**ATTENDANCE OF MEETING OF THE GOVERNING BODY**

**OF CIRENCESTER KINGSHILL SCHOOL**

**Thursday 7th July 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) | P |
| Mrs. Penny Hicks (PHI) | P | Mr. Nigel Robbins (NRO) | A |
| Miss Christine Oates (Headteacher) (COA) | P | Mr. Adrian Thomas (Chair) (ATH) | A |
| Mrs. Rebecca Bryant (Clerk) (RBT) | P | Mr. Seb Thomas (STH) | P |
| Mr Neil Ingram (NIN) | P | Mrs Elizabeth Rowbotham (ERO) | P |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Thursday 7th July 2022 6.00p.m.**

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| **89/21-22** | **Apologies**  ATH and NRO  It is to be noted for the minutes that RBL chaired this meeting in ATH’s absence |  |
| **90/21-22** | **Declaration of Interests or Conflicts of Interest**  None were declared |  |
| **91/21-22** | **Welcoming New Governor**  Mrs Elizabeth Rowbotham was welcomed to the meeting as a new General Governor. |  |
| **92/21-22** | **Topic**  DEV gave a presentation on IT Management across the school. He talked through IT security and how pupils are kept safe in school when they are online. |  |
| **93/21-22** | **Minutes**  Minutes of the meeting of 12th May 2022 were approved  KFR proposed  CCL seconded  Unanimously agreed |  |
| **94/21-22** | **Matters Arising**  **Item 87**  **AOB**  CCL had asked about Ofsted and what preparation Governors may need. COA said that  when Ofsted say they are coming, 3 Governors would be required to be in school. |  |
| **95/21-22** | **Head’s Report**  COA went through the Head’s Report |  |
| **96/21-22** | **Foreign Residential Visits to Approve**  There are currently no visits to approve.  It is hoped that trips to Iceland and Paris will run again next year. |  |
| **97/21-22** | **Update on Housing Development Section 106 monies**  There are currently no updates. |  |
| **98/21-22** | **Policies to approve**  **Governor Development Plan**  The policy was discussed.  MRI proposed  LRE seconded  Unanimously agreed |  |
| **99/21-22** | **Pupil Numbers for September 2022**  164 pupils are currently due to start in September 2022. This means there will be a 6-form entry. The Y7 numbers are likely to be roughly the same for next year. |  |
| **100/21-22** | **Governor update**  RBT read out the biographical details for Jon Poulton, as Mr Poulton wishes to become a Parent Governor no vote was required.  RBT read out the biographical details for Matt Jones, who wishes to be General Governor. A vote then took place to elect Mr Jones as a Governor.  RBL proposed  PHI seconded  Unanimously agreed  Another parent has expressed interest in becoming a Parent Governor. RBT is making contact to arrange a meeting with COA and RBL. | RBT |
| **101/21-22** | **Update on Separation of Members and Trustees**  There is no update. |  |
| **102/21-22** | **Draft Budget 2022/23 and the Three-Year Budget Plan**  SGA talked through the budget and three-year budget plan. SGA explained that support staff are due a pay increase, this has yet to be finalised by unions.  Submission of the draft budget is to be made to the ESFA by 26th July 2022  RBL told Governors that the budget had been discussed at the last Finance, Audit and Risk meeting on 30th June 2022 and approved, it now needed approval from all Governors.  RBL proposed to accept the Budget and three-year plan  KFR seconded  Passed unanimously |  |
| **103/21-22** | **Report back from Committees**  **Chairs Committee meeting – 09.06.22 (RBL chaired on behalf of ATH)**   * Separation of Trustees discussed – no significant update * Governors Development policy approved – brought to FGB 07.07.22 * Admissions for 2022/23 reviewed * MRI updated on Safeguarding * Governor vacancies and retirements reviewed * Staffing update * Approved dates / times of Chairs Committee Meetings 2022/23   **Finance, Audit & Risk Committee meeting – 30.06.22**   * Monthly financial reports reviewed * Budget for 2022-23 and 3-year budget plan reviewed and approved to bring to Full Governors meeting on 07.07.22 * Internal Assurance Visit and report from Sarah Hughes (Farmor’s School Business Manager) was reviewed. 2 minor recommendations noted. * CIF 2022 appeal and CIF 2023 proposals reviewed * Catering contract has been awarded – at the time of the meeting, the school was in a standstill period and could not name the company. SGA informed the FGB that Harrisons have been awarded the contract from September 2022. * Updated on HR/Payroll tender process * Costs for refurbishment of toilets (Summer 2022) approved - £50k from reserves to be used   **Buildings, Health & Safety Committee meeting – 16.06.22**   * COH retired as a Governor, RBL will Chair the committee on an interim basis. We are very glad that COH has agreed to continue as an associate member * CIF 2022 appeal was reviewed and the CIF 2023 proposal looked at * Summer works programme reviewed and approved – this is to include toilet refurbishments, painting and decorating etc * Report from the SHE Audit on 14.03.22 was reviewed * Discussions on the Paxton System and Site Manager’s bungalow * Reviewed and approved the Information Security Policy (new policy) and the Minibus Policy   **Curriculum and Pastoral Committee meeting – 21.06.22**  Policies were approved  Options process was discussed  **Staffing Committee meeting – 08.06.22**  HR Tender process discussed  Policies approved – Flexible Working policy  Emergency Time off for Dependents – after comments from staff the policy was rewritten and approved by the committee  **Pay Panel Committee meeting – no meeting has taken place** |  |
| **104/21-22** | **Safeguarding Update**  MRI talked through the Safeguarding report. |  |
| **105/21-22** | **AOB**  ERO praised pupils that had taken part in the Rotary Club speaking event. |  |
| **71/21-22** | **Date of Next Meeting**  **Thursday 6th October 2022 @ 6.00p.m. Dining Room**  **The meeting closed at 7.38pm** |  |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Thursday 7th July 2022 at 6pm**

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

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

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