

The Knights Templar School

Minutes of the Governors' Meeting held on Thursday 23rd May 2013

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 June 2013. 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), Judith Balsom (JBM), Sarah Barker (SBR), Paul Barnett (PBT), Mike Boxall (MBL), Ann Brown (ABN), Ian Burrows (IBS), Alan Church (ACH), David Cook (DCK), Chris Gough (CGH), Wendy Hepburn (WHN), Graham Kingsley (GKY), Maria Lukianowicz (MLZ), Jane Millett (JMT), Julie Mutter (JMR), Andrew Pickering (APG), Richard Picking (RPG), John Swift (JST), Janet Wallace (JWE), Brian Williams (BWS), Jane Cole (Clerk) (JCE)

1.1. Apologies for absence : Dari Samsami, , Sue Welch, Jo Johnson

2. Parents Association and Friends Reports - Mark Overton was not present. RPG presented a Report from The Friends : collecting money from donations just now reached the £6,000 threshold which was the target for the 'all weather canopies'. They will be presenting the cheque, probably at the Garden Party due to be held on 20th June.

3. Declaration of pecuniary or other interests form was passed round.

4. Governors' contacts with the school form was passed round.

5. Notification of urgent items :

5.1. Weston Way Nursery School recently rated as 'Outstanding' by OfSTED. Congratulations to Jane Millett.

5.2. Janet Wallace has been appointed Head of Chemistry, congratulations to her.

5.3. GKY : Anti-bullying report and School Development Update will be taken in with the Head's Report.

5.4. Herts for Learning – see AoB (15)

6. Minutes of Meeting on 25th March : alter date on the top, any other corrections? - None. **Action : JCE**

7. Matters arising not otherwise on the Agenda - What prompts Year 11 pupils to further their studies at another school/college? APG said 19 students have applied to Hills Road/Long Road. Further Education colleges offer different types of course. Among A-level providers, 4 reasons: one to do with reputation/ethos of institutions ie Hills Road (academic), Long Road College (atmosphere - less formal/traditional). Second reason: wanted a change, students been here for 5 years. Third:, more of an adult environment, and fourth: course choices and facilities. According to Katie Curtis who was Head of Year 11 last year the numbers were almost identical. IBS (responsible for the 6th form allocation): some students hedge their bets and apply elsewhere but decide to stay at Knights Templar.

7.1. WHN: can we compete with Hills Road applications because academic success is better.

7.2. APG said the school can't offer all subjects offered by elsewhere, but we can compete academically.

7.3. WHN said it is a reputation issue. She has had conversations with Year 10 parents and feeling is that Knights Templar sixth form is not so high-achieving.

7.4. IBS felt it would be a good idea to talk to Year 10 **Action : IBS**

7.5. DCK feels APG makes a good point about higher achieving students. It is interesting if we do the analysis to see what proportion of students get A* or A if you compare it with different alternatives

7.6. APG said there are always a few high achieving students who leave, but there have never been more than the odd one or two. We are anxious about losing a number of the most able.

7.7. JMR said Hills Road is highly effective – and highly selective.

7.8. WHN: 3 A*s are no longer enough: there is an interview procedure.

7.9. MLZ said Hills Road/Long Road offer to Cambridge students first, then Cambridgeshire students, then students from outside the catchment area.

- 7.10. APG said students from Herts, Essex and North London travel there.
- 7.11. DCK said even children in the catchment area are expected to have A's and B's.
- 7.12. GKY said most schools in S. Cambridgeshire are 11-16, so everyone in that area gets in somewhere, but *where* is selective. Students offered places outside the area are intensely selective.
- 7.13. DCK said the issue is making sure we compete with the best offers from other establishments.

8. Parents Evenings : APG said we introduced an electronic booking system for Year 10. Dan Pallett led this innovation and it was very successful. We did a poll and parents liked it. We did not allow students to interfere with process. However the system allows only a certain number of slots during an evening ie 5pm-7.30pm - 5min slots (10 minute slots for 6th form). This system works well for Years 10, 11 and sixth form where the majority of staff teach one group and can see all parents. Problems in Years 7, 8 and 9 as many staff to teach more than one class. 2 average size groups – say 50 children; most parents want to see all their child's teachers. We have discussed extending year 7, 8 and 9 consultation evenings by starting earlier and having more slots, maybe 50 rather than 30. We are not prepared to have evenings going on any later, but have considered whether we should start earlier. This would have implications - the school day would need to finish earlier. We asked staff for their opinions; no firm proposal as yet.

8.1. There was an extended discussion of various possibilities, and GKY asked APG to keep the Governors informed.

9. Minuting of Committees schools are advertising at present, all offering a salary of £10 per hour. It was felt that 3-4 hours would be paid for a 2-hour meeting (meeting x 2 hours, preparing the Minutes x 1-2 hours). 16-18 meetings averaging no more than 72 hours per year, ie £720 per year, which would be money well spent. We will advertise on Parentmail. It is felt best that the same person minutes all sub-committee meetings for consistency and discretion. It was agreed to go ahead on this basis. **Action : APG/JC**

10. Financial Update

10.1. JST confirmed the monthly monitoring report will be sent out tomorrow morning **Action : JST done**

10.2. Budget Progress

10.2.1. Monthly monitoring for April will show that we continue to track within our planned expenditure. We currently anticipate having a net underspend for the year in excess of £200k which is pleasing news.

10.2.2. Funding allocation for next year 2013/14 has been made and we are set to have approx. £130k more income next year than the current year. One factor is that we did not experience the cut in 6th form funding that we were expecting. The reduction is £10k instead of £90k we had anticipated - the benefit of £75k of unexpected "transitional protection". Other main factor was a greater allocation for SEN where we received £112k based upon KS2 students who did not achieve level 4 in English & Maths.

10.2.3. Work commences on next year's budget after half term to be considered at the next F&GP and Board meetings in the usual way.

10.3. Sports Centre

10.3.1. Sports Centre financial year ended on 31st March showed a profit of £40k. Also to be circulated to governors tomorrow. We take a 25% profit share so will have additional income next year of £10k.

11. Governing Body Items

11.1. Governor Development Coordinator (CGH) : Several Governors have attended courses. Anyone who has attended and not told CGH please inform her of course content and the date. Our Audit for skills is up to date. Thank you to MLZ for reports, these are very useful.

11.2. Teacher Governor - JWA : Issues that are surrounding staff are to do with performance related pay. There have also been some comments/suggestions/ideas that staff have put forward in response to building proposals.

11.3. Support Staff - BWS : 2 meetings regarding PRP and general consensus of not liking it.

11.3.1. APG said teaching staff have no option, legally we have to amend our pay structure for September and have to have a new policy in place. There is nothing in place yet for support staff. SLT have agreed to introduce PRP for teachers first, but we have asked Lorenzo Farina to attend Support Staff Meetings.

12. Reports

12.1. Head's Report (APG) : (including **School Development Update**) Sixth Form building now 3 weeks behind, should finish week beginning 8th July and we are anxious the building should be completed by the start of September and staff can enter by the end of this term. We need to employ extra labour during the summer holidays and

JST has this in hand. APG sent Governors a copy of letter re the summary of the meeting with local councillors. There will be a large housing growth in Baldock, whoever is in power, over the next 10 years. We will be under considerable pressure for places. We have an obligation to serve this community, we will entertain increasing our PAN but only if core facilities improve. We are awaiting decision on our appeal for our Phase 2 and 3 building, we will find out at the beginning of next month. We will also find out whether application for additional funding to add another form of entry from 2015 onwards is successful at the same time. We have had no option but to go down the route we have taken. We broached this issue with staff and wanted to lay our cards on table and explain what the position was and what was likely to happen and ask for staff opinion.

12.1.1. JWA received about 5/6 emails summarising. They were very concerned about the amount of recreational space our students have. Concerns from the pastoral team in terms of what an extra form of entry will mean but also recreational space for students, or their ability to get together with friends at break and lunchtimes. Also concerns about the number of toilets, dining room and changing room facilities. Existing corridors are not big as it is, but other parts of school will still have same size corridor. Some staff say change will happen and we have to embrace it. Others feel we should get our hands on whatever money etc we can get our hands on. As school evolves, school ethos will change.

12.1.2. DCK has talked to his opposite number in Northamptonshire. In essence legal obligations cannot ever be in a situation where child doesn't have a place - we need a long shopping list and we should not compromise. Think we need to be very resilient in holding out for exactly what we want and tactically need to minute at this meeting that it gives us more power that reflects that if we get all that we need are we comfortable with a new form of entry.

12.1.3. After a detailed discussion, it was resolved that The Governors of KTS wish to continue to provide for the pupils from the current Priority Area. They recognise that to do so will entail an increase in the school's PAN. However, they are determined that the standard of provision should not be impaired by any further growth in the school. Already the "core areas" are inadequate for current numbers (by this they mean such things as dining and assembly facilities, physical education and recreation both indoors and out, drama and music accommodation etc.) They would be open to negotiation on an increase in PAN, but this would be conditional on increased accommodation not only in terms of teaching spaces, including specialist areas, but also of the core areas. They recognise that as the population rises, failing such agreement children in the priority area living furthest from the school will progressively be less likely to gain admission. They would very much regret this, but they regard it as a "lesser evil" than admitting more pupils at the expense of providing for them inadequately.

12.1.4. APG said we have now filled all vacancies and thanks to all Governors for their time over interviews. We will circulate the names of new staff to governors. **Action JCE** Regarding PRP, P&P committee set up a working group. There is a County Model Policy and would like the working group to look at that. We need to be careful about the wording. This is a dramatic change in culture but perhaps less dramatic in its implementation. The model policy and advice suggestion is to evolve rather than to go for revolution.

12.1.5. Specialist Status – to discuss on 3rd July after consultation with staff and parents.

12.1.5.1. DCK hosted sixth formers to count votes on Friday afternoon/evening - thanks for Paul Clayton. Once again sixth formers distinguished themselves. Good experience for them and us.

12.1.5.2. APG told Governors that he is going into hospital on 28th June and would inform staff the following morning. APG will not be present at the next Governing Body meeting.

12.1.5.3. GKY : pointed out that the section at end of Head's Report relating to Data Dashboard are all items that were raised at our last meeting and provided comprehensive responses to those. Good example of our challenging the senior team to deal with issues that governors have raised.

12.2. Teaching & Learning Committee – MLZ Setting up working party to discuss Link Governor system. GKY welcomed the innovation of inviting link governors to attend meetings of HOD with line managers. GKY asked for a show of hands of governors who had been invited to such meetings. JMR, WHN, AAN, MLZ. JBM had been invited by PE Dept to discuss a questionnaire with them. ACH had been invited in to IT Department. All other link governors are encouraged to do likewise.

12.3. Premises, Health & Safety Committee (ACH)

12.3.1. ACH said there is discussion ongoing with site managers site - we are going to start discussions with people who can advise us what we can do with it for best financial return.

12.4. Pupils & Personnel Committee (RPG) : working party to look at policy & procedure, new head boy/girl were introduced by existing Head Boy/Girl. This went very well.

12.5. Finance & General Purposes Meeting (GKY) - nothing that hasn't come up.

13.Dates, times and topics of future SLT Planning Meetings? - APG said none still to come this term.

14.Next Meetings :

14.1. Wednesday 3rd July next Full Governors Meeting.

14.2. Baldock Area Governor Training Monday 15th July This has been organised by Sue Welch. Venue is at Knights Templar, but Music concert on that evening too, but both can take place.

15.AOB – we agreed to become a shareholder in Herts For learning Ltd and subscribed £25. We are recording formally that we have bought a share, and that this has been entered in the Company's Register of Members. In accordance with the Company's Articles of Association, share certificates are held by Herts for Learning Ltd and we have therefore formally recorded our shareholding in the minutes of our this Governing Body meeting.