

SIGNED

**Minutes: Full Governing Body Meeting
Location: Kings School Winchester
Held on: Thursday 17th October 2019**

Present

Colin Williams (CW) Chair	Matthew Leeming (ML) Headteacher
Simon Howes (SH)	Stephen Bailey (SB)
Julian Rickman (JR)	Rob Jeckells (RJ)
Christian Schofield (CS)	Keith White (KW)
Jason Collings (JC)	Elaine Slater (ES)
Tim Ottridge (TO)	Nick Mirchandani (NM)
Natalie Kirby (NK)	Justin Corrie (JCo)
Sarah Taylor (ST)	Richard Priestley (RP)
Emily Cockle (EC)	
Apologies	
Sara Goodens (SG)	Andrew Parkinson (AP)
Sian Eckersley (SE)	Jamie Scott (JS)
Georgina Crooks (GC)	Adrian Dolby (AD)
In Attendance	
Philip Jones (PJ) LA Clerk	

Highlighted Blue denotes questions and challenges.

Item	Purpose/Outcome	Action
	The meeting commenced at 6.20 pm.	
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 (SG), (AP), (JS), (AD), (SE), (GC).	
2.2	Declarations of Interest There was also a form to be signed regarding child protection including the Annex. There were no other declarations.	
3.0	Nominations and Elections of Chair and Vice Chair. There being no other nominations (CW) was voted in as Chair and (SG) was voted as Vice Chair.	
4.0	Minutes of the last Meeting The governors approved the minutes as published and signed at the end of the meeting by the Chair.	
4.1	Actions Arising Q. A governor asked for clarity on point 4.2.6 referring to training on low attainers behaviour in vulnerable groups. A. This was the whole point of governor body training which we nearly had last week. 4.2.1 A few actions regarding parent surveys, which ML has done, i.e how we contact the school if we don't get a response back. This now working well with Becki contacting the person who has not replied.	

	<p>Some small actions on bullying. An action on (SG) regarding pupil survey to be brought forward at next meeting.</p> <p>An action on data, where pupils came from. There will be some changes to the table where the people had gone to but also where they came from.</p> <p>4.2.2 Bullying. Item Closed.</p> <p>4.2.3 Self evaluation to be sent out by next meeting. Review reminder to be completed with relevant Chairs by Easter.</p> <p>4.2.4 Governorhub Point 9.1 – (PJ) to continue chasing remaining 5 to register on Governorhub.</p> <p>4.2.5 Item 9.6 (CW) stated the importance of joining at least 2 Committees unless there are valid reasons not too. He will review this along with the terms of enrolment and bring back to next meeting. A few governors coming to their end of term as well.</p>	<p>SG</p> <p>ML</p> <p>Chairs</p> <p>PJ</p> <p>PJ/Becki CW</p>
<p>5.0</p> <p>5.1</p> <p>5.1.1</p> <p>5.1.2</p>	<p>Core Function 1. Ensuring clarity of vision, ethos and strategic direction.</p> <p>Reviews of Committee Meeting Minutes</p> <p>Pupil Support Committee. (SB) reported in (SG)'s absence. We had a number of policies reviewed. Child Protection and Safeguarding Policy and SEND Report. Some data on welfare matters where we might have some additional data to clarify matters next time. We didn't go much into the Pupil Survey with (SG)'s absence.</p> <p>Premises Committee. (NM) said that (AD) who was Vice Chair will not be available for a while. (GC) had volunteered to take his place as Vice Chair and (NK) volunteered to take on his H&S role. She has experience here. The next H&S course is planned for Feb 20.</p> <p>The Community Manager reported that the school hire web based programme is now in place which gives us various benefits. There have been a few initial snags and there have been some moans and groans about pricing but bookings are still up. Over the Summer Barracudas were happy and a viable customer and we have some block bookings for the year.</p> <p>(IP) had reported to Committee the amount of work carried out over the Summer, the large works involving the heating pipework and 57 other jobs were carried out.</p> <p>A discussion on the Osbourne build is on programme. Library being used as a teaching space at present.</p> <p>SIP/SEF premises & community section now newly incorporated and will be a rolling programme going forward.</p>	

5.1.3 Curriculum Committee.

(RJ) An interesting discussion regarding the exam results which will be presented by ML this evening.

Slight amendment to the Curriculum section of SIP/SEF.

A discussion and number of questions from governors regarding exam results.

Vision and Value statement 3 suggestions from governors for amendments discussed and we will be taking these forward.

Similar discussion on Premises Committee with the focus especially on IT links for T& L.

Agreed 3 governor visits and (RJ) producing programme for these.

