

**Confirmed Minutes of the Full Governing Body meeting on
Thursday 5th December 2024 at 5.00pm at Holyport College**

Governors *denotes absence		Initial
Tom Arbuthnott	Educational Sponsor Link	TA
Mandy Bains*		MBA
Walter Boyle	Founding Head Master	WBO
Sue Dudley	Vice Chair, Chair of Curriculum Committee, SEND, EDI, Pupil Premium and Careers Governor	SDU
Alastair Ingall	Headteacher	AIN
Mark Jones	Chair of Welfare Committee, Safeguarding Governor	CMJ
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 Headteacher – Assessment and Co- curricular	DHU
Alex Jeffery	Assistant Headteacher - 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 MBA, GM, SGA, GAL and DHU.	
2	Any Other Business	
2.1	Thanks to CW.	
3	Declarations of Interest in the agenda	
3.1	There were no declarations of interest in the agenda. It was noted that completed Business Interest forms have been received from all Governors.	
4	Approval of the Part 2 minutes of meeting on 27.06.24 and Part 1 and Part 2 minutes of the meeting on 03.10.24, matters arising and update of action list	
4.1	Governors approved the Part 2 minutes of the meeting on 27 th June and the Part 1 and Part 2 minutes of the meeting on 3 rd October as a true and accurate record.	
4.2	<u>Matters arising and update of action list</u> The rolling action list was updated. SSW has completed Cyber Security online training.	

5	Nominations and Successions Committee	
5.1	Governors received the minutes of the NSC meeting on 14.11.24.	
5.2	Governors noted the resignations of Dalmane Alberga effective from 11.10.24, and Chris Wilton effective from 06.12.24.	
5.3	A proposal was made by the committee to recommend Katharine Wootton's appointment as a Member Appointed Governor. It was noted that Katharine's CV had been circulated to Governors. Katharine has a legal background, is currently Chair of two academies and has a connection with Eton College. Governors approved the proposal to recommend Katharine's appointment as a governor to Members and it was agreed that LC would send a Written Resolution to the Members.	LC
5.4	It was noted that BP intends to step down from his position as Chair within the next year. NSC wishes to recommend SDU's nomination for the position of Chair when he steps down and SDU is willing for her name to be put forward for the position. It was noted that any other Governors who wish to be considered for the position of Chair or Vice Chair are welcome to put themselves forward and should contact LC before the FGB meeting in March 2025, when the succession plans, including timings, will be further discussed.	Governors
5.5		LC
5.6	It is proposed that in the summer term SDU will conduct a Governor Self Assessment Review. The last governor review took place in 2022.	SDU
5.7	Following CW's resignation, GM and LC will liaise with AIN to prepare a letter which will go out to all Holyport parents and carers in January to request nominations for the Parent Governor position. If there is more than one nomination the parent governor election process will follow. It was noted that it would be useful to provide parents with an outline of what the role entails. It was agreed that BP would liaise with GM to identify skills currently being sought by the Governing Board and which have been discussed by NSC, for inclusion on the letter.	BP
5.8		
5.9	The list of committee membership has been updated to include a few changes for SLT. It is proposed that Alastair will join GWC (as a Governor) and Adam will join Strategy and Finance committees (as a member of SLT). Governors approved these changes to committee membership. It was noted that GCC would benefit from an additional governor member, as there are currently only two governors and the Headteacher serving on the committee, all of whom need to be present for the committee to be quorate.	
7	Bursar's Report	
7.1	<p><u>Management Accounts 2024/25 - Period 2</u></p> <p>The forecast at 30th September shows an operating surplus of £64k (0.7% of income). This is an improvement of £42k from Period 1 due to some additional funding received for salary and pension increases, and some extra boarding income. This forecast shows an addition to reserves of £98k which takes closing reserves to £540k. The bank account is £1.9m.</p> <p>Capital expenditure has been reduced from 150k to 100k. Nearly 50% of the £100k capital expenditure this year is expected on IT as desktops need to be replaced for windows 11 and classroom projectors are failing as they are over 10 years old.</p> <p>The forecast assumes that the increases to Employer's National Insurance will be 50% funded by the government. Net current assets are £813k, which it was noted is a strong position. Potential upsides include boarding numbers and lettings income, although boarding numbers could also be a potential risk. There is an aim to build resilience this year and for closing reserves to be over £500k.</p>	

7.2	<p><u>Staff Pay Awards</u></p> <p>The support staff pay award was included in the 2024/25 budget and will be included in the November payroll. The new pay rates are increased, from 1 April 2024, by £1,290 per annum plus there is an increase of £17 (2.5%) to the fringe allowance, which is a total of £1,307 per annum. There was a 5.5% increase to teachers' pay and allowances, backdated to 1st September and to be included in the December payroll. An increase of 2.5% had been included in the budget. The additional 3% not included in the budget will cost £152k including allowances. Of this the College will receive £93k of funding, leaving a shortfall of £59k.</p> <p>Staff salary costs are budgeted at 71% of income.</p>	
7.3	<p><u>Capital budget 2024/25</u></p> <p>There was a capital forecast of £115 for 2024/25 in Period 1 and the current forecast is for £100k. Of this, the only amount committed so far is the final costs for the Eton Fives courts. Nearly 50% of the capital expenditure this year is for IT and there is also an oven which needs to be replaced at a cost of £12k.</p> <p>The planning application for floodlights has been rejected and the College is looking into other possible solutions. Governors suggested that if there is sufficient light from temporary floodlighting this might be a satisfactory solution. It was agreed that a final decision on this issue would be taken by SLT. The Eton Fives project was completed in September and the total project costs ended at £556k. This is £2k over the total estimated project cost including the construction contingency and £54k below the total project cost Ridge estimate of £610k including all of the contingencies.</p>	
7.4	<p><u>Capital Projects – CIF Bid for Performing Arts</u></p> <p>The 24/25 CIF bid for the Performing Arts Centre submitted in December 2023 was disqualified as the existing number on roll was less than 10% over the published school capacity. The College's published admissions number was 636 (current capacity) and the number on roll was 613. The College's capacity (as published on Get Information about Schools) has now been reduced to 541, using the figure from the net capacity audit which was carried out in November 2023 and issued in October 2024. Another CIF bid will be submitted before the closing date of 17th December.</p> <p>The planning application for the Performing Arts Centre has been accepted.</p>	
7.5	<p><u>Energy contracts</u></p> <p>The electricity contract ends on 31st March 2025 and the gas contract ends on 30th September 2025. Prices were reviewed in April and it was agreed to wait before making any decision. Updated prices have been provided by Zenergi and are lower than in April. Zenergi's commission has also decreased. Based on current prices, gas costs have risen by nearly 50% and electricity prices have risen by 90%. It was agreed to review prices again in the New Year and to investigate options to reduce consumption, including whether it would be worthwhile to make investments in solar energy and battery storage. The College has received advice that it is inadvisable to instal solar panels on an existing roof.</p>	
7.6	<p><u>Debtors Write off</u></p> <p>Approval was sought to write off one debt of £5,572. Debts over £5k require approval from the FGB. The family continues to gradually repay this debt and it has been fully provided for. Governors approved the write off of this debt.</p>	
7.7	<p><u>DFO Handover</u></p> <p>AFI will be visiting the College on 6th December for handover and to meet key members of staff. He will join as DFO on 6th January.</p>	

