



Minutes of the meeting of the Governing Body held on Thursday 9th March 2017 at 4.00 pm.

Governing Body:

Name	Initials	Position	Type	Attended
Charlotte Morley	CM	Chair	Co-opted Governor	Y
Jenny Tuck	JT	Vice Chair	Co-opted Governor	N
Judith Langley	JL	Head	Ex Officio	Y
David Barter	DB		Partnership Governor	Y
Geoff Evans	GE		Co-opted 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
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	TOPIC	ACTION
1	APOLOGIES FOR ABSENCE Apologies were received and accepted from JT.	
2	DECLARATION OF INTEREST There were no declarations of interest.	
3	MINUTES OF THE MEETING OF 9TH FEBRUARY 2017 The Minutes of the meeting of 9 th February 2017 were signed and agreed.	
4	MATTERS ARISING a) CM attended the Chairs Conference. b) JL spoke to Graham Glenn and will update in Part 2. c) JL signed the Kings Charitable Trust documents. d) Staff Appraisal Working Group staff from Kings will be Will Davies and Jo Quinn. DB and GR will contact to organise a date for a meeting.	DB/GR

	<p>e) CPD Genie is too expensive at this point in time.</p> <p>f) JM will send updated website requirements to JT.</p> <p>g) JM will check with JT if a signature page in the safeguarding folders will suffice.</p> <p>h) JM to check with KC that all governors have an up to date DBS check.</p> <p>i) DBS Checks to be added as a standing agenda item for the September meeting.</p> <p>j) Governors asked about Safeguarding training. CM to look into courses.</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>CM</p>
5	<p>CHAIRS ACTION</p> <p>CM is representing the school at an appeal for a Year 10 application tomorrow.</p>	
6	<p>LEADERSHIP REPORT</p> <p>JL presented the Leadership Report.</p> <p>Leadership and Management</p> <p>A Deputy Head appointment was made last Tuesday. There were 18 strong applicants and a 2 day interview process. Tom Burns was appointed as the new Deputy Headteacher.</p> <p>We have received a letter of resignation from Assistant Headteacher Amy Pople from August 2017. This is for personal reasons. The post will be advertised in the next week or two with interviews at the start of the summer term.</p> <p><i>Governors asked that it was conveyed to Amy that they have enjoyed working with her, and appreciate her input.</i></p> <p><i>Governors asked if we would now require a new Designated Safeguarding Lead (DSL).</i></p> <p>School responded that we have asked Tom Burns, who has agreed to take on the DSL role from September, and Jude Bache will continue as Deputy DSL.</p> <p>Angela Coates was at Kings today undertaking a 'Health check' with a focus on Leadership and Management and (narrowing the gap) student Learning Ambassadors. A full report will be written. Brief feedback: the quality of teaching is high, students are happy, and effective systems are in place for monitoring attendance. Even better if: All feedback from staff was actioned by all students.</p> <p>Staffing</p> <p>Our Head of Art resigned to pursue a different path. We have tried to appoint a temporary replacement but had no candidates, therefore the advert has gone back out as a permanent position.</p> <p><i>Governors asked if this was a difficult position to fill.</i></p> <p>School answered that there is not a good pool of teachers in any subject.</p> <p>Humanities and English teacher adverts are out these vacancies are due to growing numbers. We have one good candidate for both positions.</p> <p>A part time Languages advert has gone out due to both growing numbers and the loss of JQ's teaching time when she leaves in the summer.</p>	

