

WILLIAM ELLIS SCHOOL



MEETING OF THE FULL GOVERNING BODY held at The Mill on Thursday 6 July 2023

MINUTES

GOVERNORS		Present
Headteacher	Ms Izzy Jones (IJO)	✓
Co-opted	VACANCY	N/A
	VACANCY	N/A
Foundation	Dame Karen Dunnell (KDU)	✓
	Mr Sean Harford (SHA)	✓
	Mrs Sophie Jenkins (SJE) Vice chair ¹	✓
	Mr Hugh Matheson (HMA)	✗
	Prof Daniel Monk (DMO)	✓
	Mr Daniel Needleman (DNE)	✗
	Mrs Nicola Sinclair (NSI)	✗
	Ms Selina Skipwith (SSK) Chair	✓
	VACANCY	N/A
Local authority	Mr Hanad Mohamed (HMO)	✗
Parent	Prof Jelke Boesten (JBO)	✓
	Mr Carlton Hood (CHO)	✓
Staff	Mr Rob Yurchesyn (RYU)	✗
ASSOCIATES		
	Mrs Ronke Coote (RCO)	✗
	Prof Lee Elliot Major (LEM)	✗
ATTENDING		
	Mr Mike Hutchinson (MHU) Clerk	

1. Welcome, apologies and declarations of interest

SSK welcomed all present to this William Ellis School FGB meeting, which began at The Mill, the school's outdoor education centre in the Surrey Hills, at 11.50am. She particularly welcomed JBO, a newly-elected parent governor. Apologies were received from, and permission for absence granted to, RCO, LEM, HMA, HMO, DNE and NSI. There were no apologies from RYU. A quorum was present. There were no declarations of interest, pecuniary or otherwise, in respect of any items on the agenda. All papers had been circulated in advance.

¹ As of item 5.1.

2. Receive chair's report

SSK reported only that she had attended a recent (19 June 2023) meeting of the LaSWAP Governors' Forum, and would be attending a meeting of the Camden Project Board meeting on the Friday of the following week (14 July 2023).

3. Receive reports from committees

3.1 School Improvement Committee SJE, who chairs this committee, reported that it had met on 22 June 2023. Draft minutes were on GovernorHub. The meeting had been addressed by the heads of science and physics, and received reports on Y10 and Y12 progress, professional development, the curriculum and the latest round of departmental reviews, in which SHA had participated (see item 6.1.1).

3.2 Personnel and Resources Committee KDU, who chairs this committee, reported that it had met on 15 June 2023. Draft minutes were on GovernorHub.

3.2.1 The meeting had discussed this year's (2023-24) budget and the uncertain future of the school's finances due to declining pupil numbers, as evidenced by Camden research sourced by SSK: MHU to circulate to all governors.

ACTION *Item 3.2.1* **MHU** to circulate Camden pupil number research.

3.2.2 Other topics for discussion had included the canteen, The Mill, summer works, an asbestos report and various policies and other documents.

3.2.3 SSK thanked KDU for so ably chairing the committee over many years.

4. Discuss intentions re Instrument of Government

SSK reminded governors that the trustees of the Birkbeck and William Ellis Schools Trust had agreed to reduce the number of governors from 16 to 14 by removing the two co-opted posts, following the end of Imogen Sharp's term of office and Jonny Woolf's resignation. The role of associate of the Governing Body would also be discontinued: SSK thanked RCO and LEM for all their work for the school over the years. As Camden had yet to sign off the amended Instrument of Government, SSK anticipated that governors would have the opportunity to agree it at the next (19 October 2023) FGB meeting. DMO reported that he had sourced a replacement for him as a Foundation governor who would bring expertise and diversity to the role.

5. Appoint chairs and members of committees &c

5.1 Vice chair of Governing Body Governors **AGREED** to appoint SJE as vice chair of the Governing Body,

5.2 School Improvement Committee Governors **AGREED** to appoint SHA as chair of the School Improvement Committee and JBO as vice chair. Committee to consist of:

- Jelke Boesten
- Sean Harford

- Sophie Jenkins
- Izzy Jones
- Daniel Needleman
- Nicola Sinclair
- Selina Skipwith

5.3 Personnel and Resources Committee Governors **AGREED** to appoint CHO as chair of the committee, noting that HMA had already been appointed vice chair. Committee to consist of:

- Carlton Hood
- Sophie Jenkins
- Izzy Jones
- Hugh Matheson
- Hanad Mohamed
- Daniel Needleman
- Selina Skipwith

5.4 Admissions Committee Governors **AGREED** to appoint SJE and HMA to sit on the Admissions Committee.

5.5 Pay Committee Governors **AGREED** to appoint HMA and DNE to sit on the Pay Committee, with possibly another member from the new intake of governors.

5.6 Headteacher's Performance Review Panel Governors **AGREED** to appoint CHO, SHA and SSK to sit on the Headteacher's Performance Review Panel, with SJE as a substitute if necessary.

6. Receive update on governor training and visits to school

6.1 Governor visits to school SSK thanked CHO for his report, as link governor-designate for careers, on his **visit to the Y10 Inspire Day**. He explained that he had been impressed with the diverse range of professionals, including old boys, leading workshops, and discussed issues with the careers adviser which William Ellis shared with La Sainte Union School. DMO suggested signing up to the alumni charity Future First. SSK asked MHU to send CHO the paper on the school's careers programme recently (22 June 2023) considered by the School Improvement Committee.

ACTION	Item 6.1	<i>IJO to consider signing up to the alumni charity Future First; MHU to forward careers paper to CHO.</i>
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6.1.1 SHA, who is link governor for curriculum development, reported back on observing part of **a review of the English department** (a copy of his written report is now on GovernorHub). His role had included visiting Y9 English lessons with IJO and viewing samples of pupils' work during a senior leaders' work scrutiny session.

6.2 Governor training All governors have now completed safeguarding training.

7. Approve LaSWAP Admissions Policy

SSK noted that this admissions policy for 2024-25 had been approved by a recent (19 June 2023) LaSWAP Governors' Forum but needed approval by governors of each individual school in the consortium. LaSWAP was oversubscribed, which the new policy reflected: given that individual courses filled quickly, it allowed for a place to be offered only if there was a place on a specified course. In answer to a question from SJE, IJO was unsure about the transparency of how students were shared out among the LaSWAP schools, but recognised that the process was necessarily swift and intense: new digital processes would help here. An analysis of LaSWAP Prom finances had revealed that William Ellis received a high proportion of disadvantaged students, apparently due to provision of Level 2 courses, including at Talacre Community Sports Centre. SHA suggested more equitable sharing of Level 2 courses. Governors **AGREED** the LaSWAP Admissions Policy for 2024-25.

8. Minutes of the previous meeting and matters arising

8.1 The minutes of the meeting of 18 May 2023 were **AGREED** as a full and accurate record: SSK to sign after the meeting. There were two matters arising.

8.2 Item 2.13 SSK reported that she, JBO, CHO and SJE had all attended and enjoyed immensely the school's International Evening on 15 June 2023.

8.3 Item 10.2 SJE apologised that she had not yet circulated links to briefings on T levels but would do so.

ACTION *Item 8.3* *SJE to circulate links to briefings on T levels.*

8.4 All other actions had been, or were in the process of being, fulfilled.

9. Any other business

Farewell to DMO and KDU SSK thanked KDU and DMO for their much-appreciated contributions to the school and the Governing Body over many years. Governors applauded. Governors also thanked RCO and LEM for their contributions.

Next scheduled meeting: Thursday 19 October 2023 at 5pm

There being no further business in this part of the meeting, SSK thanked all present for attending and closed this part of the meeting at 12.27pm. A strategy workshop followed after lunch.

Signed.....

19 October 2023

Selina Skipwith
Chair of the Governing Body, William Ellis School

Actions listed on the following page...

ACTIONS ARISING FROM THE ABOVE MINUTES

ACTION *Item 3.2.1* **MHU** to circulate Camden pupil number research.

ACTION *Item 6.1* **IJO** to consider signing up to the alumni charity Future First;
MHU to forward careers paper to CHO.

ACTION *Item 8.3* **SJE** to circulate links to briefings on T levels.