



Minutes of the meeting of the Governing Body held on Thursday 2nd May 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	Y
Jo Luhman	JL	Head	Ex Officio	Y
David Barter	DB	Vice Chair	Partnership Governor	Y
Philip Goddard	PG		Parent Governor	N
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
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	TOPIC	ACTION
1	APOLOGIES FOR ABSENCE Apologies for absence were received and accepted from PG.	
2	DECLARATION OF INTEREST There were no new declarations of interest. Declarations of interest to be added to the website.	JM
3	CHAIR'S ACTIONS No emergency actions have taken place since the last meeting.	
4	MINUTES OF THE MEETING OF 14 FEBRUARY 2019 The minutes of the last meeting were signed and agreed.	
5	MATTERS ARISING FROM THE MINUTES <ul style="list-style-type: none"> PV has written a pen portrait. 	

	<ul style="list-style-type: none"> • Regarding the committee terms of reference, the committees will be changing in September so these will be rewritten. • JT attended a student leadership and student council meeting. We have two head students this year rather than head boy and head girl - they have been invited to the September Full Governing Body. The student leadership team are very vocal and are putting together an action plan. • Some governors have sent dates for completed training. SB and EL must do the introduction to governance course. • Sale of land - JL is proposing the SCH1F form to go in to dispose of the land behind the boundary fence as if we do not get the permission we may as well stop all of the planning. <i>Governors asked if this also included the land next to the bungalow.</i> School answered yes it is a dead space. <i>Governors asked how the sale will be handled.</i> School replied that we will get round the table if permission is received. • The Angela Bradshaw OFSTED session was cancelled. JT will contact Angela to get a new date. 	<p>SB & EL</p> <p>JT</p>
<p>6</p>	<p>HEADTEACHER REPORT</p> <p>JL presented her report. OFSTED came and the report was fair - we have been given priority school status by the local authority and have a team around the school.</p> <p>We are going out for another Assistant Headteacher. JL asked if any governors would like to be involved in the shortlisting process on Thursday 16th for the interview process on 21st and 22nd May. <i>JT explained that OFSTED gave us a mandate for doing this due to the capacity and strength of senior and middle leaders needing to be reviewed.</i> <i>DB noted that the OFSTED report gives us a great deal of weight in terms of spending money.</i> <i>JT commented that we will also be looking at a more extensive program of CPD for governors.</i></p> <p>JL continued to tell governors that parent view results have been included in her report.</p> <p><i>Governors commented that the biggest issue is with homework.</i> JL told governors that we need to look at re-writing the homework policy. We have looked at some other schools who do no school-based homework or some school-based homework. This was set as a fishbowl exercise for the student leadership team interview process. Because of a high proportion of SEN some students cannot access homework at all. We are reviewing now and looking to implement a new homework policy for September. We need to look at what is being set and what the purpose is of homework. <i>Governors asked if staff have been consistent with the setting of homework.</i> School answered no. It is also not being marked as promptly as it should be. <i>Governors asked how we can deal with the lack of consistency.</i> School replied middle leaders should be checking the consistency of work of their staff and if not it is a disciplinary and capability process.</p>	

