

**Minutes of the Full Governing Body meeting
held on Thursday 15 September 2022**

Present:

Mr C Lamb, Headteacher
Mrs A Williams, Vice Chair of Governors
Mr G Jones-Owen – Chair of Governors
Mr N Churcher
Ms M Thomas
Mr P Collard
Mr A Yilmaz
Mr D Willett
Mr R Cathline
Dr H Lovell
Ms J Foxley
Mr C Hide

In attendance:

Ms J McCall, Deputy Headteacher
Ms N Faverjon, Assistant Headteacher
Mrs L Culora, School Business Manager
Mr S Purrier, Deputy Headteacher
Dr V Currie, Assistant Headteacher
Ms S Field, Clerk

Apologies:

Rev'd Dr S Griffiths
Mr M Bowe
Ms M Jeffrey
Mrs E Underwood
Mrs Holloway
Mr M Pieri, Assistant Headteacher

Absent

Mrs H Ashley-Fraser

1. Welcome - Appointment of the Chair of the Governing Body

- 1.1 Mrs Field welcomed everyone to the meeting and advised that Mr Jones-Owen had been nominated and seconded for the position of Chair of Governors and Mrs A Williams had been nominated and seconded for the position of Vice Chair of Governors

Mr Jones-Owen left the meeting and the trustees voted Mr Jones-Owen into office. Mr Jones-Owen returned to the meeting and accepted the position.

2. Welcome from the Chair - Appointment of the Vice-Chair of the Governing Body

- 2.1 Mr Jones-Owen welcomed everyone to the meeting and presided over the vote for Vice-Chair.

Mrs A Williams left the meeting and the Board voted Mrs A Williams into office.

3. Apologies for Absence and Declarations of Interest

- 3.1 Apologies for absence were received from Rev'd Dr S Griffiths, Mr M Bowe, Ms M Jeffrey, Mrs E Underwood and Mr M Pieri, which were accepted by the Committee.
- 3.2 There were no declarations of interest made.

4. Approval of minutes of the meeting held on 7 July 2022 and matters arising not covered on the agenda

- 4.1 Dr Lovell commented that the minutes did not reflect her appointment to the Admissions Committee which was noted and amended.
- 4.2 The minutes were approved for accuracy.
- 4.3 Mr Jones-Owen asked if the parents evening in 2022-23 would be face to face and Mr Lamb confirmed that these would continue online.
- 4.3.1 Mr Cathline commented that the timings for parents' evening needed to be reviewed and Mr Purrier confirmed that this had already been noted by the school following feedback and that this would be reflected in the timings for each year group. It was noted that if there are specific concerns that need to be addressed, a further appointment can be made with either form tutors or subject teachers, as required.
- 4.3.2 Mrs Williams raised her concern regarding the lack of face to face interaction with parents and that it was important for trustees to have this opportunity. It was agreed that governors would have a "room" during the parents' evening so that parents could make contact if they so wished. It was also noted that trustees were invited to attend the Meet the Tutor evening for Year 7 parents and also the school's Open Evening that was scheduled for Monday 10 October.
- 4.4 Mr Collard requested that the Pay and Performance Panel Meeting be held on Wednesday 19 October instead of Thursday 20 October, which was agreed.
- 4.5 It was noted that there was not a Sixth Form Link Trustee but Mr Lamb explained that due to the amount of work that would be required to launch the co-ed Sixth Form, it would be a standing item at the Stakeholders Committee meetings and that it would be too onerous for one trustee.
- 4.6 An update was provided for each of the actions from the last meeting, as follows:

Item	Update
1	Agreed that sixth form will be discussed in detail at Stakeholders and therefore link governor not required at present
2	Complete – trustees calendar had been updated and circulated
3	Complete – SDP priorities are added to relevant committee agendas
4 / 5	Behaviour audit detailed in action plan; starting in October with students/staff.
6	Confirmed that general parent feedback would be sought annually and not termly
7	The policy schedule was shared – policy approval process to be discussed during meeting.

