



Minutes of the meeting of the Governing Body held on Tuesday 18th September 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	Y
Gavin Price	GP		Co-opted Governor	N
Graham Rudd	GR		Parent Governor	Y
Martin Sands	MS		Local Authority Governor	N
Leticia Welmers	LW		Staff Governor	Y
Susan Belgrave	SB		Parent Governor	Y
Eamon Lally	EL		Parent Governor	N

In attendance:

Jennie Morgan	JM	Clerk to Governors
Lisa Bowman	LB	Data Protection Officer
Tom Burns	TB	Deputy Headteacher
Bruce Guyett	BG	Assistant Headteacher

	TOPIC	ACTION
1	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received and accepted from MS, EL and GP.</p>	
2	<p>DECLARATION OF INTEREST</p> <p>There were no new declarations of interest. Governors completed their Register of Interest forms.</p>	
<p>Lisa Bowman introduced herself as the new DPO. She will undertake training next Thursday and then will begin an audit with KC.</p> <p>JT noted that EL will be working with LB. Once the training is completed, JT will organise for EL to come in and see LB. LB should come to governors once a term.</p> <p>LB left the meeting at 16 07</p>		

3	<p>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2018-2019</p> <p>JT will continue for one year as Chair of Governors. CM will carry on as Vice Chair until Christmas. A vote will be needed on Vice Chair at the next meeting.</p> <p>The governor responsible in the case of an allegation against the Headteacher is JT.</p> <p>JL noted that after the title ‘Governor for Looked After Children’ we need to add ‘and Children Adopted from Care’ as we now need to audit how we are spending their money.</p> <p><i>Governors commented that we will need to update the Pupil Premium Strategy in light of this. It was observed that we only have one looked after child at the moment.</i></p> <p>JL to check the figures as we think it is 2.</p>	<p>JT</p> <p>JL</p>
4	<p>CONSTITUTION OF THE GOVERNING BODY</p> <p>We have been approached by the parent of a year 7 pupil to be a parent governor. All governors agreed that we should accept this offer. CM and JT will meet him on Thursday.</p> <p>Pen portraits and minutes to be added to the website.</p>	<p>CM, JT</p> <p>JM</p>
5	<p>EMERGENCY PROCEDURES</p> <p>Emergency contact information has been completed and sent to Babcock.</p>	
6	<p>GOVERNORS’ DETAILS</p> <p>No governors have moved or changed their contact numbers.</p>	
7	<p>PROCEDURAL MATTERS</p> <p>a) Code of Conduct – was ratified by governors at the last FGB and communicated to potential governors.</p> <p>b) Open or Closed Meetings – governors agreed meetings will be closed.</p> <p>c) Alternative Participation/Voting Arrangements – governors agreed that governors/associate members will be able to participate and vote (governors only) at full governing body meetings (and committee meetings) including but not limited to, by telephone, Skype and video conference.</p> <p>d) Professional Negligence Statement - governors agreed that the following statement will be recorded on minutes: Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.</p>	

	<p>e) Confidentiality Statement - governors agreed to respect the confidence of those items of business which the governing body decides are confidential. Governors agreed to record the following statement on their minutes and other governing body papers: Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them.</p>	
8	<p>COMMITTEES</p> <p>GR to be added to Staff and Students and Resources committee. JT will come in and work with JM regarding the terms of reference and work programmes.</p> <p>The Pay Committee will be JT, GP, and GR. Any appeals will be dealt with by DB.</p> <p>The Headteacher's Appraisal Committee will be JT, CM, SB and Ian Wilson.</p>	<p>JM JT, JM</p>
9	<p>MINUTES OF THE FGB OF 12 JULY 2018 AND T&L COMMITTEE 16 MAY 2018</p> <p>The minutes of the last meeting were signed and agreed.</p>	
10	<p>MATTERS ARISING FROM THE MINUTES</p> <p>JM to invite the Student Leadership Team to the next meeting. House Council is being changed. JT has asked about access regarding Farnborough Fins JM emailed the committees and Chairs information. All actions have been completed.</p>	<p>JM</p>
11	<p>CHAIR'S ACTION/S</p> <p>There have been no emergency actions since the last meeting.</p>	
12	<p>MEETING SCHEDULE FOR ACADEMIC YEAR/DATE OF NEXT MEETING</p> <p>The meeting schedule for the 2018-19 academic year was circulated to governors.</p>	
13	<p>SAFEGUARDING</p> <p>TB handed out safeguarding briefing document. The main change is the new version of Keeping Children Safe In Education. All staff have to read, understand and say that they have done so.</p> <p>The document was circulated to governors and they must sign an agreement to say they have read and understood.</p> <p>TB continued to talk about where we are since the safeguarding audit and went through the updated document.</p>	<p>All</p>

	<p>JT requested that she be included in the safe@Kings distribution list.</p> <p>The Educare training package has been brought in this year. Staff do training in exchange for the day off in lieu. TB continued through the changes in the document and told governors that most were made due to GDPR compliance.</p> <p><i>Governors asked if the safeguarding policy will be reviewed in light of the new Keeping Children Safe In Education.</i></p> <p>TB responded that we will wait for the Surrey County Council document to be produced.</p> <p>JL noted that it has been suggested that the council will not re-write this document but maybe The Key will produce one.</p> <p>TB spoke through the DSL role and staff awareness of their role.</p> <p><i>Governors asked if having a DSL role impacted on TB's ability to carry out his other responsibilities</i></p> <p>JL noted that we have nine members of staff safeguarding trained and are gently breaking in the new safeguarding staff.</p> <p>Governors were told that the MASH hub is about to change. JL informed governors that Ian Wilson, our new SIP, came in and said that TB must not be the DSL. AI will need to take this on.</p> <p>JT told governors that she will have one final meeting with TB to pick this up. She is concerned that all nine staff are under pressure.</p> <p>Governors thanked TB for all of his efforts with safeguarding and the changes he has made.</p> <p>TB to send the whole Keeping Children Safe In Education document to the Full Governing Body.</p> <p>We will invite AI back regarding safeguarding.</p> <p>TB drew governors' attention to the pictures at the back of the document he had circulated of the DSL's and safeguarding trained staff.</p> <p><i>Governors asked if the photos were shown in school.</i></p> <p>TB responded they are shown in some places and we have yellow signs up.</p> <p><i>Governors noted that this is not just something staff, but also volunteers, are responsible for.</i></p> <p>TB answered yes this is on the back of the new badges.</p> <p>SB and EL will need safeguarding training.</p> <p>We need to check which governors have safer recruitment training</p>	<p>TB</p> <p>JT</p> <p>TB</p> <p>JT</p> <p>TB</p> <p>JT</p>
<p>14</p>	<p>EXAM REVIEW</p> <p>BG spoke about the exam results and has tried to streamline and bring some of the highlights to governors. There are no confirmed national comparators and this data has come from SISRA and FFT.</p> <p>Early indicators of where we sit amongst 1600 schools have been shown but things are still quite fluid in terms of re-marks.</p> <p><i>Governors asked if many children had been put in for re-marks.</i></p> <p>School responded around five children for English and there have been no changes in the marks given. It costs around £150 per person for both papers.</p>	

