

**Confirmed Minutes of the Full Governing Body meeting on
Thursday 30th November 2023 at 5.00pm at Holyport College
With the option to join remotely via GoogleMeet**

Governors		Initial
*denotes absence		
Dalmane Alberga*		DAL
Tom Arbuthnott	Educational Sponsor Link, Careers Governor	TA
Mandy Bains		MBA
Walter Boyle	Founding Head Master	WBO
Sue Dudley	Vice Chair, Chair of Curriculum Committee, SEND and Pupil Premium Governor	SDU
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	Chair of Foundation Committee, Chair of Bursaries	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 6 th Form	GAL
Adam Bicknell*	Deputy Head - Academic	ABI
Liz Critchlow	Clerk to the Governors	LC
Roz Doctor	Bursar	RDO
Steve Gardner	Deputy Head, Head of Boarding	SGA
Daniel Hubbard*	Assistant Head teacher – Assessment and Co-curricular	DHU
Alastair Ingall	Headteacher Elect (observer)	
Alex Jeffery	Assistant Head teacher - Curriculum Support	AJE

Item No		Action Lead
1	Welcome and Apologies	
1.1	Everyone was welcomed to the meeting. Apologies were received and accepted from SSW. DAL did not attend the meeting [apologies were received after the meeting]. GM attended the meeting remotely via GoogleMeet. It was noted that AIN (Headteacher Elect) would join the second half of the meeting as an observer.	
2	Any Other Business	
2.1	None.	
3	Declarations of Interest in the agenda	
3.1	There were no declarations of interest in the agenda.	
4	Approval of minutes of meeting on 28.09.23, matters arising and update of action list	
4.1	Governors approved the minutes of the meeting on 28th September as a true and accurate record.	

4.2	<u>Matters arising and update of action list</u> The rolling action list was updated.	
5	Head Master's Report	
5.1	Governors received the Head Master's report. <u>Current Position</u> The number on roll continues to increase (613) and the final intake of the increased Year 7 cohort will join the College in September 2024. There is now an increased flexibility in admitting boarders and there are currently 218 boarders on roll. There are currently 3 classes in Year 8; this will increase to 4 classes in September 2024 and one additional classroom will be required.	BMc/RDO
5.2	A proposal was made to combine the current two staff rooms into one and convert the upstairs staff room to a classroom. It was agreed that a more detailed proposal for this would be brought to the next FGB meeting in March. The cost of this is not yet included in the budget.	
5.3	There are currently the following numbers of students on roll: Free School Meals 30 Pupil Premium 69 (including 5 from service families) Looked After Children 3 Post Looked After Children 28 Education Health Care Plan 21 SEN K 93 It was noted that a priority in the College's Admissions Policy is for 20% of students to be Pupil Premium students and that currently the majority of students who have been admitted under this criterion are Post Looked After Children. It was proposed that more in depth data for admissions categories, including national and regional averages, would be brought to the next meeting for further consideration. The College admits above the local average of Pupil Premium students and well above the national average of care experienced children.	
5.4	Part 2 item. AIN (Headteacher Elect) joined the meeting as an observer and was welcomed.	BMc
5.5	Governors received data on suspensions and exclusions within the Head's Report. There has been an increase in suspensions since the end of the last half term; 3 of these (13 days) are linked to one incident. A robust approach is being taken towards disruptive behaviour and this is producing positive results. The majority of suspensions relate to incidents outside of the classroom. It was noted that there has been a significant improvement in the behaviour of Year 9. In every category the College's attendance data is above the national average and above the averages for the South East region. There is a small number of students on a reduced timetable and the figure for persistent absenteeism is 12% (much lower than the SE region and national averages). An individualised approach is taken to support students with persistent absenteeism. SLT are reviewing how best to capture attendance for the Sixth Form. It was agreed that the attendance data which is sent to GWC will be added to the Head's report for future meetings.	BMc
5.6	<u>Review of 2023 Exam Results</u> The Head's Report included a summary of GCSE results for 2023 and it was noted that a full analysis of these results was reviewed by GCC at the meeting in November. Progress data was very similar to that predicted in September 2023. The data showed the second highest progress score for the College to date and boarding students made excellent progress. Disadvantaged	

<p>5.7</p> <p>5.8</p>	<p>students made good progress when compared to the RBWM and national averages.</p> <p>There was a broad spread of progress for disadvantaged and Pupil Premium students. There was an attainment gap of 1.4 grade per subject between boys and girls, although the progress gender gap was more in line with the national average. The progress of disadvantaged and Pupil Premium students has been identified as an area for particular support this year and the Pupil Premium Champions Programme has restarted this autumn. The KS4 Progress Lead will prioritise low attaining boys in Year 11 for tracking and support.</p> <p>It is expected that progress data will continue to improve in future years as an increasing number of students will join the College from Year 7 and will therefore have a more consistent experience all the way through to Year 11. It was noted that there are a significant number of students who are not included in progress data, as they do not have the necessary KS2 data when they join the College.</p> <p>Governors asked what specific actions are being taken as a result of the analysis of this progress data. In addition to the Pupil Premium Champions Programme there will be an audit on emotional based school avoidance. Curriculum Development meetings are focusing on EHCP students and Progress Leads for both KS3 and KS4 are involved in identifying issues and ensuring that support is available in lessons. ABI is also working on a new strategy based on CIRL research of staff perception of boys and their behaviour, and there is an action to redress the gap in the number of house points boys are awarded relative to girls. Support for SEN students continues to be a focus with support being tailored to individuals.</p> <p><u>Tenth Anniversary</u></p> <p>The programme of events for the College's 10th anniversary is now underway and has included the opening of the library, Oktoberfest, community fireworks (which raised c. £6k for the Foundation). Further events are planned throughout the year, including a launch event for the Foundation. The alumni database will be launched in the New Year. The focus for this year is to bring the community together and raise awareness for the Foundation.</p>	
<p>6</p>	<p>Approval of Audited Accounts/Trustee Report</p>	
<p>6.1</p>	<p>The following documents were circulated to Governors ahead of the meeting: Audit Completion Report, Statutory Accounts and Trustee Report for 2022/23, Letter of Regularity, Letter of Representation.</p> <p>The audit went very smoothly and there were no findings or material audit differences. The auditors have noted that reference to estate safety now needs to be included in the annual report. There are no areas of RAAC concrete on site. The Audit and Risk Committee have looked carefully through all the above documents, reviewed them with the auditors and recommend them to the FGB for approval.</p> <p>Governors were reassured by the very satisfactory audit and wished to place on record their thanks to the Finance Team for their work throughout the year. It was noted that there was £454k in reserves at the end of August 2023 (an increase of £85k from the previous year) and a year-end operating surplus of £175k.</p> <p>Governors approved the Statutory Accounts and Trustee Report for 2022-23, the Letter of Regularity and the Letter of Representation, all of which will be signed by the Chair of Governors. The Statutory Accounts and Trustee Report will be uploaded to the ESFA website and filed with Companies House.</p>	<p>RDO</p>

