

**Confirmed Minutes of the Full Governing Body meeting on
Thursday 2nd October 2025 at 5.00pm at Holyport College
With the option to attend remotely**

Governors *denotes absence		Initial
Tom Arbuthnott	Educational Sponsor Link	TA
Mandy Bains		MBA
Sue Dudley	Vice Chair, Chair of Curriculum Committee, SEND, EDI, Pupil Premium and Careers Governor	SDU
Clare Ferguson		
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
Katharine Torrance		KTO
Lorraine Wales	LAC and Wellbeing Governor	LW
Katharine Wootton*		KWO
In attendance		
Graham Alford	Assistant Head – Head of Sixth Form	GAL
Adam Bicknell	Deputy Head Academic	ABI
Liz Critchlow	Clerk to the Governors	LC
Andy Findlow	Director of Finance and Operations	AFI
Steve Gardner	Deputy Head Pastoral and Head of Boarding	SGA
Frank Hardee (until 5.25pm)	Master in Charge of Universities and Eton Relationship	FHA
Alex Jeffery	Assistant Head – Safeguarding and Inclusion	AJE

Item No		Action Lead
1	Safeguarding Training session for Governors (4.30 pm)	
1.1	A Safeguarding Training session took place before the meeting and was attended by: LW, GM, BP, CFE, SSW, CMJ, TA, MBA, SDU, JRO.	
2	Welcome and Apologies (5.00 pm)	
2.1	Everyone was welcomed to the meeting. Apologies were received and accepted from KWO. SDU and JRO attended remotely via Google Meet. The main purpose of the meeting is to review exam results, destinations, the start to the academic year and financial planning for the year.	
3	Any Other Business	
	None	
4	Declarations of Interest in the agenda and to note receipt of Declaration of Business Interest forms from governors	

4.1	<p>There were no declarations of interest in the agenda. LC has sent Business Interest Forms to all Governors and will send a reminder to those who have not yet returned their form.</p>	LC
5	Approval of the minutes of meeting on 26.06.25, matters arising and update of action list	
5.1	Governors approved the minutes of the meeting on 26 th June as a true and accurate record.	
5.2	<u>Matters arising and update of action list</u> There were no matters arising and the rolling action list was updated.	
5.3	AIN has sent a list of acronyms (staff initials) to governors and has amended the two strategy documents.	
5.4	The Terms of Reference for the Bursaries Committee have been amended.	
5.5	A review of the relevant areas of the Risk Register will be undertaken by committees this term and then referred to the A & R committee at the meeting in the spring term.	Committees
6	Head's Report	
6.1	<p><u>Destinations</u> FHA presented a Destinations Report and governors received a full break down of destinations for Year 13 leavers for Summer 2025. The Holyport College Sixth Form is very successful in supporting students to achieve places at the best universities to study. The Good Schools Guide has complimented the College on its university guidance and pathways. FHA reported a very positive picture this year, with 56% students going to a Russell group university and 80% going to a Russell group or equivalent university. Two students have also been successful in securing a degree apprenticeship, which is also a highly competitive destination. There is an increasing focus on supporting students who wish to follow the degree apprenticeship pathway; FHA has introduced a session focused on degree apprenticeships to the Uniport programme and there is now a Sixth Form Personal Development Programme. Governors noted that the wide range of excellent destinations was most pleasing and suggested that consideration could be given to additional staff training to support students who are applying for degree apprenticeships. FHA was thanked for his report. FHA left the meeting at 5.25 pm.</p>	
6.2	<p><u>Results</u> <u>A Level</u> Governors received the following information: A-Level headline measures, analysis by group and subject, comparison of headline measures with the previous 2 years, ELT provision review including actions. The average points score per entry was 36.56 in 2025. ALPS scores, which compare progress with other departments across the country from GCSE starting points, have been used to analyse data. The overall ALPS score was 6. Biology results were excellent with an ALPS score of 1, English had an ALPS 2 and Art ALPS 3. Scores for these subjects have been consistently good over the past few years. EPQ results were excellent as evidenced by the progress data (ALPS 2). Medium to high prior attainers were the best performing group in terms of progress with ALPS 4. Areas for development include Maths (average ALPS 7) and Economics (average ALPS 8). Consideration will be given to raising the entry criteria for Economics. It was noted that there are plans in place to change the exam board for Mathematics from OCR to Edexcel.</p>	

6.3	<p>SLT are working with the Maths department to implement an action plan and it was noted that there were some mitigating circumstances last year in staffing in this subject. Business Studies A level will be introduced as an option from September 2026. Other areas for development include History (ALPS 3 in 2024, ALPS 7 in 2025) and P.E. (ALPS 8 in 2024, ALPS 7 in 2025). The College will also focus on being more ambitious for very high prior attainers to support them to achieve a higher number of A* grades. There will also be a focus on ensuring that students take the right courses and on working with some departments to ensure their expectations are suitably high. In summary, good results but with scope for improvement, particularly at the top end.</p> <p><u>GCSE</u></p> <p>Governors received GCSE data analysis which includes headline measures, analysis by group and subject and ELT review of provision including actions.</p> <p>GCSE results were good and the average points score was 5.46 for 2025. Students achieving 4+ and 5+ in Maths and English continues to be well above the national average: 75% students achieved 9 – 4 in English and Maths.</p> <p>There is a continuing high rate of EBacc entries (75%).</p> <p>Boarders achieved a higher level of attainment than day students and there was an improvement in the attainment of Pupil Premium and disadvantaged students. It was noted that the Pupil Premium Champions scheme has been run over the last 2 years and has had a very positive impact. The gap in attainment of girls vs boys is narrowing and is now in line with national data.</p> <p>There were very high outcomes for students who took the three separate sciences. MFL results show an improvement in attainment. Excellent progress was made in Music, Trilogy (Double) Science, Geography and R.S. Attainment in P.E. has improved since 2023 although this is still an area for improvement. Other areas for development include Maths, Art, MFL and English and Maths 4+ and 5+.</p> <p>All departments will meet with AIN and their line manager by half term to present findings and discuss any actions.</p> <p>SDU met AIN at the start of term and is confident that SLT are addressing any necessary areas for improvement. It was agreed that the Curriculum Committee would keep an eye on the implementation of action plans and that it would be useful for governors to visit some of the most successful departments to see what is going well.</p> <p>Governors suggested that “teach to the top” was another potential focus area at both GCSE and A level.</p> <p>It was noted that there had been a decrease in the number of students achieving the Holyport College Sixth Form entry criteria, 45% in 2025 compared with 58% in 2024, and that this was an area for improvement. In summary, good results overall but with considerable scope for improvement in certain areas.</p> <p><u>Co-curricular</u></p> <p>The timetable has been reorganised this year to allow the Sixth Form to both participate in and help with the co-curricular. There is now a wider range of activities available which has been well received by students. Some boarders and day students are now helping with prep for younger year groups and the Sixth Form have the opportunity to help with interventions for Year 7 and 8. The Sixth Form are enjoying this additional responsibility.</p>	
6.4		

6.5	<p><u>Boarding</u></p> <p>There has been a smooth start to the year in boarding, which is in a strong position with stable staffing and record numbers of Year 7 students. SGA has visited local prep schools and a “Nurturing Junior Boarders” agenda has been developed, including more quality time with staff, bespoke activities and improvements in organisation and bedtimes. The increase in flexibility of the minimum number of nights has had an encouraging start and the majority of Year 7 boarders are staying for 4/5 nights a week. The boarding team now have a greater involvement in the admissions process at an earlier stage and the suitability to board process is being reviewed to ensure it is suitably robust. Trips for boarders on exeat weekends are being trialled and the first one of these proved to be very popular. Recent changes to the bursary process have resulted in an increase in the number of bursaries being offered.</p>	
6.6	<p><u>Communications and Admissions</u></p> <p>Catherine Corrigan has been appointed as the new Head of Communications and Admissions, and she will talk to GFC about the priorities which she has identified towards improving the quality of communications, marketing and admissions. A new Registrar has also been appointed.</p> <p>Admissions and student numbers are very positive with 19 more on the roll than this time last year; this includes 37 Year 12 boarders compared with 25 last year and 29 Year 7 boarders compared with 13 last year.</p> <p>There are boarding places available in Year 8, and a coffee morning has been arranged for potential Year 9 boarders.</p>	CCO
6.7	<p>JRO left the meeting at 6.20 pm.</p> <p>It was noted that Holyport boarding places are not specifically listed on the following websites: The Good Schools Guide, ukboardingschools.com and it was agreed that AIN would ensure that these are investigated.</p>	AIN
6.8	<p>Governors received a staffing update.</p> <p><u>Pastoral and Safeguarding</u></p> <p>The pastoral team has started the year well with a smooth transition from WBO to AJE, and the strong safeguarding culture remains in place.</p> <p>Governors received a safeguarding update and the attendance report for 2024-25. Attendance is now being managed jointly by AJE and GAL and there is a new Attendance Officer (maternity cover).</p> <p>The SCR is checked regularly by SSM and AFI. CMJ has visited to look at the SCR and found everything to be in order. At the end of last term a permanent exclusion was issued to a Year 10 student.</p> <p>All governors have been asked to read KCSIE September 2025 Parts 1 and 2; LC will send a reminder to anyone who has not yet confirmed that they have read this.</p> <p>AIN has sent a list of event dates to governors.</p>	LC
7	<u>DFO's Report</u>	
7.1	<p><u>Management Accounts</u></p> <p>The Management Accounts for the year ending 31st August 2025 are currently being finalised and governors received the July 2025 (Period 11) accounts and accompanying report.</p> <p>The July accounts show a £249k surplus against a budget of £127k. This includes provision of £30k for a disputed water bill which the College is challenging. It also includes an accrual for a 3.2% pay rise for support staff, back dated to April 2025, and a teachers' pay rise of 4%, from October 2025.</p>	

7.2	<p>During the summer holidays there was a focus on preventative maintenance with some expenditure being brought forward. There was also a focus on IT capital spend which has included the replacement of laptops, desktops, projectors, software and iPad attachments.</p>	
7.3	<p>Capital spend is just under £100k for the year and closing reserves at the end of 2024-25 are forecast to be £728k, which is £184k above budget. Governors commended the finance team on an excellent set of results and noted that if the level of reserves continues to increase this may allow the College the capacity to invest in a larger capital project from the strategic plan over the next couple of years.</p>	
7.4	<p>The budget for 2025-26 approved by governors in June 2025 targeted the following: an operating surplus of £120k, capital investment of £155k, an increase in reserves of £103k. Based on the provisional results of the 2024-25 financial year, closing reserves for 2025-26 are budgeted to be £831k (assuming no change in capital spend/income).</p>	
7.5	<p>When the budget was set in June, several key factors such as GAG and the amount of pay rise for teachers and support staff were known, therefore there has been no variance this year (unlike last year).</p>	
7.6	<p>Boarding numbers (budgeted at 204) are 209, which represents a potential upside of nearly £100k.</p>	
7.7	<p>There was a “running light” assumption in the June budget for £50k and this is still considered to be realistic and not to represent a material risk.</p>	
7.8	<p>There is an additional spend of £43k in this year’s budget for boarding activities, marketing and co-curricular.</p> <p>Inflation is slightly higher than anticipated, particularly in relation to contracts, and is a risk that will need to be managed. Another potential downside is the cost of utilities; the College is out of contract, and it is a priority to put a replacement contract in place. Governors were reassured that despite the potential downsides, there are potential upsides to offset these and the underlying financial position is greatly improved compared with what was expected at this time last year.</p>	
7.9	<p>There was a successful letting during the summer holiday and key maintenance work undertaken has included smoothing the floor of the Fives Courts, moving the shipping containers from the netball courts to free up space, the installation of a mobile floodlight on the astro turf and decoration and restoration work to the Winton building and in the quad area.</p>	
7.10	<p><u>Energy procurement</u></p> <p>The DfE energy scheme has now provided information on historical pricing but no indicative future pricing information. The scheme would involve the College joining on an interim rate for the first year after which it would be possible to secure the lowest pricing available on the scheme. Information on the interim rate is not available until the College signs up to the scheme. It was agreed that AFI would investigate this further and obtain quotations from a variety of suppliers which he will send to GFC by email to facilitate a quick decision.</p>	AFI/GFC
	<p><u>Sports hall update</u></p> <p>The sports hall remains operational, and work is being undertaken to repair the source of the leak. Once this repair work has been completed the flooring can be replaced, which will be covered by the insurance policy.</p>	
	<p><u>Capital Projects</u></p> <p>The indicative cost of the DT project (before fit-out) is £350k. The budget for 2026-27 includes £200k for this project, with the assumption that additional costs would be covered by external funding (CIF/Foundation).</p>	

