



Minutes of the meeting of the Governing Body held on Thursday 22nd October 2015 at 4.30 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 |
| (+) Jenny Tuck | JT | Co-opted Governor |
| (+) Geoff Evans | GE | 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:

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

| | TOPIC | ACTION |
|---|--|--------|
| 1 | <p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received and accepted from Jodie Walters, Darren Bowen, and Simon Goldsmith.</p> | |
| 2 | <p>DECLARATION OF INTEREST</p> <p>None</p> | |
| 3 | <p>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2015-2016</p> <p><u>Statutory Appointments</u></p> <p>a) Chair – David Barter was proposed/seconded and unanimously appointed.</p> <p>b) Vice-Chair - Charlotte Morley was proposed/seconded and unanimously appointed.</p> <p>c) Governor responsible for liaison with LA in the event of allegation (Child Protection) against Headteacher - Darren Bowen - was not in attendance. DAB will be contacted regarding his role.</p> <p>Nominated governors with responsibility for:</p> <p>d) Child Protection/Safeguarding - Darren Bowen - was not in attendance. DAB will be contacted regarding his role.</p> | DB |

| | | |
|----------|---|--|
| | <p>e) Special Education Needs and Disability (SEND) - Gavin Price was proposed/seconded and unanimously appointed.</p> <p>f) Looked after Children (LAC) – Charlotte Morley was proposed/seconded and unanimously appointed.</p> <p><u>Other Appointments:</u></p> <p>g) Governors agreed to hold over allocation of roles from priority areas in the College Development Plan until the December Full Governing Body Meeting.</p> | |
| 4 | <p>CONSTITUTION OF THE GOVERNING BODY</p> <p>Welcome to the Head Boy/Head Girl; Jack Jolliffe and Diyasa Rai</p> <p><u>Appointments</u></p> <p>Geoff Evans was proposed/seconded and unanimously appointed.</p> <p><u>Resignations</u></p> <p>Iain Pretsell (Partnership Governor). The Governing Body thanked IP for his many years of loyal service and commitment to the school and wished him well.</p> <p><u>Vacancies</u></p> <p>Link Governor LA Liaison Officer Co-opted Governor Partnership Governor</p> | |
| 5 | <p>CONTACT INFORMATION FOR GOVERNORS</p> <p>Contact information was checked and updated.</p> | |
| 6 | <p>CHAIR'S ACTION</p> <p>None to date.</p> | |
| 7 | <p>EMERGENCY PROCEDURES</p> <p>Emergency procedures were checked and verified.</p> | |
| 8 | <p>PUBLICATION OF GOVERNORS' DETAILS & THE REGISTER OF INTERESTS</p> <p>DfE Statutory guidance August 2015</p> <p>The constitution of governing bodies of maintained schools</p> <p>DB reiterated the need to complete the register of interest form with details of any financial interests in the school.</p> | |

| | | |
|------------------|---|-----------|
| <p>9</p> | <p>PROCEDURAL MATTERS</p> <p>a) Code of Conduct Code of conduct forms were completed.</p> <p>b) Open or Closed Meetings It was unanimously voted that meetings would remain closed.</p> <p>c) Alternative Participation/Voting Arrangements It was agreed that votes will be accepted by phone, Skype and any other method of live communication. However, email participation and voting will not be accepted. DB noted that the whole meeting must be attended via one of the above methods for it to remain quorate.</p> <p>d) Agree Professional Negligence Statement The statement was agreed – <i>“Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.”</i></p> <p>e) Agree Confidentiality Statement The statement was agreed – <i>“Governors must 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.”</i></p> | |
| <p>10</p> | <p>COMMITTEES</p> <p>DB committed in the minutes from the FGB on 2 July 2015 to reorganise the committees. Memberships were agreed on a temporary basis as below and will be revisited at the Full Governing Body Meeting in December 2015.</p> <p>a) Committee memberships</p> <p><i>Resources Committee</i> Geoff Evans was proposed as Chair by PG and seconded by CM GE will look to find a Vice Chair Membership is therefore: Geoff Evans (Chair) Charlotte Morley Judith Langley Darren Bowen Philip Goddard Gavin Price Katie Clarke (Bursar) Patrick Scarff (Premises Manager) Graham Rudd David Barter</p> <p><i>Teaching and Learning Committee</i> Jenny Tuck (Chair) Judith Langley Charlotte Morley Philip Goddard</p> | <p>GE</p> |

