



AUTUMN TERM (1) 2021 MEETING OF THE FULL GOVERNING BODY

MINUTES

Date Wednesday 13th October 2021
 Time 19.00
 Place Via Zoom Video Conference

PRESENT: Mr G Davies (GD) Miss J Kirkpatrick (JK)
 Mr P Davies (PD) Mrs A Lee (AL)
 Mr T Green (TG) – Chair Mr S Pilgrim (SP)
 Mr E Hillyard (EH) – Headteacher Mrs A Thomas (AT)

IN ATTENDANCE: Mrs L Jackson (LJ) Director of Finance, HR and Resources
 Mrs S Lary (SL) Deputy Headteacher
 Miss Kim Joynson (KJ) Deputy Headteacher
 Mrs J Knight (JLK) Clerk
 Aaron Absalom (item 1 & 5 only) Associate Student Governor
 Dan Putnam (item 1 & 5 only) Associate Student Governor

APOLOGIES: Miss E Ginger, Mrs E Starling, Mrs S Stewart, Mrs L Swain

NOT PRESENT: Mr S Barrett, Mr A Down

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

Item	Discussions and Decisions Made	Actions
	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> TG welcomed everyone to the meeting. Apologies were accepted from Mrs L Swain, Miss E Ginger, Mrs E Starling and Mrs S Stewart. 	
1	<p>Appointment of Chair and Vice Chair</p> <ul style="list-style-type: none"> Tony Green's nomination for Chair had been circulated along with his supporting statement. TG left the meeting while the voting took place. JLK took the chair for this part of the meeting. Governors discussed whether the Chair's term could be changed to two years within the standing orders. Governors were in favour of this, but it was agreed that this would be voted on in item 10.1 and applied to next year's Chair's election. GD proposed TG as Chair, PD seconded. All Governors were in favour. TG was duly elected as Chair for a further period of one year. TG re-entered the room. 	

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	<ul style="list-style-type: none"> • No nominations had been received for Vice Chair. • In the absence of volunteers and having already resigned his role as Chair of FPH&S, PD offered to stand as Vice Chair. • PD left the room while voting took place. • TG proposed PD as Vice Chair, SP seconded. All Governors in favour. PD was duly elected as Vice Chair for a period of one year. PD re-entered the room. 	
2	<p>Notification of Any Other Business</p> <p>None</p>	
3	<p>Declarations of Interest against this agenda</p> <ul style="list-style-type: none"> • EH: Secondment with Buckinghamshire Council (1 day/week) 	
4	<p>Minutes of the July Meeting and Matters Arising</p> <ul style="list-style-type: none"> • There were no comments. Governors approved the Minutes. <p>Actions</p> <ul style="list-style-type: none"> • Inclusiveness KPIs: One suggestion had been submitted from a Governor (proportion of staff employed). • Dog policy: EH pulled out the words ‘therapy’ and ‘assistance’ and replaced with just ‘dog’. • Enrichment: The report was checked. The activities listed did go ahead, but there were fewer of them. Some took place in the Autumn term before lockdown. • Equalities: EH is working on KPIs for the School Improvement Plan. Blind interviewing for posts is taking place. • GovernorHub: Governors had not engaged in the trial, therefore it was felt there was not enough interest to proceed. • Location of meetings: Governors generally preferred remote meetings, the Covid situation is still in flux and the new meeting room is not yet complete to make a hybrid version possible. TG reported hybrid meetings have not worked well. Therefore, meeting locations will be decided individually, nearer to the time. 	
5	<p>Head Student Report</p> <ul style="list-style-type: none"> • This item was discussed after item 1. • Dan Putnam and Aaron Absalom (Associate Student Governors) introduced themselves. • TG welcomed the students and thanked them for their helpful and comprehensive Head Student report. • There were no Governor questions or comments. • The students left the meeting at 19.13. 	

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6	<p>Governor Membership</p> <p>TG reported:</p> <ul style="list-style-type: none"> • Fiona Kiss has resigned as Governor. • Alex Down has not been contactable and has been absent from Governor meetings without apology for more than six months. Governors agreed that his office should therefore be vacated. LJ to inform Alex Down. • Paul Davies has resigned from the FPH&S Committee. Therefore, a new Chair is sought. Fiona Kiss was also a member, so further members are sought to ensure meetings are quorate. • EH reported that 3 applications for Governor roles had been made, one of which seemed particularly positive on paper and may be a suitable candidate for the FPH&S Committee. Another requested involvement as a 'virtual governor' as they live further away, however Governors agreed that it was not really possible to be an effective Governor without school visits in person, nor in the spirit of governance, so this application would not be pursued. TG/EH to arrange a discussion with those candidates who may be suitable. • There were no further volunteers at this stage for FPH&S. A Committee Chair will be appointed at the next meeting. 	<p style="text-align: center;">LJ</p> <p style="text-align: center;">EH/TG</p>
7	STRATEGIC PLANNING	
7.1	<p>Report of Headteacher and SEF</p> <p>EH had circulated his report and highlighted:</p> <p>Results</p> <ul style="list-style-type: none"> • Grading process was very different. Previous cohort performance was taken into consideration and the 5+ and 4+ figures were not too different to previous results. • Next summer exams will return unless Covid gets in the way. • Sixth Form are performing well academically. <p>School Self Evaluation</p> <ul style="list-style-type: none"> • All areas have been scored '1' except Quality of Education. • This is the main area of focus this year: Improving student attitudes to learning in class and getting evidence for this. • SL is working on coaching for teachers, including some video software to help improve good teaching practice and increase the proportion of staff teaching at outstanding level. • An 'Outstanding' from Ofsted is unlikely to be achieved without Quality of Education being outstanding. <p>Q – SP: Is the gender gap particularly relevant here?</p> <p>A – EH: If 25 lessons of quality teaching are given to every student every week, the positive impact will be felt by boys/girls/SEND/disadvantage alike. Quality teaching is key.</p>	

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	<p>Q – GD: Who is the DSL, as the previous member of staff is leaving? A – EH: Over 15 staff have DSL training including support staff and all of SLT. The CPOMS software for recording safeguarding concerns is a real strength as it can pick up trends to create a picture. Sometimes themes coming out can be fed into PSHE lessons.</p> <ul style="list-style-type: none"> • There were no further questions on the Headteacher’s Report. • LJ had also circulated information just published about Teachers Pay, confirming a pay freeze for all except the lowest levels. This has only a tiny impact on the school budget. • Governors approved Teachers Pay on this basis. 	
7.2	<p>School Improvement Planning EH highlighted:</p> <ul style="list-style-type: none"> • The last published data was in 2019 apart from EBacc entries and destinations. • Targets for 2021 have been generated with the help of the Fischer Family Trust. • A slimmed version of the School Improvement Plan and the 3-5 Year Plan was circulated and now requires approval. <p>Q – JK: How will Leadership be measured as Outstanding? A – EH: The Ofsted criteria are used, eg progress measures above average for all students, attendance above national average.</p> <p>Q – JK: What are the curriculum achievement measures? A – EH: The % of 4+ and 7+ grades in each subject area.</p> <ul style="list-style-type: none"> • Governors approved the School Improvement Plan for 2021-22 and the 3-Year plan for 2020-2025. 	
8	COMMITTEE REPORTS	
8.1	<p>Finance, Premises, Health & Safety</p> <ul style="list-style-type: none"> • Minutes had been circulated. • There were no comments. 	
8.2	<p>HR Related Panels, Complaints & Student Discipline</p> <ul style="list-style-type: none"> • No Panels had met 	
9	GOVERNOR REPORTS	
9.1	<p>Chair</p> <ul style="list-style-type: none"> • TG had been into school to meet with EH and view site progress. A H&S visit will take place shortly. 	
9.2	<p>Development</p> <ul style="list-style-type: none"> • LS was not present. 	
9.3	<p>SEND</p> <ul style="list-style-type: none"> • The SEND Report had been circulated. No comments. 	

