**ATTENDANCE OF MEETING OF THE GOVERNING BODY**

**OF CIRENCESTER KINGSHILL SCHOOL**

**Thursday 10th March 2022 at 6.00pm**

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

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| Mr. Rene Blamey (RBL) | P | Mr. Colin O’Hare (COH) | P |
| Mrs. Claire Cleaver (CCL) | P | Mr Stephen Pritchard (Deputy Headteacher) (SPR) | P |
| Mrs. Karen Fraser (KFR) | P | Mrs. Libby Reed (LRE) | P |
| Mrs. Sarah Gardiner (Secretary) (SGA) | P | Mrs. Maureen Richards (MRI) | A |
| Mrs. Penny Hicks (PHI) | A | Mr. Nigel Robbins (NRO) | P |
| Mr. Andy Johnson (Mentor) (AJO) | P | Mr. Adrian Thomas (Chair) (ATH) | P |
| Mrs. Rebecca Bryant (Clerk) (RBT) | P | Mr. Seb Thomas (STH) | P |
| Miss Christine Oates (Headteacher) (COA) | P |  |  |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Thursday 10th March 2022 6.00p.m.**

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| **56/21-22** | **Apologies**  MRI, PHI, STH – STH joined the meeting during item 5 |  |
| **57/21-22** | **Declaration of Interests or Conflict of Interests**  None |  |
| **58/21-22** | **Minutes**  Minutes of the meeting of 20th January 2022 were approved  RBL proposed  LRE seconded  Unanimously agreed |  |
| **59/21-2** | **Matters Arising**  **Item 47/21-22**  DEV has now trained RBT / RSP on the Governors’ area of the website.  **Item 53/21-22**  **e) Staffing**  AJO offered external support for the HR tendering process.  The support staff pay award has now been finalised and agreed. This will go to the next Staffing Committee for approval and will be backdated to April 2021. |  |
| **60/21-22** | **Head’s Report**  COA talked through the Head’s Report. Key facts are mentioned below.  To date, 127 pupils have accepted their place for September 2022, with 40 to still accept and 3 refusals. Most of those that are to accept are from the Swindon area, who’s deadline for accepting school places is midnight on 15th March 2022. If the numbers for September 2022 are around the 170 mark, this would suggest a 6-form entry.  The deadline for Y9 option forms is 18th March 2022.  **GQ** – The current number of intakes for September is around 26 less than the PAN of 196, will this have a financial impact?  COA explained that 6-form entry is very efficient and will actually help the budget, whereas 7-form entry will necessitate appointing another teacher, which will make a difference to the budget. The number of Y7 admissions in the county are due to go down over the next couple of years.  **GQ** - Have the numbers come through for the new Siddington housing?  SGA explained that there are only 80 houses planned at the Siddington estate and that Kingshill will share any Section 106 income with Deer Park, as the estate is on the borderline for both schools.  STH arrived at the meeting.  **Exclusions / Suspensions**  There was concern that there had been more suspensions for knife incidents than normal. COA explained that the knives had not been brought into school to use, per se, but had been found after pupils had been talking.  **GQ** – There appears to be more girls than normal suspended?  It was explained that one of the girls had in fact been suspended three times since the beginning of the school year. Suspension numbers so far this year are one of the lowest for a few years.  **Staffing**  NBU is the new reception manager, she will be starting on Monday 14th March 2022.  VMU will be going on maternity leave in June 2022.  Interviews for teaching assistants will take place on 18th March 2022.  Three examination invigilators have been appointed.  An advertisement for a Trips and Finance Administrator will be advertised soon.  A full-time Mathematics teacher and full-time Science teacher will be starting in September 2022.  **GQ** – Will the science teacher be specialised in one of the science subjects?  COA replied she believed it was biology.  **Curriculum Developments**  SPR told the committee he has been working on Ofsted over the last couple of weeks, in anticipation of an inspection towards the end of the academic year. There is a new framework.  **Pupil Premium**  Jon Smith has been appointed as a second learning mentor.  **Safeguarding**  It was highlighted that there is currently a key focus on Sexual Abuse in Schools and Colleges, this is being reviewed in the School Behaviour and Discipline Policy. COA expressed her gratitude to Debbie Christopher (DCH) for all the work she puts into safeguarding.  **Attendance**  COVID has had a knock-on effect with attendance, both within the school and nationally. Attendance figures will hopefully be back up to where they usually are for the next academic year.  **Buildings**  SGA told the committee that work had taken place on the boilers and they have been serviced. A report has been received for the Department of Education’s Decarbonisation scheme.  **Health and Safety**  An external health and safety audit will take place on Monday 14th March 2022. The audit has not taken place since 2018.  The Fire Officer has visited school and has advised of minor works that need completing.  **Finance, Audit and Risk**  The budget has been received for the next academic year, SGA will be working her way through it. |  |
