

The Knights Templar School

Minutes of the Governors' Meeting held on Thursday 13th February 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 Monday 17th March 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.

Part 1

- 1. Members Present** : Alison Atkinson (AAN), Sarah Barker (SBR), Ian Burrows (IBS), Alan Church (ACH), Jane Cole (JCE) [Clerk], David Cook (DCK), Chris Gough (CGH), Wendy Hepburn (WHN), Graham Kingsley (GKY), Jane Millett (JMT), 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)
 - 1.1. Apologies for absence** – Paul Barnett, Julie Mutter, Mike Boxall, Becky Northern, Maria Lukianowicz
 - 1.1.1. The Chairman explained that following the tragic death of Maria Lukianowicz's husband, he had told her that we would understand her missing governors' meetings until she was ready to return to full activity, which she felt would be after the funeral.
- 2.** Polly Poole was welcomed as an elected Parent Governor, and Duncan Wardrop as a Community Governor.
- 3. Supporters' Reports** : Parents Association (Mark Overton) and Friends of KTS (Becky Northern).
 - 3.1.** Neither Mark nor Becky attended the meeting, but Becky had emailed Graham with the following information:

“There is not really a big update to report - things are ticking over; we have just edged over £3000 in our accounts which means we have met the current Grand Piano target. However we aren't sure if the music department are in need of a little more than that in order to get what they need so we are in the process of finding out! Otherwise our Membership numbers are stable.”
- 4. Declaration of pecuniary or other interests** form was passed round.
- 5. Governors' contacts with the school** form was passed round.
- 6. Notification of urgent 'other business' items** arising since 29th January - none.
- 7. Minutes of Meeting held on 10th December 2013** were agreed as a true record (apart from correction in item 6, inserting heading 'Head's retirement at end of school year 2013-14') **Action : JCE**
- 8. Matters arising from the previous minutes, not otherwise on the Agenda**
 - 8.1.** To note the success of Commemoration Evening (from 11.1) and urge as many Governors as possible to attend on future occasions.
- 9. Progress on appointment of a new Head (GKY)**
 - 9.1.** GKY hopes everyone feels they have been kept well informed. Shortlist has been confirmed, those candidates have been invited to interview on the Wednesday (and possibly Thursday). References are being received and we await confirmation from candidates that they will be attending the interview. IBS, JST and SBR are drawing up the schedule for the two interview days.
 - 9.2.** IBS outlined the plans for the two days (copies of the final version are available from Karen Cowell)
 - 9.3.** Three candidates will be shortlisted for Day 2. They will present an assembly and have a student panel interview by school council. After feedback final interviews will take place for 1.25 hours aiming to finish around 3.30pm in the afternoon.
 - 9.3.1. There was a discussion of various details of the plans.

10. Financial Update

10.1. Updates on 2013-14 budget

- 10.1.1. Monthly monitoring for January has just been completed and a copy is circulated to all governors.
- 10.1.2. We continue to track within plan now that we are 5 months into the budget year which is good news.
- 10.1.3. The staffing budget detailed in lines 1 to 7 remain in aggregate within budget with the only noticeable overspend being in line 3 – Educational Support Staff. We have a long-term sickness absence issue with a member of ICT support staff and have had to fill the position with another ICT technician.
- 10.1.4. The catering budget (line 26) looks overspent however the higher than budgeted expenditure is offset by higher income from food sales. The school canteen continues to prosper.
- 10.1.5. ICT costs (line 29) look significantly overspent but this simply represents a higher proportion of ICT spend in the first half of the year but this should even out to match budget by the end of the year.
- 10.1.6. Together with local primary schools we employ Family Support Worker, half the time spent with secondary school and half the time with primary pupils. Attempted, and failed, to recruit additional part time worker and that funding comes from another pot external to the school.
- 10.1.7. DSI : mentioned ongoing problems within ICT and asked if there are any plans to address this in the near future? IBS : difficult to do something while member of staff is off for long period of time (5/6 months). Other illnesses within IT Department too at present.
- 10.1.8. DSI asked at what point do the school look at this? IBS said he has been in contact with the member of staff concerned, there is a proper procedure and this has been followed. We need to support the member of staff but are conscious that the support service to the school has not been there.

10.2. Sports Centre – latest financial update will follow shortly, this will be emailed to all Governors. **Action : JST**

10.3. Responsible Officer Report : JMT receives it on our behalf from the auditors, clarifies any with any questions. No serious issues were reported.

11. Governing Body Items :

11.1. Governor Development Coordinator (CGH) : nothing to report. Any Governor attending any course is asked to let CGH know. “Safeguarding training” - email will be sent out to those who are nearing end of the validity of their last training (which is 3 years).

11.1.1. Spreadsheet of governors’ involvement in training will be sent out **Action : CGH**

11.1.2. Permanent exclusion training : 3 places for 7th July training (Baldock Forum event). Anyone interested please let JCE know. We must aim to have at least 6 trained governors so as to be confident or getting 3 together for any hearing. **Action : All**

11.2. Teacher Governors (JWE, DSI) : JWE reported leavers this year and asked Governors to put the date of Friday 11th July in their diaries as the ‘leaving do’. Venue TBC **Action : JWA** Support Staff Governor (BWS) : Nothing to report. Next meeting in March.

12. Reports

12.1. Head’s Report - APG said he will not be part of the interview process for the new Headteacher. He wishes to meet the candidates to let them know how much he has enjoyed his time here, and he is not leaving for untoward reasons.

12.1.1. Other vacancies: He would like Link Governors involved with the recruitment of those particular posts.

12.1.2. APG reported that recruitment is not easy at the moment.

12.1.3. Application that JST made for new science block is currently sitting with the Academies Capital Maintenance Fund. The school were very close last time to getting funding, we are cautiously optimistic in being successful in improving our accommodation. We will find out at the end of April. We want to build 12 new labs and knock down the existing science labs and reinstate that as open space, with a finish date by end March 2015. We have planning permission in place already.

12.1.4. APG has been involved in the Year 11 intervention group. He has also seen all students in Year 11 and is cautiously optimistic. Generally this year's Year 11 are more switched-on than similar students last year.

12.1.5. DCK expressed appreciation of the on-line booking system for parents’ evenings.

12.1.6. DCK asked about Year 11 study leave. He asked if the school could see any merit in a confident child that would properly use that time being at home to revise. APG feels the students are better served being in school and being taught revision sessions by their teachers. For a great deal of students, time “on leave” is not well used.

12.2. Premises, Health & Safety Committee (ACH) : Solar panels installed in Sports Centre and are now operational. Power upgrade - new transformer is in and final work been ordered. Site Managers house - optimistic of making progress. County now have anticipated possible problems and hoping to take something to members next week. Met with architect and estate agent and briefed them on way forward.

12.3. Pupils & Personnel Committee with 6th form liaison (SWH/RPG) Proposal to limit community governors terms of office. Discussion limiting number of terms for community (co-opted) governors.

12.3.1. WHN thinks if community governor serves 4 terms its 16 years worth, she feels Governors need scope to introduce new blood and bring in new members. Suggested caveat that if Governor comes to the end of their term and no other governor stands they could be re-elected. She emphasised that her motive in raising this was for the Governors to decide explicitly on the question, rather than it go by default.

12.3.2. RPG: if the incumbent stands, the governors decide whether to renew or replace. He does not understand the point of discussion.

12.3.3. APG: schools find it difficult to recruit governors in general. We are fortunate we have managed to recruit governors each time. APG is averse to do something that makes it more difficult in the future to retain members of the governing body if governors, at that time, want to. He feels this proposal would be counterproductive

12.3.4. DCK feels the argument is that person becomes part of the institution they develop 'inside' perspective rather than 'outside'. He feels it is important to make space for the next generation. The school have some very long-standing and experienced governors but he wonders whether if we did not have them we would have governors with other experiences.

12.3.5. ACH said we need to make sure we have a base to ensure new people learn what's happening.

12.3.6. On a show of hands, the proposal to limit number of terms co-opted governors can serve was unanimously rejected.

12.4. Teaching and Learning Committee : IBS chaired the meeting in MLZ's absence. IBS said there was nothing to add. If two documents that were sent out by JCE could be looked at in readiness for the next meeting it would be appreciated **Action : T&L Committee**

12.5. Finance and General Purposes Committee : minutes have been sent.

13. Next meeting

13.1. SLT Planning Meetings? None scheduled, appointments is dominating at present.

13.2. Full Governors' Meeting : Tuesday 1st April 2014

14. Any Other Business :

14.1. School Production : RPG said Andrew Sills and Paul Herring took some of the cast to the Garden House Hospice to perform, and he received a moving email from a member of staff saying how much that meant to them. In every respect this was a hugely successful production.

No part 2 items.

The meeting closed 9.10pm.