



Magdalen College School - Brackley

**Minutes of the
Full Governing Board Meeting
Held at School
on Tuesday 21st March 2023 at 6:30pm**

Present:

Mr B Naylor	BN (Vice Chair)
Mr I Colling	IC
Mr T Hollis	TH
Mrs L	LM
Mrs L Aird	LA
Prof C Leitmeir	CL
Mr C Harte	CH
Mr G Ellis	GE
Mr J Bilson	JB
Ms L Crossley	LC
Mr N Jones	NJ
Mr N Arnold	NA
Mrs L Worville	LW
Miss Helen Pike	HP

Apologies:

Dr J Powell (Chair)
Dr M Pobjoy
I Brown
N Dixon

Minutes:

Mrs C Whitney CW

		Action
	Carry forward actions from 6th December 2022	
3.1	SEN visit to be arranged with Mrs Martindale, Mr Harte.	CH
3.2	Skills audit forms to be re-sent to new governors.	CW
3.7	KCSIE declaration to be completed by all on GovernorHub. CW to check and remind.	CW
3.8	Scheme of Delegation – GE to progress.	GE
	Actions from 21st March 2023	
5.c	CW to ensure all documents including KCSIE and the Trust handbook can be found on GovernorHub in one place.	CW
5.c	CW to establish if there is an existing checklist for new Governors to refer to, or if not, create one, with IC.	CW IC
5.c	IC to ask Wendy whether the new governors references were taken up.	IC
6.b	HP to email suggestions for a replacement Foundation Governor.	HP
6,b	BN to contact MP to discuss the process of appointing of a new Foundation Governor and the ratification by the Magdalen College governing body prior to the first college meeting due to be held on 26 th April.	BN

1. Welcome and Apologies for Absence

BN welcomed everyone to the meeting. Apologies as noted above which were accepted. The meeting was quorate.

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

None

3. Minutes of the meeting held 6th December 2022 & review of action points

1. SEN visit to be arranged with Mrs Martindale Mr Harte

Suggested date is 24th April but this is now looking busy. CH to organise.

CH

2. Skills audit forms to be sent to new governors Mrs Willie

This has been sent to new governors but CH has only received one completed form. Forms to be sent again.

CW

3. Verbal submissions within the Complaints Policy to be queried with Browne Jacobson Mr Colling

IC confirmed this is complete. He has been advised that as many options for the communication of complaints should be kept open as possible. The policy was approved and uploaded onto the website in November.

4. TOR to be finalised Mrs Willie

Complete

5. Health & Safety Policy to be finalised Mrs Willie

This has been amended and is listed for ratification later in the meeting.

6. Chairs' minutes to be put onto GovernorHub once finalised - Mrs Willie

Complete – the previous minutes were uploaded and the latest minutes from 21 March 23 have been uploaded for the meeting this evening.

7. KCSIE declaration to be completed on GovernorHub - ALL

IC highlighted the importance of this for safeguarding. CW to establish which governors have completed this and send a reminder to those who haven't.

CW

8. Comment on Scheme of Delegation from BJ to be sent to Mr Colling. Scheme of Delegation to come back to governing body - Mrs Willie/ Mr Colling

Comments have been received by GE and this is ongoing,

GE

**4, Compliance
Management Accounts PD5
Internal Audit reports**

- IC summarised Wayne Lenhan's finance report to the end of Period 5 (with Period 6 due soon), outlining that there was a revenue surplus last year of 856K and an expected surplus this year of 255K. There are still commitments outstanding including 181K CIF Bids, 158K Sports Pitch and 58K support staff pay award. 150K is held as contingency to cover one week of staff salaries This will leave a potential surplus of 500-600K.
- IC suggested governors review the PD5 report and that PD 6 will be reviewed at the next Finance meeting in June.

- GE thanked Wayne for his clear and concise reports.

Risk Register

It was reported there have been no changes since the last meeting. Thanks were given to GE for re-formatting the register and making it much easier to use.

5. Committee Reports – Minutes to be taken as read

5.a Finance, Resources, Audit, Risk & Assurance (17 Jan 23)

Internal Audit reports

- GE advised the school is in a good position financially. PD4 Management Accounts have been reviewed, with the next meeting scheduled to review the 2024 budget proposal. 2023 will also be reviewed to project the predicted outturn at the mid-point stage.
- The H & S Policy has been reviewed again and was uploaded onto GovernorHub prior to this meeting. GS advised it is now ready for FGB approval. All governors duly approved this.
- It is proposed that there will be three days of training covering a wide range of subjects with timelines to be agreed with Wayne Lenhan.
- GE advised the structure of the Committee has been revised:
Finance & Resources-Chair: Ben Naylor, Dep: Lucy Crossley
Audit, Risk & Assurance-Chair: Graham Ellis, Dep: Lyndsay Worville
- BN thanked GE again for all his work improving the Risk Register.

