



Full Governing Body General / AGM Minutes
Wednesday 9th December 2015 – 4.00pm for 4.30pm start
Venue: Headteacher's Meeting Room (H Block)

The formal part of the meeting was preceded by a presentation by Rob Waters (RDW) on Technology Enhanced Learning.

- Present:** Keith Chamberlain (KC), Neil Spurrier (NS), Ian Batty (IB), Katherine Safe (KSS), Susie Dawson (SD), Alan Hastings (AFH), Scott Harvey (SH), Nicola Hayward (NH), Allan Foulds (AGF), Richard Knight (RK), Matthew Gray (MRG), Angie Langley (AL), Antonia Noble (AN)
- In attendance:** Karen Hanley (KJH), Jules Godfrey (JMG), Gareth Burton (GB)
- Apologies:** Steve Reis (SRs), Krissy Scott (KS), Stephen Rudge (SR), Tim Mansfield (TM)
- Clerk:** Sharon Peacey (SDP)

Annual General Meeting of the Academy Directors

1. Chairman's introductory comments

2. Apologies

- Apologies were received and accepted by the Governors from SRs, KS, SR and TM.

3. To declare any financial and other interests

- There were no declarations of financial or other interests.

4. Presentation of Annual Report and Statement of Accounts

- AFH stated that a significant amount of preparation had gone into the report. The report was produced following an audit of the school by CrowClarke Whitehill. The auditors worked closely with the school's finance team for over a week.
- AGF stated that it is a requirement for the school under company law to produce this document which will go into the public domain.
- The area of induction and training of Governors has developed recently following the Governance Review of earlier in the year and also the work of the Governance and Nominations Committee.
- The report shows that the organisational structure of the Governing Body is fit for purpose.
- It was noted that the sense of pride and vision is strong and consistent with the website and what can be seen around the school tying in with the moral purpose and beliefs.
- The report shows that the academy is popular and oversubscribed and is operating at full capacity. It was noted that any effective school needs to look to the future.
- AGF as the Accounting Officer will act as a signatory and sign off the reports on Monday 14th December 2015.
- AFH stated that the auditors have agreed with everything the school has stated in the report and recognised that the school has adequate accounting processes and that the systems and controls in place are robust. The auditors acknowledged that all money has been spent in the public interest. They concluded that the report is a true and fair view of the school's financial situation.
- All three documents presented show a picture of strong financial health with a significant amount of cash.
- The reports demonstrate a good cash flow which represents what the school 'actually' has.
- It was noted that in the current climate it is rare for a school to be in such a strong financial position. AFH stated that the auditors, CrowClarkeWhitehill, are prepared to present their finds to the Governing Body should this be required.

- The potential pension deficit was discussed. AFH confirmed that the Government would step in to support the school in a worst case scenario.

5. Adoption of Annual Report and Accounts

APPROVED: The Annual Report and Accounts were approved to submit to the EFA and to register with Companies House.

All in favour (no abstentions)

ACTION/AGENDA: Audit finding report to F3 09/02/16

6. Appointment of Governors

- N/A

7. Any other competent business

AGREED: Appointment of auditors to come as a separate agenda item at the next AGM meeting.

IB left the meeting

Full Governing Body General Meeting Agenda

1. Apologies for absence

- Ian Batty (IB)

2. To declare any financial and other interests

- There were no declarations of financial or other interests.

3. Chairman's introductory comments

- NS stated that all Governors should now have their ID badges. NS reminded Governors that they need to use this to swipe in to the school and also upon exiting the school. This would enable the school to have a log of who is on site at any given point should there be an emergency evacuation for example.
- NS reported that there had been two Governor's Discipline Committee meetings which had not been noted in the agenda. The outcome of both of these meetings was to uphold the Acting Headteacher's decision to permanently exclude.
- Tickets for the Sixth Form Awards Evening were distributed.
- NS offered a reminder regarding the Christmas Concert which will take place at St Matthew's Church (opposite library in town), start time 7.30pm

4. Finances

Financial Report/ Report from F&GP Committee (01/12/15)

- A fuller and more detailed report had been fully scrutinised by the F&GP Committee at the meeting of 01/12/15. The report concludes that all income is progressing as expected.
- The report predicts a slight surplus.
- The committee focused on the Capital Development Plan and are working to separating the document into 'site maintenance' and 'capital development'. AFH to produce a Gant chart for the committee to review. This will be shared with the FGB in due course.

Approval of Finance Policy

- The policy was presented for approval without amendment.

PROPOSED: NS

SECONDED: NH

All in favour

APPROVED: Finance Policy.

5. To confirm the minutes of the previous meeting (20/10/15)

- The minutes were agreed to be an accurate record of the previous meeting pending the agreed minor amendment.

6. Matters arising

- GB confirmed that he had attended the final case review in relation to the death of a student which had been an open verdict. The review had found no failings on the part of any of the services involved nor the school. GB has been asked to put the school forward as a case study for best practice.
- GB thanked all Governors who were involved in the Enquiring Minds project on behalf of Lucy Hemsley.

7. To receive the Headteacher's Report

- The Governors were given the opportunity to put forward questions on the Headteacher's Report to GB via Slido ahead of the meeting.

Q: A Governor asked why the current exclusion figures are roughly doubled those in previous years.

A: JMG stated that this is due to a small number of students. JMG stated that an exclusion will affect the attendance figures. GB stated that the majority of incidents of poor behaviour occur during social time and not lesson time.

Q: A Governor asked how the school intended to stabilise the provision of the maintenance department.

A: AFH stated he is currently experimenting with the cleaning contract. The cleaners are now coming in during the school day and taking on some of the maintenance work. AFH confirmed that he is looking for a full time permanent Site Manager. AFH added that he did not envisage any difficulties or issues in the interim.

8. Governance & Nominations Committee

- a) Recruitment Guide
- b) Induction and Training Guide
- c) Forms for completion: Skills Survey, Training
- d) Governance Handbook (October 2015)
- e) Report from GN2 (04/11/15)

ACTION: Clerk to collate the completed Skills Survey and Training forms and then liaise with SH.

9. Curriculum Committee

Report from C2 (10/11/15)

- Measures are in place to tackle the inconsistency in FAR marking within the Maths department. An increased contingency was agreed at the F&GP committee for the department.
- All DRPs have been received. Maths was completed early.
- Mock data to be received in January 2016 which will give the school a good reflection of where we are.
- AGF stated that there is some strong opposition to the new Ebacc proposals with major implications to the school and staffing.

ACTION: Ebacc will come back to the FGB for further discussion once the new curriculum plan has been approved.

Approval of Home School Agreement Policy

- The policy was presented for approval without amendment.

PROPOSED: KC

SECONDED: SH

All in favour

APPROVED: Home School Agreement Policy 2015.

10. Pay and Performance Committee

Report from confidential meeting (17/11/15)

- Confidential minutes. The committee considered the recommended pay uplift for a number of staff.

Review of the performance of the Headteacher

- NH stated *'I am in receipt of the paperwork with regards to the Head Performance Review. I have read through the documentation and considered its contents. I would like the governing body to know that I am more than satisfied that this process has been completed in accordance with policy set'*

11. Strategy and Policy Committee

Report from PO2 (24/11/15)

- The committee had received the draft Sixth Form Strategy Plan which had been produced by Mike Stratford (MZS). The committee also discussed future place planning and the ongoing curriculum analysis.

Approval of Uniform – Main School Policy

- The colour of the stripe on the tie will be red for 2016-17.
- There is an additional optional item (Bouraside polo shirt) for girls, which is not available for boys. This is intentional (not a mistake). There are some other additional optional items of PE kit for both girls and boys.

PROPOSED: SDMe

SECONDED: NH

All in favour

APPROVED: Uniform – Main School.

Approval of E-Safety and Information Technology – Acceptable Use Policy

- Inclusion of three references to internet filtering and accessing terrorist or extremist material to cover 'The Prevent duty', DoE advice to schools and childcare providers, June 2015.

PROPOSED: MRG

SECONDED: SH

All in favour

APPROVED: E-Safety and Information Technology

Approval of Supporting Students with Medical Conditions Policy

- This policy has been significantly amended to ensure that whilst it is compliant with the necessary statutory legislation as stated, it offers the necessary flexibility to adjust the practices and procedures to align with our current and intended future provision in this area. Two large annexes have been removed completely.

PROPOSED: AL

SECONDED: SD

All in favour

APPROVED: Supporting Students with Medical Conditions Policy.

Approval of Child Protection and Safeguarding Policy

- There were wholesale changes to the policy following advice given by Krissy Scott. The level of detail was increased for this policy, contrary to what we do for other policies, in respect for the need for accuracy of procedures and the level of detail required. Further updates were also required to encompass the new expectations following the implementation of the Prevent guidance from the Government.
- In addition there were 5 appendices added to supplement the policy
- The governors discussed the strength of the policy. It was acknowledged that due to further legislative changes due in the new year this would need to be amended again and reviewed at the next Strategy and Policy Committee meeting in January.

AGENDA: Child Protection and Safeguarding Policy to be reviewed again in light of legislative changes at PO3 19/01/16.

PROPOSAL: To approve the Child Protection and Safeguarding Policy pending the agreed minor amendment with a view to re reviewing it again in January 2016

All in favour

APPROVED: Child Protection and Safeguarding Policy 2015.

12. Admissions

Report from A2 (30/11/15)

- AFH that the issues leading to an agreement to amend the policy had been discussed in detail at the previous two meetings of the Admissions Committee.
- The committee had looked at the catchment areas of other schools in Cheltenham.
- AFH reported that the school had received a number of appeals from students within the 'Leckhampton corridor' area.
- The committee had discussed the growing demographics within Cheltenham.

Approval of Admissions Policy

- AFH stated that the two changes were the inclusion of 'Children of full or part-time, permanent, salaried members of staff who have been employed at the school for two calendar years at the time of the application for admission' within the oversubscription criteria.
- The priority consideration area has been amended and moved to the south east in order to avoid the amount of disproportionate travel a significant number of students in Cheltenham are having to travel to school and in an attempt to solve the 'Leckhampton corridor' issue.
- It was noted that this may create an issue for parents of students to the north of the proposed priority consideration area however it was also noted that this area is well served by a number of other secondary schools.
- The policy will need to go out for consultation. The period of consultation will end on 31st January 2016. Any responses to the consultation will then be brought back to the Admissions Committee and carefully considered.

PROPOSAL: The proposed Admissions Policy and proposed priority consideration area to go out for a period of consultation.

PROPOSED: RK

SECONDED: AFH

All in favour

APPROVED: Admissions Policy effective for entrants from 1st September 2017 to 31st August 2018 approved to go out for consultation. **ACTION:** AFH to action.

ACTION: GB to meet with Heads of secondary schools within Cheltenham to discuss the proposed changes to the school's Admissions Policy and priority consideration area.

13. To consider the Policy Schedule

ACTION: SDP to amend the policy schedule to include the review of the Child Protection and Safeguarding Policy at PO3 on 19th January 2016.

14. To consider the training/awareness issue for the next meeting

- The student leadership team to be invited along to the next FGB meeting of 25th February 2016.

15. Any other business (by notification to the Chair ahead of the meeting)

- There were no items of any other business.

End of meeting
