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## Full Governing Body General Meeting Minutes

Monday 29<sup>th</sup> September at 5.30pm

**Venue: Learning Centre**

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**Present:** Neil Spurrier (NS), Tim Mansfield (TM), Keith Chamberlain (KC), Steve Reis (SRs), Scott Harvey (SH), Angie Langley (AL), Richard Knight (RK), Susie Dawson (SD), Matthew Gray (MRG), Vanessa Weir (VW), Ian Batty (IB), Rob Farrow (RAF), Allan Foulds (AGF), Antonia Noble (AN)

**In attendance:** Gareth Burton (GB), Jules Gray (JMG), Karen Hanley (KJH)

**Apologies:** Philip Avery (PA), Steven Rudge (SR), Andy Ponting (AP)

**Clerk:** Sharon Peacey (SDP)

### 1. Apologies for absence

- The Governors accepted all apologies received.

### 2. Election of Chair and Vice Chair

#### Election of Chair

- AGF chaired the meeting at this point and asked for nominations for the role of Chair of Governors.

**NOMINATION:** RK nominated NS

**SECONDED:** SRs

- AGF checked if there were any other nominations. There were no other nominations.
- All in favour

**ELECTED:** NS was duly elected as Chair of Governors for a further one year period.

#### Election of Vice Chair

- NS in his role of Chair of Governors requested nominations

**NOMINATION:** SRs nominated SD

**SECONDED:** KC

- NS checked if there were any other nominations. There were no other nominations.
- All in favour

**ELECTED:** SD was duly elected as Vice Chair of Governors for a further one year period.

### 3. Chairman's introductory comments

- NS reminded Governors that the school's Open Evening will be taking place on Thursday 9<sup>th</sup> October 2014 at 6.00pm to 8.30pm. There will be two talks taking place for 20/25 minutes at 6.15pm and 7.30pm. NS stated that this was a good opportunity for Governors to get a taste of what prospective parents are hearing.
- KJH confirmed that the Sixth Form Open Evening will take place on Wednesday 14<sup>th</sup> January 2015.
- NS reported that the Parent Governor elections were underway with the deadline for votes to be cast falling on Friday 3<sup>rd</sup> October 2014. The process has been carried out electronically on the Parent Bulletin and Parent FROG which has proved successful with much higher than usual number of nominations and votes.
- NS asked JMG to introduce herself to the Governors, which she then did.

#### **4. To confirm the minutes of the previous meeting**

**APPROVED:** The minutes of the previous meeting of 8<sup>th</sup> July 2014 were confirmed to be an accurate record of the meeting pending the agreed minor amendment.

#### **5. Matters arising**

- NS reminded Governors that the approval of the minutes from the meeting of 20<sup>th</sup> May 2014 had been delayed pending more detail of the SEN report from the Responsible Officer (Steve Rudge) being included.

**APPROVED:** The minutes of the FGB meeting of 20<sup>th</sup> May 2014 which now included fuller detail of the SEN report from SR were confirmed to be an accurate record.

- NS reported that there had been further contact with Cheltenham Borough Council and that he and AGF had met with representatives from Gloucestershire County Council. NS stated that the Policy Committee would be updated fully in due course.

**AGENDA:** Update re Joint Core Strategy – Policy Committee Meeting of Thursday 27<sup>th</sup> November 2014.

#### **6. Budget approval**

- SRs presented the proposed budget for 2014/15 and offered further detailed explanation.
- The Finance and General Purposes Committee have fully scrutinised the budget and have recommended it to the Governing Body for approval.
- SRs highlighted the changes to the revised budget
- The document clearly identified the variances between project/proposed and revised
- SRs confirmed that the 'surplus' had increased by £257,776
- Extended Provision showed an increase of £10k
- Pupil Premium income stands at £204k
- Contingency has increased by £446k
- AGF stated that he was happy to offer Governors further explanation if required and added that the Finance & General Purposes Committee had a clear understanding of the budget.
- A Governor stated that a previous 3 year forecast had predicted this year to be much tighter due to student numbers. NS confirmed that the budget had been refined since this date and AGF confirmed that any issues relating to student numbers had now been resolved.
- A Governor asked why the proportion of staffing costs are continuing to go down rather than increase. AGF stated that this was due in part to incremental drift and also due to the school previously carrying disproportionately high staffing costs.
- A Governor asked whether there was an optimum contingency amount. AGF acknowledged the balance necessary between a judicious financial approach and ensuring spend was mobilised.
- AGF confirmed that his understanding was that the school was not vulnerable to any clawback from the EFA.

**PROPOSAL:** To approve the budget 2014/15

**PROPOSED:** NS

**SECONDED:** SRs

All in favour

**APPROVED:** Budget 2014/15 approved.

#### **7. Ofsted update (presentation by Headteacher)**

- AGF presented to the Governors.
- There was an opportunity for questions/discussion following the presentation.

## **8. ESPR (External Standards and Provision Review) update**

- NS stated that following the GCSE results the Headteacher's recommendation for an external review had been adopted.
- AGF stated that the review brief had been seen by the Policy Committee.
- AGF stated that he was very grateful to GB for the organisation behind the ESPR.
- NS stated that it was important that the person conducting the review had no prior knowledge of the school and would therefore be able to offer a fresh perspective.
- A Governor asked if this was in response to the GCSE results. AGF confirmed that this was the driver behind the ESPR. The Governor asked why this had come as a shock to the school. AGF responded that whilst the school has knowledge of changes which are occurring nationally there are difficulties predicting what affect this will have on student performance.
- AGF gave a further context on the overall level of GCSE 2014 relative underperformance as has already been reported in detail to the Curriculum Committee.
- AGF confirmed that remarks have been initiated for those students who are close to grade boundaries.

**AGENDA:** ESPR Report FGB 21/10/14

## **9. To receive and approve policies**

Governors' Committees & Delegated Powers Policy – reviewed at PO1

- AGF highlighted the minor amendment to the policy

**PROPOSAL:** Governors' Committees & Delegated Powers Policy to be approved

**PROPOSER:** VW

**SECONDED:** SD

All in favour

**APPROVED:** Governors' Committees & Delegated Powers Policy 2014/15 approved

16-19 Bursary Fund – reviewed at PO1

- AGF highlighted the minor amendment to the policy

**PROPOSAL:** 16-19 Bursary Fund Policy to be approved

**PROPOSER:** MRG

**SECONDED:** RAF

All in favour

**APPROVED:** 16-19 Bursary Fund Policy 2014/15 approved

## **10. To consider the policy schedule**

- The Governors acknowledged the two new policies on the schedule i.e. Attendance Policy and Support Students with Medical Conditions Policy.

## **11. Any other business (by notification to the Chair ahead of the meeting)**

- There were no items of any other business raised.

End of meeting

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