

**Minutes of the Full Governing Body Meeting  
held online via Teams  
Tuesday 13 September 2022 at 6.30pm**

**Present:**

Dr J Powell (Chair)	Dr B Naylor
Mr I Colling (Head Teacher)	Mr G Ellis
Mrs S King	Dr C Leitmeir
Dr N Dixon	Mrs L Aird
Mr C Harte	Mr N McLaren-Dobbie
Mr I Brown	

**Apologies:**

Dr M Pobjoy	Mr N Arnold
Mr J Bilson	Miss H Pike

**In Attendance:**

Mrs W Willie (Clerk)  
Mr T Hollis (Deputy Head)  
Mrs J Bailey (Assistant Head)

**ACTIONS:**

<b>1.</b>	<b>SEN visit to be arranged through Mrs Martindale/Mr Colling</b>	<b>Mr Harte</b>
<b>2.</b>	<b>Financial Regulation Handbook to be presented to the Finance &amp; Resources Committee for approval</b>	<b>Mrs Willie</b>
<b>3.</b>	<b>Exclusion Training through the NGA Learning Link to be investigated</b>	<b>Mrs Willie</b>
<b>4.</b>	<b>Keeping Children Safe in Education (KSCIE) 2022 guidance to be read by all governors. Declaration to be completed on GovernorHub to confirm this has been read</b>	<b>ALL</b>
<b>5.</b>	<b>KCSIE declarations to be an item on the next agenda</b>	<b>Mrs Willie</b>
<b>6.</b>	<b>SIP to be presented to the FGB for approval on 6 December 2022</b>	<b>Mrs Willie</b>
<b>7.</b>	<b>Pecuniary Interest forms to be circulated for updating</b>	<b>Mrs Willie</b>
<b>8.</b>	<b>Pecuniary interest form to be sent to Mrs Bailey</b>	<b>Mrs Willie</b>
<b>9.</b>	<b>Pay Policy and Behaviour Policy to be finalised and sent to school office</b>	<b>Mrs Willie</b>
<b>10.</b>	<b>KCSIE date to be confirmed for Safeguarding Policy. Policy to be finalised and sent to school office</b>	<b>Mr Colling/ Mrs Willie</b>
<b>11.</b>	<b>Chairs' TOR to be finalised and updated on website</b>	<b>Mrs Willie</b>
<b>12.</b>	<b>Cyber Security Audit and action plan to be circulated to all governors once action plan finalised</b>	<b>Mr Ellis</b>
<b>13.</b>	<b>GDPR training to be completed by all governors</b>	<b>ALL</b>
<b>14.</b>	<b>Skills audit form to be sent to Mrs Willie for new governors</b>	<b>Mr Harte</b>
<b>15.</b>	<b>Visits in line with the SIP to be considered by all governors</b>	<b>ALL</b>
<b>16.</b>	<b>Documents and website to be updated re Mr Ellis Community Governor appointment</b>	<b>Mrs Willie</b>
<b>17.</b>	<b>Election of Committee Chairs &amp; Governor links to be carried forward</b>	<b>Mrs Willie</b>
<b>18.</b>	<b>Committee choices to be put forward by 23 September</b>	<b>ALL</b>

**1. Welcome & Apologies for Absence**

Dr Powell welcomed everyone to the meeting and introduced Mrs Joanna Bailey, Assistant Head, who is observing the meeting. It was confirmed that Dr Mark Pobjoy had been reappointed as a Foundation Governor by Magdalen College, Oxford, with effect from 22 July 2022. 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**

Mr Colling declared that he and the other staff members in attendance had an interest in the staff pay increases item, as detailed in the Master's Report, and the addendum to the report relating to the Teachers' pension indexation issue.

**3. Election of Chair & Vice Chair**

Dr Powell left the meeting. It was proposed that Dr Powell be elected as Chair of the Governing Body for this academic year. All governors voted in agreement with the proposal, motion carried. Dr Powell re-joined the meeting.

Dr Naylor left the meeting. It was proposed that Dr Naylor be elected as Vice Chair of the Governing Body for this academic year. All governors voted in agreement with the proposal, motion carried. Dr Naylor re-joined the meeting.

**4. Minutes of the meeting held 5 July 2022 & 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 the table above for new/outstanding actions. The following was reported:

- A letter inviting expressions of interest for the Parent Governor vacancies was issued last term. Nine expressions of interest had been received, with four parents formally applying for the posts. Mr Colling and Dr Powell are meeting with the parents to discuss the role.
- Mrs Willie advised that the National Governance Association (NGA) Learning Link contains a variety of training courses for governors. A subscription to the Learning Link can be purchased separately, with membership to the NGA as a whole not required. Mrs Willie recommended that a governor trials a course if that is an option to assess whether the courses are worthwhile. Mr Harte expressed an interest in exclusion training. Mrs Willie to look into exclusion training through the NGA Learning Link for Mr Harte. **Action: Mrs Willie**

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

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

**Review of Action Points**

There were no outstanding actions. Dr Leitmeir was thanked for helping to progress Dr Pobjoy's reappointment.

