



## MAGDALEN COLLEGE SCHOOL, BRACKLEY

### Minutes of the meeting of the Full Governing Body held in the School on Tuesday 11<sup>th</sup> July 2023 at 6.30pm

**Present:**

Dr B Naylor (Chair)	BN
Mr I Colling	IC
Prof C Leitmeir	CL
Mr C Harte	CH
Mr G Ellis	GE
Ms L Crossley	LC
Mr N Jones	NJ
Mrs L Worville	LW
Dr M Pobjoy	MP
Miss Helen Pike (online)	HP
Dr N Dixon (online)	ND

**In attendance:**

Mr T Hollis	TH
Mrs L Martindale	LM
Mr W Lenhan (SBM) – (in part)	WL

**Apologies:**

Mrs L Aird  
Mr N Arnold  
Mr J Bilson

**Minutes:**

Mrs C Whitney CW

**Actions:**

**6.8 Diversity Forms**

BN to work towards recruiting a more diverse governing body with CW.

**7.2 Appointment of new Governors – September 2023**

CW to check the constitution regarding the right to remove governors who are not attending meetings and have not been contactable for some time.

**7.3 Governor's checklist**

Governors to refine the governor's checklist to a more workable document, apportioning checks down to each committee from the senior staff report and other reports.

**10. Any Other Business**

GE requested that all governors read and understand the Academy Trust Handbook in preparation for next term.

### **Actions outstanding from 6<sup>th</sup> December 2022**

3.8 GE to progress Scheme of Delegation.

### **Actions outstanding from 21<sup>st</sup> March 2023**

5.c CW to refer to The Key to source a suitable reference template for new governors.

6.b A new foundation governor is to be sourced. MP to discuss the process with BN.

### **1.0 Welcome & Apologies for Absence**

BN welcomed everyone to the meeting. The meeting was quorate.

### **2.0 Declarations of interest in respect of any items on the agenda & notice of any amendments to the Register of Interests**

None

### **3.0 Minutes of the meeting held 21 March 2023 & Review of Action Points**

The minutes were reviewed and agreed as correct.

### **Carry forward actions from 6th December 2022**

#### **3.1 SEN visit to be arranged with Mrs Martindale. CH**

This is now scheduled for September

#### **3.2 Skills audit forms to be re-sent to new governors. CW**

Complete – all new governors have completed the form and they have been emailed to CH

**3.7 KCSIE declaration to be completed by all on GovernorHub. CW to check and remind.** Complete – all governors have read this according to Governor Hub. KCSIE 2023 has been uploaded in preparation for Sept 23

#### **3.8 Scheme of Delegation – GE to progress**

This is still outstanding

### **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 has uploaded these in to the General Documents tab on Governor Hub

#### **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 has located an example on The Key – to be discussed later in the meeting

#### **5.c IC to ask Wendy whether the new governors references were taken up**

Wendy has advised that previously references have not been taken up. Governors were asked whether they would like this to happen in the future. BN is concerned this may dissuade parent governors; however, it was agreed that as part of safer recruitment, it would be advisable to request and take up references for new governors. MP suggested that these could be shorter and only include key questions. IC suggested that the existing staff form could be adapted, or one could be found on The Key. **GE asked whether it should be a personal or business reference.** It was suggested that CW refers to The Key, as members of the governing body are also directors and there is a requirement for suitable references to be obtained.

#### **6.b HP to email suggestions for a replacement Foundation Governor.**

Currently there is not a successor for Helen Pike. MP advised that it is not always easy to source individuals at the college to make the commitment. Foundation governors are appointed on the school's recommendation; however, they do not have to be part of the college. Both the reappointment of CL and the resignation of HP are agenda items for the next college meeting, scheduled for 21st July 2023. **LW asked what a foundation**

**governor is.** This is a person appointed by the college. Before the school became an academy, the college had up to five places on the governing body. The Academy fixed this at four plus one Member of the academy. It is no longer a requirement for a foundation governor to be a member of the foundation.

#### **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 meeting due to be held on 26th April.**

It was decided that once potential candidates are sourced, MP will contact BN to discuss the process.

### **4.0 Compliance**

#### **4.1 Management Accounts – P9**

WL presented details of the period 9 management accounts, from May 2023, referring to the reports which had been circulated as part of the meeting papers.

