**ATTENDANCE OF MEETING OF THE GOVERNING BODY**

**OF CIRENCESTER KINGSHILL SCHOOL**

**Thursday 2nd December 2021, 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 (Mentor) (MRI) | P |
| Mrs. Penny Hicks (PHI) | P | Mr. Nigel Robbins (NRO) | P |
| Mr. Andy Johnson (Chair) (AJO) | P | Mr. Adrian Thomas (ATH)  | P |
| Mrs. Rebecca Bryant (Clerk) (RBT) | P | Mr. Seb Thomas (STH) | P |
| Miss Christine Oates (Headteacher) (COA) | P | Amy Garry (AGA) |  |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Thursday 2nd December 2021 at 6.00 p.m.**

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| **26/21-22** | **Apologies**None received |  |
| **27/21-22** | **Declaration of Interests** None – Governors were reminded to inform the Governance Professional (Clerk) if there were any changes to their Declaration of Interest |  |
| **28/21-22** | **Topic – Music (AGA)**AGA gave a presentation on Music, explaining the focus for this year and long-term plans. There is a 3-year plan to integrate the assessment of all year groups, with the goal being all pupils are at a minimum of grade 3 when they start their GCSEs and a focus on whether the course is the right one for them. **GQ** – if a pupil had a practical grade, would this count towards their GCSE result? AGA replied that it wouldn’t, however, grade 5 and above does count towards UCAS points. **GQ** – Regarding the 3-year plan, if grade 1 was not achieved by the end of the academic year, would the pupil have to start again? AGA said there would be flexibility, for example, if a pupil was not ready for the next level, an in-house qualification would be offered, with mock papers and a certificate offered if the mock was passed. The cost of an external Grade 1 would, however, be paid for by parents/carers. COA thanked AGA for her hard work, especially for pulling up the examination results for 2020/21. KS3 pupils are particularly enjoying their participation in music lessons. AGA left the meeting.**Pupil Premium (SPR)**SPR talked Governors through the pupil premium presentation. Governors had hard copies of the presentation sent to them prior to the meeting. An over view of the presentation was that the current focus is more on academic performance, the last meaningful information is for 2019, the Progress 8 figure for PP children is healthy and information on premium and service pupils has been separated out. Pupil premium performance has improved; however, there is always room for further improvement.**GQ** – proactivity with PP is good, is there information on where the school stands locally and nationally?SPR said there was no publication of data, although there maybe information on the DfE website. **GQ** - Spending money on a learning mentor is a cost-effective measure, some pupils will listen to what the mentor says and build up a rapport. However, some pupils feel they do not have access to all GCSEs due to the cost of certain subjects, eg photography (cost of a camera) and food technology (cost of food, chef’s whites). Money is there to spend on PP if finance is an issue for pupils in receipt of free school meals. SPR replied that there is a bursary scheme available, that allows parents/carers to claim back 40% of the cost, however not all families are making use of the bursary and it needs looking at. Discussions then took place around parent apathy / lack of support and pupils being aware there is no money within the family, so do not ask for extra items that will add a financial burden. **GQ** – Are there any strategies in place to help with persistent absenteeism that may have been brought on by COVID, for example anxiety?SPR said that the attendance officer, EKE, is working closely with DCH and focusing on persistent absentees. Learning mentors are trying to ascertain why some pupils are not attending school. Attendance has been an issue for a while. STH said that HOYs meet weekly regarding attendance and attend house visits with EKE, they do all they can to get pupils into school. Regarding free school meal pupils, the DT department buy food for those pupils out of their budget.COA said that EKE has been attendance officer for 18 months and is doing a very good job. She stands at the school gate each morning and data is improving. DCH is working hard on wellbeing with KS3, with sessions for Y11s to take place after their mocks. A lot of TAs are buying food for PP pupils and claiming the money back. COA said that when options are chosen, maybe PHI should have a talk about whether pupils are choosing the right options for them. PHI said certain pupils will not ask to do food technology as they know their family cannot afford the food and chef whites, with it being difficult to initially pay for the food and then claim the money back. COA thanked SPR for pushing hard to improve the pupil premium and hopefully a new learning mentor will join in the new year and help with progress. |  |
| **29/21-22** | **Minutes**The minutes were approved, subject to an amend regarding AJO’s years of service as Chair of Governors, which should read 11 years. RBL proposed COH secondedUnanimously approved |  |
| **30/21-22** | **Matters Arising**Item 9/21-22Matters Arising - the Full Governors’ meeting in January 2022 will be held on Teams, with the hope that the March 2022 meeting can be held in person. Item 10/21/22Head’s Report – SPR said that the 4 GCSE appeals had not been upheld. IT Systems Report – DEV has written an IT Security policy, this will be brought to the next Buildings and Health & Safety Committee meeting. SGA has set up on the DfE website for their procurement system to help look at getting quotes for testing the IT system. The remote desktop is close to being finished. SGA will speak to DEV regarding there being a problem with accessing the Governors’ area on the website.The COVID vaccination will take place in school on 10th December 2021. It is thought a number of pupils have already had the vaccination as there had been a walk-in centre opened over October half term at Cirencester Hospital. |  |
| **31/21-22** | **Governor Vacancy** There has been interest from a parent regarding the Parent Governor vacancy. It was suggested that COA and ATH meet the parent in the new year and discuss what being a Parent Governor entails. A letter will be sent out in the new year regarding the other vacancy.  | RBT / COA |
| **32/21-22** | **Notice of AGM**ATH read the Notice of the AGM. The Proxy form will be sent out to Governors via email tomorrow.  | RBT |
| **33/21-22** | **Safeguarding**The report on the safeguarding audit will be an agenda item at the Governors’ meeting on 20th January 2022. The audit has to be submitted to the authorities by 8th December 2021.  |  |
| **34/21-22** | **Update on Separation of Members / Trustees including updated draft**Discussions took place over the hold up for the Separation of Members through apparent differences in the requirement of the ESFA and DfE. The Working Party has now agreed that Article 57 should be left in. Once this has been approved by the ESFA for approval, it will be sent to the Charities Commission, which could then take up to 6 weeks to give final approval. A vote was taken on including Article 57 within the Articles. AJO proposedRBL secondedUnanimously approved |  |
| **35/21-22** | **Foreign Residential Visits to Approve**There have been discussions within school regarding the proposed ski trip in 2023. As there was no one to lead the trip, and with concerns over possible travel restrictions, it has been agreed the 2023 trip will be cancelled, with the trip hopefully taking place in 2024. The launch for the 2024 ski trip will take place next year.  |  |
| **36/21-22** | **Update on Housing Development Section 106 monies**SGA has emailed GCC regarding the proposed Siddington development. GCC replied that there will possibly be funding available for both Kingshill and Deer Park and GCC would be in touch once it was available.  |  |
| **37/21-22** | **Report to the Trustees for the Year Ending 31st August 2021 – Comments**No comments had been received. Following the meeting with the auditors on 24.11.21, SGA presented suggested wording of amendments to page 9 of the Financial Statements and Trustees Report regarding KPI’s and to page 12 to include school reserves. The suggested wording was read out in full and discussed by the Trustees. Following the discussions, the following votes took place:Vote to adopt changes to Trustee ReportRBL proposedMRI secondedApproved unanimouslyVote to adopt changes to Management LetterAJO proposedCOH secondedApproved unanimouslyVote to accept revised Trustee ReportCCL proposedMRI secondedApproved unanimouslyVote to accept revised Management LetterRBL proposedAJO secondedAdopted as a full document and approved unanimouslyThe proposal to send both documents to the AGM for approval was carried unanimously.  |  |
| **38/21-22** | **Report back from Committees****Chairs** – AJO confirmed there was no feedback from Chairs’ committee**Finance** – RBL gave his comments:* Terms of Reference had been agreed
* 2 policies had been approved
* There were no concerns with the June – August accounts
* There had been discussions over the GCC Trade Union Facilities times traded service and it had been agreed not to buy into it

**Buildings** – COH gave his comments:* Terms of Reference had been agreed
* 4 policies had been approved
* There had been feedback on IT
* 2 Health & Safety inspections had taken place, one of which was completed in the summer
* The SHE team will be in school in January 2022

**Curriculum and Pastoral** – LRE gave her comments:* Terms of Reference has been agreed
* MMA gave a presentation
* TLE discussed the performance gap between boys and girls
* Policies were approved
* An update was given on examination performance
* There was an update on the COVID recovery plan

**Staffing** – AJO gave his comments:* The Pay Panel had met before the staffing meeting and approved the SLT pay review, in line with performance managements
* Terms of Reference had been agreed
* Policies were approved
* GCSE results were discussed in the context of the committee’s remit
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| **39/21-22** | **Feedback from GCC Governors Service Training – OFSTED update**ATH and RBL attended an online training session in November 2021. Key points from this have previously been sent to Governors via email. ATH asked Governors to look at what had been sent and review. Simon Rowe, who is the South West’s Chief Ofsted inspector, said that inspections are currently running 18 months behind. With these timescales in mind, it is possible Kingshill may have an inspection either in the Summer or Autumn term of 2022. Because Kingshill is classed as a good school, it is thought there will only be a 1-day inspection.  |  |
| **40/21-22** | **Any Other Business**There is a proposal for 75 houses to be built in Ashton Keynes. This is in Wiltshire, however Kingshill is one of two secondary schools that are closest to the development.SGA explained there will be more mass Lateral Flow Testing when pupils return to school in January 2022.COA said that the Performance Management of the Head had been completed. |  |
| **41/21-22** | **Date of Next Meeting****Thursday 20th January 2022 @ 5.50pm for 6.00pm for the AGM, to be followed by Full Governors meeting. Meeting to be conducted on MS Teams.****The meeting closed at 7.54 p.m.** |  |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Thursday 2nd December 2021, at 6.00p.m.**

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

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

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