

**Confirmed Minutes of the Full Governing Body meeting on Thursday 1st
October 2020 at 5.00pm at Holyport College**

Governors *denotes absence		Initial
Tom Arbuthnott	Educational Sponsor Link	TA
Walter Boyle	Founding Head Master	WBO
David Churchill		DCH
Sue Dudley	Vice Chair, Chair of Curriculum Committee	SDU
Rachel Harris		RHA
Serena Hedley-Dent	Chair of Nominations and Successions Committee	SHD
Simon Henderson*		SH
Mark Jones	Chair of Welfare Committee, Safeguarding	CMJ
Ben McCarey	Head Master	BMc
Gill Monk		GM
Karen Neale		KNE
Lucy Pickering		LP
Bruce Powell	Chair of Governors, Chair of Finance Committee	BP
Johnny Robertson		JRO
Lorraine Wales		LW
In attendance		
Graham Alford	Head of Sixth Form	GAL
Adam Bicknell	Assistant Head teacher	ABI
Liz Critchlow	Clerk to the Governors	LC
Daniel Hubbard	Assistant Head teacher	DHU
Michelle Stokes	Bursar	MST

Item No	Discussion	Action Lead
1	Apologies	
1.1	Apologies were received and accepted from SH. DCH, KNE and RHA, DHU and ABI attended the meeting virtually via Google Meets.	
2	Any Other Business	
2.1	No other business was declared.	
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 18.06.20 and 09.07.20, matters arising and update of action list	
4.1	Governors approved the minutes of the meetings on 18 th June and 9 th July as a true and accurate record and these were signed by BP. 6.4 GAL gave an update on overseas students. 6.6 CMJ will follow up on the measures implemented arising from the review of boarding earlier in the year. 14.5 The Mental Health Policy will be reviewed at GWC.	
5	Head Master's Report	
5.1	<u>2019-20 Results</u> Governors noted that last year's results were the highest ever for the College and congratulated the entire school team on an excellent set of results. It was noted that these results were the result of a process in which	

5.2	<p>the higher of the Centre Assessed Grade (CAG) and the algorithm grade was allocated as the final grade and that it was therefore difficult to give feedback or recommendations. It was noted that the gap between girls and boys had increased for GCSE but not for A level and there were differences within cohorts.</p> <p>Governors asked if there had been any parental discontent about CAGs. It was noted that an internal process had been set up to deal with any complaints relating to CAGs and that 30 complaints had been received and reviewed. These complaints had not been upheld.</p>	
5.3	<p><u>Destinations</u></p> <p>Of the Year 13 cohort, 90% of students have secured a place at university including 51% who have a place at a Russell group university. There is confidence that these numbers will continue to increase this year. GAL wished to place on record his gratitude to the Sixth Form team for their hard work and dedication. It was agreed that BP would formally write to thank the Sixth Form team on behalf of Governors.</p>	BP
5.4	<p>Governors suggested that it would be useful to develop a metric to demonstrate the achievements which are most valued by the College. It was proposed that this should include places gained at university to study medicine and dentistry in addition to Russell group universities, and that an additional measure should be introduced for AA*.</p>	BMc
5.5	<p>Governors commended the Head Master and his team for an excellent set of results and noted that these had been achieved in a very impressive breadth of subjects. It was agreed that GCC would look in greater depth at destinations and Sixth Form results.</p>	GCC
5.6	<p><u>Stakeholder Surveys</u></p> <p>Preliminary data from staff, parent and student surveys was sent to Governors. Student surveys showed that 96% of students feel safe at school in the current climate. The surveys demonstrated that the College's efforts during lockdown and reopening have been appreciated by parents and students. Feedback from the surveys is largely positive, with a few concerns about home learning whilst the school is gaining familiarity with the new systems. Once all results from surveys have been received these will be compared with previous years. The College continues to work hard on food provision; a full survey of boarders has been conducted and shared with the caterers, Sodexo. Surveys received to date show that all staff are proud to work at the College.</p>	
5.7	<p>Governors suggested that as a follow up from the surveys, interviews (to be broadcast) could be conducted in which the Head Boy and Girl put questions to the Head Master.</p>	BMC
5.8	<p><u>Safeguarding</u></p> <p>There has been a smooth but busy start to the term for safeguarding. Almost 60% of cases relate to mental and emotional health, in particular self-harm. There is an increasing problem with sexualised language which is being addressed in assemblies. There have been five Early Help referrals and two consultations with the LADO, one of which was accepted as a referral but related to a person outside of the school. There is now a greater confidence in the service provided by RBWM Children's Services.</p>	

