

**Confirmed Minutes of the Full Governing Body virtual meeting via Google
 Meets on Thursday 3rd December 2020 at 5.00pm**

Governors		Initial
*denotes absence		
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		RHA
Serena Hedley-Dent	Chair of Nominations and Successions Committee	SHD
Mark Jones	Chair of Welfare Committee, Safeguarding	CMJ
Ben McCarey	Head Master	BMc
Gill Monk		GM
Karen Neale*		KNE
Bruce Powell	Chair of Governors, Chair of Finance Committee	BP
Johnny Robertson		JRO
Lorraine Wales	LAC and Wellbeing Governor	LW
In attendance		
Graham Alford	Head of Sixth Form	GAL
Adam Bicknell	Assistant Head teacher	ABI
Liz Critchlow	Clerk to the Governors	LC
Steve Gardner	Observer (Deputy Head from January 2021)	SGA
Daniel Hubbard	Assistant Head teacher	DHU
Maria Smith	Admissions Officer	MSM
Michelle Stokes	Bursar	MST

Item No	Discussion	Action Lead
1	Apologies	
1.1	Apologies were received and accepted from KNE. Steve Gardner was welcomed to the meeting. Steve will take up his new role as Deputy Head and Head of Boarding at Holyport in January. Steve will join from King Edward's School, Witley, where he is currently Head of Lower School and House Master. He has a background in theatre and fifteen years of pastoral and teaching experience in a variety of schools. He is very much looking forward to joining the Holyport community in the New Year.	
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 01.10.20, matters arising and update of action list	
4.1	Governors approved the minutes of the meetings on 1 st October as a true and accurate record. The action list was updated. <u>Matters arising</u> It was noted that the launch of the College Development Plan and the SEF had been delayed by COVID. Ofsted have announced that inspections will	

	<p>not resume until the Summer term. It was noted that the Head Master's report had been restructured to reflect the format of the new Ofsted inspections. Departmental self- evaluation has been completed and the following priorities have been identified:</p> <ul style="list-style-type: none"> • Whole school reading • Behaviour strategies • Learner resilience • Development of CPD and leadership pathways 	
5	Head Master's Report	
5.1	<p><u>Attendance and Exclusions</u> Despite the challenges faced due to COVID, overall whole school attendance is slightly improved compared with this time last year, which Governors noted was a great credit to WBO and the attendance team, who have done an excellent job in following up on absences. Behaviour is broadly excellent although the number of exclusions is high. This relates largely to the interactions amongst a small group of vulnerable boys, especially in Year 8. BMC and AJE have met with the Principal of a local Alternative Provider which specialises in students with social, emotional and mental health issues. The Welfare team aim to develop a programme of behaviour intervention and management which will support these students to build positive relationships and interactions with each other. There are plans to introduce this intervention pre-emptively from Year 7. The College now liaises more effectively with the local authority with regards to admissions for EHCP pupils and it is hoped that the school can develop a more strategic approach in this area in the future.</p>	
5.2	<p><u>COVID</u> Overall, the College has coped admirably with the challenges faced due to COVID; staff attendance has been good and teaching staff have responded excellently to the demands of simultaneous online and classroom delivery of lessons. There is a dedicated online helpdesk which has proved very successful. Governors asked if it had been possible to maintain morale under such challenging circumstances. There have been challenges, especially in boarding, but staff have been immensely supportive and measures have been taken which have helped to maintain good morale: provision of additional resources to occupy boarders; activities and events, such as the firework display and festive dorm competition; Nation's Day (adapted due to COVID).</p>	
5.3	<p><u>SEND</u> The SEND team continues to have a good impact. SDU will conduct a SEND visit before the end of this term.</p>	SDU
5.4	<p><u>Racist Incidents</u> The number of racist incidents has decreased compared with this time last year. There is a good level of awareness and a culture of open dialogue; senior students have been proactive in collaborating towards a restorative approach and were involved in selecting books for the Head Master's Book Club.</p>	
5.5	<p><u>Staffing</u> Peer observation and feedback will resume in the New Year. All appraisals have been completed with the exception of the Head Master, whose</p>	

	<p>appraisal will take place later this week. When Steve Gardner joins in January there will be a review of the division of leadership responsibilities.</p>	SLT
5.6	<p><u>Curriculum</u> Curriculum documents have been published on the College website and outline the skills and experience in each department with a full rationale and commentary for each year group. Dialogue around the curriculum will be introduced in classrooms next term, having been trialled with English this term. It has been challenging to monitor the implementation of the curriculum in the usual ways due to COVID but provisional progress data suggests this is broadly on track. Reports have been redesigned and issued to all students and appear to have been well received. Mock exams are underway, the personal development programme has continued to run throughout the term and there has been excellent progress with student leadership. It was agreed that TA would visit the College in his capacity as Link Governor for Careers and feedback on the visit to GCC.</p>	TA
5.7	<p><u>Catch Up</u> The school has been allocated £28,000 from the government’s Catch Up fund. Students who need to catch up have been identified and £5,000 from this funding has been allocated to provide immediate support through the National Tutoring Programme to those students at KS3 who are below their expected levels in English, Maths or Science, or to Year 11 students who are behind in other subjects. There are plans to hold targeted revision sessions for Year 11 students in the Easter holidays and further consideration will be given to other ways to utilise this funding once data from Autumn trials has been analysed.</p>	
5.8	<p>Governors were very appreciative of the way in which the College has been managed during this very challenging situation and noted that attendance data was a testament to the motivation and dedication of the College community.</p>	
5.9	<p><u>Sixth Form Admissions</u> At the meeting in October, GCC discussed whether it would be appropriate to increase the entry requirements for admission to the Sixth Form. The Committee had taken into consideration the objectives on inception, improving grades and the impressive destinations of students since the Sixth Form had opened. It had been decided that, in keeping with the ethos and objectives of the College, it would not be appropriate to introduce BTechs to the Sixth Form curriculum and that the current curriculum offering and entry criteria should be retained. Governors asked if affordability had influenced this stance. Affordability has been a consideration, in addition to the importance of continuing the academic offering throughout the school and retaining a balance between challenging A levels and inclusivity for local children. GCC were in agreement not to increase the entrance requirement for the Sixth Form and the only material change being recommended was to prioritise students who have been awarded a scholarship. MSM joined the meeting at 5.45pm and was welcomed. It was noted that boarding numbers for the Sixth Form next year were looking good and there had been a significant increase in the number of applications for the Sixth Form. It was confirmed that scholarships are awarded based on aptitude, for up to 100% of the full boarding fee, and that</p>	

5.10	<p>day students who are awarded a scholarship receive an unconditional offer. Governors approved the proposal to make slight adjustments to Sixth Form admissions (to give priority to those awarded a scholarship) and to retain the current entry criteria of a minimum APS of 6.0 across a student's best eight GCSE subjects. It was agreed that the consultation for the amended Sixth Form Admissions Policy would be initiated immediately to allow for a 6 week consultation before January 31st 2021.</p> <p><u>Admissions Policy</u> The consultation on the Admissions Policy has run since November and closed last week. This consultation was managed by MSM, who presented an analysis of the responses to Governors. The proposed changes were to remove the Year 9 admissions stream for day students and to increase admissions for Year 7 day students by 26 places. There were 533 responses received, a large number of which were from Holyport residents, and 93.4% of respondents fully supported the proposed changes. In response to feedback provided through the consultation process, it was agreed to adjust the wording around sibling priority so that siblings who live within the designated area will now receive admissions priority whatever year their older sibling entered the College (so long as they are in Year 7-11 at the point in time the younger sibling is due to join the College). Legal advice has been taken on the proposed changes and the draft policy was recommended to Governors for approval. Governors approved the proposed policy and discussed whether the new policy should be introduced immediately or following the publication of the new Admissions Code, due at the end of December. Governors agreed that the new Admissions Policy should come into effect immediately, based on the current Admissions Code. MSM was thanked and left the meeting at 6.15pm.</p>	GAL
6	Audit and Risk Committee Report	
6.1 6.2	<p>The annual audit close meeting took place on 24th November and was attended by BP, SHD, KNE. The audit report this year was unmodified and was very complimentary about the finance team at Holyport. The internal scrutiny report covers the remote visit conducted in June and there is a new requirement for this to be published with the annual accounts. The report sets out the areas of internal scrutiny looked at this year. There were no recommendations and the auditors were satisfied that the two recommendations from last year have been addressed. The report also refers to the external audits carried out this year: Health and Safety, Fire Risk Assessment and Safeguarding. It was noted that next year internal scrutiny will be carried out by Bishop Fleming to comply with the new requirement not to use the same company for internal and external scrutiny. Governors approved the Internal Scrutiny Report.</p> <p>It was noted that the Audit and Risk Committee is now a stand- alone committee which meets four times a year. The Committee regularly reviews the risk register and has reviewed the priority risk list which was circulated to the FGB. The Committee is considering how best to manage risk, including the possibility of using a risk management software system. Next term the Committee's focus will be on the full risk register which will be sent to the FGB in March. Further work will be undertaken at executive level to determine operational oversight of risk.</p>	MST
7	Statutory Accounts 2019/20 and Trustees Report	
7.1	Governors noted that the year-end figures for 2019-20 were in line with expectations and had not materially changed since they were last presented to the FGB. The Financial Statements and Trustees Report for 2019-20 has	

7.2 7.3 7.4	been reviewed by the Audit and Risk Committee. The Trustees report tells the story of what happened during the year, with a particular focus on the impact of COVID on the school operation, including the reduction of fees due to boarding closure in the summer term by 50%. The report also explains why the College asked for financial support from the ESFA in July. Governors approved the Trustees Report and Financial Statements for 2019-20. These will be signed by BP, posted on the College website and sent to Companies House.	BP/SSM/LC
8	Bursar's Report	
8.1 8.2 8.3 8.4 8.5	<p>8.1 The September management accounts showed a forecast year end operating loss of -£286,000 for 2020-21. This has been revised to an operating loss of -£262,000 at the end of October. An additional £7,900 for bus and meal income and a claim for additional COVID costs of £6,800 have been received. The forecast includes provision of £154,000 for a two week closure of boarding. The Bursar will continue to report to Governors on opportunities and risks as a standing item to provide visibility of the potential year end position.</p> <p>8.2 The appeal for the CIF bid for the Winton roof was unsuccessful. Another bid will be made this year. Under the financial support programme the ESFA has confirmed that any capital work flagged during the application process will be permitted and that additional expenditure for health and safety is acceptable, however there is a freeze on any other capital expenditure as a condition of the ESFA loan.</p> <p>8.3 It has been decided that the College will renew the contract with Sodexo for a further year until August 2022 and commission Litmus to undertake a full benchmarking exercise of the current provision.</p> <p>8.4 The application for additional financial support by the ESFA has been approved. The College was awarded £752,000 and the first draw down payment of £250,000 has now been made available. The College has received details of the conditions for this funding, as stipulated by the ESFA and these were outlined to Governors. Amongst these conditions is the requirement for the College to receive another visit from the SRMA. There will also be an annual review of cashflows and there is a requirement for the College to move to the latest funding model by August 31st 2021.</p> <p>8.5 An additional condition of the ESFA funding is for the College to consider joining a MAT or provide the ESFA with a constructive justification by 31st December 2020 as to why joining a MAT would not provide added benefit. Governors discussed this matter and sought the opinion of the College's sponsor, Eton College. It was agreed that there was no current awareness of any MAT which would either add value to the College's educational offer or be willing or able to underpin its finances. Governors considered that joining a MAT at this point in the College's development would be unlikely to provide added benefit. It was agreed that further research would be undertaken and a response would be sent to the ESFA with the Regional Schools' Commissioner copied in.</p>	MST
8.6	<p><u>Boarding fees</u></p> <p>Governors noted that GFC approved an increase of 2.9% to boarding fees for 2021-22. The Committee discussed the possibility of an increase in fees for Sixth Form but decided that it was not appropriate to do so currently and that this should be reviewed again in the future once the Sixth Form has become more established and has a longer track record of achievements and destinations.</p>	BMc/BP

8.7	<u>Boarding Agreement</u> GFC reviewed the Boarding Agreement and it was agreed that amendments would be made to ensure that the agreement is robust and provides clarity, particularly in relation to force majeure and notice periods. SHD was thanked for her work with MST to make adjustments to the Boarding Agreement, which has been sent out with Year 9 offers for next September. The agreement will be further amended, in consultation with admissions staff, and the final version will be sent for review by GFC in March.	MST
8.8	It was noted that the College would communicate before the end of term with parents who are in arrears, with regards to removal from roll in cases of non-payment.	MST
9	GFC	
9.1	Governors received the minutes of the GFC meeting on 12 th November.	
10	GCC	
10.1	Governors received the minutes of the GCC meeting on 7 th October. It was noted that Dr Andrew Saunders (Director of Local Partnerships at Eton College) had kindly joined the Committee as an independent member.	
11	GWC/Safeguarding	
11.1	Governors received the minutes of the GWC meeting on 5 th November. It was noted that Dr Ian Swan (House Master at Eton College) had kindly joined the Committee as an independent member.	
11.2	It was confirmed that the following areas of the Equality Policy would be monitored regularly by the following committees: Data/ethnicity including for university destinations – GCC Health and Safety/Accessibility – GFC Protected characteristics/vulnerable students – GWC It was noted that WBO has ownership of this policy and would be responsible for drawing to the attention of Committee Chairs any other relevant issues.	
11.3	The RBWM Safeguarding Audit was received by Governors.	
11.4	Governors were presented with data for trends in referrals to Children's Services. There has been a six-fold increase in referrals compared with last year and 61% of referrals are for emotional issues such as anxiety and self-harm. There were 13 referrals in 2019-20 and have been 28 referrals so far this term. The increase does not appear to be directly related to COVID but does seem to match the increase in local area referrals to CAMHS. Governors noted that it was useful to look at these trends and agreed that they would continue to monitor the level of referrals.	
12	Nominations and Successions Committee Update	
12.1	Governors received the minutes of the NSC meetings on 1 st October and 23 rd November.	
12.2	It was noted that SH had resigned from his position as Governor, effective from 20 th November 2020. Governors wished to place on record their gratitude for SH's contribution to the Governing Body and support of the College over recent years. It was agreed that BP would write a letter to thank SH.	BP
12.3	It was noted that SHD's term of office is due to end on 16 th March 2021. GM has kindly offered to take over as Chair of NSC and will lead the search for new governors. The skills audit will be reviewed to identify any gaps and to inform this search and an advertisement will be placed in the New Year.	GM/LC
12.4	It was noted that LP's term of office as Parent Governor came to an end on 10 th November 2020. A ballot had been held for a new Parent Governor, however there had been concerns over the way in which the ballot had been conducted. The Returning Officer had concerns that the ballot had	

12.5	<p>potentially been compromised and had written a report to the NSC. The Committee had agreed with these concerns and had agreed that the election would be re-run. A revised letter had been sent to parents to emphasise that they should complete and return ballot papers themselves or give to their child to deliver to school reception. It was noted that LP had chosen to withdraw from the election process and that the count was due to take place on 10th December.</p> <p>A revised list of Committee membership (effective from the start of next term) was pre-circulated and approved by Governors. It was noted that SGA would attend Welfare and Strategy Committees as part of his role on the executive team. It was noted that the NSC was looking for an additional Governor to join the Bursaries Committee and if any Governor would be willing to join, they could contact GM.</p>	Governors
12.6	<p><u>Terms of Reference</u></p> <p>The following Terms of Reference were reviewed by Committees and remained unchanged: GWC, GCC, NSC.</p> <p>The following Terms of Reference were reviewed by Committees including NSC and amendments were recommended to the FGB: GFC, Audit and Risk, Head's Performance Management, Bursaries.</p> <p>Governors approved these amended Terms of Reference.</p> <p>It was noted that the Terms of Reference for the Complaints Panel and CSC would be reviewed in the New Year.</p>	LC
12.7	<p>SHD was thanked for all her work as Chair of NSC and for establishing the important governance role of this Committee from its inception.</p>	
13	Policies	
13.1	Biometric Policy	
13.2	NQT Policy	
	The above are new statutory policies which were approved by Governors.	
13.3	Student Mental Health and Wellbeing Policy	
	It was noted that approval of this policy had been deferred from May as LP had had some queries. LP had met with WBO to discuss these and was supportive of the amendments. The amended policy was reviewed by GWC who had referred it to the FGB for approval. Governors approved this policy.	
13.4	Equalities Policy (including Accessibility Plan)	
13.5	Medicines and Medical Conditions Protocol	
	Agreed Drugs for Homely Remedies	
	These policies were updated and reviewed by GWC, who were supportive of the highlighted changes. Governors approved the above policies.	
13.6	Children with health needs who cannot attend school Policy	
	This is a new policy which has been reviewed by GWC, who have referred it for approval to the FGB. Governors approved this policy.	
14	Chair's Action: to note any urgent action taken by the Chair since the last meeting	
	None.	
15	Governance Update	
15.1	Protocol for Governor Visits	
	The revised Protocol for Governor Visits was circulated to Governors. SDU has reviewed the Protocol in conjunction with guidelines from RBWM. It	

15.2	was agreed that it is useful for Governors to understand the parameters for visits, to have a strategic focus when visiting the College and to write up a visit report whenever possible following a visit. It was agreed that Governor visits would be included as a standing item on agendas for GCC, GFC, GWC and FGB and that once agreed with the Head Master these would be circulated to all Governors by the Clerk. It was agreed that Governors would liaise with SLT to plan the focus for visits. It was agreed that GM would make slight amendments to the Protocol which would be circulated to Governors for approval at the next meeting.	LC Governors
15.3	The following Link Governor roles were noted: Careers - TA SEND/Pupil Premium – SDU Safeguarding – CMJ LAC/Wellbeing – LW	GM
15.4	Governors received a visit report from LP, following her visit to discuss the Student Mental Health and Wellbeing Policy with WBO.	
15.5	The Governor training schedule (Achieving for Children) and meeting schedule had been circulated to Governors and were noted.	
16	AOB	
16.1	Governors wished to place on record their gratitude to Lucy Pickering for all her work for the Governing Body and support of the school during her time as Parent Governor over the last four years. It was agreed that SDU would write a letter of thanks to Lucy. Meeting closed at 7.30pm.	SDU
17	Date of next meeting	
	Thursday 18th March 2021 AGM 4.30 pm FGB 5.00 pm	

Signed:

Date:

Bruce Powell (Chair)