**ATTENDANCE OF MEETING OF THE GOVERNING BODY**

**OF CIRENCESTER KINGSHILL SCHOOL**

**Thursday 6th October 2022 at 6.00pm**

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

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| Mr. Rene Blamey (RBL) | P | Mr Stephen Pritchard (Deputy Headteacher) (SPR) | P |
| Mrs. Claire Cleaver (CCL) | P | Mrs. Libby Reed (LRE) | P |
| Mrs. Karen Fraser (KFR) | P | Mrs. Maureen Richards (MRI) | A |
| Mrs. Sarah Gardiner (Secretary) (SGA) | P | Mr. Nigel Robbins (NRO) | A |
| Mrs. Penny Hicks (PHI) | P | Mrs Elizabeth Rowbotham (ERO) | A |
| Mr Neil Ingram (NIN) | P | Mr. Adrian Thomas (Chair) (ATH) | P |
| Miss Christine Oates (Headteacher) (COA) | P | Mr. Seb Thomas (STH) | P |
| Mr J Poulton (JPO) | A | Mrs. Rebecca Bryant (Clerk) (RBT) | P |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Thursday 6th October 2022 6.00p.m.**

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| **1/22-23** | **Apologies**  JPO, MRI, ERO, NRO |  |
| **2/22-23** | **Declaration of Interests or Conflicts of Interest**  Hardcopies of the Declaration of Interest forms were handed out, signed by Governors and returned to RBT. |  |
| **3/22-23** | **Welcoming New Governor**  Mr Jon Poulton was unable to attend the meeting and sent his apologies  In an amendment to the agreed agenda, Mr Matt Jones was unable to attend due to his DBS having not been received in time. |  |
| **4/22-23** | **Adoption of Full Governing Body Standing Orders**  It was noted that during the Chairs meeting that took place on 29.09.22, details of the role and voting rights of Associate Members would be added to the Standing Orders. This will then be brought back to the Full Governing Body meeting on 01.12.22. |  |
| **5/22-23** | **Election of Chair and Vice Chair - Company Secretary to lead**  ATH handed over to the Company Secretary SGA  **Chair of Governors**  ATH and STH left the room during the vote.  The Company Secretary informed those present that ATH had received three  written nominations for Chair of Governors.  Proposed by LRE  Seconded by RBL  Unanimously 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 three written nominations for Vice Chair of Governors.  Proposed by KFR  Seconded by LRE  Unanimously 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. |  |
| **6/22-23** | **Confidentiality**  ATH asked members to sign the Confidentiality form that was handed out and return to RBT. ATH emphasised the importance of confidentiality when discussing matters in Governors meetings. |  |
| **7/22-23** | **National Governors’ Association – Code of Conduct for School Governing Boards**  The National Governors’ Association Code of Conduct was adopted.  CCL proposed  RBL seconded  Unanimously agreed |  |
| **8/22-23** | **Terms of Office**  MRI’s term of office ends on 14.10.22. She has agreed to become an Associate Member for Curriculum and Pastoral.  PHI’s term of office ends on 11.10.22. An email has been sent to staff, asking for nominations for support staff governor, this closes at 12.00pm on Friday 7th October 2022.  KFR’s term of office ends on 11.10.22. A vote was taken for KFR to continue as a Governor.  STH proposed  LRE seconded  Unanimously agreed. KFR agreed to continue as a Governor.  LRE’s term of office ends on 14.10.22. A vote was taken for LRE to continue as a Governor.  RBL proposed  CCL seconded  Unanimously agreed. LRE agreed to continue as a Governor. |  |
| **9/22-23** | **Governor Vacancies**  There are currently 2 vacancies for Parent Governors and 1 vacancy for a General Governor. A ParentMail was sent out today, informing parents of the vacancies and asking them to get in touch with RBT if they were interested. There have been 2 enquiries so far. |  |
| **10/22-23** | **Minutes of meeting on 7th July 2022**  Minutes of the Full Governors meeting on 7th July 2022 were agreed.  CCL proposed  LRE seconded  Unanimously agreed  It was noted for the minutes that an amendment be made within the first section of the minutes that RBL chaired the meeting in ATH’s absence. This will be amended. | RBT |
| **11/22-23** | **Matters Arising**  **Staffing** - A comment was made about looking at an apprentice for the IT team. SGA has spoken to DEV about this, he said he would consider it in the future but does not currently have the capacity to work with an apprentice.  **Item 102/21-22 – Draft Budget 2022/23 and the Three-Year Budget Plan**  SGA explained the draft budget was submitted in July 2022, with an assumed budget for staff pay awards. The staff pay awards have subsequently been announced and are higher than that assumed in the draft budget, the increase is approximately £125k. There is no funding available to supplement this increase.  The knock-on effect for the draft budget is that there is now a small in year deficit.  The energy price increase also needs to be taken into consideration, this will have a long-term impact on the budget.  The Government’s supplementary grant that is given to schools is to be taken away from March 2023, this is a loss of £160k a year to Kingshill. If there is no change to the finances and in particular energy prices stay as they are, there will be no school reserves by 2025. |  |
| **12/22-23** | **Head’s Report**  Open forum session to discuss the report  It was noted that there has only been one suspension so far this term.  **Staffing**  COA explained that there is a trend nationally of a higher turnover of staff, with hybrid working having a big impact for being more appealing.  **GCSE / BTEC Results**  SPR talked through this year’s GCSE results. Key points noted were:   * The results this year were higher than the national average * Boys out performed girls in English * The Pupil Premium gap improved * SEND pupil figures improved * Higher attaining achieving pupils did not do as well * 83% of pupils achieved 5 or more standard passes (grades 9-4) including English and maths. * Option picked subjects did well   ATH asked PHi if, given these results, the majority Y11 pupils had got the grades needed to progress to their chosen FE destinations? She said that quite a few had fallen a grade or so short but that following communication with the relevant FE establishments the vast majority had been accepted.  ATH asked to pass on his thanks to staff for all their hard work.  At the end of last term, a report for SEN was written by an external assessor. SPR/DRA are to write an action plan on the outcomes of the report.  All other items form the Head’s report were mentioned briefly, with no questions from Governors. | SPR / DRA |
| **13/22-23** | **Admissions Criteria 2024**  There are no changes to the Admissions Criteria. A vote was taken to agree to the policy.  RBL proposed  CCL seconded  Unanimously agreed |  |
| **14/22-23** | **Review of Governance, Separation of Members and Trustees**  The ESFA have finally accepted all paperwork and it is now with the Charities Commission. SGA will chase the Charities Commission through our solicitors on 17.10.22. |  |
| **15/22-23** | **Governor Training**  CCL will speak to MRI about involvement of Governor Training.  It was agreed that there should be some face to face training in the Spring Term, which is run by the Local Authority, for all Governors. |  |
| **16/22-23** | **Report back from Committees**  .  **Governors Chairs meeting**  ATH reported that the Chairs meeting is the only Governors’ meeting to take place so far this term.  Discussions at the meeting included:  Terms of office  Separation of Members and Trustees  Standing Orders and Terms of Reference  Multi Academy Trusts – it was explained that Cirencester College had approached the school regarding interest in joining a MAT with them. Deer Park School and Marling School have previously approached the school to see if Kingshill would be interested in joining them. It was agreed that at this point in time, there would be no benefit for Kingshill to join a MAT, with a possible change of government in the next few years it was not known whether the need for all schools to join a MAT by 2030 would still be relevant. This item will be discussed further as necessary as/when any significant developments arise in the future. |  |
| **17/22-23** | **Foreign Residential Visits to Approve**  Governors were delighted that foreign residential visits are to take place again.  Katie Couchman (KCO) will be the lead on both trips.  Munich is due to take place in October 2023  CCL proposed  PHI seconded  Unanimously agreed  Iceland is due to take place in July 2023  NIN proposed  KFR seconded  Unanimously agreed |  |
| **18/22-23** | **Update on Housing Development Section 106 monies**  A consultation is due to go out for a proposal of 280 houses at the old farm at the end of Kingshill Lane, SGA will look into this. |  |
| **19/22-23** | **Policies to Approve**  **School Development Plan**  Following suggestions from Governors minor amendments were made to the SDP.  RBL proposed  LRE seconded  Unanimously agreed |  |
| **20/22-23** | **Safeguarding Review**  ATH has now taken over as link governor for Safeguarding and related areas and met with DCH today.  DCH Is currently updating the Child Protection Policy and appendices, where there is an emphasis on sexual behaviour and a change in language from peer-on-peer abuse to child-on-child abuse.  There is a new policy coming into effect on checking social media accounts for new staff that might be appointed in a paid capacity. It is not yet known which social media sites will be included.  DCH will be sending out a set of questions on 10.10.22 in relation to the Keeping Children Safe in Education (KCSIE) Part 1, Part 5 and Annex B that staff and governors were asked to read at the beginning of term.  The Local Authority will be coming into school on the Inset day on 25.11.22 to lead on Child Protection training. Governors are welcome to attend.  DCH will attend the Full Governors’ meeting on 1st December 2022 to give an update. |  |
| **21/22-23** | **Review of Governor Committees and Link Governors**  NIN has agreed to be Link Governor for MFL  ATH has agreed to be Link Governor for RE/PSHEE/Citizenship/Collective Worship and for Pastoral  RBL has agreed to be Link Governor for Careers  A Link Governor is required for SEN.- RBT will ask JPO  Powell’s Educational Trust – AJO and SGA have both been reappointed as trustees AJO until May 2026 and SGA until January 2024. | RBT |
| **22/22-23** | **Communications**  RBT asked if Governors could let her know their preference with communication and whether they would like paper copies of papers or are happy with electronic versions. Governors are to let her know individually. |  |
| **23/22-23** | **Any Other Business**  NIN asked what information Governors would need to know should Ofsted come into school. RBT will email the What’s Up Gov link which highlights training related to this. |  |
| **24/22-23** | **Date of Next Meeting**  **Wednesday 23rd November 2022 @ 5.30p.m. Dining Room**  **The meeting closed at 7.57pm** |  |

**MINUTES**

**GOVERNORS’ BUSINESS MEETING**

**Thursday 6th October 2022 at 6pm**

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

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

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