7	Bursar's Report	
7.1	<p><u>Management Accounts P2</u></p> <p>Governors received and discussed the Period 2 Management Accounts. The figures are close to budget and include recent salary increases for teachers and support staff. The operating surplus has reduced from £187k in P1 to £162k (2% of income) in P2. Operating surplus at the same time last year was £175k. A significant item contributing to this was £20k of emergency repairs to 18 boarding shower rooms. There has been no change to capital income (£22k) and capital expenditure (£218k). Addition to reserves is forecast to be £67k and closing year end reserves to be £521k.</p> <p>The bank account figure is strong (£2 million).</p>	
7.2	<p><u>ESFA Financial Management and Governance Review</u></p> <p>The College was selected by the ESFA for a Financial Management and Governance review. This focused on compliance with the Academy Trust Handbook and how Governing Body business is minuted and documented. A draft report has been received and there were no significant findings to cause concern. A copy of the College's response was included in the meeting papers. Following recommendations from the review, additional information from the Academy Trust Handbook has been added to the Financial Management Manual.</p> <p>A short scheme of financial delegation has been approved by A & R Committee. The draft report has been examined in greater detail at A & R.</p>	
7.3	<p><u>Eton Fives Project</u></p> <p>Building tenders for this project have been received, two of which were within the estimated total project cost of £600k. It is proposed that the College includes the construction contingency £39k only (but not the client contingency, given the very detailed project specification). The total project cost is estimated at £562k for Morris & Blunt (M&B) and £535k for Ash. Following a recommendation from GFC, it was proposed that the College commission M&B for this project at a total cost of £562k including the recommended construction contingency £39k and usual contractor building warranties. This recommendation is based on several factors including satisfactory M&B site visits and good references on quality/performance from other schools (including Eton). BP has now secured firm pledges of funding from the major donors, including Eton College, which total c. £400k, and an additional £105k (so far) has been pledged by the Eton Fives Association towards the project. Governors wished to place on record their thanks for these generous donations.</p> <p>Approval was requested from Governors for GFC to oversee the sign-off of the project in January, once they are satisfied that pledged funding is within at least 50k of the estimated project cost, and for fundraising to continue in the New Year. It was noted that building work is likely to start at the beginning of March and last until the end of August, with time off during the examination period. Governors requested additional information on the recommendation to commission M&B rather than Ash for the project. M&B are the preferred contractors for the reasons noted previously and because they employ tradespeople directly, rather than on a sub-contract basis, all of whom have had DBS checks, therefore it is considered that there are significantly less risks associated with using M&B.</p> <p>Governors also discussed whether there is a risk associated with raising the remaining £50k for the project and whether there was a possibility that the project could go over budget. It was noted that although these are risks, they are low level risks. The College will be underwriting the project, however it</p>	

7.4	<p>has been planned conservatively with a strong project management team and a generous contingency. It was agreed that further discussion would take place to ensure that exams are not disrupted by construction work. Governors approved the proposal in principle but delegated sign-off to GFC once they are satisfied that pledged funding is within £50k of the project cost (£562k) and for fundraising to continue in the New Year.</p> <p><u>CIF bid</u> A CIF application for 2024-25 will be submitted for Design Technology/Product Design and Performing Arts. This will be supported by the conclusion in the recent OFSTED report under “What does the school need to do to improve”. Drawings from CSK architects and cost information will also be submitted to support this bid.</p>	GFC
7.5	<p><u>Copier Contract</u> The 5-year copier contract with Canon ends in August 2025. The copiers are experiencing a lot of maintenance issues and it is proposed that a new 4-year contract is taken out for 5 copiers from 1st January 2024 with a saving of £26k per annum. This is for 5 copiers (staff room, finance, science, ground floor common rooms). Governors approved this proposal.</p>	
7.6	<p><u>Debtors’ Write off Approval</u> The College Bad Debt Policy states that debts of more than £5,000 should be written off by the Full Governing Body. Governors received a paper with a proposal to write off bad debts of c.£64k, some of which date back a number of years. Of these debts, those which are at all viable will continue to be followed up with VWV or Town and Country. It was agreed that in future any debt passed over to VWV or Town and Country will be written off after following the appropriate approval procedure. Governors noted that the College’s historic bad debt provisioning over a number of years was approx. 1% of fees charged, which is a good record. Governors agreed the proposal to write off just over £64k of bad debts. It was noted that these debts have already been fully provided for in past years.</p>	
8	Governors’ Curriculum Committee	
8.1	Governors received the minutes of the GCC meeting on 21 st November. Topics discussed at the meeting included CIRC, GCSE progress data, impact projects, admissions and iPad trials.	
9	Governors’ Finance Committee	
9.1	Governors received the minutes of the GFC meeting on 9 th November. Topics discussed at the meeting included the Management Accounts, Statutory Accounts, pay awards and benchmarking of financial systems against other schools.	
10	Audit and Risk Committee	
10.1	Governors received the minutes of the A & R Committee meeting on 5 th October. Topics discussed at the meeting included the ESFA audit of Financial Management and Governance, the Statutory Accounts, audit completion, the Health and Safety Strategic Policy, Fire Risk Assessment and Risk Register.	
11	Strategy Committee	
11.1	Governors received the minutes of the Strategy Committee meeting on 9 th October. Topics discussed at the meeting included the Foundation, Eton Fives and Performing Arts projects.	
12	Governors’ Welfare Committee	
12.1	Governors received the minutes from the GWC meeting on 2nd November. A social care inspection is due to take place at some point during this academic year. The committee noted that SGA conducts regular NMS audits and that boarding provision has been enhanced since the last inspection, for	

