



Minutes of the meeting of the Governing Body held on Thursday 13th July 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	N
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	N
Leticia Welmers	LW		Staff Governor	N

In attendance:

Jennie Morgan	JM	Clerk to Governors
Jo Quinn	JQ	Deputy Headteacher

	TOPIC	ACTION
1	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received and accepted from MS, GE, JT and LW.</p>	
2	<p>DECLARATION OF INTEREST</p> <p>There were no declarations of interest.</p>	
3	<p>MINUTES OF THE MEETING OF 15TH DECEMBER 2016</p> <p>The Minutes of the meeting of 27th April 2017 were signed and agreed. The Minutes of the meeting of 7th June 2017 were signed and agreed. The Minutes of the meeting of 5th July 2017 were agreed with one amendment.</p>	
4	<p>MATTERS ARISING</p> <p>a) CM to check if KC has spoken to JT regarding safeguarding information on the single central record.</p> <p>b) Handwritten numbers have been added to the agenda.</p> <p>c) Recruitment and Selection Policy and Procedure - Governors questioned if the Local Authority will still provide representatives for Headteacher</p>	CM

	<p>and Deputy Headteacher appointments. JT will write to clarify. CM will check with JT if she has actioned.</p> <p>d) The Health and Safety Policy – locks on the doors are being taken forward by the Resources Committee. Somebody from Babcock did a site walk around and no risks were identified as Kings being different to any other school. There were some recommendations. The repair and replacement of the covered walkway is being spoken about at Resources – the work has been tendered but no decision has been made. To be added to the Resources Agenda in December.</p>	<p>CM</p> <p>JM</p>
5	<p>CHAIRS ACTION</p> <p>CM came into school on Monday 11th to inform staff about the new Headteacher. She is wondering when it is best to inform parents. There followed a discussion on when and how the announcement should be made and it was agreed that an announcement will be put on the website. DB will draft and send to CM.</p>	<p>DB</p>
6	<p>LEADERSHIP REPORT</p> <p>JL presented the Leadership Report. Numbers for incoming Year 7 are around 130 with 5 tutor groups. <i>Governors asked if we are expecting that number to rise.</i> School responded possibly to around 135/136. <i>Governors asked if we are full in the current Year 7.</i> School answered that we fluctuate between 148 and 150. <i>Governors asked if there had been a mass exodus.</i> School replied not at all.</p> <p>We already have tours booked in September for the current Year 5's who will make their school choices in October.</p> <p>The Teaching and Learning Review – we were a bit disappointed about the 'lack of consistency' reported but they have a snapshot for one day. We appreciated the forensic detail re data.</p> <p><i>Governors questioned if this was the first time a review like this had been done as it is similar to a set of accounts and shows how the business is working on that day. The reviewers have to find something wrong or they are not doing their job properly. Governors asked if the school had found it useful.</i> School answered yes because snapshots of what we think against what has been seen on a particular day are useful. <i>Governors noted that staff can pick out what might be useful to improve the education of the students. It is a semi-formal way of swapping best practice.</i> School commented that our visitors were fascinated by how they could create our ethos in a bigger school. Staff welcomed the visit.</p> <p>JL continued that the Ofsted framework is now very much about 'leadership and governance'. <i>Governors commented that one of the recent Headteacher candidates had told them of a recent Ofsted visit where governors were asked how many looked after children were at the school and what provisions had been made for them.</i></p>	<p>JM/GE</p>

	<p>JL continued that the information in her report on teaching and learning and the SEF had been made available at the recent Teaching and Learning committee meeting. Information has been added on Personal Development, Behaviour and Welfare and attendance. Three students in Year 11 have particular issues. Case studies will be available at the next Staff and Students meeting. Attendance for students with Statements/EHCP is slightly down but we know the reasons and the actions we are taking. We are now working with primary schools to try to get the EHCP in place before secondary school and be proactive. There are a few students going through emergency reviews. Attendance for in care children is great and the disadvantaged gap is closing.</p> <p><i>Governors noted that this is a significant improvement.</i></p> <p>Persistent Absence is creeping up at 15.4% but the explanation is given in the report. The vast majority of in year admissions had some kind of issue which impacts attendance.</p> <p><i>Governors asked if the lack of work experience offered, replaced with curriculum enhancement days, had impacted attendance.</i></p> <p>School answered that attendance was not bad at all during that time.</p> <p><i>Governors queried if curriculum enhancement days were working.</i></p> <p>School responded that we need to look at Year 10 in particular but there are certainly things that we will address and will revisit next year with 'even better if'.</p> <p>JL continued that for the first time we have had a pastoral quality assurance alongside teaching and learning. There is a huge amount of data under this. Heads of House are following up with dissatisfied students and we will have another one in October.</p> <p><i>Governors noted their pleasure that students' viewpoints were followed up. Students feel they are being listened to.</i></p> <p>JL continued with behavioural incidents – staff are recording all incidents and have high expectations.</p> <p>Year 9 data has been circulated and Year 10 outcomes are being crunched and will be circulated shortly. ECDL is now not an approved course so this element is no longer comparable in the data for this current Year 10. Within Humanities there is a feeling that students now have to take a subject even if they don't want to.</p> <p>JL will send out the Kings News.</p> <p>JQ entered the meeting and CM thanked her for everything she has done during her time at Kings, particularly in Teaching and Learning. JQ told governors that she has enjoyed being part of the journey to 'good'. CM presented JQ with a bouquet and card and thanked her again for all the support she has given the governors in everything they have done. She wished JQ a fantastic retirement.</p>	<p>JL</p>
<p>7</p>	<p>COMMITTEE, NOMINATED GOVERNOR, AND OTHER REPORTS</p> <p>The Minutes were received and accepted from the Staff and Students Committee Meeting on 8th March, the Teaching and Learning Committee Meeting on 22nd February, and the Resources Committee Meeting on 19th April. It was also noted that the budget had been approved by Surrey with no queries.</p>	

8	<p>CHAIR APPOINTMENT</p> <p>CM took on the position of Chair last year with the view to only doing one year, and on that note is resigning from her position as Chair. JT has agreed to take on the role as CM is not in a position to be on hand as much as is needed. CM is happy to support JT in whatever way she requires should Governors vote for her.</p> <p>Governors voted unanimously for JT to take on the role of Chair and a temporary agreement as made for CM to take on the role of Vice Chair. A formal vote on the role of Vice Chair will take place at the next meeting.</p>	JM
9	<p>DISCUSSION OF HEADTEACHER’S PERFORMANCE REVIEW</p> <p>A discussion took place regarding the panel for the Headteacher’s performance review. JM to ask the next set of governors on the list if they are available for the next performance review. It was agreed that, given the circumstances, the panel would remain the same for JL’s final performance review.</p> <p>DB noted that the panel setting goals for the new Headteacher would need to be carefully selected. The training governors will need to carry out the correct process will need to be considered.</p> <p>JM to circulate the process for selection of a panel and clarify and circulate the process for the Headteacher’s performance review.</p>	JM
10	<p>RECENT DEVELOPMENTS</p> <p>CM noted that most of the information on Better Governor has been more relevant to academies recently.</p> <p>DB, who had attended the Chairs Briefing this morning, gave an overview. There is a new cabinet member for education, Mary Lewis, who is the County Councillor for Cobham , and was a teacher for 20 years. She has spent 18 months as an associate member for children and schools. The school expansion programme is going well and there is a huge emphasis on schools supporting each other. £100 million has been taken from Surrey’s budget.</p> <p>Ofsted will be returning to Surrey in the autumn to look at Children’s Services which is still in RI.</p> <p>Nick Smith spoke about the baseline designs for new schools. A new budget for property management has been set in Surrey County Council, which has bolstered the department. For every 100 homes built there are 25 Primary pupils and 18 Secondary pupils.</p> <p>There are two new special schools opening. Liz Mills is retiring.</p> <p>DB raised the issue of ‘job families’ and complained about the responsibility lying with governors when they had not been involved from the beginning. He</p>	

	<p>explained how he is angered as a governor that something floated as a consultation is now being imposed on people. To be added to Resources agenda.</p> <p>There was no Clerks Briefing this term.</p>	JM
11	<p>AGREE DATES OF MEETINGS FOR 2017-18</p> <p>The calendar dates for 2017/18 were agreed.</p>	
12	<p>GOVERNOR TRAINING AND DEVELOPMENT</p> <p>CM stated that governors should book themselves on any training and development they felt was needed, although governors noted that the timing of training courses was not always great. CM noted that there is always the option to have some bespoke training. No governors, except DB, have trained on performance appraisal. It could be looked at adding for the entire governing body before or after an FGB meeting.</p> <p>JM to check what our entitlement to bespoke training is – DB noted that bespoke training could be shared with other members of the partnership.</p> <p>JM to circulate a list of school events throughout the year and, if attended, these could be recorded by governors as CPD.</p>	<p>JM</p> <p>JM</p>
13	<p>SELF EVALUATION (OF GOVERNANCE)</p> <p>CM shared a list of questions that governors should be considering. We need to think about how we will tackle these questions, e.g. how do we know our staff are motivated?</p> <p><i>Governors noted that some of these questions are covered by the committees anyway. There was a suggestion that the questions were divided up amongst the committees, who could then provide responses and feedback. The last two questions are well covered by the school.</i></p> <p>CM noted the need to be able to talk confidently to Ofsted about these issues.</p> <p>The responses should be split into action or monitoring.</p> <p>After all committees have met, responses need to be added to the next FGB agenda – and must also be added to committee agendas</p>	JM
14	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting is 19th October 2017.</p>	
15	<p>AOB</p> <p>There was no other business.</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 5.40 pm.

Signed:

Chair of Governors:

Date: