

**Confirmed Minutes of the Full Governing Body meeting on
Thursday 30th September 2021 at 5.00pm at Holyport College
with option to attend virtually via Google Meets**

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
Liz Critchlow	Clerk to the Governors	LC
Roz Doctor	Observer, Bursar from 04.10.21	RDO
Steve Gardner	Deputy Head, Head of Boarding	SGA

Item No	Discussion	Action Lead
1	Welcome and Apologies	
1.1	The Chair welcomed everyone to the meeting, including RDO who will join the College as Bursar on 4 th October. Apologies were received and accepted from KNE. DCH, JRO, RHA and TA attended virtually via Google Meets.	
2	Election of Chair/Vice Chair	
2.1	BP and SDU had both confirmed their willingness to be reappointed to the roles of Chair and Vice Chair. Governors agreed unanimously to appoint BP as Chair and SDU as Vice Chair for a further year.	
3	Any Other Business	
	None.	
4	Declarations of Interest in the agenda	
	There were no declarations of interest in the agenda.	
5	Approval of minutes of meetings on 08.07.21, matters arising and update of action list	
5.1	Governors approved the minutes of the meeting on 8 th July as a true and accurate record.	

5.2	<u>Matters arising</u> The Boarding Exclusions Policy will be incorporated into the Exclusions Policy, which will be reviewed by GWC in November.	SGA/GWC
5.3	CMJ has had an initial conversation with BMc regarding strategies for parental engagement which are ongoing this year.	
5.4	GM and CMJ have had a conversation with BMc regarding diversity objectives for this year.	
5.5	Information has been received from Ofqual on how grades will be awarded and judged this year and attainment figures and targets will be discussed at the GCC meeting next week.	GCC
6	Head Master's Report	
	<u>Results and Destinations</u>	
6.1	Governors received data for GCSE and A level results from Summer 2021. These results were entirely in line with Teacher Assessed Grades awarded by teaching staff. There were a relatively small number of appeals at Stage 1 for GCSE and A level, two of which progressed to Stage 2 appeals and were rejected by exam boards.	
6.2	Governors received information outlining destinations for Year 11 and Year 13 students. They agreed that Year 13 destinations were excellent: 60% students gained places at Russell Group or other top tier institutions and four students were accepted to Oxbridge. Governors congratulated staff on the excellent results and destinations achieved last year during extremely difficult circumstances.	
6.3	Governors asked if there were any specific subjects on which there would be a particular focus this year. Quality of teaching is good across all subjects. There will be a focus on History to look in greater depth at the correlation between predicted and achieved grades and on Mathematics to ensure there is a good balance of support for students of all abilities.	
6.4	Governors noted that some of the data presented this Autumn was in a different format from that which had been presented for predictions at the last meeting and it was agreed that this would be looked at in more detail by GCC.	GCC
6.5	Governors noted that approximately one third of students from Year 11 transition into Year 12 and discussed whether this was in keeping with the original vision for the school. When the College opened the vision was for the Sixth Form to be academically selective and high performing. The Sixth Form is now very successful and thriving and there is a high demand for Sixth Form places, therefore Governors agreed that the original vision was being fulfilled. It was noted that an aspirational and high performing Sixth Form benefits students in lower year groups through the academic atmosphere and the provision of role models and opportunities such as clubs and societies. It was also noted that the academic nature of courses offered in the Sixth Form would not be suitable for some students and that all students are well supported by the College to find places for their next stage of education.	
6.6	There have been discussions at GCC about the entry criteria for the Sixth Form and it has been recognised that it is important to ensure that a good balance is achieved in this area. It has been noted that any move towards offering an alternative pathway would be likely to require additional investment. It was agreed that it was important to keep revisiting this topic and that it would be discussed further in the context of a wider discussion about the vision and objectives of the College at the next CSC meeting in February. It was also agreed that GCC would look in greater depth at Year 11 destinations and parental satisfaction with these destinations.	CSC GCC
6.7		

