



**Minutes of the meeting of the Governing Body held on Thursday 12 December 2013 at 4.15 pm.**

**Governing Body:**

(+)David Hoggins	DH	Chair
(+)Debbie Andrews	DA	Vice Chair
(-)Brig. Iain Pretsell	IP	Partnership Governor
(+)Ian Hylan	IH	Executive Principal
(+)Judith Langley	JL	Co-opted Governor
(+)Charlotte Morley	CM	Co-opted Governor
(+)Moiria Nairn	MN	Co-opted Governor
(+)Mark Adams	MA	Partnership Governor
(-)Darren Bowen	DB	Parent Governor
(+)Simon Goldsmith	SG	Parent Governor
(-)Robert Turner	RT	Parent Governor
(+)Philip Goddard	PG	Parent Governor
(+)Paul Mckinney	PM	Staff Governor

In attendance:  
 Hilary Jorgensen                      HJ      Clerk to Governors

Item		Action
1.	<b>Apologies:</b> Apologies were received and accepted from Darren Bowen and Iain Pretsell.	
2.	<b>Declarations of Interest:</b> There were no Declarations of Interest for the meeting.	
3.	<b>Constitution:</b> Co-opted Governor Vacancies (2): DA/MN/JL had met with two potential candidates, Sarah Symes and Paula Evans. Both candidates were recommended by the governors at that meeting. A 'pen picture' was received from Sarah Symes and circulated . A similar paper is awaited from Paula Evans, although a number of the Board and staff of the School know her. The Board agreed to confirm the two appointments. It was evident that RT was experiencing difficulty in attending meetings and SG agreed to contact him to ascertain whether his membership of the Governing Body was still viable.	SG
4.	<b>Minutes of the last meeting:</b> The Minutes of the meeting held on 24 October 2013 were agreed.	
5.	<b>Matters Arising:</b> Land ownership: Reported under Item 7 (Resources Committee).	

	Swimming Pool: Reported under Item 7 (Resources Committee). All other Actions had been completed or were in progress.	
<b>6.</b>	<p><b>Leadership Report:</b> The Report had been circulated prior to the meeting, and JL drew particular attention to the following: Student Review Day in December had been very successful with all year groups participating. Year 11 had experienced classes in Science, Maths, English and other options; attendance had been excellent and feedback from both students and staff positive.</p> <p>Year 11 Mocks: This year the college will run two sets of Mocks – one in January and another in March - with the aim of keeping students focussed. Staff had been very supportive of the initiative to have a second Mock.</p> <p>Quality of Teaching: Observations showed that only two members of staff, this term have been judged 'RI'; one was an NQT who was receiving support and the other a second year teacher who had since received a 'good' judgement for one lesson and who was receiving continued support.</p> <p>Work Scrutiny: It was evident that there was improved consistency across the college.</p> <p>Learning Walk: Learning and behaviour across the college was good – a fact confirmed by a 4S Associate visit last week. The Associate had found little low-level disruption within classes, and had made some helpful recommendations for dealing with disaffected students.</p> <p>Staffing: The college was fully staffed. Recruitment for new Head of Science was in progress.</p> <p>Changes to National Curriculum: a SHAPE meeting had been addressed by Sue Hackman and she will be coming into Kings to give further information at meetings on 23 January and 24 February 2014.</p> <p>Area and community links are strong. JL is on the Management Committee for the Short Stay School, a Community Governor for The Willows and Chair of SHAPE. In addition contacts have been made with Michael Gove, the Mayor of Surrey Heath and several local councillors, including Denis Fuller who is a SCC Cabinet Member for Education.</p>	
<b>7.</b>	<p><b>Committee Reports:</b> <b>Resources</b> It was reported that: Surrey would replace the roof to the Drama Studio; there would be no cost to the college. The Land Registry problem was progressing slowly. Relationships with Farnborough Fins were going well. Apparently no planning permission was needed to carry out the required work to the pool. The work will cost in the region of £85-90,000, which the Farnborough Fins will fund. The college will commission tenders.</p>	

