



Minutes of the meeting of the Governing Body held on Thursday 27th April 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	Y
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	N
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
Bruce Guyett	BG	Assistant Headteacher

CM passed on Governors' congratulations to the Kings Football team for winning the league.

	TOPIC	ACTION
1	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received and accepted from GP.</p> <p>CM needs to leave the meeting at 5.15.</p>	
2	<p>DECLARATION OF INTEREST</p> <p>There were no declarations of interest.</p>	
3	<p>MINUTES OF THE MEETING OF 9TH MARCH 2017</p> <p>The Minutes of the meeting of 9th March 2017 were signed and agreed.</p>	
4	<p>MATTERS ARISING</p> <p>CM asked if the timetabling of the meetings could be checked next year as some are very close together.</p> <p>a) The staff appraisal working group met.</p>	

	<ul style="list-style-type: none"> b) JM sent the updated website requirements to JT. Further update later in the meeting. c) JT feels that a signature sheet is not enough in the safeguarding folders and will speak to KC about the Single Central record. d) All governors have an up to date DBS check. e) DBS Checks to be added as a standing agenda item for the September meeting. f) There will be Safeguarding training before the next Full Governing Body meeting. g) An email was sent to Governors by JM regarding the Complaints Policy. h) The SFVS has been sent. i) JM sent an email regarding whether individual governors should have their questions attributed to them in the minutes of the meeting. This prompted a discussion. Governors felt that as a 'body' they do not feel that individual questions should be attributed to individual governors. More importantly, if the Governing Body and the Chair have been selected correctly then they will ensure that they are working correctly or action will be taken. The Governing Body agreed that questions will not be attributed to individual governors in the minutes. j) JL noted that Michael Gove does have a copy of the letter and has acknowledged receipt, saying he will pass it on to Miss Greening. k) The School Emergency Plan has been updated. l) Skills summary – CM has brought the roles handbook with her for governors to fill in. m) The safeguarding audit had to be completed online and questions had been changed slightly from the version governors had seen, taking hours to complete. Governors commiserated with those who completed the safeguarding audit. n) Angela Coates has sent over some Raise Online specific questions for governors. o) JL will send out the data dashboard. 	<p style="text-align: center;">JT</p> <p style="text-align: center;">JM</p> <p style="text-align: center;">JL</p>
<p style="text-align: center;">5</p>	<p>CHAIRS ACTION</p> <p>The Chair has not undertaken any emergency actions.</p>	
<p style="text-align: center;">6</p>	<p>LEADERSHIP REPORT</p> <p>JL presented the Leadership Report. She noted that it had been suggested by governors to remove much of the operational information and suggested governors read Kings News in addition to this report.</p> <p>SEF 4 Outcomes</p> <p>JL presented this section of the Leadership Report at the beginning of the meeting as BG was in attendance and could answer questions.</p>	

<p>Governors again supported the school in its position with Year 11 Options and understood the reasons why pupils' choices were not changed once Progress 8 measures were introduced.</p> <p><i>Governors asked if in the highlights section, the increase in attainment in English included the higher ability students as requested in the actions from the Ofsted report.</i></p> <p>School answered yes, we are predicting 16.37% A-A* grades on this data set. <i>Governors queried how relevant Sisra is to the new criteria we are judged against.</i> School replied that it is absolutely relevant.</p> <p><i>Governors questioned that as it is an Ofsted target for Kings, would it be useful to separate the higher ability students as a sub group? They also questioned the decrease in the number of pupils being predicted A-A* in Drama and Science.</i> LW responded that the revised prediction in Science has been made based on the difference between the pre public and mock examination results. JL noted that Drama had not previously completed their coursework and at the very least the results should go back to where they were previously.</p> <p><i>Governors asked if there was a potential danger that staff would put proportionally more effort into the lower set than the mid/high sets to affect the points score.</i></p> <p>School responded no. JL looked this morning at which students in all bands will make effective use of our interventions. Demelza Nelson is working with a cohort of able students who need to do more. BG noted that 1:1 is also not just targeted at lower ability students.</p> <p>Governors asked that JM hand write numbers on the pages of their paperwork in future.</p> <p>JL continued with her report.</p> <p>Year 9 options are going well. Drama will move into Core PE and Music will have a cohort of 10. The vast majority of students received all their first choices. The staffing in the Humanities Department has had to be increased due to the Ebac. <i>Governors asked if there was a cost implication or if it was cost neutral.</i> School replied that if it continues there will be a cost implication.</p> <p><i>Governors questioned if French is the only foreign language being offered in Year 10 now.</i> School answered yes.</p> <p><i>Governors queried if languages are counted in the 'pots' if students have English as a second language and take GCSE.</i> School responded yes.</p> <p>JL told governors that we have two potential governors that she needs to talk to, one of whom is being elusive. <i>Governors asked if there was still an HR skills gap in the governing body.</i> School affirmed this.</p> <p>JL continued. SEF 2 Teaching and Learning</p> <p>Governors heard previously about the issue of a cohort of students' reading falling behind their chronological age. Year 7 are making greater progress now through the Accelerated reading programme. A part time English teacher has been appointed to teach and also to lead this programme and to investigate successful methods of reading catch up.</p>	<p style="text-align: center;">JM</p>
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	<p><i>Governors asked if we are aiming to improve reading and understanding of vocabulary in other subjects as to access the curriculum students need a reading age of 10+.</i></p> <p>School answered yes.</p> <p><i>Governors stated that at the start of SEF 2 we should not talk about 'good' or 'outstanding' judgements on lessons.</i></p> <p>There followed a discussion regarding whether wording or numbers should be used and the way governors would like the quality of teaching to be reported. Governors confirmed that they do still wish to know what SLT think about the quality of teaching. There was a suggestion that shared learning walks could take place with governors and SLT paired up.</p> <p>JL stated that she could just report where interventions are needed and stop reporting on 'good' or 'outstanding', although these terms are felt to be useful to teachers as they fit the criteria that teachers are familiar with. It was agreed that governors could come along with performance managers on their lesson observations rather than separately. This will be CPD for governors and also show involvement with the school. Invitations should continue to be sent for specialist assemblies etc. as it is helpful for governors to know what is going on.</p> <p>JL continued with SEF 3.</p> <p><i>Governors noted that there have been 9 exclusions in total. 6 of which are for 2 students. Governors pondered if exclusions are working.</i></p> <p>School answered to some extent. One student, who accumulated several FTE now has an EHCP and will be attending a special school. We are proud that we didn't let the child leave until they had their EHCP. The other student has improved since being on a PSP. (Pastoral Report Plan)</p> <p><i>Governors asked if it adds evidence to a student's record.</i></p> <p>School replied yes but there procedures to be gone through.</p> <p><i>Governors noted that they were impressed by the attendance work.</i></p> <p>CM left the meeting at 17.19 and chairing was taken over by JT.</p> <p>An Assistant Headteacher was appointed from a Wokingham school. It was pleasing that all 5 candidates said very positive things about Kings and its calm atmosphere.</p> <p><i>Governors noted the new 'very male' SLT.</i></p>	
7	<p>COMMITTEE, NOMINATED GOVERNOR, AND OTHER REPORTS</p> <p>Resources Minutes from 18th January and 15th March were accepted.</p>	
8	<p>DISCUSSION OF HEADTEACHER'S PERFORMANCE REVIEW</p> <p>This item was postponed to the next meeting and will cover the appointment of the panel, and ensuring proper training has taken place and an external advisor appointed</p>	JM

<p>9</p>	<p>POLICIES</p> <p>Finance Policy Subject to the removal of the duplicate bullet point, Governors are happy to ratify the policy.</p> <p>Recruitment and Selection Policy and Procedure <i>Governors asked if the panel should be made up of 3, rather than 2 members. Governors questioned if the Local Authority will still provide representatives for Headteacher and Deputy Headteacher appointments. JT will write to clarify.</i></p> <p>Governors agree to ratify the policy upon the change of a typo on page 5 (mad>made) and clarification of the above points.</p> <p>Grievance Policy There were no comments or questions, and governors agreed to ratify the Grievance Policy.</p> <p>Relationships and Sex Education Policy <i>Governors questioned how some SEN children will be dealt with in terms of this policy.</i> School responded that there will be some pre briefing as good practice. LW noted that in the Y7 Science curriculum there is some sex education and this is done towards the end of the year when staff know the students slightly better and can put a range of activities and strategies in place.</p> <p>Deputy Head (CP) to be changed to DSL.</p> <p>Policy was ratified by Governors.</p> <p>Health and Safety Policy Point 4 – Medicines in College – there is a new policy on dispensing medicines in school. There is nothing specific about a carry down process included in the policy. A discussion ensued. JL commented that we only have one evac chair and staff need careful training on them. It is a one day course and there are quite a few staff who will need to be trained. PG, who is the Health and Safety Governor, suggested that it may be more cost effective to create refuge areas. Governors noted the need to draw a line on the ‘what ifs’. <i>Governors explained their concerns regarding the locks on the building and the access into the building when most staff have left for the day. As an entity, the Governing Body decided that they should look in more detail at the safety of the staff working on the site. They noted that Kings should have a secure reception.</i></p> <p>KC and LD to investigate options and costings for a secure reception.</p> <p>JL commented that when this was last raised, she was told that the door could be locked at either end of the ‘SLT corridor’.</p> <p>Governors thought that a professional risk assessment should be the first stage, including carry down. JT said that Babcock may have somebody who could come and do this and that she would investigate.</p>	<p>JM</p> <p>JT</p> <p>KC and LD</p> <p>JT</p>
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	Any risk assessment would go to the Resources Committee. PG will liaise with KC to find out which areas of the site are let when.	PG and KC
10	RECENT DEVELOPMENTS CM will report back at the next meeting.	CM
11	WEBSITE JT reported that the website looks very different now and is much easier to navigate. It is now compliant with one or two little gaps; Governor duties, Year 7 Catch Up Premium and Kings' Values and Ethos.	
12	SAFEGUARDING Safeguarding training will take place prior to the next meeting at 3pm on 6 th July.	
13	GOVERNOR TRAINING AND DEVELOPMENT No update.	
14	SELF EVALUATION (OF GOVERNANCE) At this meeting the following were discussed to improve the education and welfare of children at Kings: Risk assessments. Involving governors in Teaching and Learning, and lesson observations. Progress 8 training – the whole governing body had CPD on Progress 8 and Attainment 8 and the short and medium term impact. The Leadership Report resulted in discussions around attendance and exclusions.	
15	DATE OF NEXT MEETING 6 th July 2017 3pm Safeguarding Training, 4pm Full Governing Body	
16	AOB Bookbuzz – Janet Phillips asked if Governors would support Bookbuzz next year. A book is given to every students. The cost would be £450. Last year it was jointly funded by the English Department and the PTA. Governors agreed. Governors were told that the budget had gone to the Resources Committee and had been agreed and submitted.	

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 18.05 pm.

Signed:

Chair of Governors:

Date: