



Minutes of the meeting of the Governing Body held on Thursday 14 May 2015 at 4.00 pm.

Governing Body:

(+)David Barter	DB	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
(+)Gavin Price	GP	Co-opted Governor
(+) Jenny Tuck	JT	Co-opted Governor
Vacancy		Co-opted Governor
(-)Beverley Harding	BH	Partnership 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

In attendance:

Hilary Jorgensen	HJ	Clerk to Governors
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Item		Action
1.	Apologies: Apologies were received and accepted from Ian Hylan, Iain Pretsell, and Beverley Harding.	
2.	Declarations of Interest: None.	
3.	Constitution: Parent Governor: The Chair welcomed new Parent Governor, Graham Rudd to the meeting and to the Governing Body. LA Governor: The LA is in the process of appointing a new Governor. Co-opted Governor: Carried forward to next meeting. CM stated she had a couple of contacts who may be interested.	
4.	Minutes: The Minutes of the meeting held on 19 March 2015 were approved and signed.	

5.	<p>Matters Arising: DBS clearance on all governors was in process. Governing Body Ofsted Training: A second session would be arranged before the end of term. Governor Visits: Discussion took place as to whether governors should be attached to departments or topics. Governors were asked to consider the issue and further discussion would take place at the next meeting.</p>	ALL
6.	<p>Leadership Report: (Verbal) JL outlined the various successful activities that had been taking place, including: Student response to Nepal Tragedy. PTA Quiz Night had raised £298 to be matched by Barclays. Student dancers had performed at the Royal Albert Hall in a celebration of Arts. Gifted and Talented Students had visited the Surrey Space Centre Year 7 had undertaken a Road Safety Day. Year 8 had participated in Relationship Day. Year 7 and 8 students had performed very successfully in The Maths Challenge. Year 11 students were well prepared for examinations. Year 10 students were still showing a good attitude towards learning.</p> <p>SEF 2 would go to the Teaching and Learning Committee on 19 June, and was showing an improving picture in English and Science.</p> <p>SEF 3: Attendance was high.</p> <p>The School Focus Partner, would be coming in on 18 June; visits were now 'Light Touch'. It was agreed to request another Ofsted Training Session that afternoon.</p> <p>Staffing: There were no immediate problems. JL confirmed that two members of the SLT would be retiring at the end of the Summer. Governors questioned how this would affect the SLT and what plans the school had for replacing them. In particular governors wished to know whether this would be an opportunity to 'rejig' the SLT. JL replied that presently the school was looking at different structures and models of leadership teams. The governors would be kept informed.</p> <p>SHAPE: JL informed the meeting that SHAPE would be reforming in a new format in the future.</p> <p>Soft Federation: See Agenda Item 8.</p> <p>College Development Plan: Governors were impressed with the Plan, but questioned the marking data, which stated that only 80% of staff followed the College practice. JL explained this was an individual issue and not a departmental one. Individuals were being tracked and steps taken to get them back on board. Governors suggested that this could form a Performance Management Target for next year.</p>	JL

7.	<p>Committee Reports:</p> <p>Resources: Minutes to follow when available. CM reported that the last meeting had examined future pupil numbers and looked at how the deficit could be reduced. Governors particularly commended the bursar, Katie Clarke, for the huge amount of work she had put in.</p> <p>Staff and Students: Nothing to report.</p> <p>Teaching and Learning: Nothing to report since last meeting. Next meeting to be held on 19 June 2015.</p>	
8.	<p>Update on Federation: The Chair confirmed that following the last meeting and in accordance with the discussion then held, the formal Federation between Kings and Tomlinscote will cease with effect from 31 May 2015. Ian Hylan will cease to be the Executive Head, but co-operation will continue informally between the two schools.</p> <p>JL has informed the staff at Kings, who have received the news positively and are enthusiastic about the school becoming independent. IH will be attending a meeting on 19 June and also a Leadership Group Meeting to formally say 'good bye'. A letter has been posted on the website and it has been reported in the local paper.</p> <p>The governors wished to record a vote of thanks to Ian Hylan for all his hard work and support over the last four years.</p> <p>IH requested that the following statement from his letter to governors be recorded in the minutes: <i>"Governors will recall that in July 2012 the Governing Bodies of both Kings and Tomlinscote signed a Memorandum of Understanding. In order to protect both parties, it was agreed that notice to end Federation would take effect at the end of an academic year. On 2 March and again on 30 April requests were made by Kings to end the Federation with immediate effect. Following a meeting of Tomlinscote's Governing Body on 27 April, I was mandated to agree details to bring the work of the Federation to a close. This was summarised in a letter I signed on behalf of Tomlinscote's Governing Body dated 29 April and send to Kings. As a result, the Federation partnership will end on 31 May 2015. I believe all outstanding work will be complete by this time although I would obviously be happy to provide information and assistance should this be helpful after this date.</i></p> <p><i>In conclusion I would like to thank fellow governors for their help and generous spirit. Particular thanks to those who have also been members of the Interim, Shadow and Executive Boards as well as previous Chairs,</i></p>	

	<i>David Adams, David Hoggins and Debbie Andrews. I wish Judith and her team every success as she continues to take the College forward."</i>	
9.	<p>Policies: The following policies were ratified: Special Leave of Absence Policy Charging and Remissions Policy SEND Policy Supporting Students with Medical Needs Policy.</p> <p>It was noted that the SEND and Medical Needs policies were linked. Governors asked if there was a register of students with medical needs and who holds this information. JL confirmed that there was an emergency list in all offices and it was further agreed that a copy would be held by the Head Fire Officer.</p> <p>It was also agreed that the Governing Body would receive an annual report to ensure procedures for medical needs were met.</p> <p>It was unanimously agreed that Jenny Tuck would assume the role of Special Needs Governor.</p>	
10.	<p>Report on Hot Topics: DA had attended the recent Hot Topics and reported back to governors. Two of the main topics covered had been the new Ofsted Format and Safeguarding. DA undertook to email out 4 documents relating to Safeguarding.</p> <p>It was agreed that in September when new staff received Safeguarding training all governors would be invited to attend.</p>	<p>DA</p> <p>JL</p>
11.	<p>Chair's Actions: The Chair reported that he had been involved in various meeting with regard to the termination of the Soft Federation.</p> <p>He had also been in discussions with the Local Authority with regard to Funding and Development issues.</p>	
12.	<p>Governor Training: It was agreed that the recent Ofsted training had been most beneficial. A further session would be planned – possibly on the afternoon of 18 June.</p> <p>All governors were invited to attend the presentation by Jed Gast on 4 June on 'Looking at British Values'. For further information contact JL</p>	<p>ALL</p>
13.	<p>Future Agenda Items: A list of suggested meeting dates for 2015/16 was circulated to all governors.</p> <p>The item on Planning a development strategy for Kings was carried forward.</p>	

	Governors were pleased to note that at present the September Intake number stands at 109. It was agreed that it would be necessary to set up a Strategy Group to replace the 20/25 group.	
14.	Items to Report to Staff: Governors wished to express their appreciation and thanks to the staff for all the extra hours and support they had put in during the holiday periods to help students prepare for their examinations.	
15.	Part Two: See separate Sheet.	
16.	Date of Next Meeting: Thursday, 2 July 2015 at 4.00 pm.	ALL

Meeting closed 6.00pm.

Signed:

Chair of Governors:.....

Date: