



**Minutes of the meeting of the Governing Body held on Thursday 7<sup>th</sup> December 2017 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
Judith Langley	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	Y
Graham Rudd	GR		Parent Governor	Y
Martin Sands	MS		Local Authority Governor	Y
Leticia Welmers	LW		Staff Governor	Y

**In attendance:**

Jennie Morgan	JM	Clerk to Governors
Robert Bruical	RB	Head Boy
Courtney Hodge	CH	Head Girl

	TOPIC	ACTION
1	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>There were no apologies for absence.</p>	
2	<p><b>DECLARATION OF INTEREST</b></p> <p>DB declared an interest as Chair of Governors at The Hythe School, JL declared an interest as the member of the Governing Body of the North West Short Stay School. JT declared an interest as she is Vice Chair at another school.</p>	
3	<p><b>HEAD BOY AND HEAD GIRL</b></p> <p>JT introduced Robert (RB) and Courtney (CH), the new Head Boy and Head Girl. RB told Governors that they recently participated in Open Evening and took part in parent tours which he had liked the one to one nature of. CH spoke about Year 5 and 6 days and how interesting it was to get the view of the Year 5's on what they thought of Kings. Their experiences will hopefully make them want to come to Kings. RB noted that their leadership skills had improved as a result of their roles and one example of this was when they recently organised the prefect duty brunch timetable.</p>	

	<p><i>Governors asked if the mocks had given Year 11 an insight into how the GCSE's will be.</i></p> <p>RB answered that some students have been surprised but hopefully people will be pleased that the work they put in has paid off. He did note that Year 11 feel that 3 exams in one day is too much but it will be good to get the results back ASAP. CH continued that students will want to speak to teachers following their results. Year 11 have also been completing their college applications and CH and RB are both waiting for interview dates for Farnborough Sixth Form. RB would like to take Maths and Further Maths and eventually go on to become an engineer.</p> <p>CH spoke about a charity run that they had wanted to organise.</p> <p>JL responded that she felt that as Kings are breaking up earlier than other schools it is important to keep a focus on work. She spoke about the Year 8 Giving Nations event not going ahead at the usual time of year and proposed that the Head Boy and Head Girl organised a charity event before they leave Kings.</p> <p><i>Governors questioned if there are any students who are not taking the college route.</i></p> <p>RB and CH replied yes, some are taking on apprenticeships.</p> <p><i>Governors asked if students had received guidance from the school in their chosen pathways.</i></p> <p>CH and RB responded that they all had the opportunity to attend careers meetings.</p> <p><i>Governors asked how being Head Boy and Head Girl has helped CH and RB.</i></p> <p>CH and RB answered that it has helped with their leadership skills, public speaking, confidence, and will also look good on their CV.</p> <p><i>Governors remarked that talking to current students in a setting you may be interested in attending is great for getting a 'proper' impression.</i></p> <p>JL noted that RB and CH had been superb ambassadors for Kings and undertook a really important role with aplomb.</p> <p><i>Governors asked CH and RB to pass their thanks onto the student leadership team. They thanked them for attending the meeting and wished them good luck in their mocks and a Merry Christmas.</i></p>	
<p><b>4</b></p>	<p><b>CONSTITUTION OF THE GOVERNING BODY</b></p> <p>JT reiterated that we need a governor with HR skills and possibly financial. She has investigated and we can utilise Parent Governors, having up to 5 at a time. A letter can be sent out next term. We also have one vacancy for a co-opted governor.</p> <p>Governors agreed that it is a 'no brainer'. JT asked if governors gave their authority for Parent Governor vacancies to be advertised in January. Governors unanimously agreed.</p> <p>Governors spoke about also looking for legal skills, and agreed to look for the three different skill sets. JT has made some tentative enquiries.</p>	<p><b>Headteacher</b></p>

5	<p><b>MINUTES OF THE MEETING OF 19 OCTOBER 2017</b></p> <p>The minutes of the meeting of 19<sup>th</sup> October 2017 were signed and agreed.</p>	
6	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>From the minutes of the last meeting, under point 4 the vote was carried out at the last Resources Committee.</p> <p>Under point 6, pen portraits have been updated and JM will add to the website.</p> <p>Point 7d has been completed.</p> <p>Under point 8, the committee lists have been circulated amongst the governors. It was noted that the T&amp;L committee is now thin on the ground. GR volunteered to sit on the T&amp;L committee.</p> <p>It was agreed that reference to DB being an observer at the pay committee meeting will be removed.</p> <p>Kings News will be on the website next week.</p> <p>Regarding learning walks JL commented that there is an opportunity in January and February for governors to join Heads of Departments in faculty learning walks. No governors are currently linked to departments but this could be re-thought if governors thought it was a good idea. Only one governor at a time should attend a learning walk, and it was felt that governors should be linked to CDP priorities rather than departments. JM will send the learning walks timetable.</p> <p>JT has had a couple of meetings with TB and JB re safeguarding. She noted that it is helpful to complete a governor visits form if you come in for any reason. DB asked if there was a list of governors' professional development. JT responded yes.</p> <p>Safeguarding is now on all agendas.</p> <p>The results breakdown is in the Leadership Report.</p> <p>PG has not yet arranged a Health and Safety walk – this will happen in late January. PG has spoken to the Site Manager who has no concerns, but has not had an opportunity to come in yet.</p> <p>CM has not yet met with TB. JM will book a meeting for CM with TB.</p> <p>The SFVS was added.</p> <p>The Pupil Premium document is on the website.</p> <p>The Admissions Policy for 2018-19 is on the website.</p>	<p><b>JM</b></p> <p><b>JM</b></p> <p><b>JM</b></p> <p><b>PG</b></p> <p><b>JM</b></p>

	<p>JT will do the online Prevent training and asked governors to send their safeguarding certificates to JM when they have completed it.</p> <p>The Pupil Premium document was circulated.</p> <p>Safer recruitment – JT, DB and JL have undertaken the training. JM to send the link for safer recruitment training.</p> <p>JL has written to staff to thank them for Open Evening.</p> <p>The Development Meeting has just happened. JM to add to the next agenda for FGB a document from the Development Committee.</p>	<p><b>All</b></p> <p><b>JM</b></p> <p><b>JM</b></p>
<p><b>7</b></p>	<p><b>CHAIR'S ACTION</b></p> <p>No emergency actions have taken place since the last meeting.</p>	
<p><b>8</b></p>	<p><b>HEADTEACHER REPORT</b></p> <p>JL presented the Leadership Report. Regarding staff on maternity leave, one member of staff is due back in January and one we have no return date for as yet. The English teacher is returning part time but the hours have been married up with a current member of staff. We appointed a Main Receptionist – she is currently covering Student Reception maternity leave and will stay there until the maternity leave ends. We will find a temp to cover Main Reception in the meantime.</p> <p>In Year Admissions – youngsters who join at any other time than the beginning of Year 7 do significantly less well than those who start with us at the beginning of Year 7 despite our interventions. This has a significant effect on our academic profile for each year group.</p> <p><i>Governors asked if the figures given for in year admissions were whole year comparisons</i> School replied that they are like for like.</p> <p><i>Governors asked if there are financial implications.</i> School answered that if they join after the census we then don't get any money until the following report.</p> <p><i>One governor had shown this report to Michael Gove and he was stunned at the difference between in year admitted students and those who joined at the normal time.</i></p> <p>JL continued that the children may or may not be disadvantaged and therefore this could make them a whole different group for tracking.</p> <p><i>Governors asked if BG removes this group from the data to see how we would have done without them.</i> School responded yes, it is almost a group in itself that we track now. If the student is already on a school roll then we can't go through In Year Fair Access.</p> <p><i>Governors noted that some schools are dropping their PAN.</i> School answered that currently we have 134 first choices.</p> <p><i>Governors questioned if we have many service children.</i> School replied that we have some.</p>	



	<p>School answered yes, although there is a limited timeframe in which to do so.</p> <p>JT thanked JL for her last, and very comprehensive, governors report.</p>	
<b>9</b>	<p><b>SAFEGUARDING</b></p> <p>JT has had two meetings with TB and Jude Bache and they are on the ball with all aspects of safeguarding including data, information etc. Congratulations to them. They are doing a great job.</p> <p>After Christmas JT will meet with an NQT and a new member of staff to see how they feel about safeguarding.</p>	<b>JT</b>
<b>10</b>	<p><b>COMMITTEES, NOMINATED GOVERNOR/OTHER REPORTS</b></p> <p>Governors accepted the minutes from: Resources 20 September 2017 Teaching and Learning 13 September 2017</p> <p>DB told governors that the draft budget has been submitted although the fair funding formula is not yet known. Pay rises are also not yet known.</p> <p>DB also spoke about the Pay Committee who met and thoroughly examined the school's recommendations and asked for further information on some. They made some suggestions regarding the paperwork for next year and were satisfied.</p> <p>JT thanked MS and DB for their work on the Pay Committee.</p> <p>CM told governors that T&amp;L had a great committee meeting with evidence, case studies, behaviour data and headlines.</p> <p>JL to suggest to JLU that an executive summary is available.</p>	<b>JL - JLU</b>
<b>11</b>	<p><b>SKILLS AUDIT</b></p> <p>The skills audit was postponed.</p>	
<b>12</b>	<p><b>PAY POLICY</b></p> <p>The Pay Policy was recommended by the Resources Committee and was accepted.</p>	
<b>13</b>	<p><b>RECENT DEVELOPMENTS</b></p> <p>DB updated governors from Chair's Briefing. Academisation is not on the agenda – it is desirable but is not being pushed. Collaboration is being encouraged, which we are already doing. We are unlikely to come under any pressure to academise from the Regional School's Commissioner as there are bigger issues in Surrey. The arrangement between Babcock and Surrey will come to an end in March 2019.</p>	

	<p>JL stated that at School's Forum, maintained schools had to agree the levy. £40 pp was agreed and it came in at £37.46 pp. We have gained around £1200.</p> <p>DB commented that School's Forum voted against the £3,000,000 going to the high needs block.</p> <p>CM has heard of a collaborative arrangement whereby schools keep their own assets. This could be a structure we could utilise. CM will find out what a co-operative entails. It could easily be formalised.</p>	<b>CM</b>
<b>14</b>	<p><b>GOVERNOR TRAINING AND DEVELOPMENT</b></p> <p>Discussed earlier in the meeting.</p>	
<b>15</b>	<p><b>SELF EVALUATION (OF GOVERNANCE)</b></p> <p>At this meeting governors have:</p> <p>Met the Head Boy and Head Girl and listened to their feedback.  Looked at how data is being used effectively.  Organised invitations for members of staff to come to FGB and discuss topics.</p> <p>A suggestion was made that 3 members of staff are invited to a meeting in the future to talk to a few governors for 20 minutes a time on different subjects. JT will look to introduce this model.</p>	<b>JT</b>
<b>16</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting will take place at 4pm on Thursday 8<sup>th</sup> February 2018 – with training taking place from 3pm.</p>	
<b>17</b>	<p><b>AOB</b></p> <p>Governors expressed their appreciation for the blood, sweat and tears that JL has given to Kings. They stated that without her, Kings would probably not still be here. On behalf of everyone governors articulated how much they valued the wonderful job she has done and how hugely proud she should be. Several thousand children have had a good education because of her leadership. Thank you.</p>	

Meeting closed 5.50 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.