#### **Revenue**

A revenue surplus of 196K is predicted, excluding commitments of 20K. The main variances to the 22/23 budget relate to utilities, exam costs and the cost of supply teachers. WL acknowledged that it had been difficult to plan using previous recent years trends, due to anomalies because of COVID. He had therefore set a budget for 22/23 based on his best estimations. However, reasons why end of year expenditure is predicted to be in excess of what was budgeted are due to the following:

Utilities: electricity is more expensive although the school purchases this through a consortium. However, consumption has also increased which needs to be investigated. During the summer, all lighting will be changed to LED, to counteract both the rising costs and consumption.

Exam costs: these have increased and were based on COVID years, which in hindsight we're not necessarily accurate figures.

Supply: there have been several long-term absences, which have increased supply costs, and could not have been predicted. In these cases, the cost of staffing is doubled due to continuing to pay the absent member of staff, as well as the supply teacher who is appointed to continue to teach the subject to the same level. Primary schools do invest successfully in staff absence insurance; however, they do not have the same levels of staffing and it is accepted that generally secondary schools self-insure.

#### **Capital**

Both the sports pitch and the science block have been refurbished during this academic year. Unfortunately, the sports pitch was an unexpected spend which was not budgeted for, hence the overspend which was offset from reserves.

#### **4.2 Cashflow**

The cash in the bank is stable and in a good position, currently running at approximately £1M.

GE agreed that the predicted carry forward placed the school in a good position and thanked WL for his work on this.

#### **4.3 Ratification of proposed 3 year budget – 2023-2024**

WL presented details of the proposed budget for 23/24, 24/25 and 25/26, referring to the reports which had been circulated as part of the meeting papers.

#### **Income**

WL advised that having now been in position for a year, he is more familiar with the trends of the school. He is fully aware and has included in the budget, the income stream for 23/24.

Most of the funding is based on the October 22 census figures of approximately 1200 students in Y7-11. This is predicted to rise to 1241 students on roll by October 2023, for funding for the 24/25 academic year. There are approximately a further 200 6th form students funded from the October 22 census. The Y12 drop to 103 students has been factored in but future figures are based on an intake of 120 students. Further income for future years includes pupil premium, additional needs funding, residual income from the rent of two properties, potential returns from catering and a potential 40K for lettings.

### **Expenditure**

As usual, staffing costs form a large part of the budget. A 4.3% pay award was recently rejected by teachers. As a result, WL has factored into the budget a 5% pay award for teachers on TMS6 and above. It has been budgeted that in future years the pay award will be set at 3%. Support staff are expected to receive an increase of £1925, which will be pro rata depending on their FTE. This will be backdated to April 2023. For future years, the pay award has been budgeted at 2.75%.

WL has increased the budget for all utilities, given the consumption and cost in 22/23. Budgeted exam expenditure has also been increased along with a budgeted increase for paper costs by 10%. Other expected budgeted costs have been increased for future years, in line with inflation.

The predicted carry forward into 24/25 is £8639, which includes a contribution to capital of £194,500 towards successful CIF bids. The bid for the replacement of the boilers was successful. However, the second unsuccessful CIF bid for the roofing is being appealed and is not expected to be successful. WL suggested that if this is the case, attention is diverted to further Fire Protection, which would benefit from being increased across both sites.

WL advised that he revise the budget for 23/24 in December to ensure it is realistic and accurate. **LW noted that there is less allocated for the training budget in 23/24 than there was for 22/23. She asked whether more expenditure should be allocated to this, given that there are challenges recruiting more experienced staff.** TH advised that the school relies on external partnerships as well as existing staff's expertise for training. He perceives the issue to be a lack of people available to train, rather than the amount of funding in the budget. **LW asked if the school is under any obligation to cover the displayed pension deficit.** WL advised that as this is funded by the EFSA, they would step in to cover any shortfall. **LW asked what the maximum capacity for students is at Magdalen.** IC advised that this is based on floor area and the maximum intake for years 7-11 is 270 per year group, which has been increased from 240. There is a limit on 6<sup>th</sup> form applications for external candidates. WL advised that of the 259 students accepting a Y7 place for 23/24, 258 completed their trial day. There is therefore potential for next year's funding to be higher than predicted. **A governor asked whether an increase in pupil numbers would assist the success of CIF bids.** IC advised that this is unlikely as a sudden growth increase of 25% would be required to trigger additional funding, although this would not be related to the CIF. He advised that during his years as head teacher, he had seen as many as 1500 pupils attending the school (which the school could accommodate) and as few as 1150. In terms of the budget, decreasing pupil numbers can be effective as funding is always based on the previous year. GE commented that no outcomes are zero. He noted that the 22/23 figures are budgeted figures rather than predicted actuals. He noted the supply budget was 120K for 22/23, while the actuals look to be 250K. **He asked why only 110K has been budgeted each year for the next three years.** WL advised that more capacity has been built into the teaching/staffing structure with a view to decreasing the supply budget. Figures will be carefully monitored, and the budget will be revised midway through the year for future years, based on actuals. BN suggested that there are usually more staff absences in the autumn term, which should be taken into consideration. TH advised that supply is also now more expensive due to less teachers being available and