5.9	<p><u>Welfare and SEND</u></p> <p>There was a busy start to the term for welfare and SEND. There are robust systems in place and adjustments have been made for COVID. The welfare room is currently operating on an appointment only basis. A new structure and reporting lines have been introduced for Learning Support Assistants. There are three EHCP students in Year 7, which is a significant decrease from previous years.</p>	
5.10	<p><u>COVID and Learning</u></p> <p>No student or member of staff has tested positive for COVID. Two students have self-isolated after family members tested positive. So far 94 individuals have missed school due to COVID related reasons. At any one time there are between 20 and 30 students self-isolating. Teachers have on the whole adapted well to simultaneous online and in-person teaching and have continued to teach via video link whilst self-isolating. The College continues to work with individual members of staff to overcome any challenges.</p>	
5.11	<p>Governors asked if there were strategies for CPD in place to support members of staff. The INSET training was cancelled to allow more teaching time but there are plans to introduce CPD later on to support staff. DHU has developed online videos to provide support for students, staff and parents. These have proved very useful and have been well received.</p>	
5.12	<p>It was noted that students are only able to access learning from home for COVID related reasons. The DfE has made it clear that attendance at school is compulsory unless a student is unwell and if they are unable to attend for more than 15 days the responsibility to educate passes to the local authority. It was noted that there can be significant long term implications for students who do not attend school for any length of time, especially for those with mental health concerns. Governors supported the school's approach of providing online learning for COVID related reasons only.</p>	
5.13	<p><u>Attendance</u></p> <p>Attendance figures so far have been better than last year, except for Year 10 where there is one long term absence relating to an EHCP student. Governors commended the efforts of BMc and the team in achieving such positive attendance figures in very challenging circumstances.</p>	
5.14	<p><u>Careers</u></p> <p>An audit has been conducted for careers provision and there is an action plan to improve and develop provision. The College scored 100% for careers guidance. There are discussions with Eton to explore ways in which employer engagement and work experience can be developed. These are taking place remotely at the moment.</p>	
5.15	<p><u>Boarding</u></p> <p>There was a staggered start to boarding this year which worked very well and similar arrangements will be made for next year. The range of activities for boarders is currently more limited, however boarders report that they are enjoying having more free time. Structural changes have been made between the House Masters' houses and the KS3 and KS4 corridors to allow for more unpredictable supervision and this is working well. BMc and JCR are acting as proxy Heads of Boarding until SGA joins the College</p>	

	in January. It was agreed that the Clerk would invite SGA to the FGB meeting in December.	LC
5.16	<p><u>College Development Plan and Self Evaluation</u></p> <p>BMc will launch the College Development Plan with the staff in November and will send to Governors for the meeting in December. The College SEF will take place November and will focus on inspiration, joy and risk taking. This will also be sent to Governors in December.</p>	BMc
5.17	<p><u>Teaching Staff Appraisal</u></p> <p>It was proposed that Autumn term appraisals would be conducted for all teaching staff but that data targets would not be applied. Governors approved this proposal and pay awards will be referred to GFC for final approval following appraisal meetings.</p>	GFC
5.18	<p><u>Numbers on roll</u></p> <p>There are currently 576 pupils on roll, including 205 boarders. Sixth Form admission this year has been very successful with an excellent cohort and the average 8.0 entry score is the highest it has ever been. There are 107 students in the Lower Sixth Form including 38 boarders. All new staff have integrated well. Governors commended the excellent marketing and teamwork which had resulted in such positive figures.</p>	
5.19	<p><u>Sixth Form Consultation</u></p> <p>A proposal was made to change the priority oversubscription criteria for entry to the Sixth Form from distance from the school to most academically able. Governors questioned whether it is possible to do this for a non-selective school and it was agreed that MSM would seek advice from RBWM. It was noted that the College currently offers honorary day scholarships for an average GCSE point score of over 7.5 and that, of 21 scholarships offered, 18 students joined the Sixth Form this year. Governors debated how the vision could best be reflected in the Sixth Form Admissions Policy. They discussed whether the priority criteria for local children lower down the school should be continued in the Sixth Form or whether this would be better replaced by a greater emphasis on academic ability. It was agreed that the FGB was not ready to decide on this matter and that it should be discussed in more depth at GCC. It was agreed that some comparative admissions policies would be brought to the GCC meeting next week.</p>	<p>Maria Smith</p> <p>GCC</p>
6	<u>Bursar's Report</u>	
6.1	<p><u>Draft Year End Review 2019-20</u></p> <p>The year- end draft accounts show a net operating profit of £49,000 against a reported loss for the year of £54,000 in April. The Bursar wished to place on record her gratitude to the finance team for their sterling work in reducing the post year end debt provision by £21,000.</p> <p>This year 53% of boarding fees were received in advance of start of autumn term compared to 65% last year. At the end of year, the College held cash balances of £1,395,000. There has been negative movement in reserves of £17,000 and the College will carry forward negative reserves of £194,000. This position has been worsened due to the overspend on the science laboratories remedial work.</p> <p>All year end debt has been prudently provided for and a debt collection agency is pursuing debt for boarding for several students, most of whom have left the school. The overall position is better than originally forecast</p>	

	and Governors commended the excellent work of the Bursar and the finance team in achieving this under such challenging circumstances.	
6.2	<p><u>Budget Update 2020-21</u></p> <p>It was noted that the original proposed deficit of £670,000 was set in a time of uncertainty and to support the application to the ESFA for additional funding. The original budget had a pessimistic prediction of boarder numbers and has now been revised to a deficit of £376,000, of which £304,000 relates to COVID costs such as additional cleaning, medical and full closure of boarding for a two week period (£154,000). Governors noted that the budget was prudent in very uncertain times and that there is a contingency plan to keep boarding open. The revised budget will be referred to GFC for approval in November.</p> <p>Capital expenditure for next year has been kept to a minimum and the extension of the Housemasters' houses has been deferred for a further year until 2021-22.</p> <p>It was noted that a number of costs had been accrued in 2019-20 which were still estimates.</p>	MST
6.3	<p><u>ESFA</u></p> <p>The application to the ESFA for additional funding £750,000 was sent in July with a letter from the Chair. The College has supplied additional supporting documentation to the ESFA to show the monthly cashflow forecast for 2020-21 and 2021-22. The ESFA has requested further clarification about current boarder numbers. The ESFA is expected to give their decision by 9th October.</p> <p>It has been proposed that an annual amount of £75,000 be repaid over a 10 year period, commencing in 2023-24. It is possible that various conditions may be placed on the funding such as a further ESFA visit, a freeze on non-essential capital expenditure and an annual review of the payment plan. Given that the application is for less than £1,000,000 it is not likely to need ministerial approval. If the funding is approved it is anticipated that a drawn down payment will be made available in early November.</p> <p>Governors asked if there was a contingency plan if this funding was not approved. It was noted that it is not usually possible for academies to borrow from elsewhere and that this would need to be investigated further by GFC.</p>	GFC
6.4	<p><u>Teachers' Pay Award</u></p> <p>The following pay awards have been proposed by the government:</p> <ul style="list-style-type: none"> • A 5.5 % increase to the minimum of the main pay range • A 2.75 % increase to the minimum and maximum values of all the other pay ranges and allowances for teachers • The re-introduction of advisory pay points for the Main and Upper Pay Ranges <p>The budget includes an average pay increase of 3.1% for teaching staff and it is recommended that Governors approve the Teachers' Pay Award at the next GFC meeting in November.</p>	GFC
6.5	<p><u>CIF bid</u></p> <p>The most recent CIF bid for roofing on the Winton block has been rejected and this decision has been appealed by the College. There have been numerous leaks in this building, which have resulted in damage to the</p>	

	servers costing around £14,000 damage and a large area downstairs now needs to be redecorated. The roof is considered to pose a health and safety risk. Efforts will be made to secure emergency funding if the appeal is unsuccessful.	
6.6	<p><u>Catering/Cleaning</u></p> <p>The current contract for cleaning and catering is due to end in August 2021. There had originally been plans to re-tender for both services and to separate the contracts for cleaning and catering. The re-tender process was initiated before lockdown and has not been completed. The tender needs to be carried out by an external company due to its size and initial estimates for this work have been received. Sodexo have offered a continuation to their contract on both an additional capex or rebate model. Given the uncertain times it is proposed that Sodexo continue the contract for another year. It was agreed that this matter would be reviewed by GFC in November and reported back to the FGB in December.</p>	GFC
6.7	<p><u>COVID Catch up premium</u></p> <p>Governors asked if any plans had been made yet for the use of the COVID catch up premium. It was noted that this is expected to be around £28,000 but is not yet included in the budget. This will be discussed in a subsequent GCC meeting.</p>	GCC
7	Safeguarding/Welfare Update	
	Discussed in item 5.	
8	Nominations and Successions Committee Update	
8.1	It was noted that the appointment process had been completed for JRO and KNE. KNE will bring her DBS certificate to school when she next visits in person.	KNE
8.2	LP's term of office ends in November and a Parent Governor election process will be held before the FGB meeting in December. It was noted that LP can stand for election for a second term of office if she wishes to.	LC
9	Policies	
9.1	<p><u>Child Protection Policy</u></p> <p>At the request of the ESFA several amendments and additions have been made to this policy. Governors approved the amended policy.</p>	
9.2	<p><u>Health and Safety Policy</u></p> <p>This policy was reviewed at the request of the ESFA and several amendments were made. GFC has approved the amended policy.</p>	
9.3	<p><u>E-Safety Policy</u></p> <p>This policy was reviewed at the request of the ESFA and several amendments were made. GWC has approved the amended policy.</p>	
9.4	<p><u>Bursaries Policy</u></p> <p>The Bursaries Committee met in September and asked the executive team to revise the policy to allow some scope for broader access to hardship bursaries in exceptional circumstances. An application form will be added to the policy and the amended policy will be reviewed by the committee before being referred to the FGB for approval. The Committee also agreed to remove eligibility for Ever 6 as a criteria for awarding a bursary.</p>	BMc/MST
9.5	MST will review the policy list during half term and where necessary policies will be delegated to committees or referred to the FGB for review.	MST

10	Chair's Action: to note any urgent action taken by the Chair since the last meeting	
	None.	
11	AOB	
11.1	Governors approved term dates for 2021-22.	
11.2	It was noted that Governors were welcome to resume with visits to the school. The meeting closed at 5.20pm.	
12	Date of next meeting	
	Thursday 3 rd December 2020 at 5.00 pm.	

Signed:

Date:

Bruce Powell (Chair)