5. Governor Training

Mr Matt Miller delivered Governance and Ofsted training to the trustees.

6 Headteacher's Executive Update

- 6.1 Mr Lamb provided an update on the work being carried out to support "Pillar 1", as follows:

- Key messages would be communicated via social media in the lead up to Open Evening and the admissions deadline for secondary school applications of 31 October including staff spotlight posts, student voice posts.
 - Primary school outreach was continuing with links being created and fostered with local primary schools through a range of activities both on-site at EGS and at local primary schools.
 - Planning was underway to ensure that the Open Evening was successful.
- 6.2 Mr Lamb explained that building work to support “Pillar 2 – Sixth Form” was going well with the toilets in the house being refurbished over the summer (for use by girls in 2023).
- 6.2.1 Mr Lamb informed trustees that there would be an increase in the marketing of sixth form and that some key decisions regarding uniform and the direction of the sixth form would need to be made at the upcoming strategy day.
- 6.2.2 It was agreed that the girls A level results should feature in our advertisement campaign for our co-ed sixth form.
- 6.3 Mr Lamb provided an update with regard to the “EDI Pillar” and confirmed that Flair would be assisting the school with the action plan following the Flair survey results and that he was meeting Nexus to discuss the findings.
- 6.3.1 Mr Lamb informed trustees that the EDI objectives for 22/23 were currently being finalised by the working group and would be sent to trustees ahead of the Strategy Day.
- 6.4 Mr Lamb informed trustees that the exam reviews were taking place and that these findings would help inform the action plan for Quality of Education, Pillar 4. Mr Lamb commented that there was a lot of work being undertaken by SLT including a review of marking/feedback and home learning, which would underpin the new policies and practices.
- 6.5 Mr Lamb highlighted the importance of staff wellbeing and informed trustees that this was a key focus. Mr Lamb explained that the main area raised by many of the teaching staff was a lack of department time and so this was being addressed with more Tuesday CPD slots dedicated to this. Mr Lamb informed trustees that a Staff Wellbeing working party was being established to understand the main stressors for all staff so that these can be addressed with the formulation of a wellbeing strategy/policy.
- 6.5.1 Mr Lamb informed trustees that staff also requested more SLT presence in corridors and lessons to support teaching staff and to model required behaviours for students and that SLT now have “Learning Walks” on their timetables to ensure increased presence. It was noted that these had been well received by staff.
- 6.6 Mr Lamb provided an update with regard to the School Rebuilding Programme and that there were no major developments to report as yet (still in feasibility stage, which lasts up to 30 week). The trustees asked what the next steps are and Mr Lamb explained that following the site surveys, and associated works, the DfE would put forward three proposals, which would then be reviewed with the school to determine the best option.

Mr Lamb also explained to trustees that whilst the cost/value for money is important, the DfE have also expressed how the building must not have a negative impact on the learning of the current students and that this is key when decisions are made with regard to scheduling of building works, temporary buildings etc.

- 6.6.1 Mr Willett commented that the school would need to be careful with the delivery of the publication of the project to ensure that parents (and prospective parents) did not have a negative perception of the project.
- 6.6.2 Dr Lovell asked how much input the school will have when making decisions and Mrs Culora confirmed that all decisions will be discussed with the school and that currently there are meetings every fortnight to ensure that all parties are consulted and kept up to date.
- 6.7 Mr Lamb commented that the GCSE results were better than expected with the Year 11 cohort being difficult last year and that he was very pleased with A Level, although the value added score was not high. It was noted that 28% of A level grades were A*-A which was excellent in terms of attainment.
- 6.8 Mr Lamb informed trustees that the current Year 9 and 11 students were tracking well and looking positive in terms of their projected GCSE grades.
- 6.9 Mr Lamb provided an overview of the increase costs facing the school for the next academic year including the increase in utility costs and the unfunded pay award for both teaching and support staff. Mr Collard commented that this is why being cautious with the setting of the budget is required and why serious consideration needs to be given when deciding to spend school reserves as the projection based on the current funding model sees reserves being required to balance the budget. Mrs Williams suggested that the school should have a plan of what to spend surplus funds on should additional funding be awarded or significant savings made during the year.

