



## Full Governing Board – Meeting Minutes

**Meeting Date:** Thursday 28<sup>th</sup> April 2022  
**Meeting Venue:** Room L3 at Gildredge House School & via Teams  
**Meeting Time:** 5:15pm

**Governors:** Julian Mace, *(JM)*, Chair  
Louise Baxter, *(LB)*, Vice Chair  
Allison Allart, *(AA)*  
Paul Amos, *(PA)*  
Marilyn Benzing, *(MB)*  
Glyn Freeman, *(GF)*  
Gabrielle Mace, *(GM)*  
Ollie Newman, *(ON)*  
Chloe Taylor, *(CT)*  
Martyn Ashley Taylor, *(MT)*

**Ex officio:** Craig Bull, *(CBu)*, Head Teacher

**Also in attendance:** Catherine Geldard, *(HOP)*, Head of Primary  
Jemma Graffham, *(DSF)*, Director of Sixth Form & *(DSL)*  
Janice Logan, *(DFA)*, Director of Finance & Administration  
Dominic O’Driscoll, *(AHT-SEN)*, Assistant HT – SEND Co-ordinator  
Danny Simmonds, *(AHT-B&A)*, Assistant HT - Behaviour & Attendance  
James Towner, *(AHT-A&C)*, Assistant HT - Assessment & Curriculum

**Clerk to Governors:** Rif Aslam (RA)

**Apologies:** K Maxwell, *(Acting Designated Safeguarding Lead - ADSL)*,  
M Gietzen *(MG)*, J Newman *(JN)*, T Scott *(TS)*, J Swann *(JS)*

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## Full Governing Board – Minutes 28<sup>th</sup> April 2022

Item	Discussion	Action
1.	<p><b>Welcome and apologies for absence</b></p> <ul style="list-style-type: none"> <li>• Chair welcomed Governors &amp; SLT to meeting.</li> <li>• Chair welcomed LB who joined virtually.</li> <li>• Chair welcomed JGr and thanked her for attending prior to her official return from maternity leave.</li> <li>• Chair accepted apologies from MG, KMa, JN, TS, JS for absence and lateness from MT.</li> <li>• Chair acknowledged PA's need to leave by 7pm.</li> </ul>	
2.	<p><b>Declarations of Interests</b></p> <ul style="list-style-type: none"> <li>• There were no declarations of interest made.</li> </ul>	
3.	<p><b>Minutes of previous Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>• Governors agreed the Minutes as an accurate record of the 9<sup>th</sup> December 2021 FGB Meeting. Chair to sign after an additional explanatory note inserted in Item 10.</li> <li>• For the benefit of the whole Board, the Vice Chair of Enterprise Committee gave a synopsis of the Committee Meeting before Governors agreed the Minutes as an accurate record of the 13<sup>th</sup> January Enterprise Committee Meeting. Chair to sign a copy.</li> <li>• For the benefit of the whole Board, the Vice Chair of the Education Committee gave a synopsis of the Committee Meeting before Governors agreed the Minutes as an accurate record of the 10<sup>th</sup> February Education Committee Meeting. Chair to sign a copy.</li> <li>• For the benefit of the whole Board, the Chair gave a synopsis of the Committee Meeting before Governors agreed the Minutes as an accurate record of the 17<sup>th</sup> March Enterprise Committee Meeting. Chair to sign a copy.</li> </ul>	Chair
4.	<p><b>Governance Matters</b></p> <ul style="list-style-type: none"> <li>• Governor Resignations <ul style="list-style-type: none"> <li>○ Chair advised that BR had regrettably resigned due to work commitments. He will seek a suitable replacement after identifying gaps using the results of the recent Skills Audit.</li> <li>○ Chair advised that we will regrettably lose MG as Parent Governor at the end of this academic year due to his child leaving the school. Elections for a new Parent Governor will need to commence by then.</li> </ul> </li> </ul> <p><b>Procedural</b></p> <ul style="list-style-type: none"> <li>• Complaints Acknowledgement Template</li> </ul> <p>Chair thanked KLa for her work in preparing this and encouraged Governors to use when required.</p> <p>MT joined the meeting virtually at 17:32</p>	Chair  Clerk
5.	<p><b>Action Summary Report</b></p> <p>Chair referred to items highlighted in yellow. Governor training can be removed.</p> <p><b>Chair questioned</b> progress on providing a fiction library. AHT-SEN advised that English Dept. have sourced £1-2k of novels and created an area in the Oasis Centre. This is a start but falls short of the standard of library we would expect.</p> <p><b>Chair queried</b> progress of developing the 6<sup>th</sup> Form Alumni Programme. DSF outlined current position. Exit data was collected from students but Covid halted any further work. We can explore an external company to assist in this.</p> <p>Chair confirmed that item on SLT can be removed as HT is currently reviewing this.</p> <p><b>Chair requested</b> an update on Staff Welfare item. HT explained that our subscription to Times Ed Supplement includes a Staff Survey which we can use. Responsibility for Mental Health &amp; Wellbeing added to HR Manager role.</p>	

