**ATTENDANCE OF MEETING OF THE GOVERNING BODY**

**OF CIRENCESTER KINGSHILL SCHOOL**

**Thursday 20th January 2022 at 6.00pm**

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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 (Mentor) (MRI) | P |
| Mrs. Penny Hicks (PHI) | P | Mr. Nigel Robbins (NRO) | P |
| Mr. Andy Johnson (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 | Darren Stillman (DST)  Barry Upward (BUP)  Victoria Richards (VRI)  Debbie Christopher (DCH) |  |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Thursday 20th January 2022 6.00p.m.**

|  |  |  |
| --- | --- | --- |
| **42/21-22** | **Apologies**  None |  |
| **4321-22** | **Declaration of Interests or Conflict of Interests**  **None** |  |
| **44/21-22** | **Safeguarding**  DCH explained to Governors that she had completed and submitted the safeguarding audit in December 2021. It was completed with a 94.6% success rate. DCH raised frustrations that legislation is changed without any notification.  Staff are requested to read 3 policies at the beginning of the academic year, these are on the school website for reference. DCH will give a reminder every September to staff that best practice is to refresh their understanding of such policies.  COA and DCH are both booked onto the Single Central Record Training.  After the Ofsted review of sexualised behaviour in schools, it was suggested that schools review their ‘hotspots’ – this is where children feel vulnerable or worried. DCH will ask HOYs, through year council meetings, to discuss with pupils so there is an oversight.  The school’s Conduct Procedure is to be rewritten as a Staff Behaviour policy.  DCH will talk SLT through how to use the escalation process.  COA expressed her thanks to DCH for all her work with safeguarding. | DCH |
| **45/21-22** | **Topic**  **Mathematics**  BUP, assisted by DST, gave a presentation about the mathematics faculty.  BUP introduced the faculty, explained the long term aims and the current Y11 mock and projected results.  All classrooms have smart notebooks, this helps with consistency.  There has also been investment in Hegarty Maths – this is a system that helps monitor and track pupils. It has video teaching and practice questions and proved a vital teaching tool during lockdown.  DST said that both BUP and himself started at the same time, when staff in the mathematics faculty worked more independently. Staff are now working more collaboratively and supporting each other. They are pushing pupils to obtain the best grades they are able to.  **GQ –** If a pupil in Y9 has been on a foundation pathway throughout KS3, does extremely well in Y9 and is moved to the higher pathway, how does moving between foundation and higher work?  BUP replied that this should not happen as the faculty is trying to get as many through on the higher pathway that they can.  **GQ** - how far through the GCSE course are pupils currently?  BUP explained that the current Y11 pupils started their GCSE in mathematics, in February 2020. Progress was maintained through the lockdowns, with teaching at the same pace. Pupils are nearly through the course.  **GQ** - were the mock examination papers that were used full examination papers?  BUP said they were November 2020 examination papers.  **GQ** – Are text books used much in KS4?  BUP said that text books are used as resources instead of a driver for the curriculum. Pupils are guided to use practice videos.  DST explained that gaps in knowledge that have been found will be revisited.  COA thanked BUP and DST for helping move the faculty forward in the time they have been at Kingshill. COA said she was delighted with the mock examination results in mathematics.  BUP & DST left the meeting.  **Gifted and Talented**  VRI gave a presentation on Gifted and Talented. She explained how pupils achieve gifted and talented status and how they are identified and monitored. VRI ended the presentation showing Governors pupil’s work within Art and Photography that might be replicated across other subject areas.  SPR thanked VRI and explained that having looked at performance data, Grade 7+ could be higher, so VRI worked on enhancing the role, developing resources and training teachers.  AJO said the work was very imaginative and asked whether there were any gifted and talented musical pupils.  VRI said this would be for the music teachers to decide.  **GQ** – on the register, there is a larger number in Y11 than any other year. Is this because they have been identified as they have progressed through Years 7 to 11?  VRI replied she looks at pupils reports and anyone that is Grade 7 and above is identified.  **GQ** – How are potential achievers linked up with other aspects in the school, to be brought on?  VRI – There is not an allocated time slot for this, but this can be looked at.  STH explained that HOYs pick up serial underachievers and feed back to VRI.  COA thanked VRI for her work.  VRI left the meeting. |  |
| **46/21-22** | **Minutes**  Minutes from the meeting on 24th November 2021 were agreed.  LRE proposed  RBL seconded  Unanimously agreed  Minutes from the meeting on 2nd December 2021 were agreed.  AJO proposed  KFR seconded  Unanimously agreed |  |
| **47/21-22** | **Matters Arising**  **Meeting of 24th November 2021**  SGA explained that NSM from Randell Payne has now left the company and she will be consulting with STO on items that are still outstanding. Benchmarking will follow once the information has been received at the end of January 2022.  **Meeting of 2nd December 2021**  Comments were made regarding the Pupil Premium performance data not being reported, with 2019 being the last year reported. Kingshill’s data is favourable compared to the national figure.  The Governors area on the website is still not resolved. DEV will train staff.  COA said that the school is coping with the lateral flow tests, although numbers are currently restricted for handing out to pupils and staff due to not knowing the next delivery date. | DEV |
| **48/21-22** | **Foreign Residential Visits to Approve**  There are currently no foreign residential visits planned |  |
| **49/21-22** | **Governor Vacancies**  There are currently 2 parent governor vacancies. ATH and COA will be meeting with a parent that is interested in becoming a governor at the beginning of February 2022. There has been no response from parents after sending out letters requesting parent governors. There is a feeling that parents are removed from the school due to COVID and the fact that they have been unable to come into school.  With 3 governors’ terms of office coming to an end over the next few months, there is concern about a shortage of governors.  A letter is to be sent to the Rotary Club of Cirencester and governors were asked to send RBT ideas of any other clubs or individuals that may be interested.  **Re-election of CCL as a General Governor**  CCL left the meeting  LRE proposed  NRO seconded  Voted unanimously  CCL returned to the meeting and accepted the position of General Governor.  This will take effect from 14th March 2022.  **Re-election of RBL as a General Governor**  RBL left the meeting  KFR proposed  STH seconded  Voted unanimously  RBL returned to the meeting and accepted the position of General Governor.  This will take effect from 14th March 2022. |  |
| **50/21-22** | **Trustees Update**  SGA has spoken to our solicitor after governors agreed to adopt the revised draft of the articles. The paperwork is still with the ESFA, the solicitor is chasing for a response, but so far none has been forthcoming. Once the ESFA have approved the articles it is passed to the Charity’s Commission. This could then take another 6 weeks for approval.  COA said that she was not concerned about the hold up and any affect it may have should Ofsted come for an inspection, as it was not Governors that were holding up the process. |  |
| **51/21-22** | **Update on Housing Development Section 106 monies**  There are no updates |  |
| **52/21-22** | **Policies**  Both the Child Protection Policy and the Special Educational Needs & Disabilities Policy were reviewed at the Curriculum and Pastoral meeting in November 2021.  There were no comments to add.  **Child Protection Policy**  CCL proposed  AJO seconded  Unanimously agreed  **Special Educational Need & Disabilities Policy**  RBL proposed  STH seconded  Unanimously agreed |  |
| **53/21-22** | **Report back from Committees**   1. **Chairs**   The Terms of Reference were agreed. Due to changes needed to be made after the Terms had been agreed at the Chairs meeting, SGA needs to make changes in the Scheme of Delegation in February.  AJO proposed  LRE seconded  Unanimously agreed  There was nothing to report as no meeting had taken place since the last Full Governors’ Meeting.   1. **Finance, Audit and Risk (Budget overview – No update)**   Terms of Reference were agreed  RBL proposed  KFR seconded  Unanimously agreed  There was nothing to report as no meeting had taken place since the last Full Governors’ Meeting.   1. **Buildings and Health & Safety**   Terms of Reference were agreed. It was noted that this was the only committee with an associate member.  LRE proposed  MRI seconded  Unanimously agreed  There was nothing to report as no meeting had taken place since the last Full Governors’ Meeting   1. **Curriculum and Pastoral**   Terms of Reference was agreed  CCL proposed  STH seconded  Unanimously agreed  MRI said the last curriculum and pastoral meeting took place on 13th January 2022.  Updates that were discussed at the meeting:  DCH gave a safeguarding review  SPR updated on COVID recovery  MRI updated on SEN  Link Governor reports were discussed   1. **Staffing**   Terms of Reference were agreed. Amendments need to be made when SGA submits the Scheme of Delegation.  AJO proposed  NRO seconded  Unanimously agreed  AJO said the last staffing meeting took place on 12th January 2022.  3 policies were discussed. Shared Parental Leave (Adoption) and Shared Parental Leave (Birth) were both complicated updates that require further questioning of the school’s HR provider. The Whistle Blowing Policy was agreed. Discussions took place as to whether a respectable member of the community could be sought to act as an independent advisor.  SGA had explained that the school’s HR provider (EPM) were not providing the service required and the committee had agreed to go to tender with 7 other local schools, which would save the school money.  Support staff pay award had been rejected by the unions. Members are being balloted as to whether to strike. |  |
| **54/21-22** | **AOB**  ATH mentioned the next full governors’ meeting may take place in person – a decision would be made nearer the time and governors informed. |  |
| **55/21-22** | **Date of Next Meeting**  **Thursday 10th March 2022 @ 6.00p.m. Venue TBC**  **The meeting closed at 8.01 p.m.** |  |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Thursday 20th January 2022 at 6pm**

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

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

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