	<p>Farnborough Fins can donate but the Leasing Agreement needs to be amended to cover the period of time of the lease and maintenance of the pool.</p> <p>Catering: No concerns.</p> <p>The Budget had been submitted showing an in-year deficit. The governors reiterated that whilst we should seek to minimise expenditure there should be no loss in provision in order to ameliorate the deficit.</p> <p><b>Staff and Students</b></p> <p>Nothing new to report</p> <p><b>Teaching and Learning</b></p> <p>In addition to items already mentioned in the Leadership Report, MA reported on:</p> <p>Departmental self-evaluation: MA would be looking at documentation next week.</p> <p>Triad Coaching Programme was now in operation. Each team consists of a lead coach, an aspiring coach and a recently qualified teacher. The triads will enable teachers to work in partnership and share good practice.</p> <p>The committee had looked at targets/tracking and supported JL in setting high aspirational targets for the year ahead.</p> <p>Curriculum: It was noted that the 'Learn to Learn' scheme was being moved into the Humanities area to free up the Maths teaching provision it had formerly occupied.</p> <p><b>HTPM Review</b></p> <p>DA reported that this Review had now been carried out.</p> <p><b>Federation Steering Group</b></p> <p>DH reported that the first meeting had been held and had been very effective. Items of interest were:</p> <p>DOE: Both schools taking part coordinated by a member of staff at Tomlinscote.</p> <p>Broadband: An excellent Broadband deal had been secured to cover both sites.</p> <p>Brainstorm: A number of good ideas had been raised including joint purchasing, sharing of good practice, joint marketing of SHAPE, joint participation in events, eg. Language exchanges.</p> <p><b>SHAPE</b></p> <p>Of particular note:</p> <p>The second inter schools Maths competition had taken place for years 7 and 8. Kings had taken second place.</p> <p>Kings, Tomlinscote and Collingwood would be participating in shared training days, twilight sessions and an Inset day session via a shared consultant.</p> <p>Collaboration between the senior staff of the three schools has been strengthened and encouraged.</p> <p><b>Report from Head Boy and Head Girl</b></p> <p>Written reports were distributed and read. For their next report it was</p>	
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	agreed that the HB and HG would be asked to focus on a specific area/task, which would be agreed in conjunction with JL; Year 11 reflections on 'Mock results day' and feedback from Senior students visits to year 7 tutor groups	JL
8.	<p><b>Children in Care (CIC):</b> A report had been circulated prior to the meeting. JL reported that there were 4 CIC students at present, two in Year 7 and one each in years 10 and 11. Each student was monitored individually and was performing well against their peers. In particular it was pleasing to note that their attendance is above average at 98%. The two new Year 7 students appear to have settled in successfully. Governors asked how the CIC funding was spent and whether its impact could be evidenced. JL replied that much of the funding was spent on a 1-1 basis the results of which could be evidenced in the students' academic achievement seen in the pupil tracking data.</p>	
9.	<p><b>Tracking:</b> Year 11 It was agreed to look at this data at the next FGB, when the Mocks data would be available.</p> <p>Year 10 JL reported that the Year 10 cohort was below the National Average, being 27.1 against 28.1. JL had set aspirational targets, but some of these were felt to be unrealistic. Therefore some targets were revised and would be amended in the data sheet.</p>	
10.	<p><b>Raise-on-line:</b> Governors received a training session on Raise-on-line from IH, highlighting the main data and information of importance to Governors, explaining its significance and answering questions</p>	
11.	<p><b>Chair's Actions:</b> Nothing to report.</p>	
12.	<p><b>Governor Training:</b> It was noted that the new Community Governors would require Induction Training. MN would arrange mentors for them both. MN will circulate List of Training courses available for next two terms; Hot Topics training courses were recommended.</p>	MN
13.	<p><b>Future Agenda Items:</b> Primary Feeder School Information. It was suggested that the FGB invite the Head or one of the Governors of a Primary Feeder to address the next meeting.</p>	JL
14.	<p><b>Items to Report to Staff:</b> The FGB asked PM to convey their thanks and appreciation to the staff for all their hard work this term, and to wish them all a good and restful Christmas.</p>	PM
15.	<p><b>Part Two Items:</b> None</p>	
16.	<p><b>Date of Next Meeting:</b> Thursday, 6 February 2014 at 4.00 pm</p>	ALL

Meeting closed 6.05 pm

## Kings International College

### Summary of Actions Arising from Full Governing Body Meeting 12 December 2013.

<b>Item</b>		<b>Responsibility</b>
<b>3.</b>	Appointment of new governors.  Contact RT re attendance/term of office.	<b>JL/DH</b>  <b>SG</b>
<b>7.</b>	Head girl/Head boy Report – Focus task.	<b>JL</b>
<b>12.</b>	New governors – Induction training and mentors	<b>MN</b>
<b>13.</b>	Invitation to Primary Feeder School to FGB	<b>JL</b>
<b>14.</b>	Convey governors' thanks to staff.	<b>PM</b>
<b>16.</b>	Date of next meeting	<b>ALL</b>