<p>A maternity cover for Art will be advertised and a maternity cover for our Attendance officer is out.</p> <p><i>Governors asked how many staff were in the Art department.</i> School answered 2 dedicated art staff.</p> <p>Our Year 6 to Year 7 numbers are 140. We think we will settle with around 135. We are aware that a local secondary school increased their PAN by 30. There will be a full report of In Year Admissions at the April FGB meeting.</p> <p><i>Governors commented that these are good numbers.</i></p> <p>Curriculum The Year 9 Options process is complete. There will be a report in April. Vulnerable subjects are Dance and Music which have 6 and 8 students respectively. We are looking at imaginative ways to put Dance into Core PE.</p> <p>Teaching and Learning 18 members of staff have had outstanding judgements over the past two terms. This is 4 more than the same period last year. This shows a congruence between outstanding teaching and outcomes.</p> <p>2 members of staff remain RI. The most recent observation of one has shown a significant improvement with the lesson observed being judged as “Good”.</p> <p>Our Learning Progress Co-ordinator is currently working with six of our Year 8 High Ability students to develop critical thinking skills.</p> <p>Angela Coates was very impressed with the way our students dealt with her today.</p> <p>Quality Assurance There will be a full QA report from JQ in April.</p> <p>The 2015 Partnership is good. 16 students from Years 7, 8 and 9 have been invited to attend Collingwood for some training in developing debating skills. Two members of Kings staff are involved in the Winston Churchill teaching and learning review on 17th March and some staff will attend the Joint 2015 Partnership INSET day on 18th April.</p> <p>Maths Fest, which focusses on encouraging our students to take Maths further, took place 1st March. This a prestigious event and very academic. Four students from Year 10 attended and won.</p> <p><i>Governors asked that their congratulations were conveyed to the students and staff involved.</i></p> <p>There is a Year 9 visit to Wellington College planned for 15 students to experience Creative Technology in Industry, and 15 high ability Year 8 students to do Study Skills.</p> <p>Masterclasses are still running, and as we speak our Year 11 football team are playing Cove and if they win, will be champions of the league.</p>	
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	<p>Behaviour, Attendance and Welfare</p> <p>Full reports given at the Staff and Students Committee meeting on 8th March. For the same period last year, overall attendance has increased from 94.39% to 95.36%, attendance for disadvantaged students has increased from 91.42% to 93.41%, attendance for 'K' students has increased from 92.74% to 93.34% and attendance for our SEN/EHCP students has increased from 93.74% to 94.12%.</p> <p>There has been one permanent exclusion of a Year 9 girl who is at the North West Short Stay School now. She came to Kings from another school and now has an EHCP which states she should be at a special school.</p> <p>JL missed the last FGB meeting due to attending the Surrey Headteachers Conference where Heads were looking at the next steps regarding local authorities and made the decision not to disband Phase Council.</p> <p>Angela Coates felt that there will still be money available for school improvement beyond April, but none by September. <i>Governors noted that they are fairly certain there will be money until August. Surrey are trying to ensure that there is as much in place as possible for the next school year using a special levy. After that the future is uncertain and is being worked on. The money will not cover Surrey's statutory responsibilities. They are working on more cuts and a restructuring within schools and learning. Prioritisation was not spoken about but the three things they are responsible for are: Education Service Grant, Music Provision and School Improvement. There is a possibility that there may be some DfE grants for School Improvement but nobody knows how to access them. One of their statutory responsibilities is school places and admissions but as more schools become academies, there will be less money to pay for the statutory services. Some schools are even considering charging for textbooks and exam fees.</i></p> <p>JL asked if Governors had any further questions and noted that there will be a written report at The April FGB meeting. LW commented that the written report will contain news on Science week which takes place from 13th March.</p>	
7	<p>COMMITTEE, NOMINATED GOVERNOR, AND OTHER REPORTS</p> <p>There were no committee minutes.</p>	
8	<p>KINGS' VISION AND ETHOS</p> <p>This document was put together in September 2015. It is being embedded. <i>Governors commented that the school has strengthened and progress has been made since these were originally discussed. Nothing has really changed since they were agreed upon but it is the type of document that governors need to see and be familiar with. It is brief but succinct and comprehensive. Governors noted the Open Evening in October where JL spoke about retaining the small school feel but not seeing a small school as a disadvantage.</i></p> <p>JL commented that the phrase used was 'big opportunities in a small school'. <i>Governors also noted that pupils were known to staff and a possible addition could be that Kings is 'pupil centred'. However, after some discussion, it was agreed that the Vision Statement covers what we are trying to say. Governors</i></p>	

	<p><i>pondered if we want the small school feel included in our ethos but are not suggesting we change our vision and values.</i></p>	
9	<p>POLICIES</p> <p>Complaints Policy <i>Governors asked if we had considered a 4 stage policy.</i> JM responded that the recent Clerks Briefing suggested that Surrey recommends a 3 stage process and this document has come directly from them. JM to ask for clarification on the item on page 7 and send to Governors. Governors would like to know who takes responsibility for that phase of the investigation and what does it look like.</p> <p>Subject to the answer on the above point, Governors are happy to ratify the policy.</p> <p>Homework Policy <i>Governors asked if 2-2.5 hours per night for Years 10 and 11 is normal. There was a discussion where it was pointed out that this time also includes revision sessions, homework clubs, and actual revision at home. Some governors noted that recent studies have shown that anything more than 20 minutes per night is deemed to be sub optimal.</i> School noted the need to have some kind of timings within the Homework Policy. <i>Governors acknowledged that it is a ballpoint figure and that there will be times of the academic year when there will be more or less homework. A maximum being outlined in the policy means that it will stop any complaints. Governors noted that too much homework can discourage outside interests and asked if there have been any comments from parents saying there is not enough.</i> School replies this happens rarely.</p> <p>Governors agreed to ratify the Homework Policy.</p> <p>Marking and Feedback Policy</p> <p>There were no comments or questions, and governors agreed to ratify the Marking and Feedback Policy.</p>	JM
10	<p>RECENT DEVELOPMENTS</p> <p>CM attended the Chairs Conference and noted the following that governors need to know:</p> <ul style="list-style-type: none"> • There is a new competency framework and a new Governance Handbook • There are videos of webcast conferences based on the competencies available on Better Governor • The SFVS has a 15th March deadline next year. JL to check this year's has been submitted • Feedback from the SFVS's that have been received is that they are looking for evidence that findings from last year have been addressed • DBS checks must be up to date • All governors' data must be on Edubase • There was a discussion around it being good practice to attribute questions in the minutes to individual governors. 	JL

	<p><i>Governors noted that the minutes of Cabinet committees do not have attributed questions. There was a suggestion that the number of governors who asked questions in a meeting could be minuted.</i></p> <p>JM to contact Babcock for a definitive answer.</p> <p><i>Some governors commented that they feel it is not appropriate and unnecessary. It could be that at one particular meeting, one governor will ask lots of questions, whereas they will not ask any at another meeting.</i></p> <ul style="list-style-type: none"> • There has been a great deal of work on the National Funding Formula. There is a transitional year and then everybody will be covered by it. Have we looked at the impact on Kings? School answered yes, we look roughly the same at +0.4 increase. KC thinks we will not win or lose. <p><i>Governors commented that schools with fallings roles or a high number of FSM will be affected and that one school have calculated that they will receive an extra £250,000 but with all the services they no longer receive from Surrey the net result will be minus £22,000.</i></p> <p>School noted that we will be able to look at it in more depth once we have the figures.</p> <p>CM continued that there is a consultation out now closing on 28th March which governors may wish to respond to. Notes from the Schools Forum discussion are available on the Schools Forum website. There is also an article in ‘Governing Matters’ for March/April.</p> <p>JL noted that Headteachers were all asked to write to their local MP to say that schools will not cope and 54 Headteachers in Surrey did so.</p> <p><i>Governors asked if Michael Gove had a copy.</i></p> <p>School answered no.</p> <p>CM will hand Michael Gove a copy of the letter at the Houses of Parliament on Monday.</p> <ul style="list-style-type: none"> • Surrey Education in Partnership – consulting and we will be told if anything more concrete happens • Linda Kemeny gave a leaving speech. In her 5+ years, Surrey has gone from 65% good or outstanding schools to 95% • There are over 900 looked after children and unaccompanied asylum seekers in Surrey. 2000-3000 new secondary places are having to be created 	<p>JM</p> <p>CM</p>
<p>11</p>	<p>SCHOOL EMERGENCY PLAN</p> <p>Appendix 8 – Patrick Scarff to be removed. Appendix 3 – it would be wise for the label on the gas cupboard to be renamed ‘Gas and Electric Cupboard.</p> <p><i>Governors noted the issue of the person in charge also being responsible for record keeping. It was also noted that this person in charge should have media training as very often the Headteacher will have to give statements to the press.</i></p> <p>JL noted that she has undertaken media training.</p> <p><i>Governors said that many schools with recent incidents had noted how well their emergency plans worked. We are reliant on our staff, who know the students very well, and would know, in the worst case scenario, who should be at school.</i></p> <p><i>Governors commented on the lockdown procedure and noted that rather than sitting under desks, lying down is better practice.</i></p>	<p>JM</p> <p>JL</p>

	<p><i>Governors asked if there is a process in place for the Emergency Plan to be re-checked when relevant headlines happen.</i></p> <p>School answered absolutely.</p>	
12	<p>SKILLS SUMMARY</p> <p>At a recent meeting, governors identified a skills gap in the area of HR and we have been sent details of a governor from Babcock who may be interested in joining Kings' Governing Body. JL and CM to take forward.</p>	JL and CM
13	<p>STRATEGY PLAN</p> <p>JL spoke through the Strategy Plan overview. There is a typo 'stands' should be 'strands'</p> <p>Go4Schools is in practice now.</p> <p><i>Governors suggested annotating the Strategy Plan for items short, medium and long term.</i></p> <p>School answered that this would be possible.</p> <p>Governors accepted that the Strategy Plan was a wish list and items will be superseded.</p>	JM
14	<p>SAFEGUARDING AUDIT</p> <p>JM to correct the below: Point 9 is missing evidence of compliance. Add Complaints Procedure Question 11 – missing number of early help assessments Question 6 – which agencies Point 14 – add a note regarding the Beacon Church.</p> <p>Ask JT if 'Transgender' should be 'Gender Variant'</p> <p>The Audit will be emailed out once changes have been made and governors will ratify via email.</p>	<p>JM</p> <p>JM</p> <p>JM</p>
15	<p>CHAIRS' AND CLERKS' BRIEFINGS</p> <p>Items were covered earlier in the meeting.</p>	
16	<p>GOVERNOR TRAINING AND DEVELOPMENT</p> <p>LW attended a Finance Course in Guildford run by Ruth from Collingwood. They mentioned a cost cutting exercise of reducing the number of staff a few times. Their suggestion was to start having these discussions sooner rather than later so any decisions could be looked at over a longer period of time.</p> <p><i>Governors noted the need to be careful not to overcommit to recruitment and that it is important to continue to grow the school. We are lucky that our funding is increasing and we are in a slightly better position. We also have a number of</i></p>	

	<p><i>part time staff where hours can be flexed. Governors asked if Kings would have to cover the cost of any potential redundancies.</i></p> <p>School answered yes. This may only be for the next year from the levy.</p> <p><i>Governors commented that it is always cheaper not to recruit than make redundancies and it is a prudent strategy to have flexible part time staff.</i></p> <p><i>Governors asked about the document on training.</i></p> <p>CM will circulate and also asked that anyone with a specific role on the governing body could mention any changes that they feel are necessary.</p>	CM
17	<p>SELF EVALUATION (OF GOVERNANCE)</p> <p>CM noted that for quite some time we have been looking at what we have done to benefit the children at the end of each meeting and that maybe we could look at Ofsted style questions for governors to consider.</p> <p>JL responded yes, Governors feature highly in the new framework.</p> <p>DB noted that Angela has a list of questions</p> <p>CM or JL will email Angela for the list of questions.</p>	CM/JL
18	<p>DATE OF NEXT MEETING</p> <p>27th April 2017</p> <p>AND FUTURE AGENDA ITEMS</p> <p>Website.</p>	JM
19	<p>AOB</p> <p>JM raised the question of all policies going through committees and FGB and noted that time would be saved if they went through one or the other.</p> <p><i>Governors noted that policies must be approved by FGB but procedures do not have to be. There was a feeling that the purpose of committees is to consider and that policies go to FGB either as a statutory requirement or there may be something within them where the views of the FGB may differ.</i></p> <p>It was suggested that the agenda was amended whereby the policy was 'recommended for approval' or 'annotate'.</p>	

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.

Meeting closed 18.04 pm.

Signed:

Chair of Governors:

Date: