

**Confirmed Minutes of the Full Governing Body meeting on  
Thursday 29<sup>th</sup> June 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>		
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
Alex Jeffery	Assistant Head teacher - Curriculum Support	AJE

<b>Item No</b>		<b>Action Lead</b>
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	Everyone was welcomed to the meeting. Apologies were received and accepted from CW, TA and DAL. SDU and LW attended the meeting remotely.	
<b>1a</b>	<b>Resignation</b>	
1.1a	BMc informed Governors that he would be leaving the College at the end of the academic year 23/24 as he has accepted a Headship at another school. He expressed his gratitude to all the Governors who he has worked with during his time at the College. Governors expressed their sadness that BMc would be leaving. A statement with this news will be released tomorrow to parents and carers. The draft statement will be sent to Governors this evening and they are invited to send any comments to BMc and BP by tomorrow morning.	BP/ Governors
1.2a	It is proposed that the recruitment process will start in July and the College will commission an external consultant to assist with this process. The position will be advertised at the beginning of next term and it is hoped that an appointment will be made before the end of the Autumn term. It was agreed that BP and GM would prepare a document outlining the proposed process and circulate this to Governors by the end of July for feedback. It	BP/GM

	was noted that Governors would be kept updated and have the opportunity for involvement in the process.	
<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 23.03.23, matters arising and update of action list</b>	
4.1	Governors approved the minutes of the meeting on 23 <sup>rd</sup> March as a true and accurate record.	
4.2	<u>Matters arising and update of action list</u> The process for recording the attendance of students who go to sports fixtures has been revised and will be implemented from September.	
4.3	RDO will contact RBWM before the end of term regarding the handling of admissions for September 2023.	RDO
4.4	BMc will contact AP to discuss target setting for disadvantaged students before the end of term.	BMc
4.5	BMc will bring a list of suggested areas for governor visits to the next FGB meeting. The rolling action list was updated.	BMc
<b>5</b>	<b>Head Master's Report</b>	
5.1	<u>Key Data</u> Governors received key data including number on roll, suspensions, attendance and persistent absenteeism. The number of boarders has increased from 196 at the start of the year to 203. The number of boarders leaving during the year (6) has significantly reduced compared with last year (20). There have been 12 joiners to boarding mid-year this year. It was noted that there is now more flexibility in the application of the entry criteria for existing students to enter Year 12, following a steer from Governors to retain a higher percentage of internal students in the Sixth Form.	
5.2	The percentage of students with EHCPs is lower this year compared with last year, however this will increase in 23/24 with 6 new students with EHCPs due to join in September (including one in Year 12).	
5.3	A full report on attendance, including a breakdown for all categories, including boarding and day attendance, is presented at every GWC meeting. The College has been awarded a certificate from the Fischer Family Trust for being in the top 25% of schools nationally and has above national average attendance in every category and age group. Boarding attendance up to May half term was 95% and day attendance was 93%.	
5.4	The number of suspensions has increased this year compared with last year and the College continues to look into ways of preventing suspensions. Suspension data has been updated so it is now possible to see the number of individuals receiving repeat suspensions. It was noted that a high percentage of the students who have repeat suspensions are vulnerable individuals, some of whom experience very complex circumstances and receive a significant amount of support from multiple agencies. The pastoral team works closely with the curriculum support team to support these students and try to prevent repeat behaviour.	
5.5	<u>Admissions and Staffing</u> The forecast number on roll for next year is 619, which includes 214 boarders. Demand for Sixth Form places is strong, the College is full for Year 12 and it may be possible to fill the boarding vacancies in Year 13. The first	

5.6	intake of the increased Year 7 will join the College in September and there will be a total of 64 students in Year 7. There is a positive picture for staffing; staff retention remains good and the College is fully staffed for teaching in September. There is currently one vacancy for a Resident Boarding Assistant. Staff turnover will be reviewed in the Autumn term.	BMc
5.7	<u>Public Examinations Update</u> A review of the examinations season will be conducted in the Autumn term and DHU will report back to Governors with any recommendations. There is one ongoing investigation relating to the subject matter of a non-examined GCSE piece of course work.	DHU
5.8	<u>Ofsted Inspection</u> Governors received a copy of the recent Ofsted Section 5 report. In the report the College received an overall judgement of “Good” and was judged to be “Outstanding” in 3 areas and “Good” in 2 areas. The report recognised the College as a “joyous place to learn”, and Governors noted that the comments on the report were pleasing. The Ofsted inspectors conducted deep dives into MFL, English, Science, Maths and Art. The following extract from the report was noted, “the curriculum is not yet as broad as leaders want it to be due to limited space and buildings. Leaders have worked to carefully integrate subjects such as design technology into other areas of the curriculum. They have begun plans to improve this further in the next year.” It was noted that there had not been a requirement to offer provision for Design Technology when the College opened in 2014 and that the requirements of the Ofsted framework have changed since then. Governors confirmed that they are confident in the curriculum and that there are plans to enhance facilities in order to broaden the curriculum in the area of performing arts, including Design Technology and Music.	
5.9	<u>Partnership Development Plan</u> Governors received the Eton Holyport Partnership Audit and Development Plan. This plan outlines the partnership activities which have taken place during the year and the priorities for next year. Governors noted that the mutual benefit of the partnership to both schools was evident from the plan. It was noted that one of the priorities on the College Development Plan for next year is to look at the KS3 curriculum with the objective of adding more breadth and depth. It was suggested that this might be a potential area into which the partnership could conduct some work, as part of the CIRL programme. It was also suggested that the priorities for next year could be further refined to emphasise the key role of the CIRL within the partnership. It was agreed that numbers of students involved in partnership activities would be added to the plan.	BMc
5.10	<u>College Development Plan</u> Governors received the College Development Plan 2023/24. This document outlines the key focus areas for next year and will be further developed to more clearly link objectives and actions. The CDP will be brought back to the FGB in September for further review.	BMc
5.11	<u>10<sup>th</sup> Anniversary</u> BMc will share plans for a series of events to celebrate the College’s 10 <sup>th</sup> anniversary with stakeholders before the summer holidays. At the centre of these celebrations will be the launch of the Holyport Educational Foundation. Publicity will include a brochure, a page on the College website, a video and an email to all alumni and their families. The Foundation will use the alumni database, ToucanTech, to hold the contact details of	

5.12	<p>members of the Holyport community. Governors received a draft outline of the programme of events for the 10<sup>th</sup> anniversary and were invited to attend these events. Governors approved the programme of events, subject to minor technical details which may need to be amended.</p> <p><u>Holyport Educational Foundation</u></p> <p>It is proposed that the Governors set up a charitable foundation which has the following objects:</p> <ul style="list-style-type: none"> <li>• To further and promote the educational objects of Holyport College</li> <li>• To advance the education of the students at Holyport College</li> <li>• To carry out such other charitable purposes of an educational nature as the trustees shall, in their absolute discretion, determine</li> </ul> <p>The College's solicitors will be commissioned to draft the Terms of Reference for this foundation. It is proposed that the initial fundraising campaign will have 3 pillars:</p> <ul style="list-style-type: none"> <li>• Sport (the first project to be the Eton Fives Courts)</li> <li>• Performing Arts Centre</li> <li>• The opportunity to increase the availability of transformational boarding bursaries for disadvantaged young people through the Holyport Foundation.</li> </ul>	
5.13	<p>It is proposed that the Foundation will be a separate organisation which is wholly owned by the College and that the FGB will be responsible for appointing Trustees to the Foundation. Governors will be invited to become Trustees of the Foundation, and Parent Governors and Governors who have close links with the local community will be encouraged to become Trustees. It has been suggested that the constitution of the Trustees will be reviewed 5 years after the Foundation has been set up. It is planned that funds raised by the Foundation will be designated to one of the fundraising projects. It was agreed that JRO and RDO would prepare a short paper outlining the proposals for the Foundation which would be circulated to Governors before the next FGB meeting. Governors approved in principle the setting up of the Foundation.</p>	JRO/RDO
5.14	<p><u>Bursaries Policy</u></p> <p>The original intention of the College, as outlined in the Bursaries Policy, was to award one bursary each year. It was noted that the amount of money currently allocated in budget does not fully cover 7 full bursary places. It was noted that the College does not currently have the capacity to afford to fund 7 full bursary boarding places every year, although it was agreed that this should be a future objective. The budget for next year includes provision for approximately 60% of 7 bursary places. It was agreed that the Bursary Policy would be reviewed by BMc and RDO to reflect the College's current capacity to fund bursary places and the possibility that external funding may also be available for bursary places. A proposal will then be brought back to the FGB in September.</p>	BMc/RDO
<b>6</b>	<b>Governors' Finance Committee including Bursar's Report</b>	
6.1	<p><u>P9 Management Information</u></p> <p>There is a forecast year-end operating surplus of £119k, which is less than the original budget forecast of £299k but is edging closer to the revised budget forecast in October of £158k. The reduction is largely due to the decrease in boarding numbers; there was an original forecast of 218 boarders and there are currently 203 boarders. Reserves at the start of the year were £368k and there is a forecast addition to year-end reserves of £34k which would give a total forecast of £402k for year-end reserves. Forecast year-end net current assets are £845k.</p>	
6.2	<u>Approval of Budget 2023/24</u>	

