

**Minutes of the Full Governing Body Committee****Wednesday 26<sup>th</sup> September 2018 6.30pm**

**Present:** Mrs K. Wilson (Chair), Mr P. Watson, Mr M. Savage, Mrs R. Knowles, Mr M Mckeown, Mr D. Gibbons, Mrs B. Malam, Mr. J. Males,

**Minutes:** Mrs A. Williams

The Clerk welcomed the meeting as the Chair's term of office was due for re-election.

1. Apologies: Mr. J. Hanrahan, Mr A. Mills, Mrs N. Syson, Mrs D. Scammell, Mr R. Greenfield. Dr. S. Puttick

Action

2.	<b>Declaration of interest in any items of discussion:</b> None.	
3.	<b><u>Confirmation of the Minutes of the Previous Meeting</u></b> (18 <sup>th</sup> July 2018) The minutes were agreed, signed and adopted as a true reflection of the meeting. Unanimous agreement	
4.	<b><u>Matters Arising:</u></b> KW advised that the 'Vision Statement' in item 7.4 would be added to the next Governance Plan	<b>KW</b>
5.	<b><u>Election of Chair and Vice Chairs</u></b> The election of Chair and Vice Chairs of the FGB Committee took place. J. Males proposed that K. Wilson be re-appointed as Chair, J. Patrick seconded the nomination. <b>K. Wilson unanimously re-elected as Chair.</b> K. Wilson proposed that P. Watson and J. Hanrahan be elected as Vice Chairs, J. Males seconded the nomination. <b>P. Watson and J. Hanrahan unanimously elected as Vice Chairs.</b> K. Wilson advised that A. Mills had stood down from his position as Vice Chair and congratulated him, in his absence, for all his hard work and support during his term of office. The election of Chair and Vice Chairs of the Finance, Audit & Property Committee took place. K. Wilson proposed that P. Watson be re-appointed as Chair, R. Knowles seconded the nomination. <b>P. Watson unanimously re-elected as Chair.</b> K. Wilson proposed J. Hanrahan and Mike Savage be elected as Vice Chairs, D. Gibbons seconded the nomination. <b>J. Hanrahan and Mike Savage unanimously elected as Vice Chairs.</b> The election of Chair and Vice Chairs of the Curriculum and Standards Committee took place. K. Wilson proposed that S. Puttick be re-appointed as Chair, D. Gibbons seconded the nomination. <b>S. Puttick unanimously re-elected as Chair.</b> K. Wilson proposed that R. Greenfield and D. Scammell be re-appointed as Vice Chairs, D. Gibbons seconded the nomination. <b>R. Greenfield and D. Scammell unanimously re-elected as Vice Chairs.</b>	
6.	<b><u>Attendance Record</u></b> The Governor Attendance Record 2017/2018 was approved for publication on the School's website.	<b>AW</b>
7.	<b><u>Admissions Policy 2020-21</u></b> MM advised that there had been little change to the Admissions Policy and it had been reviewed by the LA. However, the LA have now changed their mind on the Sixth Form criteria. They now want the entry requirements for every single course that the students can take included in the Admissions Policy 2020/21. <b>K. Wilson proposed that the Policy be ratified pending the amendments and subject to future changes. This was unanimously agreed.</b>	
8.	<b><u>Declaration of Pecuniary Interest Form</u></b> Pecuniary Interest Forms were completed by Governors.	
9.	<b><u>Next Year's Term Dates</u></b> <b>Next Year's Term Dates were approved.</b>	

10.	<p><b><u>Committee Membership</u></b></p> <p>Committee Membership was discussed and members were advised that if they wished to change Committees to advise the Clerk to Governors. <b>It was agreed that Committee Membership would remain as it currently stands.</b></p>	
11.	<p><b><u>Meeting New Staff</u></b></p> <p>No new Staff were appointed this term.</p>	
12.	<p><b><u>ESFA Letter and Financial Handbook</u></b></p> <p>It was recommended that all Governors should have a working knowledge of the Financial Handbook. The Handbook recommends that there should be 6 meetings of the Finance, Audit and Property Committee. We are currently 1 short. PW suggested a date in December to take us up to six meetings per year. In addition to this, the Chair will meet the Head once a month to discuss cash flow. MM confirmed that separate Minutes would be taken at these meetings by his PA.</p>	<b>KW/ MM</b>
13.	<p><b><u>Headteacher's Items</u></b></p> <p><b>1. <u>Results</u></b></p> <p>MM gave a summary of results as a full briefing had been given at the Curriculum and Standards Committee meeting which took place on 19<sup>th</sup> September 2018. KS4 results overall have taken a bit of a dip in comparison with the previous year. However, they are still higher than the last 5 years. Boys have done well and achieved the highest grades in the School's history. Girls did not do so well but there is no real gender gap. Another area of success is SEN. The results for our high ability students were disappointing and this is now highlighted as an area of concern. Generally the LA are very pleased with our progress. They have congratulated the staff for their achievements and how we as a School have held up.</p> <p>MM discussed Residuals and national progress together with Basics. English Literature is a concern, Maths is close to national levels, and there has been an increase in the number of students taking the Sciences. <i>PW asked about comparatives.</i> MM advised that the figures would be updated in November. KS5 figures were more successful than the previous year.</p> <p><b>2. <u>Sports Hall</u></b></p> <p>MM gave an update on the Sports Hall. It was concluded that it is a weather related problem. The School has put in a bid to the ESFA emergency fund but it is depending on the Insurance Company. The School has been given quotes of approximately £200K to fix the problem. It is now a battle between the ESFA and the Insurance Company as to who will pay. The building is safe at the moment but if the weather turns bad we will have a problem. <i>BM asked whether there was a contingency plan for moving students around – MM advised not at the moment.</i> <b>The Structural Engineer has stated that we can continue using the building as it is safe.</b> The School is trying to get it fixed before Winter. If nothing happens before January 2019 we may have to close that part of the School. <i>JM asked whether we tender out to various Insurance companies for quotes. MM advised that we do.</i></p> <p><b>3. <u>Action Plan</u></b></p> <p>MM advised that the Action Plan is now updated and is a shorter, more concise document. Governors agreed that it was a very helpful document and liked the new format.</p>	
14.	<p><b><u>Chair's Items</u></b></p> <p><b>1. <u>Internal Audit</u></b></p> <p>KW discussed the ongoing items. It was stated that our Governors Skills Audit was not focused enough. We have therefore adopted the NGA Governors Skills Audit going forward.</p> <p>During each Finance, Audit and Property Committee meeting, the Audit part of the meeting has to be minuted separately and confirm which staff members are present.</p> <p><b>It was agreed that the Internal Audit should be a standing item on each Full Governing Body Committee meeting so that Governors could be updated on its progress.</b></p> <p><b>2. <u>Terms of Reference</u></b></p> <p><b>The Terms of Reference were approved.</b></p>	<b>KW</b>

14.	<p><b>3. <u>Election of Parent &amp; Staff Governors</u></b></p> <p>KW advised that we require 2 staff Governors and 1 parent Governor. The Clerk to Governors advised that the process is currently ongoing.</p> <p><b>KW welcomed back Revd. Canon J. Patrick for another term of office. KW also welcomed back Mrs. N. Syson, in her absence, who has returned from maternity leave.</b></p>	<b>AW</b>
15.	<p><b><u>Any Other Business</u></b> – none</p>	
16.	<p><b><u>Date of next meeting</u></b> – 19<sup>th</sup> December 2018</p> <p>Meeting finished 7.50pm</p>	