

Minutes: Full Governing Body Meeting

Location: Kings School Winchester

Held on: Thursday 6th December 2018

Present

Colin Williams (CW) Chair

Jamie Scott (JS)

Sara Goodens (SG)

Simon Howes (SH)

Stephen Bailey (SB)

Julian Rickman (JR)

Christian Schofield (CS)

Sian Eckersley (SE)

Apologies

Peter Lloyd (PL)

Richard Priestley (RP)

Keith White (KW)

Matthew Leeming (ML) Head teacher

Jason Collings (JC)

Georgina Crooks (GC)

Rob Jeckells (RJ)

Andrew Parkinson (AP)

Sarah Taylor (ST)

Tim Ottridge (TO)

Adrian Dolby (AD)

Elaine Hicks (EH)

Nick Mirchandani (NM)

Sharon Collins (SC Vice Chair)

In Attendance

Phil Jones (PJ) LA Clerk

Highlighted Blue denotes questions and challenges.

Item	Purpose/Outcome	Action
	The meeting commenced at 6.15 pm after a walk around the new Danemark Block by some of the governors.	
1.0	Welcome, Housekeeping	
1.1	(CW) welcomed all those attending.	
2.0	Apologies/Declarations of Interest	
2.1	Apologies for Absence	
	Apologies received from Keith White, Richard Priestley, Elaine	
2.2	Hicks, Adrian Dolby, Sharon Collins, Peter Lloyd, and Nick Mirchandani.	
	Declarations of Interest	
	No declarations of Interest were given.	
3.0	Governor Elections	
3.1	One vacancy for a Parent Governor has been advertised, there are 10 applications in the pipeline.	Becki
4.0	Minutes of Last Meeting	
4.1	The governors approved the minutes as published and signed at end of	
4.2	meeting by the Chair.	
4.3	Actions Arising	Curriculum Committee
4.4	Curriculum Committee to discuss class sizes and feedback to FGB. (ML) has shared Kings' School 4 positives with pupils. An email has been sent to all parents. No feedback has been received yet.	
4.5	Pupil Support Committee to review Home School Agreement for 2019.	
	Pupil Support Committee to look at Pupil Survey.	ML/CW/PSC
4.6	These were agreed and are on the set agenda for Pupil Support. There was a short discussion on the increased number of drugs related issues, with suggestions for extra training for teaching staff and further assemblies to be held. What is needed is a local good speaker to give a talk. We are liaising with Inspector Turton and hope the	

4.7	<p>Police can give assistance. It is a difficult problem but no real progress on external support for staff training as yet. In-house training is scheduled for 7 January.</p> <p>(ML)/(CW) to discuss methods of receiving direct feedback from parents. Referred to PSC to produce questionnaire for next parents' evening to be held on 9th January for Yr. 11. It should be short 3-4 questions only. Governors are asked if they are available to also attend.</p> <p>Teacher's workload survey. This is to be carried forward to the next meeting as new Dfe guidelines have just been received.</p>	<p>ML/CW/PSC</p> <p>ML/CW LA Clerk</p>
<p>5.0 5.1</p>	<p>Core Function 1 Ensuring clarity of vision, ethos and strategic direction.</p> <p>Reviews of committee meeting minutes. (CW) reminded all to read and review minutes and actions delegated to committees all to be updated.</p> <p>Curriculum (CW) asked that all presentations produced during the last period be placed in the folders on one drive. Especially the presentations on Science, Mathematics and English. TOR were updated and ICT will always now appear on the agenda.</p> <p>Pupil Support</p> <p>5.2 All statutory items are up to date all have been reviewed and discussed. Attendance and SEND policies are updated. Please pass on the positive feedback to the staff involved.</p> <p>Governor Training</p> <p>5.3 DTG update was given to (CW) by (NM) as he was not going to be here tonight. A lot of training has been carried out but many need to send back feedback forms. Some governors have not yet signed up to training as is a requirement and must be booked.</p> <p>5.4</p> <p>Summary of Governance Meeting All policies are approved at governance in first instance and then put forward to the FGB. Governor Conduct policy to be reviewed and will come to the FGB at the next meeting. Similarly staffing is first approved at Governance and then brought to the FGB.</p> <p>Governor Visits A visits plan has now been put in place. With all school visits being updated in a log. As this is on one drive those conducting visits can complete themselves. (ML) said he is open to general purpose visits essentially for newbies and can take up to 2 governors per day to be mutually arranged. These can be arranged on any morning. The aim is to have 6 visits completed before the Summer. All visits to be fixed on the agenda in future.</p>	<p>All</p> <p>Curriculum/ Becki LA Clerk</p> <p>All involved</p> <p>CW</p>
6.0 6.1	<p>Core Function 2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.</p> <p>Headteachers' Report Headteacher has sent out his written report consisting of 32</p>	

pages. Uploaded to One Drive. He explained in brief detail a few points and invited questions but there were none.

(CW) asked that a vote of thanks be given to (ML) for his hard work on attendance improvements.

Within the Risk Register, the perceived risk related to school finances has been downgraded. There were influences with the teachers' pay award which has a slight enhancement in that the budget was set for around 3% increase but the government have taken it upon themselves to pay all bar 1%. The school numbers are up and it has been a busy year with many projects on going.

Whilst on the subject of staff he mentioned that a long standing Deputy Headteacher of 35 years with Kings is due to retire at end of term. (CW) proposed that all governors sign a card and he will write a letter to her personally thanking her for her service. Her leaving party is the 21st December and a few Governors would not be amiss here if they attended.

6.2 Q. A governor asked about the relationship with the other schools alliance?

A. We always work together with others and would like to include Henry Beaufort School who have come out of the alliance.

It was commented that the impact of Pupil Premium (PP) (Circa £210k) has is complicated to measure. It is hard to identify better exam results but there have been wider overall benefits. (PP) is not allocated to specific children but can affect many during their years; the group of children identified for additional support can change all the time.

SIP/SEF Update

(ML) showed the update on the SIP/SEF and explained areas of interest. In particular the Summary page is what OFSTED are particularly interested in. The full snapshot is uploaded on One Drive. Governors should note that this is a live document and changes frequently made. There is also a timetable for improvements to be completed. Action areas are colour coded.

6.3 All are to be reviewed in their various sections every 6 months.

PD - A number of external trainers have been included. Teachers do go out on external courses subject to budget.

The PAN is currently 336; we have admitted "over PAN" in the current Year 7 and are aiming to change the PAN permanently to 360. This will lead to a total net increase in number on roll of 120, over five years.

With regard to GCSE results. Governors were directed to the FFT Aspire dashboard on one drive which explains all trends, School and National.

Q. A governor asked what had happened to Spanish Lessons.

A. There had been big turbulence during the year with changes in staffing. This has now been resolved and early signs of improvement showing.

(ML) Commented that Business Studies result look better. He added that although too early to tell the feedback is that Yr. 11 mock examinations also look promising.

	<p>Report on the visit of the LLP (verbal).</p> <p>These visits are carried out once per year and the aim is to visit actual lessons for disadvantaged children. One of the comments we received back was that we were “lucky” to be fully staffed. This was taken as other schools have not been so fortunate with staffing. Areas to consider are as follows:</p> <ul style="list-style-type: none"> • Attendance of disadvantaged pupils. • Monitoring interventions. <p>Q. A governor asked did they suggest anything regarding attendance.</p> <p>A. No, however having an attendance person can be a drawback in that everyone else tends to think it’s not their responsibility, thus the risk is that supporting roles don’t get involved too much. (JS) added more focus is needed here and a visit needs to be booked and formal feedback given.</p>	
<p>7.0 7.1 7.2</p>	<p>Core Function 3. Overseeing financial performance of the organisation and making sure its money is well spent.</p> <p>Update from finance committee – (IP) gave an overview of the finance position. We were fortunate to start off with a surplus of money. There were influences with the teachers’ pay award which has a slight enhancement in that the budget was set for around 3% increase but the government have taken it upon themselves to pay all bar 1%.</p> <p>Decisions made will not reflect in this years’ figures but will reflect in next year and beyond. We are still looking at a deficit of around £44k. Supplies and services are always front loaded. We expect a windfall of £50K for Capital projects thanks to the Chancellor’s budget.</p> <p>Benefits going forward will be that we don’t expend on the School Bus system, there will be an increase in pupils giving downward pressure on costs and we will know staffing costs better. The HCC high needs block budget is under pressure and we voted on an A, B, C system taking option A the minimal. Any impact on teachers’ pension to be greater than expected will be put in the plan.</p> <p>Q. What about any reserves of money, is there no more we can reclaim from County?</p> <p>A. No.</p> <p>Forecast Yr. 3 changes are now within the surplus but these are anticipated to go down.</p> <p>Proposed TLR Change</p> <p>The two people in question were offered a chance to appeal but refused as they both understood the reasons for change. The change identified that that they were being put back to where they were originally. Their Salaries will not be affected for three years anyway.</p> <p>Q. Why were they put up in the first place?</p> <p>A. An individual had changed roles and was put on the rate to match his current salary. Both then had to be upgraded.</p> <p>Q. What was the consultation period?</p> <p>A. It was consulted first in September and then reviewed 4 weeks ago.</p>	

	Pupil Support Cttee will be running a survey at the next parents' evening. (ML) thanked the governors for their support over the last half term.	
12.0	Meeting closed at 20.00hrs Next Meeting 7 th February 2019 6.15pm	

ACTIONS SUMMARY

3.0	Governor Elections	Becki
3.1	One vacancy for a Parent Governor has been advertised, there are 10 applications in the pipeline.	
	Actions Arising	
4.3	Curriculum Committee to discuss class sizes and feedback to FGB.	Curriculum Committee
4.5	Pupil Support Committee to review Home School Agreement for 2019.	ML/PSC
4.6	Pupil Support Committee to look at Pupil Survey. (ML)/(CW) to discuss methods of receiving direct feedback from parents. Referred to PSC to produce questionnaire for next parents' evening to be held on 9 th January for Yr. 11. It should be short 3-4 questions only. Governors are asked if they are available to also attend.	ML/CW/PSC
4.7	Teacher's workload survey. This is to be carried forward to the next meeting as new Dfe guidelines have just been received.	LA Clerk Agenda
5.1	Curriculum All presentations produced during the last period be placed in the folders on one drive. Especially the presentations on Science, Mathematics and English.	Curriculum Becki
5.2	Governor Training DTG update was given to (CW) by (NM) as he was not going to be here tonight. A lot of training has been carried out but many need to send back feedback forms. Some governors have not yet signed up to training as is a requirement and must be booked.	All involved
5.3	Summary of Governance Meeting All policies are approved at governance in first instance and then put forward to the FGB. Governor Conduct policy to be reviewed and will come to the FGB at the next meeting.	CW
8.3	Accessibility Plan Q. A governor asked that in the next update to have a schedule of dates included. A. This is to be passed to PSC to revise.	PSC
8.7	Non Item – Governor Code of Conduct to be revised by next meeting.	(CW)