

**Confirmed Minutes of the Full Governing Body meeting on  
Thursday 2<sup>nd</sup> December 2021 at 5.00pm at Holyport College  
with option to attend virtually via Google Meets**

<b>Governors</b> *denotes absence		<b>Initial</b>
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 (from 5.45pm)	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
<b>In attendance</b>		
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

<b>Item No</b>	<b>Discussion</b>	<b>Action Lead</b>
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	The Chair welcomed everyone to the meeting. Apologies were received and accepted from DCH who was unable to attend and from CMJ who would arrive late to the meeting. KNE, RHA, CW and GM attended virtually via Google Meets.	
<b>2</b>	<b>Any Other Business</b>	
	Staff/Governor event	
<b>3</b>	<b>Declarations of Interest in the agenda</b>	
	There were no declarations of interest in the agenda.	
<b>4</b>	<b>Approval of minutes of meetings on 30.09.21, matters arising and update of action list</b>	
4.1	Governors approved the minutes of the meeting on 30 <sup>th</sup> September as a true and accurate record.	
4.2	<u>Matters arising</u> DHU now has ownership of stakeholder surveys, which will take place twice a year in the autumn and early summer.	

4.3	The Terms of Reference for the Diversity Working Group will be circulated to Governors.	BMc
<b>5</b>	<b>Head Master's Report</b>	
5.1	The number on roll is static, two boarders have left the College and one has been permanently excluded from boarding and has taken up a day place. The boarding admissions process for Years 7 and 9 has been brought in-house. There is less demand for boarding places in Year 9 than in Year 7 and it was agreed that a wider discussion about entry at Years 7 and 9 would be taken to the CSC meeting in February. There is confidence that boarding places in all year groups will be filled this year at an earlier stage than in previous years.	CSC
5.2	It was recommended that the Admissions Policy for 2023-24 be adopted with no changes.	
5.3	Numbers of COVID cases within the College community are at the lowest rate since the beginning of the academic year and the risk mitigation strategy is reviewed on a weekly basis. Additional measures were introduced after half term: lateral flow testing is conducted onsite twice a week for all students in form time, masks are worn by all in communal areas and some vaccinations have taken place. Remote access to lessons for COVID related reasons is still available.	
5.4	Quality assurance and self-evaluation activities took place this Autumn (as detailed in the College Development Plan) and showed that the College is in a strong position. A few priorities and actions for improvement were identified. Governors noted that the Ofsted framework provides a useful evaluation and development tool and is at the heart of the curriculum review framework.	
5.5	Every Head of Department has three rounds of curriculum review meetings per year in which they discuss specific focus areas with a member of SLT. The findings of these meetings inform a more detailed action plan. Specific focus areas include curriculum, quality of teaching, progress data, students with SEND and Sixth Form provision. Summary notes of these meetings are recorded and collated and triangulated with classroom observations and Governor visits. Evidence which has been collated demonstrates that Heads of Department have a good knowledge of their subjects and their teams. One action is to ensure that all teachers are explicit about the learning intention and context of this learning at the outset of every lesson. Another action is to ensure that middle leaders are aware of the measures at their disposal to challenge underperformance to support their teams whilst also holding them to account. This will be addressed by INSET training in January. An action was identified for Sixth Form students to become more involved in Year 7 lessons and to act as role models. This is being implemented and is proving very successful. DHU has written an action plan to review the assessment framework and to ensure it accurately reflects the curriculum.	
5.6	Governors asked how the College is ensuring that diversity is reflected in the curriculum. Heads of Department have undertaken work to identify where there is diversity in the curriculum and where it could be further developed. Areas for future development in this area include addressing issues of gender in sport and encouraging participation in the College community by alumni students.	
5.7	Catch up funding has been used this term for tuition through the National Tutoring Programme (NTP) for students in Years 8 – 11 who were not meeting their MES in Maths. The College received £26k in Catch-up funding. £8,560 of this has been allocated so far and it is planned that the	

5.8	<p>range and number of students receiving tuition through the NTP will be broadened following a review of assessment data after Christmas. It is also hoped that the College can hold a Year 11 revision camp at Easter.</p> <p>The English Department is running in-house catch-up groups for a variety of students in different year groups. It was confirmed that Catch-up funding will be spent within this academic year.</p> <p>Top up funding for SEND is received in the region of £120k. It is estimated that the College tops up this funding within the region of £100 – 200k from GAG funding. There are currently 124 students on the College's SEND register.</p>	
5.9	<p>Pupil premium revenue is being used for pastoral, social and emotional support for pupils with particular needs and to provide bespoke interventions for those underachieving in English and Maths. There is £10k of Pupil Premium funding linked to LAC/PLAC children. The updated Pupil Premium Strategy has been published on the College website. Governors noted that historically Pupil Premium and disadvantaged students generally have excellent outcomes and the progress gap is very small.</p>	
5.10	<p>The Diversity Working Group has been set up and will meet in January for the first time and a new Staff Wellbeing Group has been set up.</p>	
5.11	<p>Staff appraisal has been completed and it is recommended that all staff eligible for an incremental increase in their pay receive one based on their performance. Governors approved this pay increase. BMc will send a document regarding executive pay to BP tomorrow.</p>	BMc
5.12	<p>There are plans to develop Latin further as a second language for more able students and it is currently being offered as an optional subject to all students in KS3.</p>	
5.13	<p>A differentiated pathway, in partnership with BCA, has been introduced for students for whom GCSE is not an option. There are currently 3 year 10 students participating in this option.</p>	
5.14	<p>Reading forms a key part of the development plan for this year. The first phase has been to audit the way in which reading is promoted in curriculum; this will be presented to GCC at the next meeting.</p>	ABI
5.15	<p>In line with OFQUAL guidance, the College is ensuring that Year 11 and Year 13 students produce work on an ongoing basis which meets the criteria allowing it to be considered as evidence towards a Teacher Assessed Grade, should this be required. Year 13 are completing in class assessments with full access arrangements by the end of this term, which will count towards the contingency framework.</p>	
5.16	<p>The updated Behaviour Policy and pastoral restructure are having a significant positive impact on behaviour. There are a similar number of behaviour and achievement points being issued but there is more immediate intervention by the Day and Boarding Housemasters. There has been a large drop in the numbers of suspensions and number of students being suspended compared with previous years. Governors commented that behaviour observed on recent visits to the College had been excellent. Governors asked if there were any specific year groups where issues had been identified. It was noted that Year 7 girls had found the transition difficult, which was likely to be the result of having missed a large amount of in person education over the last two years.</p>	
5.17	<p>The College's safeguarding caseload remains very high. The provisional feedback from the recent Ofsted inspection was extremely complimentary about the College's safeguarding operations. It was recognised that the high level of referrals and caseload is reflective of the relatively high number of students with vulnerabilities and issues amongst the student body. It was</p>	

5.18	<p>recognised that the College deals appropriately with incidents, accesses appropriate support from external agencies and that students are willing to approach the College with concerns. The Ofsted inspectors scrutinised the Peer on Peer Abuse report and the report on online behaviour. Governors requested a more in depth analysis of statistics for safeguarding cases, to include emerging patterns and numbers of boys/girls, and it was agreed that WBO would present this at the next meeting.</p> <p>A team of four Social Care Inspectors conducted an inspection of the College's boarding provision from 23<sup>rd</sup> - 25<sup>th</sup> November. Details of their provisional feedback was sent to Governors.</p> <p>The inspectors scrutinised packs of evidence including Annex A and policy documents, ORA, the Single Central Record and Edulink. They accessed the most recent Point in Time Survey, spoke to the LADO and the DSL, had discussions with BMc and SGA, met with boarders and spoke to some parents. Information was provided to the inspectors regarding: the development of boarding since the last inspection, the recent restructure of boarding, support being provided for specific students, the induction of new students and the whole school approach. The inspectors also met with Governors, the HR Officer, the Welfare and SEND managers and the Boarding Student Leadership Team and attended student activities and clubs.</p>	WBO
5.19	<p>Governors thanked and congratulated the whole school team on the very positive feedback received from the inspectors, which they noted was a testament to the excellent work undertaken over the last few years to continue to develop the College. It was noted that the final report would be published by mid-January 2022.</p>	
5.20	<p>BMc, SGA, WBO and ABI were thanked for the comprehensive report.</p>	
<b>6</b>	<b>Bursar's Report</b>	
6.1	<p>Governors agreed to appoint Rosalind Doctor, the Bursar, as Company Secretary and Chief Financial Officer, as of 2<sup>nd</sup> December 2021.</p>	
6.2	<p>Governors noted a request which had been reviewed by GFC to approve a spend of up to £200k on capital projects. £120k of this spend related to refurbishment of the common rooms and GFC had requested a brief report to provide further information about specifications, particularly relating to resilience and value for money, before approving the expenditure.</p> <p>Governors agreed to this spend in principle, subject to further discussions taking place between BMc, RDO and GFC to agree the final proposals.</p>	BMc/RDO/ GFC
6.3	<p>The planning application for Eton Fives Courts has been submitted and the outcome is imminent. It is likely that the application will be approved subject to certain conditions relating to wildlife preservation. The total estimated project cost is c. £500k. Governors were supportive of this project, with the proviso that it would be fully funded without using any of the College's capital monies and does not detract from other proposed capital projects such as the refurbishment of the Boarding Houses. It was noted that funding would be sought from within the Fives community and that Eton College would be approached to see if they would be willing to contribute.</p>	BMc
6.4	<p>There is a requirement for Governors to ensure that an internal audit of internal controls takes place annually. Last year this was conducted by Bishop Fleming. It is proposed this year that some additional quotes are obtained. Areas for internal scrutiny are recommended in the Academies Trust Handbook and are informed by the College's Risk Register and agreed upon by the Audit and Risk Committee. RDO is in the process of obtaining</p>	

6.5	<p>additional quotes and this will be discussed further by the A &amp; R Committee.</p> <p>GFC has discussed the possibility of a differential between Sixth Form and 11-16 boarding fees. It was agreed that this should form part of a more strategic discussion, as part of a medium term financial plan and longer term objectives, to be looked at by CSC at the meeting in February. A decision regarding boarding fees will therefore be deferred until the Spring term.</p>	A & R
6.6	Two minor amendments have been made to the boarding agreement, including the introduction of a £150 registration fee applicable from September 2023.	CSC
6.7	<p>There is no pay increase to be awarded for teachers. There is a provision of £30k (1%) for teachers' salary increase in the budget. There are six teachers who are eligible to increase a point on the main scale following a satisfactory performance appraisal this year. This has a total cost of £16k which has been included in the budget for 2021/22.</p> <p>The budget includes 3% for April 2021 and 2.5% for April 2022 for support staff, including any increase from April 2022.</p>	
6.8	Consideration is being given to moving the cleaning contract in-house. A consultant will be visiting the College to review the cleaning operation and to write a report, after which a decision will be made.	
6.9	The catering contract with Sodexo will be terminating on Friday 15 July 2022 and they have been invited to submit a bid as part of the tender process. CW has volunteered to help with the tender process and Ace is providing support for the procurement of catering. There have been 11 expressions of interest and there will be a bidders' day in January. It is hoped that the award of the contract can be made before the end of the Spring term. It was noted that the tendering process will be overseen by GFC but that the final decision would require FGB approval. It is planned that this would be brought to the next FGB meeting on 24 <sup>th</sup> March.	RDO
6.10	A summary of recent changes to the Academies Trust handbook was presented to Governors.	
6.11	<p>Latest Management Information forecasts an operating surplus of £196k compared to the original budget of £9k for the year. Forecast income has increased to £6.9 million due to an increase in the number of boarders: £154k additional income for 11 extra boarders (£14k each).</p> <p>Proposed capital expenditure is £200k (previously £110k) and forecast closing reserves are forecast to grow to £102k.</p> <p>There was a strong cash position at the end of August (£1.8 million) which remained strong at the end of October (£1.6 million).</p> <p>Net current assets (working capital) at the end of October was £473k.</p> <p>RDO will present a 5 year financial plan at the next CSC meeting.</p> <p>It was noted that an overview of the College's financial position is provided every 2 months to GFC and monthly to the Chair of Governors and the Head Master.</p> <p>RDO was thanked for her thorough report.</p>	RDO
<b>7</b>	<b>Governors' Finance Committee</b>	
7.1	Governors received the minutes of the GFC meeting on 11 <sup>th</sup> November. Governors approved the Scheme of Financial Delegation, which had been reviewed by GFC.	
<b>8</b>	<b>Audit and Risk Committee</b>	
8.1	Governors received the minutes of the A & R committee meetings on 13 <sup>th</sup> October and 17 <sup>th</sup> November. The committee had also met for an audit	



8.2	clearance meeting and had received the Audit Report in which no material differences or matters arising were recorded. The committee had considered the Annual Statutory Accounts and the Representation Letter and recommended these to Governors for approval. It was noted that RHA had sent some comments to RDO regarding minor typographical amendments, which had been made but not yet seen by Governors. It was agreed that Governors should send any further comments on the wording of the Trustees report to RDO within the next two days.	Governors
8.3	Governors approved the Annual Statutory Accounts, the Representation Letter and the Trustees' Report, subject to a final check and approval by KNE and BP of any minor amendments to the wording of the Trustees' Report, which would be sent to them by RDO within two days.	KNE/BP RDO
8.4		
<b>9</b>	<b>Governors' Curriculum Committee</b>	
9.1	Governors received the minutes of the GCC meeting on 6 <sup>th</sup> October. It was noted that Governors could contact ABI to arrange Link Governor visits and that DCH had arranged a visit to look at the History curriculum.	
<b>10</b>	<b>Governors' Welfare Committee</b>	
10.1	Governors received the minutes of the GWC meeting on 4 <sup>th</sup> November.	
<b>11</b>	<b>Head's Performance Appraisal Committee</b>	
11.1	It was noted that the Head's Performance Appraisal Committee had met on 14 <sup>th</sup> October.	
<b>12</b>	<b>Policies</b>	
12.1	<ul style="list-style-type: none"> <li>• Admissions Policy 2023-24</li> <li>• Charging and Remissions Policy</li> <li>• Children with Health Needs that cannot attend school Policy</li> <li>• Medicines and Medical Conditions Protocol</li> <li>• Positive Behaviour Policy</li> <li>• Special educational needs and disability Policy</li> <li>• Whistleblowing Policy</li> </ul> <p>There were no changes recommended for the Admissions Policy. All other policies above had been reviewed at committee level and were recommended for approval. Governors approved all the above policies.</p>	
12.2	<ul style="list-style-type: none"> <li>• Protection of biometric information of children in schools Policy</li> </ul> <p>It was agreed that BMc would liaise with CMJ regarding this policy, given that biometric information is not currently being used by the College, to establish the status of this policy, and that this would be confirmed at the next meeting.</p>	BMc/CMJ
12.3	<ul style="list-style-type: none"> <li>• Early Career Teachers Policy</li> </ul> <p>Changes to this policy were approved by Governors, subject to SDU confirming that she is satisfied with the wording.</p>	SDU
12.4	It was agreed that an up to date list of all policies, including review dates and levels of approval, would be brought to the next FGB meeting by RDO.	RDO
<b>13</b>	<b>Terms of Reference</b>	
13.1	The following Terms of Reference have been reviewed at committee level: GCC, GFC, GWC, A & R, Bursaries. The only changes made were minor amendments for GWC. All the above Terms of Reference were approved by Governors.	
<b>14</b>	<b>Chair's Action: to note any urgent action taken by the Chair since the last meeting</b>	
	None.	

<b>15</b>	<b>Governance Update</b>	
15.1	Governors were reminded that they are welcome to visit the College and that they are invited to write up a brief visit report to summarise the main points of their visit and record any actions arising.	
15.2	It was noted that training opportunities available to Governors include pre-meeting training sessions, such as the Safeguarding training which preceded today's meeting, and sessions offered by Achieving for Children, for which the Clerk has circulated the timetable.	
<b>16</b>	<b>AOB</b>	
16.1	It was suggested that an annual event could be arranged whereby members of staff could be invited to meet with Governors.	
<b>17</b>	<b>Date of next meeting</b>	
17.1	<b>Thursday 24<sup>th</sup> March 2022 AGM at 4.30pm and FGB at 5.00 pm.</b> Governors have been invited by Eton College to attend an event at the Dorney Lake facility following the above meetings. It is also planned that a training session for Governors will be held on this date.	

Signed:

Date:

Bruce Powell (Chair)