	<p>Chair briefly covered other items on ASR and noted some will be covered under SEND presentation. <b>Chair pointed</b> out absence of Metal Health &amp; Wellbeing Policy on school website. HT confirmed that website will be overhauled. Staff wellbeing to be discussed at next Education Committee Meeting. <b>Chair expressed</b> the wish to see students at FGB with a presentation on Eco and Carbon Neutral efforts. AHT-A&amp;C described the Queens Canopy event held last week where our students confidently spoke and suggested that they be invited to the next FGB. Governor stated that students should be from all phases of the school.</p>	Edu Comm  HT
6.	<p><b>Items not already on the agenda</b> Chair confirmed that there were none.</p>	
7.	<p><b>Chair's Correspondence</b></p> <ul style="list-style-type: none"> <li>○ Chair advised that he met with chair of FOGH and discussed way forward. General discussion ensued on what this could involve, how to encourage new members and timeframe. Chair confirmed FOGH is a separate entity and our role is to support where needed. DFA concurred and advised that there are parents in Primary keen to get involved.</li> <li>○ Chair has been contacted with a suggestion to use Masters House for Ukrainian families. General agreement that refurbishment needed before any kind of use.</li> <li>○ As per DFE guidelines, Chair has undergone an enhanced DBS check and standard interview.</li> <li>○ Issue about toilets at school passed onto HT who confirmed that some toilets have been closed whilst they are refurbished following vandalism. Alternative toilets are available.</li> </ul>	
8.	<p><b>Head Teacher's Report &amp; School Development Plan – Pink Paper</b> <b>Chair acknowledged</b> cost line of priorities identified and applauded openness of SLT. He agreed the need to focus on moving forward. HT outlined further external reviews due to take place. Behaviour &amp; Attendance due tomorrow. Safeguarding in May. 5 Year Strategic Plan needs to be written. SDP is Year 1 of that Plan. <b>Governor pointed</b> out need for high level timeline for actions. HT advise that it will form part of Strategic Plan. <b>Governor enquired</b> whether priorities listed in paper are in order. HT advised that they were not in order of priority. <b>Governor queried</b> whether findings of report were achievable with training and whether there is a budget for it. HT advised initially about putting together clear systems and targets rather than cost. <b>Governor questioned</b> whether putting systems in place will cost. HT was not able to confirm this yet but acknowledged that moving to different systems may involve a cost. <b>Governor asked</b> if SLT agreed with findings of report. HT stated there was agreement. <b>Governor requested</b> timeline for production of SEF. HT explained that it will be written after the summer exam results therefore Sept/Oct. <b>Governor enquired</b> whether Data Manager had been recruited. DFA advise that there had been a change of responsibilities to an existing role. JJe was now Systems, Assessment &amp; Admissions Manager. She oversees all the systems such as SIMS, 4Matrix (analysis tool), Novate (timetables). HT added that we're seeking a consultant to oversee the systems. <b>Governor questioned</b> ESCC stance on exclusions. AHT-B&amp;A added that there was now an additional stage in process before permanent exclusion. <b>Governor asked</b> if following recommendations in report would improve Ofsted rating. HT advised that quality of education is the deciding factor.</p> <ul style="list-style-type: none"> <li>● Staffing</li> </ul> <p>HT invited AHT-A&amp;C to outline current position on first post before outlining others himself.</p> <ul style="list-style-type: none"> <li>○ Maths Teacher – ending of maternity leave cover for DSL will return staff member to teaching role which will require extra hours to be covered. HT hoped that an existing member of staff could take on additional hours.</li> <li>○ Head of History &amp; Politics - now covered by an existing member of staff.</li> </ul>	

	<p><b>Governor pointed</b> out that a governor needs to be on the panel when recruiting Heads of Dept. HT acknowledged this.</p> <ul style="list-style-type: none"> <li>○ English - We need to increase capacity in English so that we can focus on Literacy too</li> <li>○ Assistant SENCO – non teaching post across Primary &amp; Secondary phases.</li> <li>○ Pastoral Support Assistant – safeguarding concerns have doubled in the last few months and review has shown need for an additional PSA.</li> <li>○ Data Protection Manager takes up 80% of staff member’s time. Increase in hours required to cover Executive Assistant to HT role.</li> </ul> <p><b>Chair queried</b> whether posts were required now. HT confirmed that they were.</p> <p><b>Chair asked DFA</b> whether can afford the cost. DFA explained that we’ve worked hard to gain our strong financial position. We do have additional funding arriving this year. There is a contingency built in year on year but cautioned that we do have building costs and staff pay increase to consider. DFA went on to say that she supported HT’s proposals.</p> <p><b>Chair requested</b> figures asap and before appointments approved. DFA agreed to provide these and also discuss with Chair of Enterprise Committee.</p> <p>Chair thanked all contributors and adjourned meeting at 18:46 for a break. PA left the meeting at 19.00. Chair reconvened meeting at 19:01.</p>	DFA
9.	<p><b>Finance</b></p> <p>Chair acknowledged that papers were presented by DFA at the Enterprise Committee Meeting and invited her to provide any updates.</p> <ul style="list-style-type: none"> <li>● Management Accounts – DFA explained that there were no major changes.</li> <li>○ Electricity has gone up. There is extra income from lettings.</li> <li>○ Staffing budget is satisfactory overall but awaiting news of Support Staff pay increase for this April. HR Manager post upgraded to include additional responsibility of Health &amp; Wellbeing. Candidate selected has 3 month notice period before commencing role.</li> <li>○ Refresh needed in both Science and Food Tech Departments.</li> </ul> <p>DFA to send next set of accounts to Clerk who will then circulate to the Board.</p> <ul style="list-style-type: none"> <li>● Internal Audit Contract - awaiting feedback from Governors about who to appoint.</li> <li>● CIF Bid Appeals update – awaiting outcome and expressed concern about general age of building, boiler and Temple Grove roof. However there is a reserve built in and a surplus forecast.</li> </ul> <p><b>Governor asked</b> if contractors will honour their quotes given the delays with outcome of CIF Bid and general rise in costs in the meantime. DFA advised that there are contingencies for certain items but she will query this with the contactors concerned.</p> <p>Governors queried how much Energy costs had increased. DFA stated about 30-35%.</p> <ul style="list-style-type: none"> <li>● Admissions Update – Chair of Admissions Committee gave a general overview.</li> <li>○ Primary - applicants exceeded previous levels.</li> <li>○ Secondary - confident that we will reach levels set, but should never lead to complacency. In addition, ESCC have directed us to take 2 children from Ukrainian families so far. High quality of education will drive school admissions.</li> <li>○ 6<sup>th</sup> Form - DSF gave an update on number of applicants and those offered places. Actual uptake will not be known until after exam results.</li> </ul>	DFA/Clerk Chair  DFA
10.	<p><b>Monitoring</b></p> <p>Chair referred to paper and thanked governors MB &amp; BR for their Literacy &amp; Numeracy visit.</p> <p><b>Governor suggested</b> that training in Secondary on Phonics (as used in Primary) be used to create more of an overlap between phases. AHT-SEN advised that this has begun with TAs.</p>	
11.	<p><b>Parent Focus Group</b></p> <p>Parent Governor advised that decision on a meeting had to be postponed due to high Covid numbers. HT observed that there is a desire from parents to be more connected to the school.</p>	ON

12.	<p><b>Safeguarding</b></p> <p>Chair advised that he carried out a monitoring visit on behalf of MB (Safeguarding Link Governor). It was an interesting and valuable meeting with ADSL and HR Assistant covering Single Central Record and pending Safeguarding Review on 20 May. Referring to Paper, he noted that HT has completed Managing Allegations Course. Mental Health &amp; Wellbeing role will be carried out by new HR Manager.</p> <p>DSF commended KMa for the amazing work she has done as ADSL. DSF feels confident and secure coming back to the role of DSL. She expressed her gratitude with a massive thank you. Chair concurred with comments and also expressed gratitude on behalf of governors.</p>	
13.	<p><b>SEND Update</b></p> <p>Chair thanked SEND Link Governor for paper and invited her to highlight points. Governor explained that SEND links to every aspect of school. She recommended training offered by ESCC, especially Networking. SEND not solely Link Governor responsibility but rests with all governors. She encouraged Governors to refer to the Checklist provided during their monitoring visits to highlight amber and red areas. She noted that some of those can be turned to green with little effort. She noted more inclusivity and diversity is needed. She thanked AHT-SEN for his publications on the school website. We need to understand school vision and ethos and must underpin it with meeting SEND inclusion. Governors should have a good knowledge of the SEND information on school website and question it. Governors must have knowledge of SEND budget, spend on SEND students and how SEND funding works. Understand the SEND Plan and review it. <b>Chair acknowledged</b> importance of this item and training for governors will be undertaken asap. <b>Governor queried</b> whether SEND students were being invited to workshops to formulate school visions and ethos. HT confirmed that working Group will include SEND students. Chair advised that he had asked JS to lead a team to prepare for Ofsted. <b>Governor emphasised</b> the importance of student voice for Ofsted.</p>	
14.	<p><b>Any other urgent business</b></p> <ul style="list-style-type: none"> <li>• Chair confirmed Governors Away Day is on Saturday 2 July from 09:00 to 13:30 at the school. He invited Governors to provide ideas and suggested AHT-SEN deliver SEND Plan.</li> <li>• Governor questioned whether H&amp;S Safety should have been on the Agenda. Chair expressed the view that it is better placed in the Enterprise Committee.</li> <li>• HT confirmed that DFA will liaise with Enterprise Committee ASAP regarding staffing appointments.</li> </ul>	DFA
15.	<p><b>Confirmation of future Governor Meeting Dates for 2021/2022</b></p> <p><b>FULL GOVERNING BOARD:</b> 7<sup>th</sup> July 2022</p> <p><b>EDUCATION COMMITTEE:</b> 19<sup>th</sup> May 2022</p> <p><b>ENTERPRISE COMMITTEE:</b> 16<sup>th</sup> June 2022</p>	
	<p><b>Meeting Closed</b></p> <p>Chair thanked SLT, all staff and governors and closed the meeting at 19:48</p>	