

Minutes: Full Governing Body Meeting

Location: Kings School Winchester

Held on: Thursday 7th February 2019

Present

Colin Williams (CW) Chair

Nick Mirchandani (NM)

Keith White (KW)

Simon Howes (SH)

Stephen Bailey (SB)

Julian Rickman (JR)

Elaine Hicks (EH)

Sian Eckersley (SE)

Justin Corrie (JC)

Matthew Leeming (ML) Head teacher

Jason Collings (JC)

Georgina Crooks (GC)

Peter Lloyd (PL)

Andrew Parkinson (AP)

Sarah Taylor (ST)

Tim Ottridge (TO)

Adrian Dolby (AD)

Apologies

Richard Priestley (RP)

Rob Jeckells (RJ)

Christian Schofield (CS)

Jamie Scott (JS)

Sara Goodens (SG)

Sharon Collins (SC Vice Chair)

In Attendance

Phil Jones (PJ) LA Clerk

Highlighted Blue denotes questions and challenges.

Item	Purpose/Outcome	Action
1.0	Welcome, Housekeeping	
1.1	The meeting commenced at 6.15 pm. (CW) welcomed all those attending.	
2.0	Apologies/Declarations of Interest	
2.1	Apologies for Absence Apologies received from (JS) (SG) (SC) (RP) (RJ) (CS)	
2.2	Declarations of Interest No declarations of Interest were given.	
3.0	Governor Introduction	
3.1	A new parent governor was elected Justin Corrie and welcomed by the Chair.	
4.0	Minutes of Last Meeting	
4.1	The governors approved the minutes as published and signed at end of meeting by the Chair.	
4.2	Actions Arising 3.1 Parent Governor vacancy now Closed 4.7 Teachers' workload survey. This is to be carried forward to the next meeting when results of the new DfE survey may be known. 5.1 All presentations produced during the last period are placed in the folders on one drive. This is now up to date as of Nov a few more to be uploaded by Becki as Clerk to the Governors. 5.2 All statutory items are up to date all have been reviewed and discussed. Now Closed. 5.3 Governor Training. Now closed. 8.4 Accessibility Plan. Now closed. 8.8 Governor Code of Conduct. On tonight's agenda.	(ML) Clerk

5.0	<p>Core Function 1 Ensuring clarity of vision, ethos and strategic direction.</p>	
5.1	<p>Reviews of committee meeting minutes.</p>	
	<p>Curriculum The committee was asked to discuss class sizes. (ML) stated that the biggest classes were one English class with 36 pupils (this is a special case) and 33 in Maths. (ML) commented that these numbers are a squeeze but they can be achieved.</p> <p>(RW) had given the Committee a presentation on the SLT overview. All appears positive with above 90% at present in the Eng/Maths.</p> <p>Visits. Provisional dates are Fri 8th Feb am by (JR) and (ST) and 14th June am by (CW) & (AD). Tomorrow’s visit will focus on marking with (RW) look at mock results and any students that would have otherwise missed.</p>	
5.2	<p>Pupil Support The Healthy Eating Policy has been reviewed but nothing new has been added. It was suggested that the vending machines would not meet the standards and some thought might be given on how these are stocked. It was suggested that Premises Committee could review these. Sweets were no longer being handed out as rewards.</p> <p>Attendance figures had been discussed. It was disappointing that FSM and SEN figures had fallen slightly. HOYS were trying to turn these around. (ML) commented that this has been brought up by LLP and is now a standard item at Pastoral meetings. HOYS need to be more assertive.</p> <p>Behaviour – The data had been looked at and discussed. There have been changes to the way we analysed data since last year. There has also been a shift to electronic means rather than manual.</p> <p>The parents’ survey was very positive with excellent feedback. It was nice to see some governors at the parents evening and noted by some parents. Volunteers were requested to attend the next one.</p> <p>The Home School Agreement draft has been prepared and will be brought to the FGB at next meeting.</p> <p>A presentation was given to the Committee on the Welfare update report and Numerical Incident Report and discussed in detail. There were no referrals on the Prevent side.</p> <p>It was noted that a lot of work has been done in preparing and analysing data and this should be applauded.</p> <p>Premises</p>	Premises
5.3	<p>The Community Manager (DN) had given the Committee a</p>	

comprehensive report into the facilities and seems to be getting to grips with the situation. Much has been done in the way of improvements with the Tower, climbing wall etc. He is looking into how we can derive revenue from these additions. It was a great opportunity as well to improve the landscaping in otherwise poor areas. The climbing wall will be tried out by pupils on the next fine day.

(AD) had done a visit on health and safety and recorded.

CW reminded all committee heads of the need to plan dates for visits to be planned in the advance and ensure that monitoring the effectiveness of policies is considered during each visit. Ideally we should see 2 visits planned in advance.

5.4 Summary of Governance Meeting

The Chair advised everyone of some of the topics discussed at the Governance Meeting.

WTSA – good lines of communication exist (ML) to discuss in his report later.

SLT has been working hard.

Women in Leadership is a focus for SLT

(SC) is less likely to attend meetings over the next few months, she has discussed with CW and they agreed that the FGB would be informed and a note taken in minutes that (SC) attendance record will be impacted. The FGB agreed that this made sense as (SC) has a lot to offer as a member.

It was proposed that (SG) be voted into the Vice Chair of Governance for the rest of this year. **All Agreed.**

CW said that anyone interested in moving into a Chair of Committee role and in joining the Governance Committee should approach the current Chairs of committees and express an interest before the next rounds of elections.

Parent survey, there was a good response and good feedback.

Volunteers are needed for the next Parents' meeting.

There is a Governor visits log on one drive, please ensure this is populated with your visits.

(AP) & (GC) left the meeting to attend Governor Training at 18.47.

6.0 Core Function 2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.

6.1 Headteachers' Report

(ML) spoke regarding the Risk Register - nothing new to report.

With respect to staffing he stated that staff levels are almost full. The SLT have been working hard especially in the 3 core subjects (Maths, English and Science). To handle the financial deficit there has been an increase in numbers and more teaching hours applied. There is

currently a shortage of 2 Science teachers, but this is being managed. He would like to see reduction in cover duties for staff and have additional cover supervisors – we are advertising. Cover for a first aider is also required for when Matron is off.

We are advertising for Science, English, Maths and PE. We will also recruit a Latin teacher.

(Q) A governor asked if Governors are involved in staff interviews

(A) Governors were involved in panel interviews for Leadership roles, but not for more junior staff.

(Q) A governor asked on the processes used to attract candidates, how do we attract staff etc.?

(A) We follow the HR Manual of Personnel Practice and routinely advertise through the Dfe, HCC and our own websites.

(Q) Have you tried social media such as LinkedIn?

(A) We suggest that this could be looked at through a governor's visit. A governor is also attending the next Safer Recruitment Course.

SIP/SEF Update

(ML) reported on updating the SIP/SEF and reported on progress against priorities:

Behaviour management – “Pivotal” training sessions and Osborne School sessions.

Curriculum – work on the new “Kings’ Skills”.

Exam preparation – new sessions by Lindsey Lee for all year groups

Drugs education - Yr 8 drugs day to be held in June.

Boys Progress – working party to meet; staff training session in March

Disadvantaged pupil tracking – new system

Tier 4 in extra curriculum activities – targeted invitation

Careers provision – initiatives within subjects, starting with Science.

IT training – for teachers, on “One Drive”, initially.

A new SIP/SEF is to be published by the last day of term. Governors will be informed. This is to be added to committee agendas for review and comment.

Clerk

A new Ofsted framework is in progress for outstanding schools to be implemented by Sep 2019. There is increased interest in the Curriculum and quality of education spread over the 5 year period. There may be less emphasis on in-school data..

LLP Report

These visits are carried out once per year and the aim is to determine the level of support required from the local authority. Our level is “low”.

(Q) A governor stated that we took this to committees last time, should we do it again?

(A) It was felt that Curriculum Committee should review it.

We can now produce SLT Year Group Analysis for all years. There are differing reports showing the top 20, HOY reports and Subject Reports. A lot of work went into this and a vote of thanks was given to Rob Walker for producing the reports.

Pupil Numbers

We are full in all year groups, with 24 extra in Year7 and a plan for 24 extra in the new Year 7 from September. This was an essential part of our strategy for deficit reduction.

(Q) A Governor asked did we take people off the waiting list?

(A) No. The list is managed by HCC.

