



Full Governing Body General Meeting
Tuesday 6th December – 4.30pm
Venue: Conference Room 1
Approved at the FGB meeting February 23rd 2017

Governor	Present	Apologies	Feedback/ Comments received	Declarations of interest
Alan Hastings (AFH)	√			
Allan Foulds (AGF)	√			√
Andy Ponting (AP)	√			
Angie Langley (AL)	x	√		
Antonia Noble (AN)	√			
Katherine Safe (KSS)	√			
Keith Chamberlain (KC)	√			
Krissy Scott (KS)	√			
Matthew Gray (MRG)	√			√
Neil Spurrier (NS) (Chair)	√			
Nikki Hayward (NH)	√			
Paul Baker (PB)	√			
Richard Knight (RK)	√			
Samantha Watson (SW)	√			
Stephen Rudge (SR)	x	√		
Steve Reis (SRs)	√			
Scott Harvey (SH)	x	√		
Susie Dawson (SD) (Vice Chair)	√			
In attendance:	Gareth Burton (GB), Jules Godfrey (JMG), Karen Hanley (KJH), Sally Lees (SAL)			
	Niki Cox (NC) (new Governor), Martin Regan (MR) (Crowe Clark Whitehill, Accountants)			
Clerk:	Clare Johnson			

The formal part of the meeting was preceded by a presentation from Sally Lees, Assistant Headteacher and Special Educational Need Co-ordinator, regarding SEND (Special Educational Needs and Disabilities) provision at the school.

A detailed overview of the recent changes to Local Authority guidelines and the impact these have had was given; chiefly in relation to needs and breadths of ability the school now must provide to students requiring support.

Governor questions/discussion:-

- A governor queried the timeline for students who come with SEND recommendations from primary school and the transition process. SAL detailed the response required for each case.
 - SAL reported the current percentage of students with SEND needs across each year group (which indicated an increase year on year) following a governor inquiry.
 - The new processes were discussed and some improvements were noted in relation to guidelines for Teaching Assistants. There was a concern, however, that the stringent requirements in relation to paperwork could slow operations down and hamper the delivery of care.
 - The responsibility of Education as opposed to Health and Care services was explored. The possibility of looking at other models in the long term was discussed. SAL suggested that a graduated process could be built around an “in-house support hub” rather than looking to outside agencies for help but that this could only be a long term aim.
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Annual General Meeting of the Academy Directors

1. Chairman’s introductory comments

- The late dissemination to governors of the Audit Findings Report and the Annual Report and Financial Statements for the year ended 31/08/16 was noted and explained.
- Governors were advised that Martin Regan from Crowe Clark Whitehill (the school’s external Accountants) would present the reports and respond to any governor enquires.

2. Apologies

- An apology from Steve Rudge was recorded

3. To declare any financial and other interests

- None were given

AFH arrived with Martin Regan and gave a formal introduction and an account of the work undertaken by Crowe Clark Whitehill on behalf of the school

4. Presentation of Annual Report and Statement of Accounts

Audit Findings Report

- The Audit Findings Report was presented by MR. Governors were alerted to the areas which were identified to have specific audit risk and the tests which were implemented to establish income. Controls and processes were reported to have been adhered to and there was no concern found in relation to managements’ access to the school’s financial operations.
- MR outlined the salient matters featured in the Audit Report. These included some reclassification of assets (to fixtures), the arrangements with ASCL and the Headteacher’s role as President, changes in accounting standards and the pension scheme deficit.
- An update on findings from the previous Audit Report was summarised.
- A governor proposed that the Audit Findings and recommendations tabled on p.9 of the report be raised in the next Finance and General Purposes Committee meeting (F3: 07/02/17)
- A governor queried if the CC8 checklist alluded to on p.9 was used by most Academies.
- The actuarial complexities relating to the pension deficit were discussed when a governor asked how the school could combat the apparent increase.

Annual Report and Financial Statements

- Some very minor errors were noted in the Governor’s report (p.1-10)

- MR qualified the responsibilities of the Headteacher as the Accounting Officer and the joint responsibilities of the governors alluded to on p.14 and p.15 of the report.
- An overview of the statement of income and expenditure was presented by MR and no irregularities or variances were shown to exist between that and the balance sheet which was presented at the last Finance and General Purpose Committee meeting (F2: 29/11/16)
- A governor asked about the “carry forward” revenue from the previous year’s budget and was advised regarding calculations on how the figure was derived.
- In response to a governor request for a basic summary, MR concluded that the school’s financial situation was sound and that all money has been spent appropriately. MR further reported that the School has adequate accounting processes and that the systems and controls in place are robust.