| **61/21-22** | **Update on Separation of Members & Trustees**  There is currently no update from the ESFA. Due to timescales, there is some doubt whether the separation will happen this academic year. |  |
| **62/21-22** | **Governor Term of Office / Vacancies**  COA and ATH met with Mr Neil Ingram, who has enquired about being a parent governor. Once his DBS has been approved, Mr Ingram will hopefully be able to attend the Full Governors meeting in May 2022.  COA and ATH are also to meet Mr Jon Poulton (Parent Governor) and Mrs Elizabeth Rowbothan (General Governor) next week. This will fill the quota for Governors for now, however with further members leaving, there is still a need to recruit. |  |
| **63/21-22** | **Governor Training**  With new governors joining, it was agreed that any training and refresher courses should take place from September 2022. |  |
| **64/21-22** | **Foreign Residential Visits to Approve**  There are no foreign residential trips currently taking place. It is hoped they may restart during the 2022/23 academic year. |  |
| **65/21-22** | **Update on Housing Development Section 106 monies**  There is currently no update. |  |
| **66/21-22** | **Policies to Approve**  Scheme of Delegation –  AJO proposed  KFR seconded  Unanimously agreed  Governors Visits to School Policy –  RBL proposed  CCL seconded  Unanimously agreed  The Governor Development Policy and Plan – due to the next Chairs’ meeting (09.06.22) taking place after the next Full Governors’ meeting (12.05.22) this will be ratified at the Full Governors’ meeting in July (07.07.22) |  |
| **67/21-22** | **School Admission Policy**  This was covered in item 60/21-22 |  |
| **68/21-22** | **Report Back from Committees**  **Chairs –** The last Chairs’ meeting took place on 17.02.22  Items discussed:   * Update on the Separation of Members. * The agenda for the Full Governors’ meeting today (10.03.22) was approved. * Policies for this meeting were approved. * Admissions for 2022/2023 * Update on how Covid was affecting the school * Governor vacancies and succession plan, plus the role of link Governors and Governor training. * COA provided a staffing update and outlined her ideas for the structure of SLT in the future.   **Finance, Audit and Risk** – last met on 03.03.22  Items discussed:   * Policies were approved * The Lettings policy was reviewed. There were some amendments required, the policy will be returned to the committee at a later meeting with the amendments. * Financial reports * The outcome of the CIF bid will be known in the spring. If successful, £40k of school reserves will go towards the windows. * The catering contract with Aspens’ * The cleaning contract, with a view for a new contract to start in September 2023. * The 4-year plan for the CCTV installation * Internal Assurance   The self-assessment checklist needed approval by the Full Governing Body.  **Terms of Reference:**  RBL proposed  LRE seconded  Unanimously agreed  **Internal Assurance** – Budget and Financial monitoring – the proposal is to undertake this work with Farmor’s School. Cyber security will be with an external company, due to the depth of knowledge that’s required.  KFR proposed  AJO seconded  Unanimously agreed  **Buildings and Health and Safety –** last met on 26.01.22  Items discussed:   * AST was re-elected as an Associate Member * A new policy - Information Security – was presented. Some amendments were required and will be presented back to the committee at the next meeting.   **Curriculum and Pastoral** – last met 08.03.22  Items discussed:  Policies were approved  Two careers presentations – Gatsby Benchmarking and Activity Survey  Y9 options update  Safeguarding update  Governor Link reports were reviewed - the link report required in Term 5 will be removed  **Staffing** – last met 12.01.22  Staffing have not met since the last Full Governors’ meeting |  |
| **69/21-22** | **Safeguarding Update**  The majority of staff have completed the online training, which needs to be updated every 3 years. |  |
| **70/21-22** | **AOB**  ATH gave a speech, thanking AJO for his 12 years of service as a Governor. |  |
| **71/21-22** | **Date of Next Meeting**  **Thursday 12th May 2022 @ 6.00p.m. Dining Room**  **The meeting closed at 7.02 p.m.** |  |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Thursday 10th March 2022 at 6pm**

**Signed --------------------------------------------------------------------**

**Print name ---------------------------------------------------------------------**

**Date ----------------------------------------------------------------------**