



The Knights Templar School
Full Governors' Meeting Minutes
Wednesday, 01 July 2015, 7pm-9pm



Present: Sarah Barker (SBR); Nicky Bull (NBL); Ian Burrows (IBS); Cath Connolly (CCY); Chris Gough (CGH); Graham Kingsley (GKY) (Chair); Maria Lukianowicz (MLZ); Jane Millett (JMT); Julie Mutter (JMR); Pauline Poole (PPE); Dari Samsami (DSI); John Swift (JST); Duncan Wardrop (DWP);
In attendance: Paul Barnett (PBT); Fiona Roper – Clerk (FRR)

No.	Item	Action
1.	<p>Thanks to departing governors and apologies for absence Thanks were given to departing governors DSI and JMT. ACTION: A new Financial Reporting Officer will need to be appointed. Apologies for absence: Mike Boxall (MBL); Alan Church (ACH); Karen Cowell (KCL); Lisa Landreth (LLH); Tim Litchfield(TLD) - who was unavoidably detained at an educational meeting at the House of Commons; Richard Picking (RPG); Jackie Spinks (JSS); Sue Welch (SWH).</p>	GKY
2.	<p>Declaration of pecuniary or other interests relevant to items on the Agenda – none declared.</p>	
3.	<p>Notification of urgent 'other business' items arising since 24 June 2015 – none</p>	
4.	<p>To approve the minutes of Full Governors' Meeting on 20 May 2015 –were agreed as a true record and signed by Graham Kingsley.</p>	
5.	<p>Matters arising from the minutes not otherwise on the agenda</p>	
5.1	<p>Gathering Evidence for the next Ofsted visit – update (item 5.1) ACTION UPDATE: Thanks to ACH and MLZ for their comments. CCY circulated a list of topics which Ofsted could potentially ask governors about during an inspection. Discussions with a retired Ofsted inspector have confirmed that not all governors need to know about every topic. The topics have been assigned to the relevant committees and it is their responsibility to ensure governors are knowledgeable in those areas. ACTION: FRR to make sure this is an item on the next committee meeting agendas.</p>	FRR
5.1.1	<p>Governor Development Plan ACTION: CGH to arrange a meeting in September between CCY, PPE and herself to draft a plan.</p>	CGH
5.1.2	<p>Resources will be clearly allocated to support the SDP.</p>	
5.1.3	<p>School priorities are currently being updated by SLT. Priorities will be items on governors' meeting agendas. Comments from the last Ofsted report will be considered on a regular basis. ACTION: F&GP to check resource allocation against the SDP.</p>	
5.1.4	<p>As a governing body we meet twice a term. Could we do the formal business at one meeting and open up the other to discuss wider issues.? ACTION: F&GP to consider.</p>	GKY
5.2	<p>Debating Society To be carried forward to the next meeting.</p>	TLD
5.3	<p>Raising student awareness of flexibility of subject changes for 6th form ACTION UPDATE: This issue was emphasised at the 6th Form Induction last week.</p>	

5.4	Uptake of 16-19 bursary <i>ACTION: JST has a meeting next week to discuss this issue.</i>	JST
6.	Values & Vision In the absence of TLD this was carried forward.	TLD
7. 7.1	Financial Update Budget Update 2014/15 All governors have been sent the financial brief prior to the meeting. The proposed budget has been recommended for approval by F&GP and was approved.	
7.2	Budget 2015/16 G.C Why have staff costs increased so considerably? The increase incorporates the first full year of the National Insurance and pension increases along with the anticipated cost of living increase. It also covers for increases within the pay bands. The figure does not involve increasing the number of staff. Q: Explain the 'Risk Protection Arrangement' line. It is a new government insurance scheme, which offers better value for money.	
7.3	Sports Centre Financial figures not currently available. F&GP will scrutinise them.	
8. 8.1	Governing Body Items Governor Development Coordinator A reminder that governors should notify and feedback to other governors when they attend a course. Safeguarding course – ACTION: FRR to check if Safeguarding course given to teachers is acceptable for governors to attend.	FRR
8.2	Teacher Governor The main issue at the moment is the Staff 'Do' which is being run by the staff committee. ACTION: FRR to check if governors are invited. Jan Waite memorial garden has been very much appreciated.	FRR
8.3	Support Staff Governor KCL absent.	
9. 9.1	Reports Headteacher G.C: What does 'challenge ourselves on system leadership' mean? ACTION: TLD to clarify. Post meeting note: 'ensure accountability at every management level'. G.C: Are the 6th form numbers that attended the induction days indicative of how many will join? No, but it is an indication that numbers will increase and the budget next year is based on 140 students joining Yr 12. Q: What staff changes are happening? Retiring: Mrs C Bingham, Mrs B Mole, Mr J Pearson, Mr P Rose, Mr D Samsami, Mrs A Robertshaw. Leavers: Mr A Boddy, Mrs E Sim, Miss L Whitworth, Mrs S Wylie, Mr B Glover, Mr J Hills, Mr C Knighton, Ms L Day, Mrs K Grieves. New starters: Miss K Ashmore – English, Miss R Baker – Media, Miss A Duffy – Maths, Miss S Kimber – English, Miss K Lardeaux – History NQT, Miss C Sullivan –	TLD

	<p>Technology NQT. Governors recognised the difficulty of meeting part timers' requirements when timetabling and congratulated IBS on his efforts.</p> <p>Q: What are 'nice to have features' of a timetable? Even distribution of non-contact periods & classes, two teachers not sharing a class, limited twilight sessions.</p> <p>G.C: As part of the appraisal process are subject student surveys taken in to consideration? No, but student surveys are carried out fairly regularly. HoFs are currently being encouraged to do subject surveys. ACTION: SBR to find out how many surveys have been done and determine how many surveys should take place next year. This would be a good area for Link Governors to take an interest in.</p> <p>Q: Has 'Flipping the Classroom' being looked at for effective use of the 'guided learning hour'. Yes, it has been featured in a recent '15 Minute Forum' and it is something that is being considered.</p> <p>G.C: Why are attendance figures for Pupil Premium students consistently lower and what is being done about it? Heads of Year monitor attendance rates; just 1 or 2 students often skew the statistics. S&P committee has asked for more detailed figures.</p> <p>G.C.: What % of students have received an achievement point? This could be reported in the next Headteacher's Report. ACTION: FRR to ask PCL to report at the next S&P Committee meeting..</p> <p>G.C.: Year 11 achievement points still lower than all the other years. Why? Achievement points no longer motivate students of this age. The Student Council is investigating what would motivate Year 11 students.</p> <p>G.C: Behaviour points for Year 9 is always high. Why is this? There are a small number of students in this year group responsible for the high number of behaviour points.</p> <p>G.C. Is there a dip in figures every year for Year 9 or is it this particular cohort? Next terms figures to be compared to last years. ACTION: FRR to ask PCL.</p> <p>G.C. Do we do enough in the community? Yes, our profile in the community is really building. In addition all the DofE students do voluntary work in the community. ACTION: FRR to circulate a list of the type of voluntary work that is undertaken by DofE students.</p> <p>The imminent collapse of the Parents Association is a disappointment. Could a request for volunteers be made in the Parental Bulletin? Action: TLD to start involvement initiative at new-parents' evening.</p> <p>G.C: Why did the grading for Behaviour and Safety in the School Improvement plan go down from a 1 to -1? Did we take our eye off the ball? No, the bar has increased and our expectations of what we can achieve have gone up. Previously it was rated as a 1 because the last Ofsted inspection had rated it this way.</p> <p>Q: To obtain 'outstanding' do you have to be rated a 1 in everything? No, some sections are more heavily weighted than others. It is essential to get a 1 in attainment and achievement. ACTION: The 'Careers Education & Guidance Report' mentioned in the Headteacher's Report will be circulated to governors by FRR.</p>	<p>SBR</p> <p>FRR</p> <p>FRR</p> <p>FRR</p> <p>TLD</p> <p>FRR</p>
9.2	<p>Committees The new Terms of Reference have been adopted by all the committees and were agreed by the Governing Body.</p>	

9.3 9.3.1	Premises Health & Safety New Science Block /Caretaker House Update The building contract for the Science block should be signed by the end of this term. Work is planned to start in the summer holidays.	
9.4	Students & Personnel Committee <i>The minutes to be amended – ‘permanent exclusions’ to be changed to ‘managed moves’.</i> Report on healthy eating within the school by NBL. Healthy options are available. Student Council are looking at how to present healthy food so sales increase. <i>ACTION: NBL to provide a follow up report at the end of next term.</i> Catering Pod will open in September and will sell ‘finger’ food. This should ease the congestion in the Dining Hall. Outdoor seating will be provided. The next part of the project is to purchase a canopy.	SWH NBL
9.5	Teaching & Learning Committee <i>ACTION: MLZ to check how the students on the Gifted and Talented Board in the Leisure Centre are selected.</i>	MLZ
9.6	Finance and General Purposes Committee – already dealt with under item 7.1	
10. 10.1	Governors nearing the end of their term of office Julie Mutter – 1 more meeting. Parent Governor elections (including also that for JMT’s place) to be held in the Autumn Term.	FRR
11.	Any other business as agreed at start of meeting None.	
12.	To confirm date of next meeting: TBC when the school diary is completed	
13.	Close of meeting at 9pm after considering some Part II items.	