| | | |
|------------------|--|-----------------|
| | <p>Jodie Walters Geoff Evans David Barter</p> <p><i>Staff and Students Committee</i> Charlotte Morley (Chair) Beverley Harding (Vice Chair) Judith Langley Darren Bowen David Barter</p> <p>b) Terms of Reference</p> <p>Resources Committee Terms of Reference were recommended by CM, seconded by JT and unanimously agreed.</p> <p>Staff and Students Committee Terms of Reference were recommended by CM, seconded by PG, and unanimously agreed.</p> <p>Teaching and Learning Committee Terms of Reference were recommended by JT, seconded by BH and unanimously agreed.</p> <p>c) Membership of the Headteacher’s Appraisal Review Panel</p> <p>It was agreed that DB, GR and JT would form the Headteacher’s Appraisal Review Panel. A formal meeting will be scheduled before the end of December and it would be expected that Angela Bradshaw would be in school on the same days.</p> <p>d) Membership of Pay Committee and Pay Appeals Panel.</p> <p>It was agreed that CM and GR would form the Pay Committee.</p> <p>It was agreed that DB, GE and PG would form the Pay Appeals Panel.</p> <p>JL requested that a governor volunteered to moderate performance management, look at the process and make recommendations. GP volunteered.</p> | |
| <p>11</p> | <p>MINUTES</p> <p>The minutes of the meeting held on 2nd July 2015 were approved and signed. It was noted that regarding Item 9, JL and JQ were rewarded separately.</p> | |
| <p>12</p> | <p>MATTERS ARISING FROM THE MINUTES</p> <ol style="list-style-type: none"> 1. DB has not yet looked at committee membership. This has been delayed until the December meeting. It was noted that the latest Ofsted guidance recommends an ideal Governing Body to consist of 8 governors. 2. An e-mail was sent to all staff by JL from the governors congratulating them on their outstanding participation and results. 3. Feedback and comments on the College Development Plan have been given to JL. | <p>As above</p> |

| | | |
|------------------|---|--|
| | <p>4. A list is still being compiled of training undertaken by governors. DB confirmed he has completed several safeguarding training courses. JL and DB have completed safer recruitment training.</p> | |
| <p>13</p> | <p>LEADERSHIP REPORT</p> <p>JL presented a comprehensive leadership report, including an update on activities, outside the curriculum, from the departments</p> <p><i>Governors minuted their thanks to staff who take pupils to events at other schools and thanked them for all their hard work in organising enrichment activities. CM and DB will contact Heads of Faculty.</i></p> <p><i>Governors also appreciate the efforts of all student ambassadors and students who represent our school in an exemplary manner. CM noted the governors' thanks to the ex-head boy and girl for returning for open evening.</i></p> <p><u>Open Evening</u></p> <p>Open Evening was extremely successful. We have now exceeded 130 tours. DB noted that he was impressed with both the numbers and the questions asked by parents. JT remarked that JL's speech was terrific and interactive, striking the right note, and also that students were wonderful ambassadors for the school. DB hoped that the interest translated into first choices and that the fact Kings can still generate interest with increasing competition is a positive sign. JT stated that a plan is being written for primary school visits to keep up the momentum. PG observed that Kings is no longer third choice and DB agreed that parents were pleased that some of the uncertainty regarding the future of the school is gone. PG commented that there were no questions regarding closure of the school or merger. JL noted that most questions were about the Gifted and Talented programme.</p> <p><u>Leadership and Management</u></p> <p>JL notes that the new members of the Leadership Team had contributed a great deal to the team.</p> <p>With regards values, students will choose a badge naming a value and wear this, swapping periodically so that Kings values are visible.</p> <p><u>Safeguarding</u></p> <p>More training will take place for governors in the second half of the Autumn term. BH, GP and PG can all attend the upcoming training.</p> <p><u>Staffing</u></p> <p>MRO has resigned to go to a finance position in an independent school. Her last day will be 30/11/15.</p> <p><u>Teaching, Learning and Assessment</u></p> <p>More data will be fed back at the December FGB.</p> <p><u>Gifted and Talented</u></p> <p>There are a raft of opportunities for the Gifted and Talented students currently.</p> | |

| | | |
|------------------|---|--|
| | <p><u>Personal Development, Behaviour and Welfare</u></p> <p>The Inclusion Learning Centre is in its infancy but going well. Attendance is down but there has been a great deal of illness. JT is monitoring disadvantaged and SEN students as attendance has been low in the first half of term. Five penalty notices (letters) re unauthorised absence have been sent to parents. <i>GR queried if parents asked before taking children out.</i></p> <p>School replied yes but it is unauthorised with a clear warning. <i>CM asked if the letter is sent from the school or SCC.</i></p> <p>School responded that it is from the school and DB interjected that it is enforceable by civil law.</p> <p>19 students have transferred in year since September. <i>PG asked if any students have left.</i></p> <p>School replied 2. 3 of the in year admissions were Year 11 students. Of the 19 students, 7 require additional support. <i>DB commented that it is a tribute to the support provided. PG remarked that parents know Kings will provide support. CM questioned if the students were on roll pre census.</i></p> <p>School replied yes but in conversation with Cove regarding transfer of funding for one student who missed census by one day.</p> <p>JT spoke about SEN students now that statements are no longer being used. One student has an EHCP. Support hours are no longer meant to be in place but are. JT will be challenging Surrey. DB remarked that parents have been led to believe they could control the funding but this is not the case when the child is in mainstream school.</p> <p><u>Outcomes Document</u></p> <p>A new document replacing SEF 1. JL thanked SM for writing this. There is congruence with the data dashboard. <i>DB commented that data can never be perfect.</i></p> <p>School replied that there is already new data for Years 8 and 9 and that the 19 new students will affect tracking. Details will be discussed at the next Teaching and Learning Committee meeting.</p> <p><u>Learning Progress Co-ordinator</u></p> <p>JL wanted to note effectiveness of DN. JL and DB will discuss SM and DN temporary roles and recommendations will be taken to FGB in December.</p> | |
| <p>14</p> | <p>UPDATE ON YEAR 11 TRACKING</p> <p>10 English results have come back from re-marking with only 2 grade changes from a D to a C. <i>JT asked how the school is addressing the disappointing results in Geography and PE.</i></p> <p>School replied that there is close monitoring of individual students and sharing good practice with other schools. <i>PG asked regarding the PE results If there was anything in the options choices to reiterate that PE is not a soft subject. The school affirmed that this was the case.</i></p> | |

| | | |
|------------------|---|--|
| | <p><i>DB mentioned that the change in curriculum means that 70% of the PE GCSE is now a written exam and 30% continuous assessment.</i></p> <p>School responded that last year the uptake consisted predominantly of boys who enjoyed the practical side but struggled with the written paper.</p> <p><i>DB stressed the need to remind students at options evening that there are no soft subjects anymore.</i></p> <p>There are 8 Year 10 students taking BTECs.</p> <p><i>DB confirmed that Kings has a duty to offer this and school should be proud of it.</i></p> <p>JL confirmed that the GCSE catering course will now be a Level 1 qualification as students are not able to access the GCSE.</p> <p><i>DB agreed that there is no point setting students up to fail.</i></p> <p>School commented that the progress of the students has been carefully looked at.</p> | |
| <p>15</p> | <p>OFSTED UPDATE</p> <p>Being mindful of the 2015 Ofsted data dashboard, the school is actively pursuing the noted area of development; the attendance of disadvantaged and SEN students.</p> <p>KS3 tracking data is positive.</p> <p>Year 8 English was below target, data trawl as Year 7 July 2015, but is an improving picture.</p> <p>The impact of pupil premium on Kings students was that funded smaller class sizes. 11 Year 8 students and 12 Year 9 students have made at least expected progress</p> <p>From the last Ofsted inspection, key areas of focus were Science and English. Two separate experienced senior leaders have conducted independent learning walks in Science and deemed leadership outstanding with teaching at least good and marking good.</p> <p>Science results dipped this year and this essentially comes down to entry for the wrong levels.</p> <p><i>DB stated that the school was overoptimistic. However, it is better than being negative. If Kings is aspiring to provide the best education for everybody it cannot be capped. Students cannot switch halfway through a course.</i></p> <p><i>Governors asked that the Science Department were informed of their understanding of the results.</i></p> <p>A County English consultant has been working with the department to add support with pleasing progress. Separate report is available. Kings Leadership partner, has worked with heads of English, Maths and Science scrutinising their understanding of their data.</p> <p><i>DB spoke about the new Ofsted guidelines. They are no longer prescriptive, although there are still headings Ofsted can look at anything they wish. The Governing Body need to be able to demonstrate effectiveness or demonstrate their strategy for getting to that point. Ofsted will expect the school to have a plan of how they will get better. See College SEFs. DB also noted that if governors are invited in to speak with inspectors it is acceptable to admit to not knowing an answer but be able to show how to find the answer.</i></p> | |
| <p>16</p> | <p>TRAINING UPDATE</p> | |

| | | |
|-----------|---|-----|
| | As above in section 12. | |
| 17 | <p>POLICIES</p> <p>The following policies were ratified:</p> <p>Teaching and Learning Policy Homework Policy Induction for NQT's Policy Finance Policy Recruitment and Selection Policy Changing Staffing Needs Policy Policy for Young Carers Careers Education Staff Code of Conduct Admissions Policy Attendance Policy</p> | |
| 18 | An update on the Leadership Team and Assistant Head position will be given at the Full Governing Body meeting in December. | |
| 19 | <p>ITEMS TO REPORT TO STAFF</p> <p>Governors send their thanks to staff who take pupils to events at other schools and thank them for all their hard work.</p> <p>Governors send their appreciation of the efforts of all student ambassadors and students who represent our school in an exemplary manner.</p> | JL |
| 20 | <p>PART 2 BUSINESS</p> <p>Separate sheet.</p> | |
| 21 | <p>FUTURE AGENDA ITEMS</p> <p>Allocation of roles from priority areas in the College Development Plan. Memberships of Committees. Teaching, learning and assessment data. Update on the Leadership Team and Assistant Head position.</p> | |
| 22 | <p>DATE OF NEXT MEETING</p> <p>17th December at 4pm.</p> | All |

Meeting closed 6.20pm.

Signed:

Chair of Governors:

Date: