



**Minutes of the meeting of the Governing Body held on Thursday 13<sup>th</sup> December 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	N
Jo Luhman	JL	Head	Ex Officio	Y
David Barter	DB		Partnership Governor	Y
Philip Goddard	PG		Parent Governor	N
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
Leticia Welmers	LW		Staff Governor	Y
Susan Belgrave	SB		Parent Governor	Y
Eamon Lally	EL		Parent Governor	Y
Phil Virgo	PV		Parent Governor	Y

**In attendance:**

Jennie Morgan	JM	Clerk to Governors
Katie Clarke	KC	Bursar
Tom Burns	TB	Deputy Headteacher
Bruce Guyett	BG	Assistant Headteacher

Meeting began at 4.13p.m.

JT began by welcoming everybody and thanking those who had come to the previous session.

JT thanked BH for her time on the governing body and presented her with a gift and card from governors. BH told governors that she has enjoyed her time on the Governing Body at Kings from when we were in special measures to the present day. She has loved seeing the journey at Kings, especially the fashion show, and that during her time as Mayor she was against the closure of the school. She now feels that Kings has been given the chance to be on level pegging with Collingwood and Tomlinscote.

We welcome PV to the Governing Body. PV told governors that he has been a career soldier from 1970 to 2007 and is now a civil servant at RMA Sandhurst. He is a parent at Kings and the vision at Kings is why he chose it for his daughter. He has a vested interest in becoming a governor as he will have some indirect involvement with the education of all the students and plans to question and challenge during his period of governance.

Governors all voted unanimously for PV to be a governor.

KC told governors that the draft budget been signed off at the last Resources Committee meeting. After this SCC sent information on the pay award and we were then told to re-submit a draft budget by next Wednesday. It needs to go to governors in advance of this. This draft budget will cost an extra £20,000 per annum. KC has spoken to JL and we can counter some of this cost and not replace a teaching assistant who has just left (£14,000). Next year's in year deficit is now being projected at £128,000, with an end of year deficit of £49,000.

The financial consultant came yesterday and Surrey would expect us to balance our budget in April. KC noted that it is good that we made the decision to have five classes, look at the TLR, and support staff structure. We will get the same letter as last year.

JL noted that at Schools Forum she had realised that £20,000 is not that much. Some small special schools are looking at £100,000 pounds extra due to the pay award. The man who devised it did this due to living wage and minimum wage. An HLTA on S6 could be paid more than an M3 teacher now. KC commented that HLTA pay would be pro-rata'd.

*Governors asked how much we are missing out due to the lag of pupils.*

KC replied that this would clear the deficit.

*Governors asked what sanctions there would be for having an in year deficit.*

School answered there are no sanctions, just a letter. In theory they can take away all financial control but this is only ever been done to a few small primary schools.

*Governors asked if there is anything else that they need to do.*

KC replied that Surrey will say we need to sort out the deficit but this will not happen by April.

Governors thanked KC who then left the meeting.

	TOPIC	ACTION
1	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received and accepted from PG and CM.</p>	
2	<p><b>DECLARATION OF INTEREST</b></p> <p>There were no new declarations of interest.</p> <p>JM to email PV with pro forma and Keeping Children Safe in Education declaration.</p> <p>JT has produced a list of governance acronyms for use by new governors.</p>	<p><b>JM</b></p>
3	<p><b>CHAIR'S ACTIONS</b></p> <p>No emergency actions have taken place since the last meeting. We had a lockdown on 21st of November from 11.05a.m. to 2.10p.m. Police were on site within half an hour and directed operations.</p> <p>Eagle Radio broke the news before the school did and have since apologised for their actions. We are looking at the lessons learnt from the lockdown. The borough commander is in on Monday.</p> <p>The people who wrote the lockdown policy for Surrey have never worked in a school so we are re-writing the policy.</p>	

