

**Confirmed Minutes of the Full Governing Body virtual meeting via Google
Meets on Thursday 8th July 2021 at 5.00pm**

Governors *denotes absence		Initial
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	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
In attendance		
Graham Alford	Head of Sixth Form	GAL
Adam Bicknell	Assistant Head teacher	ABI
Liz Critchlow	Clerk to the Governors	LC
Steve Gardner	Deputy Head, Head of Boarding	SGA
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 GM and RHA. Adrian Percival was welcomed to the meeting and to the Governing Board. It was confirmed that Adrian had met with BMc, SDU and GM and had been appointed by Members as a Governor with a four year term of office, effective from 8 th July.	
2	Any Other Business	
2.1	Thanks to MST.	
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 18.03.21, matters arising and update of action list	
4.1	Governors approved the minutes of the meeting on 18 th March as a true and accurate record. It was noted that matters arising would be covered by other agenda items.	
5	Head Master's Report	
5.1	Admissions for September are looking positive; boarder numbers are predicted to be over 200 and the Sixth Form is full for both girls and boys for	

5.2	the first time since the College opened. It is hoped that the planned changes to the admissions process next year will result in an increase in numbers, particularly Yr 7 boarding admissions. There are no comparable figures for attendance from last year due to lockdown, however SGA's work with the pastoral team has started to have a very positive impact including a significant decrease in exclusions. It is hoped that the proposed changes to the Behaviour Policy will also contribute towards this decrease.	GCC
5.3	The College continues to experience good staff retention and is fully staffed for September, with joiners including a Bursar from 1 st October, a full time Latin teacher and several Early Careers Teachers.	
5.4	Covid continues to present new challenges and there have been several group isolations within the College. It is hoped that this situation will improve in the Autumn as a result of relaxations in government guidelines.	
5.5	The Strategic Development Plan for 2021-23 was agreed, with a few amendments, by the Strategy Committee in May. The committee agreed to replace the previous 3 year Development Plan with this new plan with its focus on recovery from the effects of the pandemic for the next 2 years. The priorities of the new plan centre around the need to stabilise/improve the financial position and to ensure an excellent quality of boarding provision. There has been a reprioritisation on estate development; the extension of the Housemasters houses is now a lesser priority and investment in the fabric of the boarding buildings is now the top priority. It was noted that work would resume on some areas of the previous development plan in the Autumn term. It is hoped that the full impact of the restructure of boarding, undertaken by SGA, will be realised during the next academic year.	
5.6	Proposed attainment targets for next year are slightly less ambitious than in 2019, which reflects a slightly weaker cohort in current Year 10. It is difficult to make predictions for Progress 8 for next year as there is uncertainty about the mark against which this will be measured. It was decided that the attainment target figures should be further discussed by governors to ascertain how these had been determined and to ensure they are fully understood. It was agreed that this would be examined in more detail at the next GCC meeting.	
5.7	Governors asked how the College gathers parents' views in relation to school policy on racism, misogyny and diversity. It was noted that there had been parent forum work regarding some of these issues this year and that this would be further developed next year. It was confirmed that a parental consultation took place before the recent changes to sex and relationship education and communication has been sent out to parents regarding students' use of mobile phones to raise their awareness of the associated risks. Governors agreed that online forums with parents were useful to disseminate information regarding safeguarding and personal development.	
5.8	Governors were supportive of and approved the strategic priorities as outlined in the plan for 2021-23.	
5.9	The Development Plan for 2021-22 has been drawn up with four linked priorities: to return to the best version of "normal"; to develop students' love of reading; to promote diversity and educate students as to community values; to continue to improve boarding provision.	
5.10	The College is working with students to develop the policy relating to racism and to look at how incidents are reported and actioned. Positive steps have been made in this area and further work will be undertaken in consultation with students and parents, to ensure a continued positive impact. The NSC has also been working to address and monitor issues of diversity and it was	

