**ATTENDANCE OF MEETING OF THE GOVERNING BODY**

**OF CIRENCESTER KINGSHILL SCHOOL**

**Thursday 7th October 2021, at 5.45p.m. for 6.00p.m**

**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) | A | 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 |  |  |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Thursday 7th October 2021 at 6.30 p.m.**

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| **1/21-22** | **Apologies**Accepted |  |
| **2/21-22** | **Declaration of Interests Or Conflict of Interest (previously distributed)**None. |  |
| **3/21-22** | **Adoption of Full Governing Body Standing Orders (previously distributed)**Item 17b, paragraph 2. After discussions it was agreed that the paragraph would be reworded to read that Any Governor, who is related to an employee of Cirencester Kingshill School, cannot be Chair of the Governors’ Staffing Committee or the Governors’ Staffing Pay and Dismissal Appeals panel. AJO proposed RBL seconded The Full Governing Body Standing Orders were unanimously agreed, subject to the above amendments |  |
| **4/21-22** | **Election of Chair and Vice Chair Company Secretary to Lead**AJO handed over to the Company Secretary. **Chair of Governors**ATH and STH left the room during the vote. The Company Secretary informed those present that ATH had received five written nominations for Chair of Governors.Proposed by MRISeconded by RBLUnanimously agreed.There were no further written nominations for the Chair of Governors. ATH and STH returned to the room.ATH accepted the post of Chair of Governors.**Vice Chair of Governors**RBL left the room during the vote.RBL had received six written nominations for Vice Chair of Governors.Proposed by LRESeconded by AJOUnanimously agreed.There were no further written nominations for the Vice Chair of Governors. RBL returned to the room.RBL accepted the post of Vice Chair of Governors.The Company Secretary then handed over to ATH, who thanked AJO for his hard workduring the 7 years he was Chair.  |  |
| **5/21-22** | **Confidentiality (previously distributed)**(Please send your signed copy if you have not returned it to the Clerk to Governors already).ATH reminded those present of the importance of the Confidentiality Agreement and asked all Governors to adhere to its contents. |  |
| **6/21-22** | **National Governors’ Association – Code of Conduct for School Governing** **Boards** (**Previously distributed)**The National Governors’ Association Code of Conduct was adopted.RBL proposedNRO seconded.Unanimously agreed. |  |
| **7/21-22** | **Terms of Office and Governor Vacancies**1 x General2 x ParentsDue to the current delay in adopting the new structure, Governors agreed for COA and RBT to start the Parent Governor Election process prior to half-term. | COA/RBT |
| **8/21-22** | **Minutes**Minutes of Governor’s Business Meeting 1st July 2021 were taken as a true and accurate record.AJO proposed.COH seconded.Unanimously agreed. |  |
| **9/21-22** | **Matters Arising** ATH asked SPR whether there had been any appeals for the GCSE results. SPRexplained that 25 were initially not happy with their grades. Once discussed with JMO andSPR, 12 pupils carried onto the 1st stage of appeal. 4 of the 12 then decided to further theappeal process – decisions should hopefully be made before half-term, with no costs tothe school. SGA informed that the draft budget had been sent to the auditorsCOH asked whether the parking situation within school had improved – COA said therehad been an improvement and the situation would be monitored.ATH brought up the question of holding Full Governors’ meetings on Teams, with concernthat going into winter with the bad weather and not knowing how prevalent COVID wouldbe. It was agreed that November and December’s Full Governors’ meetings would takeplace on Teams, with a review made after as whether to continue with this format. RBTwill send out Teams invitations | RBT |
| **10/21-22** | **Head’s Report** Open forum session to discuss the report **Pupil Numbers**COA confirmed that she was happy with the current pupil numbers, with 6 spaces being available in Y7. There has unfortunately been a one-day exclusion since the beginning of term. **Open Evening and Morning**Open Evening and both Open Mornings were well attended, with numbers comparable to the last events held in 2019. COA explained that, due to COVID, there had been no presentations this year and that an introduction video was played on a loop in the dining room and foyer for visitors to watch.**GCSE / BTEC Results**SPR explained the background to the results was very different from last year’s. Teacher set assessments were used, with the portfolio of work sent to FFT for analysis. Analysis was based on last year’s modelling and FFT were happy that the school had got everything right. The results were higher than those in both 2019 and 2020.SPR praised staff for all their efforts put in during a difficult year. Comment was maderegarding the boy/girl gap lessening in English and the pupil premium gap alsonarrowing. The take up of the English Baccalaureate has risen for the 3rd year. **GQ** The Government seem keen to return to how examinations were graded in 2019 fornext year, will this be the case?SPR replied that grades would be looked at nationally, with grade boundary’s set forbetween 2019 and 2020 figures.The booklet that accompanies the examination results will be sent to Governors oncethe final review meeting has taken place on 12.10.21. The booklet is based on internaldata and did not require HOFs written assessments in advance.ATH acknowledged how well SEN did compared to FFT estimates. ATH asked PHI how well the progression to further education had gone. PHI explainedoverall it had gone well, however, due to lack of open days, some students found thetransition slightly harder. PHI has been in contact with all but 5 of last year’s Y11cohort. ATH thanked SPR for the concise format of the reviews. NRO commented not allparents and Governors’ understand the figures produced and could an explanation be put in the booklet. SPR agreed to this.ATH asked COA to pass on Governors appreciation to staff for their hard work and congratulate them on the results. STH noted that, as staff, SLT had made protocols very clear as to what needed to be done and staff were grateful for the guidance.**School Development Plan and School Self Evaluation**SPR explained that, due to the nature of last year, quite a few actions would be carried forward to the current school year. A Behaviour/Wellbeing support assistant was being sought to work with CSE on a fixed term contract until August 2022. **GQ** Data packages can be costly and an issue to deal with, how was this dealt with during lockdown? SPR explained WiFi is not really an issue and half a dozen dongles were handed out during lockdown. A questionnaire would be going out to pupils in the next few weeks regarding their access to IT at home and identify those pupils that require the loan of a laptop. Homework club is also available after school 3 days a week for those that require it. **Extra-Curricular Clubs Report**STH said it was nice to have after school clubs back up and running and there had been a good uptake amongst pupils. **Special Educational Needs (SEN)** ATH commented on how well GCA had managed to obtain such a high number of successful EHCPs. **Areas of planned development for pupil behaviour, welfare and attendance: 2021/2022**COA explained that, whilst trying to manage attendance figures as much as normal, numbers would be higher due to the amount of illness that is currently going around and self-isolating. There is a shadow curriculum on the school website for those well enough to do school work.**IT Systems Report**SGA explained the logistical challenge after the ransomware attack during the summer holidays. DEV had to flatten the systems and start again. A third party was brought in to help with the re-build. Remote desktop and the biometrics system in the library are still to be resolved. DEV is currently in the process of writing an IT Security policy that will go through Governors, hopefully at the Buildings and Health & Safety meeting in November. SGA is looking at the possibility of having an outside company come in and test the systems once a year, to help prevent any further attacks.**GQ** Nothing is mentioned about what anti-malware is usedSGA replied the school uses Sophos.NRO left the meeting at 19.06**Buildings**There are still problems with the roofing company, this should hopefully be resolved over half term.**Health and Safety**No date has yet been given for COVID vaccinations for pupils. The scheme is being run by the NHS, with the school only providing the premises. Security may be required, should there be any issues with anti-vaxxers.  | SPRSPRDEV |
| **11/21-22** | **Admissions Criteria 2023**Section 1e has been the only change from the Local Authority.RBL proposedLRE secondedUnanimously agreed |  |
| **12/21-22** | **Review of Governance, separation of Members and Trustees**AJO has signed the Deeds of Variation. The paperwork is currently with the solicitor, still awaiting response from ESFA. Once ESFA have approved, it is then forwarded to the Charity’s Commission, which could then take up to 6 weeks to resolve. It was confirmed that ATH and RBL need not be voted in again. |  |
| **13/21-22** | **Governor Training**MRI said she is hoping that face to face Governor training will take place in the Spring term, pre-Easter, with Roles and Responsibilities likely to be the first topic. |  |
| **14/21-22** | **Report Back from Committees****Governors’ Chairs Committee**AJO reported the only meeting to have taken place so far this term was the Chairs’ meeting the previous week. During the meeting, Terms of Reference were changed to include an oversight of Safeguarding policies and procedures and it was agreed that Chairs meetings this year would take place within school, Government guidance at the time permitting. |  |
| **15/21-22** | **Foreign Residential Visits to Approve**There are currently no residential trips planned for the coming school year. RST has enquired about a ski trip in 2023, which would need to be launched in January 2022 if it were to go ahead.  |  |
| **16/21-22** | **Update on Housing Development Section 106 monies**A new development in Siddington with 88 dwellings has been granted. Kingshill andDeer Park are joint catchment, SGA is to write to the LA to find out further information. | SGA |
| **17/21-22** | **Policies to Approve****School Development Plan (Previously Distributed)**Three amendments to the SDP have been received from Governors, these were noted and passed onto SPR to implement. Copies of the revised sheets will be circulated to Governors once completed.AJO proposedRBL secondedUnanimously adopted, subject to amendments. | SPR |
| **18/21-22** | **Safeguarding Review**Nothing to note |  |
| **19/21-22** | **Review of Governor Committees and Link Governors** **Link Governors**ATH asked whether anyone would like to swap their link or take on one of the current vacancies. ATH put himself forward for Expressive Arts link governor. **Governor Committees**As ATH can no longer be Chair of Finance, Audit and Risk, it was proposed that RBL join and be nominated as Chair. This will be taken to the Finance, Audit and Risk meeting on 14th October 2021.MRI asked to stand down as Mentor, AJO will be the new Mentor. |  |
| **20/21-22** | **Any Other Business**RBT requested Governors check their Governors’ emails once a week and report anyissues to her.  |  |
| **21/21-22** | **Date of Next Meeting****Wednesday 24th November 2021 @ 5.30p.m. to discuss the Auditors’ Accounts.****(Meeting to be conducted on MS Teams – please await invitation from RBT)****The meeting closed at 19.36 p.m.** |  |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Thursday 7th October 2021, at 6.00p.m.**

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

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

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