



*The Knights Templar School*  
**Full Governors' Meeting**  
**Tuesday, 24 May 2016, 7pm-8.45pm**



**Present:** Andy Allman (AAN); Sarah Barker (SBR); Mike Boxall (MBL); Nicky Bull (NBL); 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); 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.	<b>Welcome and apologies for absence</b> Apologies for absence: Richard Picking, Paul Barnett, Ian Burrows	
2.	<b>Declaration of pecuniary or other interests relevant to the Agenda</b> No pecuniary interests declared for the items on the agenda.	
3.	<b>Notification of urgent 'other business' items arising since 10th May 2016</b> Baldock Forum on the 11 <sup>th</sup> July will no longer be WRAP training as many Primary School governors have already attended the course. In light of the governments drive for academies and multi academy trusts (MAT), a speaker has been arranged to discuss the 'The benefits of collaboration' (see attached). This will help KTS and the local primary schools decide if a MAT is appropriate for the Baldock Forum schools.	
4.	<b>To approve the minutes of Full Governors' Meeting on 31<sup>st</sup> March 2016.</b> Minutes agreed as a true record and signed by Graham Kingsley.	
5.	<b>Matters arising from the minutes not otherwise on the agenda</b> None.	
6. 6.1	<b>Finance Director's Update</b> <b>Budget 2015/16</b> <ul style="list-style-type: none"> <li>• The current year's budget continues to track within plan based on April's monthly monitoring</li> <li>• Next year's budget will set a cost reduction target of £250,000 – about 3.5% of total costs</li> <li>• The aim is to reduce costs in proportion with the amounts spent on teaching staff, support staff and "other" costs - summarised in the hand-out which was also presented to staff at a meeting today (see Appendix I).</li> <li>• Now that staffing has firmed up for next year, forecasts show that the staffing cost reduction will fall short by £120,000. This has resulted largely from limited staff turnover this year compared with previous years where we have been able to either not replace staff that are moving on, or replace them at a cheaper cost where possible.</li> <li>• The target for other non-staff costs is likely to be met and may even be improved on</li> <li>• This means that the first draft of a budget for next year shows an "in-year" deficit of £233,000, however with the benefit of a forecast carry-forward balance of £310,000, the books will balance.</li> <li>• The forecast budget for 2017/18 is of grave concern. The natural increase</li> </ul>	

	<p>in staffing costs for that year will be c. £130,000 (pension, NI increases and pay increases) which on top of running an “in-year” deficit from the previous year means the revenue budget will not balance without significant further cost reductions. Some very difficult decisions will need to be made next year and a plan should be put in place as soon as possible. <b>ACTION: ASCL and Herts for Learning have issued guidance documents for school leaders and governors – JST will circulate these to all governors.</b></p> <ul style="list-style-type: none"> <li>• Work on completing the budget for next year will continue after half term and the budget will be discussed at F&amp;S and recommended for full board approval at the final governor meeting of the year.</li> </ul> <p><b>G.C: Does this mean there will be staff redundancies in 2 years’ time?</b> The National Funding Formula adjustments may result in increased funding for KTS, but as we are currently ‘averagely’ funded this is unlikely. One possible cost saving measure is cutting the £30K training budget.</p> <p><b>G.C: How are other schools handling the financial difficulties?</b> Redundancies, increasing class sizes to 30 etc. The latter would increase an already high workload for staff.</p> <p>Any internal staff restructuring will have a delayed impact as staff salaries are protected for 3 years.</p> <p><b>ACTION: Governors requested to pass on any cost saving ideas.</b></p>	<p>JST</p> <p>ALL</p>
<p>7. 7.1</p>	<p><b>Governing Body Items</b> <b>Governor Self Evaluation</b></p> <p>In order to evaluate governor performance, 16 governors have completed the online version of the ‘Twenty questions every governing board should ask itself’. The outcome was circulated prior to the meeting. Governors had difficulty with the questions that had two parts, with each part requiring a different answer. Governors also felt the survey didn’t fit the individuality of schools.</p> <p><b>Q: Are these the questions that Ofsted would ask?</b> The questions were formulated by the National Governors’ Association. Some of the results and comments were reviewed. It was decided that:</p> <ul style="list-style-type: none"> <li>• A regular 360 review of the Chair was unnecessary because the Chair is reelected every year. It may however be beneficial for a new Chair who wishes to serve a further term to gain feedback on their performance.</li> <li>• It is not necessary for the Chair to perform an annual review on each governor’s contribution and performance. Attendance is recorded.</li> <li>• Skills Audit has been carried out but it will be updated. <b>ACTION: FRR to circulate the audit questionnaire.</b> The audit has been used to identify a shortage of skills and financial skills were previously requested for a parent governor, however none were forthcoming. It was felt that ‘skills’ could be bought in if required. However when an expert is on a committee e.g. JSS on the PHS committee it is very useful. Alternatively an Associate Governor with a particular skill set could be appointed.</li> </ul> <p>Other comments:</p> <ul style="list-style-type: none"> <li>• The governing body is moving towards being more strategic by leaving tactical measures to the committees. The committees have been</li> </ul>	<p>FRR</p>

	<p>restructured to fit with the strategic roles in school</p> <ul style="list-style-type: none"> <li>• HT Report presented once a term to allow for more strategic issues to be discussed in one of the two termly meetings.</li> <li>• Training courses enable contact with other governors. Two governors are on other governing bodies.</li> </ul> <p><b>ACTION: Due to time constraints TLD will allocate the remaining questions for the sub committees. The questions that rated well will not be allocated. The more important questions may be allocated to all committees.</b></p> <p>A self-review will be done annually. The comments made in the survey have raised some useful issues. The questions could be amended to suit our needs.</p>	TLD
7.2	<p><b>Governor Development Group (GDG)</b>  <b>The Governor Development Plan</b> was reviewed after 6 months. Unfortunately, many of the actions are not being addressed. The Governing Body Group feels that the plan is not being owned by governors and therefore is not adding value. It was proposed that the GDP should be a standing item on all committee agendas.  <b>ACTION: Subcommittee Chairs to add to their agendas.</b>  School priorities are starting to be addressed at committee meetings. This should also be a standing item. <b>ACTION: Each committee should check which School Priorities they should focus on.</b>  It was agreed the Governing Body Group should continue until the Governor Development Plan is embedded within the committees. CCY is happy to prompt governors on the issues in the plan. <b>ACTION: CCY to refresh the plan and recirculate to all governors.</b>  Progress will be assessed at the next Full Governors' meeting.</p> <p><b>New Governors' Induction Pack</b>  It was questioned whether the Governors' Induction Pack could be something tangible to hand to governors. However, all the information that would traditionally be in an Induction Pack is on the governors' page on the school website. This has the advantage of always being up to date.  It was agreed a buddy should be assigned to all new governors to assist them in navigating through all the information and documents available on the site. This would be particularly useful if it happened prior to the Herts Governance Governor Induction course. CCY and SWH agreed to act as buddies for MDE and BMS.</p>	ACH MLZ SWH  ACH MLZ SWH  CCY
7.3	<p><b>Elections – next meeting</b>  GKY circulated a document detailing future elections matters.  Two Community Governors' terms finish at the end of the school year. The procedure states the posts should be advertised to the local community however the experience last time was difficult as the existing post holders were re-elected despite six people from the community putting their names forward. SWH and CGH are willing to stand for a further 4-year term. Governors were balloted on the question, 'Should we seek other candidates for the co-opted governor vacancies? Governors voted 'No'. SWH and CGH were asked to nominate themselves by submitting 150 words.  Nominations for the post of Chair and Vice-Chair should be submitted to TLD by 5<sup>th</sup> July 2016. Candidates are invited to write a short statement in support. Self-nomination is allowed, but another governor should second proposals.  Nominations/volunteers are also invited for the other posts; again the deadline is 5<sup>th</sup> July 2016.</p>	

	<b>ACTION: FRR to inform those governors not in attendance about the elections and circulate blank nomination forms.</b>	FRR
7.2	<b>Teacher Governors</b> The Staff Committee met last week. No matters raised require discussion by Full Governors.	
7.3	<b>Support Staff Governor</b> KCL updated governors on the Support Staff Committee and the kind of issues that are typically raised. No matters raised require discussion by Full Governors.	
8.	<b>SIP Update</b> Thanks to all those governors who attended the SIP Development afternoon. LFA has now collated all your suggestions into a draft plan, which is available on the governors' web page. <a href="#">Click here to view</a> . There is no need for any further input from governors. The final SIP will be ready before the end of the school year.	
9	<b>Reports</b>	
9.1	<b>Premises, Health &amp; Safety Committee</b> An offer of £500K has been accepted for Aby Cottage. Payment will be in two installments this financial year. The outcome of our appeal for the new Art block funding will be known by mid-July.  <b>G.C: What is happening with regard to the proposal to have mobile phone transmitter on school land? Isn't it a bad idea to have a transmitter near to children?</b> It is still in the very early stages and the location proposed is towards Letchworth Rugby Club and nowhere near the school playing fields.  JSS noted the school will not be involved in the planning permission for the Aby Cottage site as Herts County Council own the land. It is therefore important that the PHS Committee look out for any applications. Any more than three dwellings could cause road safety issues for the children. If planning permission is granted for more than three houses the school will be entitled to an overage value.	
8.2	<b>Students &amp; Personnel Committee</b> The committee has approved the Pay Policy – no changes were necessary.	
8.3	<b>Curriculum Committee</b> A Link Governor Questionnaire will be circulated at the beginning of next term.	
8.4	<b>Finance and General Purposes Committee</b> No matters raised require discussion by Full Governors..	
9.	<b>Governors nearing the end of their term of office</b> Term of office expires for SWH - 30 August 2016, CGH – 30 August 2016 and Mike Boxall – 15 October 2016.	
10.	<b>Any other business as agreed at start of meeting</b> None.	
11.	<b>To confirm date of next meeting: 18<sup>th</sup> July 2016</b>	

## Budget and Finance – May 2016

Cost area	2016 - 2017	% - overall budget	3.5% of	Achieved? Moving towards?
Teaching staff	4,118,000	57%	144,130	
Support Staff	1,544,000	21%	54,040	
<b>Total Staff Costs</b>	<b>5,662,000</b>	<b>78%</b>	<b>198,170</b>	
Other costs	1,599,000	22%	55,965	
<b>Total Costs</b>	<b>7,261,000</b>	<b>100%</b>	<b>254,135</b>	