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	<ul style="list-style-type: none"> PD appreciated an informal conversation with KJ and was reassured by all he heard. A SEND school visit is scheduled for after half term. 	
9.4	<p>Governor Day</p> <ul style="list-style-type: none"> Next Governor Day will be held on 9th November, 9.20am – 12.40pm at the school. Details were circulated at the back of the HT Report. Governors to inform the Clerk if they would like to attend. 	Govs
10	ANNUAL REVIEWS	
10.1	<p>Standing Orders</p> <ul style="list-style-type: none"> As discussed in item 1, Governors were in agreement that the Standing Orders should be changed to include a Chair's term of two years instead of one. This change will take effect from the 2022-3 Chair's election. No change will be made to the Standing Orders to allow for virtual school governors, as discussed in Item 6. With the above change made, the Standing Orders were approved for 2021-22. 	
10.2	<p>Code of Conduct for Governors (2021-22 NGA Model version)</p> <ul style="list-style-type: none"> Governors discussed whether a more tailored version of the Code of Conduct was necessary but agreed that the NGA model would be best as it would be more complicated to keep a tailored version up to date. The Code of Conduct was agreed by all Governors. 	
10.3	<p>Terms of Reference as reviewed by Committees</p> <ul style="list-style-type: none"> In the Members' Terms of Reference, the term 'Member' should be used rather than 'Governor'. EH to amend this. All Governors approved the Terms of Reference for FGB, FPH&S and Members. 	EH
10.4	<p>Membership of Committees, Working Groups and Governor Roles</p> <ul style="list-style-type: none"> A volunteer is needed to take over the role of Disadvantage Link Governor. PD questioned whether there was crossover between SEND and Disadvantage, with a view to doing both together. It was agreed to keep the roles separate as it is best practice to have a link governor for each. EH to supply the Disadvantage job description to JLK for distribution. JLK to circulate this and the requirement for members of the FPH&S Committee. 	EH JLK

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10.5	<p>Annual Review of Business, Pecuniary and Personal Interests</p> <ul style="list-style-type: none"> Not all pecuniary interest forms have been returned. Audit is in after half term and these forms are a statutory requirement. All remaining governors to complete their pecuniary interest forms and supply to JLK by Friday 29th October. 	All Govs
10.6	<p>Governor Biographies</p> <ul style="list-style-type: none"> All remaining governors to complete their skills audits and update their biographies and supply to JLK by Friday 29th October. 	All Govs
OTHER MATTERS		
11	<p>Admissions 2023</p> <ul style="list-style-type: none"> There were no changes to the 2023 Admissions arrangements. 	
12	SAFEGUARDING	
12.1	<p>KCSIE and Safeguarding Update Training</p> <ul style="list-style-type: none"> Governors had undertaken KCSIE and Safeguarding Training which had been supplied as video presentations. KJ to send out the link (via JLK) that is used for staff to confirm they have read KCSIE Part 1. All Governors to submit this confirmation. 	KJ All Govs
12.2	<p>Annual Safeguarding Report</p> <ul style="list-style-type: none"> EH reported that the Safeguarding Audit team was the same as previously. 2 people will come into school for a whole day and SP will be present for the afternoon. The audit is helpful in highlighting progress since last year. 	
12.3	<p>Report from Safeguarding Governor</p> <ul style="list-style-type: none"> The Report had been circulated. SP had met with the new Safeguarding Lead at school and checked the Single Central Record was up to date. 	
13	<p>Expansion Update</p> <p>LH reported:</p> <ul style="list-style-type: none"> Governors were given a tour of the site on 29th September. It has been a very busy half term with staff adapting amazingly well to difficult circumstances. The benefits are starting to be felt now, as parts of the site are handed over for use. 17 new classrooms are complete as well as the new sports hall. They are amazing new facilities which feel a huge step up. Sixth form are enjoying their new study area. There is a new dance studio in the Performing Arts block 	