5.1.4 Governance Committee.

(CW) gave a summary of points discussed as follows:

Approved the changes for Pay Policy.

Discussions on previous minutes, one about holding a joint Governor/SLT strategy session to think about how potential events have the effect on the school (Black Swan) etc. This to be held in about a month and will feedback to next FGB and feed out to others.

Schedule of visits planned Curriculum – other Committees too need to think about visits. (NK) to take over the H&S Visits.

Any other visits. Premises had a visit on the pool status and how it is run.

5.1.5 DTG

(NM) Information coming out of Governorhub has been very helpful, Everyone has access to the training hub. Still 5 governors to log onto. Only 1 training event current this term, awaiting feedback. (NM) Going to take off all the old feedback that is outstanding but going forward. If you are undergoing training you must fill out a feedback form and bring back suggestions to FGB on how we can do things differently. Even if its just bullet points. We need to register these forms as proof to Ofsted etc.

Forthcoming training is booked, on Governorhub and a record of individual training is available. We need to look at courses available and see what knowledge gaps we have relevant to their activities or updates.

In particular exclusion practice and procedures one of our core functions, we only have 3 have completed this course and need more to do that training. As and when we need a Discipline committee, and we have a permanent exclusion coming up, thus we need governors trained if called upon to review the decision making process has been conducted properly. This is supported by HCC and a clerk in place trained for the process and we need to provide at least one trained person on that committee. If you are aware of the incident or colleague/friend you won't be able to attend and likewise if an appeal is made you cannot also attend that. Thus we need as many as possible to attend the training. The next course is 12th March in Lingford and would be good to share transport where possible.

A thankyou to all who completed the survey monkey and the preference would be 22/10. Before I book I will check on further dates and report back.

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 Headteacher's Report

(ML) gave a verbal briefing on his report and a presentation on the exam results.

There were three main items, Exam Results, Ofsted and Safeguarding. Exam results, children were happy however overall not so good as last year. In particular Prog 8 was -0.15 not exciting last year was -0.29 which put us in 3rd place which we were happy with but under -0.15 Ofsted may get interested.

A general discussion ensued on the exam results and a number of questions were asked by governors on comparison with other schools, talking to and feedback from our neighbour schools and the finer details of the results.

Results are published on the website, discussed by committee and presented at the next FGB.

Ofsted

(ML) advised there is a new framework that Ofsted would be working to and media says they will be going to outstanding schools. They would have to change the law to remove the exemptions. Our data would not alarm anyone but they are trying to get to 10% of outstanding schools.

If we did get an inspection which would involve the governors, it would normally be a one day only inspection but if they do not like what they see could easily get to 2 days. The key change is their concentration is on the quality of education judgement. The greater prominence is the curriculum, how many subjects and what is in the subjects taught, is it intelligently put together and purposeful. Results are vastly important. That is the structure of the inspection.

If we got an inspection generated due to a complaint they may not initially look at all those things, it will be about the issue probably around safeguarding.

We keep documents which we keep updated called Ofsted lines of enquiry and we guess things we can see and look at. The IDSR is the things you can see from the outside and intended to help inspectors interested in if they come to our school. If you look at the front page of IDSR you see disadvantaged overall progress and not so good so may look at that. Once you turn the page of IDSR they may point in different directions and he explained the strategy naming persons involved and governors too and we have gaps who we need to fill with governors who feel competent and expert about the issue. (CW) We will do some prep work with those governors that fill the gaps. Any volunteers now? (EC) for LA and DC and (CS), (RP) Arts, (ST) for HA all volunteered.

(ML) explained the new procedures from the handbook. Now they ring at 12 and then again at 2pm and go through some questions beforehand. We

have already rehearsed a script. As a school we have to be ready, locked down, solid and be credible, we are confident but if we don't convince the inspections can be very embarrassing and difficult.

New concept of a deep dive, inspectors especially if two days, will pick 4-6 subjects or themes and do these things. They want to get out and about for their deep dive. Probably disadvantaged pupils and then some other subjects.

(ML) explained the criteria via the 5 slides. These are the criteria for quality education. As long as the DC are catching up that is acceptable but this could be hard work to convince them. Behaviour - yes probably our school, Personal Development - fairly confident, so quite confident in all these criteria including leadership and management. We did talk about staff workload earlier.

Q. A governor asked about staff workload over last 12 months if they queried that how would you answer that?

A. I don't think they will ask me about that. Remember last September we asked everyone to teach another hour and we had extra 24 pupils in yr. 7, but people were not particularly pleased but they understood the need. They seem to be pleased how they are looked after, but I have no survey data but people are very loyal and hard working and very optimistic.

Q. A governor asked if there was any research into the financial impact and well being of staff. Is there a link to performance results?

A. What we do have is benchmark of average class size and average contact ratio we are spot on with that. Another is the teacher workload survey done nationally and surprisingly results show a drop off quite a lot. We haven't got the Kings results yet. Another financial benchmark spend per pupil ratio is as expected.

Exclusions

(ML) showed some summary data but have been busy with exclusions. We had 13 exclusions in the first month so a busy start to the year. Included are indecent material and a knife crime. 2016 was as low as 2% but we are at 6.3% prior to that it was much higher but not out of line with similar schools. None would mean you are too soft but you also don't want loads. Interesting stats.

Q. A governor asked about the levels and would we struggle later?

A. September should be quieter.

Q. A governor asked how many females were involved?

A. Their involvement is much lower.

Q. A governor asked were they formal and were police involved with the knife crime?

A. Yes and No. A PCSO would have been involved to talk to the person involved but this was only a craft knife.

Q. A governor asked about policy review, did the exclusion policy stand up?

A. Yes I think so.

So what can we do about it? We have an idea which we seek governors' approval. It won't solve the problem but give us another tool in our toolbox. We could have a Governors Behaviour Review Panel. Which wouldn't be happen very often but dealing with suggested 3 or more consecutive exclusions. A couple of governors trained would appear from a pupil that had been excluded 3 or more times. We would invite the parent and pupil to a meeting to give their views. We could then explain the school's view and the pupil and It is hoped this may defuse the situation. It also puts the child in front of a stranger. This would demonstrate to the family that it's not just the H/T view. It would nice to have another option.

Q. A governor asked if the purpose was to avoid a disciplinary?

A. Yes. It does affect those people in this room.

(CW) Thinking about our earlier actions today. We talked about disciplinary earlier if someone was involved in this informal approach they could not be involved in later disciplinary panels. The important thing is to consider act after 3 but not always 3. We are conscious of potential impact this would have on pupils and issues experienced. Questions were invited and discussion ensued.

Q. A governor commented. If we don't get the uptake on people trained this could actually be detrimental.

A. Officially we only have to have one trained and we have 3 and (SB).

It was felt that this was a good idea and to encourage training and that the training would help with this as well.

(CW) explained the procedure and during the discussion it was pointed out that this should only be once or twice per term. Governor comments included; We don't want to use up all our governors experience and could not be used again when required at a formal disciplinary. We need to keep it clean in case of an appeal after. It is seen as a collaborative approach, something neutral. There was only one disciplinary last year. It is completely different to the exclusion review.

Q. A governor asked if the governors experience and training was sufficient?

A. We talked about having a sample set of key questions to be asked. The outcome would be recommendations to the child and it would be nice if there was an affect. The experience of being there could alter the effects. It is just like a judicial review.

It is about "has the process been followed" and treated fairly consideration for the pupil itself and the wider impact of behaviour which affects everyone in the school. Has the right action been taken?

We would need to set about a set of question and (SH) was asked to assist in this.

SH

(CW) and (ML) would consider whether this is to enacted on and thus (CW) couldn't be involved in the process as he sees names in confidence.

Everyone seemed happy with this.

Finance

More pupils this year.

Lots of different announcements regarding how funding is to be applied which is quite confusing.

Review of SLAs have been considered and all approved except one.

OsKings

We currently have 19 pupils and seems to be a win, win, win situation with their staff like it already 1 of Kings being looked after by Osbourne staff benefitting from support and working together. Another 1 will soon get full a better deal and expertise support. This under normal rules would have taken up to 12 months to arrange.

Q. A governor asked about how it affects school results.

A. They are not our pupils so will not affect our results. Our pupil however will benefit.

Once the build is completed there could be 10 spaces for Kings pupils. There would be 20 extra spaces for specialist school needs. A discussion ensued about the mutual arrangements and benefits. (ML) explained the build. There would be no costs to Kings creating these 20 extra spaces.

Q. A governor asked in fullness of time are Kings going to be reliant on Osbourn?

Q. A governor asked what happens in say 5 years time and it no longer works?

A. Kings own the building but not the staff. We still have our own SEND staff. Base is also included but is completely separate with own entrance. Organically can be very beneficial.

Q. A governor asked do we have enough classrooms?

A.

People are concerned about using the Library as teaching space. The Library is always used mainly by Eng. Dept, but is being used more this year. Our demands for extra space over time was also queried. Danemark gave us 4 extra classrooms but we have loaned 2 to Osbourne. The net increase of 4 classrooms will help in Sept 20 but over time but there will be demands constrained and we will need to cut our cloth to suit.

Thanks go to (SB) for updating the Child Protection policy and providing the slides for the supply of training slides for safeguarding. Slides to be put on one drive in the meantime and discussed in December.

(SB) commented that he had some concerns about a governor being stopped and asked about Ofsted and safeguarding.

WTSA

Not clear what is going to happen. This has been successful for us with 15 teachers trained this year and helps with our support work. We are unsure of the future but looks like teaching schools will stop with funding being stopped with Dfe looking into what will replace them. We are keen to keep the teacher training but funding ends next year. We are talking to potential partners. We can recruit for September 20 thus teacher training will continue into Summer 2021.

Some nice things have happened. Head of German Lindsay Leigh and Eng. Teacher Hannah Ransom were shortlisted and Lindsay won the whole of Hampshire Teaching Award.

Dates for your Diary.

Remembrance 11/11/19

Quiz night 15/10/19

Stem Fayre 20/11/19

Christmas Cracker 27/11/19

GCSE Presentation 28/11/19

Mock Yr. 11s 3/12/19

Carol Service 10/12/19

Governors were encouraged to attend.

7.0 Core Function 3. Overseeing financial performance of the organisation and making sure its money is well spent.

7.1 Update from finance committee –

We discussed the transfer to IBC a shared service which will now start as from 1 April 2020.

With regards to the school funding the end of bus debts with a write off of around £16k.

We discussed the implications of the pay award but we still do not know what is actually included in the £5k per child.

8.0 Policies

8.1 The following policies are due for renewal awaiting approval from FGB.

8.2 Child Protection Policy - **APPROVED**

8.3 Safeguarding Policy. – **APPROVED**

8.4 Pay Policy – A section on payment of supervisors was added as a new section. - **APPROVED**

8.5 SEND Report – **Noted**

8.6 Records and Electronic Data Retention – **APPROVED**

8.7	<p>The following were adopted:</p> <p>Manual of Personnel Practice and Procedure Manual of Financial Practice and Procedure and Statement of Financial Expectations Code of Conduct for governors HCC Governors' good practice guide</p>	
8.8	Delegated Powers of Governors document – No Changes - APPROVED	
9.0	Governing Body Structure	
9.1	Committee Meeting Dates are published on One Drive.	
9.2	All governors should have read KCSIE 2019 and signed including Annex A. Becki to check and chase those not signed yet.	Becki
9.3	Curriculum Committee Terms of Reference have been noted.	
10.0	Any Other Notified Business.	
10.1	Use of the Library	
10.2	Presentation Evening 22 nd October. 14 Governors can attend thus as many as possible to attend.	
10.3	A former pupil was discussed who had made a major impact since leaving has had to go under major surgery.	
11.0	<p>Reflection - What impact have we had for the children this evening and since last meeting?</p> <ul style="list-style-type: none"> • Visits • Training • Cranbook Society • Link to digital Day • (SB) commitment and knowledge • Intervention in behaviour process • 2 new governors • M3 enterprise <p>An action to chairs was put to flesh out the topics for discussion so that they can be reviewed beforehand.</p>	Chairs
12.0	Meeting closed at 20.40 hrs. Next Meeting 5 th December 2019 6.15pm in the Library.	

ACTIONS SUMMARY

4.1	<p>4.2.1 A few actions regarding parent surveys, which ML has done, i.e. how we contact the school if we don't get a response back. This now working well with Becki contacting the person who has not replied.</p> <p>Some small actions on bullying. An action on (SG) regarding pupil survey to be brought forward at next meeting.</p> <p>An action on data, where pupils came from. There will be some changes to the table where the people had gone to but also where they came from.</p> <p>4.2.3 Self evaluation to be sent out by next meeting. Review reminder to be completed with relevant Chairs by Easter.</p> <p>4.2.4 Governorhub Point 9.1 – (PJ) to continue chasing remaining 5 to register on Governorhub.</p> <p>4.2.5 Item 9.6 (CW) stated the importance of joining at least 2 Committees unless there are valid reasons not too. He will review this along with the terms of enrolment and bring back to next meeting. A few governors coming to their end of term as well.</p>	<p>SG</p> <p>ML</p> <p>Chairs</p> <p>PJ</p> <p>CW PJ Becki</p>
6.1	We would need to set about a set of question and (SH) was asked to assist in this.	SH
9.2	All governors should have read KCSIE 2019 and signed including Annex A. Becki to check and chase those not signed yet.	Becki
11.0	An action to chairs was put to flesh out the topics for discussion so that they can be reviewed beforehand.	Chairs

Signed: 

Date: 5/12/19