



AUTUMN TERM (2) 2020 MEETING OF THE FULL GOVERNING BODY

MINUTES

Date Wednesday 16 December 2020
 Time 19.30
 Place Via Zoom Video Conference

PRESENT:

Mr S Barratt (SB)	Mr J Leftwich (JL)
Mr P Davies (PD)	Mr S Pilgrim (SP)
Miss E Ginger (EG)	Mrs E Starling (ES)
Mr T Green (TG) - Chair	Mrs S Stewart (SS)
Mr E Hillyard (EH) - Headteacher	Mrs L Swain (LS)
Miss J Kirkpatrick (JK)	Mrs A Thomas (AT)
Ms F Kiss (FK)	

IN ATTENDANCE:

Mrs L Jackson (LJ)	Director of Finance, HR and Resources
Mrs S Lary (SL)	Deputy Headteacher
Mrs J Knight (JLK)	Clerk

APOLOGIES:
(accepted)

Mr A Down
 Mrs T Ellis
 Mr G Davies
 Mrs A Lee

NB. Governors' questions are highlighted in *italics* throughout these minutes.

Item	Discussions and Decisions Made	Actions
	Welcome and apologies for absence <ul style="list-style-type: none"> TG welcomed everyone to the meeting. Apologies were accepted from AD, TE, GD and AL. TG formally welcomed JLK, the new Clerk. 	
1	Notification of Any Other Business None	
2	Declarations of Interest against this agenda <ul style="list-style-type: none"> There were no interests declared against this agenda. LJ is still missing 3 business interests forms from governors, who have been contacted by email. 	
3	STRATEGIC PLANNING	
3.1	Report of Student Management Team Representatives The report had been circulated. <ul style="list-style-type: none"> TG commented that the students' tone was welcoming 	

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	<p>and upbeat, considering the difficulties they faced. He thanked the Student Management Team for their views.</p> <ul style="list-style-type: none"> EH highlighted that the report was 4 weeks out of date but that the school has an amazing group of head students this year. 	
3.2	<p>Report of Headteacher and SEF The report had been circulated. There were no questions.</p>	
3.3	<p>SIP 2019-20 The report had been circulated.</p> <ul style="list-style-type: none"> EH highlighted that it was 4 weeks out of date. A more recent one is available now (9 December) but has not yet been circulated. The aim is to turn all areas green by the end of the academic year. 	
3.4	<p>Proposed Governance Structure A number of papers had been circulated in relation to this item.</p> <ul style="list-style-type: none"> The Articles of Association must be changed in order to get the expansion funding (ESFA requirement). At the same time, a new governance structure is proposed which also requires a change to the Articles. TG reassured that there is no desire to lose current governors, just to re-distribute the numbers in each category by changing some staff/parent governors to co-opted governors. The restructure will happen over time. The proposed amendments to the Articles of Association were approved. As an employee, EH can no longer be a Member. Governors unanimously approved EH's appointment as a Governor under the new structure, for a term of 4 years. Under the new structure there must be a majority of Members who are independent of the Governing Board. 1-2 Members can also be Governors. Proposal that the Chair should also be a Member was approved. JL offered to step down from the Governing Board and become an independent Member. TG thanked him. PD offered to become a Member; however, this is not possible as only one person with LA control is allowed. A Special Resolution meeting will be convened for Members for 3 February 2021, at which the new Articles will formally be adopted and new Members appointed. Three new external Members (or two, plus one current 	

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	<p>sufficient time between meetings.</p> <ul style="list-style-type: none"> • The proposed new meeting structure was agreed, subject to a review after one year. • Proposed Governor Day dates had also been circulated. The next one is 25th February 2021. Governors to email the Clerk if they are able to attend. 	All Governors
3.5	<p>Expansion/Works Update</p> <ul style="list-style-type: none"> • LJ reported works are going well despite horrendous weather. The haulage road is in and footings are going in. • Q – SB: Is the schedule slipping? A – LJ: They are one week out after four weeks due to bad weather, but contractors are confident they can pull this back. 	
3.6	<p>Admissions</p> <ul style="list-style-type: none"> • The Policy for 2022 Admissions had been circulated. • EH flagged the main changes. These include: • The removal of some unnecessary details from the Year 7 and 12 application forms to enable the application of the admissions criteria. Further details can be sought later on in the process. • There is a change to the oversubscription criteria relating to exceptional medical/social needs. This is a rarely used clause but is sometimes not used in the right way. • Arrangements have been firmed up regarding service children. • Sibling definitions have been amended. • Changes to the numbers of EHCP students across the school to make a more even spread. • This policy will go out for consultation for six weeks. • Governors approved the policy to go to consultation. 	
4	<p>Minutes and matters arising</p> <p>FGB Minutes – 14 October 2020 Approved. No matters arising.</p>	TG to sign and return to school
5	<p>Governor Membership</p> <ul style="list-style-type: none"> • The resignation of Ms Marianne Selby-Boothroyd and Ms Si Khan were noted. • AD’s role as Disadvantage Link Governor was approved. • JLK was appointed as Clerk to Governors • PD offered to undertake SEN Link Governor role and was approved. 	