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

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

## **Review of Action Points**

The Financial Regulation Handbook has been redrafted and will be presented to the Finance & Resources Committee for approval. **Action: Mrs Willie**

## **7. Master's Report**

A report dated September 2022 had been circulated and taken a read. An addendum Teachers' Pension Indexation Issue had also been circulated. Mr Colling briefed on the report with the following noted and questions raised:

- Numbers on roll remain at 1440. The Pupil Admissions Number (PAN) has been increased for years 8 and 9 due to there being a waiting list for these year groups.
- There are currently 113 students in Year 12. This number is lower than in previous years and student numbers will continue to be monitored moving forward.
- The A-level results headline figures are the best ever, however, the government had determined that grade boundaries would be set so as to support students in light of the disruption caused by the pandemic. Outcomes, therefore, were better than 2019, as intended.
- Governors were referred to the list of destinations of sixth form students detailed in the report. It was reported that most students secured their chosen choice or a choice with support from staff. Students who came into school on results day were very happy and positive emails have been received from parents.
- Mr Colling is to start support and challenge meetings with the Heads of Faculty (HoF) to look at the results, their plans for next year and the data.
- Mr Hollis will provide further analysis on the results at the Education & Welfare meeting.
- National statistics relating to summer exam results are expected to be received later in the academic year.

## **Staff Pay Increases**

Teachers have been awarded a 5% pay increase. As no funding is being provided to support this increase, contingency will need to be used as this increase was confirmed after the budget was set. It is anticipated that this pay increase will cost approximately £50,000. A support staff pay increase effective 1 April 2022 has also been budgeted for and will be backdated to the April 2021. As noted in the report, there is a shortfall of £58,000.

The teachers' pay rise should be ratified by the government by 13 October 2022. Mr Colling asked governors for agreement, in principle, to apply the pay rise for teachers in order to meet the payroll deadline of 14 October once the pay rise is ratified.

Period 12 accounts are available on GovernorHub which show a surplus of approximately £800,000, although there are some commitments due to be paid from this. It is proposed that the teachers' pay rise and support staff pay rise are funded from the surplus. The pay rises will also have to be accounted for in the three-year forecast.

A governor stated that he was in agreement with this for this year, but expressed concern with sustaining this moving forward. Mr Colling advised that the unions are lobbying the government for funding to support the pay increases.

A governor asked if the pay increases are mandatory or if the school has discretion to award the pay increases or not. Mr Colling clarified that as an academy the governors have discretion. However, when the school converted to an academy the staff pay and conditions were protected under TUPE and it was agreed at that point

that the school would follow the School Teachers' Pay & Conditions (STPC) and any subsequent changes. If the school were to deviate from national pay increases, the school would be deviating from STPC, which governors would have to consult with staff on. If the school were to pay less than STPC, this will impact on recruitment and retention of staff. The school is morally and contractually bound to award this pay increase. Mr Ellis commented that his key concern is moving funding from capital projects, as these are largely funded from reserves.

A governor asked if most schools have discretion on the offer they make to staff and if the school would have a competitive advantage. Mr Colling clarified that if this pay increase goes ahead, the staff pay rates will be the same as the majority of schools in the area, as most schools have adhered to STPC. If the pay rise is not applied, the school will be behind schools locally and nationally.

With no further questions raised, the governing body agreed to apply the pay rise for teachers in order to meet the payroll deadline of 14 October 2022, with no objections made.

### **Teachers' Pension Indexation Issue**

Mr Colling referred to the addendum to the Master's Report. Mr Colling declared an interest as this affects his own pension as a member of the Teachers' Pension Scheme. Mr Colling explained that EPM did apply the £1, as previously agreed, although EPM applied it to the wrong month. The indexation was triggered but is lower than it should be and it is not known how this will impact pensions until someone draws their pension. EPM have indicated that amendments can be made during September, although the payroll deadline is tomorrow. Mr Colling stated that he will ask EPM to apply the change in real time to see if the index changes. If there is no change more than £1 will have to be paid for the year.

Mr Colling asked governors if they agree that all teaching staff be paid the remaining £11, if required, following discussions with EPM tomorrow, in order to bring about the required level of indexation. Mr Colling added that he will test this on his own pension in the first instance. It was clarified that this will be applied to approximately 70 members of staff, with this applied for all staff with no age discrimination. All governors voted in agreement with this proposal.

Dr Dixon thanked Mr Colling for his hard work in dealing with this issue, which has been ongoing for several months.

### **Premises**

Disappointingly the two main projects, the science labs and all-weather pitch, have not started. Only one tender was secured for the all-weather pitch which has increased from £150,000 to £200,000, with the question raised as to why this has increased. This will go out to tender again to hopefully obtain a lower cost.

The work on the science labs is moving forward very slowly. **Dr Naylor asked if RAM are the project managers and if they are being used to prepare the Condition Improvement Fund (CIF) bids.** Mr Colling confirmed that RAM are the project managers and that he and Mr Lenhan are to discuss the CIF bids with RAM.

## **8. School Improvement Plan (SIP) 2022-23**

Mr Colling reported that the SIP is currently under construction, with the Senior Leadership Team (SLT) to review the draft SIP next week. Staff and governor evaluations of the SIP are being used to help plan the SIP, along with year 3 priorities of the 4 year vision.

Mr Colling explained that one area of the SIP is ensuring that the needs of pupils with Special Educational Needs (SEN) are better met this year. Mr Harte, SEN Governor, was asked to look at the faculty outcome report and discuss this further with Mrs Martindale and Mr Colling. Mr Colling explained that they had tracked SEN pupils to see their experience and establish if their needs are being met. The conclusion from this was that some pupils have a lot of identified strategies to meet their needs, which was not workable for teachers. The strategies needed to support pupils are to be reviewed to establish the key strategies which teachers can use, ensuring that they are done really well

The final draft SIP will be circulated to governors and can be reviewed at the Full Governing Body (FGB) planning meeting in November or at the committee meetings. The final version can be presented for approval at the FGB meeting in December.

**Action: Mrs Willie**

## **9. Committees**

### **a) Proposed Committee Structure**

Mr Ellis briefed on the impact of meetings not being quorate and the increased workload for the Finance, Resources & Personnel Committee and the recently formed Audit & Risk Committee. It was proposed that the Personnel Committee be a standalone committee and that members of Finance & Resources Committee do not need to be members of the Personnel Committee. Mr Colling added that governors need not be members of all three sections of the Education & Welfare Committee.

It was agreed that a template of the six committees be put onto the shared area in order for governors to list which committees they wish to join. It was stated that ideally there would be no more than seven governors in each committee and governors would be members of up to three committees.

Mrs Willie to produce a document for the shared area. Governors were asked to put forward their choices by 23 September, prior to the new Parent Governors joining the governing body.

**Action: Mrs Willie/ALL**

### **b) Proposed Meeting Dates 2022-23**

A calendar of meeting dates had been circulated which includes the Personnel Committee as a separate committee. No objections were made to the proposed dates.

### **c) Committee Membership**

Discussed above.

### **d) Election of Committee Chairs and Vice Chairs effective 1 September 2022**

Chairs to be elected once membership is established.

**Action: Mrs Willie**

## **10. Governor Links/Responsibilities**

It was agreed that the link roles would be confirmed once the committee structure is in place.

**Action: Mrs Willie**

## **11. Compliance**

### **a) Management Accounts**

Accounts for Periods 11 and 12 had been made available, together with Finance Reports for the 11 months to July 2022 and 12 months to August 2022 produced by Mr Lenhan, School Business Manager. It was noted there is an anticipated surplus of

approximately £800,000. Funding has been committed for the all-weather pitch and some surplus may need to be used to fund this project if the cost increases.

There is a slight underspend in teaching staff due to the teaching vacancies. There is, however, an overspend in supply teaching due to covering staff absences due to Covid and to provide cover for the two teaching vacancies from January 2022. Recruitment of cover teachers and supply teachers is currently underway.

Mr Lenhan has been asked to ensure management accounts are provided half-way through the month for the previous month to keep governors up to date.

**Mr Ellis asked why the surplus had increased to £814,000 from £446,000 in Period 10.** Mr Colling explained that this is due to the money allocated for the CIF work. However, the CIF bids were unsuccessful so the money has not been spent. There had also been uncertainty with the capital projects, although invoices have now been received which has provided more clarity.

#### **b) Risk Register**

Mr Colling and Mr Ellis began work on this last term with a new format Risk Register made available. No objections were made to the new format. Mr Lenhan is currently working on a health and safety Risk Register. Mr Ellis clarified that it will take time for the Risk Register to be fit for purpose. The committees will be responsible for the Risk Register with the FGB to have an overview.

### **12. Committees Reports**

All committee minutes were taken as read with no questions raised.

