



**Minutes of the meeting of the Governing Body held VIRTUALLY on Thursday 10<sup>th</sup> December 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 Harrison	DH		Parent Governor	Y
Graham Rudd	GR		Associate Governor	Y
Martin Sands	MS		Local Authority Governor	Y
Paul Jackson	PJ		Co-opted Governor	N
Eamon Lally	EL		Parent Governor	Y
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
Keith Dixon	KD		Parent Governor	Y
Heather Caudle	HC		Parent Governor	Y

**In attendance:**

Jennie Morgan	JM	Clerk to Governors
Bruce Guyett	BG	Deputy Headteacher

JT welcomed governors to the last meeting of this year and told them that JL had been awarded a local community hero award. She also told governors that CM will be leaving at the end of the term for family reasons and thanked her for many years of hard work for Kings.

	TOPIC	ACTION
1	<b>APOLOGIES FOR ABSENCE</b>  Apologies were received and accepted from PJ.	
2	<b>DECLARATIONS OF INTEREST</b>  There were no new declarations of interest.	
3	<b>CHAIR(S) ACTIONS</b>  There have been no emergency actions.	

	<p>JL told governors that last week the snack shack was broken into - we have CCTV of 3 large men. They attempted to steal the lead from the roof which turned out to be fake. They have done quite some damage and drinks were taken.</p> <p>Continued in Part 2.</p> <p>HC joined the meeting and JT welcomed her. HC can only remain until 4.30. She introduced herself as a new parent governor who has two sons at Kings in year 11 and year 8. She is the Chief Nursing Officer for the Surrey and Borders Partnership.</p>	
<b>4</b>	<p><b>TERMS OF REFERENCE</b></p> <p>The Education and Standards terms of reference are fine. Resources and PDBW were also agreed.</p>	
<b>5</b>	<p><b>MINUTES OF THE MEETING OF 17<sup>TH</sup> SEPTEMBER 2020</b></p> <p>DB has now stepped down from the governing body and JT has not been overwhelmed with responses regarding volunteers for Vice Chair.</p> <p>EL will be stepping in as the chair of the Resources Committee and PJ has taken over as Safeguarding Governor.</p> <p>JT asked KD how he feels about being SEN Governor and he agreed.</p> <p>The minutes of the meeting were agreed and will be signed when JT is next in school.</p>	
<b>6</b>	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>From the matters arising - emergency procedures should be sent to governors JT will continue to work on accessibility plan.</p>	<p><b>JM</b> <b>JT</b></p>
<b>7</b>	<p><b>COMMITTEE UPDATES</b></p> <p>BS updated governors on the <b>Education and Standards</b> committee meeting that took place this term. At the time of the meeting we had no Covid cases. Some spending was agreed on the cameras and sewing machines. We were due a review from SAFE and this has now happened. As a result, we were taken off the priority schools' program. Training will take place in the BET network. At the meeting we also spoke about the big interview and the RSE curriculum.</p> <p>JT noted that at the next meeting we will have feedback on the year 11 gap analysis and data drops.</p> <p>BG has offered to train governors and the decision was made that this should take place on 6th January at 3.30pm GR asked if the paperwork could be sent to him as he was unavailable at this time.</p>	<p><b>BG</b></p>

	<p>MS updated governors on the <b>Personal Development Behaviour and Wellbeing</b> committee. At the time of the meeting attendance was good considering the situation and against the national average. Some children were needing extra support due to anxiety etc.</p> <p>The new SENCO is doing a great job and there are a few children on reduced timetables. David Hurley had agreed to produce case studies for the next meeting in February.</p> <p>At the meeting we discussed how children who worked hard over the lockdown are now close to where they should be. Staff are feeling positive.</p> <p>Some governors need to update their safeguarding training.</p> <p>Most fixed term exclusions this year have been one day non-repeat offenders whereas last year there was a small group of year 11 smoking who repeatedly were excluded. This year the trend seems to be verbal abuse - especially one individual. Tremendous work is being done to focus on learning and children and MS congratulated Kings on the efforts made.</p> <p>JT noted that all staff have done an incredible job and will send a letter of thanks next week with a Christmas card.</p> <p>JL thanked JM for dealing with parents who want to keep their children off next week. We had 94% attendance on Monday.</p> <p>MS commented that it is good in this case.</p> <p>KD noted that it is the same at primary schools.</p> <p>JT updated governors on the <b>Resources Committee</b>. She explained that due to Covid we were £29,000 in deficit and we're only looking to receive around £1600 back from the Department for Education.</p> <p>There followed a lengthy discussion regarding the swimming pool the summary of which is that Farnborough Fins have withdrawn from their arrangement with Kings and the pool is being emptied. At some point a discussion will need to take place with governors as to whether we keep the pool. We have had some offers. Swim Expert looked at the pool and said it would need £250,000 worth of work which they would do in exchange for a 10 year contract. They have been asked to make a business plan.</p> <p>At the meeting JT also agreed the draft budget</p> <p>JL brought it to governors' attention that the budget had balanced and we ended up with a carry over. This was fantastic work by KL in getting us to this position. She also told governors that the numbers in 2021 will be lower than expected.</p> <p>Continued in Part 2.</p> <p>BG joined the meeting at 16.45</p>	<p><b>JT</b></p>
<p><b>8</b></p>	<p><b>HEADTEACHER REPORT</b></p> <p><i>GR asked about targeted interventions and how these will be done.</i></p>	

<p>BG replied that we have tried to keep continuity from last year's program e.g. literacy support, a drive on attendance, investment in staff CPD. There is an overlap with SEN and pupil premium so investment in SEND teaching and learning falls into this category as well.</p> <p><i>GR asked if there is anything specific that can be done to prepare year 11 for their exams.</i></p> <p>BG replied he could not think of anything specific. In the last few months staff have been told not to try to treat students as a group but rather to improve the quality of teaching and learning throughout the whole school and address individual needs.</p> <p><i>JP interjected that when she spoke to BG earlier in the week he was talking about trampolining lessons for pupil premium students and revision guides.</i></p> <p>BG answered that trampolining is run by an external company and cannot take place at the moment due to Covid.</p> <p>JL told governors that we signed up to pupil premium with Mark Rowland because of the crossover with pupil premium and SEN.</p> <p>We are looking at the Covid catch up funding and how that will benefit year 11 - we may invest money in year 9 and 10.</p> <p>BG told governors that regarding practical things we ensured all pupil premium students had a laptop when they went home for remote learning.</p> <p><i>EL asked regarding the targets on page 4 if we measure attainment against key stage 2 do we build an improvement year on year into our projections in the SEF as we are saying teaching has improved. How do we build in continuous improvement as a service?</i></p> <p>JL replied that as a school we are measured in terms of progress 8. When she arrived we were setting targets against FFT50 and we are now setting them against FFT5 so we are aiming to be in the top 5%. In terms of benchmarking given when we set the summer targets we gave FFT50, 20 and 5 - we have some historic small cohorts where each child is worth more than 1%. Attainment is slightly higher than last year but not obscenely high.</p> <p><i>EL questioned why more evidence had not been included of the statements being made in the SEF.</i></p> <p>JL replied that regarding the SEF statements not having enough evidence, we believe we can evidence this but not all has been included in this report.</p> <p><i>EL commented that it should be possible to see ahead for 5 years whether we think we could get certain exam results based on teaching improvements. He commented that if he was reporting he would link to the evidence.</i></p> <p>JL replied yes, we want to include results but it is about progress students make from their starting points. The CATS report is key as it tells us if we push them these are the results they could get.</p> <p><i>BS noted that speaking as an ex-advisor now and not a governor it is progress that is being focused on it is not a year-on-year increase. As long as we achieve at least what was expected the process will be good.</i></p> <p>EL asked as an example if child A and child B for instance coming in five years apart should child A get better results as the teaching and learning will have improved?</p> <p>JL replied yes.</p> <p><i>MS noted that in the headteachers report there was a small entry regarding the more able. He believes that more data is needed to try and follow through. Could we push those students a bit further?</i></p> <p><i>JT commented the progress is slower there than it has been for other groups.</i></p>	
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	<p>JL told governors that yesterday the big interview took place and her dad was one of the interviewers. He commented that the aspirations of this group are too low.</p> <p><i>JT noted that she experienced the opposite as an interviewer yesterday</i></p> <p><i>JT asked if completing the documents for BET has been useful.</i></p> <p>JL replied yes, they were told to complete the documents that they wanted to do and Kings did not do the testing the rest of the schools did.</p> <p>BG noted that at the deputy head session we were the only school doing gap analysis papers which were assessments and were not mock exams. They were adjusted papers with what the students should know.</p> <p><i>DH asked about appendix 3 - the HSE summary and the near miss recording system which contains 423 events recorded. He asked how we are using this to improve.</i></p> <p>JL noted that we have a near miss book as when we had the health and safety audit this was recommended. We are making sure that everything has a solution to analyse and prevent accidents.</p> <p><i>DH also commented that the writer of the report is looking at getting their EBOSHH general certificate next year and congratulated them on this.</i></p> <p>JL told governors that the member of staff wanted to do this level rather than apprenticeship level next course.</p> <p><i>JT said that Looking at the effort, behaviour and attendance how can we be sure that all staff are applying the same criteria for monitoring effort etc. how can we ensure this is accurate?</i></p> <p>JL answered that in theory outstanding effort, behaviour and attendance should have outstanding achievement. She noted that she is not completely sold on it.</p> <p>BG told governors that we have started the process of scrutinising each other's opinions in an attempt to standardise.</p> <p><i>DH asked how during remote learning do we measure participation and any trends.</i></p> <p>JL replied that 88% of children engaged in the remote learning during the lockdown period which was good engagement. The Department for Education did call us on the 3rd to ask how it was going.</p> <p><i>DH noted that this was encouraging and a great level of engagement.</i></p> <p>BG told governors that 96 - 97% of students found they were able to access the work and work independently.</p> <p>JT agreed that students who she had spoken to during the big interview yesterday were positive about their online learning experience.</p> <p>DH noted that his own children were working hard during the remote learning period too.</p>	
<p><b>9</b></p>	<p><b>GOVERNOR VISITS</b></p> <p>PV told governors that he and JT had an attendance visit with David Hurley and Rebecca West and commended them on their knowledge. In the first half of the year the data is above the national average of 89.8% attendance with Kings being 95% - although that is lower than the same time last year.</p> <p>Self-isolating pupils' absence does not count towards the figures. This is more likely to be changed by part time timetables. During the visit they looked at the</p>	

	<p>breakdown of all the attendance. The school is supported by an inclusion officer and they are looking at attendance goals to rapidly increase.</p> <p>JT told governors that PJ had conducted a safeguarding visit with David Hurley and governors have received the report. There are no significant gaps within this.</p> <p>JP had visited as Equality governor and met with Bruce Guyett. Lots of evidence was produced e.g. Kings ensure disadvantaged students get access to the curriculum and their needs are being met such as Wi-Fi, laptops, and food parcels. There are also assemblies looking at attitudes to all students. JP had asked if we have considered what will happen when trips etc. go out. She told governors that the Equality Policy had 5 objectives and BG would like to reduce those to 4. We have regularly met objective 2, which is assessing and accepting people with a need. BG is now looking at adding different objectives.</p> <p>Recent governors should look at the Better Governor site for information on Equality issues and BG will put things in place and JP and BG will meet again in the second half of next term.</p> <p>JL asked if the online meetings are working well between governors and staff. BG answered yes.</p> <p>In terms of pupil premium JT met with Roane Haywood. The report hadn't been done but now has and has been distributed to governors for this meeting. It has been scrutinised by BET and provides all essential information.</p>	
<p><b>10</b></p>	<p><b>SEF</b></p> <p>Schools used to complete a SEF (self-evaluation form) as a statutory requirement. Most schools have continued to produce this. They like that it uses OFSTED language and governors will need to look at the impact. This document then feeds into the school development plan.</p> <p>We are going to have a document of five things we want to achieve this year and will have a strategic 3 to 5 year plan which will come to governors at Education and Standards.</p> <p>JL answered we had one when we were a support and challenge school and she has her own mentor from BET. We do not have to have one.</p> <p><i>BS noted that schools requiring support have one but if schools have made sufficient progress and come off their plan then they no longer have one. Some schools will purchase the services of an external school improvement partner.</i></p> <p><i>KD asked if BET provide the validation.</i> BS answered yes this is external and internal.</p> <p><i>MS mentioned on page 9 of the SEF if you go down the list there is a typo and wondered if this should be -0.22 or +0.22.</i> This will be amended.</p> <p>BG told governors that earlier on he was part of the BET deputy headteachers' meeting and was asked to volunteer for quality assurance in education reviews in other schools. The validation will come from within BET schools.</p>	<p>JL</p>

<b>11</b>	<p><b>POLICIES</b></p> <p>All policies were ratified with any amendments shown below:</p> <p>Data protection statement item 5.3 should be amended to say the deputy headteacher in case of headteacher absence.</p> <p>Point 8 regarding reference to the EU - it was asked if this should be taken out. JL answered that once we leave this will potentially be changed. MS commented that EU legislation will roll over at the moment.</p> <p>Under section 20 it was asked if we should have an online safety CCTV policy and the answer was no but JL will double check.</p> <p>Legionella management written statement Governors asked if LD was absent could anyone else do this job JL replied yes, his assistant Luke.</p> <p>JT told governors that JM had produced a work planner for the year and one thing that is on it is reviewing policies at particular times.</p>	<p><b>JM</b></p> <p><b>JL</b></p>
<b>12</b>	<p><b>MEMBERSHIP OF GOVERNOR PANELS</b></p> <p>JT will send this out via email to be agreed.</p>	<p><b>JT</b></p>
<b>13</b>	<p><b>AOB</b></p> <p>There was no other business</p>	
	<p><b>DATE OF NEXT MEETING</b></p> <p>25<sup>th</sup> March 2021</p>	

JT wished everyone a lovely Christmas and to stay safe.

Meeting closed at 17.55

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.