8	Audit and Risk Committee	
8.1	Governors received the minutes of the A & R committee meeting on 7 th October.	
8.2	The following documents were circulated to Governors ahead of the meeting: Audit Completion Report, Statutory Accounts and Trustee Report for 2023/24, Letter of Regularity, Letter of Representation. The audit went very smoothly and there were no findings or material audit differences. 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. Governors were reassured by the very satisfactory audit and the fact that the numbers were entirely consistent with the management accounts and wished to place on record thanks to RDO and the Finance Team for their work throughout the year.	
8.3	Governors approved the Statutory Accounts and Trustee Report for 2023-24, the Letter of Regularity and the Letter of Representation, all of which will be signed by the Chair of Governors.	
8.4	It had been planned to conduct a review of the auditors this year once the 2023/24 accounts have been signed off, as it is good practice to do this every 5 years and the current auditors were appointed in 2019. However, it has been decided that, as there is a new Head teacher this term and will be a new Bursar next term, in the interests of continuity it would be preferable to wait until next year and to conduct the review of auditors in January 2026, once the 2024/25 accounts have been signed off.	
8.5	The Chair thanked RDO for her contribution to the College over the past three and a half years. Her enthusiasm, energy and hard work have been enormously appreciated and she will be much missed by both colleagues and Governors. She has made an enormous contribution towards the College's financial operations during her tenure. Governors wished RDO the best of luck in her new role. RDO left the meeting at 6pm.	
6	Head's Report	
6.1	Governors received the Head's Report. <u>Attendance</u> It was noted that attendance and absence analysis (link included in the report) could also be added as additional file for future meetings. It was noted that overall attendance is very similar to previous years. However, there was some concern about attendance data for Years 12 and 13 and FSM students and it was agreed that this would be investigated.	WBO
6.2	<u>Exam results</u> Exam results have been discussed at the previous meeting and in detail at the GCC meeting in November. National comparison data for GCSE shows a Progress 8 score of 0.58 (well above average) which Governors commented was most pleasing and the best yet for the College. It was noted that P8 for disadvantaged students (-0.08), boys (0.31) compared with girls (0.83) and low prior attainers (- 0.19) was disappointing compared with data for previous years and would be further investigated.	DHU/AIN
6.3	<u>New staff</u> Several new staff have joined the College to replace staff who have left.	
6.4	<u>Boarding admissions</u> There has been an increase in the number of applications for boarding this year compared with the same time last year (113 compared with 70) and there have been two very successful suitability to board days this term. There may be several factors which have influenced this increase, including a change in boarding structure (reduction in the number of nights Year 7	

6.5	<p>students need to board), the introduction of VAT for independent schools and a reduction in the registration fee from £150 to £95. The admissions team continue to work very hard to get the best possible intake.</p> <p><u>College Development Plan</u></p> <p>It was noted that there have been no changes to the College Development Plan since the last meeting. The roll out of iPads has been very successful and there is now a focus on how to make the best use of them. SDU reported from her recent visit that the use of iPads in the classroom is having a very positive impact on teaching and learning.</p> <p>It was noted that iPads may be useful to support the policy on mobile phone use in the future and it is planned for this policy to be more robustly enforced with Year 7 – 10 students from January.</p>	
6.6	<p><u>Curriculum</u></p> <p>Curriculum review is being considered and this was discussed at the recent GCC meeting. Conversations have included whether it is essential for all students to study either History or Geography at GCSE and whether R.S. could be added as a humanities option. It is likely that the humanities option will be kept as it is thought that this provides a breadth of curriculum which benefits all students. There have also been discussions as to whether all students should study a language for GCSE. There is overall support for the study of a language, however it is recognised that there is a group of students who would prefer not to study a language and do not perform well in languages at GCSE. It was agreed that there should be an aim for all students to achieve as well in their language as they do in other subjects. It was noted that skills required for future careers are constantly evolving, particularly in response to the development of AI.</p>	
6.7	<p><u>Broaden and Enrich</u></p> <p>Inter House competitions, sport and drama continue to enrich students' experiences at the College.</p> <p>Planning permission has been granted for the Performing Arts Centre. A new CIF bid is being prepared and this will be applied for under the criteria of overcrowding, as the number of students is now 10% over capacity. In the event of the bid being unsuccessful, it may be necessary to remodel the scope of the project, (which it was noted could potentially require resubmission for planning). Governors advised that the expected life of any new build should be a minimum of 50 years.</p>	
6.8	<p><u>Sports</u></p> <p>The planning application for floodlighting has been rejected on the grounds that there might be bats in the vicinity. It was noted that many schools use floodlights that do not require planning permission and that this might be a route worth considering.</p> <p>The sports hall floor is buckling and RDO is investigating whether this is covered by the College's insurance. A full replacement would cost £60k, however there are cheaper options to resolve this issue. The cause of this problem is not yet known.</p> <p>Some members of SLT visited the Independent Schools' Show last month.</p>	
6.9	<p><u>Foundation</u></p> <p>The Foundation Committee met earlier in the week. The opening of the Eton Fives Courts was a very successful event, and the courts are being well used by students. AIN is currently working on a brochure to launch the Foundation which he hopes to circulate online at the beginning of February.</p>	
6.10	<p><u>Transition</u></p> <p>AIN has settled well into College life and very much enjoyed the recent highlights of the Nations Day and Carol Service.</p>	