4	<p><b>VICE CHAIR</b></p> <p>CM is so embroiled in council business that she does not have as much time to invest as vice chair as she would like and therefore JT is asking for volunteers. DB will take this position to the end of the summer if no one else wants to.</p>	
5	<p><b>MINUTES OF THE MEETING OF 18 SEPTEMBER 2018</b></p> <p>The minutes of the last meeting were signed and agreed.</p>	
6	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <ul style="list-style-type: none"> <li>• We have looked at the vice chair position.</li> <li>• Looked After Children have been added under the heading of Pupil Premium - there are three in college currently. JL noted that the money for these children comes in via a different route.</li> <li>• PV to write pen portrait.</li> <li>• Some of the Terms of Reference for the committees have been done.</li> <li>• JL met with student leaders today and will let governors know dates for the meetings so that governors can work out if they can attend.</li> <li>• DB noted that on 19th September the Department for Education issued a new version of Keeping Children Safe in Education. AI to send to governors.</li> <li>• TB has stepped down as DSL and AI has taken over. JT will meet with him next term.</li> <li>• Safe@Kings - JT to be added to the distribution list.</li> <li>• JT now has a form to pass on for training.</li> <li>• There is new governor safer recruitment training which governors should undertake at some point.</li> <li>• EL, SB, and PV will need to attend the new governor induction training. This should take place next term.</li> <li>• The gates and fences are going in.</li> </ul>	<p>PV JT JL</p> <p>AI</p> <p>JT</p> <p>TB JT</p> <p>EL, SB, PV</p>
	<p><b>MOCK RESULTS</b></p> <p>BG presented the mock results  BG distributed a sheet on the mock results. Outliers have become very prominent. There are 103 students in year 11 with four of these who do not attend Kings. One has not been with us since year nine, one is at Pyrford (but their results will sit with us), one is at St Peters with mental health issues and the last of these students is educated offsite.  Each of these students have key stage 2 data and therefore the government will measure their progress data.  <i>Governors asked if their attendance record reflects on the school too.</i>  School answered no. And of these four only three were originally from Kings.</p> <p>BG continued that when you consider all of our pupils and look at the progress score based on mock results it is -0.78 which includes the outliers. It also includes another student who is in school but only attends period 1 and 2 each day. When you look at progress and attainment scores they are lower than we achieved in the summer. There is a positive impact in taking out these outlier</p>	

	<p>scores and this is current data not predicted data. Departments have put a buffer of 5 to 10% in here.</p> <p><i>Governors asked if this cohort is weaker.</i> School replied yes.</p> <p><i>Governors asked if targets are generated on inputs.</i> School replied no, this is done on FFT. Governors can go in and see - it is based on the key stage 2 data, gender, and other factors and generates three grades.</p> <p>BG continued that the attainment 8 score is lower than we would like it to be. The English Language paper continues to be more challenging than the English Literature paper. JT asked BG to summarise the key points.</p> <p>BG noted that under 'strengths' our vocational students are doing very well. Languages are doing well as are high ability students. Some of our students have been with us from the start and are doing very well. The attendance for the cohort is 95% and above for year 11.</p> <p><i>Governors asked, regarding Business Studies which was an area that has been identified as requiring improvement, how results compared to the mocks from last year.</i> BG replied that this is not a simple comparison but that last year 63% of Business Studies students got a C grade and this year it will be 57%. However, last year there were 27 students and this year there are 14. Looking at 'A' grades last year 26% would have achieved and this year 21%.</p> <p>BG and JL recently attended a conference on disadvantaged students and spoke about using the nudge technique. This was trialled at parents evening last week. <i>Governors noted that amongst the high ability pupils in many subjects around 25% are not passing.</i> BG commented that it depends on how you classify a pass. These are mock grades. <i>Governors asked what we will do about this.</i> BG answered that it is staff and department specific. In Maths there is a new head of subject and new staff and groups and difficult decisions need to be made. Staff need to make the right decisions for the right reasons. There is also a new Head of Key Stage 4 who is introducing a mentoring programme for around 18 students. They will all be assigned to staff. <i>Governors asked if evidence of the impact will be collected.</i> School replied yes. Governors asked if this was for years 10 and 11. BG replied - only year 11 at this point. Mentoring to be added to the next agenda.</p> <p>JT thanked BG for all his hard work in analysing the results.</p>	
7	<p><b>ADMISSIONS ARRANGEMENTS 2020</b></p> <p>JL told governors that Tomlinscote will increase their catchment area in a consultation to include 400m from our gate. This is a very aggressive move.</p>	

	<p><i>Governors asked how aggressive we are being in terms of seeking / encouraging new admissions</i>  School replied we have no catchment and probably wouldn't put one in.  Governors should complete the Tomlinscote consultation if possible</p> <p>Governors are happy with the admissions arrangement document and will agree to it being submitted.</p>	<b>All</b>
<b>8</b>	<p><b>CDP</b></p> <p>JL updated governors on Pupil Premium. She also passed out the College Development Plan. Governors will note that the style of writing changes throughout, this is because it was written by six different people and governors will now need to write a one page objective which links to the five areas of responsibility.</p> <p>Update on progress was provided at the last Full Governing Body and since then we have had the Department for Education release but not the IDSR document. College Progress 8 is unconfirmed and the red areas within the document are new. Progress 8 score is -0.25 which puts the school below average. The disadvantaged Progress 8 score is -0.55 which has improved since last year (0.60) The attainment score for disadvantaged students is 32.43 against last year's score of 40.72.</p> <p><i>Governors asked if we compare Kings to Collingwood and Tomlinscote is there a similar number of outliers?</i>  School answered that they have more but theirs were not removed from the results either. The impact in a small cohort like that at Kings however, is more.  <i>Governors asked if the attainment score includes all students.</i>  School replied yes whether we have the key stage 2 data or not.</p> <p>Governors thanked BG for his detailed work.</p> <p>Slides were shown with an update on the Pupil Premium strategy and SEN.</p> <p><i>Governors noted that in junior schools they ask for help with reading and pondered if this a programme that we could look at.</i>  School answered yes but the embarrassment factor needs to be looked at. We have a reading mentor programme in place.  <i>Governors noted that peer group assistance works.</i>  School answered yes, for a reading age of 9 to 10 but not for reading ages of 5, 6, or 7 as they are too weak and peer mentors or not skilled enough to look at decoding of work.  <i>Governors commented that it depends how it has been delivered so the child doesn't feel demoralised. Governors asked if year 7 literacy levels were lower than last year.</i>  School answered yes.  <i>Governors asked what the extent of the problem is and what has been done in junior schools.</i>  JL answered that one of her targets is to impact on primary schools. We cannot release NT at the moment and need to address our own needs first - NT is a literacy consultant for Babcock and well-placed to do this work.</p>	

	<p>17.35 BG and EL left the meeting.</p> <p>JT asked for opinions on how governors can support this. We don't have a governor linked to every part of the curriculum. She asked if it would be beneficial for governors to be linked to these areas in the College Development Plan instead.</p> <p>DB noted that the only other model he has seen is linking governors to year groups but he is happy to go down the College Development Plan route. Governors opted to be linked to the following areas:</p> <p>SB - middle ability boys with Nisha Tank and Eloise Baines  MS - More able (Demelza Nelson) and careers (Lisa Bowman)  LW - attendance with Alan Inns  PV - Humanities  JT - Literacy  GR - Combined Science with Leticia Welmers  GP – SEN  DB, EL and CM – Teaching, learning and assessment.</p> <p><i>Governors asked how teaching staff will react to this.</i>  School replied that the people who have written this are already on an extended leadership project. LW noted that it comes back to the critical friend idea which will be welcomed.</p> <p><i>Governors said it should be sold as a team rather than two separate entities.</i>  JL told governors that behind each target is a huge list of actions.  <i>Governors said that it would be best to put in a visit report after any meetings.</i>  JT will circulate the pro-forma send visit report.</p> <p>JM to email governors who to liaise with plus staff email addresses and will remind governors what their area is after Christmas.</p>	<p>JT</p> <p>JM</p>
<b>9</b>	<p><b>LAC POLICY</b></p> <p>Governors to send any questions about the LAC policy to JL.</p>	<p>All</p>
<b>10</b>	<p><b>EDUCATIONAL VISITS HANDBOOK</b></p> <p>The handbook was distributed and does not require ratification.</p>	
<b>11</b>	<p><b>SAFEGUARDING – ALAN INNS</b></p> <p>Covered in Headteacher report.</p>	
<b>12</b>	<p><b>HEADTEACHER REPORT</b></p> <p>This has partially been covered throughout the meeting. Governors to send any questions to JL.</p>	<p>All</p>
<b>13</b>	<p><b>DECLARATION OF TRUST</b></p> <p>This will be picked up at a later date.</p>	

	<p><b>AOB Lottery</b>  KC will send the lottery documentation out and governors to feedback questions.</p> <p>JL will get teachers allocated to the priorities in the College Development Plan to contact governors.  JT will send dates in January to finish this agenda.</p> <p>Governors asked if we could have an executive summary at the beginning of the HT report.  JL replied yes</p>	<p><b>KC/AII</b></p> <p><b>JL</b></p> <p><b>JT</b></p> <p><b>JL</b></p>
--	--	---

Meeting closed 6.15pm.

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.