

**Confirmed Minutes of the Full Governing Body meeting on
Thursday 24th March 2022 at 5.00pm at Eton Dorney**

Governors *denotes absence		Initial
Tom Arbuthnott	Educational Sponsor Link, Careers Governor	TA
Walter Boyle	Founding Head Master	WBO
David Churchill*		DCH
Sue Dudley	Vice Chair, Chair of Curriculum Committee, SEND and Pupil Premium Governor	SDU
Rachel Harris	Chair of Bursaries Committee	RHA
Mark Jones*	Chair of Welfare Committee, Safeguarding Governor	CMJ
Ben McCarey	Head Master	BMc
Gill Monk*	Chair of Nominations and Successions Committee	GM
Karen Neale	Chair of Audit and Risk Committee	KNE
Adrian Percival		AP
Bruce Powell	Chair of Governors, Chair of Finance Committee, Chair of Strategy Committee	BP
Johnny Robertson		JRO
Lorraine Wales	LAC and Wellbeing Governor	LW
Chris Wilton		CW
In attendance		
Liz Critchlow	Clerk to the Governors	LC
Roz Doctor	Bursar	RDO
Steve Gardner	Deputy Head, Head of Boarding	SGA

Item No		Action Lead
1	Welcome and Apologies	
1.1	The Chair welcomed everyone to the meeting. Apologies were received and accepted from DCH, GM and CMJ.	
2	Any Other Business	
2.1	None	
3	Declarations of Interest in the agenda	
3.1	There were no declarations of interest in the agenda.	
4	Approval of minutes of meetings on 02.12.21, matters arising and update of action list	
4.1	Governors approved the minutes of the meeting on 2 nd December as a true and accurate record.	
4.2	<u>Matters arising</u> 6.3 Eton College to be approached with regards to possible funding for Fives Courts project – to be deferred until a project proposal is available. 12.4 RDO will bring the policies review document to the FGB meeting in June. 5.14 Audit of reading in the curriculum was included in papers for GCC but not discussed. This will be resent and an update be brought to the next GCC meeting. The action list was updated.	
5	Head Master's Report	
5.1	<u>Number on roll/Admissions</u>	

<p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.7</p>	<p>There are currently 593 students on roll. Improvements in admissions arrangements have had a very positive impact and there are 211 confirmed boarders for next academic year, compared with 150 at this point last year. The budget is set for a total of 219 boarders next year. It was noted that it is disappointing that the distance for Year 7 admissions has reduced to 1.2 miles this year; this is partly due to a high number of siblings (21) who have been admitted. There are currently 2 children with an EHCP due to join in Year 7 in September and 2 Post Looked After Children. The College has been named in an additional EHCP but has submitted a complaint to the ESFA in relation to irregularities in the consultation process for this child.</p> <p>It was noted that a good balance has now been achieved in meeting the needs of vulnerable children without compromising the needs of other students. There are plans to consider holding an event for adoptive parents in the autumn in conjunction with Thames Valley Adopt.</p> <p><u>Attendance/Exclusions</u></p> <p>Attendance figures by year group were presented to Governors with a comparison of last year's figures. Attendance is nearing normal levels and exclusions figures are very similar to those of last year. One child in Year 9, who was at risk of permanent exclusion, has begun a managed move to another school. One student in Year 8 has successfully completed a managed move and is now on roll at another school. One student in the Sixth form has been removed from roll due to non-attendance. It was agreed that it would be useful to record Sixth Form attendance separately from Year 7 – 11 data to allow for meaningful comparison with national data.</p> <p>It was noted that the category SENK is for children with an identified need (including SEMH) who are on the SEN register but do not have an EHCP and that additional funding is not received for these children.</p> <p><u>Key Groups/SEND</u></p> <p>Data on numbers of students in key groups was presented to Governors; there has been a proportional reduction of children in care and with EHCPs.</p> <p>It is planned that AJE will conduct a significant restructure of the curriculum support department, which incorporates student welfare, SEND and safeguarding. This proposal has been reviewed by ELT and will be discussed further with RDO, GM and with HR at RBWM. It was agreed that this proposal would be examined in greater detail by GCC before going to consultation. SDU will liaise with AJE to arrange an additional GCC meeting to take place at the beginning of the summer term, with the possibility of inviting members of GWC. There are no redundancies planned in relation to this restructure and it is estimated that there will be a cost saving of around £60k compared with this year's budget, which is already included in the 5 year financial plan. There has been an increase in the number of referrals for ADD/ADHD, which is reflective of the national picture.</p> <p><u>Curriculum Development Framework</u></p> <p>The first round of Curriculum Development Meetings has been completed and the second round will take place in the summer term. Feedback from Heads of Department so far has been positive. SEND Curriculum Development Meetings are currently taking place and AJE will report back on these to GCC in May. There is now an effective process in place for Heads of Department to conduct appraisal conversations.</p>	<p>BMc</p> <p>AJE/RDO/GM</p> <p>SDU</p> <p>AJE</p>
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5.8	<p><u>COVID and Catch-up</u></p> <p>A breakdown of spending and funding for COVID Catch up premium was sent to Governors. TLC online tutoring has focused mainly on Maths and has been very effective. English catch-up has been largely in-house and has been tailored to the needs of small groups within year groups. A summary of Catch-up tuition will be presented to GCC in May. A four day Easter revision camp is planned, to be funded by COVID catch-up premium. 55 students have chosen to attend. There will be no boarding provision for this revision camp.</p>	
5.9	<p>Governors asked about Covid contingency planning for summer exams. The government has made provision for students to have several opportunities to be assessed. All Upper Sixth and Year 11 students will have completed the two requisite supervised contingency assessments prior to Easter. These will be used to inform their grades should examinations be cancelled. Current levels of COVID amongst staff and students are relatively low.</p>	
5.10	<p><u>Estates</u></p> <p>The refurbishment of the Westbrook Theatre is complete and the first on-site production has been held. It was noted that the outcome of this project was very pleasing and that the recent production had been extremely successful. Over £10k has been raised and £50k has been spent from the capital plan for this project.</p>	
5.11	<p>The refurbishment of the common rooms should be completed by early next term.</p>	
5.12	<p><u>Audit of Diversity and Representation across the Curriculum</u></p> <p>The College has conducted an audit of diversity across the curriculum and departments have identified actions for improvement. It was noted that improvements already made in this area over the last 12 months have had a very positive impact.</p>	
5.13	<p><u>Quality of Teaching</u></p> <p>The second round of peer on peer observations is taking place and there are no teachers on support plans. One ECT has had their probation period extended.</p>	
5.14	<p><u>Assessment</u></p> <p>DHU is undertaking a review and consolidation of the departmental assessment frameworks which will be completed by September 2022. There will be a focus on achieving consistency across departments in areas such as the language used for objectives in lessons and assessments, marking criteria, feedback to students and the targets on reports. The implementation of assessment is a high priority in next years' development plan.</p>	
5.15	<p><u>Mock Exams</u></p> <p>Mock exams have taken place and predicted data looks very positive. There are some concerns around GCSE Maths and the Head of Department has visited GCC to discuss action plans. Early indications are that A level predictions are strong with more than 40% grades predicted at A/A*.</p>	
5.16	<p><u>Centre for Innovation and Research in Learning</u></p> <p>There has been a very generous donation of £60k from Eton College to help Holyport College to establish a CIRL, which will be a sister institution for the Tony Little Centre at Eton. The Holyport CIRL is expected to open in September and will be managed by a member of Holyport staff who has been seconded. Architects have been commissioned to undertake the initial design work and there has been a</p>	

5.17	<p>contribution of £15k from RBWM in S106 funding. It is planned that the centre will become a focus for staff CPD within the College.</p> <p><u>Behaviour</u></p> <p>There has been an increase in the number of behaviour issues and interventions this term and the number of sanctions issued has increased significantly. There is a continuing consistency in the way in which issues are highlighted, logged and dealt with. Analysis of behaviour points shows that female behaviour is closely aligned with male behaviour; there have, however, been significant issues with female Year 7 students who have experienced relationship difficulties and one of the Housemasters is undertaking training to address this.</p>	
5.18	<p><u>Safeguarding</u></p> <p>Governors noted a report by Wokingham Borough Council to the LADO, the College's report in response which was sent to the LADO and the LADO's response, which was supportive of the College.</p>	
5.19	<p>An analysis of safeguarding issues was presented to Governors. The report covered the last 365 days and analysed the main issues by gender and by year group. With the exception of Year 13, numbers were consistent across year groups. Figures were also analysed since the start of September 2021 and numbers have dropped in almost all areas of safeguarding and mental health. The numbers of referrals, including the spike and decrease over the last 2 years, corresponds with the national picture. The decrease in peer on peer abuse cases since September 2021 also mirrors the national picture.</p>	
5.20	<p>There has been a prevalence of emotional health issues in the Sixth Form in the last 365 days and since January the number of cases has fallen. More girls than boys have reported issues, which is typical. Governors commented that the recent decrease in numbers was reassuring.</p> <p><u>Ofsted Social Care Inspection</u></p> <p>Governors congratulated BMc and the entire school team on the outstanding Ofsted judgement in the recent Social Care inspection which took place in November 2021.</p>	
5.21	<p><u>2022-27 Strategy Proposal</u></p> <p>The 2022 -27 Strategy Proposal was received by Governors. This had been discussed by CSC, following which a few slight amendments had been made. There was a consensus that the College was in a good position, particularly in relation to student numbers and the curriculum, and that there was no wish to make any significant changes.</p>	
5.22	<p>There have been ongoing discussions around the entry criteria for Sixth form admissions, in particular the proportion of Year 11 students who stay on in the Sixth Form, and how the College can prioritise opportunities for entry for less advantaged students. It was noted that last year 48% of Year 11 students stayed on to the Sixth Form and 68% met the entry requirements, therefore 20% had chosen not to return in the Sixth Form. It was also noted that a significant number of those who had chosen not to return were boarding students. It was agreed at CSC that the Committee supported the intention to proportionally increase the number of students progressing from Year 11 to the Sixth Form year on year. It was noted that there would be a consultation with Governors in the autumn term on the inclusion of some provision for social mobility within the Sixth Form Admissions Policy.</p>	
5.23	<p>The relationship between the baseline and value achieved from the curriculum for A level was proposed as a potential collaborative research project for the CIRC.</p>	BMc

5.24	It was proposed that the relationship with Royal Springboard (RNCS) could be further developed and was agreed that this objective would be added to the development plan.	BMc
5.25	Governors discussed the current objective relating to Ofsted and agreed that an objective of delivering an excellent education and experience might be more aligned with the College's ethos. It was therefore agreed that the Head Master could amend or remove this objective at his discretion.	BMc
5.26	Governors noted that the planned surpluses (targeted at 5% of income) would, if realised, generate capacity for significant capital investment, which could have an enormously positive impact on the potential to develop facilities at the College (and to build a sensible level of reserves).	
5.27	Governors noted that there had been discussions with a local SEMH provider as part of the exploration of joining or creating a MAT. It was noted that there was an inherent financial risk attached to such a project but Governors agreed that there was value in remaining open to explore opportunities for collaboration.	
5.28	It was agreed that the objective to explore the creation of a Holyport foundation was important as this could potentially facilitate an increase in the College's capacity to offer boarding bursaries. It was agreed that the Bursaries Committee would discuss this further and report back to the FGB in the autumn term. It was suggested that the development of alumni relations and the ability to fundraise would also be a step towards more sustainable funding.	RHA
5.29	Governors thanked BMc and RDO for their work on the 5-year Development Plan and approved the document.	
6	Bursar's Report	
6.1	<u>Management Accounts Period 5</u> Governors received the Bursar's Report which included a summary of the Management Accounts for Period 5 to January 2022. These accounts showed a forecast operating surplus year end position of £168k versus a budget of £9k. This figure has now been adjusted to £166k in Period 6. From 2022/23 operating surplus as a percentage of revenue is expected to be in the region of at least 4% and there is a target of 5%, as shown by the 5 year model.	
6.2	<u>5 Year Financial Plan</u> The 5 year plan shows reserves increasing by at least £100k a year and building to £1.6 million by 2027. The following recommendations from GFC were proposed to Governors: <ul style="list-style-type: none"> • Boarding fees to increase by 5% from September 2022 • Deposits for overseas students to increase by 11% • Meal fees for day students to increase to £3.70 per day • Coach fees to remain static • A registration fee of £150 per student to be introduced from September 2022 • A premium to be added to Sixth Form boarding fees (from Year 12 onwards) from September 2023, to reflect the differentiated offer. 	
6.3	<u>Meal Fees</u> Governors noted current uncertainties and risk related to the rising costs of food production and agreed that in order to mitigate this risk a caveat would be added to the letter to parents stating that the meal cost for day	BMc

6.4	students would be subject to a termly review. It was agreed that the risk in relation to boarding fees would be managed by the College. Governors approved the above recommendations. <u>Capital Projects</u> RDO, BMc and BP have held an initial meeting with 3 firms of architects to discuss the future development of the site and the creation of an estates master plan. It was proposed to Governors that the College invites CSK Architects to return to meet with JRO, BMc, BP and RDO to discuss their costings in more detail. It was proposed that Heighway Associates are commissioned to undertake the CIRL project, which involves redesigning the downstairs Winton room into a CIRL room. Governors approved the above two proposals.	RDO
6.5		RDO
6.6	<u>Catering Contract</u> A catering retender process has taken place and presentations were made by three companies. The panel made a unanimous decision and their recommendation to award the catering contract to Thomas Franks has been reviewed by GFC and was presented to Governors. Governors asked whether the panel had confidence in Thomas Franks' capacity to improve the catering offer, which was highlighted by the recent Ofsted Social Care report as an area where further improvements could be made. It was confirmed that the panel was confident that this company could improve the catering offer and that excellent feedback had been received from other schools who use this company. It was noted that regular meetings would be held with the new caterers to hold them to account. Governors approved the proposal for the College to enter into a 5 year contract for catering with Thomas Franks, to start on 16 th July.	RDO
6.7	<u>Cleaning Contract</u> A recommendation was made to Governors that the cleaning operation be brought in house. This recommendation was supported by a report from Ace Advice. It was noted that there would be associated increased costs of bringing the operation in house, such as pension costs, an additional member of staff for the weekends and an increase in rates of pay. Governors approved the recommendation to bring the cleaning operation in house.	RDO
7	Governors' Finance Committee	
7.1	Governors received the minutes of the GFC meeting on 10 th March.	
7.2	The amended Financial Management Manual was circulated to Governors in advance of the meeting. Governors approved this subject to any further comments to be submitted to RDO within 48 hours of this meeting.	Governors
8	Audit and Risk Committee	
8.1	Governors received the minutes of the A & R committee meeting on 23 rd February.	
9	Governors' Curriculum Committee	
9.1	Governors received the minutes of the GCC meeting on 9 th February.	
10	Governors' Welfare Committee	
10.1	Governors received the minutes of the GWC meeting on 3 rd March. Governors noted the Independent Inquiry into Sexual Abuse in Residential Schools which has been recently published. SGA and WBO are working on the College's response to this and will report back to GWC with any findings and actions arising at the next meeting.	
10.2	KNE will send details of safeguarding webinar to WBO.	WBO/SGA KNE
11	College Strategy Committee	
11.1	Governors received the minutes of the CSC meeting on 3 rd February.	

12	Policies	
12.1	<u>Pay Policy</u> The policy was reviewed by GFC and Appendix 4 has been removed. Otherwise, the policy is unchanged. Governors approved the policy.	
13	Chair's Action: to note any urgent action taken by the Chair since the last meeting	
	None.	
14	Governance Update	
14.1	Governors noted the re-appointment of CMJ by Members for a further term of office of 4 years as a Member Appointed Governor.	
14.2	Governors received the meeting schedule for 2022/23.	
14.3	Governors approved the unchanged Terms of Reference for the Strategy Committee, which had been reviewed by the committee.	
14.4	Governors received and approved an up to date list of committee membership. Meeting closed at 7.15pm.	
15	AOB	
15.1	None.	
16	Date of next meeting	
16.1	Thursday 30th June at 5.00 pm.	

Signed:

Date:

Bruce Powell (Chair)