

**Confirmed Minutes of the Full Governing Body meeting on  
Thursday 28<sup>th</sup> September 2023 at 5.00pm at Holyport College  
With the option to attend remotely via GoogleMeets**

<b>Governors</b> *denotes absence		<b>Initial</b>
Dalmane Alberga		DAL
Tom Arbuthnott	Educational Sponsor Link, Careers Governor	TA
Mandy Bains		MBA
Walter Boyle	Founding Head Master	WBO
Sue Dudley	Vice Chair, Chair of Curriculum Committee, SEND and Pupil Premium Governor	SDU
Mark Jones	Chair of Welfare Committee, Safeguarding Governor	CMJ
Ben McCarey	Head Master	BMc
Gill Monk	Chair of Nominations and Successions Committee	GM
Adrian Percival		AP
Bruce Powell	Chair of Governors, Chair of Finance Committee, Chair of Strategy Committee	BP
Johnny Robertson		JRO
Sheridan Swallow	Chair of Audit and Risk Committee	SSW
Lorraine Wales	LAC and Wellbeing Governor	LW
Chris Wilton		CW
<b>In attendance</b>		
Graham Alford	Assistant Headteacher - Head of 6 <sup>th</sup> Form	GAL
Adam Bicknell*	Deputy Head - Academic	ABI
Liz Critchlow	Clerk to the Governors	LC
Roz Doctor	Bursar	RDO
Steve Gardner*	Deputy Head, Head of Boarding	SGA
Daniel Hubbard	Assistant Head teacher – Assessment and Co-curricular	DHU
Alex Jeffery*	Assistant Head teacher - Curriculum Support	

<b>Item No</b>		<b>Action Lead</b>
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	Everyone was welcomed to the meeting after the summer break. DAL was welcomed to his first meeting of the Governing Board and introductions were made. Apologies were received and accepted from ABI, SGA and AJE. SDU and CW attended the meeting remotely.	
<b>2</b>	<b>Any Other Business</b>	
2.1	None.	
<b>3</b>	<b>Declarations of Interest in the agenda</b>	
3.1	There were no declarations of interest in the agenda.	
<b>4</b>	<b>Approval of minutes of meeting on 29.06.23, matters arising and update of action list</b>	
4.1	Governors approved the minutes of the meeting on 29th June as a true and accurate record.	
4.2	<u>Matters arising and update of action list</u> The rolling action list was updated. Data for staff turnover will be taken to GFC in November.	GFC

<b>5</b>	<b>Head Master's Report</b>	
5.1	<p><u>Admissions and student numbers</u></p> <p>Admissions have been very successful this year; there are currently 216 boarders (against a budget of 214) compared with 196 boarders last year. The restructure of the admissions process, boarding refurbishment and greater flexibility in the use of boarding beds have contributed towards this positive picture. It was noted that 50% of Year 11 (2022-23) have remained at the College in Year 12, including 24 day students and 19 boarders. The destinations of Year 11 leavers has been tracked and it was noted that there is a wide dispersal, including BCA and local further education colleges.</p>	
5.2	Part 2 item.	
5.3	<p><u>Results</u></p> <p><u>Exam data - GCSE</u></p> <p>Governors received the following information: GCSE 2023 results, GCSE data analysis from SISRA including comparisons to a large data set, a data pack and a comparison of Holyport College to other schools in FFT data. Meetings between members of SLT and Heads of Department are currently taking place and a full analysis of results provided by Heads of Department will be sent to GCC. This year grade boundaries nationally were adjusted to bring attainment at GCSE back in line with pre-pandemic (2019) levels. This has led to a reduction in attainment levels nationally. 2019 data was included in the information for Governors for comparison. It was noted that some GCSE reviews of marking are still outstanding. In many areas, results were fairly comparable to those in 2019, and the cohort for 2023 had lower prior attainment than in 2019; more students had lower prior attainment and less students had higher prior attainment.</p>	
5.4	<p>Progress scores are not yet available, but SISRA and FFT data indicates that the progress score is likely to be 0.25 and 0.3 respectively. The percentage of grade 9's has increased overall compared with 2019. Departments with excellent Average Points Score include R.S., Art and Music.</p> <p>It was noted that the percentage of students achieving Grades 9 – 4 for English and Maths was lower than in 2019.</p>	
5.5	<p>English results are lower than expected when compared to previous cohorts. Questions have been raised nationally about the marking of AQA English Literature and English Language. The Head of English has concerns regarding the marking of exam scripts and has begun an investigation into this.</p>	
5.6	<p>Physical Education – there were some issues with the quality of written coursework submitted and the moderation of practical coursework, which resulted in the whole cohort having marks lowered. This has been identified as an area for improvement and a paper with proposed actions will be sent to GCC for the next meeting in November.</p>	GCC
5.7	<p>Computer Science and Latin both had lower attainment than was hoped for. It was noted that Computer Science students experienced disruption to staffing last year. Both departments now have new staff for September 2023.</p>	
5.8	<p>Once progress data is available this will be analysed and discussed at GCC with any resulting actions to be reported at the next FGB meeting.</p>	GCC
5.9	<p>MFL were highlighted last year after a drop in performance and the issue identified (quality of speaking and writing) was addressed and there has been some improvement in these areas. This year there has been an issue with the raising of grade boundaries causing several higher tier students to be ungraded because they fell off the bottom of the higher tier grading. There</p>	

5.10	<p>is an action for the Spanish department to look at the tier of entry for individual students to address this issue.</p> <p>Governors asked if there were any measures in place to address changes in staffing mid-year. In cases where a member of staff leaves during the middle of the year, timetables are reorganised to provide experienced staff in key areas, especially for Year 11. The staffing model is being worked on to build in resilience and it is hoped in the future that it will be possible to have at least two specialists in all subject areas. It was noted that the College is currently fully staffed.</p>	
5.11	<p>Governors noted that for grades 9-5 there was a large gap in the attainment of male (54%) versus female (77%) students. It was agreed that progress data for male/female would be further analysed by GCC. It was noted that all EHCP students currently are boys with low prior attainment.</p> <p>It was noted that the attainment of disadvantaged students is good, however the performance of students with EHCPs is an area for improvement.</p> <p>Governors asked, of those students who go into the Sixth Form from Year 11, what is the split of male/female students. This is fairly even, although more boys than girls transition into Year 12 boarding.</p> <p>When SLT meet with Heads of Departments. action plans will be developed and one of the priorities will be to increase the Ebacc entry.</p>	GCC
5.12	<p><u>Exam Data -A Level</u></p> <p>Governors received the following information: A-Level Results, A-Level data analysis from SISRA, data pack and a comparison of Holyport College Departments to other departments nationally using ALPS. Meetings between members of SLT and Heads of Department are currently taking place and a full analysis of results provided by Heads of Department will be sent to GCC. It was noted that grade boundaries have been adjusted nationally to bring attainment at A Level back in line with pre-pandemic (2019) levels. This has led to a reduction in attainment levels nationally. 2019 data is included in the information for Governors for comparison. It was noted that some A Level reviews of marking are still outstanding. Average points per entry for 2023 is 39.67. 41.8% of all grades awarded were A*/A and 86.2% of all grades awarded were A*-C. There was excellent attainment in Art, EPQ, Spanish and English Literature.</p>	
5.13	<p>It was agreed that data for 3 A* - B would be provided to GCC.</p> <p>6.10 pm WBO left the meeting.</p>	GCC
5.14	<p>Computer Science results were very good despite staffing issues last year. A new Head of Computer Science joined the College in September.</p>	
5.15	<p>Core maths does not appear as an A level on the analysis. This subject had a small cohort last year and there is now increased staff capacity and the course has become more established.</p>	
5.16	<p>Attainment in Economics dropped noticeably from the performance of recent cohorts. Many scripts were submitted for a review of marking but the majority did not have their grades improve. An action plan is in place to address issues identified in Economics and there will be further discussion at GCC.</p>	GCC
5.17	<p>Attainment data was low for Physical Education and the suitability of some students who take P.E. will be reviewed. ABI will work with the P.E. department to improve the standard of the NEA work.</p>	
5.18	<p>Attainment in History was lower than expected. There have been significant changes in personnel, including a new Head of History, and staff are attending training courses. Areas for improvement have been identified and there are plans in place to address these areas.</p>	

5.19	Attainment for Further Mathematics was lower than expected. There was a small cohort for this subject (6 students), and several of these students experienced significant personal issues during last year which is likely to have impacted their results. The Head of KS5 Maths will identify which topics were problematic and suggest CPD for teaching staff if appropriate. There is a larger cohort for this subject this year.	
5.20	The College was in the top 30% nationally for ALPS. It was noted that for A levels the attainment of day students was higher than that of boarders. For GCSE the attainment of boarders was higher than for day students.	
5.21	Governors congratulated the College team on the very pleasing set of GCSE and A Level results achieved in Summer 2023. MBA left at 6.30pm.	
5.22	<u>Destinations</u> Governors were sent a full break down of destinations for Year 13 leavers for Summer 2023. 71% of students are going to Russell Group or equivalent universities. 17% are going to a top 10 university according to the 2023-2024 Complete University Guide rankings and nearly 80% are going to a top 50 UK university. These figures are very similar to those achieved in summer 2022. It was noted that students go on to study a huge variety of subjects at university. A few students will be taking a gap year but of those not taking a gap year all destinations this year were to a university. It was noted that in future years the College is keen to promote and develop the degree apprenticeship pathway and that there was a seminar for Year 13 on this option last week. Governors wished to place on record their thanks to FHA and GAL for the outstanding support provided to Year 13 students, including on results day, and to congratulate the whole team for an outstanding list of destinations.	
5.23	<u>College Development Plan</u> Governors received and approved the amended College Development Plan. Amendments have been made following discussion by Governors in the Summer term. The plan includes a number of action plans for a variety of CIRL projects, some of which are directly linked to the CDP. Governors were also sent details of departmental analysis of results and associated actions plans and various associated strategy plans for individual components of this plan.	
5.24	<u>Governor Visits</u> BMc has circulated a list of suggested areas for Governor visits, which are aligned to the College Development Plan. It was proposed that Governors could choose areas and contact the relevant member of SLT to book in visits. Governors are also welcome to suggest areas for visits. Schedules for visits could include: observations/tours of identified area/associated data, panel meetings with groups of staff/students and any other activities as appropriate. It was noted that SDU and LW are visiting boarding next week and CMJ has already completed a visit for SCR. It was suggested that all Governors could complete at least one visit during the year and Governors were reminded to write a short visit report following their visit. It was agreed that it is important for Governors to continue to monitor attendance and that this would be examined in greater detail at the next GWC meeting in November and brought back to the FGB at the end of November.	Governors  SDU/LW  GWC
<b>6</b>	<b>Bursar's Report</b>	
6.1	<u>Year-End Management Accounts 22/23</u>	

6.2	<p>Governors received the Management Accounts for Period 12. The operating surplus for 22/23 is £166k (2.2% of income), which is close to the revised 22/23 budget of £158k. The year end is slightly better than expected due to additional income of £34k in P12 and £30k of capital projects which fall into 23/24 and will show as a capital commitment in the year end accounts. There are closing reserves of £444k, compared with £11k in August 2021 and £368k in August 2022. The year-end bank account is £2.4 million. Governors commented that the year-end accounts were pleasing and thanked RDO and the finance team for the accuracy of management information provided throughout the last financial year.</p> <p><u>Budget Reforecast 2023/24</u></p> <p>The budget reforecast shows an operating surplus of £179k (2.3% of income) and an addition to reserves of £125k. As these figures are very close to the original budget presented in June with no material changes it was recommended to Governors that the June version of the budget remains unchanged.</p> <p>Although boarding income for 2023/24 has increased by £447k due to an increase in the number of boarding students, the College has still not reached the target operating surplus of 5% of income. This is due to a delay in GAG income (£149k) and increased salary costs (£159k). Governors agreed that this was a good outcome which reflected a very successful approach to admissions and control over costs.</p> <p>Governors re-confirmed the budget which was presented in June 23 for the year 23/24.</p>	
6.3	<p><u>Foundation Update</u></p> <p>It had originally been decided that the Foundation would be called the Holyport Education Foundation. However, it is now proposed that this is changed to the Holyport College Foundation. This change is proposed to better reflect the Foundation's close affiliation with the College. It was noted that conflicts of interests of the Directors of the Foundation are addressed in the draft Articles which have been received from the College's solicitors. It was agreed that once a slightly amended version of these Articles is received from the solicitors this will be circulated to the FGB.</p>	RDO/LC
6.4	<p>It is proposed that the Founding Directors of the Foundation will be: BP, SDU, TA, GM and JRO, with JRO as the Chairman. Governors approved the appointment of these directors. These five directors will complete officers' details forms and return these to RDO. The Foundation will be a subsidiary of the College and will have one Member which is Holyport College. The College Governing Board will be responsible for appointing the Foundation Directors. It will not be necessary to register the Foundation with the Charity Commission, it will instead be registered at Companies House as a subsidiary of the College. The process for this registration is quick and can be done within a matter of days. A separate committee will be formed to have oversight of the Foundation and it was proposed that the members of this committee will be: BP, SDU, JRO (Chairman), GM, TA, MBA, CW and LW. Governors approved this membership for the committee. It was agreed that DAL would be approached regarding possible membership of this committee.</p>	SDU/BP /GM/ TA/JRO
6.5		JRO/BP
6.6	<p><u>Eton Fives Project</u></p> <p>Tenders for the Fives courts are currently being reviewed by Ridge who will send a summary of their recommendations. Once the cost of this project is known and the major donors have been secured the project will be brought to the FGB for final approval.</p>	RDO/BP
7	<b>Policies</b>	



7.1	<p><b><u>Bursaries Policy</u></b></p> <p>This policy has been amended following a request by Governors to allow a greater degree of flexibility to be able to give the transformational opportunity offered by a boarding place to as many children as possible. The following clause has been added to the policy:</p> <p>“The Head Master will be able to exercise discretion to award bursaries above 7 where there is a significant contribution (at least 50%) by a Charitable Foundation such as Buttle or Springboard where there are spare beds that would not otherwise be filled for the duration of the pupil’s time at Holyport.”</p> <p>There has also been an amendment relating to children from military families, with the following clause now included in the policy:</p> <p>“Bursaries will be targeted at children from low-income families and/or including military families who would be expected to thrive in a boarding environment.”</p> <p>It was noted that there are 11 students in receipt of a bursary this year, with a contribution of 6.5 bursaries from the College and the remainder being funded by external organisations.</p> <p>Governors approved the amended Bursaries Policy.</p> <p>CMJ left at 7.00 pm.</p>	
<b>8</b>	<b>Update on Head teacher Recruitment Process</b>	
8.1	<p>It was noted that BP had communicated with all Governors in July to inform them of the process for Head teacher recruitment. This process will be led by BP, TA, GM and AP. Several recruitment specialists were interviewed in August and it was agreed that RSA would be commissioned to assist with the process at a cost of £20k. RSA have visited the College twice and an advertisement was placed last week with a candidate brochure, which has been circulated to Governors. RSA will draw up a long list for interview from which a short list of 3 or 4 candidates will be selected. Short list interviews will take place on 8<sup>th</sup> November and all Governors are invited to attend and to meet the candidates. It was noted that both internal and external candidates are welcome to apply for the position. It was agreed that the advertisement would be shared on social media to reach as wide a field as possible.</p>	
<b>9</b>	<b>Chair’s Action: to note any urgent action taken by the Chair since the last meeting</b>	
9.1	Actions relating to Headteacher recruitment process.	
<b>10</b>	<b>Governance Update</b>	
10.1	Governors were reminded that training is available from Achieving for Children and that the training schedule for this year has been circulated. Online training is also available from the National College.	GFC
10.2	It was noted that safer recruitment training has been completed by TA, SDU, SSW, BP and WBO.	
10.3	It was noted that there have been some changes to the Academy Trust Handbook and that the updated version and a document highlighting the changes are available on GovernorHub. It was agreed that these changes would be reviewed in more detail by GFC at the next meeting.	
<b>11</b>	<b>AOB</b>	
11.1	<p>Governors were reminded that they had been sent an invitation for the Eton State School Governors’ Dinner and talk. It was noted that Holyport staff would also be welcome to attend this talk and it was agreed that BMc would send the invitation to members of staff.</p> <p>The meeting closed at 7.10pm.</p>	BMc
<b>12</b>	<b>Date of next meeting</b>	
	<b>Thursday 30th November 2023 at 5.00 pm</b>	

**Holyport College  
Full Governing Body**



Signed:

Date:

Bruce Powell (Chair)