#### **a) Finance, Resources, Audit, Risk & Assurance (7 June)**

The final internal audit on cyber security had been received and will be reviewed by the committee on 15 November. **Mr Ellis asked if the audit should be circulated to all governors prior to the meeting.** Mr Colling explained that following the outcomes from the audit, Mr Lenhan and Mr Davis, IT Systems Manager, are working on an action plan. It was agreed that the audit and action plan be circulated to all governors once the action plan is finalised. Mr Ellis to liaise with Mr Lenhan to obtain the finalised documents.

**Action: Mr Ellis**

#### **b) Personnel (7 June)**

##### **➤ Pay Policy – for adoption**

It was agreed that the Pay Policy be adopted as presented. Policy to be finalised and sent to school office.

**Action: Mrs Willie**

#### **c) Education & Welfare**

- Curriculum & Standards (3 May)**
- Pastoral (14 June)**
- Teaching, Learning & CPD (28 June)**

#### **d) Chairs' Committee (21 June)**

##### **➤ Terms of Reference (TOR) – for adoption**

With no amendments proposed, it was agreed that the TOR be adopted as presented.

**Action: Mrs Willie**

### 13. Safeguarding

#### a) **Child Protection & Safeguarding Policy and Procedures – updated for adoption**

Mrs Aird asked if the KCSIE references should be updated to 2022. Mr Colling to check this with Mrs Martindale and clarify to Mrs Willie in order for the policy to be finalised. Dr Leitmeir asked if Mrs Tudor-Price should still be noted in the policy as a Deputy Designated Safeguarding Lead (DDSL). Mr Colling confirmed this is correct as Mrs Tudor-Price still works at the school and her safeguarding training is up to date.

All governors agreed to adopt the policy subject to confirmation of the date.

**Action: Mr Colling/Mrs Willie**

#### b) **Keeping Children Safe in Education (KCSIE) 2022 – Declaration to be completed on GovernorHub**

All governors to complete the declaration on GovernorHub to confirm they have read the KCSIE 2022 statutory guidance.

**Action: ALL**

#### c) **Governor Safeguarding updates**

It is a requirement that all new governors receive safeguarding training as part of their induction when appointed and receive regular updates thereafter. Mrs Martindale will deliver safeguarding training to governors moving forward.

#### d) **Behaviour Policy**

An updated policy had been circulated. With no further amendments proposed, it was agreed that the policy be adopted as presented.

**Action: Mrs Willie**

### 14. Governance

#### a) **Skills Audit**

Mr Harte to send Mrs Willie the current skills audit form for new governors.

**Action: Mr Harte**

#### b) **Governor Visits linked with the SIP**

All governors were asked to consider which areas of the SIP they would like to focus on during a visit. Visits to be clarified at the committee meetings. Visits to be arranged through Mr Colling, Mr Hollis or Mrs Martindale.

**Action: ALL**

#### c) **Register of Interests/Pecuniary Interest Forms – annual completion**

Mrs Willie to circulate existing forms to governors to be updated in order for the Register of Interests to be updated. Mrs Bailey to complete a form as a member of SLT.

**Action: Mrs Willie/Mrs Bailey**

#### d) **Publication of Governors' details on the website/GOV.uk**

Mrs Willie reminded governors that it is a statutory requirement that various details relating to their position as a governor must be published on the school's website and on Getting Information About Schools on GOV.UK. It is also a statutory requirement that governors' attendance at meetings and interests are published.

#### e) **Adoption of Code of Conduct for Governing Bodies 2022**

The NGA Code of Conduct 2022 for those who govern in an academy trust had been circulated for information.

**f) Proposal to appointment Community Governor, Mr Graham Ellis**

It was proposed that Mr Ellis, Parent Governor, be appointed as a Community Governor with immediate effect. All governors voted in agreement with the proposal, motion carried. Documents and website to be updated. **Action: Mrs Willie**

**15. Health & Safety**

No health & safety issues were reported.

**a) H&S Committee (18 May & 1 July 2022)**

Mr Ellis reported that he is happy with the work of the committee and the check and challenge being undertaken.

**16. Any Other Business**

**a) GovernorHub**

Mrs Willie asked if any governors were no longer receiving email notifications through GovernorHub, as it had come to light that two governors had not received any notifications since 23 August. No other issues were highlighted.

**b) HR Queen Elizabeth II**

Dr Dixon informed governors that Year 11 had an assembly last week on the impact of the queen's death during the aftermath.

**17. Date of next meeting – Tuesday 1 November 7.00pm planning meeting**

Dr Powell stated that staff are requested not to attend the planning meeting on 1 November due to a conflict of interest in discussions relating to Multi-Academy Trusts (MATs).

There being no further business the meeting closed at 8.10pm.

Signed..... (Chair)

Dated.....