<p>5.11</p> <p>5.12</p> <p>5.13</p> <p>5.14</p> <p>5.15</p>	<p>agreed that CMJ and GM would support BMc and SLT in this area to identify objectives. Governors were supportive of the proposal to co-opt an external member to GWC in an advisory role.</p> <p>One of the key objectives for the College next year, as outlined in the Curriculum Development Plan, is to ensure that the quality of education in the classroom is at its best and identify and address any issues. At the centre of this will be a new process of self-review which will replace the previous self-evaluation framework, with an increased sense of accountability for leadership at all levels.</p> <p>Governors received information outlining plans to utilise the National Tutoring Programme and Catch Up funding next year, details of the summer school which the College will be hosting during the summer holidays for incoming Year 7 students and an update on the use of Pupil Premium funding and statement for 2021-22.</p> <p>Governors commented that they had been very reassured by the excellent work of DHU and the entire team throughout the teacher assessed grades process. A sample of work has been sent to AQA for external quality assurance. Some members of staff have attended training for the appeals process and information about resits and appeals will be sent out to parents. Year 12 have completed university prediction exams under full exam conditions and initial indications are positive.</p> <p>Headline A levels predictions: A* - A 31.6% A* - B 57% (54% last year) A* - C 81% (73% last year)</p> <p>Four students have received offers for Oxbridge.</p> <p>SGA has streamlined the process for logging behaviour incidents, internal isolation and exclusion and all behaviour issues are now logged on SIMS. The Positive Behaviour Policy has been amended so that only the Head Master and Deputy Head Master can authorise an internal exclusion and the policy now makes reference to the Deputy Head Master's roles and responsibilities. Other additions to the policy include Housemaster and ELT recognition for rewards, the inclusion of the weekly celebration podcast and strategies to boost the level of parental contact. Four Day House Masters have been internally promoted and two new boarding House Masters have been appointed. House Masters are now responsible for producing a daily report on students' behaviour and minor offences are being addressed with more immediate interventions. Friday and Saturday detention have been changed to Deputy Head's Community Service and Head Master's Detention: these sanctions are now only used for serious breaches of policy with Head Master's detention representing the final step before exclusion. Boarding exclusions can now only be issued by the Head Master and Deputy Head Master and the policy has been aligned with recent changes to the NMS to include sanctions for behaviour outside College property. It was noted that the behaviour of a small group of students has significantly impacted the figures for exclusions and attendance for Year 11 this year.</p> <p>Governors received a report on peer on peer abuse. Lessons learnt include a tightening up on the internal definition of peer on peer abuse to align with the DfE's definition: issues of peer on peer abuse relate to an incident which occurs between two young people who are associated with the College, onsite or offsite. A significant proportion of these incidents involve Looked After and Post-Looked After Children. Children's Services have been consulted and have advised that this is related to traumatic experiences early in life. The College is looking at how best to reduce the number of incidents</p>	<p>CMJ/GM</p>
---	--	---------------

5.16	amongst this group and how best to support these students. There are plans to set up a support group in conjunction with the Virtual School. There has recently been an audit of the personal development programme. Plans for the future include further development of student voice and visits from external groups to give talks on topics such as online safety and misogyny. Next year there will be a continued focus on gender and race related issues and towards ensuring that students feel well supported and able to come forward with any concerns.	
5.17	It was noted that there had been a large increase on the demands on the welfare and safeguarding teams over the past year and CMJ wished to place on record his gratitude to these teams for their excellent work in these very challenging circumstances. Governors will continue to support the College in these areas over the coming year and it was proposed that CMJ would participate in strategies for engagement with parents in the coming year. Governors received the Annual Safeguarding Report presented by CMJ. CMJ left the meeting at 6.30pm.	CMJ
6	Bursar's Report	
6.1	The financial report for May shows a forecast year end deficit of -£78k, however there are a number of Opportunities totalling c.£147k which, if they eventuate, will result in a more positive outlook.	
6.2	The budget 2021/22 assumptions include a number of increases in line with ASCL guidance. Historically figures have been reforecast once boarder numbers for September have been confirmed at the beginning of the Autumn term. Governors noted that the outlook had improved since the last GFC meeting in June, when a deficit of c.£100k was forecast, and discussed whether a deficit budget should be approved or whether the latest version of the budget, which shows a small deficit, should be amended to reflect the improving situation. It was decided that Governors would approve a revised budget, with amendments to include additional boarder numbers and the release of some provisions to reflect the improving situation, which would result in a modest surplus. It was agreed that, if this revised budget did reflect a modest surplus, FGB would be content that it is sent to GFC by email for final approval in the next 2 weeks.	MST/GFC
6.3	<u>ESFA Loan</u> The initial draw down amount of £250k from the ESFA loan remains on the balance sheet untouched and the facility for further drawdown remains on standby for one more year, after which the College is expected to pay back the total amount drawn at the rate of £75k per annum. There are conditions attached to this loan, one of which is that the College cannot undertake any capital expenditure spend until the loan has been repaid, unless specifically approved in the original submission or relating to health and safety issues. The forecast cash balance at the end of August is just under £1.5 million, including the loan amount. Governors considered that it might be advantageous to repay this loan before the end of the financial year, given that the forecast cash position was strong (min £1.5m at 31 st August, including boarding deposits £0.5m) and the revised budget 2021/22 should show a modest surplus for the coming year. Governors approved the repayment of the ESFA loan (and the closure of the facility) in principle, however it was agreed that the decision as to whether to repay the £250k loan before the year end would be finalised by GFC by email in August, following the provision of updated information to give a clearer indication of the forecast cash position at 31 st August and the revised budget for 2021/22.	GFC
6.4		MST

6.5	<u>Funding Agreement</u>	
6.6	Another of the conditions of the additional ESFA funding was that the College's Funding Agreement would be updated. Browne Jacobson have confirmed that all of the necessary changes have been adopted into the new funding agreement, which GFC has reviewed. The amendments are minor and do not impact on day to day operations. Governors approved the updated Funding Agreement, which will be signed by BP.	BP
6.7	It was agreed that a brief update on the changes to the Academies Financial Handbook would be presented to Governors at the FGB meeting in December. JRO left at 7.00 pm	RDO
7	Audit and Risk Committee	
7.1	Governors received the minutes of the meeting on 27 th May. Since this meeting SLT have reviewed the Risk Register and assigned risks. The Risk Register will now be a regular item for SLT to review. KNE thanked SLT for work in this area.	
7.2	An internal audit has been conducted and the College is waiting for the report. Governors wished to place on record thanks to CBR for all her work in collating the documentation for this remote audit.	
7.3	The Committee recommended that cyber security should be a focus area for internal audit. Bishop Fleming and James Cowper are unable to offer this service. The College's DPO offers an audit of cyber security as part of their service and is currently liaising with the IT Network Manager. MST will send information to KNE to decide if further scrutiny in this area is required.	MST/KNE
7.4	Sheridan Swallow joined the Committee as an observer at the last meeting, with a view to being appointed as an independent member of the Committee.	
8	Finance Committee	
8.1	Governors received the minutes of the GFC meeting on 17 th June. The Chair noted the improving financial position and commended the admirable work of the finance team in achieving what is likely to be a small surplus, given the challenges of the last year .	
9	Strategy Committee	
9.1	Governors received the minutes of the Strategy Committee meeting on 13 th May. The Committee reviewed progress on strategic priorities and discussed how these would be developed in the future.	
10	Curriculum Committee	
10.1	Governors received the minutes of the GCC meeting on 19 th May, where Amy Aston, Head of Modern Foreign Languages, gave a presentation. The MFL department is thriving; there is a good uptake with 90% of students continuing to study a language up to GCSE. Attainment is excellent and 100% of students taking languages at GCSE are predicted to achieve A*- C this year. There has been a very successful pilot this year for the highest attaining Year 7 students to learn French during co- curricular in addition to Spanish. This scheme will continue next year for Years 7 and 8.	
10.2	ABI is leading on staff professional development and will provide an update to Governors in the Autumn term.	ABI
11	Welfare Committee/Safeguarding	
11.1	Governors received the minutes of the GWC meeting on 10 th June, the LAC Report and the Annual Safeguarding Report presented by WBO.	
12	Nominations and Successions Committee	
12.1	Governors appointed Adrian Percival to the Curriculum and Strategy Committees.	
12.2	Sheridan Swallow was appointed as an independent member of the Audit and Risk Committee.	

13	Policies	
13.1	Governors approved the amendments made to the following policies, which had been reviewed at committee level: Bursaries Policy SEND Policy SEND Local Offer and Information Report Promoting Positive Behaviour Policy	
13.2	The Boarding Exclusions Policy will be reviewed in the Autumn term and the Positive Behaviour Policy will be further reviewed in light of recent changes to Keeping Children Safe in Education.	SGA/BMc SGA
13.3		
13.4		
	Governors approved the following: Careers Programme Provider Access Policy	
14	Chair's Action: to note any urgent action taken by the Chair since the last meeting	
14.1	The Chair has written to the ESFA in response to their letter in which they outlined that they had turned down the College's request for additional funding for the bulge Year 7.	
15	Governance Update	
15.1	<u>Link Governor Visits</u> It has not been possible for Governors to visit the school over recent months. It is hoped that it will be possible to resume with visits in the Autumn term.	
15	AOB	
15.1	The Chair thanked MST for her contribution to the College over the past three years. Her diligence, hard work and commercial common sense have been enormously appreciated and she will be much missed by both colleagues and Governors. Roz Doctor will join the College in October as Bursar. The Chair thanked College staff for their support and the Senior Leadership team for guiding the College through the challenging circumstances of the last year.	
15.2		
15.3		
16	Date of next meeting	
	Thursday 30th September 2021 at 5.00pm.	

Signed:

Date:

Bruce Powell (Chair)