

**Confirmed Minutes of the Full Governing Body meeting on
Thursday 1st December 2022 at 5.00pm at Holyport College**

Governors *denotes absence		Initial
Tom Arbuthnott	Educational Sponsor Link, Careers Governor	TA
Walter Boyle*	Founding Head Master	WBO
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
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
In attendance		
Graham Alford*	Assistant Headteacher, Head of Sixth Form	GAL
Adam Bicknell	Assistant Headteacher, Professional Learning	ABI
Liz Critchlow	Clerk to the Governors	LC
Roz Doctor	Bursar	RDO
Steve Gardner	Deputy Head, Head of Boarding	SGA
Daniel Hubbard*	Assistant Headteacher, Assessment and Co-Curricular	DHU
Mairi Morse	CSK	
Gavin Eyles	CSK	
Emmeline Kos	CSK	

Item No		Action Lead
1	Presentation on Estates Master Plan	
1.1	The Chair welcomed the CSK team, who had been invited to give a presentation on the Estates Master Plan. CSK have visited the College on several occasions and spoken to key stakeholders to develop the proposed Estates Master Plan. One key objective of the plan is to maximise the potential of the College site and facilities. The plan has been developed with a strong focus on sustainability and one of the key outcomes is the idea of courtyards running throughout the school to improve circulation. The plan includes proposals for an orchard, a games courtyard, new entrance access into the school and a new lawn area.	
1.2	CSK presented a steering group with three options and following feedback have now developed the final master plan. The plan has been organised into three phases spanning approximately 10 years, with additional smaller interventions. The first phase includes the creation of a performing arts department and the refurbishment of the existing Art department. The proposed buildings are timber structures to be located behind the sports hall, near the drama studio. This phase also includes music facilities, a new	

1.3	<p>courtyard and a large room that can be converted into an exhibition space for the Art Department.</p> <p>The second phase includes the development of the existing quad area and adjacent external areas to create an amphitheatre, a pavilion and a living library wall. This area would provide an interactive space at the heart of the school.</p>	
1.4	<p>The third phase includes the demolition of the existing single storey element of the Winton building, a three storey extension and refurbishment of the original Winton building. It is proposed that a lift is added and the central area is opened up to improve circulation. The extension would include the Curriculum Support Department on the top floor, a Sixth Form social area on the ground floor and Sixth Form study area on the first floor. The Medical Centre would be separated from the main building with a small courtyard. This phase also includes a first floor extension to the sports block.</p>	
1.5	<p>Priority interventions for smaller projects are also outlined in the master plan and include:</p> <ul style="list-style-type: none"> • Eton Fives Court (design is already in place) • Extension to the Head Master's house • Physics classroom refurbishment • Enhancement of existing outdoor learning facilities • Creation of outdoor play area (with focus on younger pupils) • Development of identity for boarding, houses and departments to include signage • Insulation and opening up of refectory roof • Improvements to external walkways and entrance areas to create clearly defined routes for circulation, some covered areas • Improvements to entrance area 	
1.6	<p>It is proposed that these three phases would be completed over the next 10 years and that an outline planning application could be submitted to the local authority at the beginning of next year to seek agreement in principle. The CSK team were thanked for their most informative presentation and Governors discussed the proposals.</p>	
1.7	<p>It was noted that at the College's inception there was not sufficient funding for facilities to enable provision of the full range of other co-curricular opportunities desired. Governors agreed that the master plan succeeded in capturing the ethos and spirit of the College whilst also enhancing the quality of provision for students, in particular in the key area of music.</p>	
1.8	<p>Governors questioned whether the plans would in any way impact on the future potential to increase the PAN. It was noted that the plans were designed with the purpose of enhancing provision for existing students rather than to increase the PAN, however, they do not pose any restrictions on the ability to increase the PAN in the future. Governors noted that the provision of outdoor covered space would greatly benefit College life, particularly at break and lunch times.</p>	
1.9	<p>The following approximate costs for the proposed projects were given:</p> <p>Performing Arts Department – £2.8 million</p> <p>Pavilion – £2 million</p> <p>Canopy and amphitheatre – £4 million</p> <p>Winton extension- just under £5 million</p> <p>Sports studio – just under £2 million</p> <p>It was noted that some of these projects could be achievable at a lower cost by using a lower specification and adapting the plans.</p>	

	Governors agreed that the creation of the master plan had been a most useful exercise and that the priorities outlined in the plan and the three different stages seemed to be sensible and coherent. Governors agreed that the architects had succeeded in capturing the College's vision and in demonstrating what is possible on the site. The CSK team were thanked for all their work on the masterplan and left the meeting at 5.30 pm. The master plan will be reconsidered by the Strategy Committee in the New Year.	CSC
2	Welcome and Apologies	
2.1	Everyone was welcomed to the meeting. Apologies were received and accepted from WBO, CW, DHU and GAL.	
3	Any Other Business	
3.1	None.	
4	Declarations of Interest in the agenda	
4.1	There were no declarations of interest in the agenda.	
5	Approval of minutes of meeting on 03.10.22, matters arising and update of action list	
5.1	Governors approved the minutes of the meeting on 3rd October as a true and accurate record.	
5.2	<u>Matters arising and update of action list</u> The rolling action list was updated and there were no matters arising.	
6	Head Master's Report	
6.1	There is a PAN of 600 and there are currently 576 students on roll. There are 24 students with an EHCP and there is a trend of lower numbers of students with an EHCP joining the College in Year 7. There have been no permanent exclusions this year to date and the number of suspensions continues to fall year on year. The College has a target of 96% attendance and current KS3 - KS4 attendance is 94.83%. The processes for monitoring attendance and planning for early intervention have been revised recently and are having a good impact. Governors requested that information regarding persistent absenteeism could be included in data reported to the FGB and this will be provided at the next meeting. Despite best efforts, it has not been possible to provide the breakdown of boarding/day attendance data requested at the last meeting.	BMc
6.2	Numbers of boarding applications for next year are pleasing, with the exception of Year 9. Following the introduction of a registration fee for boarding applications there is now a considerably higher rate of applicants who take up places and there have been a greater number of external Sixth Form boarding applications than last year.	
6.3	The College is taking a proactive approach to recruitment in the current challenging market and is increasingly using alternative means of recruitment such as social media.	
6.4	A new full time Registrar will start in January and there are currently vacancies for an HR Manager and two Curriculum Support Officers. The new Director of Music will start in January and a Head of Computing has been appointed to start in September 2023, with an interim to start in January 2023 on a fixed term basis.	
6.5	The quality of education is good and feedback from governor visits is that behaviour and engagement of students is excellent. Curriculum review meetings and learning walks have taken place and have been positive with no significant areas for concern. Middle leaders have all identified areas for development and these are being worked on.	
6.6	CIRL is becoming embedded as a culture and has been well received. The Year 7 ipad project has been launched and the CIRL facility is nearly complete. Governors wished to place on record their gratitude to Eton	

6.7	College for its support in setting up the CIRL facility and it was agreed that ABI would plan the launch for the Spring in consultation with TA.	ABI
6.8	<p>The College Development Plan has been updated and a revised version sent to Governors ahead of the meeting. An update on the assessment framework will be provided at the next GCC meeting.</p> <p><u>Proposed Restructure of Admissions Numbers</u></p> <p>Concerns about boarding numbers have been discussed at both CSC and FGB following disappointing numbers of boarders this September. It is becoming apparent that there is a trend of decreasing demand for Year 9 boarding places. There is, however, a strong demand for Year 7 day places and a waiting list for day places. The five year development plan assumes that there is no wish to materially change the current size of the school or the day/boarder ratio. A proposal was put forward to:</p> <ul style="list-style-type: none"> • Increase the overall intake of both day students and boarders in Year 7, (from 3 to 4 classes) • Remove Year 9 boarding entry • Redistribute boarding numbers so that all year groups from Years 7-11 have an equal number of boarders • To set a realistic target for the overall proportion of boarders (at least 32% of total student number) • To use the spare 24 beds by over offering within the normal admissions cycle, admitting over PAN in any year group where suitable applicants are available and allowing flexi-boarding as an option for day students who are suitable to board. 	ABI/BMc
6.9	It was noted that these proposals would increase the PAN from 600 to 636, with a PAN of 200 for boarding and 436 for day students. It was also noted that the proportion of boarders to day students would decrease from 37% to between 32% and 35% (the current proportion is around 34%).	
6.10	Governors agreed that these proposals would be likely to ensure a more consistent cohort of day students from the local community who are able to benefit from staying at the College from Year 7 until at least Year 11. The additional revenue received for this increase in numbers of day students would help to offset the current variability in boarding numbers.	
6.11	BMc has discussed the proposal to add an extra class to Year 7 admissions and to go over PAN on boarding with the local authority and it has been confirmed from a legal perspective that this is possible, provided that there are enough seats in classrooms.	
6.12	Governors were supportive of the above proposals but wished to emphasise that, whilst there is the intention to have a minimum of 200 boarders, there is also the intention to have more if possible, as they consider the retention of the College's boarding culture to be very important. Governors agreed that they hoped that it would be possible to fill at least half of the extra places to take total numbers of boarders to 212, which would represent 32% of the total number of pupils.	
6.13	It was noted that if the model is realised, overall revenue per annum would be £180k less than on the current (targeted) structure of 224 boarders, however it would be greater than revenue for this year's current numbers.	
6.14	Governors asked if it would be possible to make some of the empty beds available to students with full bursaries. It was noted that relationships are being developed with various charities to further the College's objective of supporting social mobility. It was agreed that this would be discussed in more detail by the bursaries team who would bring back a proposal to Governors.	SGA

6.15	Governors agreed all the proposals outlined above (in item 6.8) and approved the Admissions Policy for September 2024. It was noted that a public consultation on this Admissions Policy would be conducted in January 2023 and that the proposed additional number of day/boarding pupils would be admitted in September 2023 as a bulge year.	BMc
7	Approval of Audited Accounts/Trustee Report	
7.1	The following documents were circulated to Governors ahead of the meeting: Audit Completion Report, Statutory Accounts and Trustee Report for 2021/22, Letter of Regularity, Letter of Representation SSW confirmed that the audit had gone very smoothly and the auditors had recorded no material differences or matters arising. The Audit and Risk Committee had looked carefully through all the above documents and were happy to recommend them to the FGB for approval. Governors approved the Statutory Accounts and Trustee Report for 2020-21, the Letter of Regularity and the Letter of Representation, all of which were signed by the Chair of Governors.	
8	Bursar's Report	
8.1	<u>Period 2 Management Accounts</u> The operating surplus is now forecast to be £59k (0.8% of income), compared with the revised budget of £158k. The main reason for this decrease is an extra £59k in support staff pay increases which had not been budgeted for. The planned capital spend budget has been reduced from £200k to £79k; this includes a contingency of £16k for the unexpected. The bank account balance is just over £2 million and net current assets are £847k, which is a healthy position.	RDO
8.2	The reforecast budget allows for an addition to reserves for 2022-23 of £12k and the objective for this year is not to decrease the opening reserves of £368k. It was noted that although this year is a very challenging year due to the unbudgeted pay increases and the decrease in boarding numbers, there are reserves and there is no cause for concern providing the College takes a cautious approach.	
8.3	It was noted that as the College has a significant amount of core funds, it would be worth investigating options to invest some of this in longer term low risk savings accounts to earn a higher rate of interest. RDO confirmed that Lloyds is currently processing the College's application to open a new current account and that she would make arrangements for longer term savings as soon as this has been completed.	
8.4	<u>Capital Projects Update</u> <u>Eton Fives Courts</u> Ridge have been appointed to manage this project and have advised that a detailed design should be included when the College goes out to tender. The original estimate of the cost of the project was £450k for 4 courts, however this was over a year ago and costs are likely to have risen considerably since then. Accurate costings will not be known until the tender process has been completed. When further information on costs is available a proposal will be brought to the FGB for approval.	
8.5	<u>Winton/CIRL refurbishment</u> The College has not applied for any new CIF bids this year as there are no suitable projects at the current time. The total cost of the Winton/CIRL project is £107k including a £10k contingency and the project is on track to meet this budget. Health and safety consultants are working on this project and a full structural survey has been completed. IT equipment, furniture and carpeting for the CIRL room are all expected to be in place by the end of term.	

8.6	<u>Winton Roof</u> This project was mainly carried out over the Summer and is on budget for £353k. The project includes the replacement of the whole roof of the Winton building, some chimney work and repair of flood damage.	
8.7	<u>Westbrook Theatre Roof</u> There have been ongoing leaks in the Westbrook Theatre Roof since May 2022 and there were difficulties in identifying the problem. This was finally identified as the outlets, and 4 outlets were replaced in November 2022, since which there have been no further leaks. This repair was covered by the warranty and there was no additional charge.	
8.8	<u>Westbrook Theatre Lights</u> The final lights have now been fitted in the Westbrook Theatre.	
8.9	<u>Catering</u> The Biodigester is now operational and is turning food waste, grass cuttings and shredded paper into compost which is being used on the grounds. The Horsebox has not yet been delivered.	
8.10	<u>Outdoor Learning</u> The goats and chickens have settled in well and the College is fully compliant with restrictions for Avian Flu.	
8.11	<u>Head Master's House</u> Damp has been identified as an urgent issue on an outside wall on the Head Master's house and the cost for remedial work is £5,898. As this is an urgent issue, Governors were asked if they could approve this work with a trusted and recommended supplier, without the provision of an additional quote. Governors approved this request.	
9	Nominations and Successions Committee	
9.1	Governors received the minutes of the NSC meeting on 7 th November. The Governor Survey has been completed and all Governors have participated by either completing a written questionnaire and/or speaking to GM. Feedback from the survey has been very positive, with Governors saying that they are proud to be a Holyport Governor and that they consider the Governing Body to be very well run and effective. Governors reported that they are happy with their roles on committees and consider that the committees have a good balance of skills and expertise.	
9.2	It was suggested that it would be useful to have greater clarity on the focus for governor visits and it was agreed that BMc would invite Governors who have not yet visited the College this year for visits and suggest areas in which visits could be of most use.	BMc
9.3	It was also suggested that an alternative governor portal would be useful to store governing body information and access documents during meetings. It was agreed that the College would sign up for GovernorHub and The Key for Governors and that the Clerk would set these up and ensure that all Governors have access to wifi during meetings.	LC
9.4	It was agreed that the survey had been a most useful exercise. Governors were thanked for their contributions and GM was thanked for all her work in co-ordinating the survey.	
9.5	It was noted that RHA would be stepping down from her position as Member Appointed Governor at the end of December due to relocation and she was thanked for her support of the College and contribution towards the Governing Board over the last few years.	
9.6	RHA's resignation leaves a vacancy for Chair of the Bursaries Committee. JRO has indicated that he would be willing to take over this position and RHA has indicated that she would be willing to remain on the Bursaries Committee for the next 6 months as an independent member. Governors	

9.7	approved these appointments. It was agreed that if any Governors wished to join the Bursaries Committee, they should contact JRO.	
9.8	It was noted that the Terms of Reference for the Bursaries Committee had been amended to reflect the fact that SGA had joined and WBO had left the committee.	
9.9	It was noted that RHA's resignation also leaves a vacancy on the Audit and Risk Committee.	
9.10	It was noted that LW's term of office as Parent Governor ends on 24 th January 2023 and that a Parent Governor election would be run in the New Year. The NSC has asked LW if she would be willing to continue as a Co-opted Governor for a further term of office and LW has indicated that she would be willing to do so. Governors who had themselves not been co-opted, confirmed that they approved of LW's appointment as a Co-opted Governor and it was agreed that her new term of office would commence on 25 th January 2023.	LC
9.11	It was noted that GM had had an initial telephone conversation with another governor candidate and that the next step would be to invite this candidate for a more formal interview to take place in the New Year, to be attended by GM, BP and WBO.	SDU
9.11	It was noted that SDU would arrange to meet with JR from Eton in the New Year to discuss the possibility of her becoming an independent member of the Curriculum Committee.	
10	Welfare Committee	
10.1	Governors received the minutes of the Welfare Committee meeting on 3 rd November, the RBWM Safeguarding Audit 2022 and the Peer on Peer Abuse Analysis 2021-22.	
10.2	Governors commented that the Peer on Peer Abuse Analysis was a very useful document and noted the trend of a reduction in incidents which was reassuring. It was noted that there were some SCR actions following the safeguarding audit and that CMJ had met WBO to discuss the SCR. These action points are being addressed and CMJ will conduct another visit to discuss the progress of these actions and report back to the FGB. It was noted that an external safeguarding expert has been commissioned to audit the SCR in the New Year.	CMJ
10.3	CMJ has visited the College and reported a positive picture in the Curriculum Support Department and the new pastoral system in boarding seems to be working well.	
10.4	Governors noted that there is a national shortage of PSHE provision and it was suggested that the College could look into the possibility of providing support locally in this area.	BMc
11	Curriculum Committee	
11.1	Governors received the minutes of the Curriculum Committee meeting on 5 th October. It was noted that the Progress 8 score for 2021/22 was +0.26.	
12	Finance Committee	
12.1	Governors received the minutes of the Finance Committee meeting on 10 th November.	
13	Strategy Committee	
13.1	Governors received the minutes of the Strategy Committee meeting on 11 th October.	
14	Audit and Risk Committee	
14.1	Governors received the minutes of the Audit and Risk Committee meeting on 12 th October.	
15	Head's Performance Appraisal Committee	

15.1	It was noted that the Head's Performance Appraisal Committee had met in October 2022.	
16	Policies	
16.1	<u>Admissions Policy 2024-25</u> Approved (as above).	
16.2	<u>Sixth Form Admissions Policy 2024-25</u> Approved – no changes.	
16.3	<u>Data Information and Records Policy</u> Reviewed by GFC. Approved.	
16.4	<u>Charging and Remissions Policy</u> Reviewed by GFC. Approved.	
16.5	<u>SEN Policy</u> Approved – no changes.	
16.6	<u>Careers Provider Access Policy</u> Approved – no changes. It was noted that the following policies had been reviewed and approved at committee level: Attendance Policy Complaints Policy Positive Behaviour Policy	
17	Chair's Action: to note any urgent action taken by the Chair since the last meeting	
17.1	None.	
18	Governance Update	
18.1	<u>Governor Visits</u> Governor visit reports were received from AP, SDU and CMJ. The visits were overall very positive. An action was noted following AP's visit to review Design Technology (D.T.) provision (including food teaching) within the curriculum. It was noted that at the College's inception no provision had been made for D.T. However, there are aspects of D.T. covered within the art curriculum which could be made more explicit and developed further. It was agreed that this would be discussed in greater detail at the next GCC meeting and that advice could be sought from the Regional Schools Commissioner about D.T. provision.	BMc
18.2	Governors are encouraged to visit the College and it was agreed that the Head Master would send invitations to those Governors who have not yet visited this year and suggest areas in which visits could be of most use. Governors were reminded that training is available from Achieving for Children and that the training schedule has been circulated.	
19	AOB	
19.1	None.	
20	Date of next meeting	
20.1	Thursday 23rd March 2023 at 5.00 pm, AGM at 4.15pm.	

Signed:

Date:

Bruce Powell (Chair)