<p>We have also pulled all job descriptions and they are inconsistent too. We need to define what the job is so it can be done properly and are looking at re-writing job descriptions. This ties in nicely with the TLR restructure.</p> <p><i>Governors asked how an appraisal process can be run without proper job descriptions.</i></p> <p>School answered the teaching performance management process is under the teachers standards and they are set in stone. Some job descriptions exist but are not relevant now and we are trying to put the job descriptions under strategic headings.</p> <p><i>Governors remarked that within The performance management process it is good practice to make both parties sign a job description every year.</i></p> <p>School noted that the TLR restructure has allowed us to legitimately ask these questions.</p> <p><i>Governors stated that the interviews with SLT on inset day were useful at looking at gaps and duplications and job descriptions matching actual jobs.</i></p> <p>JL continued that we have launched the TLR restructure - the proposed restructure went through HR in Surrey.</p> <p><i>Governors clarified that TLR meant a whole school responsibility.</i></p> <p>JL told governors that the consultation is open until next Friday and after that we will collate the responses.</p> <p>DB has had emails from two people so far.</p> <p>JL noted that it is the structure we discussed that has gone out. The NEU is coming in on Thursday to discuss with the union members.</p> <p>There is a leak in the sports hall roof which is not part of the building work. As a result of this a child has slipped and fractured her arm. Surrey County Council have an email chain saying they will not raise a job because of the cost as it is an ongoing issue.</p> <p><i>Governors asked if we could employ a private roofer.</i></p> <p>School replied no as it is Surrey County Council responsibility.</p> <p>Surrey have said the food tech room is safe to use despite the oil and they will re-route the pipe. There is a separate issue regarding the possible environmental damage and we will still have no second food technology room in September. We continue to try to resolve the electric and gas oven situation.</p> <p>Kier cease to exist at the end of May and we are trying to get all of their records.</p> <p><i>Governors asked if there is now a record of work done on site.</i></p> <p>School answered that since KC started we do have one but we cannot match this up with Surrey records.</p> <p><i>Governors asked if we could put in a freedom of information request.</i></p> <p>School noted that all the plans for the current building work were here.</p> <p>We have had £28,000 worth of drainage work done and now we have been told that nothing else can be done and the area will keep flooding in the quad.</p> <p>JL continued with her report that staffing is very positive. One head of faculty has talked about going for a promotion and one other member of staff has got a job but we have not yet received a letter of resignation. We are overstaffed in that department and are overstaffed in Maths and English next year.</p> <p><i>Governors asked how the school is tackling the recruitment of HLTA's for incoming EHCP's.</i></p> <p>JL told governors that she had emailed Bindi Sarl our provision map and the Northwest Surrey lead over the fact that we don't have enough money. We have put the paperwork in and hopefully will get some inclusion fund money. If we</p>	
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<p>don't get it we will write a legal framed letter and we are also meeting some of the parents. We will not go out for HLTA's until this issue is resolved. <i>Governors asked why you would go through the process to get an EHC P and then turn specialist help away.</i> JL agreed that it makes no sense. She told governors that Gordons are sending children home once their money runs out. <i>Governors asked what the deadline is with regards to recruiting HLTA's.</i> School answered beginning of June.</p> <p>We have just done some epilepsy training and also need to do some staff training on hearing impairments. <i>Governors asked if it would help if they wrote about the stress on the school to the local authority.</i></p> <p>Everybody agreed that a letter will be written and signed by the full governing body.</p> <p>JL continued with her report that Councillor Julie Iles, Cabinet Member for All Age Learning is coming to visit and Nicky Wright (Head Teacher of South Camberley) is coming in. She has apologised for the four children who need an EHCP and will try to get this through before the summer.</p> <p>The year 10 data has been included. <i>Governors notice a big dip in attendance in year 10 and asked what is happening.</i> School answered that the year group consisted of 102 students and is now at 112, most of the children who have joined us have issues and low attendance - there are a number in that year group who were at alternative provisions prior to coming to Kings or who did not attend at all. The children who started with us in year 7 do not have bad attendance.</p> <p>DB left at 16.57.</p> <p>Other year groups have healthy attendance. <i>Governors noted that there were 17 students with persistent absence and this seems to be a very high percentage.</i> School replied yes. <i>Governors commented that we have previously talked about governors speaking to children with behavioural issues and asked if we could also talk about persistent absence.</i> JL will check the legal standing on this.</p> <p>Three children have hospitalised themselves by trying to commit suicide. <i>Governors noted that some schools will not let self-harmers in.</i> School answered that this is an illegal exclusion and that is why we have the ILC it is very tiring and wearing. However most children here come to school and their parents are supportive. <i>Governors noted there are profound issues. They asked if maybe governors could come into a meeting with school and parents rather than have a meeting alone.</i> School answered that governors should meet with RW and AI to ensure monitoring and quality assurance of what we are doing is correct. JL to action.</p> <p><i>Governors asked if there is a confidential place for children to speak.</i> School answered yes, a variety of places. We do not want to use the ILC as a drop-in centre.</p>	<p>All</p> <p>JL</p> <p>JL</p>
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	<p><i>Governors stated that the OFSTED report looks at frequent absentees.</i> School answered that we know these are pupil premium, SEN and year 10.</p> <p>JL told governors that Maths has not dropped it was an error in reporting. <i>Governors commented that there are many green arrows and this is positive.</i></p> <p>A date will be sent out for governor training.</p>	<p>JT</p>
<p>7</p>	<p>OFSTED OUTCOMES</p> <p>JT asked governors if there were any comments or questions about the outcomes. <i>Governors noted that during the last OFSTED they spent more time looking at the explanations behind the stories.</i></p> <p>JL told governors at this time even though data was skewed by a few people this did not happen. We are adding English into the college development plan and Bindi is tightening up the success criteria. JL will send the college development plan out when it is completed. Years 7 and 8 have benefited from the changes put in, but years 10 and 11 will remain an issue as they have not had the changes put in and have had four years of something else. We need to change the whole system but it needs to continue even if staff change. When OFSTED come back they should be focusing on teaching and learning in the classroom.</p> <p><i>Governors asked about the coaching programmes mentioned.</i> School answered that weak teachers are being coached to be better teachers. <i>LW stated that she thinks it is more mentoring that is happening rather than coaching.</i></p> <p>JL said that she will double check but it should be a coaching program. <i>LW argued that she was querying the quality of coaching if it didn't work.</i></p> <p>JL said that she could have put the staff on capability procedure but there are no written records from those. <i>LW asked, as governors, how do we know what kind of quality coaching has been given.</i></p> <p>JL responded that in the appraisal policy appendix there is a 'gaining ground' programme. <i>Governors asked who would do this.</i></p> <p>JL replied that it is Nicola Goddard and Lucy Hatch, along with Tom Burns quality assuring it and we have tightened up the policy.</p> <p>There followed a discussion around the coaching programme and the quality of teaching. <i>Governors asked why staff do not know their students.</i> School answered there are so many, all with different needs. We have purchased Mint Class and this allows teachers to do seating plans with pupil premium, SEND, needs, grades et cetera and will sit children in a way that is good for their learning. <i>Governors noted that it may be useful to think of some practice questions for teachers.</i> School answered that that had been the intention but then the call came.</p>	<p>JL</p> <p>JL</p>

8	<p>COMMITTEE STRUCTURES</p> <p>JT presented the committee structure which will start in September she asked governors to email her if they were not happy with their committees. <i>Governors noted that we should be careful each committee is not repeating work.</i></p>	
9	<p>POLICIES</p> <p>Some amendments were made to policies that had been presented to governors prior to the meeting. At the end of the meeting the following policies were ratified:</p> <ul style="list-style-type: none"> • CAREERS ACCESS POLICY • CEIAG STRATEGY 2018-19 • CHARGING AND REMISSIONS POLICY • COMPLAINTS PROCEDURE MAY 2019 • FOI PUBLICATION SCHEME • LAC POLICY • PAY AND APPRAISALS POLICY • REWARDS POLICY • RSE POLICY • SEN POLICY • WHISTLEBLOWING POLICY <p>The below was not checked:</p> <ul style="list-style-type: none"> • SUBSTANCE MISUSE POLICY 	
10	<p>AOB</p> <p>GR was voted back onto the governing body.</p>	

Meeting closed 6.00pm.

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.