



**BOLDER ACADEMY**  
**FULL GOVERNING BODY MEETING MINUTES**

**Company Registered Number: 8932893**

---

**Chair:** Andrew Dodge

**Clerk:** Rebecca Wilson (**RW**)

**Date of meeting:** 27<sup>th</sup> June 2023 at 8:00am

**Venue:** Meeting in school

---

**Attendance:**

| <b>Name</b>                    | <b>Governor</b>    | <b>Other</b>            | <b>Present /<br/>Apologies /<br/>Absent</b> |
|--------------------------------|--------------------|-------------------------|---|
| Rajiv Chandra ( <b>RC</b> )    | Co-opted Governor  |                         | Present                                     |
| Andrew Dodge ( <b>AD</b> )     | Appointed by Trust |                         | Present                                     |
| Victoria Eadie ( <b>VE</b> )   | Appointed by Trust | Also a Member           | Present                                     |
| Fran Heaphy ( <b>FH</b> )      | Staff Governor     |                         | Present                                     |
| Jo Killingley ( <b>JK</b> )    | Parent Governor    |                         | Present                                     |
| Andrew McCaffer ( <b>AM</b> )  | Appointed by Trust |                         | Apologies                                   |
| Wendy Smith ( <b>WS</b> )      | Appointed by Trust |                         | Present                                     |
| Heidi Swidenbank ( <b>HS</b> ) | Ex-officio         | Headteacher             | Present                                     |
| Eileen Sheedy ( <b>ES</b> )    | Appointed by Trust |                         | Present                                     |
| Carin Thakrar ( <b>CT</b> )    | Parent Governor    |                         | Present                                     |
| Kate Biant ( <b>KB</b> )       |                    | School Business Manager | Present                                     |
| Greg George ( <b>GG</b> )      |                    | Finance Director        | Present                                     |

The meeting was declared quorate.

| Agenda item   | Action                                  |
|---|---|
| <p><b>1. Apologies for absence</b></p> <p>Apologies were received and accepted from AM. WS joined the meeting remotely.</p>   |   |
| <p><b>2. Declaration of interest</b></p> <p>No one declared an interest that may conflict with the meeting agenda.</p>  |   |
| <p><b>3. Minutes of previous meeting (16 May 23)</b></p> <p>The minutes were approved as a true and accurate record of the meeting and were signed by the Chair.</p>  |   |
| <p><b>4. Matters arising/actions</b></p> <p>The following point was highlighted:</p> <ul style="list-style-type: none"> <li>- <b>Pastoral support plans.</b> <u>ES confirmed that she will aim to complete a visit to look at pastoral support plans by the end of term.</u></li> <li>- <b>Pupil voice school visit.</b> <u>RC confirmed that the middle leaders meeting is planned, and the pupil voice visit will take place next term.</u></li> <li>- <b>Governor panel meetings.</b> AD confirmed that eighteen panel meetings have taken place and VE highlighted that most have had pastoral support plans.</li> <li>- <b>Headteacher Performance Management.</b> HS confirmed that Corinne Gill will support performance management as the external adviser.</li> <li>- <b>Meeting invites.</b> <u>RW confirmed that she will send Teams meeting invites for next school year.</u></li> <li>- <b>Policy Tracker.</b> <u>RW confirmed that she will share the policy tracker with Governors.</u></li> </ul> | <p>ES</p> <p>RC</p> <p>RW</p> <p>RW</p> |
| <p><b>5. Agree the meeting dates, 2023-24</b></p> <p>AD confirmed that Governors supported the meeting dates for 2023-24. VE, AM and WS will support with Headteacher Performance Management, noting that a <u>date has yet to be finalised with the external support provider.</u></p>   | <p>WS</p>                               |
| <p><b>6. Chair and Vice Chair from 1 Sep 23</b></p> <p>Having previously considered the Chair and Vice Chair appointments, AD confirmed that Governors unanimously supported the election of VE as Chair and AM as Vice Chair for a one-year term, with effect 1 Sep 23:</p> <ul style="list-style-type: none"> <li>- VE as Chair: Proposed AD and seconded ES.</li> <li>- AM as Vice Chair: Proposed VE and seconded WS.</li> </ul>  |   |
| <p><b>7. Headteacher's Report</b></p> <p>HS highlighted that there were further updates regarding the Sports Academy offer since her report had been circulated. Cricket is the more popular sport, although numbers still need to be confirmed to ensure this offer is viable. She also highlighted that Craig Adams from Springwest Academy is supporting in the absence of a Deputy Head. HS highlighted that the planned strike action will take place over a busy week for the school, with four residential planned. She confirmed that she has been working with staff to ensure the residential will</p>  |   |

take place, although the school will be closed for the two strike days. HS confirmed that the strikes will not impact on the transition day from primary, and the Year 12 welcome day will also continue.

AD referred to the Headteacher's Report and asked for clarity regarding the business studies offer. HS confirmed that she had tried to recruit beyond the core offer however the quality of the candidates was not strong and business studies will not be offered. AD thanked staff for the support they have provided in ensuring that students attend exams. HS confirmed that only one student missed an exam and highlighted that staff had worked hard to support pupil attendance.

Q: A Governor asked if there was any more certainty regarding Sixth Form numbers.

A: HS explained that numbers would depend on exam results and are therefore very difficult to predict.

Q: A Governor queried the background to Bold Futures.

A: HS explained that this referred to the wider curriculum offer and captured everything other than subject choices.

Referring to the Sports Academy, HS highlighted that the team was keen to try one more trial date, noting that cricket is more popular.

Q: A Governor asked how many students are needed to ensure this is viable.

A: HS confirmed 20-25 students.

Q: A Governor asked how many students had confirmed.

A: HS explained at this stage, 8 students had confirmed.

Q: A Governor asked how much the Sports Academy offer will cost the school.

A: GG confirmed that it will cost around £30k, although this figure is under discussion and could drop to £15k with more students.

Q: A Governor asked how many students were external to Bolder.

A: HS confirmed that a couple were internal, and the remainder were external.

Q: A Governor queried if this offer was affordable.

A: GG highlighted that financial exposure was not greatly influenced by numbers, acknowledging that student numbers are a key consideration.

Q: A Governor queried how the Sports Academy offer had been advertised.

A: HS outlined the internal and external approach to advertising. RC confirmed that Sky has been used to promote cricket, with scope for further promotion.

Q: A Governor queried the situation with the SLA.

A: GG confirmed that the SLA had yet to be signed. RC confirmed the value of capturing the financial exposure.

HS highlighted that the budget had captured 80 students at A level, noting that numbers around 20-25 will have a significant impact. VE confirmed that student numbers change significantly on GCSE results day. Governors discussed the Sixth Form offer and student numbers in greater detail. The need to confirm against the Sports Academy offer was acknowledged, and Governors agreed that this decision should be delegated to VE, RC and AM. RC asked that fixed costs, grant per student and cost per student be captured for both football and cricket.

Q: A Governor queried staffing for Sixth Form.

A: HS confirmed that staffing is already in place.

AD asked for questions relating to other elements of the Headteacher's Report.

Q: A Governor queried the behaviour data linked to SEND and Pupil Premium (PP).

A: HS confirmed that the whole review will be presented in October.

Q: A Governor asked if data was compared nationally.

A: FH confirmed that data was compared nationally at Year 10 and she expanded on this.

VE / RC /  
AM

GG

RW  
(Agenda)

HS highlighted that some students were at risk regarding NEETS, and further information will be provided at the next FGB.

AD noted the high level of mobility and queried the wider comparison. VE confirmed that the Borough was managing the impact of asylum seekers and ES confirmed that many families are also leaving the area.

Q: A Governor asked if students complete leaving surveys.

A: HS confirmed that the school tracks all students who leave, and their reasons for leaving are also captured.

The Board discussed pupil numbers and recognised that the lower year groups are full. They also noted that pupil numbers in Year 11 have always been lower.

Q: A Governor queried the numbers of pupils arriving from overseas.

A: HS confirmed that this has increased this year and Year 9 is currently full across the Borough.

AD referred to the behaviour survey analysis and VE confirmed that it was broadly in line which is reassuring. HS confirmed that the analysis will be shared with staff. AD noted the staffing summary and confirmed that this has already been scrutinised by the FAR Committee. FH highlighted feedback from staff regarding their feeling of safety at school and suggested that free text comments would improve understanding.

## 8. FAR Committee Report

RC confirmed that the FAR Committee had considered the budget for next year and scrutinised numbers. The deficit and cash flow had been considered and further work is required; the Committee need a greater understanding of the proposed budget. VE highlighted that the school is currently managing a significant deficit in Year 2, and it is likely that the ESFA will query the current budget with a possible notice to improve. She highlighted the value of working on Year 2 and acknowledged the impact of Sixth Form numbers. RC confirmed that the Committee would want to work with a list of choices and confirmed that it was not practicable to eat into the reserve. HS confirmed that choices have been circulated and outlined staffing considerations. She explained that the school has options, and highlighted the Sports Academy, staffing and alternative provision for further consideration. VE highlighted the importance of school input and confirmed that decisions need to be driven by the needs of the school. RC outlined the detail that is needed to ensure an informed final budget, which will be circulated by email for ratification by the Board. VE highlighted the importance of all Governors understanding the financial challenges that the school is managing. GG confirmed that the school has commissioned a cheaper internal audit provider for next year, and a peer audit will also be undertaken against an educational element. AD also outlined key considerations against the Risk Register.

## 9. Development Session Follow-up

AD referred to the report from the development session and confirmed outstanding actions:

- Advertise for a parent Governor in the week before October half term.
- Appoint RC as Trust appointed Director – December AGM.
- Continue to manage Governor recruitment:
  - Aim to recruit two more Directors – *Inspiring Governance* – WS has experience.
  - Continue to increase the diversity of the Board.
  - A future successor for VE is a priority i.e. someone with a background in education.

|   |                |
|---|----------------|
| <ul style="list-style-type: none"> <li>- <u>WS to attend whole-school safeguarding training in September; also an opportunity to speak to staff for 10 minutes regarding role of Governing Body and role of Staff Governor.</u></li> </ul>  | WS             |
| <p><b>10. Governor Disciplinary Panels</b></p>  |                |
| <p>WS and AD endorsed the points in the report circulated to Governors, and HS confirmed that updates will be shared with panel members. VE confirmed that she thought that the panels had been useful for the school, and they also helped students and parents to reflect. It was also beneficial for Governors to gain a better understand of the behaviour challenges being met by the school and to listen to parents. VE highlighted that the Head of Key Stage 3 had an excellent approach. AD confirmed that the panels were very valuable and generated a broader understanding of the school.</p> |                |
| <p><b>11. Chair's report</b></p>  |                |
| <p>Governors noted feedback from the Chair.</p>   |                |
| <p><b>12. Safeguarding Report</b></p>   |                |
| <p>AD confirmed that he and WS had met with Liz Green, who is the DSL, and Governors noted the safeguarding report.</p>   |                |
| <p><b>13. Budget, 2023-24</b></p>   |                |
| <p>As outlined at Item 8, <u>the budget will be ratified by email following further scrutiny by the FAR Committee.</u></p>  | FAR Cttee / GG |
| <p><b>11. Finance paperwork</b></p>   |                |
| <p>RW confirmed that Governors have seen the finance paperwork up to May.</p>   |                |
| <p><b>12. Policies</b></p>  |                |
| <p>Governors ratified the following policies:</p>   |                |
| <ul style="list-style-type: none"> <li>- Reserves Policy</li> <li>- Financial Procedures Manuel, <u>noting that the staff expenditure threshold will be dropped from £1,000 to £50 and staff are expected to use the school credit card.</u></li> </ul>   | GG             |
| <p>Once updates to KCSiE have been confirmed, AD explained that <u>the updated Safeguarding Policies including the Staff Code of Conduct will ratified by email before the start of the Autumn term.</u></p>  | RW             |
| <p><b>13. AOB</b></p>   |                |
| <p>AD confirmed that he will send a farewell message to staff and parents. He also thanked JK for her ongoing support. HS thanked AD for all he had done since the inception of the school and acknowledged the level of support he has provided to staff and Governors.</p>  |                |
| <p>HS confirmed that she had asked for donations for a Year 11 uniform sale.</p>  |                |

**Next meeting date**

- Tue 3 Oct 23 at 8am, at Bolder

Meeting ended at 9:45 am.

**Signature:**

\_\_\_\_\_

**Name of  
Chair:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_