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6	COMMITTEE REPORTS	
6.1	<p>Finance, Premises, Health & Safety (PD)</p> <ul style="list-style-type: none"> • PD reported a useful meeting. The format and timing of monthly management reports was agreed. • A discussion on the capital improvement plan was carried forward to the February meeting. • Apologies were expressed for the late arrival of the Audit Review papers. However there have now been two opportunities to go through the figures. PD has been very frank with the Auditors about meeting their performance targets and organising their priorities. • Sage system is now positively contributing to the financial picture. Thanks to the team for getting this into a much better place. • Q – PD: How will issues be picked up when there are fewer meetings? A - TG: If governors have any questions on the finance monthly reports, they should email LJ. • A – LJ: There will still be four Finance meetings each year. • Premises report included further discussion about the Air Dome and an agreement to seek timelines at termly site visits. 	All Governors
6.2	<p>People and Personnel (LS)</p> <ul style="list-style-type: none"> • This meeting had been cancelled. 	
6.3	<p>Learning and Curriculum (ES)</p> <ul style="list-style-type: none"> • The Minutes had been circulated and covered the main points of the meeting. • A schedule of items to be covered over the year in the L&C meetings should be used to ensure everything is covered across the FGB agenda. EH to pick this up. 	EH
6.4	<p>Discipline Committee (SS)</p> <ul style="list-style-type: none"> • One panel meeting was held which was relatively smooth-running due to the parent being highly supportive of the school's efforts and in agreement with the outcome. 	
7	GOVERNOR REPORTS	
7.1	<p>Chair</p> <ul style="list-style-type: none"> • TG has maintained Health & Safety visits to school. These have been useful in seeing the daily operations and the positivity of students towards being at school. 	
7.2	<p>Development</p> <ul style="list-style-type: none"> • LS reported the DfE has updated the Governance 	

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	<p>Handbook. This has been uploaded to the N-drive Learning & Development section along with a useful 'Being Strategic' document.</p> <ul style="list-style-type: none"> • Four useful bitesize modules have been added to the Learning Link site. 	All Governors
7.3	<p>Safeguarding</p> <ul style="list-style-type: none"> • Nothing to report 	
7.4	<p>SEND</p> <ul style="list-style-type: none"> • Nothing to report 	
7.5	<p>Disadvantage</p> <ul style="list-style-type: none"> • Link Governor not present 	
8	OTHER MATTERS	
8.1	<p>Part 2 Item</p> <p>This item was discussed at the end of the meeting, after members of staff had left.</p>	
8.2	<p>Policy Reviews and Approvals</p> <ul style="list-style-type: none"> • The Exam Contingency Plan has been updated in line with JCQ regulations/terminology. The plan was approved. • The Visiting Speakers policy had one change allowing visiting speakers to work via Teams/Zoom with the same vetting procedures. The policy was approved. 	
9	<p>Dates and Times of Meetings</p> <ul style="list-style-type: none"> • Circulated, but TBC. See section 3.4 • Next meeting: Wednesday 3rd February 2021 at 7pm 	
10	<p>Any Other Business</p> <ul style="list-style-type: none"> • Social media announcement that the start of term is to be delayed for some students. • JL proposed a vote of thanks for the outstanding contribution of all staff this year. EH to pass this on. • EH expressed a hope that parents had seen an improvement in the live lessons since the whole school had gone to remote learning at the beginning of the week. Parent governors agreed. • EG announced the school's virtual Christmas concert which will be released as a link in Friday's newsletter. • TG wished everyone a safe and enjoyable Christmas within the limits allowed, and a very happy new year. 	EH

The meeting closed at 9.07pm

Minutes approved by the Governing Board:

Signed
Mr T Green – Chairman of the Board

Date