



The Knights Templar School
Full Governors' Meeting
Tuesday, 18 July 2016, 7pm-9pm



Present: Andy Allman (AAN); Sarah Barker (SBR); Paul Barnett (PBT); Mike Boxall (MBL); 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); Duncan Wardrop (DWP); Sue Welch (SWH)

In attendance: Fiona Roper – Clerk (FRR);

| No. | Item | Action |
|------------------|--|--------|
| 1. | Welcome and apologies for absence Apologies for absence: Lucy Ward, Nicky Bull, Ian Burrows | |
| 2. | Declaration of pecuniary or other interests relevant to the Agenda No pecuniary interests declared for the items on the agenda. | |
| 3. | Notification of urgent 'other business' items arising since 28th June 2016 None. | |
| 4. | To approve the minutes of Full Governors' Meeting on 24th May 2016. Minutes agreed as a true record and signed by Graham Kingsley. | |
| 5. | Matters arising from the minutes not otherwise on the agenda Audit questionnaire – a new version is being looked at by the Governor Development Group. The final version will be presented at the next Full Governors'. Governor Self Evaluation – this will be addressed at the next Full Governors'. | |
| 6. 6.1 6.2 | <p>Finance Update</p> <p>Budget 2015/16</p> <ul style="list-style-type: none"> • Current year budget continues to perform within plan – set to carry forward a balance of £310k at the end of the year. <p>Budget 2016/17</p> <ul style="list-style-type: none"> • The budget for next year was agreed at Finance & Strategy at the last meeting. • The 2016/17 Budget was approved by Full Governors'. • The cost saving target for next year of £250k has not been reached, principally due to very low staff turnover. • The budget therefore sets an "in-year" deficit budget of £167k but balanced with the healthy carry-forward from year-end of £310k the books will balance for next year. • Due to natural rise in our staffing costs and no indication of any increased funding for the foreseeable future, the finances are set to be squeezed further in 2017/18. • Our earliest indication is for an in-year deficit in excess of £300k in 2017/18. • A very difficult budgeting year ahead. We are working with an ASCL consultant in September to look at our staffing and cost structure and will also be doing some more detailed benchmarking with other Hertfordshire schools. Clearly, very difficult decisions will need to be taken next year for us to remain financially sustainable. <p>G.C: How are other schools managing? Are they in the same situation?</p> | |

| | | |
|-----|---|--|
| | <p>Yes, but many other schools don't have the contingency money that we have. These schools can therefore not run at a deficit in the same way.</p> <p>G.C: Is cutting staff costs the only way forward?</p> <p>The ASCL consultant will help to determine this. It is likely they will look at our TLR structure and SLT costs. Salaries are protected for three years so this would be a long term approach.</p> <p>All parents will be asked for an annual donation of £25 to contribute towards all the extracurricular activities that take place in school. Only Yr7 parents were approached last year.</p> <p>G.C: Won't we get poorer results if we change our TLR structure, because we will lose our best staff as a consequence?</p> <p>We'll have to work hard to retain our best teachers.</p> <p>G.C: How much could adjusting TLR's save?</p> <p>TLR2A and TLR 2B cost £2,500 and £4,500 respectively. Some of our departments have more TLRs than similar departments in other schools have.</p> <p>G.C: Wouldn't it be less demoralizing for staff if one £60K job was cut rather than reducing TLR's for lots of teachers?</p> <p>G.C: Could we cut costs by offering fewer subjects at KS4 and KS5? What is a viable number to have per group?</p> <p>An average of 16/18 students per group. Larger groups in some subjects can compensate for groups of ten.</p> <p>G.C: Shouldn't we have a cost/student cut off figure? Our current business model doesn't work.</p> <p>Yes, but the consequence could mean losing students to Cambridge 6th forms who do offer these subjects, and a student who leaves means correspondingly less income and one student fewer in the other subjects that student would have taken.</p> <p>Q: Are the same small groups in the same subjects year after year?</p> <p>Yes – MFL, PE, Dance and Music.</p> <p>G.C: Do we know the impact on Yr12 of offering 8 lessons per subject rather than the usual 9 lessons per subject?</p> <p>We won't know until the exam results are known. It hasn't affected recruitment into the 6th form.</p> <p>G.C: Why don't we arrange a consortium with other schools and share subjects?</p> <p>This has been tried in the past but the distance from the other schools makes it difficult and timetabling is already a struggle as we have a large number of part time staff.</p> <p>From a teacher's point of view, smaller groups can allow more personalized teaching.</p> | |
| 6.3 | <p>Sports Centre</p> <ul style="list-style-type: none"> • The budget for the sports centre was ratified at the last F&S meeting. • Projected income for this year is static at £518k (previous year £521k) but anticipated profits are lower at £59k (£74k) largely due to staff cost increases to the adjustment in minimum wage. • The centre continues to run smoothly at high membership levels. | |
| 7. | <p>Teaching Alliance</p> <p>SBR gave the attached presentation.</p> <p>The alliance will enable very effective use of the CPD budget.</p> <p>G.C: Could we make more use of on-line training?</p> <p>The Teaching Alliance is looking at this. Some teachers are already partaking in online training. It is useful as teachers can determine their own pace.</p> | |

