



The Knights Templar School
Full Governors' Meeting and Annual General Meeting
Thursday, 22 October 2015, 7pm-9pm



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

In attendance: Paul Barnett – left during Item 12 (PBT); Fiona Roper – Clerk (FRR)

No.	Item	Action
1.	Welcome to new governors and apologies for absence Welcome to newly elected Teacher Governors Andy Allman and Lucy Ward. Apologies for absence: Mike Boxall (MBL); Ian Burrows (IBS); Julie Mutter (JMR)	
2.	Declaration of pecuniary or other interests Governors signed the annual 'Register of Financial Interests'. No pecuniary interests declared for the items on the agenda.	
3.	Notification of urgent 'other business' items arising since 07 October 2015 See Item 14.	
4.	To approve the minutes of Full Governors' Meeting on 01 July 2015: Agreed as a true record and signed by Graham Kingsley.	
5. 5.1 5.2 5.3 5.4	Elections and other formal business To elect a chairman for the forthcoming year Graham Kingsley elected as Chair (nominated by ACH) As there had been no suggestions of changes, either by resignation or by alternative nomination, 5.2, 5.3 and 5.4 were be taken "en bloc" To elect a vice-chairman for the forthcoming year Richard Picking to remain as Vice Chair To appoint Associate Governor for the forthcoming year Paul Barnett appointed as an Associate Governor. 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 – ACTION: Committees Chairs To appoint 'special role' governors CCY/PPE to share the role of 'Children Looked After' MLZ to remain as Governor for SEND, Child Protection, Vulnerable pupils	ACH MLZ SWH
6. 6.1 6.2	Matters arising from the minutes not otherwise on the agenda 6.1 Student Surveys ACTION UPDATE: SBR has circulated to governors the extent to which colleagues make use of student feedback – see attached. 6.2 Debating Society ACTION UPDATE: A Debating Society has been running since the start of term for Yr 7-13. They are entering the Youth Speaks competition. Princess Helena College are setting up a local competition.	

7.	Pay Committee The Pay Committee met yesterday. SWH thanked CCY, CGH, SBR and TLD for attending.	
8.	Exam Updates – Updates and Overview The T&L Committee have discussed the exam results in detail – please see minutes dated 24 September 2015. TLD gave a short presentation ‘2015 Results Quick Update’ – see attached. Further discussion will take place when RAISEonline is published. GC: What is the explanation for the KS4 results’ being not as good as the previous year’s? – TLD pointed out that the achievement levels of this year group had been lower on entry, so this was not unexpected, but the progress they made from starting point is better than in previous years.	
9.	Safeguarding Training Governors were reminded to renew their Safeguarding training, this includes Staff Governors. ACTION: FRR to investigate the possibility of having an ‘In House Cluster’ session at KTS.	FRR
10. 10.1	Financial Update <ul style="list-style-type: none"> • F&GP met on 7th October and discussed in some depth the budget performance for the full year to end of August. Full details are in the minutes which all governors have received. • We finished the financial year slightly better than we predicted with an uncommitted balance carried forward of £520,000, some £50k better than expected in our last forecast due to some additional cost savings and tight budgeting through the summer months. • The annual audit was conducted by MacIntyre Hudson during the last week of September and their findings will be formally reported to F&GP at the next meeting after half term, and offered to the next full governors’ meeting for adoption. We were told verbally that there were no significant issues. 	
11.	Committee matters: F&GP, Premises, T&L, S&P: Governors will have received the minutes and the Chairs of these committees report that there are no matters which require Governing Body discussion or approval. It is however open to any Governor to raise any matter relevant to these minutes. It would be helpful in future if Governors could give notice to the Chair, before the meeting, of any matters they wish to raise. No matters raised.	
12.	Governing Body Development Plan Governors’ pack of information to be available on the School website http://www.ktemplar.herts.sch.uk/Governor-access/ Log In: KTSGov. Suggested content: KT articles of Governance Governor list, their responsibilities (links and committees) and acronyms Governor contact details Governor meeting dates Staff list, departments and acronyms School telephone list Map of school General terms of reference of each of the committees Skills audit summary Ideas for link governor visits	

	<p>Training record Matrix of Governors holding the school to account Link to HCC Governance for training information SIP SEF School priorities</p> <p>Governors would also like the following items added: Governor Development Plan Link to DFE Governors’ Handbook List of Policies and where they are located Business Continuity Plan Ofsted Reports Guide to the Law RAISE Online Exam Results Link to Pupil Premium web page Key data –e.g. number of students, disadvantaged, teachers, departments</p> <p>ACTION: FRR/KCL to add the above items to the secure web page. Governors to take responsibility for the page – it is now open for additional items to be added. Q: Is it worth having a paper copy ‘welcome pack’ for new governors? The pack includes working, developing documents (which will be issued with a date) so it is preferable for them to be online.</p> <p>CGH ran through the attached draft Governor Development Plan (GDP). The GDP is now open for governors to add/amend to. All governors are responsible for it. There was a discussion on the ‘success criteria’ and how to create SMART (measurable) targets. Not all criteria are measurable. The challenges recorded in the ‘minutes’ are evidence of governor effectiveness. We could also buy in County’s Self Review service. ACTION: CGH to add an extra column to GDP for ‘evidence’ of success.</p> <p>Q: Are there National Guidelines we should be referring to? Yes the ‘must do’s are listed in the Governors’ Handbook. This is a document that all governors should be familiar with.</p> <p>It is important to ensure that the Governors review the school’s progress against the SDP and School Priorities.</p> <p>ACTION: Priority areas to challenge will be based on the ‘School Priorities 2015 2016’. ACTION: Sub committees to identify which priorities they are responsible for.</p> <p>TLD would welcome input from governors on school priorities, it is important that these are governor led. It is also important that governors discuss the ‘Values and vision’ of the school at governor meetings. Q: Is the list in order of priority? No</p> <p>The list ‘Things every governor needs to know’ was reviewed. ACTION: Sub committees to identify which areas they are responsible for</p> <p>A new School Development Plan is due to be developed. Governor suggestions:</p> <ul style="list-style-type: none"> • It should be linked to the resources of the school. 	<p>FRR/KCL</p> <p>CGH</p> <p>TLD</p> <p>ACH MLZ SWH</p> <p>ACH MLZ SWH</p>
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	<ul style="list-style-type: none"> The plan should be built from the ground up and the views of stakeholders should be considered. At least one objective should be connected to student experience <p>A small training group is to be formed to review new courses, ensure ideas from courses are shared etc. Governors invited to contact CGH if would like to join. CCY has already volunteered.</p> <p>How to improve Governor Links with Stakeholders – governors’ suggestions attached see ‘Stakeholder Links- Full Gov Discussion-Oct 2015’. Further ideas from governors are welcome. Please send to PPE.</p> <p>ACTION: GDP group (CGH, PPE, CCY) to continue to refine the GDP.</p> <p>GKY thanked the group for all their excellent work.</p>	CGH PPE CCY
13.	<p>Governors nearing the end of their term of office.</p> <p>Thanks were given (<i>in absentia</i>) to departing governor JMT for being an enthusiastic and effective governor. GKY expressed regret that she is not standing for reelection and undertook to send her our thanks for her contributions.</p>	GKY
14.	<p>Any other business as agreed at start of meeting</p> <ul style="list-style-type: none"> Online Auction – TLD invited governors to attend the launch of an online auction on 2 December 2015, 6-8pm on the Sixth Form Common Room. All items have been donated by a parent. The fundraising target is £20K+. Money raised will help fund the fitting out of the new Science Block. Careers and Fundraising – if any governor is willing to take on governor responsibility for Careers or Fundraising please contact TLD. Governors invited to attend The Armed Man at St Mary's Church, Baldock, 7pm. Tickets £10. KTS taking part in Remembrance Service in Baldock at 8am on 11 November 15. 	
15.	To confirm date of next meeting: 8 December 2015	
16.	Close of meeting at 9.10pm	