



Minutes of the meeting of the Governing Body held VIRTUALLY on Thursday 17th September 2020 at 4pm.

Governing Body:

Name	Initials	Position	Type	Attended
Jenny Tuck	JT	Chair	Co-opted Governor	Y
Charlotte Morley	CM		Co-opted Governor	Y
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
Paul Jackson	PJ		Co-opted Governor	Y
Eamon Lally	EL		Parent Governor	N
Phil Virgo	PV		Associate Governor	Y
June Phillips	JP		Co-opted Governor	Y
Bindi Sarl	BS		Co-opted Governor	Y
Vivienne Chung-Penney	VCP		Staff Governor	Y

In attendance:

Jennie Morgan	JM	Clerk to Governors
Bruce Guyett	BG	Deputy Headteacher

	TOPIC	ACTION
1	<p>SAFEGUARDING TRAINING</p> <p>This took place after the meeting</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received after the meeting from EL.</p>	
3	<p>DECLARATIONS OF INTEREST</p> <p>There were no new declarations of interest.</p>	
4	<p>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2020-21</p> <p>Chair - JT Vice chair – DB</p>	

	<p>Governor responsible for safeguarding – DB (both until Christmas when we will need to find a replacement for DB). JT noted she is happy to carry on as SEN governor. However she has been talking to Keith Dixon who is the current chair of governors at a small school and keen to join us. His speciality is SEN.</p> <p>JT introduced PJ who is the headteacher of the Northwest Surrey Short Stay School and has been so for 2 and a half years. He was previously the deputy at the North East Surrey Short Stay School and has worked with both Kings and BS previously. He has been a governor at Lakeside primary for around nine years and is interested in school improvement and supporting the local area. He has worked with JL over the last 2 and a half to 3 years and knows what kind of leader she is.</p> <p>PJ was unanimously voted onto the governing body.</p> <p>Governor for equality and diversity – JP Governor for careers – MS Governor for attendance – PV PJ will take on safeguarding and child protection from Christmas.</p>	
5	<p>CONSTITUTION OF THE GOVERNING BODY</p> <p>JT told governors that we are currently in a position where we have no parent governors - she will keep governors informed about this ongoing. We have gone through the process to elect a staff governor and our head of maths, VCP, will be joining the governing body.</p>	
6	<p>EMERGENCY PROCEDURES</p> <p>JM to email new governors.</p>	JM
7	<p>GOVERNORS' DETAILS</p> <p>JM to update governor details on website and GIAS</p>	JM
8	<p>PROCEDURAL MATTERS</p> <p>a) Code of Conduct – this should be sent to all governors b) Open or Closed Meetings – governors agreed meetings will be closed. c) Alternative Participation/Voting Arrangements/ Protocol for alternative participation – governors agreed use of Skype, Teams, Zoom, and phone providing the governor is part of the entire discussion they are voting on and are in a private space. d) Professional Negligence Statement and Confidentiality Statement – to remain on all minutes</p>	JM
9	<p>COMMITTEES</p> <p>Education and standards committee will be chaired by BS Resources committee will be chaired by DB Personal development, Behaviour and Well-being committee will be chaired by MS (email JT to confirm).</p>	MS

	<p>JT told governors she will circulate committees but to let her know if anybody would like to be on an additional committee. During lockdown we did not have committee meetings so had a regular FGB. <i>JT asked governors if we should hold committee meetings or if people prefer for everybody to be invited.</i></p> <p><i>CM noted that she thought it worked well last time and it depends if governors want to experience those subjects.</i></p> <p>JL noted that she would prefer to go back to normal.</p> <p>It was agreed that we will revert back to normal committee meetings.</p> <p>JM to send a list of dates.</p>	JM
10	<p>MINUTES OF THE FGB OF 15 JULY 2020</p> <p><i>JT asked if parents are being cooperative regarding parking.</i></p> <p>JL replied yes we have issued 14 parking passes but have an issue with Farnborough Fins Parking.</p> <p><i>JT asked about track and trace and if we have had any Covid cases so far.</i></p> <p>JL replied no, but we have not received the tests yet. We should have received them around 27th August but we are the only secondary school in Surrey Heath who has not had them.</p> <p><i>JT asked about the Wi-Fi.</i></p> <p>JL replied this is not working very well.</p> <p>The minutes were agreed and will be signed next time JT is in school.</p>	JT
11	<p>MATTERS ARISING FROM THE MINUTES</p> <p>The letter was sent.</p> <p>JT must action the accessibility plan.</p> <p>KL did the glossary.</p>	JT
12	<p>CHAIR'S ACTION/S</p> <p>There were no chairs actions during summer.</p>	
13	<p>HEADTEACHER REPORT</p> <p><i>CM gave her compliments to staff and said it was wonderful that JL had been out welcoming students at the start of term and she noted that Kings students had been congregating less than other students.</i></p> <p><i>DB asked about food parcels.</i></p> <p>JL replied we must supply food parcels for students who have FSM who are self-isolating and we have to provide items for them to make a healthy lunch - not ready made.</p> <p><i>DB noted that he thought this was an unnecessary burden on overworked schools.</i></p> <p><i>JT asked if any children have moved into the free school meal category as a consequence of Covid-19</i></p> <p>JL answered yes but free school meal numbers are fairly steady.</p>	

<p><i>BS stated that she was concerned about years 8 and 9 as the weather is not good with the lack of outdoor seating and indoor space. She also asked about the numbers in each year group</i></p> <p>JL replied we are 40 over pan in year 7 and other than year 9 we are full in most years.</p> <p><i>BS asked how the new staff have settled.</i></p> <p>JL told governors that new staff did a day before the summer when they all came in.</p> <p><i>BS commented on the fact there has been no communication from SAFE since February and questioned this.</i></p> <p>JL told governors she had taken a phone call from Ellen after the last governors meeting but had heard nothing since but has been told we are still a part of SAFE. The English support is now through James Kibble at Salesian and we are paying for it and other support through BET. It is frustrating.</p> <p><i>JT asked about attendance.</i></p> <p>JL replied that today we had 3.5% of children off with authorised attendance and 1.7% off with unauthorised.</p> <p><i>JT asked if the children who are not coming in were self-isolating.</i></p> <p>JL replied no but quarantining does not affect attendance.</p> <p><i>JT asked about the Covid catch up funding.</i></p> <p>JL replied that it will be around £58,000 in three tranches. The first bit will come this term and will be based on the last census data although we have had a 15% increase in numbers since last July. The second tranche will be based on the October census and will be approximately £46 per pupil. The third tranche after Xmas will make it up to the £80 per pupil.</p> <p>JL told governors we have bought Tassomai for year 10 and 11 students in science. It is interesting that we thought there would be lots of gaps in knowledge but there don't seem to be at the moment. We are looking at the 10-10 model of tuition in maths and English and looking to get that running in terms of catch up. We will have a better view after the exams and CATS. The biggest need is emotional need.</p> <p><i>JT asked where School would get the staffing for the 10 to 10.</i></p> <p>JL replied we would maybe share with Everest or look at using graduates from Winchester or Surrey who don't have jobs at the moment. We will have a more detailed plan in the next few weeks.</p> <p><i>PJ noted that he has some capacity in maths and English up to Christmas for key stage three.</i></p> <p><i>JT asked about the health and safety executive and who will deal if we get a phone call.</i></p> <p>JL replied it would be either her or BG.</p> <p><i>JT noted that we should have a contingency plan by the end of September.</i></p> <p>JL told governors that the plan at the moment is live Teams lessons on the same timetable but we still have a lack of computers and the IT capabilities are a stumbling block. We have trained all year 7s on how to use Teams. There is an issue with children being confined in one location. Any seating that we could get would be helpful.</p> <p><i>CM told governors she has an allocation of £3500 so we can have a conversation about how much should be put aside for this.</i></p> <p><i>DB also suggested trying the scouts.</i></p> <p><i>JT asked about the building update.</i></p> <p>JL answered that since she wrote this report we have been really hoping that these builders don't get the next job. Surrey are also unhappy with their work.</p>	
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	<p>We are having the central heating fixed and are yet to tender for the sports hall roof or the café roof.</p> <p>The fire risk assessment has not been done and they are now saying Christmas so we will miss the deadline.</p> <p><i>JT asked how the risk assessment is being monitored and evaluated.</i></p> <p>JL answer that it is reviewed every 7 to 10 days and is an open forum which is visually monitored. We have updated to say that we want students to wear masks in the café.</p> <p><i>DB asked about governors meeting in person.</i></p> <p>JL replied unfortunately there is no space for meetings in school currently.</p> <p><i>JT asked about students re- taking GCSEs.</i></p> <p>JL told governors this will take place in the library as it has its own entrance and exit. We don't have a timetable at the moment and think we will be using the papers that were prepared for summer 2020. They will take place from 2nd to 25th November.</p> <p><i>JT asked about the year 12 student who had been at Kings previously.</i></p> <p>JL replied that AQA have agreed that she can sit the exams but mum will have to pay for them.</p> <p>At this point VCP introduced herself and told governors why she wanted to become a governor.</p>	
14	<p>POLICIES</p> <p>Careers Access Policy and CEIAG Strategy</p> <p><i>JT asked how the big interview will work online</i></p> <p>JL answered she is unsure but we may do them online with a moderator.</p> <p>The Careers Access Policy and CEIAG Strategy were signed off.</p> <p>The Child Protection and Safeguarding Policy was signed off.</p> <p>The RSE policy was signed off with the note that cultural and race differences would be mentioned within it.</p> <p>JL noted that EB was going to training so may tweak the policy after she has attended this.</p>	
15	<p>HEALTH AND SAFETY, RISK ASSESSMENT AND COVID UPDATE</p> <p>VCP told governors that at the start of term the health and safety information was very funny and Ray West was very effective and scared all of us.</p> <p>JL told governors that a small group of staff also had risk assessment training the following day on how to write an evacuation plan. We think we will score higher in our next audit and benefit from regular Covid updates from Ray.</p>	
	<p>DATE OF NEXT MEETING</p> <p>10th December 2020</p>	

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.