



The Knights Templar School
Full Governors Meeting Minutes
Tuesday, 31 March 2015, 8pm - 9.20pm

Present: Sarah Barker (SBR); Mike Boxall (MBL); Nicky Bull (NBL); Ian Burrows (IBS); Alan Church (ACH); Cath Connolly (CCY); Karen Cowell (KCL); Chris Gough (CGH); Graham Kingsley (GKY) (Chair); Tim Litchfield (TLD); Maria Lukianowicz (MLZ); Julie Mutter (JMR); Richard Picking (RPG); Pauline Poole (PPE); Dari Samsami; Jackie Spinks (JSS); John Swift (JST); Fiona Roper – Clerk (FRR)

Key: GC - Governor Challenge.

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| 1. | Apologies for absence Apologies from Jane Millett and Lisa Landreth. | |
| 2. | Declaration of pecuniary or other interests relevant to the Agenda – none declared. | |
| 3. | Notification of urgent “other business” items arising since 17th March 2015 - none. | |
| 4. | Minutes of Meeting on 12th February 2015 were agreed as a true record and signed by Graham Kingsley. | |
| 5. | Matters arising from the previous minutes, not otherwise on the Agenda | |
| 5.1 | ACTION UPDATE: E safety awareness has been added as an additional category to the skill sheet and governors have completed this category. The audit of skills spreadsheet has been circulated to all governors. | |
| 5.2 | ACTION UPDATE: Outstanding school’s minutes have been reviewed – slightly different layout but on the whole our minutes are good. | |
| 5.3 | ACTION UPDATE: Liaise with the trainer of the ‘Holding the School to Account’ and prepare headings for discussion at the meeting on 31 March 2015. The trainer of ‘Holding the School to Account’ was contacted by CCY in advance of the training and was sent the notes taken at a previous governors meeting on ‘Twenty key questions for a school governing body to ask itself’. | |
| 6 | Financial Update (JST): | |
| 6.1 | Budget update 2014/15 The budget was discussed and challenged in detail at the F&GP meeting. It is tracking to plan and we are predicting to be within budget at the end of the financial year. The curriculum and staffing budget for next year is being firmed up. Although staff have been recruited to start in September 15 there should be a net cost saving on staffing and we are on track to achieve the required £250K saving. The draft of the new budget will be reviewed at the July 2015 F&GP meeting. | |
| 6.2 | Sports Centre See F&GP Minutes - 17 March 2015 Item 6.2. | |
| 7. | Governing Body Items | |
| 7.1 | Governor Development Coordinator | |
| 7.1.1 | ACTION UPDATE: Evaluation to see if there are skill gaps in the governing body CGH has circulated a brief summary of the skills missing (see attached). Overall we are covered in most areas by at least someone. There is a gap in computer networks. Q: Have any governors identified areas where we have skill gaps? No, but if a gap is identified then we could buy in a professional service. When we recruit new | |

