



**Minutes of the meeting of the Governing Body held on Thursday 18<sup>th</sup> July 2019 at 4.00 pm.**

**Governing Body:**

Name	Initials	Position	Type	Attended
Jenny Tuck	JT	Chair	Co-opted Governor	Y
Charlotte Morley	CM		Co-opted Governor	N
Jo Luhman	JL	Head	Ex Officio	Y
David Barter	DB	Vice Chair	Partnership Governor	Y
Graham Rudd	GR		Associate Governor	Y
Martin Sands	MS		Local Authority Governor	Y
Leticia Welmers	LW		Staff Governor	N
Susan Belgrave	SB		Parent Governor	Y
Eamon Lally	EL		Parent Governor	Y
Phil Virgo	PV		Associate Governor	Y
June Phillips	JP		Co-opted Governor	Y

**In attendance:**

Jennie Morgan	JM	Clerk to Governors
Angela Bradshaw	AB	Education Consultant
Alan Inns	AI	Assistant Headteacher
Bruce Guyett	BG	Deputy Headteacher

	TOPIC	ACTION
1	<p><b>SAFEGUARDING TRAINING &amp; SAFEGUARDING POLICY</b></p> <p>AI presented governors with safeguarding training. Governors were asked to present any questions throughout the training.</p> <p><i>Governors asked if they hear something at home as a parent governor that concerns them should they share it with the school.</i></p> <p>School replied yes but they can always phone social services directly if they do not want to share with the school. There are several ways to share concerns; in person, CPOMS, the email address <a href="mailto:DSL@kings-international.co.uk">DSL@kings-international.co.uk</a></p> <p>AI to send a link to Keeping Children Safe In Education September 2019 whole document to FGB.</p> <p>JM to check with KL if governors have a section 128 check.</p> <p>JT to ask Cognus if they have section 128 information which may need to be added to the new policy.</p> <p><i>Governors asked what they should do if there are concerns regarding a member of staff as one governor in particular has experienced this twice in the past.</i></p>	<p><b>AI</b></p> <p><b>JM</b></p> <p><b>JT</b></p>

	<p>School replied that we have a Whistleblowing Policy and any concerns should be reported to JL unless the concern is about JL, in which case it should be reported to the Lead Area Designated Officer - the LADO.</p> <p>Regarding the safeguarding policy:  There are no page numbers – TB to add.  <i>Governors asked if we teach road safety in school.</i>  School answered yes, to year 7.  Cycling proficiency must be removed From the policy.  <i>Governors asked if school has any county lines concerns.</i>  School answered yes but not with any home grown Kings students.  <i>Governors enquired if the school has concerns about any potential drug use do they have to engage with the police.</i>  School replied that we can do a partner intelligence form where the police can then move any concerns forward.  <i>Governors requested to be told about Operation Encompass.</i>  School answered that this comes through if there is a missing child. We do not have to act upon it but it is for information purposes.  <i>Governors asked if a child makes an allegation against a member of staff does that need to go on CPOMS.</i>  School answered no, it is saved in a secure area. We only had one LADO phone call that had to be made last term.</p> <p>AI distributed part one of Keeping Children Safe In Education and all governors must read this and signed to say they have read and understood at the next Full Governing Body meeting.</p> <p>Angela Bradshaw joined the meeting at 3:30.</p>	<p>TB</p> <p>TB</p> <p>All</p>
<p><b>2</b></p>	<p><b>UNDERSTANDING DATA</b></p> <p>BG circulated a document for governors which explained some key terms. He spoke through it and many questions were around ‘attainment’.</p> <p><i>Governors asked even if a student just goes into their English literature exam without completing the paper does that mean that their English language score would be doubled in terms of the Attainment 8.</i>  School replied yes.  <i>Governors queried if students do not have the best grade in either English Language or Literature can they be used in element three of the attainment.</i>  School answered yes and this could knock out the subject they do worse in in element 3. It is in the best interest of the student to take both English Literature and English Language as if they get above a 4 in either then they do not have to re-sit English. As a side note Science includes Computer Science.  Regarding the EBACC element, the calculation is to add up the subjects and divide by the number of EBACC subjects a student has sat. So they must have one from each area and if they don’t fit one in an area, e.g. a language, it will count as a zero.  JL told governors that this is the reason we put in the fourth option last year. This has resulted in more students picking up the EBACC options and this is why OFSTED liked what we changed within the curriculum.  <i>Governors asked why we use the FFT score.</i></p>	

<p>School replied that we used to use MIDYIS testing but FFT is very reliable. The FFT 20 target is aspirational to be part of the top 20% of schools in the country.</p> <p>BG then spoke through the data. The highlights are; French, German, Dance and Drama, Triple Science, and Sport Science, with 100% pass rate. Areas to investigate are; raising achievement in Combined Science, a drop in performance in Geography, a drop in performance in Maths, SEN students, and consistency with learning and teaching in the college.</p> <p><i>Governors raised that disadvantaged students have many zeros on the data.</i> School replied that we do not expect progress 8 score to be up for the disadvantaged students. <i>Governors questioned why this is so bad.</i> School replied that we firmly believe that staff don't plan enough for disadvantaged students. A lesson can be very broad and staff don't know explicitly who their disadvantaged students are and also don't have the highest expectations of all of our students. <i>Governors asked how we can do more for the more able. League tables are published nationally looking at 9 to 7. Governors asked how we compare to other schools in the locality.</i> School answered that the average in Surrey 7+ in English Language is 20% and it is 12% at Kings. The average in English Literature is 24% at 7+ and at Kings it is 9%. The average in Maths in Surrey is 24% for 9 to 7 and at Kings this is 17%. BG stated that he would ask what the starting points were and what are your expectations? <i>Governors queried the two different Maths papers, higher and foundation, and asked about the success rate in both.</i> School replied that every student who sat the higher paper passed with a 4+.</p> <p>JT noted that this discussion should carry on at the education and standards committee.</p> <p>JM to add June Phillips to Education and Standards committee list.</p> <p>AB noted that we should consider numbers as well as percentages as percentages can be very misleading within a small school. <i>Governors asked if we are unique in Surrey.</i> School replied no, we are similar to Kings Guildford for instance. AB noted that staff, teachers, and heads of department need to have figures to hand. She advocates people looking at figures and presenting percentages but drop in the numbers to explain the situation fully. We often look at percentages but need to look at pupil numbers too. Also, including figures with outliers and without show results in a different light. We could show what we are capable of doing by presenting two sets of scores. We could present the data for the home grown Kings students, especially with SEN and EAL, who we have had at Kings for five years and take a long hard look at those. <i>Governors asked if this is acceptable in discussion with OFSTED.</i> AB replied yes. School told governors that we are now full in year 10 and with proper options so we will now start to see an impact.</p>	<p style="text-align: center;"><b>JM</b></p>
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	<p><i>Governors commented that we need to make that case with this year's results and asked if these results will impact on the overall Kings action plan.</i></p> <p>AB told governors that she has been looking at the action plans today. The best one she has seen is Sports Science, which links to the four key areas and links to results from this year with specific targets.</p> <p><i>Governors asked if action plans will now go back to the departments.</i></p> <p>School answered yes, with hand written notes and will go back via an exam results meeting. The team around the school meeting will also look at these in October.</p> <p><i>Governors noted that we need to see if the actions have been done and we don't necessarily need to action them ourselves.</i></p> <p>AB told governors that she had given all teachers a booklet "pedagogy in practice" today and has given them 21 strategies they can audit themselves. School noted that there is a program of CPD for middle leaders which will run into December.</p> <p><i>Governors said that there needs to be governor triangulation. Governors must ask JL: has it been done and she must then see the departments and ask if they have their action plan and been working on it. Governors will be looking at results. Obviously there is a lot of work to be done. Governors asked if there is enough time to impact results next year.</i></p> <p>School replied yes and we are bringing in Performance Related Pay too.</p> <p><i>Governors thanked BG for all his hard work on the results.</i></p> <p>Mock results from June to be sent to governors by email.</p> <p><i>Governors also thanked AB for all of her hard work.</i></p>	<b>BG</b>
<b>3</b>	<b>AOB</b>	
	Items 3-15 below	
<b>4</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies for absence were received and accepted from CM and LW.	
<b>5</b>	<b>DECLARATION OF INTEREST</b>	
	New declarations of interest have not yet been received from JL, DB, and CM. These must be completed and returned to JM.	<b>JL, DB, CM</b>
<b>6</b>	<b>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2019-2020</b>	
	<p><u>Statutory Appointments</u></p> <p>Chair Jenny Tuck</p> <p>Vice-Chair David Barter</p> <p>Governor responsible for liaison with the LA in the event of allegation Child Protection against Headteacher Jenny Tuck</p> <p><u>Highly recommended</u></p> <p>Child Protection/Safeguarding David Barter</p>	

	<p>Special Education Needs and Disability (SEND) Jenny Tuck Looked after Children (LAC) Jenny Tuck</p> <p><u>Nominated Governors - highly recommended and other appointments</u> Governors to agree School Development Plan (SDP) priority areas for monitoring and allocation of roles. This will be allocated at the next FGB meeting, to include JP.</p> <p><u>Data Protection Governor</u> Eamon Lally</p>	
<b>7</b>	<p><b>CONSTITUTION OF THE GOVERNING BODY</b></p> <p>June Phillips introduced herself and told governors about her previous experience. June has chosen to be a governor as she relishes the opportunity to continue to support the community she has lived and worked in for the last 41 years. JP was unanimously voted onto the governing body.</p> <p>JP's pen portrait to be added to the website.</p> <p>AB left the meeting at 5pm</p>	<b>JM</b>
<b>8</b>	<p><b>EMERGENCY PROCEDURES</b></p> <p>This has already been covered.</p>	
<b>9</b>	<p><b>GOVERNORS' DETAILS: contact information and publication of data</b></p> <p>This has already been covered.</p>	
<b>10</b>	<p><b>PROCEDURAL MATTERS</b></p> <p>a) <b>Code of Conduct</b> – is contained within the pack.</p> <p>b) <b>Open or Closed Meetings</b> – Meetings will be closed.</p> <p>c) <b>Alternative Participation/Voting Arrangements</b> – Governors can participate and vote (governors only) at full governing body meetings (and committee meetings) including but not limited to, by telephone, Skype and video conference. Governors must be present for the whole item which is being voted upon.</p> <p>d) <b>Protocol for alternative participation</b> – governing body to agree if 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>e) <b>Professional Negligence Statement</b> – will be recorded on all minutes and governors agree the confidentiality statement below:</p> <p><b>Confidentiality Statement</b> - governors must agree to respect the confidence of those items of business which the governing body decides are confidential. Governors may wish to record the following statement on their minutes and other governing body papers: <b>Governors respect the confidential nature of</b></p>	

	<b>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.</b>	
<b>11</b>	<b>COMMITTEES</b>  a) The membership of committees was agreed and approved. b) The Terms of Reference and work programmes will be agreed at committee meetings. c) The membership of Pay Committee and Pay Appeals Panel (statutory) will be agreed post meeting. d) The Headteacher's Appraisal Panel will be JT, DB and Ian Wilson and will take place on 24 <sup>th</sup> September at 10am.	
<b>12</b>	<b>MINUTES OF THE MEETING OF 18 JULY 2019</b>  The minutes of the last meeting were signed and agreed.	
<b>13</b>	<b>MATTERS ARISING FROM THE MINUTES</b>  From the matters arising:  Business was added to the FGB agenda. JT has almost completed the governor action plan. On the Young Carers Policy it should not just refer to teachers. JL still to check the policy to determine whether it is a process or protocol issue. DB to write his safeguarding visit report. JT to write up and visit with GG.  See part 2	<b>TB</b> <b>JL</b> <b>DB</b> <b>JT</b>
<b>14</b>	<b>CHAIR'S ACTION/S</b>  There have been no chair's actions since the last meeting.	
<b>15</b>	<b>HEADTEACHER REPORT</b>  There has been a re-brand inside the café and we have had £30,000 worth of work done on the dance studio over the summer. The oil leak has been fixed. The path at the back of art has been tarmacked for disabled access. The graffiti at the back of the sixth form has been painted over.  Trips: Water sports have come back from the South of France which contained all year groups and is due to go out again next year. EuroDisney will take place at Christmas. Holland football tour will go in February 2020. Skiing will take place in 2020 in Italy. Battlefields Berlin Iceland	

