



The Knights Templar School
Full Governors Meeting Minutes
Monday, 20 October 2014 7pm - 10pm

Present: Alison Atkinson (AAN); Sarah Barker (SBR); Paul Barnett (PBT); Mike Boxall (MBL); Ian Burrows (IBS); Alan Church (ACH); Chris Gough (CGH); Wendy Hepburn (WHN); Graham Kingsley (GKY) (Chair); Lisa Landreth (LLH); Tim Litchfield (TLD); Maria Lukianowicz (MLZ); Jane Millett (JMT); Julie Mutter (JMR); Richard Picking (RPG); Pauline Poole (PPE); Dari Samsami (DSI); John Swift (JST); Duncan Wardrop (DWP); Sue Welch (SWH); Brian Williams (BWS)
 Fiona Roper – Clerk (FRR)

		Action
1.	Members present and apologies No apologies	
1.1	To welcome the new Clerk to the Governors, Fiona Roper Done.	
1.2	To welcome newly elected Teacher Governor, Lisa Landreth, and record our thanks to Janet Wallace who did not stand for re-election. Done.	
1.3	To note that David Cook has ceased to be a governor, and that Wendy Hepburn and Jane Millett reach the end of their current term before the next meeting (elections to be held straight after half term). Done.	
2.	Supporters' reports: Parents Association (Mark Overton) and Friends of KTS (Becky Northern) Not present.	
3.	Declaration of pecuniary or other interests: future procedure (suggested Governors make an annual written declaration, which will be published on the website, and at each meeting are invited to make a verbal declaration of anything relevant to the agenda of that meeting) Governors signed the annual 'Register of Financial Interests'. No pecuniary interests declared for the items on the agenda.	
4.	Governors' visits to the school TLD requested governors to complete a Governor Visit Form for each visit to school. The forms will be available from Reception and should be completed and handed in at the end of the visit. This will provide clear evidence of visits. There will be a section on the sheet to record any extra-curricular events attended since the last visit. <i>FRR to circulate the form.</i> Currently email communications are not kept as evidence. Emails that would be significant enough to be referred back to in the future, are to be sent to a new governor email address. The subject heading should describe the nature of the email. <i>FRR to request the creation of the email account.</i> Post meeting note: email – governor@ktemplar.herts.sch.uk	FRR FRR
5.	Notification of urgent "other business" items arising since October 13th Pay Committee report.	
6.	Minutes of Meeting on July 2nd 2014 – to confirm accuracy No amendments. Minutes approved.	
7.	Elections and other formal business (see list circulated previously) As there have been no suggestions of changes, either by resignation or by alternative nomination, it is intended that 7.3, 7.4 and 7.5 will be taken "en bloc"	
7.1	To elect a chairman for the forthcoming year Graham Kingsley elected as Chair.	
7.2	To elect a vice-chairman for the forthcoming year Richard Picking elected as Vice Chair.	

7.3	To appoint an Associate Governor for one year Paul Barnett appointed as an Associate Governor.	
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. A vote was taken on the composition of the Head's Appraisal committee. There were three proposals: <ol style="list-style-type: none"> 1. Keep the existing committee - Chair, Vice Chair & MLZ 2. Chair of Governors, Chair of P&P plus one other governor on a rotating basis 3. Chair and two other governors on a rotating basis Governors elected to have the Chair and two other governors on a rotating business. The normal rotation will be a maximum of 3 years. It was commented that the members of this committee should have broad knowledge of the whole school and would need to have had more involvement with the school than just attendance of meetings. GKY asked governors to reflect on whether they would like to put themselves forward and to let FRR know, within a week, if interested. Post meeting Note: Lisa Landreth has been allocated to the Pupils & Personnel Committee.	ALL
7.5	To appoint 'special role' governors As Wendy Hepburn's term as governor finishes shortly, she requested the Children Looked After link to be assigned to another governor. Julie Mutter agreed to take on this role.	
8.	Matters arising from the previous minutes, not otherwise on the Agenda, to include:	
8.1	(from last mins. 10.2.4) Pupils' dress code – action taken, outcomes? TLD impressed with the dress code and thinks the standard of dress is high in the school. As usual, the boys are smarter than the girls.	
8.2	(10.2.5) IT support problems – progress? An audit of the IT set up is ongoing. IBS reported Herts for Learning had visited the school and they have reported on how to improve efficiency. An external company has also visited the school; IBS will be meeting two IT managers from other schools. Short-term problems are still an issue, mainly due to the long-term illness of a member of staff.	
8.3	Solution eventually found for new Y7 introduction day This happened on Tuesday, 2 September 14.	
8.4	(11.4) Water fountain for 6th form block? Now installed.	
8.5	(11.5.1) Link Governor protocols – accepted? Implemented? MLZ reported no feedback or returns from governors. Governors were waiting for the form to be formalised. <i>MLZ will email the three versions of the form</i> and governors can use the one they like best.	MLZ
9.	Exam results: Main features, analysis, proposed actions etc. from Ian Burrows. IBS presented Exam Results 2014 Presentation - see the attached presentation which includes a commentary on each slide. %5ACEM was lower than expected. A number of students had 5+ GCSE's with a C in Maths but not English Language. There were changes in the English Language assessment with the removal of Speaking and Listening for the summer exams, which may have favoured those schools that entered in November 13. Many schools have requested whole cohort remarks for English and there have been many grade changes. Some schools selected to do the iGCSE.	

Strategies are in place to improve English Language results. Work is already being done on the saggy middle.

Q: If English spoiled the results, how did they compare to last year?

This is shown in the later part of the presentation (see slide 5).

A target group of year 11's who may struggle to obtain C's in English/Maths have been identified. They will be given additional support.

Q: Can the English results have affected the whole swing down?

Yes, it would only have required 5% i.e. 10 /11 of students targeted a C to have made the difference.

Q: Why were the boys results worse?

This is a national trend.

Some subjects got hit rates of 80% and Science achieved its highest overall hit rate since 2010.

Q: Why is 80% an acceptable hit rate? It still means that 6 out of a class of 30 are not getting the grades they should be?

You can't change the target grades as that is determined by national data. It is not that 80% is acceptable, but that below 80% extra intervention is made. Expected grades do look at other characteristics.

Q: Do we track our success according to expected grades?

Yes, this is detailed in each subject exam analysis booklet. This presentation just shows the headlines; in depth analysis is featured in the booklets.

Every department has a copy of the school priorities for 2014/15 and so the accountability for each department can be looked at. Teachers have very clear targets to focus on.

Q: Shouldn't we be more concerned about the ones that don't hit their targets?

Next year our target hit rate is for 72%. We need to be thinking of the pupils as individuals.

Students are looked at on an individual basis. There is an action plan for every student that is struggling to meet their targeted grade.

Governors were invited to attend the T&L meetings to see case studies on students and the strategies that are being used.

Governor attendance of Line Management meetings would also give governors an insight in to subject strategies.

Interventions are scrutinised to see what works and what doesn't work.

The action plans for all subjects are being shared with other departments. WLZ who obtains outstanding results in Art is sharing his department's best practice with other subject leaders.

Head of Year 11 last year, Miss Landreth and Head of Year 11 this year, Mrs Paice have shared what strategies worked and what didn't.

Q: Do teaching staff go and see best practice in other schools?

Best practice is shared at County briefings. Head of Maths, Science etc. share their best practices during training.

At the North Hertfordshire Heads Consortium best practice is shared.

Q: Is this "saggy middle" unusual?

It does appear to be a trend in the local area, for example Hartsfield have also noticed an increasing middle band. This may be a national trend?

