



**Minutes of the meeting of the Governing Body held on Thursday 15<sup>th</sup> December 2016 at 4.00 pm.**

**Governing Body:**

Name	Initials	Position	Type	Attended
Charlotte Morley	CM	Chair	Co-opted Governor	Y
Jenny Tuck	JT	Vice Chair	Co-opted Governor	Y
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	Y

**In attendance:**

Jennie Morgan	JM	Clerk to Governors
Amy Popple	AP	Assistant Headteacher
Frank Crossley	FC	Head Boy
Georgia Ludlow	GL	Head Girl

	TOPIC	ACTION
1	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>There were no apologies for absence.</p>	
2	<p><b>DECLARATION OF INTEREST</b></p> <p>There were no declarations of interest.</p>	
3	<p><b>HEAD BOY AND HEAD GIRL to report on the year to date and future activities</b></p> <p>GL and FC introduced themselves and spoke through what they have done this year and their plans for the future.</p> <p>So far events and items of note have been:</p> <ul style="list-style-type: none"> <li>• The celebration of achievement evening in July</li> <li>• The assembly on responsibility which received good feedback from students.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Open evening speeches where FC and GL met last year’s Head Boy and Head Girl, and the previous year’s Head Boy. They had also met many of the Year 6 visitors from volunteering at Primary Schools.</li> <li>• Primary School visits – it was felt that this was a nice, personal touch – including a successful visit to Ravenscote.</li> <li>• Parent tours – this is the first year where the Head Boy and Girl and prefects have helped out.</li> <li>• Brunch time duties. Around exam time they are looking to involve the Learning Ambassadors.</li> </ul> <p>In terms of developing the role, FC and GL are trying to have more of a presence at events. Recently they attended the Spelling Bee.</p> <p>One idea is to instigate a mentoring programme where the Head Boy and Head Girl visit tutor groups. Also it would be useful if the new Head Boy and Head Girl could start at Easter time to alleviate the pressure.</p> <p>FC raised the issue of seating in the Cyber Café at the crossover time between KS3 and KS4 and also the discussion at Student Voice regarding more seating and covered areas.</p> <p>Both FC and GL like the involvement with the students.</p> <p><i>Governors praised FC and GL for their incredible dedication to their roles.</i></p> <p>GL and FC left the meeting at 16.21.</p>	
10	<p>Item 10 on the agenda – E safety - was brought forward. Minutes can be seen below.</p> <p>AP left the meeting at 16.36.</p>	
4	<p><b>CONSTITUTION OF THE GOVERNING BODY</b></p> <p>CM welcomed LW to the Governing Body. There are two vacancies to be filled. A woman has contacted the school who is interested in becoming a Governor. A skills audit will be undertaken but notably HR skills are missing from this Governing Body.</p> <p><i>Governors asked if the need for HR skills was a specific need or on an ad hoc basis.</i></p> <p>CM responded that it is useful to have somebody with an HR background.</p> <p><i>MS noted that he has had personnel responsibilities and been on personnel committees in the past.</i></p> <p><i>DB asked if we should specifically approach parents asking for volunteers with HR experience.</i></p> <p>The person who has volunteered will meet with JL and CM to discuss the role. If she falls into the category of either a link or partnership governor then roles could be shifted to make an appropriate vacancy. We need to ensure there is enough training for governors and a reasonable coverage of training.</p> <p><i>DB noted that there is a section on training on Edubase that automatically keeps track of training. DB will find out more and relay to governors.</i></p>	DB



<p><i>Under Leadership and Management the governors commented that the Assistant Heads are very impressive.</i></p> <p>School noted that there is one more maternity leave in July. The various Heads of Faculty are looking into cover.</p> <p><b>Teaching and Learning</b> – we will not be offering food technology in the curriculum as the teacher will be going on maternity leave in March. The question is whether some students will want to do Catering level 2 at Tomlinscote.</p> <p><i>Governors asked if that option will be available.</i></p> <p>School answered yes.</p> <p><i>Governors questioned if Kings pay for that service.</i></p> <p>School responded yes.</p> <p><b>Personal Development, Behaviour and Welfare</b> – There are two students in Year 11 affecting the attendance figures. If we take those students out of the equation then our attendance figures go up.</p> <p><i>Governors asked what the national standard for attendance is.</i></p> <p>School answered 95%. Our 100% attendance has risen and the persistent absence figures are looking better than last year.</p> <p><i>Governors asked if this is due to specific efforts or if pupils are just ‘getting it’.</i></p> <p>School answered that we have always been quite good but more interventions have been put in place and this may have had a knock on effect. If we look at the parents evening and Ofsted questionnaires, a high percentage of responses indicate that students are very happy at Kings.</p> <p><i>Governors asked about the number of SEN and ‘K’ students applying for 2017 intake.</i></p> <p>School answered around 6 SEN students (Statemented or EHCP) are on the list for the September 2017 intake. We have 6 children in care currently, 3 are very recent and we may lose 2 of these soon. We do not know the number of ‘K’ students as this is not available on the data at this point in time.</p> <p>The exclusions data from RAISEonline looks good. One student was permanently excluded last week but this was the only way that she could access help.</p> <p><i>Governors asked if a Governors Panel was held for the permanent exclusion.</i></p> <p>School answered yes.</p> <p><i>Governors asked about inclusions.</i></p> <p>School responded that students are sent to the referral room which is manned.</p> <p><b>Outcomes</b> - Children are well tracked throughout their time at Kings.</p> <p><i>Governors questioned when we will have an idea of what our results will be.</i></p> <p>School replied that the deadline for mock results was yesterday and they will be presented in detail at the next Teaching and Learning group.</p> <p>The funding formula is changing. We are unsure how this will affect us yet, it will be discussed at the next Schools Forum meeting.</p> <p>Tomlinscote will be increasing their PAN by 30 students on the back of a falling sixth form.</p> <p><i>Governors asked if this was from September.</i></p> <p>School answered yes.</p> <p><i>Governors noted that this is a direct challenge to Kings but my making themselves larger it could be a double edged sword.</i></p>	
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	<p>School commented that Tomlinscote were very open about it.</p> <p>JT left the meeting at 17.22</p>	
<p><b>9</b></p>	<p><b>STRATEGY PLANNING</b></p> <p>The document circulated focuses on what the school would look like with pupil numbers of 750. JL spoke through the document looking at the current leadership and management and what the future will need to be. We are aiming for outstanding. JL will visit Salesian College in January. We have outstanding middle leaders and are confident with the leadership and management structures but looking at the House system and specifically if the Heads of House could manage.</p> <p><i>Governors suggest Kings could go back to having Heads of Year.</i></p> <p>School answered that it would be difficult to fit this with our vision and ethos. We are ensuring we still stick to Every Child Matters and are looking at Go4Schools. In terms of achievement and progress, we demonstrate this at every Teaching and Learning meeting.</p> <p><i>Governors asked JL to add into the Leadership and Management section ‘what kind of Governing Body do we need to be looking at for the future?’ Governors noted that we are looking at the structure of our current Governing Body and documenting it, and we can then look at future needs. Governors questioned if SLT can be asked what they want from Governors. They also pondered setting up a strategic development committee.</i></p> <p>JL commented that it was interesting seeing 149 students at parents Evening and that it worked well for Year 7.</p> <p>Curriculum planning is the basis of the next CDP. There is no change needed to Teaching and Learning with increased numbers. The pressure points will be on finances, pastoral care, and the capacity of leadership at the top. KC has visited one school and will visit another to look at structures. It is an expensive model as there are more people around.</p> <p>At Kings the support staff all cover each other and are a very strong group with great skills.</p> <p><i>Governors asked if we have the same numbers of needy students.</i></p> <p>School answered around the same percentage but not absolute number.</p> <p><i>Governors commented on the comprehensive report and that there were key critical points.</i></p> <p>School noted that small things can release peoples’ time in order to tackle big things.</p> <p><i>Governors asked if the higher intake will impact on catering.</i></p> <p>School answered that we are coping at the moment but are tinkering with the school day and looking at operational actions too.</p> <p><i>Governors questioned if there was a need to look at a secondary serving position.</i></p> <p>School responded there is no need at the moment but the Catering manager is keeping an eye on the situation.</p> <p><i>Governors stated the need to keep the Cyber Café as a friendly place and also that other schools serve some food and drinks outside.</i></p>	<p>JL</p> <p>JL</p>

<p><b>10</b></p>	<p><b>E-SAFETY</b></p> <p>AP presented the E-safety and Safeguarding Document.</p> <p><i>Governors asked how school monitors that these procedures are working.</i></p> <p>AP responded that there are questionnaires for students at the end of their training sessions and although these are not assessed, it can be seen by looking at the answers if any further help is needed. A questionnaire has also been sent to all tutor groups on mobile phone usage, and a discussion regarding this has taken place at a SHAPE meeting. We do not have free wifi for students and they are loathe to use their own data, therefore our issues are not the same as the other schools.</p> <p>95% of Kings students have their own phone, 1/3 have their own wifi hotspot. Years 7 and 8 do not use Facebook much whereas Year 11 all use Facebook.</p> <p>In terms of safeguarding, SHAPE meetings are used for sharing good practice, and understanding languages to look out for. Chris Dickson, the Network Manager, uses filtering and firewalls. There is a lot of monitoring and assessment going on and also making sure staff are aware too.</p> <p><i>Governors questioned if a group of students were found trying to access an inappropriate site what would be the process?</i></p> <p>AP answered that ABTutor will screenshot and report to Heads of House or AP. The issues seem to be Whatsapp groups and a bit of cyberbullying.</p> <p>It is also about training parents and teaching them what they can do. There has been a relaunch of 'Kooth' – an app about cyberbullying.</p> <p><i>Governors asked if there is anything in particular staff are looking out for at Kings.</i></p> <p>AP answered no as websites are not generally accessed during the day. Training staff and students on good practice for research.</p> <p><i>Governors noted that at one child's school sites such as Instagram are blocked, and staff are not allowed to use Facebook.</i></p> <p>AP commented that Kings staff are advised not to use Facebook.</p> <p><i>Governors noted that Eagle Radio are known to visit schools to speak about staying safe online – AP will contact.</i></p> <p><i>Governors asked who the local Police Officer is.</i></p> <p>AP responded PC Tom Kinnell and Michelle Carroway.</p> <p><i>Governors stated that we need to emphasise that some activities are illegal – it is a good thing to have a uniform presence onsite occasionally. Governors also pondered if students are opening their wifi hotspots to friends.</i></p> <p>AP said that the next port of call is to speak to those students about who has access to their wifi hotspot.</p>	<p>AP</p>
<p><b>11</b></p>	<p><b>COMMITTEES, NOMINATED GOVERNOR/OTHER REPORTS</b></p> <p><b>Resources</b></p> <p>GE spoke about the 9<sup>th</sup> November meeting and the draft budget presented by KC. He noted that funding from County was not as large as expected given the increase in pupil numbers. KC had explained that we are no longer considered to be a school with falling rolls. We will be £140,000 down next year but are sure KC will overcome this.</p> <p><i>Governors asked if the amount was calculated per pupil.</i></p>	

	<p>GE replied no, it is a sum of money.</p> <p><b>Staff and Students</b> BH is the new Chair of the Staff and Students committee.</p> <p><b>Teaching and Learning</b> JT has left the meeting but there are no questions.</p>	
<b>12</b>	<p><b>SFVS</b></p> <p>There has been one volunteer to help with the SFVS submission. CM will give her knowledge and advice. A rough draft will be presented to the Resources Committee on 18<sup>th</sup> January.</p>	<b>GR and CM</b>
<b>13</b>	<p><b>POLICIES</b></p> <p>The following policies were ratified by the Full Governing Body:</p> <p>Young Carers Policy Whistleblowing Policy Equality policy</p>	
<b>14</b>	<p><b>TO ESTABLISH A WORKING GROUP ON SCHOOL STRUCTURAL CHANGES</b></p> <p>CM has attended the course 'Joining or forming a MAT'. It was an interesting course. AT present there is not a great deal of pressure being put on schools to do so. One suggestion was to shadow join a MAT to see if you like the experience but not to sign anything until you are sure. It ties in with how funding is going at County level.</p> <p>DB commented that the government have decided not to publish an education white paper. Surrey have funding to the end of July for school improvement. There has been no confirmation on what will happen after that but Surrey will still have responsibility as it will not go to the Regional School's Commissioner. SCC's idea is that improvement will be school led – many people who were involved in school improvement are no longer there.</p> <p><i>Governors noted that we are good and if we can stabilise our finances then we shouldn't have a problem.</i></p> <p><i>CM prompted governors to decide if we wish to establish a working group or put the idea on ice.</i></p> <p><i>Governors pondered forming an empty MAT with the intention of getting other schools involved at some point.</i></p> <p>Governors agreed to leave the decision for some time and revisit on an agenda in the Summer Term.</p>	<b>JM</b>
<b>15</b>	<p><b>RECENT DEVELOPMENTS</b></p> <p>MS attended the Introduction to Governance courses. He found it to be a useful exercise especially in the thinking that governors should focus on a strategic role.</p>	

	<p>GP attended a course on disadvantaged children. One interesting statistic is that one third of eligible pupils have not been identified. It looked at Pupil Premium, how it was recorded and identified a need to look at how the Pupil Premium budget is spent. GP stated that he is not sure we have that clarity at Kings. To be added to the next Resources Agenda.</p>	<b>JM</b>
<b>16</b>	<p><b>TO ESTABLISH A WORKING GROUP ON STAFF APPRAISAL</b></p> <p>Feedback from the Pay Committee was that we should modernise the process of staff appraisal. Possibly two staff members and two governors could look at refreshing the process and making it slick as the school grows. GR and DB volunteered to represent the governors. JL will get some nominations from school staff, a middle leader and a member of staff who has engaged in the process once or twice. <i>GR noted the variance in those put through and that we need something across the board.</i> JL noted that this could be to do with presentation rather than process. <i>GR agreed but said that the arguments need to be well presented to be proven.</i></p>	<b>JL/DB/GR</b>
<b>17</b>	<p><b>GOVERNOR TRAINING AND DEVELOPMENT</b></p> <p>CM circulated documents to look at skills on the Governing Body. She will compile a summary over the Christmas holidays and then also look at the roles on the Governing Body. CM will update at the next FGB.</p>	<b>CM</b>
<b>18</b>	<p><b>SELF EVALUATION (OF GOVERNANCE)</b></p> <p>At this meeting discussions took place regarding growth and ensuring students do not see any differences at a bigger Kings. Student expectations should remain the same and we should be able to deliver on current Year 6 expectations when they arrive.</p>	
<b>19</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>9<sup>th</sup> February 2017 at 4pm.</p>	
<b>20</b>	<p><b>AOB</b></p> <p>PG attended the performance of 'A Winter's Tale' and asked for congratulations to be passed on to all staff involved. It was obvious that students enjoyed it and was brave of staff. BH echoed this sentiment, saying that she thoroughly enjoyed it. JL noted that Redwood had also enjoyed their viewing of the performance. PG commented that one piece was thought provoking and dark but that a brave school can carry that off without detracting. School should be commended.</p> <p>JL asked if any governors were attending the Christmas lectures. LW explained that students demonstrate some science to parents – particularly things that cannot be achieved in lesson time. 65 people are attending, up from 40 last year. It will take place on Tuesday from 6-8pm.</p>	



Meeting closed 6.22 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.