



**Minutes of the meeting of the Governing Body held on Thursday 19<sup>th</sup> October 2017 at 4.00 pm.**

**Governing Body:**

Name	Initials	Position	Type	Attended
Jenny Tuck	JT	Chair	Co-opted Governor	Y
Charlotte Morley	CM	Vice Chair	Co-opted Governor	N
Judith Langley	JL	Head	Ex Officio	Y
David Barter	DB		Partnership Governor	Y
Geoff Evans	GE		Co-opted Governor	Y
Philip Goddard	PG		Parent Governor	Y
Beverley Harding	BH		Partnership Governor	Y
Gavin Price	GP		Co-opted Governor	Y
Graham Rudd	GR		Parent Governor	Y
Martin Sands	MS		Local Authority Governor	Y
Leticia Welmers	LW		Staff Governor	N

**In attendance:**

Jennie Morgan	JM	Clerk to Governors
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	TOPIC	ACTION
1	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received and accepted from CM and LW.</p>	
2	<p><b>DECLARATION OF INTEREST</b></p> <p>a) The Register of Interest was completed. b) There were no declarations of interest for this meeting.</p>	
3	<p><b>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2017-2018</b></p> <p>a) JT was confirmed as Chair having been voted in unanimously. b) CM was voted in as Vice Chair unanimously. c) JT is the Governor responsible for liaison with the LA in the event of allegation (Child Protection) against the Headteacher. d) JT is confirmed as the Governor responsible for Child Protection/Safeguarding. e) GP is the Governor responsible for Special Education Needs and Disability (SEND). f) CM is the Governor responsible for Looked after Children (LAC).</p>	

4	<p><b>CONSTITUTION OF THE GOVERNING BODY</b></p> <p>The Chair's term of office will be one year.</p> <p>We are seeking a governors with an HR skill set.</p> <p>GE is resigning from the Governing Body from 31<sup>st</sup> October 2017 and we will be seeking a new Governor to replace him. Governors thanked GE and will miss his expertise and sense of humour. DB is willing to cover the Resources Chair role in the interim. There will be a formal vote at the next Resources Committee meeting.</p>	JM
5	<p><b>EMERGENCY PROCEDURES</b></p> <p>The Emergency Form has been completed and sent to Surrey County Council.</p>	
6	<p><b>GOVERNORS' DETAILS</b></p> <p>Contact details were updated where necessary in the meeting. JT requested that Governors write a small pen portrait for the website. JT will send a format for people to follow.</p>	JT
7	<p><b>PROCEDURAL MATTERS</b></p> <p>a) <b>Code of Conduct</b> – agreed.</p> <p>b) <b>Open or Closed Meetings</b> – Governors agreed meetings would be closed.</p> <p>c) <b>Alternative Participation/Voting Arrangements</b> – It was agreed that voting would be allowed by other means including but not limited to telephone and Skype if necessary but we would endeavour not to do this. It is the responsibility of the person who cannot attend to make arrangements where necessary.</p> <p>d) <b>Professional Negligence Statement and Confidentiality Statement</b> – these statements will be updated and recorded on each set of minutes going forward.</p>	JM
8	<p><b>COMMITTEES</b></p> <p>a) JM will send a list to Governors of committee membership and once changes have been made this will be updated on the website.</p> <p>b) Terms of Reference for all committees were agreed.</p> <p>c) Membership of the Headteacher's Appraisal Panel is as follows: DB (observer), JT and Angela Bradshaw. The same group, with the addition of CM, will set targets for Jo Luhman after Christmas. The new terminology of 'Headteacher's Performance Management Panel' will be used going forward.</p> <p>d) Membership of Pay Committee will be MS, PG and GP. The Pay Appeals Panel will be selected from a pool of any governors not on the above list.</p>	JM

	The Pay Committee will meet Tuesday 14 <sup>th</sup> November at 1pm	
9	<p><b>MINUTES OF THE MEETING HELD ON 13<sup>TH</sup> JULY 2017</b></p> <p>The minutes were agreed and signed by the Chair.</p>	
10	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>From Point 4, JT has met with Jude Bache and Tom Burns.  JT confirmed that Babcock will still support Deputy Headteacher appointments.  JL noted that the supporting struts for the walkways are being replaced over half term.  DB wrote a notice regarding the new Headteacher which is now on the website.  JM will send a prompt to governors when Kings News appears on the website.  A vote has been taken at this meeting to unanimously vote JT as the new Chair of Governors.  JM confirmed that we have no entitlement to bespoke training.</p>	JM
11	<p><b>CHAIR'S ACTION</b></p> <p>There were no emergency actions.</p>	
12	<p><b>HEADTEACHER REPORT</b></p> <p>JL presented the Leadership Report.</p> <p>JL thanked JM for 'masterminding' Open Evening. Tours will soon end and Open Evening was a huge success.</p> <p><b>Leadership and Management</b> – The new Deputy Headteacher and Assistant Headteacher have settled well into their roles. Alan Inns presented at Staff and Students. Tom Burns is a great asset as Deputy Head and is also supporting Alan in the pastoral role.</p> <p><b>Teaching and Learning</b> –INSET day on 1<sup>st</sup> September explored learning to remember; 'interleaving'.  Our students, in some subjects ably apply knowledge but struggle at learning vast quantities of knowledge. Student assemblies heard how best we remember. Good practice will be shared with staff each half term.  <i>Governors asked how we will monitor the impact</i>  School answered through test results.  <i>Governors expressed an interest in learning walks and asked if TB could put together a timetable for learning walks of the things governors should see. JT shared a Governor visits form and asked for thoughts on it. JT will complete this form for the safeguarding visit she made and send to governors. It was noted that staff need to be on board with the governor visits and TB will need to explain to staff what the focus is.</i>  JL commented that it would be good for these visits to sit with what we normally do – there are some formal observations next term that could be used.  <i>Governors stated that staff need to know it is not an inspection but rather CPD for governors. They also expressed some concern that many of the criteria on the</i></p>	<p>TB (via JL)  JT</p> <p>JL</p>

<p><i>form won't come out from simply observing a lesson. JT responded that governors should just tick the relevant criteria. It would be good practice for an email to be sent to the teacher beforehand to let them know what governors are looking for.</i></p> <p>JL continued with the Leadership Report:  <b>Personal Development, Behaviour and Welfare</b> – A full set of minutes from Staff and Students will come to FGB. Nothing extraordinary to report.  A standing agenda item needs to be added to all agendas – Safeguarding</p> <p>DB left the meeting at 17.10</p> <p>JL continued that all departments have now analysed the Year 11 exam results and lessons have been learnt in different subject areas. In terms of where we are now, our Attainment 8 is slightly above the average of 44.20 at 44.40 – this is especially good as 28 students did not fill their 'buckets' - and our Progress 8 is slightly below at -0.02 against an average of 0.</p> <p>There are two interesting facts – if those 28 students had filled their buckets then our overall progress would have been +0.05 and our attainment would have been 45.17. If the Year 11 leavers had only been those students who started with us from Year 7 (75 with a KS2 score of around the national figure at 27.98) then our attainment would have been 46.74 and our progress would also be up. The starters we took in KS4 had KS2 scores of an average 24.27 which is significantly below the national average. Their Attainment 8 came in at 22.21 and these students have impacted our results despite interventions.</p> <p><i>Governors commented that we did the best that we could do for these students.</i></p> <p>JL told governors that BG started to look at projecting the curriculum next year – if we have 5 forms of entry we could just about manage. If we have 6 forms of entry we will need an extra 1.5 staff approximately and a Maths teacher will be needed. JL recommends that we have 6 forms of entry if we have 150 students. <i>Governors noted the benefits of smaller class sizes on both behaviour and results.</i></p> <p>JL will circulate the results breakdown for different groups such as SEN and disadvantaged to governors.</p> <p>Support staff have been awarded a pay rise of 1% for all those except for the staff on grade S9 or above or at the top of their band. For next year we are expecting 2% for teachers.</p> <p>This could mean a saving on the budget and we could offer an honorarium for support staff who will get nothing. Ongoing some staff may be regraded due to the job families consultation.</p> <p><b>Premises</b> – Roofing is in progress. The kitchen floor will be replaced over half term as will the walkway support struts.  The criteria for CO2 emissions for cookers has changed and therefore there are some that we cannot use for health and safety reasons.  PG will arrange a health and safety walk in December.  <i>Governors asked how many walkway struts are being replaced.</i>  JL is unsure but will check.</p>	<p><b>JM</b></p> <p><b>JL</b></p> <p><b>PG</b></p>
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	<p><i>Governors questioned if we are fully staffed with no concerns.</i> School replied that we have two members of staff on maternity leave. One of these has requested part time hours on her return. We have one member of staff out on interview due to potential relocation.</p> <p><i>Governors asked in terms of our results how Kings compares to other schools.</i> School responded that our average key stage 2 points scores are significantly below our two main competitors. Our progress and achievement are average nationally.</p> <p><i>Governors commented that we still win on ethos. Our students are happier and we do our best for them.</i></p>	
<b>13</b>	<p><b>COMMITTEES, NOMINATED GOVERNOR/OTHER REPORTS</b></p> <p>All committee reports were agreed.</p> <p>a) The Safeguarding Audit was completed. b) CM will meet with TB to report on Looked After Children. c) Teacher Appraisal reporting takes place through the Pay Committee.</p>	<b>CM</b>
<b>14</b>	<p><b>FINANCE AND SCHOOL BUDGET 2017-2018 AND 2018-2019</b></p> <p>The draft budget was delegated to the Resources Committee. SFVS - to be added to Resources Agenda</p>	<b>JM</b>
<b>15</b>	<p><b>SCHOOL WEBSITE</b></p> <p>JT has looked at the website again and picked up on a few issues. She will communicate these to school.</p>	<b>JT</b>
<b>16</b>	<p><b>ADMISSIONS 2018-2019 AND 2019-2020</b></p> <p>Governors agreed the Admissions Policy for 2018-19. JM to check it is on the website.</p>	<b>JM</b>
<b>17</b>	<p><b>POLICIES</b></p> <p>The Trips and Visits Policy was ratified.</p> <p>It was agreed after some discussion that committees will sign off processes and procedures. Statutory policies will go to committees and then to FGB for signoff. All except statutory policies will be renamed as processes or procedures.</p>	
<b>18</b>	<p><b>SCHOOL STRUCTURAL CHANGES</b></p> <p>Information regarding the new Headteacher is now on the website and parents are familiar with the new Deputy and Assistant Headteachers. Academisation is on the back burner. In terms of collaboration, the 2015 Partnership Heads and Deputy Heads meet and look at teaching and learning and sharing good practice. They decide what they</p>	

	<p>want to review at their own schools and look at getting teams together to visit schools. We share trainee teachers and currently have one for Maths and one Science placement. We also share results.</p> <p><i>Governors asked if the 2015 Partnership collaborates on careers.</i></p> <p>School responded not currently but we share careers fairs with Tomlinscote.</p>	
<b>19</b>	<p><b>GOVERNOR TRAINING AND DEVELOPMENT</b></p> <p>We have already talked about learning walks at this meeting. Some governors have accessed CPD but all need to do so. One or two governors have not completed their safeguarding training and need to complete an online Prevent course.</p> <p>JT to send emails out regarding safeguarding and Prevent training.</p> <p>JT requested that governors sign up to Babcock courses. Skills audit will be added to the next agenda.</p>	<p><b>JT</b></p> <p><b>JM</b></p>
<b>20</b>	<p><b>RECENT DEVELOPMENTS</b></p> <p>Better Governor has an article on Literacy and Numeracy Catch Up Premium.</p> <p>The Pupil Premium Strategy document will be circulated to all governors.</p> <p><i>Governors asked if there could be a presentation on Pupil Premium at the next meeting.</i></p> <p>School suggested that governors read the document and come back with any questions.</p>	<p><b>JM</b></p>
<b>22</b>	<p><b>SELF EVALUATION (OF GOVERNANCE)</b></p> <p>Discussed the training and development of governors.</p> <p>Emphasised the importance of doing our best for all students.</p> <p>Deep analysis of results.</p> <p>Re-emphasised that all students are important.</p> <p>Learning walks.</p> <p>Refined systems and processes to make them more effective.</p>	
<b>22</b>	<p><b>DATE OF NEXT MEETING AND FUTURE AGENDA ITEMS</b></p> <p>7<sup>th</sup> December 2017.</p>	
<b>23</b>	<p><b>AOB</b></p> <p>JT told governors that she would like to operate an 'opt in' system for paper packs. The projector will be used for future meetings as a pilot. Where necessary Resources packs will continue to be printed.</p> <p>Governors gave a massive thank you to GE and told him how much we will miss his wisdom, experience and expertise. We will celebrate with GE before the end of term. He was thanked for being so good at raising the pertinent questions!</p>	

	<p>GE told governors that it had been 44 years since he first came into this room as a new teacher. He said that it had been great working with everyone, especially at a time when the school is such a great success.</p> <p>PG stated that it was a joy to come to Open Evening and he was glad to see the microphone being used. The hall was very full and the school is still moving in the right direction. Well done to all staff.</p> <p>JL to write to staff on behalf of the governors to thank them for Open Evening.</p> <p>GR raised the issue that although it is very positive that teachers put in the time and extra work after school for Year 11's there is not always supervision.</p> <p>JL noted that we now have locked rooms at break and lunch time.</p> <p>There will be a meeting of the Development Committee – date and time tbc. BH will join the Development Committee.</p>	<p><b>JL</b></p> <p><b>JM</b></p>
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Meeting closed 6.04 pm.

Signed:

Chair of Governors:

Date:

### **Professional Negligence Statement**

Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.

### **Confidentiality Statement**

Governors should respect the confidence of those items of business which a governing body decides and not disclose what individual governors have said or how they have voted within a meeting.