	<p>Q: How will the results look over the next two or three years? The new measures will favour us.</p> <p>Q: How will comparisons be possible once the new measures are in place? It will be possible.</p> <p>Pupil Premium There is a gap between pupil premium and non-pupil premium students, but we compare favourably against Hertfordshire and National figures.</p> <p>Q: Why did we fail to spend £40k of last years Pupil Premium? It should have been used. All of the Pupil Premium including the £40k will be spent this year.</p> <p>Q: Can we have updates on where the money is being spent? This information is on the school website.</p>	
<p>10. 10.1</p>	<p>Reports: Head teacher (TLD) TLD informed governors that we are applying to become part of a new Teaching Alliance along with all the other North Hertfordshire schools. This will assist in:</p> <ul style="list-style-type: none"> • sharing good practice • sharing targeted CPD • colleagues could work in other schools • enabling involvement in research and development <p>The lead senior school will be Hitchin Girls and Hartsfield will be the lead primary school for the Baldock area. There is much to gain and little to lose.</p> <p>Q: How much will it cost? £60K is allocated to the Alliance, with a sliding scale over 5 years. The Alliance decides how to allocate the money. We won't have to spend anything.</p> <p>SBR – CPD's and appraisals have been linked very closely. All appraisal targets are linked to the school priorities.</p> <p>Q: How frequently do you refresh staff on how to deal with special needs students? There is a plan to get an external speaker in. Staff attend Twilight CPD sessions.</p> <p>Q: Is that for all staff? Yes.</p> <p>Q: Why is an INSET day mid-week? We have to spread the INSET days across the week, so particular subjects do not lose too many lessons. Many Fridays and Mondays are already lost due to bank holidays and end of term half days. The INSET dates are published well in advance so parents/carers can make the necessary arrangements.</p> <p>Q: Why were there only 103 lesson observations? This figure did not include NQTs who had many more observations. We have changed requirements, so every teacher will be observed for 2 hours per teacher per year. Drop ins are also on-going – the "100" does not include these.</p> <p>Q: The target is for 95% of teaching to be good or outstanding. What % are you getting now? <i>SBR to provide a value for the next Headteacher's report.</i> There have been an incredible amount of Community events. TLD hopes governors will attend as many future events as possible.</p>	<p>SBR</p>

	<p>Q: Is the use of Show My Homework improving? The use of SMHW is improving. There will be more teacher training on SMHW this week. HoF are monitoring how much teachers are using it. Parents feel it is not being used enough.</p> <p>TLD requested feedback on the new style Headteacher's report - by email please.</p>	ALL
10.2	<p>Teaching and Learning Committee (MLZ) Nothing to add to the minutes.</p>	
10.3	<p>Premises, Health & Safety Committee (ACH) Nothing to add to the minutes.</p>	
10.4	<p>Pupils & Personnel Committee with 6th form liaison (SWH/RPG) Nothing to add to the minutes.</p>	
10.5 10.5.1	<p>Finance and General Purposes Committee (GKY) to include Strategy for future bids for building extension/replacement Nothing to add to the minutes.</p>	
10.5.2	<p>Self-review of Governing Body performance (suggested discussion topic for next meeting) To be the topic for an extended discussion at the next meeting.</p>	
11.	<p>Current financial update (please also see F&GP Minutes)</p>	
11.1	<ul style="list-style-type: none"> • The school's audit took place during the third week in September and MacIntyre Hudson reported that they were satisfied with their findings with no major issues arising. They are now compiling the school's Annual Report & Accounts which will be formally presented to F&GP at the next meeting on 24th November. • The monitoring report showing the year end position was circulated to all governors last week by email, inclusive of commentary and key points on the numbers detailed. • Importantly, we performed well against budget last year and we are able to bring forward an uncommitted credit balance into this financial year of £450k. • This significant carry forward supports the current year's budget that we set back in the summer which you may recall shows expenditure in excess of income by £150k for the year. • So if this year's budget goes to plan, we should have a balance to carry forward of approx. £300k at the end of August. • At the last full governors meeting, the very difficult outlook for school funding post Sept-15 was outlined, due to staff pay awards and higher pension and NI contributions with no anticipated increase to our income. Financial forecasting for the next financial year is a top priority after half term but we anticipate having to make significant budget cuts for next year. 	
11.2	<p>Sports centre £9700 profit YTD to end of August. Sports Centre continues to trade well, underpinned by strong membership.</p>	
12.	<p>Pupil Premium update (exam aspects will have been included in item 9) Covered in Item 9.</p>	
13. 13.1	<p>Admissions Criteria proposal to extend the Priority Area to include the hamlet of Odsey (map and explanation has been circulated previously) All governors in agreement for the priority area to include Odsey. <i>ACTION: TLD will apply for an amendment.</i></p>	GKY
13.2	<p>Admission involving selection SLT have raised the issue - 10% of students could gain admission based on an aptitude test? Governors have fought hard over the years to protect admissions criteria for our priority area and do not like the idea. With the level of house building planned in Baldock it could be the case, that in the near future,</p>	

	<p>pupils from the villages will not be offered a place at KTS.</p> <p>Other schools in Hertfordshire are already doing aptitude tests. It enables schools to change their profile of students.</p> <p>As an academy, the school has control over admissions and it is good practice to review policy on a regular basis. It was made clear that SLT do not have a preference, but feel the issue should at least be looked in to.</p> <p>Awareness of other schools' admission criteria is very important.</p> <p><i>ACTON: TLD to collate data and statistics.</i></p> <p>The issue will be reviewed in the summer term.</p>	TLD
14.	<p>Implications of proposed expansion of Baldock – to include a report of a meeting of school Heads and Chairs of Governors with local Councillors in June 30th, and our reactions to new housing proposals.</p> <p>Baldock Forum Heads and Governors met with Councillors in June. The extended discussion, while useful, has since been overtaken by events</p> <p>A proposal has been submitted for 4000 houses to be built in Baldock; it is under consultation. GKY to write to local councillors to suggest the expansion of KTS rather than building an additional senior school in Baldock. The Brandles site could be incorporated in to KTS.</p> <p>Q: What % of our pupils live in Baldock? This figure was not available 90% come from our priority area. A ten-form entry is possible on the current site.</p>	GKY
15. 15.1	<p>Governing Body items:</p> <p>To note the outcome of email consultation on governors' leave of absence.</p> <p>There was a discussion on whether governors' opinion should have been sought by email. The issue was whether governors would want to be able to re-instate a governor who had ceased to be a governor, under the Articles, because of missing four consecutive meetings.</p> <p>GKY explained that the email was to discover whether governors would wish to have the power of re-instatement in such a case, and as it showed that they did not want to, no meeting was called.</p> <p>MBL felt that issues of governance should not be done by email but in a meeting.</p> <p>In the subsequent email correspondence the name of the governor involved was mentioned, which was not intended. The intention had been to consider the issue of principle, not a particular case.</p>	
15.2	<p>Governor Development Coordinator (CGH)</p> <p>All governors please complete the skill sheet and send to FRR as soon as possible.</p> <p>Course information has been distributed. Please inform CGH of any courses attended. Please brief useful information gained from a course to all governors. MLZ is booked on a HT appraisal course, but if changes to the Headteacher's Appraisal Committee are made, the booking could be switched to another governor.</p>	ALL
15.3	<p>Teacher Governors (LLH, DSI)</p> <p>No issues raised by teaching staff.</p>	
15.4	<p>Support Staff Governor (BWS)</p> <p>TLD attended the Support Staff meeting last week and addressed all support staff questions.</p>	
16.	<p>Next meeting</p> <p>Full Governors' meeting: Monday 8th December 2014.</p>	
17.	<p>AOB</p> <p>The Pay Committee Meeting has been held.</p>	