

**ATTENDANCE OF MEETING OF THE GOVERNING BODY  
OF CIRENCESTER KINGSHILL SCHOOL**

**AUDITORS ACCOUNTS FOLLOWED BY FULL GOVERNORS MEETING**

**Thursday 1<sup>st</sup> December 2022 at 5.15pm**

**P = Present. A = Apologies Received. X = Apologies Not Received.**

Mr. Rene Blamey (RBL)	P	Mr Stephen Pritchard (Deputy Headteacher) (SPR)	P
Mrs. Claire Cleaver (CCL)	P	Mrs. Libby Reed (LRE)	P
Mrs. Karen Fraser (KFR)	P	Mrs. Maureen Richards (MRI)	A
Mrs. Sarah Gardiner (Secretary) (SGA)	P	Mr. Nigel Robbins (NRO)	X
Mrs. Penny Hicks (PHI)	A	Mrs Elizabeth Rowbotham (ERO)	A
Mr Matt Jones (MJO)	P	Mr. Adrian Thomas (Chair) (ATH)	P
Mr Neil Ingram (NIN)	A	Mr. Seb Thomas (STH)	P
Miss Christine Oates (Headteacher) (COA)	P	Mrs. Rebecca Bryant (Clerk) (RBT)	P
Mr J Poulton (JPO)	P	Nathan Smith (NSM) – Byrd & Link	

**MINUTES**

**GOVERNORS' BUSINESS MEETING – AUDITORS ACCOUNTS FOLLOWING BY FULL  
GOVERNORS MEETING**

**Thursday 1<sup>st</sup> December 2022 5.15pm**

<b>25/22-23</b>	<b>Apologies</b> NIN, PHI, NRO	
<b>26/22-23</b>	<b>Declaration of Interests or Conflicts of Interest</b> None declared	
<b>27/22-23</b>	<b>Voting New Governor</b> Matt Jones was introduced as a new General Governor. He left the room as the vote took place. RBL proposed LRE seconded Unanimously accepted MJO came back in the room and was informed he had been accepted as a Governor.  Governors welcomed Jon Poulton (JPO) as a Parent Governor. Due to JPO being a Parent Governor, no vote was required to accept JPO as a Governor.	

28/22-23

**2021-2022 Financial Statement and Reports to Governors**

Nathan Smith, from auditors Byrd & Link, was welcomed and thanked for attending school after the original auditors meeting scheduled for 23<sup>rd</sup> November 2022 had to be re-arranged due to Ofsted.

NSM highlighted some main information:

**Annual Report and Financial Statements:**

- Staffing costs are currently 80% of the budget – this is a fluctuating cost – the ESFA’s target is between 80% - 85%
- Page 13 - Reserve’s policy – money should be committed for projects, and not held in accounts, this will help when bidding for capital bids
- Page 21 – value for money – this should be monitored closely
- Pages 24, 28 & 30 – these relate to auditors’ compliance and regulations
- Page 31 – A mistake was made in last year’s accounts relating to the CIF loan, this has been shown in this year’s accounts as an adjustment
- Page 32 – Pension reserve – the liability has gone from £2.8 million last year to £197k this year. The ESFA will cover most of the deficit.

**Management letter**

- There were no unadjusted audit statements
- There was one internal control measure – updating Governors’ Declaration of Conflicts on the school website. This was rectified prior to the meeting
- There is a 35% increase in surplus in comparison to last year
- Significant risks – audit testing was tailored to consider whether the systems and controls that are in place in school are sufficient to reduce the level of risk to an acceptable level, auditors reported that there were no issues with this
- Pension liability has dropped from £2.8million to £197,000, a summary of how this is calculated was given
- Analytical review – auditors are happy this year’s figures are in line with last year’s
- Systems review – this checked that processes in place are working
- Accounting Adjustments – adjustments were made regarding the pension and the CIF loan
- Unadjusted Audit Misstatements – no areas needed to be adjusted
- Internal System and Control – Declaration of Interest will be put into the management response
- Outstanding matters – there have been no changes since the end of year accounts

NSM concluded that the school is in a strong position.

Question: Page 14, 3<sup>rd</sup> paragraph – the control points from last year have been rectified. NSM will change the wording for this.

NSM acknowledged Governors challenged the school on what money was spent on.

NSM was thanked by Governors for his time in attending and left the meeting

**Item 39/22-23 was brought forward to this part of the meeting.**

NSM

<p><b>39/22-23</b></p>	<p><b>Report to the Trustees for the Year Ending 31<sup>st</sup> August 2022 – Comments</b>  SGA presented draft wording to the committee for the report.</p> <p>A vote took place on the recommendation of the wording:  RBL proposed  KFR seconded  Unanimously agreed</p> <p>A vote took place on the management letter, including the wording  KFR proposed  ERO seconded  Unanimously agreed</p>	
<p><b>29/22-23</b></p>	<p><b>Safeguarding</b>  DCH attended the meeting to discuss safeguarding.  Discussions covered included:</p> <ul style="list-style-type: none"> <li>• Keeping Children Safe in Education (KCSIE) is updated every year, the school is fully compliant.</li> <li>• The last children protection case was closed at the end of November 2022. There were 4/5 children previously on child protection plans.</li> <li>• 8 children are on children in need plans, parents of these children are willing to be part of the process.</li> <li>• 6 children are currently open to formal early help</li> <li>• 3 children are being looked after, 4 children have special guardianship, 4 children are formally fostered</li> <li>• In Gloucestershire as a whole, there are currently 880 children on child protection plans.</li> <li>• Staff are the greatest assets to the school, they pass on any concerns they might have</li> <li>• There is frustration at the lack of consistency with social workers – one child had 8 social workers in 15 months</li> <li>• Early help is the right step but it takes a long time to get started</li> <li>• Chelsea’s Choice is performed to Year 8</li> <li>• The school beat officer comes into school on a regular basis and holds talks with Year 7 on grooming, Year 8 on sexting and Year 9 on domestic abuse</li> <li>• Staff attended the safeguarding training that took place on Inset Day in November. The school is now compliant for the next 3 years</li> <li>• Every September DCH does a presentation to staff on Inset Day, regarding safeguarding</li> <li>• The safeguarding audit took place in November, this has been revised and amended to meet criteria</li> <li>• A ‘toolkit’ will be released on 9.1.23, DCH will have this completed by 28.02.23</li> </ul> <p>Q – Do all Governors have to complete safeguarding?  A – There is strategic training governors can do. RBT will send out the link</p> <p>Q – Does DCH have enough support?  A – Yes, she does, COA and other staff are there to support</p> <p>ERO thanked DCH for all her efforts  COA thanks DCH and said she has never had any concerns regarding how safeguarding is dealt with in the school with DCH leading it.</p> <p>DCH left the meeting</p>	<p>RBT</p>

30/22-23	<p><b>Topic – Emily Stones – Expressive Arts</b> EST started by giving an introduction to her team and then discussed the following: KS4:</p> <ul style="list-style-type: none"> <li>• There are 3 groups in Y10 and 3 groups in Y11 for drama</li> <li>• Music is starting to be picked up by more pupils</li> <li>• A music tech course will be offered in September 2023, in addition to GCSE music</li> <li>• AAS started in September as Head of Music and has re-started choir and band</li> <li>• The music tech course will include, amongst others, producing, marketing and recording</li> <li>• GCSE Photography has had a bit of a dip in the number of pupils taking the course option</li> <li>• In Drama, as many boys as girls have taken it as an option in Y10 this year</li> <li>• There is a proposed Art trip to Barcelona that is currently being discussed, for March 2024</li> <li>• The 2023 production will be Everyone’s Talking About Jamie</li> <li>• EST finished by saying that Expressive Arts is going from strength to strength</li> </ul> <p>Q – Is it the price of the camera that is putting pupils off of taking photography? A – There is a camera that is recommended to pupils for use and there are 5/6 in school that can be borrowed. Pupils can also use their phones</p> <p>Q – What are costs likely to be for the music tech course? A – AAS has been looking at free apps to make the course more accessible</p> <p>Q – Could the Barcelona trip be interlinked with pupils studying Spanish to help keep the costs down? A – This could be looked into</p> <p>COA thanked EST for all her efforts EST left the meeting</p>	
31/22-23	<p><b>Minutes of meeting on Thursday 6<sup>th</sup> October 2022</b> CCL proposed RBL seconded Unanimously agreed</p>	
32/22-23	<p><b>Matters Arising</b> No matters arising</p>	
33/22-23	<p><b>Governor Vacancy</b> MRI is staying as an Associate Governor for Curriculum. A ParentMail has gone out regarding the need for 2 more parent governors</p>	
34/22-23	<p><b>Notice of AGM</b> ATH read the AGM notice RBT will resend the AGM and the proxy voting details</p>	RBT
35/22-23	<p><b>Ofsted</b> COA thanked Governors’ for attending the Ofsted feedback meeting. COA then talked through the next steps.</p> <ul style="list-style-type: none"> <li>• The school is waiting for the draft report to be sent from Ofsted</li> <li>• The school does not agree with the judgement given and has started to put together a response</li> <li>• The school has 5 working days to respond once the draft report has been received</li> <li>• COA has spoken to staff, who feel deflated after the inspection</li> <li>• There is a need to move things forward and put measures in place</li> </ul>	

	<ul style="list-style-type: none"> <li>• Action plans will be put together and shared with staff and governors</li> <li>• SEND will be the top priority, this was mentioned in the last Ofsted report in 2017. Actions to be implemented are: <ul style="list-style-type: none"> <li>○ Resolve any actions within the next 12 months</li> <li>○ The second SEND review that took place in November was an improvement on the review in July 2022</li> <li>○ A thorough action plan will be implemented in SEND</li> </ul> </li> <li>• Ofsted raised that Governors did not challenge the school. Even though this was disputed, the minutes for meetings will be changed to reflect this.</li> <li>• The Inspectors did not look at this year's (2022) GCSE results, which were the best the school has had</li> <li>• Ofsted will be back to inspect the school within 30 months</li> <li>• COA would like to ask for an early monitoring visit after 12 months</li> <li>• There was a concern about the inexperience of the Lead Inspector, who only joined Ofsted in April 2022</li> <li>• 79% of SEND achieved a level 4 or above in English or Mathematics - these results matched the county results for non-SEND pupils</li> <li>• Pupils that were seen by the inspectors were identified from seating plans, with SEND and PP pupils highlighted on the plans</li> <li>• Inspectors had to be persuaded to meet with the school council</li> </ul> <p><b>Q</b> – Could Governance be integrated into the SDP?  <b>A</b> – This will be put into the Leadership and Management action plan</p> <p>Link Governor meetings are to take place by the end of Term 3</p>	
36/22-23	<p><b>Update on Separation of Members / Trustees including updated draft</b>  The Charities Commission has given its approval to the change of Articles and we are now in a position to be able to proceed with the separation. We are looking to implement the process in March 2023. Once everything has been resolved, an Emergency General Meeting will be held in March 2023 to approve the details.</p>	
37/22-23	<p><b>Foreign Residential Visits to Approve</b>  None to approve</p>	
38/22-23	<p><b>Update on Housing Development Section 106 monies</b>  SGA has looked into the housing development that is due to be built on Kingshill Lane. It is currently in the early stages so no Section 106 money has been allocated as yet.</p>	
40/22-23	<p><b>Report back from Committees</b>  <b>Chairs</b> – no meeting has taking place since the last Governors' meeting</p> <p><b>Finance</b> – RBL gave his comments</p> <ul style="list-style-type: none"> <li>• The last meeting took place on 13.10.22</li> <li>• Terms of reference were agreed</li> <li>• 2 policies were approved</li> <li>• Monthly reports were looked at</li> <li>• Budget and 3-year plan were discussed</li> <li>• The cost of energy was discussed</li> <li>• Trade Union facilities traded services – it was decided not to take on this service</li> <li>• Support Staff holiday entitlement was discussed</li> </ul> <p><b>Buildings</b> – RBL gave his comments</p> <ul style="list-style-type: none"> <li>• The last meeting took place on 16.11.22</li> <li>• Terms of reference were agreed</li> <li>• 3 policies were approved</li> <li>• CIF bids were discussed</li> </ul>	

	<ul style="list-style-type: none"> <li>• Governors' Health &amp; Safety Inspection took place</li> <li>• Cleaning contract was discussed</li> <li>• Annual accident report was looked at</li> </ul> <p><b>Curriculum</b> – LRE gave her comments</p> <ul style="list-style-type: none"> <li>• The last meeting took place on 8.11.22</li> <li>• Terms of reference were agreed</li> <li>• A new policy – Early Years NQT – was discussed and passed</li> <li>• 10 policies were approved</li> <li>• Review of the 2022 examination results were discussed</li> </ul> <p><b>Staffing</b> – LRE gave her comments</p> <ul style="list-style-type: none"> <li>• The Pay Panel met before the staffing meeting and pay increments for those due them were approved</li> <li>• Terms of reference were agreed</li> <li>• 7 policies were approved</li> <li>• GSCE results were discussed and if any staff action plans were needed</li> <li>• Staffing issues were looked at</li> <li>• Support Staff and Teacher pay awards were approved</li> <li>• Trade Union Facility time – it was decided not to take this service</li> <li>• HR Payroll – this has been moved to Dataplan</li> </ul>	
<b>41/22-23</b>	<p><b>Any Other Business</b>  MJO asked whether there was a media strategy for when the Ofsted report is released. This will be looked into.</p>	
<b>42/22-23</b>	<p><b>Date of Next Meeting</b>  <b>Thursday 9<sup>th</sup> March 2023 @ 5.30p.m. Dining Room</b></p> <p><b>The meeting closed at 20.10</b></p>	

**MINUTES  
GOVERNORS' BUSINESS MEETING**

**Thursday 1<sup>st</sup> December 2022 at 5.15pm**

**Signed**                   -----

**Print name**               -----

**Date**                      -----