

CHESTERTON COMMUNITY COLLEGE
MINUTES OF THE FULL GOVERNING BODY (FGB) MEETING

7th July 2016 at 7pm

Present: Lucy Scott (LS) (Head), Simon Peyton-Jones (Chair), Jim Warwick (Vice-Chair), Katharine Hutchinson, Roger Mann, Michaela Eschbach, Eva Pepper, Lucy Lewis, Shahida Rahman, Morag Morrison-Helme, Mary Sanders, Peter Rodgers, Jo Burroughes, Colleen Lehane, Rolf Purvis (Deputy Head), Donna Young (Deputy Head), , Martin Russell (Director of Finance and Resources), Lynsey Rooker (SENCO).

This meeting was quorate 16 Governors out of 19 present. (Quorum is a minimum of 9 Governors)
In attendance: Wendy Palmby (Clerk)

Apologies: Shelley Lockwood, Helen Arnold, Masum Shaikh, Luke Tunmer, Oonagh Monkhouse, Timothy Spencer (Assistant Head), Peter Watts (Assistant Head), Clare Hargraves (Assistant Head).

1. **Welcome:** The Chair extended his welcome to all Governors present and to the Staff members who attended the meeting. The Chair went on to congratulate Colleen Lehane for standing again, unopposed, as Teaching Staff Governor
2. **Declaration of Pecuniary Interests:** None were declared.
3. **Register of Business Interests:** Simon Peyton Jones declared that he worked for Microsoft.
4. **Minutes of the last FGB meeting (11/05/2016):** These were agreed by all Governors and signed as a true record
5. **Ratification policies etc:** The following were ratified at this meeting:
 - Management of Sickness Absence Policy
 - Recruitment Selection Policy
 - Allegations of Abuse against Staff Policy
 - Teaching and Learning Policy
 - Admissions Policy
 - Grouping and Settings Policy
 - Leave of Absence Policy
 - Marking and Feedback Policy

The dates for Governor meetings for 2016-2017 were agreed in principle.

Governors Self Audit: It was agreed by Governors that this would not be completed officially this year, but Governors to look at for consideration next year.

6. **Safeguarding Report:** Shahida Rahman (Child Protection Governor (CP)) and Lynsey Rooker (SENCO) updated Governors as to where we are with CP at the moment. All staff have had CP training and there are a small number of staff (mainly on Maternity leave) who have yet to complete the Prevent Training.

The appointment of designated staff for CP in the Sports Centre was discussed and Lynsey will look into the standard requirements for such a facility. **Action:** Lynsey/Lucy Scott

Lynsey Rooker highlighted the recent changes to the Keeping Children Safe in Education document and referred to the report that had been circulated to Governors previously. Shahida Rahman had inspected the Single Central Record (SCR) in school earlier this year.

Action: Clerk to send Prevent training link to Governors

Governors asked how the school knew that students felt safe in school. The IT department run an e-safety survey with students, and also the Pupils attitude to Self-Study (PASS) is also completed by students in school. There is also a question on the Parent Survey that relates to "Does your child feel safe in school?" the results of which are reported to the Pastoral Committee.

Action: Lucy to mention the Parent Survey in her Blog

Action: PASS survey results to be reported to Pastoral Committee

Simon Peyton Jones congratulated Lynsey Rooker on passing her Masters in Special Educational Needs and thanked her for her work on safeguarding.

7. School Budget: Martin Russell had previously circulated the financial reports to Governors, along with an accompanying narrative.

For the 2015/6 out-turn, the main issues are:

- A major challenge caused by reduction in income (notably the complete cancellation of language school lettings) and increases in expenditure (especially on staffing). This had already been discussed at a previous full governing body meeting, and a significant (and painful) restructuring has been undertaken. This restructuring adds another £90k of one-off costs.
- After discussion with the Sports Centre, the Centre was willing to delay several capital projects and provide around £250k to support the school through this period. Governors challenged MR about whether this would significantly impact the performance of the Sports Centre, demotivate its leadership, or put off its members. MR, supported by Lucy Scott, Eva Pepper (chair of Sports committee) and Jim Warwick (chair of Resources) reassured the governors that the Sports Centre leadership had been very fully consulted, and were (of course reluctantly) supportive, and nothing essential was going undone. In the coming years we will seek to direct money to the Sports Centre, in recognition of this support.

The net effect is a very small surplus (around £5.5k) on a total of £5,546k.

Turning to 2016/7, the budget for next year has no significant options or choice within it. Points of note:

- It is a conservative budget (e.g. it does not rely on a recovery of language school lettings), and shows a modest surplus of £33k as agreed at last FGB.
- We are hopeful, however, that we can increase the lettings income from the conservative budget of £70k.
- Governors asked about income from the Pavilion and Martin Russell explained that this would be incorporated in the Sports Centre income.
- The budget includes a capital spend of around £130k on IT infrastructure (servers, staff laptops, WiFi, etc), which will be spread over several years by operating lease arrangements. This is partly offset by lower than expected rate of replacement of iPads

Budget monitoring is extremely important and if everything trends as forecast we should have no significant issues. If any budgets vary significantly it is important to act promptly to ensure corrective action is taken. It is essential that all budget holders are given regular updates on their individual budget performance to enable them to react to any unforeseen costs and to ensure budgets are managed and expense is phased across the full year. MR described improvements in the accounting system that will allow him to react more promptly.

A Governor pointed out that we could claim gift aid on small amounts of income too.

Action: Martin Russell to update on lettings going forward at Resources and Full Governors.

The 2016-2017 budget was approved by all Governors present. Proposed by Jim Warwick and seconded by Eva Pepper.

- 8. Multi Academy Trust (MAT):** Lucy Scott (LS) updated the meeting on where we were at the moment with the MAT. This was also covered in part of the Senior Leadership Report previously circulated. A tremendous amount of work has gone into this already and the MAT is essential for us to survive as a school going forward, and it will be more cost effective.

The change of name has gone through and this will take effect from September 2016. LS has spent a lot of time visiting local primary schools and we have had a positive response from Arbury Primary who have expressed their intention to join with us in a MAT. A meeting is being arranged for 14th July to bring all of the interested parties' together, generating excitement before the summer.

Governors asked about the interest shown to the Primary schools from other bodies. The Primaries were open about having had conversations with other groups and schools, but some were reluctant to be incorporated into a larger body. There is certainly a lot of interest with many conversations taking place.

A Governor asked if any thought had been given to a management strategy for the future as some sort of modelling would be useful. LS replied that some initial thought on structure have been expressed.

We have been accepted on a new School Network Development Programme which comes with £5k of funding to help with submitting a bid for one or more Free Schools. All new schools will be Free Schools and if we were to be successful it would be incorporated in our MAT. We plan to make two bids

- A specialist Maths Sixth form, along the lines of the Kings College Mathematics School; hopefully in partnership with two big university projects: Isaac Physics and Cambridge Mathematics.
- A new 11-16 secondary in Godmanchester, where there is particular need.

The Chair thanked LS, Rolf Purvis, Donna Young, Clare Hargraves and Kath Hutchinson who have spent a lot of time and energy on these projects so far. The Strategic Governors committee have been kept up to date as things progress.

- 9. Senior Leadership Report:** LS continued with the report and gave an update on the new build and the Capital funding for the DT block. The training day in June looked at underachieving boys at Chesterton. The Chesterton reporting system is being developed with the intention of being outward facing.

Staffing: The Head of DT had decided to step down as he wanted to have more family time, so it was decided to link the DT and Art departments under the leadership of the current Head of Art. A Governor asked if the students would be getting the same provision and LS replied that they would but with an over-arching leadership. The leavers and new starters were as per the report.

Details on the results of a staff Help and Hinder Survey were previously circulated to Governors and this was discussed briefly with a Governor commenting on how useful this was.

Pupil Premium had been sent out on a separate sheet which LS explained. Considering the financial constraint this has had to be quite creative going forward. It was suggested that we could fundraise for student mentors in the future.

Finally LS spoke about the wishes of the Library manager to hold a book festival after attending one recently in Norwich. The Governors were asked if they had links with any of the colleges to help find a venue for this and if so to get in touch with LS. The time scale is probably this time next year.

10. A.O.B None

Date of the next meeting: October 12th 2016

The meeting closed at 9.15pm.