12.2	instance in areas such as staffing structure, food and refurbishment of facilities. CMJ, SDU and LW have visited the College and Governors received their visit reports. Concerns have been voiced by a small group of Year 11 girls about the attitudes of a small number of Year 11 day boys. The College is continuing to do all it can to address attitudes including misogynistic ideas, including an extensive Personal Development programme, staff training and visits from external speakers such as Everyone's Invited. It was noted that in the most recent student survey, 97% of students said that they feel safe in school and community cohesion is highly valued by students.	
13	Bursaries Committee	
13.1	It was noted that the Bursaries Committee met on 16 th November. The Committee reviewed bursaries applications for the one and a half bursaries which are available to allocate for September 2024. The Admissions team continue to liaise with external organisations to secure additional funding for bursaries places.	
14	Holyport College Foundation	
14.1	The Foundation was registered as a Charitable Company at Companies House on 13 th November 2023. Next steps will include the setting up of a bank account and the launch of the alumni database. As the Foundation becomes established, a strategic plan, an annual budget and a risk assessment will be developed. The next meeting is scheduled for 18 th January 2024. The funds raised from the fireworks event will be transferred into the Foundation bank account. It was noted that all five of the Foundation Trustees are also Holyport College Governors. These Trustees will report to the FGB at every meeting to keep Governors updated on the charity's activities. LC and RDO are liaising with JRO to draw up Terms of Reference for the Foundation and Foundation Committee.	
15	Nominations and Successions Committee	
15.1	It was noted that SDU's term of office is due to end in January. SDU has indicated that she would be willing to serve a further term of office. The NSC proposed that SDU be appointed for a further term of office of 4 years as a Member Appointed Governor. Governors agreed to recommend SDU's reappointment to Members and it was agreed that LC would make the necessary arrangements for this reappointment.	LC
15.2	The Terms of Reference for GCC have been reviewed and oversight of the Admission process has been added. Governors approved these amended Terms of Reference.	
16	Head's Performance Appraisal Committee	
16.1	Governors noted that the Head's Performance Appraisal Committee met in October. BMC will be involved throughout the year with the transition process for the new Head Master, which will include a written plan and regular meetings with AIN.	
16.2	It was noted that this committee has reviewed the pay of all senior executives, as delegated and approved by the FGB, with effect from 1 st September 2023.	
17	Policies	
17.1	SEND Policy Complaints Policy Admissions Policy 2025-6 Sixth Form Admissions Policy 2025-6 Charging and Remissions Policy Financial Management Manual	

	Scheme of Financial Delegation The above policies were approved by Governors.	
18	Appointment of Alastair Ingall as new Head	
18.1	The new Head Master, Alastair Ingall, was introduced to Governors and welcomed to the College. AIN thanked Governors for entrusting him with the privilege of taking over as Head and said he was very excited to be joining the Holyport community and looking forward to working with Governors.	
19	Chair's Action: to note any urgent action taken by the Chair since the last meeting	
19.1	Appointment of new Headteacher.	
20	Governance Update	
20.1	The training schedule from Achieving for Children has been sent to Governors.	BP
20.2	BP will liaise with LC regarding a possible training session for the next meeting.	
20.3	Governors visit reports were received from SDU, LW and CMJ.	
21	AOB	
21.1	Part 2 item. The meeting closed at 7.25pm.	
22	Date of next meeting	
	Thursday 21st March 2024 at 4.15pm AGM and FGB meeting at 5.00 pm.	

Signed:

Date:

Bruce Powell (Chair)