

**Confirmed Minutes of the Full Governing Body meeting on
Thursday 26th June 2025 at 5.00pm at Holyport College
With the option to attend remotely**

Governors		Initial
*denotes absence		
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
Katharine Torrance		KTO
Lorraine Wales	LAC and Wellbeing Governor	LW
Katharine Wootton		KWO
In attendance		
Adam Bicknell	Deputy Head - Academic	ABI
Liz Critchlow	Clerk to the Governors	LC
Clare Ferguson		CFE
Andy Findlow	Director of Finance and Operations	AFI
Steve Gardner*	Deputy Head, Head of Boarding	SGA

Item No		Action Lead
1	Welcome and Apologies	
1.1	Everyone was welcomed to the meeting, including Clare Ferguson who was attending her first meeting. Introductions were made. CFE has worked at a senior level in finance and has experience of governance within both education and charity sectors. Apologies were received and accepted from AP and SGA. MBA and LW attended remotely via Google Meet.	
2	Any Other Business	
2.1	KCSIE 25	
2.2	Safeguarding training	
3	Declarations of Interest in the agenda	
3.1	None.	
4	Approval of the minutes of meeting on 27.03.25, matters arising and update of action list	
4.1	Governors approved the minutes of the meeting on 27 th March as a true and accurate record.	
4.2	<u>Matters arising and update of action list</u>	

	There were no matters arising other than those on the agenda and the rolling action list was updated.	
5	Head's Report	
5.1	<p><u>Staffing update</u></p> <p>There will be 4 members of staff on maternity leave during 25/26 and cover will be arranged. Several members of staff will be leaving at the end of this term, including WBO, two Resident Boarding Assistants and a Curriculum Support Officer. Recruitment is in progress for some positions and there have been two appointments: a full time Maths teacher and a part time Art teacher. Recruitment is underway for a new position – Director of Communications and Admissions, which is a senior part time role. AJE will take over as Designated Safeguarding Lead and capacity in Curriculum Support will be increased with the appointment of Rachel Harding to the new role of Director of Inclusive Education (SENCO). WBO's roles will be assumed by existing members of ELT. Governors congratulated AJE on her appointment as new DSL. An additional Deputy Designated Safeguarding Lead will be appointed internally. There has been an internal appointment for the position of Head of Science.</p> <p>It was agreed that AIN would draw up a list of acronyms, to include the names of members of staff, and send to governors.</p>	AIN
5.2	<p><u>Admissions</u></p> <p>Admissions for next year are looking positive, particularly in Year 7 and Year 12 Girls boarding. The budget assumes 204 boarders and there are still 11 potential boarders in the pipeline. New Year 7 students will be visiting next week and new Year 12 students visited yesterday. There is some concern over Year 12 boarding admissions for boys, which has historically been difficult to fill. Some possible reasons for this were discussed by governors, including a smaller market (nationally boys perform less well than girls at GCSE), greater local competition for academic boarding boys, subject areas offered (DT and Business studies are traditionally more male dominated), and whether the sporting offer is sufficiently competitive. It was noted that future marketing could help to raise awareness of co-curricular opportunities available, such as Investment Club (with Eton College) and CCF (Combined Cadet Force).</p>	
5.3	<p><u>Strategy 2025</u></p> <p>Governors received the Strategy document which outlines the proposed College strategy for the next few years. This strategy has been developed by AIN with input from the Strategy Committee and is an evolving document. Holyport College's identity: A state boarding school partnered with nearby Eton College. The College is proud to be a state school, which is fully inclusive and where involvement with the local community is important. Boarding benefits all students and helps to engender a sense of belonging, in addition to providing additional opportunities, such as the co-curricular. The day school enriches boarding, and collaboration with Eton College is a key element of the College's identity, as demonstrated by Eton's involvement on the governing board. Holyport College staff are hugely grateful to governors, including those who work or are associated with Eton College, for their challenge, expertise and support. The partnership with Eton contributes towards Holyport College's uniqueness. Collaboration between the two schools is extensive and includes research (CIRLs), interactions between staff, clubs and societies, use of facilities. The relationship is mutually beneficial: Holyport provides opportunities for teacher training, and interaction between Eton/Holyport students is enriching for both.</p>	