reluctant to travel. IC advised that the need for supply teachers has been very unpredictable during and following COVID. He is hoping that this will now return to normal. Long term staff absences, which cannot be anticipated, do contribute to greatly increased supply costs.

**The proposed 3 year budget was approved unanimously by governors.**

### **5.0 Master's Report**

TH advised there is currently a lot of handover taking place in preparation for him becoming head teacher in September. Recruitment remains challenging. A science supply teacher has been appointed until Christmas, but a vacancy remains due to a TLR leadership post being filled internally. A language teacher is expected to leave in December and it is hoped that a replacement can be recruited. Several unqualified teachers, with previous experience, have been recruited to start in September and will be helped to achieve their qualified teaching status.

#### **Curriculum**

Where suitably qualified teachers have not been recruited, the curriculum has been amended to reflect this. It is preferred that teachers teach their specialism rather than another, as a second or third subject. Recently an experienced food and nutrition teacher has been recruited, to allow this subject to continue to be taught in Y7 and Y8. This has also provided extra capacity to allow the EPQ to continue to be a compulsory subject. There was a possibility that A level subjects would be reduced by one lesson per fortnight, but this is now not necessary. TH gave thanks to governors for all their support with recruitment.

#### **SIP**

Four key objectives - Behaviour, Hard Thinking, Connection and Visible Leadership and related key measures have been drafted and were shared with staff on the Professional Learning Day last Friday, July 7th.

Other items on the Masters report included a Behaviour Policy review, the staffing restructure (including advertising for a new premises/facilities manager and HR). It is also suggested that the education and welfare, (teaching learning and CPD) committee meeting is incorporated into other education and welfare committee meetings.

**BN asked if food and nutrition will be offered as a GCSE the following year.** TH advised that this would not be an issue as the school is reverting to having a key stage 3. **BN asked how school would communicate to parents that there are a total of 25 members of staff leaving.** TH advised they would be sent an end of term letter as normal, but this would not detail who is leaving. LW advised that fact this is a national trend needs to be portrayed to parents. TH advised that parents do understand and all schools are in at least the same, or worse.

**LW asked if there will be any further strike action.** IC advised various unions are balloting their members and there is potential for disruption in the autumn term. He acknowledged that this is difficult to manage and impossible to predict who will strike. TH advised there has been a significant step up between the teacher unions and the government and is hopeful that a settlement will be reached.

**NJ asked how many of those leaving, are leaving teaching.** TH replied that most are remaining in teaching but have sourced employment closer to home. **NJ asked whether any of the long term absences are stress related.** IC advised that one is. GE advised that exit interviews for leaving staff are useful to provide information and opportunities for improvement. All 25 members of staff leaving were offered an exit interview, with 14 taking up the offer.

### **5.1 Proposed meeting dates for 23/24**

These had been circulated prior to the meeting and were agreed by all governors.

## **6.0 Committee reports**

Minutes of the committee meetings were circulated prior to the meeting and taken as read.

### **6.1 Personnel (28 March 2023 & 23 May 2023)**

Recruitment continues to be a challenge and is mirroring the national crisis, although the school is almost fully staffed for September.

There has been some strike action and more is expected, but school has reacted well to this, remaining open for all but the first day.

There have been several long term staff absences this year, but those who aren't leaving are due to return soon.

### **6.2 Finance & Resources (6 June 2023)**

GE advised that finance and resources and audit and risk committees have been separated into two meetings.

**Terms of reference have been revised for the Finance & Resources Committee and he asked that governors approve this. The governors approved this unanimously.**

LW is now chair of this committee with GE as vice chair.

One CIF bid to replace the boiler at St. John's has been successful but the re-roofing bid has not, reinforcing the need for astute proposals in the future.

MP has confirmed that there will be no funding from the college for building repairs.

The refurbishment of the sports pitch and the science labs have been successfully completed.

'Reviewing the infrastructure of the school' is to be a permanent agenda item moving forwards.

The reorganisation of the premises staff is currently in process and changes should be in place by September.

GE welcomed the proposed 195K year-end surplus for 22/23, especially after an increase in expenditure of 45k on gas and electricity.

The finance & resources committee are recommending that each committee take over their own risk in relation to the risk register for business risks. To be discussed later.

It has been agreed that the remaining unspent 106 funds are allocated to the refurbishment of the Dashwood toilet block and fencing of the perimeter of the school to make it more secure.

### **6.3 Audit & Risk (6 June 2023)**

Terms of reference have been revised for the Audit & Risk Committee. **GE asked that governors approve this. The governors approved this unanimously.**

The first of three audit reports 'month end package to governors' has been received, demonstrating compliance, although some areas of improvement are possible. The report on the 'budget process' is still awaited.

LC is to ensure the IT Cyber Security Action Plan has been actioned.

The required reports to the ESFA were submitted on time.

Ellacotts have been the school's auditors for the last five years. Recently five companies were invited to tender, with two attending school to present their offer. Landau Baker were successful and appointed as the new school auditors.

### **6.4 Education & Welfare**

#### **Curriculum & Standards (2 May 23)**

A comprehensive report was provided by TH.

After school clubs offered are limited but well supported. It is hoped that the school will encourage more teachers to engage with this and offer clubs in a subject which is their hobby, interest or specialism. There has been a drop in participation for Y10's, but some do participate in activities outside school and also enjoy 'hanging out' with friends.

Between 60 and 70 students are working towards their Duke of Edinburgh award.

GCSE subjects are reverting back to a two-year length from three years, with effect from September.

A re-structure of the school day will also be in place from September, changing to 4 sessions of 75 minutes per day. This will ease movements between sites and classrooms and increase the lunchtime break.

### **6.5 Pastoral (10 May 23 & 13 June 23)**

A comprehensive report was presented by LM and Emily Tye.

Attendance was discussed and found to be above average, when compared with both national and local area figures.

Safeguarding reporting has increased since the new CPOMs software has been in place, due to raised awareness, vigilance and ease of reporting.

The SIP was reviewed and included the functionality of the toilets and uniform, both of which are due to be addressed.

### **6.6 Teaching, Learning & CPD (20 June 23)**

Differentiated learning and how it is applied was discussed.

The new appraisal system was reviewed as support staff are now appraised and this is carried out by other members of staff. Further training for this has been scheduled for the autumn term for continued improvement of the system.

The early career teachers policy was discussed, with focus around the wording of how often they meet with their mentors. It was agreed that to meet 'regularly', rather than being more specific, was acceptable and the policy was unanimously ratified.

### **6.7 Chairs' Committee (4 July 2023)**

The masters report was reviewed and governors were advised that the Academy Trust Handbook is usually updated in September and will need to be reviewed then.

It was suggested that the register of business risks is reviewed by the appropriate committee meetings, in the future.

The behaviour policy was reviewed and amended to include governor's comments, by TH.

This was uploaded onto Governorhub prior to the meeting, for discussion later.

LW advised a correction to the minutes as she was present at that meeting.

### **6.8 Diversity Forms**

IC stated that the forms highlighted a need to recruit a more diverse governing body. New governors are to be recruited in the autumn term. BN to review this with CW to address this. CW to organise publishing of the results.

## **7.0 Governance**

### **7.1 End of Term of Office**

Miss Helen Pike – Foundation Governor – 21st July 2023

Prof Christian Leitmeir – Foundation Governor – 21st July 2023

### **7.2 Appointment of new Governors – September 2023**

As previously minuted, HP will be stepping down from the governing body. CL will remain for a further term, subject to agreement from Magdalen College Oxford. It is therefore necessary to appoint a new foundation governor. It is hoped that new governors may be found amongst the parents of the Y7 intake in September, as often they are keen to engage with their child's new school. It is possible that some existing parent governors could become community governors, or spaces can be advertised in the community, asking for diversity and special interests. CW to check the constitution regarding the right to remove governors who are not attending meetings and have not been contactable for some time.

### 7.3 Governor's checklist

The governors reviewed the checklist which CW had sourced and downloaded from The Key, following a previous suggestion from LW. GE commented that there were a lot of things which governors should know, including the percentage of boys and girls and ethnicity. TH advised that such information is circulated to the E&W committee each year. It was agreed that this checklist is comprehensive and governors should refine this to a more workable document, apportioning checks down to each committee from the senior staff report and other reports.