6.8	<u>Admissions</u> In the summer Governors approved a budget based on 189 fee paying boarders; there are currently 201 fee paying boarders and the College currently has the highest number on roll it has ever had.	
6.9	The Year 7 cohort benefitted significantly from the DfE funded Summer School in July. This initiative helped to ensure a smooth transition and it is hoped this can be repeated in the future.	
6.10	<u>Staffing</u> Several new members of staff joined in September, all of whom have made a strong start. There is one vacancy for a PE technician/cover supervisor and the College is currently recruiting internally for an Educational Visits Coordinator. New admissions software has been purchased which incorporates management of visits and trips.	
6.11	<u>Surveys</u> Governors asked when the next parent, student and staff surveys were due to take place. These surveys are usually sent out in May but the schedule has been delayed recently due to the impact of COVID. It was suggested that an interim parent/student survey on pastoral provision could be carried out in coming months before the schedule returns to normal next year. It was agreed that this would be discussed further at the next GWC meeting and that the survey schedule would be added to the SLT's agenda for discussion.	GWC SLT
6.12	<u>Boarding</u>	
6.13	The new boarding structures have been implemented this term and are having a very positive impact. The two new House Masters have made an excellent start. Quality assurance visits have shown that there have been significant improvements in boarding routines and procedures. Care and opportunities for boarders have been enhanced and food continues to improve significantly. A menu sampling event took place for boarding parents and guardians, with an excellent uptake and feedback. Boarding procedures are now more systematic, PAT testing has been upgraded and SGA conducts weekly fire inspection visits with the Site Manager. CMJ has visited the boarding houses and had seen first-hand the positive impact of the new structure and measures being implemented. LW and SDU are due to visit boarding next week.	
6.14	The update of the Health and Safety Strategic Plan, which was originally due by 1 st September, has been delayed until end of December to allow for RDO's input when she joins as Bursar.	RDO
6.15	SGA has conducted an audit of boarding policies and practice against the National Minimum Standards (NMS) as well as formal monitoring visits to both boarding houses and will present a report of this and plans for future development to GWC in November. It was suggested that a summary of key strengths and areas for improvement could be added to the report of the boarding house monitoring visit.	SGA
6.16	Investment in the fabric of the boarding houses has been delayed due to time impact of COVID and the restrictions on capital spend which were a condition of the ESFA emergency loan. There are proposals to refurbish the ground floor common rooms in the boarding houses. Two companies have already visited the College and a third company will be invited to provide a quote for this refurbishment. These proposals will be considered in more detail by GFC in November and Committee members will visit the boarding houses to see the areas where improvements are proposed.	GFC
6.17	<u>Pastoral/Welfare/Safeguarding</u> The College has begun teaching its anti-racism curriculum to all students and all staff attended an anti-racism training session from a practising	

6.18	barrister, which was very well received. Some students have made contributions towards the diversity and inclusion element of the personal development programme.	
6.19	There has been an online safety workshop for parents of KS3, KS4 and Sixth Form and online safety expert Karl Hopwood will visit the College to deliver online safety training to staff, parents and students.	WBO
6.20	WBO has conducted a full audit of My Concern and has presented a Peer on Peer Abuse Report to Governors. WBO has also conducted a review of cyber related safeguarding incidents which will be presented to GWC at the next meeting. These safeguarding reports show that the majority of incidents relate to day rather than boarding students. The reports also show that a high proportion of incidents involve LAC/PLAC students and this will be further analysed by GWC. The College has formed a working party with the Virtual School to examine this issue further with the aim of developing strategies to best support LAC/PLAC and to overcome problems in this area.	WBO
6.21	Interventions have been introduced to prevent exclusions and suspensions, which have so far resulted in a significant reduction in the numbers of days of exclusions. Exclusion data will be reported to Governors at the next FGB meeting. A new programme has also been developed to support students in modifying their behaviour following an incident.	SGA
6.22	The College is undertaking the Attachment Aware School Award and the Welfare Manager has enrolled on the Mental Health Lead Professional National Training Award.	
6.23	Robust plans have been put in place to address inclusion, celebrate and educate around diversity. It was discussed at the NSC meeting in September that it would be advantageous to set up a working group for one year as an offshoot of GWC, which could operate as an advisory body on the diversity measures that are being implemented within the College, such as developments to the curriculum. Governors agreed that the formation of this working group would help to build relations with and to broaden the input from the wider College community in a structured way. It was agreed that BMc would make slight amendments to the Terms of Reference for the working group and that these would be sent out to Governors with the minutes of the meeting.	BMc
6.24	The measures which are used to monitor the quality of education, to identify any issues and to collate and analyse feedback will be presented at the GCC meeting next week. Governors asked if there would be value in considering coaching or mentoring options from a school improvement partner. It was confirmed that the College is already well supported by one external partner for the Headteacher's Performance Appraisal and by another partner who has been providing support to the leadership team since the College's inception.	GCC
7	Finance – verbal update	
7.1	Governors received the Period 12 Management Accounts, which had been prepared by the Finance Manager. It was noted that it had not been possible to prepare a detailed reforecast budget for this meeting, as would usually take place at this time of year, because the College has been without a Bursar for the month of September.	
7.2	The accounts show a year-end surplus of c.£150k, which was a significant improvement on the financial situation throughout the year and on the amount forecast. The bad debt provision required at the end of the year had reduced compared with that required at the beginning of the year, which was a very positive result. The cash position at the end of the year was £1.8	

