AUTUMN TERM (2) 2020 MEETING OF THE FULL GOVERNING BODY

MINUTES

Date Wednesday 16 December 2020

Time 19.30

Place Via Zoom Video Conference

PRESENT: Mr S Barratt (SB) Mr J Leftwich (JL)

Mr P Davies (PD)
Miss E Ginger (EG)
Mr T Green (TG) - Chair
Mr E Hillyard (EH) - Headteacher
Mrs L Swain (LS)
Mrs A Thomas (AT)

Ms F Kiss (FK)

IN ATTENDANCE: Mrs L Jackson (LJ) Director of Finance, HR and Resources

Mrs S Lary (SL) Deputy Headteacher

Mrs J Knight (JLK) Clerk

APOLOGIES: Mr A Down (accepted) Mrs T Ellis

Mr G Davies Mrs A Lee

NB. Governors' questions are highlighted in *italics* throughout these minutes.

Item	Discussions and Decisions Made	Actions
	Welcome and apologies for absence	
	 TG welcomed everyone to the meeting. 	
	 Apologies were accepted from AD, TE, GD and AL. 	
	TG formally welcomed JLK, the new Clerk.	
1	Notification of Any Other Business	
	None	
2	Declarations of Interest against this agenda	
	 There were no interests declared against this agenda. 	
	 LJ is still missing 3 business interests forms from 	
	governors, who have been contacted by email.	
3	STRATEGIC PLANNING	
3.1	Report of Student Management Team Representatives	
	The report had been circulated.	
	TG commented that the students' tone was welcoming	

Item	Discussions and Decisions Made	Actions
	and upbeat, considering the difficulties they faced. He	
	thanked the Student Management Team for their views.	
	EH highlighted that the report was 4 weeks out of date	
	but that the school has an amazing group of head	
	students this year.	
2.2	Depart of Hoodtoocher and CEE	
3.2	Report of Headteacher and SEF The report had been circulated. There were no questions.	
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3.3	SIP 2019-20	
	The report had been circulated.	
	EH highlighted that it was 4 weeks out of date. A more	
	recent one is available now (9 December) but has not yet	
	been circulated.	
	The aim is to turn all areas green by the end of the	
	academic year.	
3.4	Proposed Governance Structure	
	A number of papers had been circulated in relation to this item.	
	The Articles of Association must be changed in order to	
	get the expansion funding (ESFA requirement).	
	At the same time, a new governance structure is proposed	
	which also requires a change to the Articles.	
	TG reassured that there is no desire to lose current	
	governors, just to re-distribute the numbers in each category by changing some staff/parent governors to co-	
	opted governors. The restructure will happen over time.	
	The proposed amendments to the Articles of Association	
	were approved.	
	• As an employee, EH can no longer be a Member.	
	Governors unanimously approved EH's appointment as a	
	Governor under the new structure, for a term of 4 years.	
	Under the new structure there must be a majority of	
	Members who are independent of the Governing Board.	
	1-2 Members can also be Governors.	
	 Proposal that the Chair should also be a Member was approved. 	
	JL offered to step down from the Governing Board and	
	become an independent Member. TG thanked him.	
	PD offered to become a Member; however, this is not	
	possible as only one person with LA control is allowed.	
	A Special Resolution meeting will be convened for	
	Members for 3 February 2021, at which the new Articles	
	will formally be adopted and new Members appointed.	
	Three new external Members (or two, plus one current	