Martin Regan left the meeting at 5.30pm

5. Adoption of Annual Report and Accounts

PROPOSED: SR

SECONDED: RK

APPROVED: The Annual Report and Accounts were approved to submit to the EFA and to register with Companies House.

All in favour (no abstentions)

ACTION/AGENDA: Audit finding report to (F3: 07/02/17)

6. Appointment of Governors

- The formal appointment of Julie Bodilly to commence her term as staff governor 07/12/16 for a period of 4 years following the staff election of 31/10/16

PROPOSED: NS

SECONDED: MRG

APPROVED: All in favour (no abstentions)

- The formal appointment of Stuart Hutton, Niki Cox and Ken Goodwin nominated as parent governors in the election of 16/09/16 to commence their terms 01/01/17 for a period of 4 years

PROPOSED: NS

SECONDED: KS

APPROVED: All in favour (no abstentions)

- The re-appointment of Steve Reis as governor for a further term of 4 years commencing 06/12/16 as decided at the Governance and Nominations Committee held 05/10/16 (GN1)

PROPOSED: SD

SECONDED: RK

APPROVED: All in favour (no abstentions)

7. Any other competent business

None

1. Apologies for absence

- As per the previous minute, an apology was received from Steve Rudge, Angie Langley and Scott Harvey.

2. Chairman's introductory comments

- NS reported the terms of office for two governors, Angie Langley and Keith Chamberlain, were due to expire at the end of December. Both were acknowledged and thanked for their contributions as parent governors.
- Governors were reminded of the upcoming Sixth Form Awards Ceremony scheduled 15/12/16 which promises to be a special occasion.
- Niki Cox was formally introduced as a parent governor. Term to commence 01/01/17. NC gave a brief account of her interest in the school and some background information.

3. To declare any financial and other interests

- MRG, AGF and GB declared interest in Performance Management and Review Policy item.

4. To confirm the minutes of the previous meeting

- The minutes from G1 (11/10/2016) were formally accepted as a true account of the previous meeting with some minor grammatical corrections. MRG's attendance at G1 was also corrected.
- The minutes from G6 (14/07/16) were also formally accepted. AGF asked if anyone had any matters arising following the necessary revisions made to the minutes since the last FGB meeting (circulated by email).

5. Matters arising

- There were no matters arising from the previous minutes

6. To receive "The Headteacher's Report"

- AGF presented the report.
- There were no questions from governors.

7. Basecamp (presentation from Susie Dawson)

- SD demonstrated how to log on to the cloud based system "Basecamp" and the general layout of files including policies, minutes and other information.
- SD clarified that the system was merely for storing documents and key information pertinent to the Governing Body. Other functions (such as messaging) were not proposed to be used at this time.
- Basecamp apps (available for Android and Mac) were recommended by a governor

8. Admissions Committee Committee (A1: 08/11/16)

School Priority Consideration Area (PCA)

- A map indicating a proposed extension to the eastern edge of our PCA for 2018's year 7 admission was distributed. This extension would mean an overlap with part of Balcarras' PCA to help resolve the "Leckhampton corridor" issue. Our boundary would be extended to include the Old Bath Rd and to go beyond the Old Bath Rd to the south of Pilley Bridge.
- NS gave an account of meetings held with Balcarras governors; he confirmed their full support for this extension to our PCA.
- Numbers of possible student applicants were estimated based on past appeals emanating from the area proposed to be encompassed. It was felt that this area represents a genuine gap where families may not be allocated any school in reasonable proximity. With the planned expansion to student admission in 2018, governors were in support of the immediate consultation planned for the proposed changes.

Receive and approve Admissions Policy

- To increase the number of admissions as below:-

300 in Yr 7, 1st September 2018 to 31st August 2019 and 270 per year group in year 8-11
 300 in Yr 7, 1st September 2019 to 31st August 2020 and 300 in year 8 and 270 in year 9-11
 300 in Yr 7, 1st September 2020 to 31st August 2021 and 300 in year 8 and 9 and 270 in year 10-11
 300 in Yr 7, 1st September 2021 to 31st August 2022 and 300 in year 8-10 and 270 in year 11
 300 in Yr 7, 1st September 2022 to 31st August 2023 and 300 in year 8-11

- **PROPOSAL:** to approve the Admissions Policy
PROPOSED: AFH
SECONDED: SR
 All in favour
APPROVED: Admissions Policy Autumn 2016 was approved

9. Curriculum Committee (C2: 09/11/16)

- SD summarised the main points discussed at the last Curriculum Committee meeting. These included the GCSE results in English language following re-moderation and changes to the curriculum and entry criteria for the Sixth Form Centre 2017.

Educational Offsite Visits policy

- KJH explained that this policy had been moved forward in the policy schedule in light of recent experience which informed two slight changes. The revisions included changes to the school contact requirements and stipulations relating to tour insurance.
- **PROPOSAL:** To approve the Education Offsite Visits policy
PROPOSED: SD
SECONDED: AFH
 All in favour
APPROVED: Educational Offsite Visits policy Autumn 2016 was approved.

Receive and approve Home School Agreement Policy

- Minor contextual changes were made to the policy to mirror the language used in the Bournside Charter (developed since the policy was last reviewed)
- **PROPOSAL:** To approve Home School Agreement Policy
PROPOSED: SD
SECONDED: AFH
 All in favour
APPROVED: Home School Agreement Autumn 2016 was approved.

10. Performance Management and pay Committee (PM2: 16/11/16)

- It was explained that the minutes for this meeting were confidential since they detailed recommended pay increases for staff members who had met their performance management targets.
- GB confirmed that the committee had approved his recommendation that a 1% uplift in pay would be received by teaching staff and SLT backdated to 01/09/16 in line with national school teachers pay terms and conditions. GB confirmed with a governor that he had received no feedback or concern from teaching staff regarding the uplift or its timing.

11. Strategy and Policy Committee (SP02: 23/11/16)

Strategic Plan

- Two very minor changes (a word was omitted and a picture changed) were made since the Strategic Plan had last been presented to governors. No further changes were anticipated.

Operational Plan

- AGF outlined the Operational Plan which had been devised by the school to coalesce with the Strategic Plan in the five key areas (goals). This working document was shown to specify objectives with an increased number of success criteria (from last year) informing the leadership activity of the Senior Leadership Team. The increased frequency for review was also considered favourable thus enabling closer monitoring of objectives.

The Chair invited any commentary concerning the Monitoring of Teaching and Learning

Receive and approve E Safety and Information Technology – acceptable use

- Amendments were detailed in the summary of key changes and there were no questions or comments.
- **PROPOSAL:** To approve E Safety and Information Technology Autumn 2016
PROPOSED: SD
SECONDED: MRG
All in favour
- **APPROVED:** E Safety and Information Technology Autumn 2016

12. Finance and General Purposes Committee (F2: 29/11/16)

- The Report on Income and Expenditure was presented to the committee and examined in detail ahead of the Full Governing Body committee meeting today. No concerns about spending in the cost centres, funding allocations and liabilities of the school were raised.
- GB reported on the scrutiny and challenge over detail arising from the presentation of the budget at F2. Discussions concerning the proposed site developments which will cater for the increased number of students expected from 2018 were also summarised. A full costed proposal to be presented at F3 of these site developments and to be advised at G3 after the February half term.
- It had been suggested that since The Best Value policy was not a statutory requirement it could be dispensed with; however its principles were considered to underpin the School's financial ethos and governors agreed to retain the policy.
- Wording changes were made to the Finance policy including an additional section concerning expenditure on credit cards
- AFH updated the governing body on the status of negotiations between the school and the Local Authority in regards to securing the funds to build additional classrooms and Science labs. A governor queried whether delays in approving the contract might impact on the project. AFH expected that the work would be complete by 01/09/18.

Receive and approve Finance Policy

- Minor amendments to the page numbering on the index page were noted
- Amendment to clarify Headteacher and Acting Headteacher responsibilities was discussed and agreed
- **PROPOSAL:** To approve Finance Policy Autumn 2016
PROPOSED: NH
SECONDED: AGF
All in favour
- **APPROVED:** Finance Policy Autumn 2016

13. Governors' Discipline Committee (Confidential update)

- It was reported that the committee had not met since G2

14. To consider training/awareness issues

- NS suggested that the data discussed in the C2 and particularly changes to the key performance indicators needed to be better understood by governors.

ACTION: KJH to include information in a presentation for the training event being organised by SH in January

15. To consider the policy schedule

- Governors

16. Any other business (by notification to the Chair ahead of the meeting)

- none

End of meeting