7.11	<p>Governors have stated that reserves should be maintained above £500k. Forecast reserves for the end of 2025-26 are £831k, which is £331k above the required minimum. The College could therefore (with all the usual financial, planning and operational caveats) bring forward the construction of the DT centre, at least in part, into the 2025-26 year. The window to make a CIF bid will soon open and it was agreed that a more detailed proposal would be put to the Strategy Committee in November. It was noted that the last Ofsted inspection report referred to a lack of DT facilities at the College, and it was suggested that a reference to this could be included in the CIF bid. It was noted that the provision of DT facilities would be likely to enhance the College's ability to attract boy boarders. It was agreed that TA would liaise with a colleague at Eton who may be able to offer some advice regarding the planning stage of this project.</p>	AIN TA
8	Nominations and Successions Committee	
8.1	Governors received the minutes of the NSC meeting on 18 th September.	
8.2	The committee proposed that SDU join the Headteacher's Appraisal Committee, with a view to becoming Chair of the Committee when BP steps down at the end of the calendar year. Governors approved this appointment.	
8.3	The committee proposed that SDU join A & R Committee. Governors approved this appointment.	
8.4	If any governors would like to join the Finance Committee they can contact either BP, SDU or GM.	
8.5	There are currently five Members of the College, including BP and SDU, and three new Members are in the process of being appointed.	
8.6	<p>Governor Self-assessment</p> <p>The governor self-assessment exercise has now been completed, led by SDU. The purpose of this exercise was to evaluate the effectiveness of the Governing Board, including a review of the knowledge and skills of the Board. All established governors took part, and it was concluded from the review that there is a strong, committed team of governors, who are proud to be part of the College and have the knowledge and skills to provide effective governance. The review highlighted a few areas to follow up on, including timing on FGB agendas and efficiency of FGB meetings, discussion of the role of the Strategy Committee and the possibility of a governor away day. It was noted that governor visits should focus on the strategic priorities and that governors would welcome additional training in areas such as exclusions panels. SDU was thanked for leading the exercise and it was agreed that the exercise had been very useful and reassuring.</p>	
9	Policies and Terms of Reference	
9.1	<p>Child Protection Policy</p> <p>This policy was updated in line with KCSIE September 2025 in August and was approved by governors via email before 1st September. Slight amendments relating to overseas exchanges have now been made to this policy and governors approved the amended policy.</p>	
9.2	<p>Protocol for Governor Visits</p> <p>This protocol has been reviewed and updated. Governors approved the updated policy.</p>	
9.3	<p>Staff Code of Conduct</p> <p>This Code has been taken out of the Child Protection Policy and expanded. A typing error was noted in paragraph 37. It was agreed that governors would send any comments to AIN within 48 hours and that subject to the correction of the typo and any significant comments, the policy was approved.</p>	AIN

9.4	<p><u>Bursaries Committee Terms of Reference</u></p> <p>These Terms of Reference have been amended to reflect the fact that the committee is now a committee of the Governing Board rather than of the Foundation. Governors approved these Terms of Reference.</p>	
10	Chair's Action: to note any urgent action taken by the Chair since the last meeting	
10.1	None.	
11	Governance Update	
11.1	<p><u>Safeguarding Training</u></p> <p>A Safeguarding Training session for governors took place before the main FGB meeting (see Item 1).</p>	
11.2	<p><u>Companies House Director ID Verification process</u></p> <p>All Directors are required this autumn by Companies House to complete an ID verification process. AFI will upload a letter for governors with instructions about this process and other information to Governorhub by next week and governors are requested to complete the process by the end of October. Those who have already completed the process for a different organisation should not need to repeat the process. Governors are requested to take note of their Companies House Personal Code, which is given at the end of the process, and to send this to AFI as he will need this to complete filings at Companies House. If there are any difficulties governors are asked to contact AFI directly.</p>	AFI
11.3		All Governors
11.4	<p><u>Other available training</u></p> <p>Details of available training from Achieving for Children has been circulated to governors and posted on GovernorHub.</p>	
11.5	<p><u>Governor Visits</u></p> <p>BP has conducted a governor visit and reported a positive start to the academic year and was impressed by the energy of staff.</p> <p>Governors were reminded to visit the College at least once during the year and it was suggested that governor visits this year could focus on teaching, learning and the curriculum offer, and could take the form of a learning walk and a meeting with a subject leader.</p>	
12	AOB	
12.1	None. The meeting closed at 7.15 pm.	
13	Date of next meeting	
13.1	Monday 1st December 2025 at 5.00 pm.	

Signed:

Bruce Powell (Chair)

Date: