

**Meeting of Full Governing Board
30th January 2023
4.30pm in School Library**

MINUTES

Governors Present:	Mick Baker, Rachel Borland, Philip Brown, Emma Grose, Matt Hillier, Dick Knight, Hiba Nour, Catherine Packham, Bronagh Shevlin, Bridget Taylor (Chair)
Officers Present:	Teresa Dee (Clerk)
In Attendance:	Sara Bailey, Paul Watson

	<u>Agenda item</u>	<u>Action</u>
	Note - Item 9 was taken directly after item 2b , the minutes are recorded in the original agenda item.	
	<p>Pre- Meeting Presentation - Teaching & Learning with Tom Backshall Tom Backshall the school lead for teaching and learning and continuing professional development gave a presentation on the various aspects of his role. This was followed by a questions and answers session.</p> <p>ACTION - Provide dates for curriculum learning walks that Governors could attend as part of their monitoring activities.</p>	TB
1	<p>Introduction</p> <p>a) Welcome The Chair opened the meeting with a welcome, particularly to Rachel Borland as recently appointed co-opted governor and to Sara Bailey the schools recently appointed School Business Manager.</p> <p>b) Apologies for Absence Apologies for absence from Millie McDevitt. Lara Coleman was also absent from the meeting.</p> <p>c) Declarations of Interest The Governors' declarations register was included within the meeting pack. There were no declarations made relating to agenda items.</p>	
2	<p>Last Meeting Dated 28th November 2022</p> <p>a) Approval of Minutes The Full Governing Board reviewed and approved four pages of minutes from the meeting held on 28th November 2022 subject to two minor amendments. There were an additional two pages of confidential minutes from the same meeting for reading at the meeting, these were also approved subject to one amendment. The Chair signed the minutes after amendment as confirmation of their accuracy.</p> <p>b) Actions and Matters Arising Not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> • Confidential Matter - recorded on supplementary confidential minutes. 	

	<ul style="list-style-type: none"> • Student Voice re Attendance - Action to circulate a summary outstanding, would be resolved after the meeting. 	
3	<p>Chair's Update Covered in 2b above.</p>	
4	<p>Head's Report The Headteacher presented his report to Governors on an assumed read basis highlighting the following points:</p> <ul style="list-style-type: none"> • Year 11 data from mock exams available, there was a differential between those outcomes and the predictions which was quite normal at that stage in the school year. • GCSE outcomes were predicted to be strong in 2023 with a dip the following year, Year 10 data would be brought to the next meeting. • Student numbers were currently at 1643 against published admission numbers of 1650. Each student represented £6,000 of income each year creating a potential £250k reduction in income over 5 years. Year 11 were the largest year group at 333 further impacting on school budget. • Initial work being carried out looking at future school budget. There had been additional income from the government but this had quickly been used up for rising salary and energy costs. In the current year there was an in-year deficit with a minimal carry forward figure from previous reserves. Over staffing such as had been done in science recently would not be possible. • The SEND team from the Local Authority were looking at a resource and satellite provision within mainstream schools. The resource provision would be for eight students with ASD , would be funded and a small build would be required on site. The satellite provision would support students currently in special school provision. An expression of interest had been submitted for a resource provision using the site previously identified for the Cullum Centre that did not proceed. Unlike the Cullum facility that had fully central commissioned places the current proposed facility could be used for the school's neurodivergent student cohort at particular times in the day as part of a flexible timetable. • Changes to staffing included retirement of the head of music and head of upper school and recruitment into those posts. • Student attendance in year 7 and 10 were two areas where attendance was not where it needed to be. Whole school attendance was still above national data but very close. • Challenge Partners were in school during the week and would be looking at attendance as one of the areas of focus for the review. • Additional capital funding had been received and would be spent on IT towards the infrastructure. • The draft budget would go to Business Group on 24th February. • The Local Authority were looking at alternative management information services , the current provider had been used for over 20 years. The school were represented by the network manager on the group looking at alternatives. • Photocopier leases had come up for renewal , three quotes had been received and agreement was being sought from Governors. <p>5.45pm - Paul Watson left the meeting.</p> <ul style="list-style-type: none"> • There was a proposal agreed by the Business Group for lettings charges to be increased to 7% from 1st April 2023. 	

AGREEMENT - The Board agreed a 7% increase in lettings charges by 7% from 1st April 2023

- Food inflation currently running at over 10% , some work with catering team needed to look at what needed to be done to ensure that costs covered.
- Cleaning remained a challenge with a reliance on zero hours contracts which were less reliable. Muddy fields due to wet weather creating extra pressure.
- The interactive TVs purchased last year had been installed successfully. A further tender had gone out for the remaining 45. A Governor representative was requested to go through the tender documentation. (Dick Knight volunteered)
- Safeguarding data shared showing a reduction on bullying incidents recorded with a significant reduction in prejudice related incidents.
- From discussions with the local safeguarding team it was noted that there had been an increase in issues relating to misogynistic language in the city, potentially influenced by external sources. The school were looking to find external support with dealing with this emerging issue.

Comment and questions from Governors

- What was the income for 8 students in a resource provision?
- How did the number of students for the resource provision come about?
- How many students could potentially use the resource provision, if limited to 8 that does that leave a shortfall?
- In terms of numbers in school it could support 10% of students at any given time.
- Is it likely to cause problems with the parents when allocating spaces ?
- The Chair commented that as the paperwork for the photocopier lease had come through quite late Governors had not had the opportunity to review. A delegation to the Business Group was suggested.

