



**MINUTES OF THE FULL GOVERNING BODY MEETING**  
**Held on Thursday 20<sup>th</sup> March 2025 at 5.30pm**

**Present:** Niranjana Mendonca, Richard Sullivan, Will Dean, Angie Farrance, Jane Walker-Smith, Peter Tarry, Clare Hawkins, Sharon Roberts, Ajay Joshi, Tim Moss, Jez Farmer, Annie Thomson, Emma Smith, Rebecca Lonsdale, Costa Veggas, Karen Francis,

**Apologies:** Simon Walsh, Nicky Mitchell, Niranjana Mendonca

**In attendance:** Jo Wiles (Clerk to the Governors)

<b>1. Apologies for absence</b>	Apologies received and approved for Simon Walsh and Nicky Mitchell and Niranjana Mendonca	
<b>2. New Heads of School</b>	<p>New student leaders have been elected and will be in post from April.</p> <p>The current student leaders informed that they have met with the new students' leaders and are putting a handover in place to carry on with some of the initiative implemented this year.</p> <p>The student leaders reflected and provided an update of the work that they achieved this year which included:</p> <ul style="list-style-type: none"><li>• Focus on mental health and working closely with parliament to explore ideas.</li><li>• Inter year link aims, including setting up the buddy hub</li><li>• Interview the life coach</li></ul> <p>They made the following suggestions on how the new student leaders could build on the work achieved this year:</p> <ul style="list-style-type: none"><li>• Buddies to attend primary schools to support with the transition from primary to Marlborough in Y7</li><li>• Regular meetings and focus group sessions on a different activity every 3 weeks, such as art club, etc.</li></ul>	



	<p>Noted that they have been exceptional in the way they have conducted themselves their proactive approach and being resilient in achieving the aims that were set.</p> <p>All wished them well with their upcoming exams and for their next steps.</p>	
3. To declare a conflict of interest	There were no conflicts declared.	
4. Confidentiality	Colleagues were reminded that minutes remain in draft until they are signed off at the next meeting and should therefore not be shared before signing off, nor the content discussed outside of the meeting.	ALL
5. To receive any other business	No items were notified.	
6. To receive any correspondence	No items were notified.	
7. Minutes of the previous Meeting	<p>The minutes of the meeting held on <b>Thursday 5<sup>th</sup> December 2024</b> had been previously circulated and were approved.</p> <p>The signed copies will then be placed in the school file.</p>	
8. Matters arising from the minutes	<p><b><u>Managing Serial and unreasonable complaints Policy</u></b></p> <p>Ms Thomson tabled the policy.</p> <p><i>How will this be shared with parents?</i></p> <p>Ms Thomson informed that it will be available on the website and that it will be linked with the Complaints Policy.</p> <p>It was agreed to include a point about not discussing or sharing on social media. <b>Action: Mrs Hawkins offered to review.</b></p> <p><b>A meeting will be scheduled.</b></p> <p><b><u>Cyber Security Training</u></b></p> <p><b>Action: Governance professional to circulate details of cyber security for all governors to complete.</b></p> <p>The Governance Professional advised that reminders have been set for those outstanding to complete and reminded all to complete any outstanding training.</p> <p><b>All Cyber Training has now been completed.</b></p>	
9. Catering Presentation		



	<p>Ken introduced himself and provided an overview of Impact Food Group, detailing its inception and growth to 600 schools.</p> <p>He advised that their current meal uptake stands at 63% with the company average at 75% and are in discussions with Mrs Dean and Ms Thomson to explore ways to improve.</p> <p>Ken advised that there is a separate café offer exclusively for sixth form students.</p> <p>Ken advised that there is a new street food offer that will be available after easter. Three different concept will be introduced over a three week cycle which are focussed on a base and toppings.</p> <p><b><i>Could the current Breakfast club offer be reviewed to make it a more attractive provision?</i></b></p> <p>Ken responded that they could easily adapt the current offer of porridge and offer toast and preserves, bagels or granola bars.</p> <p>Ken asked if he could attend a meeting on an annual basis to review the offer and to seek feedback.</p> <p>Ken explained the financial details in terms of operating a nil cost model and explained that the schools should receive a profit but advised that increasing National Minimum Wage has impacted and as a result the school is now only breaking even.</p> <p><b><i>Does that take into accounts the increasing NI employer contributions?</i></b></p> <p>Ken responded that it does not take the increasing NI employer contributions into consideration</p> <p><b><i>How do you share best practice in terms of high uptake at other schools?</i></b></p> <p>Ken responded that some schools in the city of London require students on FSM to use the whole of their daily allowance for a meal rather than just spending a portion of the FSM daily allowance.</p> <p><b><i>Do you survey all your schools for feedback?</i></b></p> <p>Ken replied that they do carry out regular surveys to receive feedback and added that the upcoming offer of Jamaican food is very much due to the feedback received from the surveys.</p>	
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	<b>Ken left the meeting at 6.40pm</b>	
<b>10. Internship Feedback</b>	<p>Ms Thomson explained the internship programme which is in place with St Albans and Harpenden heads which involves giving Heads and Deputy Heads the opportunity to go to another school for a week as an observer. Ms Thomson added that this has proved to be a really successful programme in terms of developing skills and future leaders.</p> <p>Ms Thomson advised that Mr Griggs attended Sir John Lawes School. Following the internship programme all those who take part are invited to present to the headteachers to share their learnings from their observations. Ms Thomson advised that Mr Griggs missed out on presenting to the headteachers due to sickness and was invited to attend to present his observations to the governing body.</p> <p>Mr Griggs thanked SLT for picking up tasks whilst he took part in the internship programme.</p> <p>Mr Griggs spoke about the learnings from his observations and reflected on the importance of balancing visibility of a leader around the school but also the need for time to research and prepare particularly in his safeguarding role.</p> <p>Mr Griggs added that efficiency was another area of learning and the importance of being more efficient with words in meetings and getting to the point.</p> <p>Mr Griggs added that he was thankful for the opportunity to reflect and felt that leadership is a journey and the importance of remaining self-aware and to keep learning as the world changes.</p> <p><i>Did you get a sense of governors and how they support the leadership team?</i></p> <p>Mr Griggs advised that the school operates differently as it is part of trust so the school has a Local Governing Body which do not have the same powers as Governing Body at Marlborough.</p> <p><i>In terms of the leaders is there anything that governors could work on to support SLT?</i></p> <p>Mr Griggs felt that the experience of link governors facilitate open and transparent conversations.</p>	



	<p><i>What strategies can be put in place to allow leaders that time to reflect?</i></p> <p>Mr Griggs felt that it was around operationally needing the time to reflect, and a combination of reading the room, and celebrating and growing the people around you</p> <p><i>Do all leaders have a link governors?</i></p> <p>Mrs Walker-Smith informed that Link governors are assigned to subjects and specific focuses and not all leaders have a link governor.</p>	
<p><b>11. Employment Rights Bill Presentation</b></p>	<p>Mr Atterton provided an update on the Children's wellbeing and school's bill and some upcoming changes to employment legislation.</p> <p>Mr Atterton advised that the proposed bill will dramatically effect schools and will see the biggest changes since 2016.</p> <p>Currently the children's wellbeing and schools bill is backed by NEU, ASCAL, NASWUT.</p> <p>Mr Atterton provided an update on some of the changes that are to be implemented including school branded uniform to be capped at 3 items not including a tie. It also proposed to end unregistered schools which don't follow national curriculum and sit outside of LA or government oversight.</p> <p>The bill will require all schools to follow the national curriculum and there will see the creation of RISE teams to support with schools that are deemed as stuck. The LA will take back the ability to open and close schools and will coordinate with RISE teams to provide to support schools.</p> <p>Mr Atterton also provided an update on the proposed changes to Zero hour contracts, sexual harassment and day one rights.</p>	
<p><b>12. Reflect and review impact of School Improvement Plan</b></p>	<p>Ms. Thomson stated that they are currently reviewing the SIP and its impact, emphasizing that it serves as a guiding support while the school consistently upholds its values in all aspects.</p> <p>Heads visiting from Kazakhstan and Australia and they complimented how well the values are evidenced around the school.</p>	



	<p>Ms Thomson gave an example of the importance of AI in education and the importance of being brave when reviewing the curriculum offer and celebrating good practice.</p> <p>The governing body and senior leaders divided into groups to review areas of the SIP and the challenges and areas of focus:</p> <ul style="list-style-type: none"> <li>• Increasing parental involvement</li> <li>• Post 16 consortium – it was noted that the intent is there but in reality, not so polished and pragmatic issues and complexity of some schools in the consortium being part of a Multi Academy Trust.</li> <li>• Embedding key skills rather than quality in assessment</li> <li>• Attendance challenges and difficulty of getting some students into school and trying to become innovative against penalties and sanctions enforced by the LA making it difficult to obtain parental engagement</li> <li>• PP hidden issues in terms of support with funding and academic progress still trying to work on hidden issues in terms of attendance and the parental engagement for the vision of aspiration</li> <li>• Community expansion and budget</li> <li>• Providing an alternative curriculum offer for Sixth form and changing the perception that sixth form is only for those doing A Levels who want to go to university.</li> <li>• Set up of Alumni - championing success stories</li> </ul>	
<b>13. Reports from Committees and Chairs</b>	<p><b><u>Personnel Committee</u></b></p> <p>The committee recommended the following policies for ratification:</p> <ul style="list-style-type: none"> <li>• Grievance Policy</li> <li>• Support Staff Policy</li> <li>• Equality Policy</li> <li>• Use of Alternative Provision Policy</li> <li>• Health and Attendance Policy</li> </ul> <p>All unanimously</p> <p><b><u>Curriculum Committee:</u></b></p> <p>The Committee recommended the following policies for ratification:</p>	





	<ul style="list-style-type: none"> <li>• Gifted and Talented Policy</li> </ul> <p>Character mark education presentation which was informative and the meeting will take place next week.</p> <p><b><u>Finance and Resources Committee:</u></b></p> <p>The committee recommended the following policies for ratification:</p> <ul style="list-style-type: none"> <li>• CCTV Policy</li> <li>• GDPR Policy</li> <li>• Procurement Policy</li> </ul> <p>Health and Safety will be scrutinised and shared on governorhub for all for ratification.</p> <p><b>All policies were unanimously approved.</b></p>	
<b>14. Risk Register</b>	<p>It was noted that at the recent F&amp;R meeting a discussion took place around reviewing the structure of the risk register and whether to adopt the risk appetite approach used at other schools. Mrs Dean advised that she would carry out some research and report back at the next meeting.</p> <p>It was agreed that going forward there needs to be a commonality across all curriculums and it was agreed to arrange a working group. Members of this group would be Mrs Dean, Mr Walsh, Ms Hawkins, Mr Tarry, Mrs Walker-Smith and Ms Thomson. <b>Action: Meeting date to be arranged</b></p>	
<b>15. Governor Training</b>	<p>Governors have completed the following training:</p> <ul style="list-style-type: none"> <li>• Cyber Training</li> <li>• Governor Induction course</li> <li>• Exclusions training</li> </ul>	
<b>16. Governor Visits this term</b>	<p>Governor visits that have taken place this term are as follows:</p> <ul style="list-style-type: none"> <li>• Met with Kazakhstan heads</li> <li>• Sixth form opening meeting</li> <li>• Meeting regarding SEND and SENCO</li> <li>• Meeting with HR around performance and coaching</li> <li>• AI presentation</li> <li>• Drama productions</li> <li>• Exclusion panels</li> <li>• Link governor visits</li> </ul>	



	<ul style="list-style-type: none"> <li>• Annual health and safety review</li> <li>• Meeting around the new build status</li> </ul>	
<b>17. To receive AOB</b>	No items declared.	
<b>18. Date and time of next meeting</b>	<b>Thursday 26<sup>th</sup> June 2025</b>	
<b>19. End of meeting</b>	The meeting ended at 8.05pm.	

Signature.....

**Jane Walker Smith**

Chair of Governors

Date.....