Item	Discussions and Decisions Made	Actions
	governor) will need to be found by this date. TG suggested	
	approaching former governors.	
	Any other governors interested in taking on the Member	
	role to let EH or 以 know.	All Governors
	EH outlined proposed changes to the committee	
	structure. This will reduce the number of sub committees	
	(to just Finance) and meetings (from 16 to 10 in total), will make things more efficient and reduce the commitment	
	required by key governors. Documents will be slimmed	
	down and repetition between committees will be	
	reduced. All governors will understand the full range of	
	issues rather than just those covered by one committee.	
	This is particularly useful in the event of an inspection.	
	 Q - SB: Lots of material is covered in the committees. 	
	How will this same level of detail be covered at FGB?	
	A: Content will be slimmer but more focused. This is the	
	experience of the comparison schools that EH has been in	
	contact with.	
	 Q - AT: Concerned that we only scratch the surface 	
	already; how do we make sure we uphold our governor	
	responsibilities? A. Governors will link in with a member	
	 of the SLT in order to deep dive particular areas. Q - ES: How do we pick up on SIP items that need to be 	
	considered by T&L. A. If governors feel something is not	
	covered, a working group can be set up to look at it and its	
	findings brought to the next FGB meeting. In the next	
	meeting the committee TORs should be considered and a	
	scheme of delegation decided.	
	• Q – PD: Concerned that the Finance Committee is already	
	not regarded as contributing to outcomes for the	
	students. How will the change effect this? A: EH – This	
	should help as FGB will have more of a strategic overview.	
	Finance also looks at Premises, which has a clear impact on the students.	
	 Q – LS: Could we trial this structure for a year and then 	
	review it? A: Yes.	
	• Q - SB: What are the proposed meeting dates?	
	A: EH shared his screen with the proposed dates, which	
	had also been circulated.	
	 Q - SP: Will the FGB meetings end up being very long? 	
	A: As there are more meetings, hopefully not.	
	 Q – PD: A week's gap is required between the circulation 	
	of the Finance Committee minutes and the FGB meeting.	
	This is not possible in the proposed schedule. A: EH, PD	
	and JLK to consider proposed dates to ensure there is	EH, PD, JLK
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Item	Discussions and Decisions Made	Actions
	 sufficient time between meetings. The proposed new meeting structure was agreed, subject to a review after one year. Proposed Governor Day dates had also been circulated. The next one is 25th February 2021. Governors to email the Clerk if they are able to attend. 	All Governors
3.5	 Expansion/Works Update LJ reported works are going well despite horrendous weather. The haulage road is in and footings are going in. Q - SB: Is the schedule slipping? A - LJ: They are one week out after four weeks due to bad weather, but contractors are confident they can pull this back. 	
3.6	 Admissions The Policy for 2022 Admissions had been circulated. EH flagged the main changes. These include: The removal of some unnecessary details from the Year 7 and 12 application forms to enable the application of the admissions criteria. Further details can be sought later on in the process. There is a change to the oversubscription criteria relating to exceptional medical/social needs. This is a rarely used clause but is sometimes not used in the right way. Arrangements have been firmed up regarding service children. Sibling definitions have been amended. Changes to the numbers of EHCP students across the school to make a more even spread. This policy will go out for consultation for six weeks. Governors approved the policy to go to consultation. 	
4	Minutes and matters arising FGB Minutes – 14 October 2020 Approved. No matters arising.	TG to sign and return to school
5	 Governor Membership The resignation of Ms Marianne Selby-Boothroyd and Ms Si Khan were noted. AD's role as Disadvantage Link Governor was approved. JLK was appointed as Clerk to Governors PD offered to undertake SEN Link Governor role and was approved. 	

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6	COMMITTEE REPORTS	
6.1	 Finance, Premises, Health & Safety (PD) PD reported a useful meeting. The format and timing of monthly management reports was agreed. A discussion on the capital improvement plan was carried forward to the February meeting. Apologies were expressed for the late arrival of the Audit Review papers. However there have now been two opportunities to go through the figures. PD has been very frank with the Auditors about meeting their performance targets and organising their priorities. Sage system is now positively contributing to the financial picture. Thanks to the team for getting this into a much better place. Q - PD: How will issues be picked up when there are fewer meetings? A - TG: If governors have any questions on the finance monthly reports, they should email LJ. A - LJ: There will still be four Finance meetings each year. Premises report included further discussion about the Air Dome and an agreement to seek timelines at termly site visits. 	All Governors
	VISITS.	
6.2	People and Personnel (LS)	
	This meeting had been cancelled.	
6.3	 Learning and Curriculum (ES) The Minutes had been circulated and covered the main points of the meeting. A schedule of items to be covered over the year in the L&C meetings should be used to ensure everything is covered across the FGB agenda. EH to pick this up. 	ЕН
6.4	One panel meeting was held which was relatively smooth-running due to the parent being highly supportive of the school's efforts and in agreement with the outcome.	
7	GOVERNOR REPORTS	
7.1	TG has maintained Health & Safety visits to school. These have been useful in seeing the daily operations and the positivity of students towards being at school.	
7.2	Development	
	LS reported the DfE has updated the Governance	

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	Handbook. This has been uploaded to the N-drive Learning & Development section along with a useful 'Being Strategic' document. • Four useful bitesize modules have been added to the Learning Link site.	All Governors
7.3	Safeguarding	
	Nothing to report	
7.4	Nothing to report	
7.5	Disadvantage	
	Link Governor not present	
8	OTHER MATTERS	
8.1	Part 2 Item This item was discussed at the end of the meeting, after members of staff had left.	
8.2	 Policy Reviews and Approvals The Exam Contingency Plan has been updated in line with JCQ regulations/terminology. The plan was approved. The Visiting Speakers policy had one change allowing visiting speakers to work via Teams/Zoom with the same vetting procedures. The policy was approved. 	
9	 Dates and Times of Meetings Circulated, but TBC. See section 3.4 Next meeting: Wednesday 3rd February 2021 at 7pm 	
10	 Any Other Business Social media announcement that the start of term is to be delayed for some students. JL proposed a vote of thanks for the outstanding contribution of all staff this year. EH to pass this on. EH expressed a hope that parents had seen an improvement in the live lessons since the whole school had gone to remote learning at the beginning of the week. Parent governors agreed. EG announced the school's virtual Christmas concert which will be released as a link in Friday's newsletter. TG wished everyone a safe and enjoyable Christmas within the limits allowed, and a very happy new year. 	ЕН

The meeting closed at 9.07pm	
Minutes approved by the Governing Board:	
Signed Mr T Green – Chairman of the Board	Date