AGREEMENT - The Board delegated decision making on photocopier leasing to the Business Group of Governors.

- Is the school confident that a 7% increase on lettings charges will not result in a reduction in bookings?
- It was easy for young people to be influenced by external factors accepting misinterpretation on matters relating to gender and race. Were assemblies planned to speak about the issues or contact being made with parents?
- Picking up on previous discussions relating to national issues around safeguarding might be a way of raising the points of misogynistic language alongside a revisit of the curriculum.
- How is the budget going to be approved by the end of February?
- Has there been any discussion about school meals prices down and what was the scope for this?
- How will school meals prices be decided, will all governors have the opportunity to discuss?

Response to Governor comment and questions

- Income would for a resource provision was indicated at £10k per student on top of the standard funding.
- In the SEND Team specification 8 was the number that had been chosen. There was pressure on the high needs block within the Local Authority with families going to expensive private provisions following tribunals.

	<ul style="list-style-type: none"> • The idea of a resource provision is that it is for young people who are mainstream ready , it is not a unit where the majority of their education takes place. They would be taught alongside the community in school. Currently the school had 80-90 students with ASC that might benefit from the resource. It could potentially also be used for children with ADHD. • The commissioning is done by the Local Authority. The hope was that there would be a purpose-built facility which the school could additionally use throughout the day. • The staff member who oversees lettings was confident that lettings would continue , it had been acknowledged that there had been no increases for a while with a price rise was expected. • Discussions would be held with the PHSE team on best ways to communicate on current issues of miscommunication. The information had not come directly in from the school community and needed to be handled sensitively and correctly targeted. • It will be a draft budget going to Business Group with the final one for approval in May going to the Board. • School meal prices were not increased during COVID and additionally subsidised meals were provided for children on free school meals to enable them to get additional food at breakfast and breaks. The prices could be held if the staffing costs were lower, a restructure had been looked at but did not proceed following objections in the initial consultation period. In time it might be clearer what impact inflation would have on food costs. • A paper could be brought to the board demonstrating the impact of food prices. <p>ACTION - Paper on the impact off food prices on the catering budget to come to the Board for discussion and consideration of price increase.</p>	SB
5	<p>School Development /Deep Dive Covered within the pre meeting presentation.</p>	
6	<p>Business Group - Meetings of 25th November and 13th January Discussions in part covered within the Head’s report , item 4. Notes from the Business Group meetings of 25th November and 13th January were included within the meeting pack.</p> <p>a) Budget Monitoring Report Budget monitoring report for October as included in meeting papers. This had been scrutinised by the Business Group.</p> <p>b) School’s Financial Value Standard The checklist from the school’s financial value standard had been completed by the Business Group and was proposed to the board for approval.</p> <p>AGREEMENT - The Board approved the school’s financial value standard as presented.</p> <p>c) Lettings Policy and Scale of Charges</p>	
7	<p>Other Reports - Governors and School</p> <p>a) Staff Wellbeing The Headteacher advised that in the following week the staff meetings had been replaced with wellbeing activities, a whole range to suit all had been made available. The staff survey would go out shortly after with a final report coming to the Board.</p>	

	The Chair advised that GMB and other unions had sent in their own wellbeing survey directly to some staff members, the outcomes of which had not been received.	
8	<p>Policies and Other Documents for Approval</p> <ul style="list-style-type: none"> a) SEND Information Report b) Staff Disciplinary Procedures c) Staff Grievance Procedures d) Staff Capability Procedures e) Accessibility Policy <p>AGREEMENT - The Full Governing Board agreed the five policies and documents listed above as presented.</p>	
9	<p>Governance</p> <ul style="list-style-type: none"> a) Board Development Session The session previously planned had been rescheduled for 27th February in line with availability of an external facilitator. It was hoped that all governors along with members of the senior leadership team would be able to attend from 5pm to 7pm. The focus of the session would be on how governors fulfil their responsibilities providing an opportunity to talk about the roles, what support was needed, what went well and how could the team challenge each other. b) Terms of Reference - Nominations Panel There had been a slight amendment to the nominations panel to allow the Vice Chair of Governors to be part of the nominations panel. <p>AGREEMENT - The Full Governing Board approved the terms of reference for the nominations panel as presented.</p> <p>Governors were advised that Millie McDevitt a member of the nominations panel would be stepping down as a governor at the end of the term. Recruitment would be considered by the nominations panel.</p> <ul style="list-style-type: none"> c) Vice Chair of Governors - Election Nominations for Vice Chair had been sought before the meeting, there had been three nominations for Rachel Borland who was asked to step out of the room whilst a discussion and vote took place. <p>AGREEMENT - The Full Governing Board elected Rachel Borland as Vice Chair for one year.</p> <p>Thanks were conveyed to Mick Baker for supporting as Vice Chair of Governors.</p> <ul style="list-style-type: none"> d) Governors Training - Autumn 2022 Log The clerk advised that a training log would be presented each term of the governance training completed by governors the previous term. Reference was made to a Local Authority document “the governance journey” which had recommendations on training for each year of a governor’s term of office. 	
10	<p>Any Other Business</p> <p>None</p> <p>Meeting ended at 6.14pm</p>	

	Date of next meeting - 17 th March 2023	
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Minutes approved.....date.....