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| | <p>governors we have indicated the skills we would ideally like the new governor to have.</p> <p>Q: How can we best use this audit of skills?</p> <p>It can be referred to if a particular skill is required.</p> <p>It will be kept up to date. CGH will issue an updated skills audit every September</p> | CGH |
| 7.1.2 | <p>ACTION UPDATE: Review and summarise the visit forms.</p> <p>A summary log of governor visits since October 2014 has been circulated by PPE to all governors (see attached). Although it had been a useful exercise to audit the forms it was agreed that a summarised log of all the visits was not necessary.</p> <p>There was a discussion on how best to utilise the forms and ensure that action points recorded on the form are being implemented when necessary. It was agreed that the governor who completed the form is responsible for ensuring all actions are followed up.</p> <p>Copies of the completed visit forms should be given to the person visited and the Clerk. The Clerk will store the forms electronically - handwritten forms will be scanned.</p> <p>A proposed Link Governor form was circulated prior to the meeting. It was designed to be used after attending a Line Management meeting and to act as a prompt to governors in identifying knowledge gaps. As not all governors were happy to use the form it was decided that for the moment governors should report on link meetings in the way they are comfortable with. The situation will be monitored over the next year by MLZ.</p> <p>Thanks to PPE for her hard work.</p> | FRR MLZ |
| 7.1.3 | <p>ACTION UPDATE: Gathering evidence for the next Ofsted visit</p> <p>PPE, CCY and MBL have met and notes of the meeting have been circulated (see attached). It is necessary to evaluate where we are satisfying Ofsted needs and where we aren't.</p> <p>ACH will convert the 'Twenty key questions for a school governing body to ask itself' in to a spreadsheet with tick boxes indicating which sub committees are responsible for the topic covered. The questions are to be completed by the sub committees and passed to OFSTED sub group for determining where there may be gaps in our knowledge. ACH to feedback on progress at the next Full Governors' meeting.</p> <p>Another governing body is creating a general crib sheet of basic facts that all governors should know. A similar document would be of value to our governing body. ACH to investigate further and report back by 20 May 2015.</p> | ACH ACH |
| 7.2 | <p>Teacher Governors (DSI)</p> <p>It has been agreed that any issues raised by the staff committee, will be reported to staff governors who when necessary will report to the governing body.</p> <p>Recent examples of issues raised by the staff committee and taken to SLT are: change of staff briefing from 8.30 to 8.25am, length of parent evenings. Amicable arrangements have been agreed.</p> <p>A memorial garden for Jan Waite is being developed. Help in creating the garden and donations of paving stones/plants would be much appreciated. Please contact Karen Weston if you are able to help.</p> | |
| 7.3 | <p>Support Staff Governor (KCL)</p> <p>A performance related support staff appraisal system is being reviewed again. There will be a support staff committee meeting in the Summer Term to discuss this further.</p> | |
| 8 | <p>Report</p> | |
| 8.1 | <p>Headteacher</p> | |
| 8.1.1 | <p>ACTION UPDATE: One to One meetings with Year 11 prior to application to sixth form</p> <p>TLD has interviewed Year 11 students and reported back in the Headteacher's report.</p> <p>The input from Senior Leadership Team is of value and the Headteacher's Report and Parental Bulletin keep governors well informed. The report now includes a Sixth Form section by Mrs Hopkins.</p> | |

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| 8.2 | <p>Premises, Health & Safety Committee</p> <p>As the bid for the Science block was successful and permission has been granted to build the new caretakers house the normal route would be to go to tender in order to procure a contractor for these projects. However the PHS Committee requested approval from governors for delegated powers to oversee the tender / negotiation process and determine which contractor should be used. Our consultant and quantity surveyor has suggested that the contractor used to build the sixth form block could be retained for the new build as the original contract is still open. It may be possible to negotiate a similar deal at a price deemed to be best value by the QS.</p> <p>The advantages would be: saving of 6-8 weeks of time, keeps the process simple, established relationships, lower risks on-site given familiarity with KTS.</p> <p>GC: Do we not have to go through the Best Value process?</p> <p>The contract with Evers is still open. Negotiations could achieve a better price than current market rates. An independent Quantity Surveyor will evaluate the price and if it not assessed as being competitive then the build will go out to tender. The QS will write a report for governors, recommending which route we should follow.</p> <p>GC: In terms of the finished product, were you happy with the sixth form block build?</p> <p>Yes and they delivered on-time and within budget.</p> <p>GC: Would we benefit from the cost savings involved in using the same contractor?</p> <p>Yes. Although getting only one quote sounds unusual, it is in fact a recognised way of handling this kind of situation.</p> <p>GC: If the bid had been successful last year could we have continued with the contractor anyway?</p> <p>Only if the independent Quantity Surveyor had suggested this and governors had agreed.</p> <p>GC: Are Evers experienced in house building?</p> <p>The method of constructing the house is the same as that used for constructing the sixth form block. Evers are active house builders.</p> <p>GC: Could this create bad PR for the school if other contractors complain that the build was not opened to tender?</p> <p>No rules are being broken providing we get approval from an independent Quantity Surveyor.</p> <p>The request for delegated powers was proposed, seconded and agreed by governors.</p> <p>Congratulations to all those involved in the Science Block bid, particularly to JST.</p> | |
| 8.3 | <p>Pupils & Personnel Committee (SWH)</p> <p>The new Pay Policy will be circulated to governors - the amendments are in red. Approval from governors will be requested at the next Full Governors' meeting on 20 May 2015.</p> | |
| 8.4 | <p>Teaching and Learning Committee (MLZ)</p> <p>The Terms of Reference for the committee are currently being reviewed.</p> <p>PPE reported that there is a new Principal at North Hertfordshire College, which could create an opportunity for stronger links between KTS and the college.</p> | |
| 8.5 | <p>Finance and General Purposes Committee (GKY)</p> <p>Nothing to raise with Governors.</p> | |
| 10.0 | <p>Next Full Governors – Wednesday, 20 May 2015</p> | |
| 11.0 | <p>AOB There was no other business</p> | |