



The Knights Templar School
Full Governors' Meeting
Tuesday, 08 December 2015, 7pm-9.20pm



Present: Andy Allman (AAN), Sarah Barker (SBR); Nicky Bull (NBL); Ian Burrows (IBS); Alan Church (ACH); Cath Connolly (CCY); Karen Cowell (KCL); Michelle Dudderidge (MDE); Chris Gough (CGH); Graham Kingsley (GKY) (Chair); Tim Litchfield(TLD); Maria Lukianowicz (MLZ); Beth Morris (BMS); Richard Picking (RPG); Pauline Poole (PPE); Jackie Spinks (JSS); John Swift (JST); Lucy Ward (LWD); Duncan Wardrop (DWP); Sue Welch (SWH);

In attendance: Fiona Roper – Clerk (FRR)

No.	Item	Action
1.	<p>Welcome to new governors and apologies for absence Welcome to newly elected Parent Governors Michelle Dudderidge and Beth Morris. Apologies for absence: Mike Boxall; Paul Barnett; Lucy Ward.</p>	
2.	<p>Supporters' report: Friends of KTS (Becky Northern) 172 members of which 101 make monthly payments. Monthly credits total £410. Concrete table tennis tables being purchased. Existing committee members are standing down but four new members have volunteered. Friends of KTS are registering as a charity. Headteacher and School Business Manager will be trustees. Q: How do you get new members? 63 members were recruited at the last intake evening. RPG would like to stand down as governor link to Friends of KTS. Volunteers requested. £24,000 has been raised since 2009.</p>	All to consider
3.	<p>Declaration of pecuniary or other interests relevant to the Agenda No pecuniary interests declared for the items on the agenda.</p>	
4.	<p>Notification of urgent 'other business' items arising since 24 November 2015 None.</p>	
5.	<p>To approve the minutes of Full Governors' Meeting on 22 October 2015 Agreed as a true record and signed by Graham Kingsley.</p>	
6.	<p>Matters arising from the minutes not otherwise on the agenda</p>	FRR
6.1	<p>ACTION UPDATE: A number of governors have recently attended Safeguarding Training. FRR will request an updated list of all courses attended from governance and place on the governor web page.</p>	
6.2	<p>ACTION UPDATE: Governors' pack of information is now available on the school website. http://www.ktemplar.herts.sch.uk/Governor-access/. The password has been communicated to governors. If governors would like anything added, please contact FRR.</p>	
7.	<p>Finance Update</p>	
7.1	<p>Approve annual report and accounts</p> <ul style="list-style-type: none"> • MacIntyre Hudson presented the draft accounts for the FYE 31.8.15 to F&GP governors at the recent committee meeting on 24th November – details are in the minutes. 	

	<ul style="list-style-type: none"> • The accounts received a clean bill of health and importantly they reconcile to the year-end figures and carry forward balance that was previously presented to governors • F&GP therefore proposes that the Annual Report and Accounts are formally approved by governors at tonight's meeting <p>Governors formally approved the Annual Report and Accounts. JST and team were thanked for their excellent work.</p> <p>7.2 Budget Update 2015/16</p> <ul style="list-style-type: none"> • The monthly monitoring report for October was presented at F&GP and details are in the minutes • We are tracking within budget for the first two months of the financial year – no major issues have arisen so far - and November monthly monitoring will be available and circulated to all governors next week. <p>7.3 Budget 2016/17</p> <ul style="list-style-type: none"> • We have run a financial forecast for the next financial year assuming that our current cost base remains unaltered and income remains flat as the government has indicated. • This shows a projected £254k deficit position at the end of next year due our natural increases in staff costs from pay awards and increased national insurance and pension contributions. • We have the option to vire £250k of capital monies into the revenue budget but this will only leave the capital budget in deficit as the new Science block requires a £250k contribution from the school and is proving to be more expensive than expected. • Clearly we have another year of cost cutting ahead of us and F&GP will be meeting early in the New Year to discuss strategies for more cost cuts. • Assuming government do not increase school funding, a significant reduction to our cost base needs to be made to ensure we do not run out of money in 2017. <p>A meeting has been arranged for Monday, 18 January 2016 to look at long term strategy (SIP) and how further cuts could be made. All governors invited to attend. Governors requested to inform FRR if they can attend.</p> <p>7.4 Sports Centre</p> <ul style="list-style-type: none"> • Figures to end of October show £43.4k profit versus budget of £27.0k year to date. Sports Centre continues to perform extremely well. 	
<p>8. 8.1</p>	<p>Governing Body Items</p> <p>Governor Development Group (GDG)</p> <p>CGH, CCY and PPE are members of this newly formed group. CCY has contacted Herts Learning and they have recommended the following courses: Pupil Premium, Understanding Data, Financial Reporting and Governor Visits.</p> <p>GC: What would be the outcome from attending the Pupil Premium meeting? Governors would be able to judge if the Pupil Premium money is being used effectively.</p> <p>ACTION: CCY to book Pupil Premium course as the free in house training session. In house cluster session could be run. JSS expressed interest in the Financial reporting course.</p> <p>If governors attend a course, please let CGH/FRR know and send them a brief description for circulation to all governors.</p>	<p>CCY</p>

	<p>The GDG questioned whether the structure of the sub committees is still suitable. There is a feeling that it doesn't link well with the School Priorities or SLT. Governors should also ensure it links to our SIP. Governors requested to familiarise themselves with the SLT structure, which is on the governor webpage.</p> <p>ACTION: GDG to suggest alternative structures and circulate two weeks prior to the next Full Governors' meeting.</p> <p>ACTION: FRR - agenda item for next meeting.</p> <p>GDG identified the need for stakeholder links.</p> <p>Student Link – RPG</p> <p>Parent Link – CCY</p> <p>Staff Link – volunteer requested to raise awareness of the Governing Body.</p> <p>Community Link – volunteer requested (Post meeting note – Michelle Dudderidge has volunteered)</p>	<p>CGH PPE CCY</p> <p>FRR</p> <p>All to consider</p>
8.2	<p>Teacher Governors</p> <p>AAN reported that no concerns have been raised.</p>	
8.3	<p>Support Staff Governor</p> <p>KCL reported that no concerns have been raised.</p>	
9. 9.1	<p>Reports</p> <p>Headteacher Report</p> <p>The RAISEOnline 'Value Added – the measure of student progress from KS2 to KS4' was circulated and reviewed. Green is good, blue is not good.</p> <p>All the rankings are moving in the right direction.</p> <p>No rankings provided for VA Disadvantaged Students and VA Students with SEN but the 'Value added of Best 8 grades' data show pleasing improvements.</p> <p>GC: Why was the MFL VA Rank so low in 2013? There were issues but the low comparative figure is compounded by the fact that not all schools enter all students for languages. The widespread implementation of the EBacc should level the playing field in this respect.</p> <p>Q: What data is being compared? KS4 – GCSE results and KS2 – SAT results.</p> <p>GC: Is the KS2 baseline of our intake moving? It has been falling but there are fluctuations. The new 'Assessment without Levels' means we will be setting our own baseline using MIDYS and teacher assessment.</p> <p>GC: How will you compare data from the old system to the new?</p> <p>An attempt will be made by the government but there will be no true historical data for 6 years.</p> <p>GC: What is the data like for our higher ability students? It was neutral, not blue or green.</p> <p>GC: If high ability at KS2 how do you add value? The new 1-9 grading will be able to differentiate the high ability students more finely.</p> <p>G.C: Why is MFL not green in 2015?</p> <p>The Spanish results were poor. French and German students had been studying for longer. The coverage of Spanish in KS3 is being addressed.</p> <p>KS5 Curriculum</p> <p>Q: Will students be biased towards taking subjects that remain on the old specification because the AS level result will count? Not really – they will take the subjects they are interested in, based on staff guidance.</p> <p>KS4 Curriculum</p> <p>GC: Why is there only 1 hour allocated to PSCHEE for Yr 11 next year? We have had to allocate more teaching time to core subjects.</p> <p>GC: Governors will need to discuss whether 90% of students should be taking the</p>	

9.1.1	<p>EBacc. As government policy seems to imply. SLT have had to make a decision on this issue for the current Yr 9 due to time constraints.</p> <p>GC: What happens if we decide not aim for the 90% figure? If we were brave we could ignore it. We could compromise on 60/70%? This decision for future years has still to be decided.</p> <p>Q: Do you know how many miss achieving an EBacc by just one subject? In current year 10, 193 take a humanity subject but only 100 take an MFL. The options last year were skewed towards the Progress 8 measure.</p> <p>Q: Will it have an impact on the number of students taking both Geography and History? No, this is still possible as they could include both by using one of their two free options.</p> <p>We have recently invested in “Carewell (Livewell) Optum”, which provides counselling and phone information/advice to all contracted staff.</p> <p>Q: Will you receive feedback so we can see if it is helpful? There will be a report on how many people have accessed the service.</p> <p>Behaviour & Safety GC Pupil Premium Attendance is only 92.3% - low by our standards. It is certainly not as good as we would like, and a focus for pastoral staff.</p> <p>Careers Fair was a success and will be run again next year.</p> <p>The SIP is due to be reconsidered. There will be a session for governors to discuss this.</p> <p>E Safety issue is very important – please use school email addresses.</p> <p>Admission Consultation There was an extended discussion about possible alterations to our admission rules. The window for consultation is open only until the end of term. Currently, after our priority area and siblings, we admit about half a f.e. simply on distance, which effectively means the East of Letchworth. TLD proposed introducing an aptitude test, based on language aptitude. Also accommodating the (very small number of) children in the village schools who fail to come to KTS with their peers because they happen to live outside the priority area. TLD proposed that we should give a chance for keen parents to send their children to KTS even if they did not happen to live in East Letchworth. He undertook to produce, with the Chair, some proposals to be put out for consultation. They would not take effect until 2017 admission.</p>	
9.2	<p>Premises, Health & Safety Committee Since last meeting of PH&S Committee, JST and ACH have met with T J Evers who are prepared to honour their earlier quote for construction of the Site Manager’s new house. The Contract has therefore been awarded to them as they remain the lowest of the four tenders received. They will start on site in mid-December with the build starting in mid-January scheduled to finish early July 2016. T J Evers is the contractors engaged to build the new Science Block, are known to the School and intend to coordinate the trades across the two contracts. This arrangement offers them certain advantages and they have a good record of understanding and cooperating with the needs of the School. The decision was endorsed.</p>	

9.3	Students & Personnel Committee No matters raised.	
9.4	Teaching & Learning Committee No matters raised.	
9.5	Finance and General Purposes Committee No matters raised.	
10.	Governors nearing the end of their term of office None.	
11.	Any other business as agreed at start of meeting None.	
12.	To confirm date of next meeting: 10 February 2016	
	Close of meeting at 9.15pm	