

**Minutes of the Full Governing Body Meeting  
held in the School on  
Tuesday 5 July 2022 at 6.30pm**

**Present:** Dr B Naylor (Vice Chair) Dr M Pobjoy  
Mr I Colling (Head Teacher) Mr G Ellis  
Mrs S King Mr N Arnold

**Apologies:** Dr J Powell (Chair) Dr N Dixon  
Mr J Bilson Mrs L Aird  
Miss H Pike Mr C Harte

**Absent:** Dr C Leitmeir  
Mr N McLaren-Dobbie  
Mr I Brown

**In Attendance:** Mrs W Willie (Clerk)  
Mr T Hollis (Deputy Head)  
Mr W Lenhan (Business Manager)

**ACTIONS:**

<b>1.</b>	<b>Budget discussion notes to be finalised and circulated as soon as possible to all governors, in order to support the proposal to adopt the budget &amp; 3-Year Forecast for submission to the ESFA</b>	<b>Mrs Willie</b>
<b>2.</b>	<b>SEN visit to be arranged through Mrs Martindale/Mr Colling</b>	<b>Mr Harte</b>
<b>3.</b>	<b>Parent Governor/Member vacancies letter to be issued</b>	<b>Mrs Willie</b>
<b>4.</b>	<b>All noted items and policies to be carried forward to next meeting</b>	<b>Mrs Willie</b>
<b>5.</b>	<b>NGA Learning Link Governor training to be investigated</b>	<b>Mrs Willie</b>

**1. Welcome & Apologies for Absence**

Dr Naylor welcomed everyone to the meeting. Apologies as noted above which were accepted. Due to the number of apologies received and three absent governors, the meeting was not quorate.

It was agreed to review the budget proposal in order for any questions or comments to be addressed. As the budget needs to be approved by the Full Governing Body (FGB), approval to be obtained via email following the meeting. It was stated that the budget needs to be approved in order for it to be submitted to the Education, Skills & Funding Agency (ESFA).

All other items to be deferred to the next FGB meeting.

**Action: Mrs Willie**

**2. Declarations of interest in respect of any items on the agenda & notice of any amendments to the Register of Interest**

None.

### 3. Ratification of Budget 2022-23

Budget document 'Budget 22-23 23-24 24-25 – 27.06.2022 IH FTE' had been circulated prior to the meeting. The following was noted and questions raised:

- Mr Colling clarified that following the Finance & Resources committee meeting, revisions had been made to ensure greater accuracy in areas, particularly in relation to staffing and energy costs.
- The budget balances but is very tight. Some revenue has been allocated to capital to support the premises repairs.
- The £648,000 surplus has not been included in the budget proposal, as this is to support next year's budget and is unallocated.
- **Dr Pobjoy asked if there are reasons for the deficit and surplus figures.** Mr Colling referred to the Capital funding detailed in the document advising that funds are related to particularly projects, such as a retention of funds for T-Block which is to be paid 12 months after the work is done and which has had to be committed.
- The Revenue Support Capital is £124,000. However, this reduces significantly in future years in order to balance the budget. How to use these funds will need to be decided by governors moving forward, if for example, funding should be put towards urgent premises work or allocated to support Condition Improvement Fund (CIF) bids.
- Mr Lenhan highlighted that the biggest cost is staffing and they have worked on the principle that teachers will receive pay increases, with new teachers to receive an increased minimum starting salary of £30,000 from 2023. The proposals from the Department for Education (DfE) have been planned into staffing costs. Although no future pay increases have been confirmed, these have had to be accounted for in the 2022-23 and 2023-2024 budgets. It is not known if there will be any additional funding from the ESFA to support future pay increases, so the budget forecasts assume that additional grants will not be received.
- Additional support staff posts have also been factored in, following the confidential discussions on changes to the staffing structure. However, it could be decided not to move ahead with these posts.
- Mr Lenhan explained that the pandemic had made budgeting more difficult as trends that are usually seen are not evident.
- Funds have been allocated for utilities. It was noted that the school has another year in its current energy contract.
- **Mr Arnold asked about premises costs, as it was noted in the Master's Report that the recent CIF bids were unsuccessful and that there is a significant amount of work recommended by the consultants and asked how this will be reconciled.** Mr Colling advised that a report from RAM, the premises consultants, across both sites recommends work costing approximately £5.5million over the next 5 years. However, another contractor who was on site to look at some of the critical work had a different view. Currently a more detailed review of required actions is being undertaken, in order to establish the work that will be done. This may be ready to go to the Finance & Resources Committee in the autumn term for funds to be agreed for critical projects or for supporting CIF bids.
- Mr Lenhan advised that the Premises Team has been strengthened with the recruitment of an additional site team member who is IOSH qualified and a qualified electrician. Two apprenticeship positions have also been budgeted for within the team, which will hopefully provide longevity and capacity. Appointing skilled people also reduces the need to use external contractors and allows for succession planning.

- **Mr Arnold asked if it is known why the CIF bids were unsuccessful.** Mr Colling stated that the school has received feedback but this does not really make clear how to improve bids in the future. The company is appealing which is their standard practice. Mr Colling added that the work wasn't seen by the ESFA as critical enough and not doing the work would not result in the school having to close.
- Mr Ellis expressed the need to have a credible three-year capital plan in place which can be referred to when making decisions. Mr Colling commented that he believed it may strengthen a CIF bid if a 3-5 year strategic plan could be shown which indicates the intention to maintain the premises in a fit state. Mr Ellis said that RAM having completed a premises survey, provides a good benchmark to work on a capital plan.
- **Mr Ellis asked why the surplus of £689,000 reduces to £56,000 next year.** Mr Lenhan explained that it can be demonstrated that the income will exceed the expenditure. Mr Ellis added that the £689,000 should be in Line 142 in the budget. Mr Colling agreed this would have to be accurately reflected in the budget submitted to the ESFA but was not included in the figures to enable the in-year budget plan to be clearly evident, for the purposes of this discussion.
- Mr Colling clarified that part of the surplus is from the funds allocated to support the CIF bids, which were not successful.
- **Mr Arnold asked what the timescale is for the next round of CIF bids.** Mr Colling said this will be in December.
- **Mr Arnold asked if anything can be learnt and if there is a common thread.** Mr Colling advised that RAM came to the process late and did not feel they were as familiar with the school as they would have liked to have been. Mr Colling felt the quality of their bids was good, although they were ambitious. Now RAM have completed a survey of the premises, they have a better overview of the school and its needs. Mr Colling added that he will discuss with RAM costs savings, such as installing a cheaper boiler system and this was discussed.
- **Dr Naylor asked about the Educational Support Staff figure reducing.** Mr Lenhan explained this is due to staff movement, with the figure adjusted to reflect what has happened over the last few weeks.

Mr Colling asked if governors are happy to support this budget and the 3-year budget forecasts based on today's discussions and that the budget be proposed to the FGB for approval for submission to the ESFA. All governors were in agreement to support the ratification of the budget. In order to meet the ESFA timescales, it was agreed that Mrs Willie will share minutes of the discussion with all governors in order that the draft budget and 3-year forecast can be approved. **Action: Mrs Willie**

#### 4. **Minutes of the meeting held 26 April 2022 & Review of Action Points**

Item deferred to the next meeting.

##### **Review of Action Points**

Please refer to table above for new/outstanding actions.

#### 5. **Minutes of the planning meeting held 17 May 2022 & Review of Action points**

Item deferred to the next meeting.

#### 6. **Master's Report**

A report dated June 2022 had been circulated and taken a read. Mr Colling briefed on the report with the following noted and questions raised:

**Mr Arnold asked about staffing.** Mr Colling confirmed staff are in place, with one vacancy from September to December for a scientist, which is due to an internal promotion. Supply is currently in place to cover this vacancy. Mr Colling explained some of the changes made to allocation of teachers' time. It was noted that with the exception of science, all students will be taught by a specialist teacher, which is crucial. Mr Colling clarified that they are aware of the school's staffing needs and are in a good position to move forward early with recruitment for December and September 2023. Early Career Teachers (ECTs) will also be recruited as soon as they are able to be recruited. Mr Colling confirmed the curriculum is staffed for September 2022 and adjustments can be made to the curriculum for years 7 and 8.

**Dr Naylor asked if staffing varies by subject.** Mr Colling said yes, adding that recruitment of teachers is becoming very critical and that he has written to the Headteachers' Association to put forward the issues which are being faced by schools. It was noted that there are also cut backs in teacher training.

**Mr Ellis asked about Design Technology (DT) not being offered to some year groups.** Mr Colling clarified that DT is not being offered in years 9 and 12 because this subject can not be committed to for the next three years because it was not possible to appoint replacements for the two staff who are leaving at the end of the academic year. If a DT teacher is recruited, DT can be offered to Year 9 next year. It was highlighted that this could impact on Sixth Form numbers, however, Mr Hollis stated that all schools are in the same position and that parents have been understanding when the situation has been explained.

Recruitment of governors was discussed. Mrs Willie had circulated a comprehensive governor application form and proposed that this be completed by prospective governors. Mrs Willie advised that a letter had been drafted for the recruitment of Members and Parent Governors, which would be issued to all parents, as well as parents attending the Year 6 evening, tomorrow. No objections were made to the application form being introduced.

Governor training and assigning mentors to new governors was discussed. Mrs Willie to look into governor training through the NGA Learning Link. **Action: Mrs Willie**

**Mr Arnold asked if someone is still due to present to the FGB on Multi-Academy Trusts (MATs).** Mr Colling said he had approached Browne Jacobson who charge a fee of approximately £1,200 to attend the meeting. Governors agreed this was not cost effective. It was noted that Browne Jacobson have a broad range of information on their website relating to education, MATs and the conversion process, including online videos which are free to access. Mr Colling has asked Mrs Julie Swales, Executive Principle and Director of Guilsborough Academy, to attend the planning meeting scheduled for 1 November to discuss MATs with the governing body.

7. **Election of Chair and Vice Chair effective 1 September 2022**  
Item deferred to the next meeting.

8. **Committees**  
Items deferred to the next meeting.

- a) **Proposed Committee Structure**
- b) **Proposed Meeting Dates 2022-23**
- c) **Committee Membership**
- d) **Election of Committee Chairs and Vice Chairs effective 1 September 2022**

- 9. Compliance**  
Items deferred to the next meeting.
- a) **Management Accounts**
  - b) **Risk Register**
- 10. Committees Reports - *minutes to be taken as read***  
Items deferred to the next meeting.
- a) **Finance, Resources, Audit, Risk & Assurance** (7 June)
  - b) **Personnel** (7 June)
    - Pay Policy – *for adoption*
  - c) **Education & Welfare**
    - Curriculum & Standards (3 May)
    - Pastoral (14 June)
    - Teaching, Learning & CPD (28 June)
  - d) **Chairs' Committee** (21 June)
    - Notice of Appointment of Member: Ms Jemima Coleman
- 11. Governance**  
Items deferred to the next meeting.
- a) **Skills Audit**
  - b) **Proposal to appointment Community Governor, Mr Graham Ellis**
  - c) **End of Term of Office**  
**Dr Mark Pobjoy, Foundation Governor, 20 July 2022**  
It was confirmed that Dr Leitmeir had put Dr Pobjoy's reappointment forward to the College Board.
- 12. Health & Safety**  
No health & safety issues were reported.
- a) **H&S Committee (18 May & 1 July 2022)**  
Item deferred to the next meeting.
- 13. Any Other Business**  
None.
- 14. Future meeting dates 2022-23**  
A calendar of meeting dates for the new academic year is available on GovernorHub.
- There being no further business the meeting closed at 7.45pm.

Signed..... (Chair)

Dated.....