



*The Knights Templar School*  
**Full Governors' Meeting**  
**Tuesday, 18 October 2016, 7pm-9pm**



**Present:** Sarah Barker (SBR); Mike Boxall (MBL); Nicky Bull (NBL); Ian Burrows (IBS); Alan Church (ACH); Cath Connolly (CCY); Karen Cowell (KCL); Michelle Dudderidge (MDE); Chris Gough (CGH); Graham Kingsley (GKY) (Chair); Tim Litchfield (TLD); Maria Lukianowicz (MLZ); Beth Morris (BMS); Pauline Poole (PPE); John Swift (JST); Lucy Ward (LWD); Sue Welch (SWH);

In attendance: Fiona Roper – Clerk (FRR)

No.	Item	Action
1.	<p><b>To receive any apologies and decide whether to give consent for absence</b>  Apologies for absence: Andy Allman (AAN); Paul Barnett (PBT); Richard Picking (RPG); Jackie Spinks (JSS); Duncan Wardrop (DWP).  Going forward the governing body will decide whether to give consent for absences, but this needs incorporating into the code of conduct first.  <b>ACTION: SWH to follow up.</b></p>	SWH
2.	<p><b>Declaration of pecuniary or other interests</b>  <b>ACTION: FRR to send out the annual 'Register of Financial Interests' form. Governors to complete and return as soon as possible.</b>  No pecuniary interests declared for the items on the agenda.</p>	FRR/ALL
3.	<p><b>Notification of urgent 'other business' items arising since 27 September 16</b></p> <ul style="list-style-type: none"> <li>• Ofsted folder</li> <li>• Parent Survey</li> </ul>	
4.	<p><b>To approve the minutes of Full Governors' Meeting on 18 July 2016:</b> Agreed as a true record and signed by Graham Kingsley (ex-Chair) and Sue Welch.</p>	
5. 5.1  5.2	<p><b>Matters arising from the minutes not otherwise on the agenda</b>  <b>Audit of governor visit forms</b>  80 forms were completed 2014/15 and 50 forms last 2015/16. 90% completed by just two governors – ACH and SWH.  It is not necessary to complete a form for committee meetings that are minuted. If more than one governor is attending a meeting, then just one governor should submit a form with details of who was present. <b>ACTION: BMS to develop new forms, one for Subject Link meetings and another for the rest.</b> The purpose of the meeting should be clearly indicated.  <b>Sixth form report examples</b>  Two examples were circulated to governors.</p>	BMS
6.	<p><b>Governors nearing the end of their term of office.</b>  Mike Boxall's term of office has now finished. SWH proposed MBL to remain on the governing body as a co-opted governor. ACH seconded the proposal. Governors voted and unanimously agreed to the proposal. The governing body is allowed to have three co-opted governors.</p>	
7.	<p><b>Governor Self Review</b>  It was agreed by the F&amp;S Committee to request an external review of governance by Herts for Learning. Part of the review involves governors completing a questionnaire.</p>	

	<b>ACTION: All governors to return completed questionnaire by 4 November 2016.</b>	All
8.	<p><b>Headteacher's Performance Management Committee</b> As Chair, SWH automatically sits on the committee. MBL has one more year remaining. There is one vacancy which NBL volunteered to fill. <b>ACTION: NBL to attend the relevant training course.</b></p>	NBL
9.	<p><b>Baldock Development</b> TLD gave a presentation on Baldock Development and its impact on future PAN at KTS - see attached. In summary, based on current forecasts, there is likely to be capacity at KTS until 2021/22 for the priority area and an increase of one form of entry (1fe) would provide sufficient capacity until 2027. The footprint of the site would allow for 10 fe. The planned Baldock expansion would ultimately require 13fe and County do not recommend a school to be this size due to highway issues. A new school or more than one site would be necessary. <b>GC: Would capacity for 10fe be dependent on a rebuild?</b> Yes, the buildings would be expanded upwards so our building footprint would actually decrease. IBS presented potential structures for different PAN's with the intention of finding the most efficient PAN for the curriculum. <b>ACTION: IBS to cost the different options.</b> There was a discussion on the impact of different class sizes. Sutton Trust believe an increase in class size is not likely to have a radical effect on performance. A number of options for future Baldock secondary provision were proposed and discussed. The Baldock Development Plan is being published on 30 November 2016 for consultation. SWH encouraged governors to respond to the plan.</p>	IBS
10.	<p><b>Multi Academy Trust Update</b> CCY gave a presentation on Multi Academy Trusts. It looked at schools we could possibly link with, the benefits and risks, governance structure, funding costs and the way forward. <b>G.C Would a MAT help with our financial planning?</b> Yes, there would be curriculum and structural cost benefits. <b>G.C Wouldn't the Governing Body of each school be diminished and would the school feel disenfranchised?</b> It all depends how the Trust is set up. It will be important to have a visible Headteacher who creates the ethos of the school. A governor commented this would need significant research. Possible outcomes are loss of financial control, loss of some School Business Managers, reduction in Headteacher salary as no longer responsible for finances. <b>G.C What about setting up a MAT with other local senior schools?</b> There have been initial discussions at North Herts Secondary Schools Headteacher meetings and individual school governing bodies are considering their own position. It may be worthwhile linking with a school with its own 6<sup>th</sup> form in order to reduce our costs and broaden the curriculum. <b>G.C. Are we keeping Sandon Ashwell and Hartsfield fully informed?</b> Yes via Baldock Forum. <b>G.C. Once a MAT is formed do we always have to be a part of it?</b> It would be difficult to get out of a MAT.</p>	

	<p>A governor suggested we need to stand back and decide what it is that we want from this, any issues on governance should be secondary.</p> <p>SWH recommended governors attend a Herts for Learning course on MATs. Dates for the next two courses at Hatfield are: 15 November 16, 28 February 17.</p> <p>The MAT working group will be meeting as soon as possible with Stone King. Please email any queries/ideas on this issue to SWH.</p>	
11.	<p><b>Any other business as agreed at start of meeting</b></p> <p><b>Ofsted Folder</b></p> <p><b>G.C. Should we have an Ofsted folder containing all the key information?</b></p> <p>Up to date information is available on the secure governor page on the school website. TLD will brief all governors the night before an Ofsted inspection.</p> <p><b>Parent Survey</b></p> <p>SWH requested volunteers to hand out and collect parent governor surveys at forthcoming Parent Evenings.</p>	
15.	<p><b>To confirm date of next meeting: 07 December 2016</b></p>	
16.	<p><b>Close of meeting at 9.10pm</b></p>	