### 7.4 Review of Business Risk Register & allocation of responsibilities to committees

The workability of the business risk register was reviewed by the audit and risk committee and the chairs' committee. It was agreed that this is now wide-ranging and has improved, however it was agreed that each committee should be responsible for its own business risks. The tabs for each risk provide an indication of which committee is responsible and the following was decided:

Financial - Finance and Resources

Staffing levels - Personnel

Pupil levels - Pastoral

Infrastructure - Health and Safety

Emergencies - initially it was decided Audit & Risk would be responsible for this, however LW suggested it depended on the emergency and considered this should be reviewed by the chair's committee. NJ asked whether a lockdown procedure is practised. LM advised that it is. GE stated that emergencies are very varied and may not come under a single committee. TH advised it is not operational, nor audit and risk and therefore suggested that the Health and Safety committee oversee this, with some delegation as necessary and a review in the future, of how this is working.

## 8. Health & Safety

### H&S Committee (16 May 2023)

It was agreed that health and safety would be an agenda item at all meetings.

GE and NJ are due to complete a health and safety walkabout with Wayne Lenhan, during the summer holidays, focusing on the operational side of the school and facilities management.

## 9. Policies

### Behaviour

TH outlined that this has been based on the model policy found on The Key, to ensure that all legislation is met. It is intended that the policy will be in place for the start of term in September. He referred to certain sections which were not in the previous policy, including reference to searches, police attendance and strip searches. Although such instances are not common at Magdalen, or likely to be, he advised that it is beneficial to have a policy to cover what may happen in the future. He had taken on board many of the comments at the chairs committee meeting and spent time reviewing them and amending the policy, which is moving colleagues to see that behaviour is something that should be taught. Each misbehaviour is an opportunity to teach good behaviour. He advised BN that he had not changed the wording to 'include but might not be limited to' as suggested, referring to the list of bad behaviour and serious misbehaviour. He advised he would like to also add 'vapes and related paraphernalia' to page 4, and on page 8, the use of mobile phones will relate to sixth form as well as years 7-11. **CL advised that the policy is clear and easy to navigate. He noted that the reference to mobile phones on page 8 states that phones should be switched off and out of sight. He questioned why they should also be out of sight.** TH advised that students are distracted by their phones, and it is not always clear whether a phone has been switched off. If a phone is in a pocket and switched on, a student may try to leave the classroom to establish if a friend has contacted them. By ensuring their phone is out of sight, this is not possible. **GE asked if this includes lunch and break times.** TH



advised this is the case. **GE asked why students aren't asked to not bring their phones in to school.** TH advised this had been considered but school does recognise that parents are reassured that their child does have a mobile phone when walking to and from school. **LW referred to serious misconduct and asked how truancy, for example, works in conjunction with mental health and other post Covid issues.** LM advised there are degrees of interpretation and this would be taken into account. BN agreed incidences would need to be considered on a case-by-case basis with appropriate sanctions. LW suggested a panel to compare situations, do sense checks and moderate. Misbehaviour would be a low level sanction and serious misbehaviour would incur more sanctions, with an ideal scenario being to manage as much as possible at low level. **GE asked how much communication there has been with parents and students regarding the new behaviour policy.** TH advised that there had been some and this would be talked through with parents and students in the new term, with further information being sent home. It is anticipated that there will be regular communications with parents to always keep the flow of information open. Behaviour will also be the tutor programme focus for the autumn term and it is anticipated that this will be managed effectively from the first week of term. TH confirmed there would be more chance of sanctions in the school day for bad behaviour rather than after school, to ensure that families are not impacted. The governors ratified the proposed behaviour policy which will include the caveats of the use of vapes and mobile phones during the school day.

#### **10. Any Other Business**

GE requested that all governors read and understand the Academy Trust Handbook in preparation for next term. (NB: CW will load the 2023 version on to GovernorHub on 21.07.23).

BN thanked IC on behalf of the governors, for all his hard work and assistance over the last 17 years as head teacher at Magdalen, wishing him all the best for his retirement.

**There being no further business the meeting closed at 8:50pm.**

#### **11. Future meeting dates**

##### **Tuesday 19th September 6:30pm - Full governors' business meeting**

Policies:

Safeguarding & Child Protection (KCSIE)

Pay

Scheme of Delegation

##### **Tuesday 31st October 6:30pm – Full governors' planning meeting**