7. Budget

- 7.1 Mrs Culora provided an overview of the budget position (having circulated this prior to the meeting) and reminded Trustees that changes since the last budget were highlighted to show increase/decrease.
- 7.2 Mrs Williams questioned the impact of the staffing pay rises on the budget and Mrs Culora confirmed that the agreed teaching staff pay rise (5-8% depending on the scale) and the proposed support staff pay award of £2,000 per pay point was now factored into the budget and that this was not being funded by the government. Mr Collard commented that this shows how careful the school need to be when setting the budgets as it was not safe to assume that the government would always provide funding to schools.
- 7.3 Mrs Williams suggested that the school prepare a costed list of their spending priorities so that surplus funds can be spent if savings are realised throughout the year. Mrs Culora commented that the school would need to start raising funds to contribute to the School Rebuilding Programme (SRP) as the government funding would not cover all furniture and equipment that the school would like to purchase.

- 7.4 Having noted the cost of catering staff, and the increase expected, Mr Cathline asked for an update on the position regarding outsourcing of the catering provision. Mrs Culora advised that this was on hold in the short term until the school have a better idea of the impact of the SRP. Mrs Culora explained that for an external company to enter into a contract, they would require investment by the school and that it would not be a good use of public funds to heavily invest in kitchens that may be rebuilt or refurbished as part of the SRP.
- 7.5 Mr Churcher asked when we would have a more realistic figure for electricity and gas costs following the government announcement of financial support for schools. Mrs Culora commented that the budget figure had been reduced from £250k to £200k as it was still unclear as to how the governments support package would aid schools but that it was concerning that the announcement only covered a six month period. Mrs Culora informed Trustees that she had contact the school's energy broker to request further information regarding the energy cost savings in order to be able to more accurately predict the expenditure budget.
- 7.6 Mr Cathline asked for an update on the purchase of the interactive classroom screens that were due to be purchased in the summer. Mrs Culora advised that she accessed a government framework in order to procure these but that the suppliers were not able to fulfil the order and so this was not possible. Mrs Culora informed Trustees that she would be repeating the tender process again this year, focussing on the most in need rooms.
- 7.7 Mr Cathline questioned the expenditure that sits under Professional Fees as he felt that this seemed high. Mrs Culora explained that this covered expenditure including auditor fees, legal expenses, LA services such as payroll, HR, ECT fees, recruitment vetting checks, alternative provision student fees (as required). Mrs Culora commented that this "catch all" cost centre could be split differently so that it was more specific.
- 7.7 The 2022-23 budget was approved.

8. Policies

- 8.1 Mr Purrier provided an overview of the changes to the school's Child Protection Policy (which had been circulated ahead of the meeting).
- 8.1.1 Mr Purrier informed trustees that all staff are required to complete the Educare modules on Child Protection and KCSIE.
- 8.1.2 It was agreed that all trustees would complete the ECP online Child Protection training course (to be sent in the first week of October) and that the link would be live for 7 days.
- 8.1.3 Mr Cathline asked if the section on Female Genital Mutilation was required in a boys' school and Mr Purrier confirmed that this was needed as female students attended the school in sixth form and that it was also important for our students to be aware of this.
- 8.1.4 The Child Protection Policy was approved.
- 8.2 Mr Purrier provided an overview of the policy for "Children with health needs that cannot attend school", which had been circulated ahead of the meeting, and explained

that this was based on The Key template, which had been updated to reflect the current practice at the school. The policy was approved.

- 8.3 The policy “Supporting Children with Medical Needs” was circulated ahead of the meeting. Mr Cathline asked if the changes previously suggested had been incorporated and Mrs Culora confirmed that the school practice and policy had been changed to reflect the need for medical records to be reviewed termly and that there would be a termly H&S audit to ensure compliance with the policy. The policy was approved.

9. Chair’s Update

- 9.1 Mr Jones-Owen explained that Mrs Holloway’s term of office was due to expire and that he would like the governors to consider co-opting Mrs Holloway as a trustee due to her experience and school knowledge as she was in a key role as SEND Trustee.

9.1.1 Mr Wragg commented that the Governing Body had a lot of parent trustees (in addition to those categorised as parent trustees) and that co-opting Mrs Holloway would add to the number of parent trustees.

9.1.2 Mrs Culora advised that Mrs Holloway would have to be elected for 4 years as this was the agreed term of office for trustees. It was noted that Mrs Holloway could chose to resign before her next term of office expires.

9.1.3 Following discussion, the Governing Body approved the election of Mrs Holloway as a co-opted trustee.

9.2 The trustees noted that the Foundation Trustees had re-elected Mrs Williams, Rev’d Dr Griffiths and Mr Collard (in accordance with the articles of association).

9.3 Mrs Culora reminded trustees and SLT that they are required to complete a business interests form, including the interests of relatives, in line with the Academies Trust Handbook.

9.4 Mr Jones-Owen advised that the terms of reference needed to be approved for 2022-23 and Ms Field commented that there were no proposed changes.

9.4.1 Mr Collard questioned whether the quorum of the Pay and Performance Committee had changed from 3 to 4 and it was agreed that it was not clear when this change had been made. Following a brief discussion, it was agreed that the Resources and Management and Pay and Performance Committee terms of reference would be circulated to trustees for approval via email with the changes tracked, as required.

9.4.2 Mr Cathline suggested that a review of the responsibilities of the Standards and Achievement Committee and the Stakeholder Committee required further discussion and that the terms of reference for these committees would be agreed at the December Full GB meeting.

ACTION: Ms Field to add Standards and Achievement Committee and the Stakeholder Committee terms of reference to the next Full GB agenda.

9.5 The trustees Code of Conduct was circulated prior to the meeting. It was agreed that governor approval should be obtained via email.

ACTION: Trustees to confirm back to Ms Field that they have read and understood the Trustees Code of Conduct.

9.6 Mr Jones-Owen reminded the trustees of the importance of training and asked Ms Field to re-circulate the training options available to trustees.

ACTION: Ms Field to circulate training calendar to trustees.

9.6.1 Mrs Jones-Owen reminded trustees that they needed to ensure that they had read KCSiE and that they needed to confirm to Ms Field.

ACTION: Trustees to read KCSiE and to confirm to Ms Field once this had been actioned.

10. Any other business

10.1 Mr Cathline asked whether the parents' evenings would be face to face this year and Mr Lamb confirmed that following feedback from staff and parents, these would remain online. Mr Cathline requested that the timing of the sessions be reviewed to ensure that it was adequate as he thought that the sessions were too short last year.

10.1.1 Mrs Williams suggested that there should be a parents evening slot for trustees so that parents are able to access them should they wish to.

ACTION: Mr Purrier to add a trustees slot to parents evening.

10.2 Following discussion, it was agreed that policies would continue to be approved by the relevant committees.

10.3 Mr Lamb informed trustees that the trustees were all invited to the Meet the Tutor evening on 20 September 2022 and the Open Evening on 10 October 2022.

Summary of Actions:

Action	Responsibility
Add Standards and Achievement Committee and the Stakeholder Committee terms of reference to the next Full GB agenda.	Ms Field
Confirm back to Ms Field that they have read and understood the Trustees Code of Conduct.	Trustees
Circulate training calendar to trustees	Ms Field
Read KCSiE and to confirm to Ms Field once this had been actioned.	Trustees
Add a trustees slot to parents evening.	Mr Purrier