5.4	Holyport College values: ambition, joy, kindness. “We believe that this process should be filled with joy—a vibrant optimistic energy that makes learning exciting and College a place where every student feels inspired to thrive.” Governors commented that this captures the spirit of the College well. It was agreed that AIN would give further thought to the choice of nouns associated with kindness.	AIN
5.5	It was noted that “Aims” were outlined in the document instead of vision, and to some extent refer to what an excellent school should be and are not therefore necessarily unique to Holyport. However, the last aim is more specific to Holyport and representative of its unique identity: “A College that is instinctively collaborative, outward looking, exemplary in its practice and, working in partnership with Eton, has a hugely positive impact on communities far beyond the College.”	
5.6	The document outlines the five strategic priorities for the next 5 years: <ul style="list-style-type: none"> • Deliver educational excellence so our students flourish in every way • Commit to a rich all-round boarding and co-curricular offer • Develop a culture and practice of excellent communication • Establish a sustainable financial model • Improve facilities It was noted that these priorities will feed into the College Development Plan, which will outline more specific ways in which the priorities can be achieved.	
5.7	Governors questioned whether the reference to smart phones might be more operational than strategic.	AIN
5.8	It was noted that the financial model is dependent on a certain number of boarders to breakeven and a significantly higher number to build reserves which can be invested to enhance facilities. It was also noted that the implications of boarding go beyond the financial model and allow a greater element of control over the College’s destiny and form an important element of its ethos. It was agreed that AIN would consider this further.	
5.9	The building of a surplus will allow progress towards two key priorities: building of D.T. facilities and a flexible auditorium space. Amounts have been allocated in the budget for these two projects; however, these amounts could be further enhanced by fundraising through the Foundation. Planning permission has been granted for a performing arts centre, and it was noted that the plans for this project could be further developed. Governors agreed that the plan outlines aspirations for the future of the College very well and approved the document.	
5.10	<u>Welfare</u> Governors received a report on safeguarding and attendance. AP has visited WBO to discuss attendance. Attendance is very strong and better than national and local averages. It has been suggested that a focus on the attendance of students whose attendance is c.87% to 93% could help to improve the statistics.	
5.11	<u>Curriculum review</u> There has been a review of the curriculum, and it has been decided to continue to offer the current curriculum pathway for the time being and this will be kept under review. No changes will be made to the humanities options, and it was decided to implement option 1; most students will study one language at GCSE, from September 2026, with a group of students being supported in core subjects instead of taking a language. It is felt that the College is meeting a specific need in the local area for an academic offer at Sixth Form.	

5.12	<p><u>Eton Partnership Report</u></p> <p>Governors received the Holyport Eton Partnership Report 24/25 and the Partnership Development Plan 25/26. The report outlines a wide variety of collaborative initiatives between the two schools and the Headteacher, on behalf of the governing board, wished to place on record his gratitude to colleagues at Eton for all their continued support, including in the area of governance, which was noted in the recent Ofsted Social Care Report to be “outstanding”. Governors also wished to place on record their thanks to Nick Roberts, for his support of the College since its inception. Nick has been integral to developing the partnership over the years and will be retiring at the end of this year. Andy Saunders will take over as Head of Holyport Links at Eton and already has strong links with Holyport. Focus areas for the partnership over the next year will include restarting the CCF (Combined Cadet Force) and continuing to promote Eton Fives at Holyport. It was agreed that SDU and BP would write a letter of thanks to Nick Roberts on behalf of the governing board.</p>	SDU/BP
5.13	<p><u>Bursaries</u></p> <p>The bursaries committee had briefly moved to become a committee of the Foundation (rather than the College). It was agreed that this would be reversed, and it will become a committee of the College again. It has been decided that the Finance Committee will agree at least annually the financial envelope within which bursaries can be awarded, and the Bursary Committee will scrutinise individual cases. Terms of Reference for the Bursaries Committee will be brought to the next FGB meeting for approval.</p>	JRO/LC
5.14	<p>In the past, bursary students were usually identified and funded by the College, which at any one time funded up to the equivalent of 7 full bursary places. The College now works in partnership with Royal National Children's SpringBoard Foundation (RNCSF), who identify and evaluate candidates for transformational bursaries and help support the College bursary programme financially (with a per student contribution). This allows a greater number of students to benefit from the opportunity of a bursary place.</p>	
5.15	<p><u>School Events</u></p> <p>Governors received a list of events for 25/26 and it was noted that they are particularly welcome to attend the Winter Concert, Nations Day and the Carol Service. There will be an Art Exhibition on Tuesday 8th July, a Summer Concert on Wednesday 9th July and Founders Day on 11th July, all of which governors are also welcome to attend.</p>	
5.16	<p><u>School Statistics</u></p> <p>The Head's Report includes pupil characteristics statistics and suspension/exclusion data. Governors asked if this data was analysed by ethnicity: analysis by ethnicity has taken place since last year, so it is not yet possible to identify any trends.</p>	
6	<u>DFO's Report</u>	
6.1	<p><u>Period 8 Management Accounts & 24/25 Outlook</u></p> <p>Governors received the P8 Management Accounts. There is a P8 forecast operating surplus for the year of £143k (1.7% of income) compared to the budget of £127k. This is an increase of £22k compared to P7. The support staff pay increase is more than forecast (3.2% vs 2% forecast); however, it is likely that this can be offset with the additional amounts now confirmed of £18k in 16 – 19 funding, and the National Insurance top-up and teacher pension top up, which total £6k. Year-end boarding numbers are very close to budget (209 compared with a budget of 210).</p>	

