



*The Knights Templar School*  
**Full Governors' Meeting**  
**Tuesday 31<sup>st</sup> March 2016, 7pm-9pm**



**Present:** Andy Allman (AAN); Sarah Barker (SBR); Nicky Bull (NBL); Ian Burrows (IBS); Alan Church (ACH); Cath Connolly (CCY); Karen Cowell (KCL); 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: Michelle Dudderidge, Mike Boxall, Richard Picking, Paul Barnett	
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 15 March 2016</b> No urgent items arising.	
4.	<b>To approve the minutes of Full Governors' Meeting on 08 December 2015.</b> Amendment to Item 8: 'Some governors expressed the opinion that they do not agree in principle with selection for entry'. Amended minutes agreed as a true record and signed by Graham Kingsley.	
5.	<b>Matters arising from the minutes not otherwise on the agenda</b> <b>ACTION UPDATE:</b> Yr 11 mock results and intervention plans were circulated.	
6. 6.1	<b>Finance Update</b> <b>Budget 2015/16</b> Current year budget to end of January was discussed at F&GP – details are in the minutes. The first five months of the school financial year are tracking within plan, with no significant cost over-runs.	
6.2	<b>Budget 2016/17</b> The budget is in development. Staff turnover is low so there may not be the opportunity to save money by reducing staffing costs. The target remains to reduce costs by £250K. Potential for large savings from the IT budget. Renegotiation of the contract with Stevenage Leisure may result in some significant savings.	
6.3	<b>Sports Centre</b> The Sports Centre continues to perform well.	
7. 7.1 7.1.1	<b>Governing Body Items</b> <b>Governor Development Group (GDG)</b> It was agreed that for transparency, the Governor Development Group subcommittee will produce minutes that will be circulated to all governors. Terms of Reference for the subcommittee will be produced. This will enable the group to focus on school priorities. <b>ACTION: Governing Body Self Review to be an item on the next Full Governors' meeting agenda.</b>	FRR

7.1.1	<p>Governors can keep abreast of events in school by reading the weekly Parental Bulletin and by viewing the online school calendar which is continually being updated – click here to view <a href="#">School Calendar</a>.</p> <p>Pupil Premium Training was excellent. MLZ is assembling a Pupil Premium pack which will contain all the key information governors need to know plus notes from the training session.</p> <p>The Baldock Forum meeting in 11 July is a PREVENT training session at KTS, 7pm. Those governors who haven't been on this course are encouraged to attend.</p> <p><b>Governance structure</b></p> <p>The previously circulated TLD proposed governance structure, aligns SLT responsibilities with the subcommittees. Governors agreed to adopt the new structure with immediate effect. The 'Senior Governing Body Strategic Committee' name will be changed to 'Finance and Strategy Committee'.</p>	
7.1.2	<p><b>Governor Development Plan Review</b></p> <p>The review is ongoing.</p>	
7.2	<p><b>Teacher Governors</b></p> <p>Issues raised by the Staff Committee have been taken to TLD/PCL. No concerns for governors.</p>	
7.3	<p><b>Support Staff Governor</b></p> <p>KCL reported that no concerns have been raised.</p>	
8 8.1	<p><b>Reports</b></p> <p><b>Headteacher's Report</b></p> <p>Ofsted inspection is likely to happen this academic year. We will request a second day to prove we are Outstanding. Action plans have been prepared and we will inform governors immediately we are informed of an inspection.</p> <p><b>ACTION: CCY to recirculate the spreadsheet listing all the questions governors may be asked.</b></p> <p><b>G.C: How long will all groups, except Maths, be mixed ability?</b></p> <p>Only during Yr 7. The information supplied by Primary Schools is not as reliable as it used to be and this fits with the new formative assessment. Differentiation in classes will be very important. This has been agreed with all the Heads of Faculty.</p> <p><b>G.C: How will S band students be catered for?</b></p> <p>In a typical year there are 7-8 S band students, so there will be no more than 2 in a class. They will be supported by TA's. The discontinuation of S band was a finance driven decision; cost savings will amount to £50-60K/year.</p> <p><b>G.C: Will Pupil Premium funds be used to pay for the TA support?</b></p> <p>Not all S band students are Disadvantaged but all the students will receive additional support.</p> <p><b>G.C: There is such a wide variety of provision for MFL across the Primary Schools with some having had 3 or 4 years of teaching and others none. How will you handle this?</b></p> <p>Sara Levesley is currently liaising with the Primary schools to gain a good understanding of their language provision. Outsource assistance from KTS may be possible.</p> <p><b>G.C: Can we expect a discussion on whether S band should run in 2017/18?</b></p> <p>Yes, we need to monitor the impact of not running S band in 2016/17 with regard to attainment and behaviour.</p> <p><b>G.C: How are you able to timetable the reintroduction of PSCHEE provision in Yr</b></p>	CCY

<p><b>7?</b> English had one more period than all the other subjects, so it has been taken from English.</p> <p><b>G.C: How does PREVENT link into the curriculum?</b> It is mainly covered in PSCHEE.</p> <p><b>G.C: Why has PSCHEE time been reduced in Yr 11?</b> Yr 11 is a short academic year so it is more effective to have an extra period in Yr 10.</p> <p><b>G.C: Has the 9<sup>th</sup> unsupervised independent study period been successful as seen by staff and students?</b> Teachers are not happy with the work ethic of students during this period. Some subjects are struggling to cover the whole syllabus. The reduction of 9 to 8 periods was implemented due to financial constraints. SLT will continue to monitor the impact.</p> <p><b>G.C: Is there pressure from anywhere for four subjects to be taken at A level?</b> Universities are happy with only 3 A levels but an additional area of study will be necessary. Once all the subjects are on the new specifications this will be reviewed.</p> <p><b>G.C: Why is Music the only subject offered as a Twilight?</b> Historical reasons, we used to be specialist in Sport and the Performing Arts.</p> <p><b>G.C: The options are actually quite limited. It is a shame students have to choose between History and Geography. Couldn't we offer three choices rather than just two?</b> It could be worth looking at extending the school day.</p> <p><b>Q: What is the optimum number of GCSE's a student should take?</b> It varies but for Progress 8 measures they need a minimum of eight.</p> <p><b>Q: Are we allowed to run Twilight sessions at a profit?</b> Music Twilight is run on a nonprofit basis. Parents pay £450 and we have not received any complaints. This is, of course, a voluntary activity in which participation is not compulsory.</p> <p><b>G.C: It is a shame that students can only take one language. Could a language be offered as a Twilight?</b> If we wanted to extend the school day we would need to go into consultation.</p> <p>Many schools are doing Options in Yr 8 and starting the GCSE curriculum in Yr 9. At KTS, MFL are likely to do this and Humanities are considering it for the following year.</p> <p><b>G.C: What happens to students whose parents can't afford to pay for Twilight sessions? Could Pupil Premium funding be used?</b> Pupil Premium funding is to assist students to reach their full potential. It would depend on the individual circumstances.</p> <p><b>G.C: What if the student is not Disadvantaged but cannot afford to pay for Twilight sessions?</b> We may need to budget for this eventuality.</p> <p><b>G.C How do we ensure that Pupil Premium money is shared evenly across the Disadvantaged students?</b> It is very difficult area to manage, but it is needs-driven, coordinated by our Assistant Head.</p> <p><b>ACTION: IBS to circulate his presentation to S&amp;P Committee on 'Staffing Analysis and Staffing Needs'.</b></p> <p><b>G.C: How can we minimise the impact of two Science teachers being on a</b></p>	<p>IBS</p>
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	<p><b>structured support programme?</b> The two members of staff teach different Science subjects and the Head of Departments are looking carefully at groupings.</p> <p><b>G.C: Why do we not fine parents who take their children out of school for holidays during term time?</b> It is difficult to define a threshold, consistency would be very important. We have not made a decision on this issue yet.</p> <p><b>G.C: Do we have persistent offenders?</b> Some families do tend to get ill at the same time of year.</p> <p><b>Q: Did we have a similar number of applicants to 6<sup>th</sup> form as we did last year?</b> Yes.</p> <p><b>G.C: Many of our inspirational speakers failed at school and come good later. Could we encourage successful ex-students to talk to our students?</b> We have had two ex-students this term speak in school to our students. It is a good idea to continue with this and build up a database of ex-students to contact. It could also be useful for fundraising.</p>	
8.1	<p><b>Premises, Health &amp; Safety Committee</b> No matters raised requiring discussion by full governors' meeting.</p>	
8.2	<p><b>Students &amp; Personnel Committee</b> No matters raised requiring discussion by full governors' meeting.</p>	
8.3	<p><b>Teaching &amp; Learning Committee</b> No matters raised requiring discussion by full governor's meeting.</p>	
8.4	<p><b>Finance and General Purposes Committee</b> No matters raised requiring discussion by full governors' meeting.</p>	
9.	<p><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. <b>ACTION: SWH to check how nominations for Community Governors should be dealt with under our agreed procedure.</b> GKY proposed that the Governing Body AGM (elections of Chair, Vice-Chair, "special responsibilities" e.g. Pupil Premium) for the ensuing year be brought forward to the last Governors' meeting of the year (usually late June/July), with effect from the start of the Autumn term. Committee chairs to continue to be elected by the committee concerned, at their first meeting after the AGM. Auditors report to continue, as now, to be received at the last meeting in the Autumn term. All agreed.</p>	SWH to circulate
10.	<p><b>Any other business as agreed at start of meeting</b> None.</p>	
11.	<p><b>To confirm date of next meeting: 24 May 2016</b></p>	