<p>Children who were close to the boundary will have had a second pair of eyes on their paper anyway.</p> <p><i>Governors questioned if we paid extra for this comparison.</i></p> <p>School answered no. Most schools opted in this year so it should be more accurate.</p> <p><i>Governors asked about the three outliers and where we are at.</i></p> <p>School responded that we had applied to the Department for Education in June to have the children removed but we won't know yet until the Department for Education publish everything in November. There will be two sets of results; one containing the outliers and one where they have been taken out. BG explained that of the three outliers, one met the criteria for permanent exclusion, one was in year 10 with 22% attendance, and one joined us just from November to January.</p> <p><i>Governors queried if this document would be published in language an average parent would understand.</i></p> <p>School replied probably not.</p> <p>BG noted that when he started Geography, PE, and Business Studies were curriculum areas causing concern. However some have now really improved. There has been inconsistency in teaching and learning and within school variations have been quite extreme in some cases.</p> <p><i>Governors noted that regarding outliers 7000 pupils nationally have been excluded permanently in year 11. Feeling in Whitehall was that this was to get rid of outliers Governors stated that there is talk of making sure schools can justify that.</i></p> <p>School remarked that some students have remained on roll but moved after census and have sat on our results. We don't play this game and have kept students on role and their results and worked with other counties.</p> <p>Highlights of the exam review included 76% of children receiving a 4+ in maths increasing if they took outliers out to 78%.</p> <p><i>Governors asked where Maths and English are streamed, did the mid and top sets all get a 4+?</i></p> <p>School replied not always. SM took a lower set and got more through at 4+ Maths is still tiered. Schools have sometimes put students into higher tier where grade boundaries are lower. SH gave set 2 the choice of sitting foundation or higher. It partially benefited students and we also had a 5th set in Maths. We have now got exam review meetings and talked about replicating this in January in Science when our second in Science arrives..</p> <p><i>Governors asked if extra support has been put in place for low and high ability.</i></p> <p>School replied that in Maths the support was there for everybody with small group sessions in tutor time. We noticed the difference in English, which is possibly to do with the capacity in that department. Some members of staff will not put time in as they say intervention is directed time.</p> <p>CM left the meeting at 17.09</p> <p>School continued that all children who came to regular intervention sessions got their target grade.</p> <p>BG continued that there is a massive difference in disadvantaged attainment looking at attainment eight versus key stage 2 prior data shows visually how those outliers affect the data.</p>	
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	<p><i>Governors asked how many outliers sat exams.</i> School replied 113 students sat their exams here and three sat elsewhere. <i>Governors noted that quite a few students didn't sit eight exams</i> School replied that in January, there were 17 students who didn't have 8 subjects. ECDL was also taken out. So this current year 11 do not have Statistics or ECDL to count for their results. The current year 10 CIDA will not count so we have added in a 4th option. <i>Governors noted that you cannot compare 2018 results with past results as everything is now changed. There are no past papers. Governors asked if this will be reflected in the school development plan.</i> School answered yes. Ian Wilson will send his report. <i>Governors asked when they will get the SDP.</i> School answered in two weeks. At the next Full Governing Body there should be a report on SEN and more able</p> <p>BG told governors that we broadly achieved what we achieved last year and gave governors a document comparing last year to this year in English and Maths. We are looking at high, middle and low. <i>Governors asked how much of this will give when focusing on one group. If we look at middle who lose out then?</i> School stated that we just need to focus on teaching amazing lessons. <i>Governors commented that next year students and staff will understand what they're signing up to and aspirations need to rise.</i> BG observed that within school variations in subjects applies to students too. We won't know the national comparators until late October. Governors said that this year 11 joined a totally different school in year 7 than the one it is now it wasn't an academically focused school. Children have come out as better adults. The SEF is strong and it will be interesting to see how that goes on. School noted that it would be nice for governors to come in and speak to students about the changes. Governors to be assigned to subjects – JT to suggest allocations. One parent governor remarked that the new Show My Homework system is amazing. Governors thanked BG for all his hard work with the results and data analysis.</p> <p>Next year there should be a separate exam review meeting to Full Governing Body.</p>	<p>JM</p> <p>JT</p> <p>JM</p>
<p>15</p>	<p>FUTURE SPENDING WISHES</p> <p>JL told governors that this Wish List is about meeting essentials and refurbishing what we've got. Fences and gates - Ian Wilson suggested spending going into a deficit budget as we need to do this. Wi-Fi connectivity for students with SEN. Science refurbishment –gas taps need to be functional. We only have nine microscopes! Food Technology - Gas ovens have been deemed dangerous over the summer. We were going to put electric ovens in and are waiting on a quote for ventilation. Textiles room. Sixth form refurbishment - new blinds and decoration</p>	

	<p>Outdoor seating and canopies.</p> <p>Surrey County Council are possibly looking at an SEN Centre in the sixth form block. The priority is therefore:</p> <ol style="list-style-type: none"> 1) Safeguarding 2) Science 3) Wi-Fi <p>We have found £19,000 as teachers pay has been agreed at 3% for middle leaders, 2% for UPS and 1.5% for leadership, this will be backdated to September. It is funded by the Department for Education for two years. We budgeted and generated £19,000. This has to go on Pupil Premium students.</p> <p>JL to speak re fences at resources next week</p>	JL
16	<p>HEADTEACHER REPORT</p> <p>figures were given for year groups Two staff are now on the middle leaders programme and two staff on the senior leaders programme. This will be spoken about in depth at Staff and Students committee.</p> <p>One staff member has been signed off and has not yet returned.</p> <p>Ian Wilson our SIP came to visit and told us that we are a “wobbly good”. He’s offering to give us three days. He will be working with BG to train staff on data. He suggested we look at a portfolio model for running governors.</p> <p>In terms of the data breach reported to the ICO this has now been finalised and we were not fined.</p> <p>Surrey County Council have just launched a universal offer. It costs 89p per child and you can opt out. They are offering CPD, governance, and leadership. Kings will be opting in.</p>	
17	<p>AOB</p> <p>PG thanked all staff for their hard work in the run-up to GCSEs.</p> <p>On 13th December we will start at 3pm for training.</p>	JM
	<p>DATE OF NEXT MEETING</p> <p>The next meeting will take place at 4pm on Thursday 13th December with training prior to this at 3pm.</p>	

Meeting closed 7.15pm.

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 respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them.