



**Minutes of the meeting of the Governing Body held on Thursday 20<sup>th</sup> October 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        | N        |
| 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        |

**In attendance:**

|               |    |                    |
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| Jennie Morgan | JM | Clerk to Governors |
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|   | TOPIC  | ACTION |
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| 1 | <p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received and accepted from GE.</p>   |        |
| 2 | <p><b>DECLARATION OF INTEREST</b></p> <p>There were no declarations of interest.</p>   |        |
| 3 | <p><b>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2016-2017</b></p> <ul style="list-style-type: none"> <li>a) CM was confirmed as Chair having been voted in at the July FGB.</li> <li>b) JT was voted in as Vice Chair.</li> <li>c) DB self-nominated onto the governing body after resigning as Chair in July. He is the Governor responsible for liaison with the LA in the event of allegation (Child Protection) against the Headteacher.</li> <li>d) JT is confirmed as the Governor responsible for Child Protection/Safeguarding.</li> <li>e) GP is the Governor responsible for Special Education Needs and Disability (SEND).</li> <li>f) CM is the Governor responsible for Looked after Children (LAC).</li> </ul> |        |

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|          | CM to look at training necessary for a Governor responsible for liaison with the LA in the event of allegation (Child Protection) against the Headteacher.  | <b>CM</b>   |
| <b>4</b> | <p><b>CONSTITUTION OF THE GOVERNING BODY</b></p> <p>a) PG and CM are both prepared to stand for another term – all governors are in agreement.</p> <p>b) JW has resigned and one other member of staff has self-nominated to be a Staff Governor.</p> <p>CM to write to JW formally thanking her for her excellent humour and helpful actions.</p> <p>DB is a partnership governor. Therefore, vacancies to be filled are:</p> <ul style="list-style-type: none"> <li>➤ Link Governor</li> <li>➤ Staff Governor</li> </ul> <p>CM to write to Mark Adams to say we are assuming he is resigning his position and thanking him for all he has done.</p> <p>CM to write to Tikendra Dewan to say we are assuming he is resigning his position and thanking him for all he has done and we would appreciate continued contact when appropriate.</p> | <p><b>CM</b></p> <p><b>CM</b></p> <p><b>CM</b></p> <p><b>CM</b></p> |
| <b>5</b> | <p><b>EMERGENCY PROCEDURES</b></p> <p>The Emergency Form has been completed and will be sent to Babcock.</p>  | <b>JM</b>   |
| <b>6</b> | <p><b>GOVERNORS' DETAILS</b></p> <p>Contact details are all correct and the Register of Interests Forms were completed.</p>   |   |
| <b>7</b> | <p><b>PROCEDURAL MATTERS</b></p> <p>a) <b>Code of Conduct</b> – agreed.</p> <p>b) <b>Open or Closed Meetings</b> – Governors agreed meetings would be closed.</p> <p>c) <b>Alternative Participation/Voting Arrangements</b> – It was agreed that voting would be allowed by other means including but not limited to telephone and Skype if necessary but we would endeavour not to do this.</p> <p>d) <b>Professional Negligence Statement and Confidentiality Statement</b> – these statements will be recorded on each set of minutes going forward.</p>  | <b>JM</b>   |
| <b>8</b> | <p><b>COMMITTEES</b></p> <p>a) Committees to remain as they are except BH to join Resources committee and BH self-nominated to Chair Staff and Students Committee and all Governors were in agreement.</p> <p>b) Terms of Reference were agreed Summer Term 2016.</p>   |   |

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|           | <p>c) Membership of the Headteacher's Appraisal Panel is as follows: DB (observer), JT, GP, CM and Angela Bradshaw.</p> <p>d) Membership of Pay Committee will be DB, JT and possibly GR. Pay Appeals Panel will be CM, MS, PG.</p> <p>All committees to vote in a Vice Chair. JM to add to agendas.<br/>JM to add discussion of Headteachers Performance review to Summer Term FGB agenda.</p>   | <p><b>JM</b></p> <p><b>JM</b></p> |
| <b>9</b>  | <p><b>MINUTES OF THE MEETING HELD ON 30<sup>TH</sup> JUNE 2016</b></p> <p>The minutes were agreed and signed by the Chair.</p>  |                                   |
| <b>10</b> | <p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>The Head Boy and Head Girl to write to the Governors with their ideas. JL to prompt.</p>  | <p><b>JL</b></p>                  |
| <b>11</b> | <p><b>CHAIR'S ACTION</b></p> <p>There were no emergency actions.</p> <p>CM noted that she had attended Open Evening and apologised that Governors had not been invited earlier. The hall was full for both addresses by the headteacher and students. There were many Year 5 children and their parents in attendance as well as a local Councillor who has said his daughter will be attending Kings.</p> <p>JW has resigned. CM to write a letter thanking her.</p> <p>DB commented that Surrey CC have no funding for schools improvement going forward. From next August the responsibility for school improvement will be transferred to Regional Schools Commissioners of whom there are 8 nationally to cover 35000 schools. The Local Government Association have complained. DB is attending briefings to get answers.</p> <p><i>Governors asked if there was any hint of extra staff being assigned.</i><br/>DB responded none at all.<br/><i>Governors presumed they will rely on Ofsted.</i><br/>DB said yes, they will look at inspections pass or fail.<br/><i>Governors questioned if we have a Schools Improvement Partner.</i><br/>School answered no, we pay for Angela Bradshaw and also pay separately for Michele Miller, a member of staff from an outstanding school.<br/><i>Governors noted that it is even more imperative in this case that nothing happens to trigger Ofsted.</i><br/>DB suggested that in the near future Governors consider the status of the College.<br/>CM remarked that a working group to look at this had been discussed previously and it would be prudent to set up such a group. This will be added to the next FGB agenda.</p> | <p><b>CM</b></p> <p><b>JM</b></p> |



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| <p><b>14</b></p> | <p><b>COMMITTEES, NOMINATED GOVERNOR/OTHER REPORTS</b></p> <p><b>Resources 8 June 2016</b><br/>GE had stated prior to the meeting that the minutes cover everything he would have highlighted. GR showed Governors the SLS leaflet regarding hiring spaces in the school.</p> <p><b>Staff and Students 29 June 2016</b><br/>It was excellent to see a large number of people at the meeting. The admissions process was discussed as was the waiting list and a pupil and staff update was given.</p> <p><b>Teaching and Learning 22 June 2016</b><br/>It was a busy meeting. The Teaching and Learning Committee will adopt the process of looking at what has been done at each meeting to benefit staff and students and wondered if all committees should consider including this.</p> | <p><b>BH, GE</b></p>                               |
| <p><b>15</b></p> | <p><b>FINANCE AND SCHOOL BUDGET 2016-2017 AND 2017-2018</b></p> <p><b>Draft Budget Plan 2017 - 2018</b><br/>Governors agreed to delegate to Resources Committee.</p> <p><b>Schools Financial Value Standards (SFVS)</b><br/>The Resources Committee had agreed to review items where Kings fell short. A small working group will also be set up to be prepared for early submission. To be added to Resources agenda.</p> <p>This prompted a discussion around agendas. ILC and Resilience Project to be added to the next Teaching and Learning agenda.</p> <p>Work programmes to be looked at on the agenda of all committees to consider if items should be added to future agendas.</p>   | <p><b>JM</b></p> <p><b>JM</b></p> <p><b>JM</b></p> |
| <p><b>16</b></p> | <p><b>SCHOOL WEBSITE</b></p> <p>An annual check must be made to ensure that all the required information is published on the school website – Governors agreed that the Chair and Vice Chair will undertake this task.</p> <p>CM asked if all Governors should complete a pen portrait but it was decided to leave this until a later date.</p>  | <p><b>CM/JT</b></p>                                |
| <p><b>17</b></p> | <p><b>ADMISSIONS 2017-2018 AND 2018-2019</b></p> <p>The Admissions Policy was looked at and after one small amendment was approved.</p> <p>Governors discussed the idea of a catchment area – thoughts were that it may exclude and preclude, and can count both for and against a school. It was decided to look at the catchment areas for other local schools as there may be a time in due course when Kings wants to introduce a catchment area.</p>  |  |

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| 18 | <p><b>POLICIES</b></p> <p>The Child Protection and Safeguarding Policy was agreed in consultation with CM and JT. Amy Popple to finalise.</p>  |   |
| 19 | <p><b>SCHOOL STRUCTURAL CHANGES</b></p> <p>It has been decided that a working group will be set up at the next Full Governing Body to look at training regarding possible structural changes. There was a meeting of the 2015 partnership and we are extending what we do under the Teaching and Learning section and how we can take that forward. CM will feedback more details as and when she knows.</p>   | <p><b>JM</b></p> <p><b>CM</b></p>                                   |
| 20 | <p><b>RECENT DEVELOPMENTS</b></p> <p>From the Clerks Briefing some actions occurred. All Governors must email JM to say that they have read 'Keeping Children Safe in Education' Parts 1 and 2. JM to send a link.</p> <p>JT will look at the Safeguarding folders in all departments.</p> <p>A column to be added to the Single Central Record to show Keeping Children Safe in Education has been read.</p> <p>CM is undertaking the Chair of Governors course and is considering the following projects:</p> <ul style="list-style-type: none"> <li>• Pupil Premium and Looked After Children finding – how can this be spent on high flying individuals?</li> <li>• The roles of Governors</li> </ul> <p>Governors decided that they would like the second project to be undertaken initially.</p> | <p><b>JM</b></p> <p><b>JT</b></p> <p><b>KC</b></p> <p><b>CM</b></p> |
| 21 | <p><b>GOVERNOR TRAINING AND DEVELOPMENT</b></p> <p>Specialised Governors should report back to the Governing Body at least annually.</p> <p>Governors to report key items learnt from training.</p> <p>Progress8 training to be looked into and possibly given before the next FGB.</p> <p>The training document should have statutory and non-statutory training plus columns from Governors training.</p> <p>A lead person on training will be nominated following the Chair of Governors training and any training feedback to be given at FGB meetings.</p>  | <p><b>JL</b></p> <p><b>JM</b></p> <p><b>CM</b></p>                  |

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| <b>22</b> | <b>SELF EVALUATION (OF GOVERNANCE)</b><br><br>Safeguarding<br>Governors will be properly trained to be as effective as possible.<br>Statutory items in place.<br>The website will be updated.<br>Committees will be focusing on the Ebacc and Progress8 |  |
| <b>23</b> | <b>DATE OF NEXT MEETING AND FUTURE AGENDA ITEMS</b><br><br>15 <sup>th</sup> December 2016 at 4pm with Progress8 training at 3pm.  |  |
| <b>24</b> | <b>AOB</b>  |  |

Meeting closed 6.10 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.