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	<p>where Pilates and Yoga are also held.</p> <ul style="list-style-type: none"> • The new fitness suite is starting to be used, as is the new staff room which is much appreciated. • The new combined SEN/Pastoral area is a huge benefit as the teams can now work together, often with the same students. • After half term the new dining room will be ready. Everyone has shown great resilience in putting up with a marquee and a mobile kitchen. The new kitchen and 350 seater dining hall with separate staff entrance will be a great improvement and the whole catering offer, including food, will be better. • New Science labs will also be complete after half term. • Three remaining areas will be handed over by 17 December: The final Science lab, an MFL classroom and office and the new Music suite including practice rooms and a recording studio. • GD requested a public vote of thanks to EH/LJ for taking the time to show Governors around. • TG reinforced this by thanking EH and LJ for the extra time and effort they put in over the summer holidays to make sure the build happened in this timescale. Thanks also to all staff for working in non-ideal conditions this term. Hopefully the fantastic new facilities will be the reward for having to put up with such inconvenience. 	
14	<p>Term Dates 2022-2023</p> <ul style="list-style-type: none"> • These had been circulated and include a 2-week half term, although EH will be asking for feedback from parents after the second trial (which is this year). • Governors fully support the 2-week half term and approved the term dates for 2022-2023. • Transition days to be added to the term dates (these didn't happen in 2021) as well as an additional Bank Holiday in July for the Queen's Platinum Jubilee. 	EH
15	<p>Policy Reviews and Approvals</p> <p>15.1 - Staff Code of Conduct</p> <ul style="list-style-type: none"> • JK requested clarification on 6.3 - staff giving small gifts to departing students. LJ to add a line 'Small gifts of appreciation are acceptable'. • JK requested consistency on page 2 re. lone working for staff. • JK requested some wording about protocol for calling people out of hours from personal phones. LJ to consider if this is covered elsewhere. • There was a discussion about whether doors could be closed 	

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	<p>when a staff member is having a confidential conversation with a student in a high traffic area, as a young person is more likely to report something if they feel safe to do so. It was agreed that the wording would not be changed here as 'should' rather than 'must' is used and it is important to impress upon staff the need not to put themselves at increased risk as far as possible.</p> <ul style="list-style-type: none"> • GD asked that whistleblowing be given more prominence within the policy (staff encouraged to do this). • GD asked that guidance about staff/pupil contact via mobile phones and social media should be included in the policy. This is already in the Internet Use policy, the Staff Discipline policy and the Safeguarding policy, but LJ will reiterate here. • This policy will be re-worked and brought to the next meeting for approval. <p>15.2 - Lone Working Policy</p> <ul style="list-style-type: none"> • There were no comments. The policy was approved. <p>15.3 - Investment Policy</p> <ul style="list-style-type: none"> • AT asked if there was a Governor sign-off on Investments. • Interest rates are currently so low that it is not worth the admin cost of moving money. However, it was agreed that in principle, a change in investments will be referred to the FPH&S Committee. Funds can only be used in agreement with the budget signed off by Governors and according to audit rules. • It was agreed that the Auditors will be asked to check the policy and consider adding a clarification on this point. • The policy was approved subject to this addition. <p>15.4 - Governors' Allowances</p> <ul style="list-style-type: none"> • Standard claim form to be added as an appendix. • The policy was approved subject to this addition. <p>15.5 - Fraud Policy</p> <ul style="list-style-type: none"> • Formatting issues to be tidied up. • The policy was approved subject to this change. <p>15.6 - Capitalisation Policy</p> <ul style="list-style-type: none"> • There were no comments. The policy was approved. <p>15.7 - Anti Bribery & Corruption</p> <ul style="list-style-type: none"> • There were no comments. The policy was approved. 	<p style="text-align: center;">U</p> <p style="text-align: center;">U</p> <p style="text-align: center;">U</p> <p style="text-align: center;">U</p>

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	<p>15.8 - Equality and Cohesion</p> <ul style="list-style-type: none"> • Formatting issues to be tidied up. • Link Governor reference on page 3 to be removed. • The policy was approved subject to this change. <p>15.9 - Contingency & Business Continuity Plan</p> <ul style="list-style-type: none"> • Formatting issues to be tidied up (quote/speech marks) • The policy was approved subject to this change. <p>15.10 – Safeguarding</p> <ul style="list-style-type: none"> • There were no comments. The policy was approved. 	<p style="text-align: center;">U</p> <p style="text-align: center;">U</p>
16	<p>Dates and Times of Meetings</p> <ul style="list-style-type: none"> • Dates had been circulated with the meeting papers. • The next meeting will be on Weds 15th December 2021 at 7pm (location to be agreed nearer the time) • JLK to circulate details to Members of the AGM also to be held on this date. 	<p style="text-align: center;">JLK</p>
17	<p>Any Other Business None</p>	
18	<p>Evaluation of Meeting</p> <ul style="list-style-type: none"> • Governors agreed that the meeting had been conducted appropriately and effectively. • TG thanked everyone for their time. 	

The meeting closed at 9.15pm

Minutes approved by the Governing Board:

Signed
Mr T Green – Chairman of the Board

Date