



**Minutes of the meeting of the Governing Body held on Thursday 17<sup>th</sup> December 2015 at 4.00 pm.**

**Governing Body:**

(+)David Barter	DB	Chair
(+)Judith Langley	JL	Head
(+)Charlotte Morley	CM	Co-opted Governor, Vice Chair
(+)Gavin Price	GP	Co-opted Governor
(+)Geoff Evans	GE	Co-opted Governor
(+)Beverley Harding	BH	Partnership Governor
(-) Jenny Tuck	JT	Co-opted Governor
(-)Darren Bowen	DAB	Parent Governor
(-)Simon Goldsmith	SG	Parent Governor
(+)Philip Goddard	PG	Parent Governor
(+)Graham Rudd	GR	Parent Governor
(+)Jodie Walters	JW	Staff Governor
(+)Martin Sands	MS	Local Authority Governor

**In attendance:**

Jennie Morgan	JM	Clerk to Governors
(+) Diyasa Rai		Head Girl
(+) Jack Joliffe		Head Boy

	<b>TOPIC</b>	<b>ACTION</b>
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>  Apologies were received and accepted from Jenny Tuck.	
<b>2</b>	<b>DECLARATION OF INTEREST</b>  None	
<b>3</b>	<b>APPOINTMENTS AND RESIGNATIONS</b>  Martin Sands was proposed/seconded and unanimously appointed as Local Authority Governor.  Darren Bowen had submitted a letter of resignation to the Chair. The resignation was accepted and a letter will be written thanking DAB.	<b>CM</b>

	<p><b>Head Boy and Head Girl Report</b></p> <p>At this point in the meeting the Head Boy and Girl gave a short report. They spoke about Year 7 settling in and some arguments and isolation. They asked Governors if there was anything that could be done to encourage wider friendship groups.</p> <p><i>Governors replied that it is fairly usual at this age to have friendship issues and questioned if Year 7's have a mentor.</i></p> <p>Head Boy and Girl replied that there is a buddy system from Year 9.</p> <p><i>JW (Year 7 tutor and staff governor) reassured the Head Boy and Girl that Year 7 tutors and teachers are looking at ways to alleviate issues. JW will email Year 7 tutors to reiterate the need to keep on top of the issues.</i></p> <p>Head Girl reported that Prefects have been assigned new duties to stop students, for example, eating in the wrong areas and littering and this has been very effective.</p> <p>Head Boy spoke about the new Kings Values badges and how students have provided good responses when asked why they chose their badge and are wearing it with pride.</p> <p>Head Girl stated that Mock GCSE week was a quiet week and results will be given out tomorrow.</p> <p><i>Governors responded that they are interested to hear the results and hope that the Head Boy and Girl have enjoyed their first term in office.</i></p> <p>Head Boy and Girl responded in the affirmative and informed Governors that they will be holding an assembly on values in the Spring Term if Governors would like to attend.</p> <p><i>Governors asked to be informed of the date and time once confirmed.</i></p> <p>JM will notify Governors</p> <p><i>Governors wished the Head Boy and Girl a Merry Christmas and thanked them for their hard work.</i></p>	<p><b>JW</b></p> <p><b>JM</b></p>
<p><b>4</b></p>	<p><b>MINUTES</b></p> <p>The minutes of the meeting held on 22<sup>nd</sup> October 2015 were approved and signed.</p>	
<p><b>5</b></p>	<p><b>MATTERS ARISING FROM THE MINUTES OF 22 OCTOBER 2015</b></p> <p>Committees – DB will look at committees in the New Year, and asked Governors to email if they were interested in an alternative or additional committee. DB suggested that MS attend each committee meeting and made a decision on which he would like to join.</p> <p>Allocation of roles from priority areas in the College Development Plan. Governors currently allocated roles attached to departments are:  Business and ICT – GR  SEN – GP  Science – GE</p>	<p><b>All</b></p>

	<p>English and Languages – BH Humanities – PG</p> <p>DB suggested that MS tour the departments in the New Year. GP and BH would also like to attend a tour. DB will also attend. JM to contact Samantha Bond to organise.</p> <p>DB confirmed that a new Safeguarding Governor will be needed now that DAB has resigned. DB will take on the role temporarily and JL will speak to JT about taking on the role in the Spring.</p> <p>Update on the Leadership Team and Assistant Head position – Tom Burns joined on 7<sup>th</sup> December and will stay in the role on secondment until Amy Popple takes over in September. Tom Burns is already a pastoral leader on an Assistant Head Level at an Ofsted ‘outstanding’ school.</p>	<p><b>JM</b></p> <p><b>JL</b></p>
<p><b>6</b></p>	<p><b>CHAIR’S ACTION</b></p> <p>None that will not come up on different agenda items.</p>	
<p><b>7</b></p>	<p><b>LEADERHIP REPORT</b></p> <p>JL presented the Leadership Report. She also presented Governors with the latest issue of Kings News which provides additional information on news from the departments.</p> <p>Options process – Students will need to fill all Progress 8 ‘buckets’ for the first time meaning taking a Science option plus History/Geography and French/German. There will be some students for whom this is not a great choice and JL reiterated that Kings will continue to be flexible and also flexible with any clashes whilst protecting Kings from the Progress 8 measures. JL commented that clashes are often dealt with outside the timetable and whilst it is great to have flexibility outside the curriculum it does have a staffing cost impact. Current Year 7’s will be made to take a language at Options for the first time at Kings.</p> <p>DB explained Progress 8 for those Governors who were not familiar with it. He remarked that when this is rolled out school results nationwide will drop dramatically as 8 good GCSE results will be a huge challenge for many students. He also commented that past data will be of no use as there will be no comparative data.</p> <p><i>Governors asked if languages will be one of the biggest challenges.</i> School answered that historically there has never been a big take up of languages at Kings. It has risen from 15-25% but has never been compulsory, and there will need to be a big push on languages.</p> <p><i>Governors asked how many languages were offered.</i> School replied that French and German were offered on site with a few high ability students attending Tomlinscote for Chinese and Japanese lessons.</p> <p><i>Governors queried if Kings has considered offering a Spanish choice as it is increasingly popular.</i> School replied that it had been considered but there was a struggle to find language teachers.</p>	

<p><i>Governors commented that it will be easier for schools who already have a compulsory language, and questioned if all feeder schools teach languages.</i>  School replied that only some feeder schools offer languages.  <i>Governors remarked that as Tomlinscote is a specialist language college, students more interested in languages may have chosen a school based on that. As such we should prioritise language teaching and promote.</i>  CM's husband is Dutch and could come in and speak a variety of languages with students.  JL stated that 23 languages are spoken at Kings.</p> <p>Attendance – Average is 95% due to a high level of illness. PA is 11%.  <i>Governors asked if Year 9 was a challenge.</i>  School responded that there are several students with mental health issues in Year 9 and four students with attendance of only 4-20%. More details will be given at the Staff and Students Committee meeting on 16/3/16.</p> <p>Intake numbers have risen from 76 to 109 meaning a 5 form entry, creating pressure on staffing, resources and budgets.  <i>MS asked what the typical class size was.</i>  School replied that in top set class sizes are generally 28-30, main sets 15-22 and small group teaching sets of 5-6.  Intake is expected to be 130 once second choices are taken into account. DB commented that if numbers go up there is no transitional funding to hire more staff, and extra staff will have to be recruited next year to cope with the increased numbers.  <i>Governors asked how tutors are appointed internally.</i>  School replied that they are allocated unless staff teach certain core subjects that are taught outside of curriculum time.  <i>MS questioned how difficult it was to increase staff numbers.</i>  School answered that there is a high number of part time staff at Kings and they will be the first port of call to increase hours.  <i>Governors asked if Surrey County Council could help.</i>  DB responded that funding is national rather than from County. He also suggested that writing to embassies to ask for assistance for teaching within their language subject may be fruitful. DB will write to embassies.  CM suggested also contacting Siemens.</p> <p>JL continued with her report. Tom Burns has spoken very positively about the staff and students at Kings, and it is interesting to have an 'outsiders' point of view.  <i>Governors commented that this is encouraging.</i></p> <p>SEF – Angela Bradshaw and Caroline Maskery made a judgement of 'good' on our 3 priorities for this term.  <i>MS questioned if outcomes are purely on attainment.</i>  School replied yes.</p> <p>JL presented the document evidencing how Kings are supporting a 'good' judgement against Ofsted descriptors. The tracking highlight sheets for all years will be distributed to all governors.  JL noted that all updates are in the Ofsted portal.</p>	<p>DB</p> <p>CM</p> <p>JM</p>
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<p><b>8</b></p>	<p><b>COMMITTEES AND NOMINATED GOVERNOR REPORTS</b></p> <p>The receipt of the below minutes was noted:  Teaching and Learning 16 September 2015  Resources 23 September 2015  Staff and Students 14 October 2015  Resources 18 November 2015  Teaching and Learning 9 December 2015</p> <p><b>Resources</b>  Two headline facts were noted for the last Resources meeting – Good news for the current financial year where the expected outturn is now £86k where the original budget showed a deficit of £187k. The Budget for 2016/17 shows an expected in year deficit of £300k. This has been submitted to Surrey County Council and Kings is awaiting their comments. David Parr’s paper clearly indicates that prudent actions have been taken to cut staffing costs.</p> <p><b>Staff and Students</b>  The recent Staff and Students committee meeting discussed punctuality and attendance data in detail. CM noted that she would welcome more governors to join the committee. JW expressed an interest in joining the committee.  <i>MS questioned the number of school refusers (6).</i>  School replied that 4 have severe mental health issues.  JL noted that Tom Burns will take over the Attendance Officer meetings from January.</p>	
<p><b>9</b></p>	<p><b>SCHOOL FUND ACCOUNT</b></p> <p>The School Fund Account covers any aspect of non statutory funding and anything not related to pupils such as lettings.  The School Fund Account was accepted and DB suggested that Katie Clarke was invited to speak about it at the next Resources Committee meeting.</p>	
<p><b>10</b></p>	<p><b>POLICIES</b></p> <p>DB proposed and CM seconded the adoption of the Grievance Policy and the Staff Appraisal Policy.</p> <p><i>MS checked if the new Prevent strategy had been added to the Child Protection Safeguarding Policy.</i>  School confirmed that this has been amended in line with new government legislation.</p> <p>DB asked that Samantha Bond amend the formatting in the Child Protection Safeguarding Policy.</p> <p>DB proposed and PG seconded the adoption of the below policies:  Careers Education Policy  Child Protection Safeguarding Policy</p>	<p><b>SB</b></p>

	<p>Collective Worship Policy Drug and Alcohol Policy</p> <p>DB asked JM to highlight any additional documents sent out for review prior to meetings in a clearer way. JM agreed.</p>	
<b>11</b>	<p><b>CONFEDERATION DEVELOPMENT AND/OR 14-19 NETWORKS</b></p> <p>JL told governors that SHAPE schools are embarking on different roles. The big imperative to stay in the Shape group is seen to be less crucial. SHAPE will change in 2016-17 and schools have agreed a streamlined and more cost effective, version of SHAPE going forward.</p>	
<b>12</b>	<p><b>CHAIRS' AND CLERKS' BRIEFINGS</b></p> <p>DB noted that Surrey County Council is troubled by the amount of money spent on pupils with complex needs as many are sent out of county to special schools.</p> <p>JM noted that Pay Committee minutes should be available to all governors. JL to speak to JQ regarding sending out anonymised minutes from Pay Committee.</p>	<b>JL</b>
<b>13</b>	<p><b>TRAINING UPDATE</b></p> <p>Some amendments were made to the Training Record and it was noted that CM's training had not yet been updated on the document. Governors were encouraged to commit to training and keep SB up to date with any courses attended.</p>	
<b>14</b>	<p><b>WORK EXPERIENCE</b></p> <p>Two other local schools have stopped their work experience programme. It is felt that work experience is not a great experience for the vast majority of students but takes time and costs money. JL suggested that 2016 is the last year that work experience is undertaken wholesale for Year 10 and that in 2017 it is undertaken only for a specific cohort.</p>	
<b>15</b>	<p><b>SHAPE REPORT TO GOVERNORS</b></p> <p>The SHAPE report to governors was tabled. It was noted that two students in SHAPE had dropped from Level 2 to Level 1.</p>	
<b>16</b>	<p><b>NORTH WEST SURREY SHORT STAY SCHOOL (NWSSSS)</b></p> <p>JL declared an interest in this item as she is on the Management Board for the NWSSSS. DB also declared an interest as he had seen their presentation at another school.</p> <p>DB suggested that the proposed motion to support NWSSSS in setting up as an educational company was agreed.</p> <p><i>Governors questioned what would happen if the proposal does not have six schools supporting it.</i></p>	

	<p>JL replied that the setting up as an educational company would still go ahead. DB stated that by signing up Kings would receive a seat on the Management Committee. PG proposed and BH seconded the proposal.</p> <p>DB informed governors that the South East Surrey Short Stay School had already gone through the process and that the North East Surrey Short Stay School was in the process of changing.</p> <p>JL noted that the NWSSSS outreach work is also valuable and DB stated that their primary aim is to get pupils back into the mainstream system.</p> <p>DB congratulated JL as a member of the Management Committee for the aims of the NWSSSS.</p>	
<b>17</b>	<p><b>GOVERNORS CONSIDERED WHAT HAD BEEN DONE AT THIS MEETING THAT HAS IMPROVED THE EDUCATION FOR THE CHILDREN IN OUR SCHOOL:</b></p> <ul style="list-style-type: none"> <li>• Full discussion of Progress 8 and its implications</li> <li>• The pleasure and challenges of increased numbers</li> <li>• An interesting discussion following the Head Boy's speech and noting that the Head Boy and Head Girl can speak openly and governors can hear students' concerns, taking action as necessary</li> <li>• The noting that policies are the backbone of our structure</li> <li>• Passed a motion regarding the NWSSSS which is a valuable tool for our students</li> </ul>	
<b>18</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>Thursday 11<sup>th</sup> February 2016 at 4pm</p>	
<b>19</b>	<p><b>PART 2 BUSINESS</b></p> <p>Separate sheet.</p>	
<b>20</b>	<p><b>AOB</b></p> <p>BH has spent time quality assuring the performance management process.</p> <p>JL distributed a chart of the College Development Plan.</p>	

Meeting closed 6.10 pm.