MINUTES:

BOARD:	**Full Management Committee**	
SCHOOL:	**Foundry College**	
DATE:	**7th July 2025**	
TIME:	5pm - 6:59 pm	
VENUE:	TEAMS and Foundry College	
PRESENT:	Caroline Norris	Chair
	Phil Cunnington	Community Member
	Siobhan Davis	Staff Governor
	Sharon Finn	Community Member
	Andy Gardner	Community Member
	Judy Hargreaves	Community Member
	Jim Mathieson	Community Member
	Lia Mexa	Staff Governor
	Kate Sumner	Community Governor
APOLOGIES	Nick McSweeney	Community Member
ABSENT:	Jamie Conran	LA Member
	Carey Tulloch	LA Member
ATTENDING:	Susan Phillips	Judicium Governance Professional
	Raj Arava	Advisor
	Louise Brookes	Advisor
	Kirsty Hodge	Associate Member
QUORUM:	**7** (half the current membership of the governing body)	

MEETING FOLDER: 2025/07/07

The use of the term Governor for this purpose refers to, but is not limited to, Governors, Trustees, Directors and Members.
The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.
Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	**Welcome and Introductions:** Those present were welcomed by the Chair.
2 2.1 2.2 2.3 2.4 2.5	**Procedural items:** **Apologies for absence** Apologies for absence as recorded above were accepted by the Members. **Confirmation of Quorum** The meeting was confirmed as quorate. **Declarations of interest for this Meeting:** There were no declarations of interest for this meeting. **Confidentiality Statement:** **Chair** reminded every one of the confidentiality statements below: *All matters discussed during the meeting are confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential **after** the Part II Minutes have been approved* **PSED** The Chair reminded everyone of the public sector equality duty.
3	**AOB** There was no other urgent business.
4 4.1 4.2	**Minutes:** The minutes from the previous meeting on 17th March 2025 were approved. The Confidential Part II minutes 17th March were also approved **Action: 17th March 2025 minutes to be signed electronically by chair**
5	**Matters Arising from the Minutes:** There was on review of previous meeting matters arising.

Item	Action	By Whom	Status
4.2	2nd December 2024 minutes to be signed electronically	Chair	
7.2	Have a conversation to resolve the IOG discrepancy	Chair/Clerk	
7.4	Complete a visit report and upload to the 24/25 folder	All	
9.6	Discuss the risk register with a view to streamlining it.	HT/PC	

	<table><tr><td>10.9</td><td>Explore the funding issues raised and report back to FMC</td><td>JC/CT</td><td></td></tr><tr><td>10.14</td><td>Arrange meetings to review EHCP</td><td>JC</td><td></td></tr><tr><td>11.5</td><td>Change Maths and English data from numbers to RAG rating</td><td>HT</td><td></td></tr><tr><td>14.3</td><td>Employ a professional writer for the retendering bid</td><td>HT</td><td></td></tr><tr><td>14.6</td><td>Submit the two bids discussed at 14.3 and all to revisit EOTAS at a future meeting</td><td>HT/All</td><td></td></tr></table> <table><tr><td>Complete compliance actions on GovernorHub – All</td><td>All</td><td>Reminders sent out</td></tr><tr><td>All members to upload training certificates to GovernorHub</td><td>All</td><td>Ongoing</td></tr></table>
6 6.1 6.2 6.3	**Correspondence:** It was noted that JC and CT had resigned due to a conflict of interest with their Memorandum of Understanding (MoU). It was agreed that the Chair would respond to this. **ACTION: Chair to reply to JC and CT** This led to a discussion on the necessity to strengthen the committee by considering new members including apparent representative.
7 7.1 7.2 7.3 7.4 7.5	**Governance:** The following documents were previously distributed on GovernorHub and taken as read - *Proposed Meeting dates 2025/26* - *Skills Audit Analysis – May 2025 – Foundry College* The proposed meeting dates were confirmed. The skills audit results were discussed. It was suggested that an action plan is needed to address the findings from the skills audit, focusing on areas that require improvement as identified in the discussion. This was **agreed.** **ACTION: Chair to compile an action plan from the Skills Audit results.** The Clerk raised the discrepancy between the IOG, and the constitution and it was agreed that the Chair and SP would discuss this outside of the meeting to resolve. **ACTION: Chair/Clerk**
8 8.1 8.2	**Policy review:** The following policies were previously distributed on GovernorHub and were taken as read: - *FC 017 Appraisal and Capability Policy V13* - *FC 027 Staff Disciplinary Policy V7* The changes to the polices were highlighted and approved. **Q: A Member** asked whether there were any items that indicated the Management Committee "will" or "must"

8.3	**A: HT** read out those items that are mandatory.
9	**College improvement plan (CIP) and self-evaluation (SEF)**
9.1	The following documents were previously distributed on GovernorHub and taken as read - *2025.06.26 Reviewed SEF 2024-25* - *2025.06.27 FC Improvement Plan 2024-25*
9.2	**HT** provided an overview of the highlights. It was noted that as a PRU the Ofsted inspection window is 3 years and not 4 years. This meant that an inspection may happen next academic year.
9.3	There was a discussion about this.
9.4	**Q: A member** asked which main area the school need to focus on in preparation for Ofsted. **A: HT** highlighted the challenges faced in fostering a love for reading among the secondary cohort.
9.5	There was a discussion about the strategic initiatives to address this issue.
9.6	There was further discussion about the need to clarify the reading expectations and ensure that all forms of reading are recognised in assessments. The I aspiration is to integrate reading into every lesson, with a focus on developing students reading skills.
9.7	**Supportive sixth form and work experience opportunities** The need to enhance the supportive sixth form environment and work experience opportunities for students was discussed the focus was on addressing their vulnerabilities and anxiety.
9.8	**Q: A member** asked whether the school carries out mock interviews on Teams. **A: HT** explained the provision of both in person and virtual work experiences to facilitate student engagement.
9.9	**Behaviours and Attitudes – NR** An update on the new management information system was provided. It was mentioned that the induction process was being honed and that it was working well. **HT** added that the staff never rests, and they are constantly reviewing everything to see whether it could be improved.
9.10	**Teacher Progress Tracking** It was noted that the report on teacher progress tracking will be revised for the next year to better reflect the varying timetables of teachers and to be more accessible for parents.
9.11	There were further discussions around the use of the word “warm” to describe the college environment, and it was suggested that an alternative adjective should be used to reflect the nurturing atmosphere.
9.12	Other areas highlighted included the online learning development; a review of current status and future priorities; and an assumed agreement by Woking that the FC will be doing 16 to 19 provisions in the library needs to be clarified.
9.13	**ACTION: HT to communicate with Woking about the implementation of 16-19 provision at FC**

10 10.1 10.2 10.3 10.4 10.5 10.6 10.7 10.8	**Financial Management:** The *5 years Forecast Budget* was previously distributed on GovernorHub and taken as read. There was a discussion around financial management which highlighted the challenges related to funding for additional pupils and the lack of resources for those with EHCP's. Concerns for operational costs relating to children's needs. The importance of maintaining staffing levels despite fluctuating enrolment numbers was emphasised. A it was noted that RA/Chair/HT were meeting to discuss funding on Monday 14th July, and it was agreed that **HT** would report back on the outcomes at the next Full Management Committee meeting in September. **ACTION: HT to report on the outcomes of the financial funding meeting.** There was a discussion about the need to agree on the budget despite concerns about funding levels for the following year. The financial report indicated that the budget was initially set with a carry forward of £67,000 but due to changes in staffing and activity uplifts, it is now increased to 130,000 pounds Reflecting the financial adjustments made in response to the increased number of students. It was suggested that the Management Committee should consider the option of changing the PAN And further discussion included the potential additional income from Educational Health and Care Plan (EHCP) students and its implication for funding. An investigation into the source of funding for additional pupils and following up on the funding transfer from schools was discussed. The impact of increased numbers without adequate funding was also mentioned. The budget was **approved**
11 11.1 11.2 11.3 11.4 11.5	**Headteacher's Report:** The *2025.06.04 Summer Headteachers Report to the Management Committee* was previously distributed on GovernorHub and taken as read. Further points discussed included exclusions and suspensions; social challenges in schools; EHCP management; population expansion and increasing the college's PAN. **HT** mentioned that the SLT is expected to explore new methods to address persistent disruptive behaviour in students. The outreach data was highlighted, and it was noted that the budget has been successfully split into separate spreadsheets for Foundry College and Outreach programmes to improve financial clarity. Other matters highlighted included: student attendance and engagement; disciplinary measures and student behaviour; child protection and safeguarding issues; WBC future special school plans.

11.6 11.7 11.8 11.9 11.10	**Learning and progress – KH** the student engagement and adaptation strategies were highlighted. It was mentioned that students who engage in work experience must attend English classes three days a week. It was noted that adaptations to programmes will continue to be made based on individual student needs. The continued support of students who are ready to take their exams early was emphasised. A system to monitor year groups more effectively will be implemented to ensure that data representation is clear and accessible for all involved. The current provision data was overviewed, and success stories were shared. It was noted that there was now a permanent EHCP caseworker. The Chair and KH had met with her and Lisa Cole and discussed the scrutiny schools face regarding compliance with educational standards and the need to justify decisions about child placements. It was mentioned that there is a need to monitor the effectiveness of educational provisions and adjust strategies based on data outcomes particularly for children on part time timetables.
12 12.1 12.2 12.3	**Outreach Update:** An update on the new 3 Year SLA and services proposed to provide WBC schools were provided. **HT** stated that Foundry College had not been successful in securing the admin service - this had gone to Addington, although they had being successful in the Outreach Service. **HT** provided details of the different levels of SLA: Universal Offer; Targeted Support and Specialist Support.
13 13.1	**Safeguarding:** The Interim Safeguarding report was received from JH An overview of the *Child In Need* plans was provided.
14 14.1	**Update on EOTAS discussions with WBC** **HT** said that he has communicated with Woking Borough Council about the EOTAS provision and is awaiting their response on how to proceed with the educational aspect.
15 15.1 15.2	**Reports from Manager monitoring visits:** Reports from Managers who had carried out monitoring visits were received. **PC** said there is a need to report the maintenance issues regarding the external ground and fake grass deterioration, which requires follow up actions to ensure proper maintenance is conducted.
16 16.1 16.2	**Manager development:** No training has been undertaken. JM provided an update on the WBC Conference at which HT had been a speaker, adding that HT was an excellent advocate for the College.

17	**Any Other Urgent Business (AOB):** There was no other urgent business
18	**To identify Items for Confidential PART II Minutes** There were no items minuted as Confidential Part II Minutes.
19 19.1	**Meeting Dates** The following meeting date was **agreed:** **29th September 2025**
	The meeting was closed by the Chair 18:59

Actions arising from the Minutes of the Full Management Committee Foundry College held on 7th July 2025

Item	Action	By Whom
6.2	Chair to reply to JC and CT re their resignation	Chair
7.4	Compile an action plan from the Skills Audit results	Chair
7.5	Discuss the discrepancy between the IOG and the FMC constitution	Chair/clerk
9.13	Communicate with Woking about the implementation of 16-19 provision at FC	HT
10.4	Report on the outcomes of the financial funding meeting at next FMC	HT