



Minutes of the meeting of the Governing Body held on Thursday 20 March 2014 at 4.00 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
(+)Sarah Symes	SS	Co-opted Governor
(+) Paula Evans	PA	Co-opted Governor
(-)Mark Adams	MA	Partnership Governor
(+)Darren Bowen	DB	Parent Governor
(-)Simon Goldsmith	SG	Parent Governor
(+)Philip Goddard	PG	Parent Governor
(+)Paul Mckinney	PM	Staff Governor

In attendance:

Archie Crossley	AC	Head Boy
Molly Wilsden	MW	Head Girl
Hilary Jorgensen	HJ	Clerk to Governors

Item		Action
1.	Apologies: Apologies were received and accepted from Iain Pretsell, Simon Goldsmith and Mark Adams.	
2.	Declarations of Interest: There were no Declarations of Interest for the meeting.	
3.	Constitution: Co-opted Governor: The chair welcomed Paula Evans to the meeting. Parent Governor: Rob Turner has resigned; it was decided to wait until September and the new intake before electing/appointing a replacement Parent Governor.	
4.	Minutes of the last meeting: The Minutes of the meeting held on 6 February 2014 were agreed.	
5.	Matters Arising: a) RT has resigned. (See item 3) b) SEN report has gone to T & L Committee	

	<p>c) JL/IH had attended HMI Surgery. DH will follow up further with Maria Dawes.</p> <p>d) SFVS complete.</p> <p>e) Governor/student contact time: This had been discussed at S & S Committee and gone out to staff for suggestions. It was agreed to hold a Governors' Day during the Summer Term and to plan three days for 2014/15. In addition DH will participate in a Learning Walk.</p> <p>f) E-safety Policy. This has been re-drafted and will be linked to Behaviour and Safeguarding Policies. PE agreed to look at an overarching policy to cover all related policies.</p>	<p>DH</p> <p>JL</p> <p>DH</p> <p>PE</p>
6.	<p>Leadership Report:</p> <p>A Report had been circulated to governors prior to the meeting. JL highlighted several points including:</p> <p>a) September Intake: The September 2014 intake number stands at 115, with 83 confirmations received so far. This represents an increase of 10% on this time last year. Governors recorded their congratulations to the school and staff.</p> <p>b) Year 9 Options: It had been necessary to withdraw some subjects due to small numbers (Travel & Tourism, Textiles and Economics) but overall most students had got their first choices. Staffing is in place.</p> <p>c) Teaching and Learning: The Quality Assurance schedule was completed in February. Staff reported 90% Good/Outstanding teaching (including 30% Outstanding). 10% are still not consistently Good and a support programme continues to be in place for these staff.</p> <p>d) Gifted and talented: Six Year 8 students won the Faraday Mathematics Challenge held at Wellington College against six other state and independent schools.</p> <p>e) Pupil Premium Summer Schools Programme 2014: The school is considering applying for funding for this programme to help disadvantaged new pupils.</p> <p>Staffing: See Part Two.</p>	
7.	<p>Committee Reports:</p> <p>Head Boy and Head Girl: A survey by questionnaire had been carried out on the impact of the pre-public examinations which had just been completed. Student responses had been positive with results improving significantly. Most students agreed that experience of past papers had proved useful, as had the opportunity to acquire examination techniques and practise timing. JL confirmed that pre-public examinations will be held again next year and the school is looking at the calendar to ascertain the best timing for these. In addition this year, an Inspirational Session has been scheduled for Year 11 students.</p>	

