

## Minutes of FGB held 28<sup>th</sup> March 2023

**@ 5.30pm**

**Venue: Haven**

Committee members Present: Mr Matt Barnett (MB), Kate Boyd (KB), Mrs Alison Heywood (AH), Mrs Laura Mead (LM (CHAIR)), Mr B Millar (BM), Andrew Mould (AM Mrs Michaela Pay (MP (Vice Chair)), Mr Dom Wilkes (DVW), Dr Mary Welford (MW)

Apologies: Mrs Jane Brigg (JB), Mrs Frances Perkin (FP), Mrs Hetty Thompson (HT), Mr Jim Francis (JAF (DDSL))

In Attendance: Mrs Michele Bacchus (MSB (SBM)), Mrs Clare Brown (CLB (CLERK)),

Item	Discussion	Result
1. Apologies	As above	<b>Received and accepted</b>
2. Declaration of Pecuniary/ Professional Interests	Governors reminded to declare Pecuniary/Professional interests considering the agenda or as soon as it becomes apparent that one exists as discussions progress.	<b>DVW/LM/MB declared a Professional interest</b>
3. Safeguarding update. Led by Jim Francis (Assistant Headteacher and DSL (JAF))	JAF unable to come to the meeting and presentation to be sent to Governors asap. Presentation will include report on Looked After Children from Sally Hague (Assistant Headteacher and SENDCo (SAH)). Governors invited to send in any questions once report circulated	<b>FGB happy with proposal.</b>
4. Minutes of meeting held on 06.12.2022 and matters arising	<p>a. Part one minutes previously circulated and agreed by Governors as an accurate record.</p> <p>Matters arising:</p> <p>i. Point 6f. <b><i>Governors asked for an update on the Ski Trip.</i></b> DVW confirmed all sorted.</p> <p>ii. Point 7. <b><i>Governors asked for an update on the meeting with Councilors.</i></b></p> <ul style="list-style-type: none"> <li>• LM confirmed date set for 11.30am on 28/04/2023.</li> <li>• Meeting to discuss community links.</li> <li>• With Chris Sims, Peter LaBroy, Nicky Chopak, Shaun Tilby and Jacqui Piper (Head of Service for Education)</li> <li>• Governors invited to attend.</li> </ul>	<p><b>Agreed and adopted as a true record</b></p> <p><b>Confidential minutes</b></p> <p><b>Confidential minutes</b></p> <p><b>Governors to email CLB to confirm attendance.</b></p>

SIP = School Improvement Partner	<p>iii. <b>Governors asked if there was any update on academization.</b> DVW explained:</p> <ul style="list-style-type: none"> <li>• White paper has officially been scrapped so date for academisation has been removed</li> <li>• SIP support and thoughts...</li> </ul>	Confidential minutes
5. Health and Safety update. Led by Michele Bacchus ((MSB (Business Manager))	<p>H &amp; S report uploaded on the Gov Hub. Points of note:</p> <ol style="list-style-type: none"> <li>No serious incidents to report</li> <li>Member of staff slipped on a wet mat. Site manager is looking at a ribbed mat to prevent future slipping</li> <li><b>Governors asked for an update on the Fire drill.</b> MSB confirmed Yr11's had been better behaved but some Yr10's weren't so lost their lunchtime and had to re-do it</li> <li><b>Contractors setting up and ready to start after Easter</b></li> </ol>	
6. Headteacher's Report from DVW	<p>Headteacher's report previously circulated. Points of note:</p> <ol style="list-style-type: none"> <li>Mock exams – students were well behaved</li> <li>Yr11 Prom. Students have been told that this is not a right of passage and they have to earn the right to an invite</li> <li>6<sup>th</sup> form. <ol style="list-style-type: none"> <li>Realistic number for September = 90 (65 in the current Yr12) and looking at affordability of courses.</li> <li>students are being canvassed to ensure they are coming here and not going to change their minds and go to Callywith</li> <li>HoD of department have been pushing their subjects (those that haven't have seen their subject not being offered). Food is being offered this year for the first time to Yr12.</li> <li>issue is that some subject numbers are low but concerns over knock on effect if don't run and some subjects may be subsidised by larger subjects.</li> <li><b>Governors asked what the minimum number needed to be viable.</b> DVW confirmed average of 13. If courses unable to run on the timetable they may be able to run as an enrichment</li> <li><b>KS4 subjects need to be good before KS5 courses will be allowed to run.</b></li> </ol> </li> <li>Brilliant concert. Tom Yardley was a good appointment and a real asset to school.</li> <li><b>Governors asked for an update on CleverChefs</b></li> <li><b>Governors congratulated DVW on items shared from the Newsletter as well as suggesting be good to have more items from boys in the next issue</b></li> </ol>	<p>See confidential minutes</p> <p>See confidential minutes</p>

	<p>g. Cover has continued to be a real issue and DVW been relying on a lot of good will from staff, but they are getting very tired.</p> <ul style="list-style-type: none"> <li>• <b>Governors asked how much staff can be used for cover.</b> DVW confirmed have to be careful due to 'rarely cover' and can't be used for planned absences.</li> <li>• DVW gave an example of a situation when he and PMW had to cover a class instead of having a meeting as staff had refused to help.</li> <li>• <b>Governors asked how many Cover supervisors we have.</b> DVW confirmed 3+ but still not enough.</li> </ul> <p>h. Staffing</p> <ul style="list-style-type: none"> <li>• Liam Franz has been appointed as Head of Maths so now need advertise for a second in department.</li> <li>• Staffing issues</li> <li>• Curriculum reviews taking place with subjects followed by lesson observations and student barometer groups (Almost like a mini Ofsted) <ul style="list-style-type: none"> <li>➤ English and History taken place and very informative.</li> <li>➤ <b>Governors asked if useful for them to be included.</b></li> </ul> </li> <li>• Appointments <ul style="list-style-type: none"> <li>➤ Excellent teacher of science appointed starting on 01.05.2023 (MSB confirmed taught son and was very good)</li> <li>➤ Adverts out for Teacher of Food, Teacher of Maths, Second in Maths and Head of Pe and Sport Science to close after the easter holidays</li> </ul> </li> <li>• INSET day is going to look at Relational approaches to support improved behaviour. Had asked staff for ideas in advance and had had some excellent ideas as well as other less positive responses</li> </ul>	<p><b>See confidential minutes.</b> <b>Governors Shocked</b></p> <p><b>See confidential minutes</b></p> <p><b>LM confirmed looking at this as part of link governor process</b></p>
7. Correspondence	None	
8. Report from the Chair	<p>a. Governor visits. LM shared her visit reports with FGB and explained the process:</p> <ol style="list-style-type: none"> <li>Initial visit to look at areas as per remit.</li> <li>Use information from Headteacher's report as a starting point.</li> <li>Gov Hub has a link to the KEY with pointers and suggested questions.</li> <li>Governors to be invited to relevant subject reviews.</li> </ol> <p>b. Governor link document previously shared. Governors happy with links suggested.</p> <p>c. Aim for initial meetings to take place before the end of this half term</p>	<p><b>CLB to inform Governors of relevant dates.</b> <b>CLB to inform staff of their link governors and ask them to make contact</b></p>

9. Budget report from Michele Bacchus (MSB)	<p>Budget forecasts and management reports previously circulated. Points of note:</p> <p>a. End of year forecast = +£1270 (deficit gone).</p> <p>b. MSB asked Governors if they had any questions.</p> <p>i. <b>Governors asked if this would continue into next year?</b></p> <ul style="list-style-type: none"> <li>MSB explained that the budget for next year was based on assumptions as per the 'financial statement' shared. <ul style="list-style-type: none"> <li>➤ Teacher's pay rise of 5% pay .</li> <li>➤ If teachers accept 4-5%, the government will fund 0.5% so may be able to claw a little bit back.</li> <li>➤ Support staff pay rise (01.04.2023) of £1925 on points up until ??? and then 3.85% on other points but this has been rejected by Unions.</li> </ul> </li> <li>Balanced in-year budget but tight and no room to move anything.</li> </ul> <p>ii. <b>Governors asked if the SLT salary range review had taken place.</b></p> <ul style="list-style-type: none"> <li>LM confirmed yes and will be taken to the next FSPC meeting for ratification.</li> <li>SLT characteristics were benchmarked at review and we are in line with cost and size of SLT for a school of our size</li> </ul> <p>c. 3-year budget shared</p> <ol style="list-style-type: none"> <li>assumption of 5% pay increase for teachers and 3% for support staff.</li> <li>unable to add income with any certainty and used 'best estimate.'</li> <li>Demographic drop in student numbers (214 Yr11's are leaving and only 191 joining us in Yr7)</li> <li>KS4 students attract more funding than KS3 students.</li> <li>Following 2 years will be in deficit budget.</li> <li>Staff CPD needed regarding budget and awareness of the bigger picture.</li> </ol> <p>Governors congratulated MSB on the budget</p>	<p><b>Governors congratulated MSB</b></p> <p><b>See Confidential minutes</b></p> <p><b>Governors to be invited.</b></p>
10. Reports from Committees	<p>Due to time constraints, Committee reports to be emailed to FGB.</p> <p>Questions:</p> <p>a. <b>Governors asked for an update on the Pearl Bamford Garden.</b> DVW confirmed that the organisers plan to be in over Easter.</p> <p>b. <b>Governors asked for an update on the Fol request about FGB minutes on the school website.</b> Confirmed all sorted</p>	<b>Governors agreed with this idea.</b>

13. Date of next meeting	11 <sup>th</sup> July 2023	
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Meeting finished at 8.30pm

Signed: (Chair of FGB)

Date