



Minutes of the meeting of the Governing Body held on Thursday 18th July 2019 at 4.00 pm.

Governing Body:

Name	Initials	Position	Type	Attended
Jenny Tuck	JT	Chair	Co-opted Governor	Y
Charlotte Morley	CM		Co-opted Governor	N
Jo Luhman	JL	Head	Ex Officio	Y
David Barter	DB	Vice Chair	Partnership Governor	Y
Graham Rudd	GR		Associate Governor	N
Martin Sands	MS		Local Authority Governor	Y
Leticia Welmers	LW		Staff Governor	Y
Susan Belgrave	SB		Parent Governor	N
Eamon Lally	EL		Parent Governor	Y
Phil Virgo	PV		Associate Governor	N
June Phillips	JP		Co-opted Governor	Y
Bindi Sarl	BS			Y

In attendance:

Jennie Morgan	JM	Clerk to Governors
Katie Lucas	KL	Bursar
Bruce Guyett	BG	Deputy Headteacher

BS was voted onto the governing body unanimously at the start of the meeting.

	TOPIC	ACTION
1	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received and accepted from PV, SB, and GR. CM was not at the meeting.</p>	
2	<p>DECLARATIONS OF INTEREST</p> <p>BS is employed by Surrey County Council and seconded to SAFE - she will complete the register of interest. There were no new declarations of interest from other members of the governing body.</p>	
3	<p>CHAIR'S ACTION/S</p> <p>There have been no urgent Chairs actions. JT has written to Hampshire County Council regarding an EHCP application where Hampshire have missed several deadlines.</p>	

4	<p>MINUTES OF THE MEETING OF 02 SEPTEMBER 2019</p> <p>The minutes of the meeting of 2nd September 2019 were signed and agreed.</p>	
5	<p>MATTERS ARISING FROM THE MINUTES</p> <p>SB, and GR have not yet signed to say they have read and understood the newest version of Keeping Children Safe in Education. GR has a temporary job and will not attend meetings at the moment but will stay on as an associate governor.</p> <p>From the matters arising: Section 128 – governors do have the check. Safeguarding policy has Tom amended as requested? Once the safeguarding policy is verified a copy should be sent to DB. JP has been added to the education and standards committee list. A suggestion was made to add a column regarding questioning to the minutes. This is to clarify whether a statement was a question, a clarification or a challenge.</p> <p><i>JP told governors that she had taken part in the learning walks. In the September meeting it was stated that staff do not know who the disadvantaged children are and don't challenge them. She asked if this is different now.</i> School answered that there is more evidence now who the disadvantaged children are with seat plan etc. but there is still a lack of stretch and challenge. <i>Governors asked if the folders that they saw on the Learning Walks that had information missing (re vulnerable groups) now contained the information that had been missing. Consistency is essential across the school</i> School answered that the expectation is that the folders contain a seating plan and a class profile with a set of data. There is not an expectation to have anything extra within the folders. <i>Governors noted that some folders did not contain the matrix.</i></p> <p>The mock results were sent to governors.</p> <p>The pen portrait for JP has been added to the website.</p> <p>JT told governors that no action plan is needed now. At the support and challenge meeting yesterday priority three was changed to be governance and attendance was taken off. The updated priorities therefore are:</p> <ol style="list-style-type: none"> 1. Curriculum 2. Work around SEND with additional support to be provided to the SenCo. 3. Governance. It was highlighted that the governing body is not as challenging as they need to be around pupil premium. JT will work with SB and BG on the report on pupil premium. 4. Finances, resources, and buildings. <p><i>MS asked about results and outcomes.</i> School replied that we have moved away from results towards curriculum which has to be right to get the impact from the intent and implementation of the curriculum in all aspects</p>	JM

	<p><i>MS noted that it is difficult for a governor to comment on lessons if they are not a teacher. They can observe a lesson but can only give their view.</i></p> <p>School responded that they value governors' views and that it is important that governors get a feel for what goes on in a classroom. This can only add to their understanding of the challenges the school faces and the successes that they enjoy.</p> <p>School replied that SAFE's view is that our outcomes are going in the right direction.</p> <p><i>LW commented that the focus on curriculum helps non-teachers to hold teachers to account. You can see if what you would expect is in the books and the green folder. DB interjected that the word from OFSTED is progression as well as curriculum sequencing. Staff are definitely being held to account and drilled. BS noted that she understands concerns that looking at data isn't a priority but the school will still be gathering data.</i></p> <p>School replied yes – the mock data came in yesterday and can be sent to governors when it is all in. Learning walks are more powerful than data.</p> <p><i>DB noted that you can look at the same subject same curriculum same state and judge against each other which would make it easier to compare.</i></p> <p>JT met with TB regarding trips which was very interesting and JT is satisfied that there are rigorous processes in place in terms of organisation, safeguarding, equality and outcomes / VfM. Only one trip has gone out in a deficit.</p>	
6	<p>COMMITTEE REPORTS</p> <p>Resources</p> <p>DB told governors that he had met with Surrey regarding responsibility for asbestos - it was a confused meeting. The issue was that we are responsible for asbestos in school but never had confirmation that work had been done to an approved standard. There will now be a stamped document to say the work has been completed. DB is satisfied our responsibility with regards to asbestos will be met. The asbestos management plan has been accepted by the Health and Safety Executive and governors.</p> <p>We were loosely advised to put in a deficit budget that covered urgent work to cover curriculum aspirations. As expected this was not accepted by Surrey CC, and they have told us we will get services for free from a finance expert from the Department for Education to support our budget situation. They are coming in in February in advance of us having to submit a final budget at the end of March. EL noted that during the resources meeting it was asked what the risk of putting a deficit draft budget in was. There is no risk at this stage.</p> <p>Personal Development Behaviour and Well Being</p> <p>Attendance is up on previous year and persistent absence is down. However, we need to improve the attendance of SEN and disadvantaged children and improve completing registers and punctuality. The move from the house to year group system has been successful and seems to have had a positive impact on attendance. We need to raise the attendance of pupil premium pupils and bridge</p>	

	<p>the gap for their outcomes. At the year 7 parents evening attendance was 80% and 99% of our parents would recommend the school to other people. In terms of destinations the vast majority of our students go on to Farnborough Sixth Form or Farnborough College of Technology. The feedback we have received is that they are staying for two years and then above the national average number go on to university. As a committee we discussed the possibility of creating alumni groups.</p> <p>Education and standards</p> <p>JT told governors that we had a huge agenda which will have to be adjusted next time in which governors and staff discussed the quality of the curriculum, outcomes of learners, and scrutinised performance data. The basis of the meeting was a very comprehensive report that BG had put together. We looked in detail at the data for year 10, SEND and pupil premium. We had a presentation from LB regarding careers which demonstrated the successes that her work is producing. Further innovative work is planned. BG spoke about the importance of staff working together on their curriculum and schemes of learning. There is still a need to focus on literacy and reading. An advert has gone out for a literacy lead.</p>	
7	<p>HEADTEACHER REPORT</p> <p>JL told governors that the link on the IDSR report included within her Headteacher report takes you to government guidance on how to understand the IDSR. BG told governors that looking at indices of deprivation there are deprivation indicators. Surrey Heath is in the lowest 10% of deprivation nationally but within Surrey Heath there are pockets of deprivation. In the IDSR these are identified in 20% blocks. We are in quintile 4, so therefore the highest 40% of deprivation. However, our students don't all come from this localised area, so the deprivation indicator is in quintile 2.</p> <p>There are some lovely things in the reports about performing arts and languages and lots of statements are greyed out which means they do not apply.</p> <p><i>BS asked for clarification on whether quintile one or five was the lowest. There seems to be a small error within the report but quintile five is the highest area of deprivation.</i></p> <p>JL told governors that until we have more guidance this is the dashboard that OFSTED will see. The attendance data is one year out of date but it has come out better than JL thought it would. The disadvantaged will be the query.</p> <p><i>DB stated that this basically confirmed what Ofsted said when they came.</i></p> <p><i>BS asked for clarification on whether although it looks like maths and PE have gone back in terms of quintiles it doesn't mean they are doing less well.</i></p> <p>BG responded that there is a real drop in terms of progress in maths. It's not as significant as the percentage threshold suggests however. JL interjected that Maths are working with the SJB mastery maths hub.</p> <p><i>DB queried if as we are being graded against other schools if the national average goes up we will go down.</i></p> <p>BG said yes.</p> <p><i>EL questioned whether the education and standards committee should use maths as an example of how the curriculum work is going within the three '1's.</i></p>	

	<p>JL responded yes, we could also use a practical subject like performing arts which is consistently outstanding.</p> <p>Vivienne Chung-Penney to come to the next Education and Standards meeting.</p> <p><i>JT drew governors' attention back to page 6 of the headteacher report and asked what happened with year 8.</i></p> <p>JL responded that this is the biggest year group of SEN needs. The issues are coming from the number of K children who have EHCP applications and are on the educational psychologist waiting list. We have ADHD, ASD and some unmedicated children. We are considering staff training regarding ADHD. We also have lots of behaviour coming out of languages in year 8. JL has spoken to Wey Valley college this morning and we can buy their training and behaviour packages. Surrey County Council are pushing back on EHCP's.</p> <p><i>DB asked if we are removing some children from the curriculum are we then creating a year 11 problem where they won't have enough GCSEs.</i></p> <p>JL replied no, as they choose 4 options. However, we are struggling with year 8.</p> <p><i>DB asked if these children are equally distributed across the year group.</i></p> <p>JL replied yes, we have re-timetabled to ensure this. Parents are removing their children due to the behaviour of two students in particular. BG noted that one of the students is very able and they could all be in top set maths.</p> <p><i>DB asked if this could be boredom.</i></p> <p>JL replied that a lot have come from South Camberley where there was no functioning SENCo. That is why incidents are so high and it all comes down to 5 individuals.</p> <p>JL told governors that we have also been successful in bidding for £10,000 local learning fund and work for start in January</p> <p><i>EL asked regarding in year moves, is another local school actively getting children to leave to come to Kings?</i></p> <p>JL replied no, we work well with this school we did an analysis on imports, and attendance including imports is 93% but with Kings own students is 96%.</p>	<p>JL</p>
<p>8</p>	<p>DISCIPLINARY AND CAPABILITY PROCEDURE</p> <p>This is the Surrey standard policy where they have added data protection as a new section.</p> <p>The disciplinary and capability policy was ratified.</p>	
<p>9</p>	<p>SCHOOL FUND SPEND</p> <p>The Resources Committee have agreed a spend from the school fund for new sewing machines which will hopefully mean that we can offer Art Textiles GCSE next year.</p>	
<p>10</p>	<p>ADMISSION ARRANGEMENTS 2021-22</p> <p>The governors agreed the admissions arrangements for 2021-22.</p>	

11	SCL Please see Part 2.	
12	SAFEGUARDING DB told governors that he is not aware of any specific safeguarding issues other than those that are routine. When DB meets AI early next term he will update governors and the single central record at the same time.	
13	AOB The data protection and Use of Biometric Data procedures will go to the extraordinary full governing body on 6 th January.	
	DATE OF NEXT MEETING 12 th December 2019	

JT thank everybody for all their hard work this term

Meeting closed 18:09

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.