	<p>Resources Committee: The minutes of the meeting held on 7 March had been circulated prior to the meeting. DH requested that a summary sheet showing an update of the financial situation/issues be available for each Governing Body Meeting. It was noted that repairs to the Tower Block had been carried out.</p> <p>Staff and Students Committee: The minutes of the meeting held on 14 March had been circulated prior to the meeting. It was noted that there were 13 young carers within the school. Governors asked if there was anything more that the school could do to help these students and also those who are looked after by 'kinship'. JL assured governors that the staff were well aware of each individual case and did their utmost to give support. PE undertook to ask County if there is any further assistance that can be offered to these young students. Governors were pleased to note that attendance was very good (95.2%) and were impressed that no Permanent Exclusions had taken place and that Fixed Term Exclusions had decreased since September.</p> <p>Teaching and Learning Committee: The minutes of the meeting held on 14 February had been circulated prior to the meeting. As already mentioned in the Leadership Report, governors were pleased to note that Good/Outstanding teaching stood at 90%. Those staff working towards Outstanding were receiving continuing help. 3 staff who are still not consistently Good are receiving a programme of support.</p> <p>Federation Steering Group: Next meeting is scheduled for June 2014. Update will follow. See Part Two.</p>	<p>IP/KC</p> <p>PE</p>
8.	Policies for ratification: None.	
9.	Chair's Actions: <ul style="list-style-type: none"> a) DH had attended an IRC meeting on 10 March; pleased with progress. b) DH had attended a Chairs of Governors' meeting on 11 March; he is looking into the possibility of getting some School Improvement money. c) Marketing Post: the school is looking at the possibility of employing a marketing person to look at the wider external picture. JL will consider the model the school requires. 	JL
10.	Governor Training: It was agreed that Hot Topics training would be covered by both DA and MN; this would be on the next FGB Agenda. It was also agreed that anyone who had attended a course since the last meeting should provide a brief summary of the course to other governors.	<p>DA/MN</p> <p>ALL</p>

	Governor Visits also to be on next FGB Agenda. Recruitment Training: SS would meet with JL to discuss recruitment training.	SS/JL
11.	Future Agenda Items: Governor Succession Planning: Strategy Planning: See Part Two.	
12.	Items to Report to Staff: a) Congratulations on the very good attendance figures. b) Governors noted that Exclusions were used as appropriate and were pleased to see their impact on the improved behaviour of students.	PM
13.	Part Two: See separate sheet.	
14.	AOB: Development Plan: To be an Agenda item at the next FGB meeting. Calendar 2014/5: The timing/frequency of FGB meetings, particularly during the Spring Term was discussed. It was agreed to schedule as usual and amend/cancel if necessary. PTA: It was noted that there would be a Quiz Night on Saturday 21 March to raise funds for benches.	DA ALL
15.	Date of Next Meeting: Thursday, 15 May 2014 at 4.00 pm in the Conference Room.	ALL

Meeting closed 6.00 pm

Chair of Governors:.....

Date:

	<p>and what training/handover should be in place.</p> <p>DH/DA will talk with present Chairs and Vice Chairs to get their opinions and then DH will draft a Plan for consideration.</p> <p>PE will ask Sue Bousted if there is a Model Succession Plan recommended by County.</p> <p>d)Staffing: JL reported that the school had received two verbal resignations; one from the Head of English and one from a Head of House. Both members of staff had been offered promotion. Adverts were going out and if possible a governor would be invited to sit on the interview panel.</p> <p>The possibility of holding Exit Interviews was discussed and IH said he would bring a copy of an Exit Form currently being used at Tomlinscote for information/consideration.</p> <p>The subject of carrying out a Staff Satisfaction Survey would be discussed by the Staff & Students Committee.</p>	<p>DH/DA</p> <p>PE</p> <p>JL</p> <p>IH</p> <p>DA</p>
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Chair of Governors:.....

Date:.....

Kings International College

Summary of Actions Arising from Full Governing Body Meeting 20 March 2014.

Item		Responsibility
5.	Discussion with Maria Dawes re likely timing of next Ofsted.	DH
	Calendar Governors' Day in Summer Term.	JL
	Undertake Learning Walk.	DH
	Investigate over-arching 'Safety' Policy.	PE
7.	Provide Financial Summary Sheet for each FGB.	IP/KC
	Seek information from County re Young Carers.	PE
9.	Consider Marketing Role.	JL
10.	Hot Topics/Governor Visits on next Agenda.	DA
	Meet to discuss Recruitment Training.	MN/SS
12.	Report to Staff re Attendance figures, Exclusions – behaviour.	PM
14.	Development Plan – Next Agenda.	DA
Part Two.	Seek clarification on land usage from County.	PE
	Set up Strategy Group.	JL/DH
	Consult Vice Chairs re succession planning.	DH/DA
	Draw up Draft Succession Plan.	DH
	Consult County re model Succession Plan.	PE
	Recruit Staff/Interviews.	JL
	Provide Exit Form example.	IH
	Discuss Staff Satisfaction Survey.	DA
15.	Next Meeting: 15 May 2014 at 4.00 pm.	ALL

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