6.2	<p>Reserves at the start of the year were £442k, and the carried forward reserves at the end of the year are projected to be £607k.</p> <p>It is expected that the operating surplus may be over £150k, which would provide the opportunity to bring forward some capital spend for maintenance this year that would otherwise be in next year's budget.</p> <p>In P8 there was confirmation of a letting of £20k more than was forecast. There is a major focus this and next year on replacing IT equipment, some of which is 10 years old. This includes projectors, desktops and laptops. Forecast capital expenditure for 24/25 at P8 is £118k. Governors noted a good outturn and thanked AFI and the finance team for all their work to achieve this good result.</p> <p><u>Proposed Budget 25/26 + key assumptions</u></p> <p>The proposed budget for 2025/26 provides for a surplus of £120k (equivalent to a 1.3% margin on income), capital spend of £155k, and a resulting level of reserves at the end of the year of £711k. It is considered to be a prudent but achievable budget with potential upsides and downsides which will enable the College to build reserves for future larger capital investments.</p> <p>The budget for 25/26 is based on 204 boarding students, which is a reasonable assumption with potential upside.</p> <p>Staffing costs have been budgeted "bottom-up", on an individual by-individual basis, including pay point progression, spine inflation, and elements of restructuring or staff mix changes where individuals are leaving and responsibilities have changed.</p> <p>Government funding for 25/26 is mostly known and the budget is based on the published boarding fee increase of 6.75%.</p> <p>Maintenance costs have been split into Planned Preventative (PPM) and Reactive (RM), with PPM being reviewed at a contract-by-contract level: there is a £10k contingency in the budget for this area. I.T. costs have likewise been reviewed "bottom up", and there has been a rearrangement of some contracts, enabling some savings to be made.</p> <p>Other costs budgeted for include staff training and development (£7k), operational maintenance (£10k contingency), co-curricular activities (£20k), Drama/Computing/PE (+£5k) plus a Headteacher discretionary pot (£10k), marketing (+£10k) and boarding experience (£10k).</p> <p>Capital Spend for 25/26 is focussed on completing the required upgrades of IT assets (classroom projectors, desktops) and the start of a programme to upgrade the Wi-Fi.</p> <p>Utilities costs have been budgeted on the basis of the best quotations from brokers for electricity and gas. The College has not received a formal quotation of pricing from the DfE energy scheme, but it is expected that the cost of the DfE scheme will be less than the broker cost.</p> <p>Governors approved the budget for 2025/26.</p>	
6.3	<p><u>Proposed Longer Term financial planning – 26/27, 27/28</u></p> <p>It is forecast that the operating surplus will rise from £120k in 25/26 to c. £300 – 350k after 2 or 3 years (c. 3% margin).</p> <p>It is forecast that there will be an increase in boarding numbers (from 204 in 25/26 to 220 in 28/29) which will drive an increase in reserves. These reserves will be used for two key objectives for capital improvement: a new DT facility (£200k) and a new Auditorium (£600k +). £600k is the minimum cost for the auditorium and any additional scope would need to be funded from the Foundation and/or CIF funding.</p>	

	<p>Capital expenditure is forecast at c.£175k in 25/26, c.£389k in 26/27 (to include spend on D.T. facilities), and c.£748k in 27/28 (to include the auditorium).</p> <p>It was noted that there are two key drivers for the sustainable business model going forward: numbers of boarders, and the student staff ratio. Governors noted that the strategic forecast is consistent with the strategic plan and that one of the key objectives in the strategic plan is to achieve financial resilience by increasing boarding numbers.</p> <p>Governors approved the strategic forecast for the outer years.</p>	
7	Audit and Risk Committee	
7.1	Governors received the minutes of the A & R committee meeting on 19 th May.	Committees FGB
7.2	One of the top risks is a single-point of dependency, as there is only one member of staff with specialist IT knowledge, and it has been decided that an external audit of this area will take place. The committee continues to monitor this area closely, including disaster recovery, which is a high focus area.	
7.3	It has been decided that it would be useful to allocate specific sections of the Risk Register to be overseen by committees of the governing board. The committees will be asked to review their areas of oversight next term and will then report to the FGB in December, when there will be an overall review of the Risk Register.	
7.4	There is growing interest locally in the issue of a safer walking route to the College. The risk of students walking to College on unsafe routes or of a road traffic accident occurring is one of the top risks on the Risk Register.	
8	Curriculum Committee	
8.1	Governors received the minutes of the GCC meeting on 4 th June.	
9	Foundation Committee	
9.1	Governors received the minutes of the Foundation Committee meeting on 15 th May.	
9.2	The Foundation brochure has been posted on the website and circulated to the College community. The Bursaries Committee (currently a committee of the Foundation) has met and it is proposed to bring this committee back under the remit of the Governing Board, as outlined above. The Foundation will continue to develop ideas for fundraising to support some of the College's strategic goals.	
10	Finance Committee	
10.1	Governors received the minutes of the GFC meeting on 18 th June.	
11	Welfare Committee	
11.1	Governors received the minutes of the GWC meeting on 19 th June and the Annual Report on Safeguarding 2025.	
11.2	CMJ has made several visits to the College this academic year and reassured Governors that the College takes a robust approach towards safeguarding and child protection and the recording of safeguarding matters. CMJ is confident that the pastoral structure and procedures are working well, as was confirmed in the recent Ofsted Social Care Inspection Report. This report also notes that "The safeguarding team is an asset to the boarding provision" and this is echoed in the Annual Safeguarding Report.	
11.3	CMJ noted that WBO will be sorely missed and is the pillar of safeguarding within the College. CMJ thanked WBO for all he has done during his time at the College and wished him well for the future. CMJ congratulated AJE on her appointment as DSL and noted that the safeguarding team is robust and will be in good hands.	

12	Strategy Committee	
12.1	Governors received the minutes of the CSC meeting on 8 th May.	
13	Nominations and Successions Committee	
13.1	Governors received the minutes of the NSC meeting on 7 th May.	
13.2	BP and SDU have both indicated that they are willing to stand for re-election for the positions of Chair and Vice Chair and their reappointment was recommended by the NSC. Governors unanimously agreed to reappoint BP as Chair and SDU as Vice Chair. Another election will need to take place in December when BP steps down from his role as governor and Chair.	
13.3	It was noted that AP has been re-elected by Members for a further term of office as a Member appointed governor.	
13.4	Governors who have not themselves been co-opted voted to appoint Clare Ferguson as a Co-opted governor.	
13.5	It was agreed that KWO would join GCC, KTO to join GWC, CFE to join GFC and Strategy Committee, SDU will step down from GWC.	
13.6	WBO will step down from his position as governor when he leaves the College at the end of August.	
13.7	There have been two resignations of Members: Nick Roberts and William Moore.	
13.8	It has been proposed by Eton College that WBO be appointed as a Member when he steps down from his governor position.	LC
13.9	It has been proposed by Eton College that the new Bursar of Eton will be appointed as a Member when they join Eton.	LC
13.10	Governors were reminded to complete the self-assessment questionnaire, if they have not already done so, and those who have completed it were thanked. SDU will speak to all governors in addition and to members of SLT.	SDU
14	Policies	
14.1	Positive Behaviour Policy Complaints Policy Persistent, Vexatious Complaints and Harassment Policy Attendance Policy Children with Health Needs who cannot attend school Policy Relationships and Sex Education Policy Tackling Extremism and Radicalisation Policy E-Safety Policy Provider Access Policy Pay Policy Bursaries Policy Uniform Policy Sixth Form Dress Code Code of Conduct for Staff and Volunteers	
14.2	The above policies have been reviewed at committee level, were sent to governors ahead of the meeting, and were approved by governors.	
15	Terms of Reference	
15.1	<u>GFC</u> A small addition has been made to the GFC Terms of Reference, to review at least annually the financial envelope within which the Bursaries Committee works with the Headteacher to agree a programme of bursary, scholarship, hardship and other boarding fee remissions. References to Bursar have been amended to D.F.O. The amended Terms of Reference were approved.	
16	Chair's Action: to note any urgent action taken by the Chair since the last meeting	

16.1	None.	
17	Governance Update	
17.1	Companies House have new requirements for identity checks for all directors which will become mandatory in the autumn. BP and LC will draft a letter to be sent out to all governors with instructions on how to complete these checks.	BP/LC
17.2	Governors received the amended meeting schedule for 2025/26.	
17.3	The Achieving for Children (RBWM) governor training schedule for 25/26 will be sent out when it is available.	LC
17.4	Governors received visit reports from CMJ and AP.	
18	AOB	
18.1	It was noted that an updated version of KCSIE is due to come into effect on 1st September 2025 but has not yet been published by the government. WBO will update the policy in line with any changes to KCSIE, once this has been published, and will send the updated policy to the FGB to approve by email before the start of the autumn term.	WBO
18.2	AJE will present safeguarding training for governors before the next FGB meeting on 2 nd October. The meeting closed at 7.10 pm.	AJE
19	Date of next meeting	
19.1	Thursday 2nd October 2025 at 5.00 pm with safeguarding training for governors beforehand.	

Signed:

Date:

Bruce Powell (Chair)