



Full Governing Board - Meeting Minutes

Meeting Date: Thursday 16th November 2023

Meeting Venue: via Teams

Meeting Time: 5:15pm

Governors: Richard Thornhill, *(RT)*, Chair of Governors & Committee Chair
Julian Mace, *(JM)*
Glyn Freeman, *(GF)*
Athanasios Lamprakis *(AL)*
Martyn Ashley Taylor, *(MT)*

Ex officio: Craig Bull, *(CBu)*, Executive Head Teacher

Also in attendance: Vickie Jenkins, *(HOS)*, Head of Secondary
Janice Logan, *(DFA)*, Director of Finance & Administration
Helen Punter-Bruce, *(HOP)*, Head of Primary

Clerk to Governors: Rif Aslam *(RA)*

Apologies: None received

Enterprise Committee – Minutes 16th November 2023

Item	Discussion	Action
1.	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> Chair welcomed Governors & SLT to meeting. Chair thanked SLT for efforts that has gone in prior to the meeting with papers. 	
2.	<p>Declarations of Interests There were no declarations of interest made.</p>	
3.	<p>Minutes of previous Governing Board Meetings Chair confirmed that previous Committee Minutes were signed off at the April FGB Meeting.</p>	
4.	<p>Governance Matters</p> <ul style="list-style-type: none"> Chair advised his intention to ask current FGB members to volunteer to sit on this Committee and the position of Vice Chair before seeking recruits externally. <p>Governor queried whether it was the Chair's intention to remain Chair of this committee long term on top of his duties as COG. Chair confirmed that it was until such a time that new members could be recruited. EHT suggested a governor who may be interested. Chair to make contact.</p>	<p>Chair</p> <p>Chair</p>
5.	<p>HR</p> <ul style="list-style-type: none"> Staffing – EHT referred to paper and pointed out difficult national climate recruiting teachers. <ul style="list-style-type: none"> Maths and Science – 2 vacancies currently being filled by long term supply staff. TAs – 2 secondary posts vacant. Interviews next week. Computer Science – vacancy due at end of this term. Deputy Designated Safeguarding Lead who left last year has agreed to return. Careers Co-ordinator has been successfully retained. New appointments -Secondary SENDCo start in January. Design Technology Technician has already started. Trainee Teachers – We have 4 and this is an avenue for recruitment. <p>Chair questioned which areas governors can support the school in recruiting staff. EHT explained that lower pay scales for support staff drives difficulty is recruitment even with flexible terms. HOP & HOS concurred with view. EHT suggested incentives such as health care, cycle to work schemes etc. These could all help in recruiting and retaining staff.</p> <p>Chair agreed that support staff tend to be the lowest paid in school sector and urged flexibility where possible. Marginal income increases can make a difference.</p>	
6.	<p>Finance</p> <ul style="list-style-type: none"> Management Accounts – DFA referred to paper and explained that there is only 1 month of data with the start of academic year. Expenditure in month 1 reflected. Budget figure was agreed. Changes linked to earlier discussions around recruitment and retention of staff, restructure of SLT which is shown in budget shift from teaching to SLT. 3 Year Forecast – will become the revised budget going forward. Slight change due to IT tender as well as above. Still need to reflect agreed pay for teachers and support staff. <p>Chair queried whether recommendations that came to Pay Committee were factored in. DFA advised that she has factored in those eligible for pay performance increment in the 3 Year Forecast.</p> <p>MT joined meeting at 17:38</p> <p>DFA went on to advise that we follow nationally agreed pay scales but our support staff follow 35 hr week. Pay Grant and additional costs are not yet reflected. Assumption now is that the Pay Grant will cover the increases. EHT added that staffing costs were based on</p>	

	<p>recruitment of a Data Manager. That didn't happen. As we are retaining services of current post holder it becomes a saving in staff costs.</p> <p>Chair asked if there were any other issues. DFA advised that some funds in Year 2 & 3 Forecast have been moved to a Strategic Pot for some projects that require future discussion. This includes future spending on teaching and learning but also the building. Survey being undertaken on general pipework and roof over Temple Grove and other areas which were not part of the CIF Bid.</p> <p>Governor offered his photographic services as part of survey. DFA welcomed offer. EHT added need to maximize our budget for use of children.</p> <p>Chair concurred with need to spend reserves on children who are at the school now within prudent ranges.</p> <p>Chair queried if EHT had the resources that he needs to enact the current School Development Plan. EHT confirmed that he did, but confidence tempered by uncertainty around National Funding formula and it's possible impact on Year 2 & 3 Forecast, capital expenditure items and where we can add capacity with staffing.</p> <p>Chair emphasised need for EHT to highlight any concerns with capacity and workload in good time for the governors to offer support in delivering improvements.</p> <p>Chair reiterated need to spend reserve for the benefit of current cohort but added that the role of this committee is to strike a balance by managing the risk of spending.</p> <p>Governor echoed comments.</p> <p>Governor queried what the percentage staffing costs were overall in the expenditure. EHT advised it was 78%. DFA added that CIF grants were beneficial to reserves. ICT spend agreed and other items will be discussed at a future strategic meeting and plan further spending.</p> <ul style="list-style-type: none"> • General Finance Update – items already discussed. • Admissions Update – EHT advised that both Primary and Secondary intakes are positive. <p>Governor advised that last year's dip in numbers reflected low birth year but very healthy this year. EHT advised that 6th Form closure necessitated deed of variation relating to numbers. DFA requested a Trust Member signature for the form. DFA to contact GM.</p>	DFA
7.	<p>Health & Safety</p> <p>Chair noted contents of paper and invited Lead Governor Health & Safety to add any comments.</p> <p>Governor expressed his satisfaction with his recent H&S visit and will arrange another one next term.</p>	
8.	<p>IT Strategy and Tender</p> <ul style="list-style-type: none"> • EHT thanked GF for his valuable help with the tenders. The preferred bidder comes with an additional cost which has been approved by Chair. Handover process will take place from 5 Dec and takeover on 18 Dec. DFA expressed confidence in handover process. <p>Governor stated that with his Estates and IT Procurement background, he would have liked to have been asked to be involved earlier in the process. Although the school employed a consultant to oversee the process, there were some technical areas which were lacking.</p> <p>Governor asked to be involved earlier in any future tenders. This is not a criticism of DFA or EHT.</p>	DFA/EHT
9.	<p>Risk Register</p> <p>Chair invited EHT to add any comments to the paper. EHT highlighted movements in risk: -</p> <ul style="list-style-type: none"> • Decreased – 3.2 & 3.4 reflect improvements around post covid progress of students and behaviours. 4.1 and 4.2 reflect HR actions around professional development, staff absence. 6.2 was a concern last year however phased closure agreed. • Increased - 6.3 which is around uncertainty in funding. 	

	<p>Governor queried whether there were any concerns about ambers going into reds. EHT advised that outcomes is always a concern but current Year 11 are working in the right direction. Ofsted is a concern too.</p> <p>Chair pointed out that SEF and SDP are in place with issues highlighted and work to address them.</p>	
10.	<p>6th Form</p> <p>EHT advised that we continue to be committed to our Year 13. There are only a few of them now and we need to ensure that they have our support. This will be our last year of 6th Form. All the legal processes have been done regarding the closure.</p> <p>Chair asked about the wellbeing of the students. HOS explained that from next week she will be holding 1 to 1 meetings with all 27 of the students to give them opportunity to raise any concerns.</p> <p>Governor noted that although current students are our last intake and although era needs to be marked, it does not need to be celebrated.</p> <p>Chair requested an update on the 1 to 1 meetings at the FGB on 7 December. HOS agreed.</p>	HOS
11.	<p>Monitoring</p> <ul style="list-style-type: none"> Chair confirmed that EHT and SLT have agreed that a timetable of visits aligned to the 7 SDP targets will commence in January. Governors have been asked to contact SLT to arrange the visits. Chair advised that a revised Monitoring Proforma is progressing. 	Chair
12.	<p>Any other urgent business</p> <ul style="list-style-type: none"> Policy Committee – EHT passed on a request from KLa for members to confirm by email to her once they have read and are happy with the policies they are reviewing. The recently approved Safeguarding Policy needs a change in language approved. The change is from “peer on peer” to “child on child”. <p>Governors approved change in wording.</p> <p>Governor requested acknowledgment receipt of his changes to recent policies.</p> <ul style="list-style-type: none"> Ofsted – EHT requested a meeting with those governors who will support the Ofsted visit. He understands JM, JSw, LO and RT will be the governors concerned. Chair asked EHT to circulate a date as soon as possible. DFA advised that Annual Account meeting is scheduled for 28 November. RT agreed to attend remotely. <p>Chair thanked SLT for their papers and contributions. SLT left meeting at 18:20</p>	KLa EHT
13.	<p>Pay Committee Pink Paper</p>	
14.	<p>Confirmation of future Governor Meeting Dates for 2023/2024</p> <p>FULL GOVERNING BOARD: 7th December 2023 14th March 2024 4th July 2024</p>	

	<p>EDUCATION COMMITTEE: 25th January 2024 16th May 2024</p> <p>ENTERPRISE COMMITTEE: 1st February 2024 13th June 2024</p>	
	<p>Meeting Closed Chair thanked governors. Chair closed the meeting at 18:49 hrs.</p>	