

The Knights Templar School

Minutes of the Governors' Meeting and Annual General Meeting held on Wednesday 16th October 2013

Please note : these minutes will be corrected, if necessary, and approved at the next meeting. Meanwhile, they will be treated as accurate, also please read them carefully and let the Clerk know if you notice any significant errors.

If you want to raise items at the next meeting, they can be included on the agenda if GKY gets them by the next Finance and General Purposes Meeting on Monday 25th November 2013. In the case of an urgent item which arises after that date, please let him know anyway, to help in planning the timing of the meeting.

Part 1

1. **Members present** : Ian Burrows (IBS), Graham Kingsley (GKY), Andrew Pickering (APG), John Swift (JST), Jo Johnson (JJN), Maria Lukianowicz (MLZ), Richard Picking (RPG), Mike Boxall (MBL), Julie Mutter (JMR), Paul Barnett (PBT), Sarah Barker (SBR), Jane Millett (JMT), Sue Welch (SWH), Alison Atkinson (AAN), Brian Williams (BWS), Wendy Hepburn (WHN), Janet Wallace (JWA), Dari Samsami (DSI), Becky Northern (Friends), Mark Overton (PA), Jane Cole [Clerk] (JCE)
 - 1.1 Apologies for Absence : Alan Church, David Cook, Ann Brown
2. **Supporters' Reports** :
 - 2.1 Parents Association (Mark Overton) - Ceilidh went very well, raised £720. Ended last year with £8,284; made couple of donations during year - clock for main hall and logo tablecloth for main table. Agreed to write a cheque for £6,000 into the school account. Xmas raffle is planned (envelopes will need to be stuffed). Would like to invite departments to bid for £3,000.
 - 2.1.1 GKY expressed thanks from GKY on behalf of the Governing Body.
 - 2.2 Friends of KTS (Becky Northern) - Membership stands at 88 families. Every year seem to gain around 10 new members. £300 month currently being raised due to standing orders. We have lost support for various reasons, but only lost 4 members in entire time Friends has been going. Garden Party was less well attended than has been in previous years, were some last minute cancellations. The point of garden party is to say thank you to members and provide a venue for staff and members. Successfully raised £10k for drama studio, £6K for all weather canopies and current target is £3k for new grand piano in the hall. As at 2nd October have raised a total of £2,098; we hope to meet the grand piano target by the New Year. Gift aid is good, we received £1,069 this year and helps meet our target. Our latest idea has been forwarded to SLY but not actioned yet. All departments of the school will benefit from fundraising so would like all departments to think about wish list and make a bid for us to raise funds for them by the end of the year please. Other plans include piano recital to christen the new grand piano. Thank you for all for your support.
3. **Declaration of pecuniary or other interests form was passed round**
4. **Governors' contacts with the school list was passed round**
5. **Notification of urgent 'other business' items arising since 8th October** - none
6. **Minutes of meeting on 3rd July 2013** were agreed as a true record
7. **Elections and other formal business**
 - 7.1 To elect a chairman for the forthcoming year - WHN asked what the procedure is in selecting a Chair and Deputy Chair . GKY said the Clerk will ask for nominations and if there were more than one candidate then an election would proceed. JCE asked for nominations for Chairman, there were none therefore GKY was re-elected as Chairman
 - 7.2 To elect a vice-Chairman for the forthcoming year – RPG was re-elected as Vice Chairman.
 - 7.3 To appoint Associate Governors for the forthcoming year – WHN has a tentative interest for child protection link and has spoken to Ann Brown, and she will let GKY know shortly. **Action : WHN**

- 7.4 To confirm the members of committees and to note that committees should appoint a Chair for the year, and review their terms of reference, at their next meeting.
- 7.5 CGH to be known as sustainability governor instead of energy champion.
- 7.6 GKY passed on his gratitude to Ann Brown. JCE will organise flowers. **Action : JCE**

8. Exam Results : Main features, analysis, proposed actions etc. from IBS

Results came out two months ago. IBS gave a brief update on results and presentation on what school have done since. A levels were best ever and well above national average; AS results were equally promising. School is on target to do well at A2 next summer if students maintain current progress. Entry to the courses has been tightened up and those students that continue from AS to A2. GCSE results are no worse than last year but no better, but overall we have work to do. Many calculations Jo Sullivan (JSN) has provided on value added measures using 2012 figures shows dropping further as regards value added. The gender gap has widened even more and boys' achievement is a major concern. The current Year 11 are similar to last year's and not expected to do significantly better. Maths had best results ever. We are starting to discuss why gender differences are so much. Average score per entry works out half way between a C/B. JSN and IBS think should have been achieving 76% last year and 75% this year. SWH had meeting with Lorenzo Farina (LFA) and Karen Weston (KWN) and discussed Fischer Family Trust. Last year school showed you new Ofsted Data Dashboard and tried to find out our similar schools, these were John Henry Newman and Broxbourne.

- 8.1 WHN asked if near misses would have been identified? IBS : students based on prior attainment and comparable with similar students to them in similar schools would be getting a 'C'. We always look at similar students with similar prior attainments at similar schools.
- 8.2 APG said the national agenda for English changed substantively, much harder to get C grade in English than two years ago. We had Great maths results. This is the first year that the EBacc went through. Boys are not doing well nationally.
- 8.3 SWH : how much of an issue was EBacc with students choosing subjects?. John Henry Newman's options book made languages compulsory and recommending everyone does a humanity with it.
- 8.4 What are we doing about it?
 - 8.4.1 IBS invested a great deal of time with JSN meeting with SLT links and subject leaders. Wrote a summary page for each subject which talked about headline figures, their successes and their targets. Good thing to share best practice in successful departments. Heads of Faculty got together and produced lists of strategies that they have done to try to achieve best successes possible. Line management meetings that followed shared those lists.
 - 8.4.2 We have formed a focus group of underachievers; a workable group of 20-25 students. That group are Year 11. We looked at different criteria but mainly targeted underachieving students in more than one or two subjects, we think we can make a difference to if we invest some time and work with them. Letters were sent out today. Parents and students will be invited in to have a meeting with APG next week. We will assign mentors to students and keep on top of them and make sure always direct them at every opportunity with catch ups that school is offering.
 - 8.4.3 SBR – running 5 CPD workshops through the year focussing on intervention strategies, new technologies, training staff and focussing on issues that we have raised at GCSE. It will definitely get better next year because of the BTEC effect but will only partly affect it.
 - 8.4.4 JMR asked if it would affect the value added? IBS : looking again at targets and starting to introduce idea of student challenge target. Putting in a personal challenge that is higher if teacher thinks suitable based on progress on KS3.
 - 8.4.5 MLZ : Major difference dealing with boys and girls; girls scores are good throughout. IBS said results in other schools are out in November (girls and boys difference), for tonight's purposes these are estimates.
 - 8.4.6 MLZ asked if all schools are suffering with boys and if strategies are being compared?
 - 8.4.7 IBS : discussed separate boys intervention and decided to deal with underachievement. Two thirds are boys.

- 8.4.8 JIN : is this a national picture? Is there any guidance from government or purely down to schools?
- 8.4.9 SWH : Would it be worth the bottom two English sets having Ian Adams as a teacher as they react better with a male teacher? IBS said one group is mixed and one group is all boys.
- 8.4.10APG : our belief is we had a particularly difficult year of Year 11 boys last year, especially behaviour issues .
- 8.4.11IBS said profile of boys is significantly different this year, boys results will be significantly better. IBS asked what can we expect boys to do in school when parents can't get them to do at home? They are not motivated enough without being pushed. Many parents can't get boys to work at home.
- 8.4.12JIN said now that homework is on-line it is better for parents.
- 8.4.13CGH said mocks are going to be a good benchmark with these interventions.
- 8.4.14There will be an update in Spring term - especially with regards to the focus group
Action : IBS
- 8.4.15This will be a standard item at Governors T&L group and any Governors can attend this.
- 8.4.16PBT said strategies are good but monitoring that happens is important.
- 8.4.17IBS said we have a traffic light system in place. Students can move in and out at any time of the year of this intervention group.
- 8.4.18JMR asked if there were any opportunity to extend to Year 10 students to enable identifying them earlier?
- 8.4.19IBS said this takes place after the year 10 summer exams but by the time you have analysed all the data from exams they are into Year 11. We do interim assessments but people are more secure in their judgements when students have taken a GCSE style exam.
- 8.4.20JMR asked if interventions happen in other years too? IBS said the Year Leader will look at results x3 per year.
- 8.4.21WHN asked what do we do about communicating these exam results to parents. We are privileged to get this information.
- 8.4.22IBS said there is a summary of results on website.
- 8.4.23WHN : do we feel that an intervention group will make the school confident that this will make a difference for current Year 11?
- 8.4.24IBS : we can only reassure you that we are trying everything we can and when sharing ideas with others we will enforce. We are hopeful that this year will make a difference.
- 8.4.25APG : we will not succeed with all 23 of those students, but if we succeed with 5 of those students we will go up by 5%. We have tried to be more clinical in identifying students who might end up with 3/4 C's etc.
- 8.4.26WHN : if we are successful with borderline students next year at this meeting we would be saying congratulations.
- 8.4.27IBS said it is not all about these 20 students, this is just one strategy. A few staff said 'the penny had dropped'. They didn't quite understand the effect of a single student being a grade under for the value added for the school. We have tried hard with targets to try to explain not asking for anything more than our students to do as well as similar schools nationally.
- 8.4.28Further discussion at T&L meeting, so governors email any questions. Pass on our thanks to JSN **Action : IBS**

9. Matters arising from the previous minutes, not otherwise on the Agenda : none.

10. Financial Update

10.1 Budget Outcomes 2012-13 and updates on 2013-14 budget

- 10.1.1The year end to 31st August shows us carrying forward a healthy balance, as was forecast at the last Governors meeting in July. This was discussed and minuted in some depth at F&GP last week

10.1.2 The figure of £372k highlighted in yellow on the “Expenditure” page of the handout shows the amount of underspend for the year which added to the income variance (£43k), capital balance (£249K) and balance carried forward figure (£376k) on the second page (also highlighted in yellow) means that the total year end balance stands at £953k.

10.1.3 This number however is not “free” cash and includes a number of pre-committed funds that are ring-fenced for purpose – as listed on the summary sheet – including capital, dept balances and orders, committed funding pots and some unspent Pupil Premium.

10.1.4 With these items deducted, we have an uncommitted balance or “free cash” of £546k to carry forward into the new budget year.

10.1.5 The main components of this balance are then listed to show where savings were made during the year against budget plus some overspend areas

10.1.6 In short, we are pretty much where we thought we would be at year end in carrying forward a healthy balance which is absorbed into the budget that we set back in the summer for the current year

10.1.7 It is too early, only 6 weeks, into the new budget year to assess how we are doing but we will provide monthly monitoring figures in November for end of October.

10.2 **Sports Centre** - As regards the Sports Centre, the last monthly management accounts for the 5 months to end of August showed a profit of £4k, some way below the budgeted profit figure of £18k. This is down to an element of seasonality – no income from ATP for the 6 weeks of the summer holidays – and a particularly stretching budget having been set. Stevenage Leisure are confident that the lower than expected profitability can be addressed and made up during the course of the remaining 7 months of the year.

10.3 Questions :

10.3.1 Line 13 : could results have been better if better resources? IBS : HOD still adjusting that figure. Sometimes money is carried over, ie to order a full set of text books that can't be accommodated in one year's allowance. Every year when get bids in they exceed the total amount we have available. Departments have to think about doing it in two years.

11. **School Pay Policy : outcome of consultations and formal adoption of policy (SWH)**

Policy is ready for Governing Body to formally adopt. Some changes were made after staff were presented with it. Broadly agreed with the staff, proposes that we formally adopt pay policy. **This has been adopted by the Governing Body**

12. **Governing Body items :**

12.1 Community (co-opted) governor to replace Judith Balsom

No nomination for vacant position; interested party withdrew.

12.1.1 MLZ : alternative suggestion - Duncan Wardrop. We will have to continue with a vacancy but our next Governing body we will be able to make a decision.

12.1.2 JMR : any stipulation? SWH thinks live or work in Baldock? GKY said this is not the case. It is very flexible.

12.1.3 CGH has a daughter in surveying and it is encouraged that they should get into education somehow. Have we applied to an institution and asked the question?

12.1.4 GKY suggests we accept we have a vacancy until the next Governors meeting and resolve to do all we can to try and find a suitable candidate. Broadly speaking a building background might be good but we must not limit ourselves. **Action : MLZ will ask Duncan Wardrop**

12.2 To note that Alan Church and Richard Picking (community) and Jo Johnson and David Cook (elected parents) are nearing the end of their current terms of office, therefore we will need to conduct an election. Co-opted governors have not been asked whether they would be willing to be considered in these roles.

12.2.1 SWH : There is a new policy governing body have to elect would be next meeting in December. Need to set a date week before that meeting so that any nominations can be sent round to the governing body. Self-nomination is allowed, 150 words. Two governors wish to continue and if they do they must send a note about themselves **Action : SWH/JCE**

- 12.3 Governor Development Coordinator (CGH) : Sent out the update of courses etc and feedback. Did ask you to look at CP update as lot of dates were for 6/10. If you have had it updated please let me know. SWH will talk to Suzanne. **Action : SWH**
- 12.3.1Reminder Autumn forum tomorrow at Stevenage. Details of a selection of courses were sent by email. With Ann Brown leaving might need (WHN) to go onto children looked after course. Annual conference 16th November on Inspiring Governance and Delivering Excellence. Governors who attended Governance Finance Training have been added.
- 12.4 Teacher Governor (JWA, DSI) : JWA said staff are resigned about pay policy. In light of this it is making a difference to the way that staff are thinking about their own performance and targets setting themselves. Currently there are a number of people who have done their performance appraisal targets this is in the forefront of people's minds. DSI said main concern is results element. Concerns raised are about pupil progress targets.
- 12.4.1APG has read all appraisal documents. Concerns are these targets. Challenge targets have put fear into some staff. Staff need to be pacified and need to understand the difference between pupil challenge targets and their own appraisal targets.
- 12.4.2CGH : confused. Going up and down and then altered? When set Year 11 targets given the FFT targets and went to depts and they said student 'x' can get higher than that and raised target and other students. Hit rates are used.
- 12.4.3IBS said this is an inappropriate meeting to discuss. Tried to say to staff that target setting is about aspiring students to achieve the best they can. Personal challenge targets try to get the best of their potential. Target setting also about a system within school that us, subject leaders, Year Leader's track and monitor performance against. Target setting to IBS is nothing to do with appraisal or PRP. Nothing to do with this, we are using target setting for pupils best interest. We use performance against targets to track for performance, nothing to do with appraisals and PRP.
- 12.4.4DSI said this is not how staff see it as they are measured, to quote 'these targets will determine someone's pay'.
- 12.4.5APG : looking at a wider measure, pupil progress is one of at least 3 measures, teacher's performance in classroom, observed lessons and against teachers standards. A number of staff are fixated on that target. APG and senior management not fixated on that target, judgement on a broad range and pay policy says very specifically not only measure and achieving/not achieving that particular target would not preclude or guarantee pay progression. Reassure staff and this is not supposed to be a simplistic way of measuring teacher performance.
- 12.4.6PBT : the Head at his school is not basing percentages on these targets.
- 12.4.7IBS said we are not setting any threshold measures. These are all progress targets.
- 12.4.8SBR reported that it was specifically said at the beginning of the term, don't use percentages or hit rates but people have chosen with appraiser to put that through. Also stressed the totality of a teacher's contribution.
- 12.5 Support Staff Governor (BWS) : Same question PRP regarding staff. Unlike teaching staff variety reception/science technician how will we define? County's old scale?
- 12.5.1APG : support staff made it clear didn't want county scheme 'a once only' bonus. Various different support staff salaries - we have just started working on this to look at relative studies of all support staff in school because there are possibly anomalies. We will look at whole structure.
- 12.5.2JST : we do need to have debate about support staff PRP or not. SLT have had some discussions we were very opposed to concept and backed off and bought ourselves some time; this year will be same as last year. Appraisal system this year will be the same but something to talk about in course of year. Work in progress.

13.Reports

- 13.1 Headteacher (APG) : Admissions - buys us some time; Behaviour! Delighted with new sixth form block. Many of you are coming on Friday. Important in terms of our development, we are extremely pleased.
- 13.1.2WHN : sixth form common room here? APG : advised it would not strengthen our case if we had put common room in the block. Separating students' social area from where they are taught has worked very well. This distinguishes a place where we work.
- 13.1.3Really struggling for speaker for commemoration evening - 12 people have said no. Any suitable people please contact me **Action : All**
- 13.2 School meals (AAN) : Had a few concerns with choices daughter was making. Pleased was a good range on offer however still work that can be done. If anybody has any interest and would like to give me a hand with it please let me know! Like to do some further research and canvas opinions of students in terms of good provision. Would like to talk to parents as well.
- 13.2.1SWH was healthy eating governor - spoke to Neil had meals here and spoke to County and think KT is very good generally. We sell more school meals than other secondary schools. Not all buying biscuits/pizza. Students here are eating much more healthy and take up is much better.
- 13.2.2WHN asked if Neil could push boundaries even further? Big round cookies go for a week, buy an apple? APG said AAN has talked of healthy food v student choice. These students are secondary school age and we can't make them have the meal of the day, we have to break even on our school meal service. What we are selling them compared to what they might bring in as a packed lunch? Really useful to speak to school council, parents etc. Feels it can't be an either/or.
- 13.2.3AAN said small steps first - removing fizzy drinks and sugary drinks good thing. Sizes of cookies could easily be a lot smaller. AAN can work with SWH and discuss way forward and liaising with the canteen. WHN would like to be involved **Action : AAN/SWH/WHN**
- 13.3 Premises, Health & Safety Committee (ACH) including new building update and sustainability report (CGH) : In minutes
- 13.4 Pupils & Personnel Committee with 6th form liaison (SWH/RPG) : nothing else to report that's not in the minutes.
- 13.4.1WHN said sixth form does not have up to date documents on the website. It contains a list of documents from last year. **Action : Lorenzo Farina**
- 13.5 Finance and General Purposes Committee : In the minutes

14.Next Meeting

- 14.1 Full Governors' meeting : Tuesday 10th December

15.Any Other Business : none