**ATTENDANCE OF MEETING OF THE GOVERNING BODY**

**OF CIRENCESTER KINGSHILL SCHOOL**

**Thursday 12th May 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) | P | Mr. Nigel Robbins (NRO) | P |
| Miss Christine Oates (Headteacher) (COA) | P | Mr. Adrian Thomas (Chair) (ATH) | P |
| Mrs. Rebecca Bryant (Clerk) (RBT) | P | Mr. Seb Thomas (STH) | P |
| Mr Neil Ingram (NIN) | P |  |  |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Thursday 12th May 2022 6.00p.m.**

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| **72/21-22** | **Apologies**  MRI – STH joined the meeting during item 82/21-22 |  |
| **73/21-22** | **Welcoming New Governor**  Mr Neil Ingram was welcomed to the meeting as a new Parent Governor  **Voting New Governor**  Mrs Elizabeth Rowbotham was nominated to stand as a General Governor.  ATH nominated  KFR seconded  Unanimously agreed.  RBT will inform Mrs Rowbotham of the result.  STH was the only nominee amongst staff for the Staff Governor and was duly re-elected for another 4-year term.  **Governor Term of Office**  This is COH’s last Full Governors’ meeting before he completes his term of office, although he will have sub-committee meetings to attend. The committee were informed that COH is happy to become an associate member for the Buildings and Health & Safety Committee.  **Governor Vacancies**  There are still Governor vacancies that need to be filled. Paperwork from the other parent governor that was interested is still to be completed. |  |
| **74/21-22** | **Declaration of Interests or Conflict of Interests**  ATH declared that STH is his son and a member of staff. |  |
| **75/21-22** | **Topic**  Due to illness, DEV will present at the next Full Governors’ meeting in July 2022.  JWH gave a presentation on the Computing Curriculum.  There was an overview of the topics taught in KS3.  JWH explained that KS4 has had the biggest changes over the last few years.  There has been a split between an ICT qualification and Computer Science.  Due to the numbers of pupils interested in ICT for options for 2022-2023, it was decided to offer the Computer Science element as an afterschool option, this is a Tech Digital qualification.  **GQ** – Do pupils need to study triple science to be able to study ICT?  Ideally, pupils need to be in either top or second set mathematics.  **GQ** – Is this a single or double block?  It is a single block  **GQ** – What IT provision / support is there for pupils?  There are 3 IT rooms with computers, as well as the music and DT rooms. Due to the amount of usage, the hard drives are becoming full.  There is also a bank of iPad and laptops for pupils to use. SEN have been provided with new laptops. |  |
| **76/21-22** | **Minutes**  Minutes of the meeting of 10th March 2022 were approved  CCL proposed  COH seconded  Unanimously agreed |  |
| **77/21-22** | **Matters Arising**  **Item 60/21-22**  **Head’s Report – Item 60/21-22 Health & Safety**  The audit has taken place. HOFs have received their reports and SGA is now collating the information. Minor points were raised in the report, but overall there were no main concerns. |  |
| **78/21-22** | **Update on Separation of Members & Trustees**  SGA has received an email from the solicitors, stating that the ESFA were not happy with Articles 46B and 50A, regarding staff governors. This issue has gone full circle and it has been agreed that up to a 1/3 of governors can be staff governors. Articles 46B and 50A have been resubmitted to the ESFA. |  |
| **79/21-22** | **Governor Training**  With new governors joining, it was agreed that any training and refresher courses should take place from September 2022. |  |
| **80/21-22** | **Foreign Residential Visits to Approve**  There are currently no visits. |  |
| **81/21-22** | **Update on Housing Development Section 106 monies**  There are currently no updates. It was discussed that Section 106 could be replaced by the Community Infrastructure Charge. |  |
| **82/21-22** | **Audit Tender Process**  RBL told the committee that the Audit Tender Process had been discussed at the Finance, Audit and Risk (FAR) committee’s meeting in April 2022.  4 companies were asked to tender, with 3 responding, 2 of which were able to submit their tender before the deadline.  Randall and Payne, the current incumbents, had reduced their fee by £1,000 from their previous charges.  Bird and Link, who are owned by former Randall and Payne employees, were cheaper than Randall and Payne. Bird and Link actually approached SGA, asking to submit a tender. Bird & Link will only be working with 3 academies, whereas Randall and Payne are currently working with over 30.  It had been agreed at the FAR meeting to use Bird and Link for the next academic year (2022-2023) – this will be a 1-year contract, with an option for a further 3 years.  ATH proposed to use Bird and Link  KFR seconded  Unanimously agreed  SGA will send the proposal onto RBT, to be shared with the committee. | SGA / RBT |
| **83/21-22** | **Policies to Approve**  There are none for this meeting – the Governor Development Policy and Plan will be carried over to the next Full Governors’ meeting, once it has been agreed at the next Chairs’ meeting in June 2022. |  |
| **84/21-22** | **School Admission Policy**  There have been no changes to the policy.  LRE proposed  PHI seconded  Unanimously agreed |  |
| **85/21-22** | **Report Back from Committees**  **Chairs –** there has been no Chairs’ meetings since the last Full Governors’ meeting.  **Finance, Audit and Risk** – last met on 28.04.22  Items discussed:   * 3 policies were approved * Devolved funding. * Supplementary grant – this is for £152k and will help cover National Insurance and utility increases and staff pay awards. * Pension scheme * The catering contract and audit tenders   **Buildings and Health and Safety –** last met on 30.03.22  Items discussed:   * The Health & Safety policy was approved * The preliminary report on the Health and Safety audit * With COH standing down, a new chair will need to be appointed at the next meeting on 16.06.22   **Curriculum and Pastoral** – there has been no Curriculum and Pastoral meeting since the last Full Governors’ meeting.  **Staffing** – last met 27.04.22  Items discussed:  AJO was elected as an Associate Member  Policies were approved  GCC support staff pay award update  Pay Panel met 03.05.22  Items discussed:  AJO was elected as an associate member with voting rights  Pay increments for support staff were agreed |  |
| **86/21-22** | **Safeguarding Update**  Luke Ryder has been trained as a second designated safeguarding lead, to help DCH.  DCH is expecting major changes from September 2022. |  |
| **87/21-22** | **AOB**  CCL asked what she should do with old Governor paperwork that she has. It was agreed that Governors can bring it into school and RBT will destroy.  CCL also asked if Ofsted could be on the July agenda, so Governor’s know what their role is should there be an inspection.  ATH gave a speech, thanking COH for his 9 years of service as a Governor. | RBT |
| **71/21-22** | **Date of Next Meeting**  **Thursday 7th July 2022 @ 6.00p.m. Dining Room**  **The meeting closed at 6.52pm** |  |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Thursday 12th May 2022 at 6pm**

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

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

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