KSA have taken on a new project that they will raise money for. It is a Rocket Composter to recycle waste food etc. £500 has already been donated by Taylor Wimpey. The total cost will be in the region of £10,000.

Winchester Teaching Schools Alliance

It has always been difficult to recruit trainee teachers as there are fewer applicants. The WTSA helps here especially with ITT, CPD and StSS.

(Q) A governor asked if this could be looked at this recruitment concern?

(A) (JC) agreed to take this on.

Miscellaneous

(ML) Spoke on the following:

Boys in Skirts – We have our first Transgender pupil.

PE Department received a Platinum Award

Governor parent survey

Letter from Ofsted – complaint – no further action taken.

(Q) A governor asked if it was part of the complaints procedure?

(A) Yes it was a qualifying complaint and handled correctly.

Buses

The HCC subsidy has been removed.

The late bus costs around £100 per day and operated by Zella with 20-25 using it on good days at £3 per pupil costing around £12,000 per year. The impact of this should be discussed at the next Finance Committee meeting. To be added to the next Finance committee agenda.

(Q) Why do we operate this to Colden Common.

(A) It is within our catchment area.

School Play, the next production will be “School of Rock”.

Finance

7.0	Core Function 3. Overseeing financial performance of the	
7.1	organisation and making sure its money is well spent.	
	Update from finance committee – (IP) gave an overview of the	

	<p>finance position. Budget tracking slightly under at £80k. £3.5k credit reported earlier will not materialise, debit of £3.5k exists. Thematic review was looked at – no action. SFVS also looked at. Capital grant (chancellors’ budget) of £83k must be spent on capital goods only however could offset general costs if used wisely. Expenditure on a new tractor and new OHP systems suggested which would otherwise have been spent. Benchmarking. Budget submission.</p>	
<p>8.0 8.1</p>	<p>Policies The following policies are due for renewal: Healthy Eating Policy – AGREED Complaints Procedure It was clarified that any concern or complaint is informal until handled at 1st phase. Thereafter these become a formal complaint and passed to Headteacher. (Q) A governor asked if a flowchart could be added showing progress. (A) Yes and that a concern or complaint should be handled the same. They will follow 3 stages and then go to appeal. As this policy is based on a model policy from HCC the FGB discussed how it could be improved. It was AGREED to adopt the policy now and following some additional work it will be reviewed again in 6 months’ time. Governor Code of Conduct – AGREED subject to cosmetic adjustments. Governance and Pay Committee terms of Reference. – All to note.</p>	<p>CW</p>
<p>9.0 9.1 9.2</p>	<p>Governing Body Structure Decide if the governing body wish to subscribe to LA Clerking service. – AGREED Governor Training Dates of courses have been sent out and available to be booked now. Chairs are asked to encourage and review what training is required for their committee. These courses last year would have cost £3,849 so we are getting VFM at only £1,580. Buddies are in place except for Justin Corrie just joined.</p>	
<p>10.0 10.1</p>	<p>GDPR There have been no changes. There is planned training on 5 April for Cyber Security and a HCC e-learning course. There is now no requirement to be on the standing agenda but reported on if there are changes.</p>	

11.0	Items for discussion raised prior to the meeting. Nil	
11.1	There was a suggestion that a social be held in the Summer, perhaps a BBQ. (ML) said he would look into it.	ML
11.0	Reflection.	
11.1	PSC analysis data Parent Survey Yr. 11 Romeo & Juliet 2 x Governors on interview panel making governors aware Visits	
12.0	Meeting closed at 20.30hrs Next Meeting 14 th March 2019 6.15pm in the Library.	

ACTIONS SUMMARY

4.2	Actions Arising	
	4.7 Teacher's workload survey. This is to be carried forward to the next meeting when results of the new Dfe guidelines are known.	ML
	5.1 All presentations produced during the last period are placed in the folders on one drive. This is now up to date as of Nov a few more to be uploaded by Becki.	Clerk
5.2	Healthy Eating Policy has been reviewed but nothing new has been added. It was suggested that the vending machines would not meet the standards and some thought might be given on how these are stocked. It was suggested that Premises Committee could review these. Sweets were no longer being handed out as rewards	Premises
6.4	The impact of this should be discussed as an agenda item at the next Finance Committee meeting.	Finance
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