

**Minutes of the Full Governing Body Planning Meeting
held in the School on
Tuesday 17 May 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

Apologies:

Mr J Bilson
Dr N Dixon

In Attendance:

Mrs W Willie (Clerk)
Mr T Hollis (Deputy Head)
Mrs L Martindale (Deputy Head) (left at 7.25pm)
Mr I Horner (Assistant Head) (left at 7.25pm)
Miss E Tye (Assistant Head) (left at 7.25pm)
Mr W Jakeman (Assistant Head) (left at 7.25pm)
Mr W Lenhan (School Business Manager) (left at 7.25pm)

ACTIONS:

1.	Two Risk Registers to be produced	Mr Colling/ Mr Ellis
2.	Risk Registers to be formally reviewed at each FGB meeting	Mrs Willie
3.	TOR to be sent to Mrs Brady for inclusion the school website	Mrs Willie
4.	Staff training with regard to internal control, risk management and assurance to be included in the Financial Regulation Handbook. Mr Lenhan to be asked to undertake this	Mr Colling
5.	Outstanding actions to be completed in the Financial Regulation Handbook in line with Annex A Mandatory Actions	Mr Colling
6.	Miss Pike to be sent information on the role of the Members	Mrs Willie
7.	All governors to read the Funding Agreement	ALL
8.	CEO of Guilsborough Academy & Browne Jacobson to be invited to present on MATs	Mr Colling
9.	Skills audit information to be sent to Mrs Wille	Mr Harte
10.	Skills Audit to be an item on the next FGB agenda – 5 July	Mrs Willie
11.	Whistleblowing Policy to be circulated to all staff	Mr Colling
12.	Requirements in the Handbook to be an item on the next Audit & Risk Committee agenda	Mrs Willie
13.	Absent governors to be reminded to read the Academy Trust Handbook	Mrs Willie

1. **Welcome & Apologies for Absence**
Dr Powell welcomed everyone to the meeting and introduced Mr Wayne Lenhan, newly appointed School Business Manager. Apologies as noted above which were accepted. Mr Brown, Mr McLaren-Dobbie and Dr Leitmeir were noted as absent. 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. **School Improvement Plan (SIP) 2022-23**
 - Presentations from Senior Leadership Team (SLT)

Mr Colling advised that he had done some initial reflection on where the school is this year and is looking at priorities for next year. The Vision Statement had been provided on GovernorHub prior to the meeting. It was stated that the school is currently in year two of the four year vision plan. Mr Colling clarified that the same areas will be focussed on going forward and briefed on some of the work undertaken to date. It was noted that Mr Hollis had undertaken valuable work with the Extended Leadership Team (ELT) to produce a draft leadership charter. Mr Colling briefed on the year group reviews and faculty reviews, the details of which had been included in the committee reports.

The key staffing structure is to be looked at now the School Business Manager is in post. A review of the support staff structure also needs to be undertaken to ensure the structure is fit for purpose.

Senior leaders presented on each of the areas they are responsible for:

Curriculum Design – Mr Hollis

- Continued work around the academic curriculum, which is the subject lessons taught on the timetable and to continue to develop the precision of content.
- Want the medium-term plans for teachers to be really useful.
- Moving toward, want to establish what the teachers' understanding of the curriculum is that they are teaching.
- Work being done on curriculum threads. Looking at how the impact can be seen of these through next year and how year group reviews can be used to establish how students are doing with these.
- Continuing to embed careers and guidance into Personal, Cultural, Social, Health & Economic (PCSHE) Education and expand PCSHE into the Sixth Form.
- Looking at evaluation of the diploma to establish what else to bring into this. **Dr Pobjoy said with regard to the diploma, when it was first introduced the issue of external validation had been raised and asked if the diploma is only validated within the school.** Mr Colling said yes. **Dr Pobjoy asked if external validation could be considered.** Mr Colling replied that they had looked into getting an accreditation from an exam board, however, this was difficult. Validation through local employers was integrated, with local employers consulted with on the skills and attributes they would look for in students.
- **Dr Powell asked how many members of staff are examiners.** It was stated that prior to Covid approximately fifteen members of staff were examiners but that now there are possibly fewer.
- **Mr Ellis highlighted that the teaching methodology, structure of teaching and levelling has been looked at and asked about the effect of this on the students.** Mr Hollis explained that the key barrier identified at the moment is helping students reflect across their curriculum and maintain links. It was stated

that they are trying to engage teachers on understanding how their subject discipline works and are focussing on the input of teachers so they are making those links explicit. **Mr Ellis asked how it is known that students are learning and progressing.** Mr Hollis explained that they look at the quality of their work, their progress over time and their exam results, as well as talking to students in a year group review on what they understand connects.

- **Dr Naylor asked how the teachers are assessed.** Mr Hollis advised that the faculty meetings are used to talk about what units of work are to be taught and the level of knowledge to be shared. Teachers need to be able to identify where their students are getting stuck. Mr Colling added this is one of the key areas focussed on in the faculty reviews, talking to students as well as talking to teachers to check their understanding and their thinking.

Teaching & Learning – Mr Jakeman

- This area has come a long way over the last two years.
- Students are to be the main focus next term as need to understand what the students understand and if they understand the methods being used.
- The teaching and learning groups have had a positive impact this year.
- Staff development and ownership of professional development needs to be maintained.
- The Assessment Policy was reviewed with the formalised feedback in workbook stopped.
- The quality assurance aspect of teaching and how to develop this further to make it a meaningful process is to be an area of focus, with colleagues to be engaged with the quality assurance process.
- The culture of instructional coaching is to continue to make sure teachers consistently and continually improve their practice and this is embedded. Miss Pike commented that a coaching culture is a very good model..
- **Dr Pobjoy asked what it is felt the attitude of teachers is at the school to having people observe their lessons.** Mr Jakeman said four and a half years ago staff were not comfortable with people being in their classrooms. Staff feel safer with it now. Instructional coaching is not making a judgement, it is agreeing the area to work on and working together to model it. It is also the discussion afterwards. Mr Colling added that from the faculty reviews it is about looking at the practice across the faculty, not the individuals, and looking at resources, sequencing, etc, which takes away from the feeling of the individual teachers being judged. No individual feedback is given and teachers are not named in the faculty review reports. This has helped to shift the culture.
- **Dr Powell asked if disruptive behaviour in lessons is better managed.** Mr Jakeman replied that this has not been an area worked on extensively. There is a process in place for additional support to be put in place for staff who are struggling in dealing with behaviour. Dr Powell commented that she gets the impression that things are dealt with quite quickly.

Personal Development – Mrs Martindale

- A review is being led into the school's culture from the point of view of the students and staff.
- Suggestions received from staff and students on how behaviour is addressed, which could be seen as indicative behaviour and discriminatory, needs to be addressed.
- Need to ensure students feel safe and secure and are happy to come to school and identify when they are not.
- Systems are in place for anonymous reporting and these systems are being tweaked moving forward.

- Lessons are rarely disrupted by behaviour but there is a lack of engagement, which has been seen in the year group reviews. Students have been seen to be behaving but not actually engaged in their learning.
- Student ownership of their time and life in school and their learning is an area of focus.
- Looking at using Pupil Voice moving forward. Students need to see the impact of sharing their views.
- There is an understanding of the sanctions in place but there is the question of how are students rewarded.
- It is felt that parents need more clarity on issues. **Mr Ellis asked about parental support.** Mrs Martindale said that their aim is to engage parental voice and work with parents.

Staffing and Staff Development – Mr Jakeman

- A lot of positive work done this year
- The development posts have been in place for almost a year.
- The appraisal process has improved radically in terms of quality of objectives and classroom practice. Mr Colling added that it has been identified that work needs to be done on the support staff appraisals, which is an important area of development. **Mr Arnold asked if the improved appraisals are better for staff and how they are perceived by staff.** Mr Jakeman explained that training was put in place for staff. There had been a bit of resistance to the mid-year appraisals but it is believed that next year it will be a more positive process. **Mrs Aird asked if the school is moving towards continual dialogue, will it be a continual appraisal. Mrs Aird also asked if there would be an external appraisal for evaluating the impact and to look at rigour.** Mr Jakeman explained how the appraiser and appraisee relationship will have to develop.
- Need to ensure standards and expectations are reiterated.
- Would like to develop the instructional coaching and move this into the appraisee and appraiser relationships.
- The Early Career Framework has been rolled out with a personal tutor appointed. Need to ensure they are set to move forward for year two with the Early Career Teachers (ECTs). Need to ensure ECTs deliver and are held to account.

Facilities – Mr Colling

- A lot of proactive work undertaken looking at the new building and food tech rooms.
- There are plans to develop two new science labs.
- The two Condition Improvement Fund (CIF) bids for work to the boilers and roof at St John's were unsuccessful. This brings a new challenge of prioritising work which the school will have to fund. **Mr Arnold asked if reasons for the bids not being successful were provided, as these were two different projects.** Mr Colling advised that RAM Consultants submitted the bids and they will automatically appeal. RAM will respond to the feedback and point scores provided and hold the Education, Skills & Funding Agency (ESFA) to account for their decision. **Miss Pike asked if the ESFA look at the school's finances.** Mr Colling clarified that the ESFA look at the commitment the school would make towards the bid. The school had allocated £180,000 to these projects, which helped to increase the point score. **Mr Ellis asked that as the premises work covered by these bids was essential work, what is the consequence if the part of the school has to be closed.** Mr Colling said that one comment from the ESFA was that it had not been stated that not doing this work would cause the school to have to shut, but this is because the school would not allow this to happen. Mr Colling explained that before this step, they would look at what remedial work can be done which would be less costly and gave examples of the

alternative work which could be undertaken. RAM conducted a complete premises survey and were asked to recommend the work to be done. It is estimated that approximately £1.2 million will need to be spent over the next five years on the Waynflete site, with a similar report expected for the St John's site.

- A lot of work has been undertaken around health and safety, with checks completed across the school, following identification of work through an audit.
- The all-weather pitch carpet is to be replaced this summer to ensure it is fit for purpose.
- A focus next year will be on strategic repairs and maintenance.
- Capital ICT spending needs to be reviewed.
- Work on the budget has ensured it is more transparent.

4. **Management Accounts**

Document 'Draft Income and Expenditure Period 8' had been made available on GovernorHub. Mr Colling clarified this is a draft as they are not yet satisfied with the accounts. Mr Colling reported as follows:

- A similar outturn is expected this year with an overall surplus of £579,000. This figure takes into account some of the capital projects but not all of them.
- A full review of all the budget lines has been completed, with discussions held with staff about spending.
- Staffing is the biggest spend in the budget. Significant differences are the back-pay to support staff and the increase in National Insurance contributions paid last month. Supply costs have also increased significantly. Although supply has started to reduce, it is higher than usual.
- There are a number of vacancies, particularly for support staff, which have not been filled.
- There will be a 3-9% pay increase for teachers next year. There has been no indication of how this will be funded, so there is a need to be cautious until a pay grant is clarified.

A full and accurate report on the budget will be provided at the Finance & Resources Committee meeting on 7 June. Mr Ellis congratulated Mr Colling for stepping-in to deal with the finances and premises over the past few months.

Dr Powell thanked senior staff for their reports. Mrs Martindale, Mr Jakeman, Mr Horner, Miss Tye and Mr Lenhan left the meeting.

5. **Academy Trust Handbook – Summary of Actions**

Documents 'Academy Trust Handbook 2021', 'Annex A – Mandatory Actions Required' and 'Summary of Actions for MCS' had been circulated. Mr Colling briefed on the documents as follows:

Annex A – Mandatory Actions

Actions were confirmed as follows:

1. Completed
2. Noted as agenda items moving forward
3. A report received recommended that the Risk Register be separated into two registers. A Health & Safety Risk Register is to be created with risk assessments and this register will be the responsibility of the Health & Safety Committee. Mr Colling and Mr Ellis to produce the two registers. It was agreed that the registers be formally reviewed at each full governors' meeting.

Action: Mr Colling/Mr Ellis

4. It was agreed that the committee Terms of Reference (TOR) be included on the school's website.

Action: Mrs Willie

5. In place.
6. In place.
7. Need to ensure the required information is included annually in the accounts.
8. Completed
9. Mr Lenhan to be asked to undertake this. **Action: Mr Colling**
10. Mr Lenhan to be asked to undertake this. **Action: Mr Colling**
11. To be addressed.
12. To be addressed.
13. Done
14. This is an advisory, not mandatory issue. Mr Colling to clarify with the ESFA what needs to be included in relation to the catch-up plan. Mr Hollis added that this had been subsumed since the time of the audit, as the Disadvantaged Student Statement and Catch-Up Statement were updated in December 2021 and approved by the E&W Committee. Governors agreed this is now completed.

Summary of Actions for MCS

The following outstanding actions were noted:

1.6 Should we remove chair/vice chair roles from the members?

Mr Colling stated that currently additional members are required. The current structure is three independent members and two governors, the Chair and Vice Chair of the Governing Body. Governors were asked to consider anyone they may know who would be willing to be a member. Mrs Willie to send Miss Pike information on the role of the members. **Action: Mrs Willie**

Dr Pobjoy highlighted that it is important that when considering changing the Articles that Magdalen College Oxford still retains the right to appoint one Foundation Governor. Mrs Willie clarified that Mr Anderson is currently the Foundation Member appointed by the College.

1.14 Ensure that trustees have read the funding agreement

The Funding Agreement had been made available on GovernorHub. **Action: ALL**

1.22 Arrange training for WW in academy trust and associated legislation – company secretary role

Mrs Willie advised she had not identified any suitable training but would continue to look into this.

1.23 Headteacher can only be a trustee if members decide to appoint them as such

This is no longer automatic and must be agreed by the members.

1.23 Discuss with board the removal of staff governors

This is currently a recommendation not a requirement. This had previously been discussed with it agreed not to remove staff governors but to wait until the current staff governors reach their end of term of office. It was noted that new regulations relate to schools being in Multi-Academy Trusts (MATs), which will bring about a change in the structure of the board. The move to MATs was discussed and it was agreed it would be beneficial to hear from someone who had been through the MAT conversion process and also clarify West Northants Council's position. It was stated that the CEO of Guilsborough Academy could be asked to talk to governors or Browne Jacobson, although there would be a cost if Browne Jacobson gave a presentation to governors. It was agreed that both of these presentations would be beneficial. **Action: Mr Colling**

1.29 Formalise skills audit and what outcomes there are from this

Mr Harte to send skills audit information to Mrs Willie. To be an item on the next FGB

agenda.

Action: Mr Harte/Mrs

Willie

2.7 Update fixed asset register

Mr Lenhan will undertake this.

2.46 Staff to be made aware of the Whistleblowing Policy

Mr Colling to issue this to all staff.

Action: Mr Colling

4.17 Audit and risk committee must...

The requirements of the committee detailed in the Handbook to be an item on the next Audit & Risk Committee agenda.

Action: Mrs Willie

Absent governors to be reminded to read the Academy Trust Handbook.

Action: Mrs Willie

6. Governor visits relating to the SIP

The following visits were reported:

- Mr Harte has arranged a Special Educational Needs (SEN) visit.
- Mrs Aird and Mr Bilson are visiting in July to look at curriculum threads and speak to staff in connection with the leadership strand of the SIP.
- Mr Ellis expressed he would like a governor visit to cover two the top health and safety risks once they are established.
- Mr Ellis explained that the audit into the assurance of management actions, internal and external audits and the ESFA review are no longer being conducted by the auditors as part of the internal scrutiny. Therefore, these areas need to be covered through a governor visit.

7. Any Other Business

a) Absence

Dr Powell advised that due to forthcoming work trips she will be out of the country from 2 – 20 June and 7-10 July.

b) Governor Assistance

Mr Colling asked if governors were available to assist with interviews, with the option of these being held remotely. Mrs Willie to inform Mrs Brady that Miss Pike and Mrs Aird may be able to assist with interviews.

Action: Mrs Willie

8. Date of next meeting - Tuesday 5 July 6.30pm

Dr Powell gave her apologies in advance for this meeting as she is overseas. Dr Naylor to chair the next meeting.

There being no further business the meeting closed at 8.05pm.

Signed..... (Chair)

Dated.....