| | | |
|-------------|--|--------------------------------------|
| | <p>G.C: Why is only one Primary School in the alliance? It will eventually extend to more. Primary Schools already collaborate between each other quite a lot.</p> | |
| 8. | <p>Multi Academy Trust TLD is keen for KTS to set up a MAT - hopefully with at least one local Primary School. Would like KTS governors to agree to this. The Headteachers of all the Primary Schools in the Baldock Education Forum have shown an interest but we don't yet know the thoughts of their governing bodies. Governors proposed that a small working group be set up to research this issue in order to gain an understanding of all the pros and cons and make sure we get the best deal we can. It will also examine how existing MATs work. G.C: Do we want to do this or do we have to? If we don't do it eventually another MAT may take us over. By starting one, we can do it on our own terms. There are financial benefits due to economies of scale. It is important to make sure the Primary schools in the Baldock Education Forum have representatives in the working party. C of E schools, we are told, can join MATs provided their ethos can be maintained. Staff must be kept fully informed of the process. G.C: Why would Primary Schools want to lose their independence? A lead teacher could focus on the curriculum and the day to day maintenance and administration could be performed centrally. This could make the smaller village schools financially viable. They could also keep their own unique identity. ACTION: F&S Committee to set up MAT working party - FRR to see who would like to be involved.</p> | FRR |
| 9. 9.1 | <p>Governing Body Items Governor Development Group (GDG) The subcommittees were actioned at the last Full Governors' to review the Governor Development Plan. This has not happened. ACTION: Please could the Chairs of the sub committees make sure the GDP is addressed at their next meeting. It was questioned whether the Governor Visit Forms should be shared amongst governors. The forms' primary purpose is to provide evidence that governors regular visit the school and there is a purpose to their visit. Any action points from a school visit should be progressed separately from the visit form. It can be useful to read the last visit form before the next visit. Not all governors complete the visit forms. ACTION: An audit of the forms will be performed to detail who has visited who/what over the last 12 months.</p> | ACH, SWH, MLZ FRR to remind |
| 9.2 | <p>Teacher Governors No matters raised which require discussion by Full Governors. AAN will feedback to staff about possible changes to the TLR structure and MAT.</p> | |
| 9.3 | <p>Support Staff Governor No matters raised which require discussion by Full Governors.</p> | |
| 10. 10.1 | <p>Reports Headteacher's Report Should we increase our PAN for 2018? The demand is there, but would we end up taking even more children from the Letchworth schools? IBR will be investigating the impact of an increased PAN on the curriculum and timetabling. Q: If we increase in 2018, would we need to increase in 2019 as well?</p> | |

| | | |
|--------|--|-----|
| | <p>Possibly, we would need to look at the forecasts from County. If we do increase our PAN it will need to be well planned and well communicated to other schools.</p> <p>Q: Do you know what other schools are doing? HBS/HGS are increasing their PAN for 2017 but they are also making changes to their admission arrangements, so it won't impact on KTS. Sudden increases in PAN have caused a conflict for two local schools. TLD did a brief overview of the report (see attached).</p> <p>ACTION: Governors requested to see an anonymised example of a 6th form report.</p> <p>Q: What is the Emil Dale Partnership? Emil Dale is a Performing Arts Academy that trains students in musical theatre. They lost their partnership with North Herts College and needed to be linked to another educational establishment in order to obtain government funding. Their results are fantastic and will be linked to ours. The students have GCSE re-sit Maths and English lessons (if required) at KTS. Collaborations between our Drama department and Emil Dale will be happening on a regular basis.</p> | FRR |
| 10.2 | Committee Reports | |
| 10.2.1 | Resource Management Committee No matters raised requiring discussion by Full Governors. | |
| 10.2.2 | Teaching & Learning/Student Welfare Committee No matters raised requiring discussion by Full Governors. | |
| 10.2.3 | Curriculum, Assessment and Achievement Committee No matters raised requiring discussion by Full Governors. | |
| 10.2.4 | Finance and Strategy Committee No matters raised requiring discussion by Full Governors. | |
| 11. | Governors nearing the end of their term of office Sue Welch & Chris Gough – 30 August 16 and Mike Boxall 15 October 16. | |
| 12. | Elections and other formal business Sue Welch and Chris Gough were reappointed as Community Governors for a further 4-year term from September 2016. It had been decided at a previous meeting not to seek other candidates. Sue Welch was elected unopposed as Chair for the forthcoming year. Cath Connolly was elected unopposed as Vice-Chair for the forthcoming year. Paul Barnett was appointed as an Associate Governor for the forthcoming year. It was noted that committees should appoint a Chair for the year, and review their terms of reference, at their next meeting. 'Special role' governors have all been agreed. GKY stated that he had enjoyed being Chair of Governors, and will continue as a Governor (2 years of his current term still to go). He hopes to continue to play a significant role in the governance of this wonderful school. TLD on behalf of all the governors, paid tribute to GKY's leadership as Chair for many years and as a governor for over 20 years. His wisdom on education shines through all the time and we will embrace Graham's input going forward. | |
| 13. | Any other business as agreed at start of meeting None. | |
| 14. | To confirm date of next meeting: 18th October 2016. | |
| | Meeting closed at 9pm. | |