



**Minutes of the meeting of the Governing Body held on Thursday 20<sup>th</sup> June 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	N
Philip Goddard	PG		Parent 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	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received and accepted from MS, CM, and DB.</p>	
2	<p><b>DECLARATION OF INTEREST</b></p> <p>There were no new declarations of interest. PV will now become a co-opted governor instead of a parent governor.</p>	<b>JM</b>
3	<p><b>CHAIR'S ACTIONS</b></p> <p>No emergency actions have taken place since the last meeting.</p>	
4	<p><b>MINUTES OF THE MEETING OF 9 MAY 2019</b></p> <p>The minutes of the last meeting were signed and agreed.</p>	
5	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>Declarations of interest are now on the website. JM to update the positions of GR and vice-chair on the website.</p>	<b>JM</b>

	<p>EL and SB haven't yet done their Introduction to Governance course. This can be completed in the autumn term. EL and SB to look out for the course and book themselves on it. Angela Bradshaw will be at INSET day for training.</p> <p>We talked extensively last time about the pressure the school is under with its divergent needs and financial pressure. JT wrote a letter that was not needed in the end. JL will report back on the team around the school meeting in her final report this year.</p> <p>Because we are not an academy we cannot have governors meeting students prior to a permanent exclusion and also there is the GDPR aspect to consider. Governors do need to attend meetings with our Attendance Officer and should be challenging her far more vigorously. An action from the Team Around the School meeting was that a link governor for attendance needs to review Kings' attendance half termly. In terms of governor training, we need to look at what the Team Around the School is saying about what we need to include to improve the skill set as governors. JT will take on the role of link governor re attendance in the first instance and will contact AI to arrange a meeting The College Development Plan needs to be amended in time for the first Team Around the School meeting (will take place) on 1st July and governors will be updated at the next governors' meeting. Regarding coaching, JL checked with LW after the meeting and this came down to one member of the team. JL would disagree with LW and thinks it is coaching.</p>	<p>EL, SB</p>
<p>6</p>	<p><b>HEADTEACHER REPORT</b></p> <p>Team Around the School identified four priorities taken from the OFSTED areas of development.</p> <p><b>Key Priority 1: Review the capacity and strength of senior and middle leadership to ensure that the headteacher's ambitious vision for the school is realised.</b></p> <p>We have appointed Martin Byrne as AHT from September and have moved to a structure of having two Deputy Headteachers; one covering pastoral and one teaching and learning, and two Assistant Headteachers covering the same two areas. We will run this model and see if it works better than a single Deputy Headteacher.</p> <p>Roles and responsibilities and accountabilities have all been redone. Because the TLR restructure was happening we had everything in the pipeline prior to Ofsted anyway. The TLR structure has gone through and all affected staff have signed bar one. We have edited job descriptions slightly to change the teacher in charge and head of department. <i>Governors asked what the staff reaction had been.</i> JL answered that it needed to be done. Some staff were happy and everybody agreed that Heads of Year were needed. The Head of Year advert is now out.</p> <p>JT told governors that training will take place for all governors on 2nd September and it is very important that everybody attends. This will partially consist of OFSTED training with Angela Bradshaw. There will be a 3.15 start with Angela and beforehand an update on governance, safeguarding and data with BG and AI</p>	

	<p>Lunch will be provided at 12.30. There will be a data session regarding the GCSE results and data training from BG and then a close look at year 10 into 11 data and year 9 into 10 data. This will be followed by safeguarding and then the OFSTED framework from 3.15. We should be finished by (4.30/5.00PM).  <i>Governors asked if we will get the data in advance and will SLT bring the impact of the data to the meeting?</i>  School answered it will be tight for departments to write a plan post GCSE results by September 2nd. We will know what we need to do as a whole school though.  <i>LW commented that in general Heads of Faculty will have a broad analysis and could bring informal feedback to the table. Governors queried if the full analysis will be available at the first Full Governing Body meeting of the year.</i>  JT replied that it will be available at the first Education and Standards meeting.  <i>Governors asked if we will be comparing this year 11 to last year 11 in terms of Business Studies results.</i>  School answered no as the cohorts are completely different.  JT told governors that we can also look at what progress 8 and attainment 8 mean and be in a position to ask more analytical questions at the Education and Standards committee.  <i>Governors asked if there were any concerns regarding year 10 subjects at the moment.</i>  School answered no, as no exam data has yet been processed, but yes in terms of teaching and learning as per our previous discussion. We know the issues in Maths at Key Stage 4 and once we have the data we will see what happens and have a good level of analysis for year 9 and 10 on 2<sup>nd</sup> September and the GCSE results after that. Some exam boards let you look at what was written by the students.  <i>Governors noted this must be time-consuming.</i>  School answered yes.</p> <p><b>Key Priority 2: Continue with strategies proven to rapidly improve the attendance of students overall and focus intensively on the groups who continue to be frequently absent</b></p> <p>This was analysed in Staff and Students last week and we are going in the right direction.  JT noted that school is putting in numerous strategies to support those who do not have good attendance.  JL told governors that there has been another request for the Attendance Officer to go full time. JT told governors that we need to look as a governing body at the budget and finish the admin review.  <i>Governors asked if we are fining parents.</i>  School answered yes, lots, and attendance has gone up by 2%.  Year 7 attendance is above national average but year 8 and 10 are an issue. We did have a big import of students in year 8 for the current year 10.  JT noted this is a domino effect with lots of SEN needs in year 10. We are having an audit of the SEN provision at Kings - it is likely they do not attend as they cannot cope with the curriculum.  <i>Governors noted that having a full year group means we cannot take these imports.</i></p>	
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	<p><b>Key Priority 3: Review, revise and implement plans to the improve the outcomes of students who are disadvantaged and/or those with SEND, to lead to students making the progress of which they are capable</b></p> <p>This is a massive piece of work. We had an SEN review yesterday with three senior leaders in education who spoke to students, staff and the SENCo and they are now writing a plan. They feel there is a need to do some specific work around the use of teaching assistants. We are buying a provision mapping tool which will save staff hours.</p> <p><b>Key Priority 4: Improve the quality of teaching so that teachers consistently challenge the most able and support those who need to catch up, particularly in mixed-ability classes’.</b></p> <p>This will come through middle leaders. We will have a focus each month on OFSTED that middle leaders will need to initiate and monitor. During the first month every class must have a seating plan and every Head of Department or Head of Faculty must do a book review on pupil premium children to discover what it is that OFSTED saw. When this happened this month humanities were quite shocked at the results. <i>Governors asked if year group assessment weeks will take place next year.</i> School answered yes.</p> <p>Lesson observations have nearly been done now for the second time and JL’s challenge to TB was ‘how do you know teachers have met teaching standards? Who has quality assured the lesson observations?’</p> <p>JL is meeting Michele Miller on Monday and training starts with SLT on Monday. We have done a lot already. We have an English action plan, at the Team Around the School meeting we explained the vulnerability of the school and have another meeting tomorrow with Kate Prince around property. On 3rd July there is a Northwest SEND review for interventions. <i>Governors asked who will fund the SEND work.</i> JL told governors that funding has now gone from schools to the high needs block funding and SEND is a national issue now. <i>Governors noted the need to change the perception of what doing well means.</i> JM to send the TAS document to governors after July 1st</p>	JM
7	<p><b>INSET DAY 2<sup>ND</sup> SEPTEMBER PM</b></p> <p>This was discussed earlier in the meeting.</p>	
8	<p><b>PHOTOCOPIER CONTRACT FOR RATIFICATION</b></p> <p>The photocopier contract was ratified.</p>	
9	<p><b>POLICIES</b></p> <p><b>Substance Misuse Policy</b> <i>Governors asked if there is a version of this policy for staff.</i> JL will check if this is mentioned in the staff code of conduct or staff behaviour policy.</p>	JL

	<p>Add 'for all staff, contractors etc.'</p> <p><i>Governors asked if there is a policy around teachers smoking near the school site. School replied that technically we cannot control what teachers do offsite - we could control beyond lunchtime and break time but would have to fight with the unions. It was noted that it could be added to any letter that this has been discussed by governors.</i></p> <p><i>Governors noted that it is not a great example to the students or the public. School answered that no rules are being broken, however, the situation with some members of staff smoking not during any particular break is being dealt with by TB.</i></p> <p>LW asked if smokers could go on the path near to the site manager's garden. JL will check.</p> <p><b>E safety policy</b> The link governor will be SB. The E-safety policy was ratified.</p> <p><b>Vexatious complaints policy</b> The Vexatious Complaints Policy was ratified.</p> <p><b>Health and safety policy</b> <i>Governors noted that under electrical work it should say 'a qualified competent person'. There is also no mention of an electrical inspection - they should be every five years or sooner depending on usage and any recommendation should be dealt with.</i></p> <p><i>Governors asked if a list of places with asbestos should go out to teachers but it was decided that no activities would interfere with any asbestos.</i></p> <p>Surrey County Council have said that the dancefloor is low risk in terms of asbestos and removal would cost around £1000. The policy was ratified for six months.</p>	<p><b>JM</b></p> <p><b>JL</b></p>
<p><b>10</b></p>	<p><b>AOB</b></p> <p>Keeping Children Safe in Education - DB is still to sign the update.</p>	<p><b>DB</b></p>

JT told governors that this is PG's last meeting and we are sorry to see him go but we know he is hugely busy.

PG answered that he is working further and further afield.

PG was thanked for his donation of the whiteboards and asked to stay in touch.

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.