

The Knights Templar School

Minutes of the Governors' Meeting held on Wednesday 21st May 2014

Please note : these minutes will be corrected, if necessary, and approved at the next meeting. Meanwhile, they will be treated as accurate, also please read them carefully and let the Clerk know if you notice any significant errors.

If you want to raise items at the next meeting, they can be included on the agenda if GKY gets them by the next Finance and General Purposes Meeting on Wednesday 25th June 2014. In the case of an urgent item which arises after that date, please let him know anyway, to help in planning the timing of the meeting.

1. **Members Present** : Alison Atkinson (AAN), Sarah Barker (SBR), Ian Burrows (IBS), Alan Church (ACH), Chris Gough (CGH), Wendy Hepburn (WHN), Graham Kingsley (GKY), Maria Lukianowicz (MLZ), Julie Mutter (JMR), Becky Northern (BNN), Andrew Pickering (APG), Richard Picking (RPG), Polly Poole (PPE), Dari Samsami (DSI) John Swift (JST), Janet Wallace (JWE), Duncan Wardrop (DWP), Sue Welch (SWH), Brian Williams (BWS), Jane Cole [Clerk] (JCE)
 - 1.1 Apologies : Mike Boxall, David Cook, Jane Millett, Mark Overton
2. **Supporters' Reports:** Friends of KTS (Becky Northern) : BNN apologised for not 'apologising' for non-attendance at the last meeting. There are no major changes, membership is the same. BNN will attend the New Parents' Evening, normally recruiting around 10-15 new members. The school has been given £3,000 for a new piano, and there is just over £1,000 in the PA accounts towards the next project (but unsure what this will be). Sara Levesley will ask departments what they would like. Garden Party is on 19th June at 7.30pm. All welcome. GKY thanked Becky, and the Friends, for their valuable contributions.
3. **Declaration of pecuniary or other interests** form was passed around.
4. **Governors' contacts with the school** form was passed around.
5. **Notification of urgent 'other business' items** arising since 6th May - none.
6. **Minutes of meeting on 1st April 2014** - These minutes were approved by the Board as accurate.
7. **Matters arising from the previous minutes**, not otherwise on the agenda - none.
8. **Financial Update**
 - 8.1 Updates on 2013/14 Budget : JST
 - 8.1.1 Monthly monitoring report for March was discussed in detail at the last F&GP committee and the report for April has gone out to all governors today. Pleased to report that the budget continues to track within plan now that we are 8 months through the school year.
 - 8.1.2 Financial forecast for projected year end position shows that we are likely to have a carry forward balance around £350k, largely due to an unused contingency sum of £200k that was put aside to help cushion against anticipated future funding cuts.
 - 8.1.3 Funding for next year has been announced and we have been in discussions with the EFA over an error in our 'deprivation funding' which meant funding was £200k lower than expected. We have successfully reclaimed £170k and continue to haggle over the £30k difference.
 - 8.1.4 Current position is that we are £95k down overall versus last year, largely due to lower 6th form funding versus last year as part of the anticipated reductions in this area
 - 8.1.5 We are in the process of budgeting for next year and this has been a discussion topic at SLT. Despite the lower level of funding for next year, with the carry forward balance mentioned of £350k and some cuts to the more flexible areas of the budget, we are confident of having a balanced budget for next year.
 - 8.1.6 The finalised budget for next year will be presented to F&GP next half term for ratification at the final board meeting of the year.
 - 8.1.7 Budget forecast for the school year from September 2015 is worrying. Indications from Govt are that funding is set to "flatline" from this date but the recent increases to pension contributions, national insurance and the anticipated reintroduction of pay rises will see our staffing costs increase by c. £250k year on year.

8.1.8 Clearly, this will not be financially sustainable and we should prepare for a very difficult budgeting process during the course of next year. It is inevitable that we will have to make significant cuts in staffing costs to balance our budget going forward.

8.2 Responsible Officer Report

8.2.1 Was presented to F&GP and discussed, details of which are all in the minutes.

8.2.2 There were no major concerns in the report. Main points were that we had paid an invoice for governor training that should have been covered under a pre-paid contract so we will get a refund for £160.

8.2.3 Also we have been advised to double check that ad hoc minibus hires relate specifically to staff orders for trips and events by matching paperwork (typically an email to Sharon Smith) to the final invoice. It was agreed that these were minor points, and congratulations were expressed to all in the Finance Team for an excellent report.

8.3 Sports Centre Budget

8.3.1 F&GP approved the new sports centre budget commencing from 1st April. In short, a quite aggressive budget has been set that forecasts a net profit for the year of £60k. This is to be achieved from a more "sales oriented" approach, offering more classes and planning for increased membership numbers.

8.3.3 Tom Galvin, Sports Centre Manager of the last three years, is leaving Stevenage Leisure for a new job in leisure management. JST would like to record his thanks to Tom for the excellent development of the sports centre under his management, with which the Governors concurred.

9. **Pupil Premium Update**

IBS shared powerpoint presentation (this will be attached to the Minutes). We need to be aware of number of students in each cohort. The current Year 10 are the first year where the attraction of the Studio School was offered, we lost 10-15 students and as a result have spaces in this year group. Thus we had 4 "late arrivals" coming in with "baggage" from elsewhere; they have started part way through a course, or the course may not match what they were doing previously. This has made it very difficult to get the expected progress. We also have 5 students who are not in school (home tutored/other reasons; this includes 2 Pupil Premium students). We have taken the recommendations from the Governors and broken down students into different ability levels. Higher-ability PP pupils seem to be doing better, compared with their peers, and more consistently, than medium and lower ability.

Slide was shown from the Maths Dept on how students are doing and how they track and monitor PP students (year 10 students shown as example). Named sheet, Head of Dept will make comments whether on course/monitoring needed etc. All those with ticks on are on target.

Questions :

PBT : Does KTS use SISTA? IBS : No, we use Assessment Manager within SIMS.

GKY : When withdrawn to be home-schooled, does pupil remain on roll? IBS - yes for a time. If they are 'on roll' at the annual census, they remain "ours" until the next census. APG : we typically send about 3 students per year to the ESC and these students are dual registered so their results are our results. It seems there is no check on whether "home-schooled" students are in fact being "schooled" at all.

CGH : Will Maths be liaising with other depts.. to pass on their good practice and overall monitoring? IBS : Maths Dept presentation was shared at Strategic Planning Meeting and HODs/HOFs meetings couple of weeks ago and was suggested using a similar system within all depts. There is a 3-year spending plan for PP and Year Leaders have been given an extra hour of non-contact time a fortnight. This will be set time to check PP data.

AAN : Are students who aren't PP given this thorough checking too? IBS : this type of monitoring/ checking should be used for every student in the school.

PBT : Does the school still use SAM learning? IBS : not anymore. PBT said this could be used for just targeted groups (ie PP).

10. **Governing Body Items :**

10.1 Graham Kingsley and Maria Lukianowicz reach the end of their current 4-year term at the end of this school year. SWH reported that JCE has put the process into motion, and was agreed that Monday 23rd June is the deadline for applications. Anyone who wishes to be considered needs completed sheet to JCE by this date, this can then be forwarded to all governors.

- 10.2 Governor Development Coordinator (CGH) There has been some lack of clarity about how governors book for *Herts for Education* courses. As we pay a subscription to HfL there should be no further charge for courses, and the Finance Dept. will reject any bills sent in error.
- 10.3 It was agreed that the governors will book their own courses, and let CGH know what date/courses they will attend for the spreadsheet and inform governors after the course on the course content and whether it was worthwhile. Action : All Governors. JST will liaise with CGH re courses and contact Governance about who has been on what. **Action : JST/CGH**
- 10.3 Teacher Governors (JWE, DSI) : JWE - reminder to all governors about Fri 11th July event for leaving staff. Tickets sold by table as opposed to individual tickets. Tickets are £15, reserved one table for governors at present. Don't have enough seats for every single member of staff. If governors can cap to one table and if seats available work around that. Tickets will be on sale after half-term; if you wish to put your name for a ticket for a governor table please let JWE know. First come/first served basis, then reserve list. , Fairly formal event, will be held in school (originally wanted to have marquee but unfortunately unable to do so, therefore this will be held in the school hall). Arrival at 6.30pm, drinks, then sit down dinner, speeches etc.
Action : All Governors
- 10.4 Support Staff Governor (BWS) : Nothing to raise.

11. Reports

- 11.1 Headteacher (APG) : Update on staffing: Great difficulty in recruiting this year. There are not enough candidates for Eng, Maths and Science. We are fully staffed, but two more days until resignation date.
- 11.1.1 MLZ : point about behaviour? What is being planned? - SBR had organised staff training session attended by large numbers of staff run by Paul Clayton and Katie Curtis; feedback that it was very useful. SBR had invited TA's to attend too. A similar workshop will be run on the INSET day in September.
- 11.1.2 MLZ : particular students causing problems? APG said 3 Year 7 students are getting huge amounts of time - Katie Curtis spends around 90% of her pastoral time just with these three students on a daily basis. Not one of these students should be in mainstream school. One will go to the ESC after half-term. For one of these pupils it is a totally inappropriate setting for them and the Local Authority agreed look at something alternative, at a meeting 3 months ago – but no progress. There are very few alternative options for students; one has ASBO. Permanent exclusions are for a one-off, very serious offence or a catalogue of a large number of medium events.
- 11.2 Premises, Health & Safety Committee (ACH) : Update on site manager's house. Applying for planning permission for a 3-bed house by the end of this month. Chasing County this week as to where they are with survey of the land.
- 11.3 Pupils & Personnel Committee with 6th form liaison (SWH/RPG) : Nothing extra to report.
- 11.4 Teaching and Learning Committee (MLZ) : Nothing extra to report
- 11.5 Finance and General Purposes Committee (GKY) : Nothing extra to report

12. Next Meetings

- 12.1 SLT Planning Meetings : APG will discuss with SLT. **Action : APG**
- 12.2 Full Governors' meeting : Wednesday 2nd July 2014
- 12.3 Baldock Area Training on Monday 7th July - three places per school on the topic of Exclusions Appeals. SWH is going; AAN would like to go. Anyone interested please email Jane Millett. We need with as many Governors trained as possible. **Action : SWH will ask Jane Millett to send everyone an email**

13. Any Other Business – none

Part 2: no items.