5.b Education & Welfare

Teaching, Learning & CPD (10th January 2023)

- JB advised that the Admissions Policy has been reviewed and approved to include the Radstone Primary School as a catchment school.
- SEND data has been reviewed and summarised in a way that is more accessible to teachers. There are a lot of SEND pupils who do not meet the requirements for an ECHP.
- There is overlap between staff development and teaching development and this has been split into improvements to classroom teaching and improvements to staff CPD which is progressing well.
- Governor visits to school have been reviewed.
- The SEF has been discussed and governor comments were requested prior to being reviewed by Ofsted.

Curriculum & Standards (24th January 2023)

- Re 'Evaluation of student ability and confidence in making links' it has been established that pupils in Y7 and Y8 are taught how to make links, making it easier when making links higher up the school.
- It has been noted that there have been improvements in Maths for SEN students.
- Personal development is now taught as a lesson.
- Performance data has been reviewed and there has been an increased uptake in MFL, with standards in Maths and English improving.
- It was noted that the number of parents requesting to withdraw their children from RE has increased.

Pastoral

- The meeting scheduled for 7th March 2023 was postponed and will be re-scheduled.

5.c Chairs' Committee (14th March 2023)

- BN advised that the Committee structure has been finalised and responsibilities split.
- The importance of all governors being aware of the Trust handbook was agreed at the last meeting and will be added as an item to the induction pack.
- There are no plans to join a MAT at present but this will be reviewed on an occasional basis

Master's Report

IC reported that much of his time recently has been spent on the Ofsted inspection and on staff recruitment.

He thanked governors who gave up their time to share information with Ofsted and display their knowledge of safeguarding. There was a level of dissatisfaction regarding the Ofsted visit process and a letter was sent, once the report had been received, expressing concerns as to why the school was left to wait for 6 weeks after the initial visit was aborted. The regional director has apologised and further correspondence is being awaited.

IC advised that within his confidential report staffing, names have been listed confidentially. He outlined that the national recruitment crisis has finally reached Brackley. Some vacancies, including RE and Science, with one and two posts available respectively, have had few or no applicants. Nationally and locally it seems that potential employees are reluctant to travel due to high fuel costs. Recently two pastoral leaders who can also teach English have been recruited to potentially fill gaps in the timetable. IC acknowledged that, similar to problems that other schools are encountering, a DT position has been advertised several times without success. As a result, DT has been removed from the curriculum, other than for Y11 and year 13 where pupils are completing their courses, and in years 7 & 8. IC stated that MCS does have a good reputation and once recruited, staff do tend to remain.

Sickness absence has also been a challenge, with long term illness affecting the workload of those who are working. IHC thanked Em Hughes who started his career at MCS in 1973 and having retired previously, is now helping Wayne manage the premises team until the end of April.

Strike action has caused some disruption, with the school closing initially on the first day, but is becoming more manageable.

With regard to the premises, the science blocks are complete and refurbished with the help of the Lillingstone Trust. The all-weather pitch has also been refurbished, with some savings made due to the shock pad still being in good order and not having to be replaced.

GE asked how students were feeling towards exams this year now the process is returning almost to normal, TH advised there are very few covid mitigations around exams this year but students, having not sat exams for several years, have taken mock exams and are prepared and focused.

JB advised how impressed he was at how the team keep the children safe and acknowledged the increasing complexity of what staff deal with. He asked if there are enough resources to deal with this. IC advised that Amanda Jones, the Pastoral Support Manager, will now have more availability in the day following the appointment of an additional Pastoral Support Assistant. He is keen to keep DSLs actively engaged and the team meet once a fortnight to pull together shared learning. LA asked whether, given the complexity, the DSL's are supervising each

other or if there is, or needs to be, external support. IC advised there is a network of support for them to draw upon. LM advised some are more actively involved in cases than others but they do also all support each other. The use of CPOMS software has improved the recording and monitoring of child protection, safeguarding and pastoral and welfare issues.

NJ asked what 'burn book' is, which is currently circulating around Y7. LW advised this is taken from a film, Mean Girls, 2003 and is a book in which nasty comments are written to start rumours/gossip about classmates.

Questions surrounding recruitment

A governor asked whether incentives are offered to recruit the right person. IC advised a recruitment incentive of up to £3000 and negotiations around pay points are offered to suitably-qualified candidates. There are also retention incentives, but he stated that morally this may not be an ideal option as it can deter the employee from moving to progress their career.

A governor asked if the trainees are being retained.

IC advised that it is difficult to find teachers, but he is hoping to retain some of the graduate candidates in September as ECT's.

IHC stated that graduate teachers are being encouraged not to leap at the first post offered in November, as they complete their training. These are often independent school appointments, which then means public money is being spent on training that doesn't then benefit the state sector.

Governor Induction Pack

BN stated that at the Chair's meeting it had been decided to include details of the Trust Handbook in the induction pack. It is important that all governors are aware of and familiar with this. It was questioned where this can be found. KCSIE and the Handbook are reviewed each year and placed in one folder. CW to check whether all the documents can be found on GovernorHub in one place. JB asked if there was anything else that new governors required help with. LW suggested a checklist to refer to which would assist in ensuring they were fulfilling their requirements. CW to establish if there is an existing one or create one, with IC. It was highlighted that the courses for new governors tend to relate to practicalities rather than specifics. NJ was asked to feedback from the induction what went well and what could be done better. It was also pointed out that all the new governors gave references which were never taken up. IC to ask Wendy what happened with this.

CW

CW

IC

MAT strategy update

BN advised that the government policy requiring all schools to join a MAT by 2030 had changed and there was now less of an urgency to follow this path. He suggested that this is re-visited at some point in the future.

6. Governance

6.a Appointment of new Chair

IC gave thanks to Dr Jane Powell for the huge amount of time she has given to the school over the years she has been a governor and subsequently, Chair of Governors. He suggested that this commitment was acknowledged as a school, including governors, students and staff. This could possibly be done after the last FGB meeting in July.

BN offered to stand as Chair, but if accepted, would stand down from being Chair of the Finance committee. He would also need other governors to assist with duties

such as recruitment, complaints and behaviour to share the load. IC acknowledged that TEH, as new Head, would initially also require more support and assistance. He advised that it can be difficult to recruit governors to attend panels and it would be useful if they would confirm attendance either way to prevent the need for chasing when there is no response. NA asked if more notice was possible. IC suggested this could be achieved by notifying governors of potential dates for them to sign up to, but on the understanding they are provisional and may not go ahead. For example, if school is interviewing on Thursday/Friday, in the event of no suitable candidates, governors would be contacted on the Monday to stand down. IC also advised that ipads and iphones can be set up to show emails automatically without the need to log in, making communication faster and more effective. Chris Davis (MCS, IT) is able to assist with this.

BN left the room and was unanimously elected as Chair.

Appointment of new Vice Chair

LA offered to stand as Vice Chair

LA left the room and was unanimously elected as Vice Chair.

6.b End of Term of Office – Prof C Leitmeir, Miss H Pike (21st July 2023)

CL advised he is willing to stand for second term of office. HP advised she will be standing down at the end of the Summer term and will email suggestions for a replacement. CL advised that appointments need to be ratified by the Magdalen College governing body and that the first college meeting is due to be held on 26th April. He suggested that BN contacts MP to discuss the process. IC thanked HP for all her support and assistance during her term of office.

HP

BN

7. Health & Safety

GE advised that accident reporting had improved and that preventative actions are being taken following an accident. He questioned the capacity of the premises team following the resignation of the Premises manager several months ago. IC confidentially advised that a replacement will not be recruited until the restructure is in place following the EPN consultation. He suggested that this is overseen by a governor committee. School security needs to be improved and Wayne is currently in the process of obtaining quotes.

8. AOB

GE advised that the Personnel Committee reporting will be scheduled for the next FGB meeting in July.

CH advised he had received an email regarding GovernorHub subscriptions. IC advised this has been dealt with by Wayne Lenhan.

LA advised that in the last Education & Welfare meeting, new governors had mentioned feeling disconnected and unfamiliar with the rest of the governing body. IC suggested that all governors, old and new, attend the FGB meeting in July and that time is given for an informal coffee, tea and chat outside of the meeting.

There being no further business, the meeting closed at 7:40pm

9 Dates of next meeting

Tuesday 9th May 2023 – Full governors' planning meeting

Tuesday 11th July 2023 – Full governors' business meeting