



*The Knights Templar School*  
**Full Governors Meeting Minutes**  
**Monday, 08 December 2014, 7pm - 9.05pm**

**Present:** Sarah Barker (SBR); Mike Boxall (MBL); Ian Burrows (IBS); Alan Church (ACH); Cath Connolly (CCY); Karen Cowell (KCL); Chris Gough (CGH); Graham Kingsley (GKY) (Chair); Lisa Landreth (LLH); Tim Litchfield (TLD); Maria Lukianowicz (MLZ); Julie Mutter (JMR); Richard Picking (RPG); Pauline Poole (PPE); Jackie Spinks (JSS); John Swift (JST); Duncan Wardrop (DWP); Sue Welch (SWH);  
 Fiona Roper – Clerk (FRR)

Key: GC - Governor Challenge.

No	Item	Action
1.	<b>Welcome to new governors and apologies for absence</b> Apologies from Paul Barnett, Dari Samsami and Jane Millet. Welcome to the new Parent Governors, Cath Connolly and Jackie Spinks and to the new Support Staff Governor Karen Cowell.	
2.	<b>Supporters' reports: Parents Association (Mark Overton) and Friends of KTS (Becky Northern)</b> <b>Friends of KTS</b> recently funded the grand piano - £5K. Currently saving for Technology equipment – sublimation printer and cartridges for GCSE Graphic products and GCSE textiles - £948.10, Drill Machine guards x 4 - £ 520, Stencil cutters (CAD/CAM) x 2- £560, Laminator (heavy duty A3)- £400, Rotary cutters x 2 - £240. Due to a gift aid return we already have £2.8K. 10 new members have joined this term, and there are a few more in the pipeline. The best take-up is always the year 7 Open Day/Evening. Mr Pickering is now a Friend of KTS. Receiving £300 a month from standing orders. <b>Parents Association</b> £2450 in the bank account. £1K is expected from the Christmas raffle, £1K generated from the 200 Club, £1K from running the bar at school events. No requests in the pipeline. A major PA event will be held during the year, which will hopefully raise another £1K therefore expect to raise £4K in total. 2 new people have put their names down for helping with events. Currently have 30 people to help with events but only three people on the committee.	
3.	<b>Declaration of pecuniary or other interests relevant to the Agenda</b> None	
4.	<b>Notification of urgent "other business" items arising since 24<sup>th</sup> November 2014</b> MLZ has one item (11 below).	
5.	<b>Minutes of Meeting on 20<sup>th</sup> October 2014 – to confirm accuracy</b> No corrections. Minutes approved	
6.	<b>Matters arising from the previous minutes, not otherwise on the Agenda.</b>	
6.1	<b>Governor visit form (FRR) from (4)</b> Two governors have completed the Governor Visit Forms. Governors were requested to complete a form when they visit the school on governor business. They are available from Reception. An electronic version of the form was requested. <i>FRR to circulate the form again.</i>	FRR
6.2	<b>Link Governor Protocol (MLZ) (from 8.5)</b> The forms have been circulated. Governors are to use the one they prefer. These forms are in addition to the one mentioned in Item 6.1.	
6.3	<b>Skill Sheet completion (CGH) (from 15.2)</b> A summary of governor skills has been circulated. Please could governors send in updates of their skills when appropriate. A copy of each governors' individual skills will be circulated to all governors.	FRR

6.4	<p><b>Headteacher's Performance Review Panel (from 7.4)</b> All those governors who expressed an interest in being a member of the interview panel will be attending the Headteacher's Performance Review next Thursday (GKY,RPG, ACH,SWH,MBL).</p>	
6.5	<p><b>Odsey Admissions – reconsideration (from 13.1)(paper previously circulated)</b> The inclusion of Odsey in the school catchment area has been discussed with County who raised various points which have been circulated and as a consequence GKY proposed that the idea was dropped. <b>Q: Can we estimate how many children this would effect?</b> It affects a very small number of children but this might not always be the case. Parents would still have the right of appeal. Governors agreed to drop the idea.</p>	
7	<p><b>Financial Update (JST)</b></p>	
7.1	<p><b>To receive the Auditor's Report and approve the Annual Report &amp; Accounts</b> JST reported the following: <i>The Auditor's Management Letter and the accounts were forwarded to all governors last week and these are presented this evening for approval by the Governing Body.</i> <i>I'm pleased to confirm that the report that was given by the partner from MacIntyre Hudson to F&amp;GP last Monday was positive and that we are in good financial health and that we continue to manage our financial affairs competently.</i> <i>The annual Management Letter, which is a summary of recommendations for improvement, detailed items that are all considered "low risk" and we will respond to each item raised as appropriate in the coming weeks.</i> <i>Please note that there are details of the discussion points from last week's meeting in the F&amp;GP minutes that have been forwarded to you, and F&amp;GP has recommended that we adopt and sign the accounts this evening.</i> The accounts were adopted by governors. Governors thanked JST and his team, and congratulated them on the very good report .</p>	
7.2	<p><b>Budget update 2014/15</b> JST reported the following: <i>The monthly monitoring report for October detailing the first two months of our new financial year was also reviewed at last week's F&amp;GP committee. There are no significant issues at this early point in the year and the monitoring report for November will be sent to all governors next week.</i> Support staff will receive a 2.2% pay rise from January 2015. This does not affect the budget significantly.</p>	
7.3	<p><b>Budget for 2015/16</b> JST reported the following: <i>The budget for the next financial year commencing September 2015 is currently under discussion, including governor input at the F&amp;GP meeting. Governors are invited to attend a 'Cost Saving' meeting on Wednesday, 17 December 2014 at 8am. All governors' comments and views are welcome. Please let FRR know if you would like to attend.</i></p>	
7.4	<p><b>Sports Centre</b> The Sports Centre continues to do well. Latest figures to end of Oct show YTD net profits of £21,500 versus a budgeted £8,900 with 5 months of the trading year to go.</p>	
8.	<p><b>Governing Body Items</b></p>	
8.1	<p><b>Thanks to retiring governors Alison Atkinson and Wendy Hepburn</b> for their valuable contribution.</p>	
8.2	<p><b>Governor Development Coordinator (CGH)</b> New governors will be attending the Governor Induction course. As part of our subscription for governing training we get a free internal course. 'Preparing for</p>	

	Ofsted' has been booked for 5 February in the 6 <sup>th</sup> form block, 7pm – 9pm. If you are unable to attend please let FFR know.	ALL
8.3	<p><b>Teacher Governors (LLH)</b>  Feedback from the staff committee meeting is that they are under a lot of pressure due to lesson observations, joint lesson observations, and work scrutinies, as well as 6<sup>th</sup> form Open Evening. The Teaching Assistants' workload has also been massive due to year 11 exams and Controlled Assessments. Staff are concerned about duplication of effort between SLT, Heads of Faculty and Heads of Department.</p> <p>Governors appreciate all the hard work staff are doing.  <b>Q: Is there any regular process where you look at systems and procedures to strip out duplication?</b>  The work scrutinies for example that SLT are performing are different from those that Heads of Department routinely do - this needs to be better communicated to staff. We will do better in future.  TLD is aware of the pressure staff are under. Curriculum changes are also adding to the workload. It is his job to raise teaching standards and the new initiative to do two lesson observations a year is part of this, but we need to get the work balance right for all these new initiatives.</p>	
8.4	<p><b>Support Staff Governor (KCL)</b>  Nothing to report.</p>	
9.	<b>Reports</b>	
9.1	<p><b>Headteacher</b>  Baldock expansion - At a recent meeting with the Education Planning team TLD made it clear that two secondary schools in the same town would be problematic. There is a need to think ahead about expanding the school whilst maintaining the KTS brand.</p> <p>IBS reported that there are so many curriculum and assessment changes this year it is difficult to keep governors abreast with what is going on, therefore two meetings for governors have been organised in the Spring term. See Item 10 for details.</p> <p><b>GC: In the proposed model for the KS4 curriculum IT is showing as zero. Is this wise?</b>  We have made the decision to have no core IT. Non-exam subjects are to be kept to a minimum in year 10 &amp; 11. Students can select IT through options.</p> <p><b>GC: Is this sensible as computers are in so many aspects of our lives?</b>  IT is used across all curriculum subjects. Students have been brought up with IT. The new KS3 IT curriculum now has more emphasis on programming and hardware rather than everyday usage.</p> <p><b>GC: Why are there fewer hours allocated to Maths than English and Science? When compared internationally the UK is behind in Maths.</b>  The 10 hours for English &amp; Science cover 2 GCSE's each whereas Maths is for only one GCSE. So in effect Maths has been allocated more hours per GCSE. Karen Dixon, Head of Maths Department is happy with the hours allocated to Maths.</p> <p><b>Q: As AS is no longer a staging point do you envisage students will still take 4 subjects in year 12 and then 3 subjects in year 13?</b>  Yes, but we still don't know if students will take AS level as the AS content will be examined again at the end of year 13. Currently Universities base their offers on the AS results, so these changes may make difficulties for them. It also helps the students to decide which subject to drop.</p> <p><b>Q: Is it correct that some content in the AS level is not in A2 level?</b>  So far this is only the case for English Literature – but that specification has yet to be approved. Governors are invited to attend the INSET Day on 5<sup>th</sup> January on 'Assessment Without Levels'.</p> <p><b>Q: Is that just for KS3?</b>  No - it's from Year 7 – 11.</p>	

	<p><b>GC: Have you made contact with the primary schools to see how they will be doing their Assessment Levels? Hartsfield have now decided how they will assess. IBS and JMT to discuss this issue.</b></p> <p><b>GC: Has there been any progress with the staff IT issues?</b> No resolution to staff issues.</p> <p><b>GC: When will you have an idea with regard to staff?</b> The whole IT issue is still on going. We don't have a date when we could move to a new system. There are fewer staff complaints at the moment but staff may not be complaining because they know an IT review is ongoing. It may be worthwhile to get up to date feedback from staff. We currently have an inefficient system.</p> <p>SBR reported that the increased number of lesson observations is necessary in order to improve the quality of teaching. This enables SLT to give teachers support when required. The Ofsted framework indicates that inspectors will not be in lessons as much, but will be looking at students and their progress and hence books will be inspected to ensure effective feedback is being given - this is why the ongoing work scrutinies are so important. Ofsted give a separate judgement for the 6<sup>th</sup> form so KS5 drop-ins are also very important.</p> <p><b>GC: There is a dip in Year 11 achievement points. What is the reason for this?</b> Staff often believe that Year 11 students are not incentivised by achievement points, but this is not the case. These figures are not dissimilar to a lot of schools. The year 11 two week study leave may have had some impact on the figures. <b>Staff to be encouraged to keep awarding achievement points in year 11.</b></p> <p>The headline Raise on Line figures are very encouraging. There are some areas that need working on but these are already in hand. <b>A summary section will be circulated to Governors.</b></p>	IBS/JMT
9.2	<p><b>Baldock Forum meeting (GKY)</b> GKY paper was circulated to all governors. At the meeting there was general approval for expanding KTS rather than having a second secondary school in Baldock.</p>	
9.3	<p><b>Premises, Health &amp; Safety Committee (ACH)</b> Alan Church has written to County about selling a plot of school land.</p>	
9.4	<p><b>Pupils &amp; Personnel Committee (SWH)</b> No issues beyond what is contained in the minutes.</p>	
9.5	<p><b>Teaching and Learning Committee (MLZ)</b> No issues beyond what is contained in the minutes.</p>	
9.6	<p><b>Finance and General Purposes Committee (GKY)</b> No issues beyond what is contained in the minutes.</p>	
10.0	<p><b>Next Full Governors – Thursday, 12<sup>th</sup> February 2015</b></p> <p><b>Other meetings:</b> Cost Savings with IBS/JST/TLD, - Wednesday, 17 December 14, 8am INSET Day - Monday, 5 January 14 - see recent email for details. SLT Meeting, KS4 &amp; KS5 Curriculum Planning - Monday, 12 January 15, 4.30pm SLT Meeting, Assessment Levels - Monday, 19 January 15, 4.30pm <b>Please let FRR know if you are able to attend any of the above.</b></p> <p><b>Governor Training</b> Preparing for Ofsted - Thursday, 5 February 2015, 7-9pm. All governors to attend please.</p>	ALL
11.0	<p><b>AOB</b> The school Christmas card is available for governors to purchase from Reception.</p>	
	<p>Discussion – Governor Self Review – notes to be circulated to governors.</p>	