7.3	million after the drawn down amount of £250k from the ESFA loan had been repaid, which was also very reassuring. There are 12 more boarders this year than was planned for at the end of last year. Governors commented that the finance department had done sterling work in extremely challenging circumstances last year and that the figures were looking very positive. RDO will review the year-end figures and the current financial position and will present a report to Governors at GFC in November and FGB in December.	RDO
7.4	A year-end Audit will be undertaken by James Cowper Kreston in two weeks' time.	
7.5	Governors requested an update on spending for SEND, Pupil Premium pupils and Catchup funding. This will be reported at the next GCC meeting and the next FGB meeting. The Pupil Premium Strategy has been updated and posted on the College website.	GCC/FGB
8	Nominations and Successions Committee	
8.1	Governors received the minutes of the NSC meeting on 16 th September.	
8.2	BP gave a verbal update on the outstanding action to search for a local serving Headteacher to join the Governing Body. The College is very well supported by the educational expertise of DCH and AP, who both have extensive experience in the state sector, and by Governors from Eton College, who have extensive experience in the independent and boarding sector, and it is therefore not considered necessary to keep this action open.	
8.3	There is currently one vacancy for a Co-opted Governor which will remain open until a suitable candidate is found.	
8.4	A table of proposed changes to Executive Membership of Governing Body Committees has been circulated to Governors and was approved in principle by Governors, subject to any comments Governors may feed back to GM.	
9	Policies	
9.1	<u>Child Protection Policy</u> The Child Protection Policy has been updated in line with changes made to KCSIE in the summer and was approved by Governors.	
10	Chair's Action: to note any urgent action taken by the Chair since the last meeting	
	None.	
11	Governance Update	
11.1	<u>Link Governor Visits</u> Governors were invited to arrange visits to the College, which are now able to be conducted in person. A proforma Governor Visit Report form is available on the Google drive FGB folder, on which Governors can record a brief summary of visits made to the College. The following visits have been arranged: SDU and LW - Boarding SDU – SEND TA and SDU - MFL CMJ has conducted a visit of the Boarding Houses.	
11.2	<u>Training</u> Details of Governor training provided by Achieving for Children has been circulated and Governors are invited to contact the Clerk to book training sessions. It was suggested that Governors find group training sessions before meetings particularly useful and it was proposed that a half hour Safeguarding training session be arranged to take place before the next FGB meeting in December.	WBO
11.3	<u>Business Interest Forms and KCSIE</u>	

	All Governors have returned a business interest form to the Clerk and have confirmed that they have read Keeping Children Safe in Education Part 1 September 2021.	
12	AOB	
	None.	
13	Date of next meeting	
	Thursday 2nd December 2021 at 5.00pm.	

Signed:

Date:

Bruce Powell (Chair)