	<p>The budget for 2023/24 is based on boarder numbers of 214 and 405 day students. The budget shows a forecast operating surplus of £186k for 23/24, which is 2% of income, and a forecast increase in reserves of £132k. There is an assumption that salary increases match the GAG income increase at 3.5% for 2023/24. Total salaries as a percentage of expenditure forecast for 2023/24 is 70%. The DfE has not yet announced any decisions on pay increases for staff and it is not known if these would be fully funded by the government. The budget also includes a 7.5% rise in boarding fees effective from September 2023 and forecast boarder numbers of 222 in 2024/25 and 224 in 2025/26.</p>	
6.3	<p>It was agreed that the budget planning assumptions would be amended to include an unallocated contingency against the operating surplus and an increase in capital expenditure (including for the Performing Arts Centre) in the two outer years (24/25 and 25/26) which would result in a significant decrease to the reported level of reserves in those years.</p>	RDO
6.4	<p>The budget forecast for 23/24 was compared with the budget forecast for 22/23 presented to Governors in June 22. £408k was the year-end operating surplus for 23/24 which was forecast in June 22, compared with an operating surplus of £185k which is now being forecast for year-end 23/24.</p>	
6.5	<p>The main differences to income include : £80k less funding for 16/19 due to reduced number in the Sixth Form, increased meal income of £46k, £15k income for Eton transport costs, increase in other income due to funds on deposit.</p> <p>The main differences to expenditure include: additional teaching salary costs (budgeted for 3%, actual was 5%) £12k savings on staff costs, £29k additional SLT costs, additional costs due to new teaching staff positions, increase in catering costs of 10% due to increased cost of food.</p>	
6.6	<p>It was agreed that additional provision would be added to the budget forecast for 23/24 for recruitment agency costs for the Headteacher position and an allowance for the refurbishment of the Headteacher's accommodation.</p>	RDO
6.7	<p>Subject to the changes outlined above, Governors approved the budget for 23/24 and for the outlying years 2024/25 and 2025/26. The budget will be reviewed again by the FGB in September, when student numbers are known.</p>	FGB
6.8	<p><u>Update on Capital Projects</u> <u>Estates Master Plan</u></p> <p>There has been a meeting with CSK to discuss the planning application. It has been decided to focus on the Performing Arts Project and GFC has agreed a spend of £30k from reserves to prepare for the planning application. There is an estimated budget of around £1.4million for the whole project and it is proposed that this could be split into two parts of around £700k. CSK are now working on the design and there is a possibility of the performing arts centre becoming an annex to the sports hall.</p>	
	<p><u>Eton Fives</u></p> <p>All surveys have now been completed and will form part of the tender process. Ridge have identified 6 building contractors to ask to tender. The total cost of this project is estimated to be £600k for 3 courts. Funding from major donors of approximately £400k towards the project has been identified, which would include £200k from Eton College. The remaining funds will be fundraised by the Eton Fives Association, which is already working on an Appeal, in collaboration with Holyport College. The College has committed £10k from reserves at this stage to support the funding of the surveys for this project. Work is unlikely to start before the end of October.</p>	



6.9	<p><u>CIRL/Library</u> The opening of the new CIRL facility took place on 21<sup>st</sup> June and was very successful. Work has finished on the new library, medical refurbishment and offices, and the three offices are now in use. Furniture and books for the library will be installed before the end of term. There has been a spend of £19k from educational resources for books and a generous donation of non-fiction books has been received. The cost of furniture is £30k, towards which the Friends of Holyport College have donated £15k. The library will be officially opened in October.</p>	
6.10	<p><u>Boarding refurbishment</u> The refurbishment of the bedrooms in the first floor boys' boarding house has been completed at a cost of £63k. Boarders were involved in colour choices and are pleased with the results. A similar refurbishment to the girls' boarding house is planned for later in the year.</p>	
6.11	<p><u>Holyport Educational Foundation</u> Discussed in item 5.13.</p>	
6.12	<p><u>Direct Debits for the payment of boarding fees</u> A direct debit system for payment of boarding fees has been implemented for 2023/24 with the first payments to be made in July 2023. There is a choice of monthly or termly payments. Monthly payments will run over 12 months and 110 boarding parents have chosen to pay monthly. Parental feedback for this system have been positive. It is now specified in the boarding agreement that all payments for boarding fees will be made by direct debit. The boarding agreement currently states that the original deposit for leavers will be refunded in the last term's fees. It was agreed that the wording of this agreement will be amended to allow parents to donate this deposit to the College, should they wish to do so, effective from 2023/24.</p>	RDO
6.13	<p><u>Wi-Fi</u> The current Wi-Fi system becomes unsupported after November 2023. It was originally proposed that a new Wi-fi system would be purchased through an operating lease but at the last GFC meeting the committee recommended that this is bought outright. Four quotations have been obtained and it is proposed that the College purchase Ruckus through Odyssey at a cost of £40k. This cost has been included in the budget for 2023/24. Governors approved this proposal.</p>	
6.14	<p><u>Minutes of GFC meeting on 12<sup>th</sup> June</u> These minutes were received by Governors.</p>	
<b>7</b>	<b>Curriculum Committee</b>	
7.1	The committee received a most informative presentation from the Director of Music department and noted that the development of the KS3 curriculum was most pleasing. AP will visit the Music Department during the next academic year.	AP
7.2	There will be a focus next year on the content of the curriculum at KS3, to assess if there may be ways of delivering this differently with less content, which might be more effective in the long term.	
7.3	CIRL will remain as a standing item on future GCC agendas and the committee will monitor its development.	
7.4	Governors received the minutes of the GCC meeting on 22 <sup>nd</sup> June.	
<b>8</b>	<b>Welfare Committee</b>	
8.1	Governors received the Looked After Children Annual Report, the Safeguarding Annual Report, a visit report from CMJ and the minutes of the GWC meeting on 15 <sup>th</sup> June.	

8.2	CMJ reported that the College has an excellent oversight of safeguarding and pastoral matters. There has been an external audit of the Single Central Record, which found the SCR to be in very good order and CMJ has visited the College to monitor the SCR. The SCR is now overseen by three members of College staff. SGA has conducted an internal review of pastoral provision including anti-bullying and WBO has reviewed online safety this year. An action arising from this review is to introduce a new online safety group. The reforms to the boarding structure have had a very positive impact and overall behaviour is good.	
8.3	It was noted that it is advisable for at least one member of the Governing Board to receive Safer Recruitment training. It was noted that SDU, WBO, TA and CMJ have all received this training and that there is training available via the National College for any other Governors who wish to do the training. A new College nurse has been appointed to start in September and GWC will continue to monitor medical provision next year.	
<b>9</b>	<b>Nominations and Successions Committee</b>	
9.1	It was noted that BP and SDU were both willing to stand for re-election for the positions of Chair and Vice Chair and that their reappointment was recommended by the NSC. Governors unanimously agreed to reappoint BP as Chair and SDU as Vice Chair for a further year.	
9.2	SDU was nominated by GWC to be appointed as Careers Governor. Governors approved this appointment.	
9.3	It was noted that SDU had stepped down as Chair and member of the Headteacher Performance Appraisal Committee. SDU was thanked for her work as Chair of this committee over the past few years. GM was nominated by NSC to become a member of this committee and Governors approved this appointment.	
9.4	It was noted that ISW had stepped down as independent member of GWC. Governors wished to place on record their thanks to ISW for his work on this committee and it was agreed that GM would write to ISW to thank him.	GM
9.5	Governors received the minutes of the NSC meeting on 4 <sup>th</sup> May.	
<b>10</b>	<b>Strategy Committee</b>	
10.1	Governors received the minutes of the Strategy Committee meeting on 11 <sup>th</sup> May.	
<b>11</b>	<b>Audit and Risk Committee</b>	
11.1	The Internal Audit report has taken place and the areas scrutinised were employees' expenses, credit cards and debtor collections. The auditor's findings concluded that there were no failures in authorisation for expense claims and no significant deficiencies in the debtor collection or credit card processes. The findings provided a high level of assurance and it was noted that this reflected the excellent work of the finance team, whom Governors wished to thank. RDO has reviewed the procedures for credit cards and implemented some improvements to ensure that the system is robust. A change has been made to expense claims, which will now be signed off by line managers including RDO and BMc. It has been decided that SLT will look further into the procedures for removal of a boarder for non-payment of fees.	
11.2	The Risk Register has been reviewed and is now a comprehensive working document which is shared with members of SLT. None of the risks on the register are high after controls have been applied. There has been an amendment to the risk to continuity of leadership and succession planning from a key member of the leadership team leaving and the uncertainty around recruitment. It was noted that the top risk is that of an exceptional safeguarding event including pupils experiencing mental health problems,	

11.3	and to further mitigate this risk SLT have reviewed processes and staff have received additional training.	
11.4	It has been agreed that the committee will review the audit partner in two years' time in line with guidance that this should take place every 10 years.	
11.5	It was noted that an external Fire Risk Assessment was conducted by RBWM in June and that there have been considerable improvements in this area since the last assessment.	
	Governors received the minutes of the Audit and Risk Committee meeting on 9 <sup>th</sup> June.	
<b>12</b>	<b>Policies</b>	
12.1	<u>Child Protection Policy</u> This policy has been updated to meet the requirements of KCSIE 2023, which has recently been published. The DSL will now take the lead on e-safety, with a particular focus on filtering and monitoring. Governors approved this amended policy.	
	The following three policies have all been reviewed by GWC and no changes have been recommended:	
12.2	<u>Children with Health Needs who cannot attend school Policy</u>	
12.3	<u>Looked After Children and Post Looked After Children Policy</u>	
12.4	<u>Relationships and Sex Education Policy</u>	
	Governors approved the above three policies, unchanged.	
12.5	<u>ECT Policy</u> This policy has been amended to state that the programme is now quality assured by Berkshire Teaching Hub as the Appropriate Body instead of RBWM. This policy has been reviewed by GCC and was approved by the FGB.	
12.6	<u>Biometric Policy</u> The College no longer holds any biometric data and it was noted that this policy is therefore not required.	
12.7	<u>Exclusions Policy</u> This policy has been updated in line with the new DfE guidance (effective from 1 <sup>st</sup> September 2023). Governors approved this policy, subject to the name of the review committee for exclusions to be amended to Governors' Review Committee.	SGA
<b>13</b>	<b>Terms of Reference for the Governors' Review Committee</b>	
13.1	These Terms of Reference have been amended in line with the new DfE guidance for suspensions and exclusions and the name has been changed to Governors' Review Committee. Governors approved these Terms of Reference.	
<b>14</b>	<b>Chair's Action: to note any urgent action taken by the Chair since the last meeting</b>	
14.1	None.	
<b>15</b>	<b>Governance Update</b>	
15.1	<u>Governor visits</u> CMJ's governor visit report was received by Governors. BMc will bring a programme of governor visits to the next meeting.	
15.2	<u>Training</u> SDU has completed training in Safer Recruitment for Governors via the National College. LC will send the governor training schedule for RBWM/Achieving for Children to governors in September. Online training is also available via the National College and GovernorHub websites.	LC
15.3	<u>Meeting Schedule for 23/24</u> Governors received the amended meeting schedule for next year and will contact LC if there are any problems with dates.	



<b>16</b>	<b>AOB</b>	
16.1	None. The meeting closed at 7.45pm.	
<b>17</b>	<b>Date of next meeting</b>	
	<b>Thursday 28th September 2023 at 5.00 pm</b>	

Signed:

Date:

Bruce Powell (Chair)