9	Finance Committee	
9.1	Governors received the minutes of the GFC meeting on 14 th November.	
10	Curriculum Committee	
10.1	Governors received the minutes of the GCC meeting on 19 th November.	
11	Welfare Committee	
11.1	Governors received the minutes of the GWC meeting on 25 th November. CMJ visited boys' boarding in November and reported that boarders seemed to be familiar with the mission statement and were able to confirm that it was being put into practice. CMJ also reported a positive atmosphere in boarding and good levels of supervision.	
11.2	It was noted that several outside agencies have visited boarding recently and have also reported a positive picture. There have been a few useful suggestions for improvement from these agencies which are being implemented.	
11.3	SDU has visited boarding and LW has visited the College Nurse. They also reported a positive picture. Two matters arising from LW's visit are being followed up.	
11.4	It was noted that Eton College provides peer supervision for safeguarding which is most appreciated.	
12	Foundation	
12.1	The Foundation Trustees and Committee met on Monday 2 nd December. At this meeting the Trustees approved the Foundation annual report and accounts for the 9 months ending 31 st August 2024. AIN is preparing a brochure to be sent out to the College community and alumnae at the beginning of February. Foundation Trustees/Committee have been invited to send comments to AIN before Christmas.	Foundation Trustees/ committee
12.2		
13	Head's Performance Appraisal Committee	
13.1	This committee met on 8 th November 2024.	
14	Admissions Policy and Sixth Form Admissions Policy	
14.1	<p>Governors received an amended version of the Admissions Policy. This has been redrafted and includes changes for the academic year 2026/27 which will need to go to consultation.</p> <p>Changes were outlined as follows:</p> <ul style="list-style-type: none"> • The current lower school Admissions Policy and the Sixth Form Admissions Policy have been combined into one document. • The priority given to Founder's Children throughout the admissions policy has been removed. • The priority in the allocation of boarding places given to 'children at risk of being taken into care' has been removed as these children are eligible for a place under the higher priority of children with a 'boarding need'. • The final criteria for awarding boarding places at any age group has been changed to 'on the basis of a random lottery' rather than 'on proximity to the school'. • The Sixth Form Course criteria has been included in the policy (previously it was a separate document). • References to 'statements of special educational needs' have been removed as these have been superseded by Education, Health and Care Plans. • The definition of Looked After and Previously Looked After Children has been updated in accordance with government guidance. • The mechanism for calculating distance from the school has been clarified. 	

14.2	These changes have been discussed and approved by GCC. It was agreed that Governors should send any further comments on this policy to AIN during the next week. AIN will finalise the policy and arrange for it to go to consultation before the end of term. Once the consultation closes towards the end of January, the FGB will need to determine the policy before the end of February. It was agreed that following the consultation SDU and GCC would review the policy and send the final version and their recommendation to the FGB who would determine the policy before the end of February via email.	Governors
14.3		AIN
14.4		
14.5		SDU FGB
15	Policies	
15.1	<u>Scheme of Financial Delegation</u> This amended policy was approved by Governors.	
15.2	<u>SEND Policy</u> This policy has been reviewed and no changes were recommended. Governors approved the policy unchanged.	
16	Terms of Reference	
16.1	The following Terms of Reference have been reviewed by committees and minor amendments have been made: Audit and Risk Committee Nominations and Successions Committee Governors' Curriculum Committee Governors' Finance Committee Foundation Committee Governors approved these amended Terms of Reference. It was agreed that the Terms of Reference for GWC would be brought to the next FGB meeting.	SGA/LC
16.2		
17	Chair's Action: to note any urgent action taken by the Chair since the last meeting	
17.1	Appointment of Director of Finance and Operations.	
18	Governance Update	
18.1	Governor visit reports were received from SDU, CMJ and ASA.	
18.2	It was confirmed that all Governors have read KCSIE Part 1 2024.	
19	AOB	
19.1	Governors thanked Chris Wilton for all his work for the Governing Body and support of the school during his time as Parent Governor over the last few years. The meeting closed at 7.20pm.	
19.2		
20	Date of next meeting	
	Thursday 27th March 2025 at 5.00 pm	

Signed:

Date:

Bruce Powell (Chair)