made aware of what to do. Mr Hollis clarified that the receptionist would contact someone on call, which would lead to a member of SLT being contacted. Police would not be permitted to interview a pupil on their own without the required authority and approval from a senior member of staff. Mr Colling added that they would normally know before that the police were coming in because they contact the school in advance. The police would then be spoken to when they arrive and a student would be chaperoned. Mr Colling said he had no concerns in this regard and that it would be unusual for a police officer to talk to a student on their own as safeguards are in place. Mrs Martindale stated that police badge numbers could also be checked. **Mr Bilson asked that reception staff know that this is the process.** Mr Colling said 'yes.'

10. Future meeting dates

- Tuesday 17 May 6.30pm Planning meeting – *Academy Trust Handbook Summary of Actions for MCS*
- Tuesday 5 July 6.30pm Business meeting

There being no further business the meeting closed at 7.50pm.

Signed..... (Chair)

Dated.....