

**Meeting of Full Governing Board
29th September 2025
4.30pm in School Library**

MINUTES

Governors Present:	Mick Baker, Sarah Bakhtiari (Chair), Rob Bradshaw, Emma Hill, Matt Hillier, Alice Killip, Matt Nott, Catherine Packham, Jessica Verdugo
Officers Present:	Clare Doran (Clerk)
In Attendance:	Richard Baker, Cassie Dale, Giles Ward

	<u>Agenda item</u>	<u>Action</u>
	Note – Item 5 was taken before item 4. The minutes are recorded in original agenda order.	
	<p>Pre Meeting Training and Overview - Safeguarding with Giles Ward The schools Designated Safeguarding Lead provided an update on safeguarding and child protection processes at the school and delivered the annual safeguarding training to Governors. A questions and answer session followed.</p> <p>Safeguarding booklets were distributed to all governors present.</p> <p>4.57pm – Giles Ward left the meeting.</p>	
1	<p>Introduction</p> <p>a) Welcome The Chair opened the meeting with a welcome.</p> <p>b) Apologies for Absence Apologies for absence received from Eugenie Teasley and Eleanor Fagan. Emma Morey was absent from the meeting.</p> <p>c) Declarations of Interest The Declarations Register was included within the meeting pack. No declarations made relating to agenda items.</p>	
2	<p>Last Meeting Dated 14th July 2025</p> <p>a) Approval of Minutes The Full Governing Board reviewed and approved nine pages of minutes from the meeting held on 14th July 2025. The Chair signed the minutes, in the absence of the previous Chair, as confirmation of their accuracy.</p> <p>b) Actions and Matters Arising Not Included Elsewhere on Agenda The Chair referred to the Actions Arising Schedule included in the meeting pack, containing actions arising from previous board meetings. The Chair confirmed she would review the schedule with the Headteacher and then bring it back to</p>	

	<p>the board. Matt Nott noted that revisiting the Staff Survey was not on the action schedule but had been raised as an action point previously. The Headteacher agreed that this term would be an appropriate time to revisit the Staff Survey and would action this.</p> <p>ACTION: Add the Staff Survey to the Actions Arising Schedule.</p>	<p>SB/MH</p> <p>MH</p> <p>CD</p>
<p>3</p>	<p>Chair's Update</p> <p>The Chair provided an update on a Stage 2 complaint. The Chair confirmed that legal advice had been sought from the Local Authority, and this advice had confirmed that the school was continuing to operate within the law. Furthermore, that the decision to pause the Stage 2 complaint whilst the school waited for updated guidance from the Department for Education, was proportionate. The Chair confirmed that the school would continue to keep this pause under review and continue to follow legal advice. The Chair confirmed they would update the board if there were any further developments.</p> <p>The Chair also provided an update on the template for strategic papers that was discussed at the last board meeting and confirmed this was currently with the Senior Leadership Team. The Chair confirmed a paper was being put into the format that had been discussed and would come back to the Governors at the next meeting.</p>	<p>MH</p>

<p>4</p>	<p>Head's Report /Update</p> <p>The Headteacher presented his report to the governors linking to the School Development Plan. The key points highlighted were:</p> <ul style="list-style-type: none"> - The results were outstanding, as covered in the GCSE outcome presentation. - The Headteacher congratulated the site team for the amount of work that had been completed over the summer, in particular the sports hall floor, the new canopy by the canteen, the complete refurbishment in D block in the Food Tech room, paint work across the board and new carpets and windows. The school looked fantastic, and particularly so for open evening which had just taken place. - Census day was taking place later in the week, when funding levels would be determined for the next year. It was advised that when the year group numbers go down to 300, this would impact in two years' time, rather than next year. The numbers were slightly under in a couple of year groups and a push to fill these were being made to ensure funding was secured. - An update on staff changes was given; one of the Teaching Assistants who supported visually impaired students would be leaving at Christmas and this role was being replaced. The Head of Drama had left at the end of last term, and this role was currently being covered, and interviews were taking place this week for a January start. - The Headteacher highlighted the attendance data included in the report, that was broken down by the different groups; and clarified that the data said 0% for a Looked After Child in Year 8 because there were no Looked After Children in that year group. The Headteacher advised that attendance would be presented at the next full board meeting. - In terms of budget, schools were now required to send information on license deficits to the Local Authority monthly to ensure the school was meeting the criteria. The Headteacher advised that the level of licensed deficits continued to be high across schools, so it was essential this was monitored closely. The Headteacher confirmed that the Business Manager would be providing more information in terms of budget once the next Business Group meeting had taken place. - Confirmed that there was no longer performance related pay and advised that the decision had come from the Local Authority and central government. This meant all staff would automatically go up the pay scale each year. - The Headteacher thanked Giles Ward for providing the safeguarding update and confirmed that the Safeguarding Officer would be coming to the next meeting to talk through the safeguarding data and to answer any questions 	<p>School</p> <p>School</p> <p>School</p>
<p>5</p>	<p>School Development</p> <p>a) GCSE Outcomes</p> <p>The Headteacher presented the GCSE results PowerPoint to the governors and highlighted the following key points:</p> <ul style="list-style-type: none"> - 62% achieved 5+ and this was the highest in the city and the highest the school had ever achieved. - 80% achieved 4+ for both English and maths which was also a fantastic set of results with 85% for English and 83% for maths. - In terms of grades 7 to 9, the results showed the school was also really strong at the top end. In English, 34% achieved grades 7 to 9 and 30% in maths. A third 	

of all 2714 grades were grade 7 and above, which outstripped everywhere in the area.

- Progress 8 was fantastic, though as this year group did not sit SAT tests this was based on CAT tests and cognitive ability tests, though this was still considered a good comparison and therefore the results could be relied upon internally. Attainment 8 was also very strong.
- EBacc performance was really strong as well this year. 15% of the cohort got a standard pass and 37% got a strong pass which was the highest within the city.
- Boys had a fantastic year with their progress scores at 1.7; 3/4s of a grade higher than expected. They were particularly strong at the top end with boys achieving 7 and above in 36% of their grades and 83% achieving 4+.
- SEND students, whilst difficult to compare like for like due to some students doing less than the 10 subjects, still achieved better results than in previous years.
- Looking at the Fisher Family Trust data the school were performing positively across all the key measures. The data showed the school was in the top 25% of schools nationally across the board.
- Disadvantaged students had also received the best results that the school had seen in the area and at the top end some students were nearly 3 grades above their predictions.
- Examples of individual high performing students in terms of attainment and progress were provided, with some achieving near 4 grades above their predicted grades in Year 7.
- On all the key matrix that Ofsted used, the school had come out top across the city particularly in EBacc and English and Maths 5+.

The governors congratulated the school team for an excellent set of results.

b) **School Priorities**

The School Development Plan was included within the meeting pack. The Headteacher referred to the slides at the end of the examination presentation in the pack and advised that there were two overarching areas in the plan; 'engagement and challenge of all learners through delivering quality first teaching' and 'belonging at the heart of lifelong learning'.

The Headteacher highlighted the core areas for quality first teaching; inspiring staff, ensuring the pillars of learning are understood and embedded, the Stringer Seven, Steplab, the use of AI, the importance of literacy and oracy (which was something that would be brought back to the board this term), developing a tracking and reporting system and the use of Pixl to drive improvement (a system that lots of schools were using and they found to be very good). The Headteacher also highlighted the core areas from belonging such as attendance, a relational approach, expanding enrichment and engagement activities, curriculum review, student voice, outreach to the community, staff belonging, and finally, developing the form tutor role and looking at creating an inclusive form time programme.

An opportunity for questions and answers followed the presentation and a discussion took place around how the governing board could monitor the implementation of the

School

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	<p>School Development Plan and how best to measure progress against the plan. Discussion was had around the benefit of using suggested questions from the NGA in these areas. The Chair asked for the questions from the NGA around attendance be shared with the Assistant Head prior to the presentation to the board at the next meeting. It was agreed by all governors that the board meetings allowed governors the opportunity to ask questions and have open conversations.</p> <p>A question was raised about the literacy and oracy strategy and the progress the school had made on this area. The Headteacher confirmed a new member of staff had been employed who would be working with two existing members of staff in this area, including the oracy lead. It was confirmed that they were working on a key plan in this area and would be developing a new literacy and oracy policy which would be brought to the board once it has been drafted.</p>	
<p>6</p>	<p>School Policies</p> <p>The Chair thanked the team for the work that had gone into preparing the policies, and for highlighting the changes, which was helpful for the board.</p> <p>A discussion followed around the process in place for policy review prior to the policies coming to the board for approval. The Headteacher confirmed that the policies sat with the relevant members of the SLT, who edited the existing policy, checked it met current criteria and relevant legislation, before then passing it to the Heads PA for final checking, to ensure that everything was in order before it came through to the governing body for approval.</p> <p>The Headteacher confirmed that in the case of substantive changes or rewrites, or new policies, the school would often use the Key as a resource. The Headteacher also confirmed that some policies were obtained directly from the Local Authority and could not be changed without going through the union, for example the Pay Policy. Other Local Authority policies, in particular staff policies, would often be adopted by the school, as they would have gone through their HR legal team, for example the Safer Recruitment Policy.</p> <p>Referring to the policies brought to the board at the current meeting, the Headteacher confirmed that the Safeguarding and Anti-bullying policies were under the remit of Giles Ward as the Designated Safeguarding Lead, the Data Policies were under the remit of Richard Baker as the Data Protection Officer, the RSE Policy sat with the RS Department and the Safer Recruitment Policy came from the Local Authority.</p> <p>a) Safeguarding/Child Protection Policy</p> <p>AGREEMENT - The Full Governing Board approved the Child Protection & Safeguarding Policy as presented.</p> <p>A discussion was had around the Department for Education's 'Behaviour in Schools, advice for headteachers and school staff' document, referred to in the Safeguarding/Child Protection Policy, and whether the content of this document was accurately reflected in the school's Behaviour Management Policy, in particular the provisions around the RESET programme. The Headteacher confirmed that the</p>	

	<p>Behaviour Management Policy was delegated to the school for approval and the RESET programme was operational and therefore not under the scope of the governing board.</p> <p>The Chair asked for any questions around the content of the Department for Education’s advice document and the content of the school’s Behaviour Management Policy to be provided to the Chair, so that these could be reviewed. The Chair suggested going forward, that it would be helpful for any questions around policies be provided in advance of the meeting to enable the Headteacher to be able to address these questions prior to the meeting.</p> <p>b) Anti-bullying Policy</p> <p>AGREEMENT - The Full Governing Board approved the Anti-bullying Policy as presented.</p> <p>c) Data Protection</p> <p>AGREEMENT - The Full Governing Board approved the Data Protection Policy as presented.</p> <p>d) Relationships and Sex Education Policy</p> <p>AGREEMENT - The Full Governing Board approved the Relationships and Sex Education Policy as presented.</p> <p>e) Safer Recruitment Policy</p> <p>AGREEMENT - The Full Governing Board approved the Safer Recruitment Policy as presented.</p>	
7	<p>Governance</p> <p>a) Election of Vice Chair of Governors</p> <p>The Chair confirmed that as Emma Morey was not present at the meeting, the board would not be able to carry out the vote to elect the Vice Chair and would carry this over to the next meeting on 20th October 2025. The Chair confirmed that a nomination had been received for Emma Morey to remain as Vice Chair, but confirmation would be sought from Emma Morey prior to the next meeting as to whether she would be prepared to continue in the role if elected. The Chair confirmed that if Emma Morey was not willing to continue in the role, they would hold an election for a new Vice Chair and would ask if Emma Morey would be prepared to carry on in the short term whilst they sought nominations.</p> <p>b) Instrument of Government</p> <p>The Chair advised that the current Instrument of Government provided for 3 elected parent governors, 1 Local Authority governor, 1 elected staff governor, 1 Headteacher governor and 6 co-opted governors; a total of 12 governors. The Chair said that there was an opportunity for a co-opted governor to join the board, when Catherine Packham</p>	CD

stepped down as a parent governor in November. The Chair explained that the co-opted governor brought with them HR expertise which would be beneficial since the previous Chair stepped down from the board. The Chair advised that in order to replace the parent governor with a co-opted governor the Instrument of Government would need to be amended and invited comments from the board on this proposal.

A discussion followed and all agreed that it would be beneficial to co-opt a governor with HR experience onto the board. An alternative suggestion was put forward to increase the number of governors on the board to 13 so that the board could continue to have 3 elected parent governors, to ensure the parent voice remained.

A discussion was had around the role of the parent governor and whether there needed to be a more formal way of hearing the parent voice. It was agreed that the role of the parent governor was not to represent the parents or voice their concerns directly, but to serve as a governor on the committee with experience as a parent at the school. The Chair confirmed that parent voice would need to be considered under a different mechanism, but that the board today was being asked to consider the structure of the board going forward.

AGREEMENT: A vote took place on the proposal to increase the number of co-opted governors on the board to 7 and to increase the overall number of governors to 13. A majority voted in favour of the proposal.

ACTION: Draft an updated Instrument of Government for agreement from the Local Authority.

CD

ACTION: A parent election to be arranged for a replacement for Catherine Packham whose term ends in November 2025.

CD/MH

ACTION: The Nominations Panel to meet with the potential new co-opted governor.

CD/MH

c) Governance Structure, Roles and Responsibilities

The current structure of governance was reviewed, and the following was proposed in the meeting:

<u>Dorothy Stringer - Governor Responsibilities</u>	2025/26
<u>Business Group</u>	Mick Baker, Rob Bradshaw, Sarah Bakhtiari, Eugenie Teasley, Matt Hillier, Matt Nott
<u>Pay Panel</u>	Mick Baker, Rob Bradshaw, Sarah Bakhtiari, Eugenie Teasley, Matt Hillier
<u>Headteacher Appraisal Panel</u>	Catherine Packham, Emma Morey, Sarah Bakhtiari

<u>Nominations Panel</u>	Matt Hillier, Mick Baker, Eugenie Teasley	
<u>Link Governors - Statutory Areas</u>		
Safeguarding	Eleanor Fagan, Sarah Bakhtiari	
Careers Education	Eugenie Teasley	
Human Resources/Panels	Rob Bradshaw	
SEND Provision & Progress	Alice Killip/Jessica Verdugo (tbc)	
Looked after Children	Eleanor Fagan, Sarah Bakhtiari	
Health & Safety	Mick Baker	
<u>Link Governors - Curriculum Areas</u>		
STEM - Maths & Science	Emma Morey	
Languages - French and Spanish	Sarah Bakhtiari	
Creative & Technology - Drama, Art and Music, DT, Computing	Jessica Verdugo	
Humanities - Geography/History and RS	Rob Bradshaw	
Literacy - English and library	Alice Killip (tbc)	
Physical Education PE and Dance	New Governor (tbc)	
SEND - SEND work in SR3 and across the school	Alice Killip/Jessica Verdugo (tbc)	
Pastoral - Year Groups/HoYs/Safeguarding	Eleanor Fagan	
Support Staff - Admin	Mick Baker	
<p>ACTION – Confirm the proposed roles with Alice Killip and Jessica Verdugo before bringing the roles and responsibilities back to the board for approval.</p> <p>A short discussion followed around Pupil Premium and which area this will come under. The Headteacher advised this would come within the scope of Looked After Children and Safeguarding but would confirm.</p> <p>d) Governors Code of Conduct</p> <p>AGREEMENT - The Full Governing Board agreed to adopt the National Governance Association Code of Conduct.</p> <p>e) Governors Training Log</p> <p>The Clerk confirmed that the Local Authority would be sending an updated training log which would be brought to the next meeting on 20th October 2025. The Clerk advised the governors that there was a wealth of training opportunities available on BEEM which had recently been updated and encouraged the governors to explore what was available. The Clerk advised that Governors were all required to use their school email addresses to login to BEEM and that anyone currently using private email addresses</p>		<p>CD</p> <p>MH/SB</p> <p>CD</p>

	<p>would be contacted to register with their school emails. Rob Bradshaw advised that on Wednesday 9th October there would be a whole school training on wellbeing and the strategic role for governance, and Emma Hill advised that on Monday 6th October there would be a face-to-face workshop available for governors as well.</p> <p>f) Other Housekeeping The Clerk reminded the governors to complete the Declarations, Diversity Monitoring and Skills Audit forms by the next meeting on 20th October 2025. All forms were included within the meeting pack and paper copies were distributed at the meeting.</p>	
8	<p>Any Other Business Catherine Packham advised that she had sent an email to all governors sharing an opportunity for governors to feed into the development of new mental health resources for schools and colleges. It was advised that the survey would only take 5 minutes but would be a really good opportunity to share experiences.</p> <p>The Headteacher said that Bridget Taylor, the former Chair was unable to make the meeting today, but he wanted to formally thank her for her work on the board.</p> <p>Meeting ended at 6.18pm Date of next meeting - 20th October 2025</p>	

Minutes Approved

Signature.....Date.....