



**Minutes of the meeting of the Governing Body held on Thursday 8<sup>th</sup> February 2018 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	Y
Jo Luhman	JL	Head	Ex Officio	Y
David Barter	DB		Partnership Governor	Y
Philip Goddard	PG		Parent Governor	Y
Beverley Harding	BH		Partnership Governor	N
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
Bruce Guyett	BG	Assistant Headteacher

	TOPIC	ACTION
1	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received and accepted from BH.</p>	
2	<p><b>DECLARATION OF INTEREST</b></p> <p>CM is now an Associate Cabinet Member at Surrey County Council and DB is a member of Schools Forum.</p>	
3	<p><b>GIFTED AND ABLE PROGRAMME</b></p> <p>This item was postponed and will be added to the agenda of the meeting on 8<sup>th</sup> March 2018.</p>	<b>JM</b>
4	<p><b>CONSTITUTION OF THE GOVERNING BODY</b></p> <p>JT handed out a document with timescales for governing body volunteers. School assured her that the timescales are possible. The initial letter will be sent via Parentmail with hard copies at reception. If there is more than one candidate there will need to be a ballot. Those parents who do reply will be interviewed. JT to get the other forms to JM. We will go ahead with these timescales.</p>	<b>JT</b>

	<i>PG left the meeting at 16.18</i>	
<b>5</b>	<p><b>MINUTES OF THE MEETING OF 7 DECEMBER 2017</b></p> <p>The minutes of the meeting of 7<sup>th</sup> December 2017 were signed and agreed.</p>	
<b>6</b>	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>We have just spoken about the parent governor elections.</p> <p>Pen portraits have been updated and are on the website.</p> <p>The point regarding DB being an observer has been removed from the minutes.</p> <p>The Learning Walks timetable was sent by TB. JT suggested to governors that visits take place on 14/3 and 20/3 from 9.30-11. There will be a general briefing around what to look for on a learning walk followed by visits to four curriculum areas – spending around 15 minutes in each area. Governors will meet with some students and conduct an interview with them. This will be followed by a ‘book look’. JT and JL have already spoken about looking at the school assessment policy. Governor availability for learning walks is as follows:  14/3 – MS, DB, GR (possible)  20/3 – JT</p> <p>JM to email governors to remind/ask re these visits.</p> <p><i>PG returned to the meeting at 16.47</i></p> <p>PG has undertaken the Health and Safety walk with the Site Manager today. There were some items highlighted as needing attention:  One Food Tech room has been closed down. The other has signs saying that windows must be open whilst cooking is in progress. This is not good enough and the Site Manager is addressing the need for ventilation.</p> <p>The oil storage tank next to a Food Tech room appears to be leaking into the fabric of the building. The remedy would be to hack off the external fabric of the wall, treat, and then replaster. There is a Health and Safety issue for the students and staff working in there.</p> <p>PG will complete a written report. JT will send PG the format to use.</p> <p>The only other concern from the walk was the safety of the premises. A shed was broken into on Saturday and a strimmer was stolen. An upgrade in the CCTV would help. As cameras are naturally being replaced they are also being upgraded.</p> <p>JL interjected that ironically the light which would have made the CCTV images clearer is broken and is being repaired next week. She also told governors that we could have made a SIF bid for site security. These are considered annually in November. The new keypad on the door in Main reception is also going in over half term.</p>	<p><b>JM</b></p> <p><b>PG</b></p> <p><b>JT &amp; PG</b></p>

	<p>PG continued that the lettings company are being very good at locking the vehicular gates and they now need to try to ensure that the pedestrian gates are also locked.</p> <p>JL told governors that all soakaways are being put into the quad over half term. PG noted an issue with the water temperature in Performing Arts due to a megaflo system.</p> <p><i>Going back to the ventilation issue, governors asked if a carbon monoxide alarm could be installed in the short term.</i></p> <p>PG replied that the issue is only when cooking is taking place.</p> <p>JL pondered moving all theory lessons to another room.</p> <p>PG responded that the Site Manager is organising for trickle ventilation to be installed when some glass is replaced elsewhere.</p> <p><i>Governors thanked PG for undertaking the Health and Safety Walk and asked for the feedback to be detailed on the appropriate document as soon as possible for the record.</i></p> <p>Continuing with the matters arising, CM met with TB as LAC lead. She reminded TB that a report will be due at the Staff and Students meeting on looked after children. At the meeting they discussed what school could do for these students. As CM is now an Associate Cabinet Member in Surrey, her diary is now busier and she informed governors that she will need to relinquish responsibility for the SFVS. LW noted that she is happy to take on the responsibility if there is training. It is a tight time schedule.</p> <p>JM to look for SFVS training. LW to sit with KC and go through the SFVS.</p> <p>Regarding the Development meeting, DB will make contact with Orchards.</p> <p>Safeguarding – JT has a new date to meet with the NQT. JL will sit with JB and TB to go through CPOMS. MS is scheduled to attend a safeguarding course on 26<sup>th</sup> February.</p> <p>CM will ask about the asset system.</p> <p>In terms of the carousel system of ‘speed dating’ departments for governors’ learning, JT will revisit this idea at a different date.</p> <p>JM to add a demonstration of both Doodle and CPOMS prior to the FGB agenda on March 8<sup>th</sup>.</p>	<p><b>JM LW / KC</b></p> <p><b>DB</b></p> <p><b>JL</b></p> <p><b>CM</b></p> <p><b>JM</b></p>
<b>7</b>	<p><b>CHAIR’S ACTION</b></p> <p>There have been no emergency actions since the last meeting. JT is continuing to meet with JL every fortnight.</p>	
<b>8</b>	<p><b>HEADTEACHER REPORT</b></p> <p>BG presented the data portion of the Headteacher Report. The predictions at this moment in time have dropped slightly from the Autumn predictions. Several students are having a big impact. In terms of progress 8, if you look at all pupils</p>	

<p>then the score is -0.07. By removing the 4 students who have not attended since Year 9, the score changes to +0.03. However, both scores are considered within the average range.</p> <p>Disadvantaged boys are outperforming non-disadvantaged boys in several areas. <i>Governors asked if disadvantaged students are doing well enough and what we can do to improve their results.</i> School responded that they are not doing as well in certain subjects, notably those with an EBacc element.</p> <p><i>Governors asked why they are doing less well in these subjects in particular.</i> School answered that they have less time in these than the core subjects. They are often not transferring the skills they have learnt between their subjects, e.g. literacy skills to geography/history. We are looking to make that consistent across all subjects.</p> <p><i>Governors queried if there is any evidence that having to retake Maths and English at college is encouraging students to try harder in those subjects.</i> School answered only from conversations. There is no actual evidence. Some students prioritise what is more important to them. It is our job to say that all subjects are important at this point in time. However, there will be colleges telling students that they only need 4 subjects and inevitably students will focus on those.</p> <p>BG continued that disadvantaged funding has been spent on small group English and Maths and you could argue that this provides evidence it is working. There are a number of groups meeting or exceeding FFT20 aspirational grades.</p> <p><i>Governors asked if a grade 4 or 5 is equivalent to a C</i> School replied that it is always a 4 but that a 5 is classed as a strong C. We still have a number of students meeting the '5', the more we can get into the 5+ brackets, the more secure we can be. Several subjects are reporting positive progress at the 7+ threshold.</p> <p><i>Governors asked if most subjects have lost coursework.</i> School answered yes.</p> <p><i>Governors stated that we need to think about the stress on pupils regarding their final exams.</i> School noted that a Head of House runs mindfulness sessions during the exams.</p> <p><i>Governors asked if the negative impact of exams was more evident in girls than boys. There has been a recent report stating that girls evidence stress around exams more than boys.</i> School commented that girls start feeling the stress earlier.</p> <p><i>Governors stated that the impact on pupils is a cause of concern.</i> BG continued talking about the data being an inaccurate picture as outliers affect the score.</p> <p><i>Governors asked for a 3 or 5 year plan to narrow the gap for disadvantaged inked into the CDP.</i></p>	
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<p>JL to co-ordinate.</p> <p><i>Governors commented that as the school grows the graphs will look better. We are fairly firmly in the average sector across all Surrey schools. Governors thanked BG for all his hard work.</i></p> <p>JL noted that she has kept the format of the HT report similar to previous reports but ongoing governors will see changes creeping in.</p> <p>We will know the Options groups after half term. An evaluation is being processed on parents' evening feedback.</p> <p>Tomlinscote vocational subjects for Years 10 and 11 are very expensive for what they are and we have had parental complaints about construction. SHAPE is disappearing for all intents and purposes – there is £26,000 remaining in the fund. The money will be split between the secondary schools in SHAPE but not 3 equal ways.</p> <p>Year 10's on the course will continue and travel in a taxi during Year 11. JL was keen to have four options but unfortunately staffing constraints do not allow for this at the current time. The CIDA course has had to continue as students had already started.</p> <p>The plan going forward is that we don't want children to be taking qualifications before they reach maturity. Next year we can look at having four options and giving a completely free choice. The hope is to save subjects low on the student straw poll such as Music and German. Financially it doesn't make sense to run a class with less than ten students but we would like to continue to run these subjects if at all possible. The impact will be on RS.</p> <p>Some of these changes will bring massive financial savings, we will save £50 per pupil by not taking the ECDL and £4500 by not offering Functional Skills.</p> <p>In Year 11 our biggest concern is the 11 students who don't have their 8 qualifications. The key to this is students picking the right options. We can put evidence into the table checking exercise to have students discounted who no longer attend Kings.</p> <p><i>Governors questioned the two subjects in one option block of PE and GCSE PE. School clarified that this is GCSE PE and Sport Science. Students can choose and then staff can verify if they have chosen the right option for their ability level.</i></p> <p><i>Governors noted that they are impressed with the plans that JL has and that the planning going forward seems sensible.</i></p> <p>JL continued that the Head of Maths has announced her retirement from July. Interviews will take place on 6<sup>th</sup> march and JL asked if any governors would like to be involved.</p> <p><i>DB confirmed that he is free to attend.</i></p> <p>JL also told governors that we may be looking for a Head of PE too in the near future.</p>	<p><b>JL</b></p>
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	<p>JL continued with highlights from the Headteacher Report. She commented that Tomlinscote cannot offer this year. We are looking at 6 forms of entry with 25 per class.</p> <p>The GlaxoSmithKline bid (Science) was successful via the 2015 partnership.</p> <p>The QA programme has been extended – the timeframe was impacting on other things.</p> <p>The Behaviour Working Party was really well attended. Participants have come up with a long list of strengths and a list of things we could do better at.</p> <p>JL spoke to students regarding rewards and they feel that Go4Schools is not effective as a rewards system.</p> <p>Attendance – JL is not impressed with the Educational Welfare Officer who could not tell her where 2 of our students attend (they have not been at Kings for 2-3 years). JL met with the Area Officer and asked why the North West schools do not fine for holidays and pursue court cases.</p> <p>There have been 11 exclusions so far this term. 50% of these students did not start at Kings in Year 7 and have come from other schools.</p>	
<b>9</b>	<p><b>SAFEGUARDING</b></p> <p>Nothing to report.</p>	
<b>10</b>	<p><b>COMMITTEES, NOMINATED GOVERNOR/OTHER REPORTS</b></p> <p>Governors accepted the minutes from: Resources 8 November 2017</p>	
<b>11</b>	<p><b>RS DOCUMENT</b></p> <p>The RS document has been covered in JL's Headteacher Report.</p>	
<b>12</b>	<p><b>UNIFORM</b></p> <p>Uniform was discussed earlier in the meeting.</p>	
<b>13</b>	<p><b>POLICIES</b></p> <p>All governors unanimously agreed to adopt the Safeguarding policy.</p>	
<b>14</b>	<p><b>RECENT DEVELOPMENTS</b></p> <p>DB noted that Ofsted are concentrating on Primary Schools currently. DB has registered to attend a GDPR course but it is full. JL asked the 2015 partnership about GDPR training for governors and Steve Barker will advise. We are going to purchase 'The Key' which is full of useful information for schools and governors. JL to check KC has ordered.</p>	<b>JL</b>

	JM highlighted issues raised at Clerks briefing and will send a summary to governors.	<b>JM</b>
<b>15</b>	<b>GOVERNOR TRAINING AND DEVELOPMENT</b>  Discussed earlier in the meeting.	
<b>16</b>	<b>SELF EVALUATION (OF GOVERNANCE)</b>  The Health and Safety walkaround has ensured safety continues at school at a high level. Governors have a better understanding of data thanks to the detailed presentation given by BGU in the hour prior to the FGB meeting. This provided governors with key information and enabled them to ask BGU numerous questions on the data he had worked so hard to put together for the meeting. Support for the new options. Governor training. Governors have continued to gain confidence in the new Headteacher, endorsing the exclusions and discussing her policies.	
<b>17</b>	<b>DATE OF NEXT MEETING</b>  The next meeting will take place at 4pm on Thursday 8 <sup>th</sup> March 2018 – with a Duddle and CPOMS demonstration taking place from 3pm.	
	<b>AOB</b>  LW asked about job families. JL responded that the deadline has been put back.	

<b>18</b>	<b>PART 2 BUSINESS</b>  None	
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Meeting closed 6.00 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.