

**THE FEDERATED GOVERNING BODY
DANE COURT GRAMMAR and KING ETHELBERG SCHOOL TRUST**

MINUTES

THURSDAY 18 October 2018 AT 18:00

held at

DANE COURT SCHOOL

Present: Mr D Roberts (Chair) (DR), Ms K Greig (KG), Executive Headteacher, Mr P Manning (PM), Mrs J Baker, Mrs K Cowell (KC), Mr J Lycett (JL)

Also in attendance: Mrs C Hobbs (Clerk), Ms Emily Johnson (Prospective Governor)

	Item	Purpose	Action
1.	Welcome	All were welcomed to the meeting.	
2.	Apologies	Apologies were received and accepted from TB and PC	
3.	Election of New Governor	Governors had seen Emily Johnson's CV prior to the meeting and after a short discussion, when she was not present, she was elected by secret ballot as a Trustee Governor.	
4.	Declaration of business interests	No business interests were declared against any agenda item	
5.	Minutes of meeting held on 26 June 2018	<p>The minutes of the meeting held on 26 June 2018 were agreed and signed.</p> <p>PM: There was an action for me in the minutes regarding pupil premium which hasn't been actioned. KG: It would have been difficult to complete at KES at the moment with the OFSTED visit. DR: Perhaps we could have an action that PM will look at Dane Court in time for the next meeting. PM: Yes</p>	AP1
6.	Terms of reference Code of conduct	<p>Terms of reference DR: The current terms of reference state that we are quorate with 3 elected governor members plus a headteacher. Should we rephrase that to say an Executive Headteacher or Head of School? KG: Yes because otherwise it has got to be me. DR: Shall I amend that? All agreed.</p> <p>DR: Other than that are we ok with the terms of reference. We have tried to link them to the delegation document for the academy trust. All agreed.</p> <p>Code of Conduct DR: Are you all happy with the code of conduct? All agreed.</p>	AP2
7.	Committee reports	<p>Resources The chair of the Resource committee gave a report, the main points were: Dane Court</p> <ul style="list-style-type: none"> • We reviewed the expenditure for last year and it was 99% of predicted and income 101% of expected which was very good in both cases. • One of the reasons for the increase in income was the lettings for over summer period. Broadstairs Folk week brought in £7500 and there were 3 separate caravan club bookings over the summer. Good additional income. • Budget 18/19 – there were some concerns re the payrise. The government had promised to fund all of the payrise but it actually only amounts to 2 thirds of the year. • Predicted a £23,000 deficit this year and up to £190,000 next year. • We agreed as a committee that given the strong financial management we are not concerned with the deficit of £23,000 as it is only a small percentage of the overall 	

income.

- There was a concern about utility bills. There has been no water meter in place for 15 months but there has been money set aside.
- The committee asked for regular updates on 6th form numbers. According to the data we had there were 25 less students entering year 13 than there was that started year 12. Averaging about £5,000 funding per student this adds up to quite a significant amount so we have asked for regular updates.
- Facilities: at DC over the summer there were 64 laptops put in place including 16 high specification laptops for engineering. 100 staff laptops purchased. £7,000 spent on DT equipment. 200 jobs completed by the facilities team using their logging software which we discussed for use by KES also. There is a rolling programme of works to be completed at the school.

KES

- A deficit of £143,000 was predicted. This actually came in at £134,000 which is better than predicted.
- Income and expenditure were as per DC. We have requested that as a percentage. KES are having problems with the Finance system as CAT are changing to new system.
- DR agreed to write to the new finance director as there is no full implementation plan for the new finance system.
- Concerns for the coming year were largely the same as DC; the payrise and utilities in terms of overspend.
- We will be keeping a close eye on numbers in year 12. It is approximately 50 this year which is an improved figure but once again we are going to look at retention.
- There was a long discussion on the lack of implementation of the new finance system across the CAT.
- Discussion re Hartsdown; the money that has been loaned and the fact that further funds may be required.
- Facilities – large number of jobs completed over the summer. Boiler planned to be done at half term. There is also a plan to partition the library to make a new study area which is also happening during half term.
- There was a discussion about the need for a structured rolling programme of works to be put in place.
- Discussed the Every software which Dane Court use as an alert/logging system for facilities and maintenance. Discussed the potential to use this at KES.
- The new staff at both schools have settled well.
- Policies – We will be looking at the policy schedule to make sure we are where we are meant to be.

For the next meeting KG is going to bring the Child Missing in Education Policy and slight update to safeguarding policy.

- DR: I did write to Finance director of CAT and had a meeting with him. I was reassured. He did know the impact on the SBMs. Thanks to Hannah who has started to get to grips with the new system.
- KG: I have told Anne Syred to not start until they are ready.
- JL: we were getting to point where we couldn't order anything and that could mean closing the school.
- DR: we raised it to the right level and we got a response.
- KG: we are hugely grateful for the support.

Standards

In the absence of the chair of the Standards Committee DR gave a report, the main points were:

- At the Standards Committee we take account of the data and hold KG and leadership to account. At this meeting we were primarily looking at the 2018 GCSE results.
- At KES there were improvements in key areas and DC

		<p>results were good but both schools need to focus on the attainment of high ability students and the pupil premium gap is too wide in both schools. These were two areas that OFSTED picked up on.</p> <ul style="list-style-type: none"> • Disappointed with DC language performance. Dane Court has a history as a language school but results were down in 70% range. • There is a need for consistency across departments. • Very good grade predictions in both schools. Very well predicted within a grade. Given the uncertainty over requirements we were impressed with that. • Some work to do in matching students in English and Maths. • Areas for improvement will feed in to the SIP. 	
8.	SIP	<ul style="list-style-type: none"> • The SIPs are written partly as a result of how we did in year 11 last year. • Both schools have got a massive focus on the top end. For KES the focus is more students getting 7/8 and at DC it is more students getting 8/9. • We had a joint SLT meeting last Monday night which was all about reaching the highest ability. KG and Tom Sellen have interviewed all the HODs at KES and KG and AWW are in the process of doing the same at DC. Both schools do well with middle ability but less well with the high ability students. Some departments have got it nailed and others haven't. We asked what they do with the top end and we collected all the information. We have now got a plan in terms of some of the key departments across both schools that can then share the good practice. • DFE league tables have just come out. Kent Live had an article yesterday about the top and bottom performing schools in Kent. • Top performers are in more affluent areas and the bottom are in the less affluent areas. They are using attainment measures not progress measures. • On progress measures DC comes across as about the middle. • PP gap for Dane Court has halved from -0.6 2 summers ago to -0.3 this year. The pp kids two years ago were harder work in terms of behaviour and attendance and last year they were easier. If OFSTED come in we are on the right road. • We have got a big gap at KES but the current data coming through looks like the gap is going to be smaller. • Both SIPs are similar. • Both focussing on challenge in year 7. • I have been hugely impressed with DC staff and how they have taken things on. We have recently done some learning walks and seen challenge in year 7 and have got some examples of good practice which we will be sharing across schools. • My feeling is that for the heads report at the fgb meeting I will use this as the basis and do a summary of what we have particularly been concentrating on. • These SIPS have been shared with all staff and HODs have written department action plans from it. • DR: Any questions for Kate. • PM: The aims are very aspirational and the outcomes match the aims. Are you setting yourself up to fail? • KG: The appraisals are happening at the moment and we are trying to push the targets hard and if we don't quite get there it doesn't matter as long as people try. • PM: should we be challenging you at the end of the year if you haven't achieved these aims? Taking attendance as an example the 95% target has never been achieved. It is great that you are aspirational but realistically are you going to get to that in a year? • EJ: what happens to the staff wellbeing when they don't achieve this? • KG: This is a whole school target. Each department has their own individual targets and if everyone meets their own 	

		<p>targets we will be not far off this.</p> <ul style="list-style-type: none"> • DR: It is a balance between aspirational target setting and demotivating staff? • KG: it will be very difficult. <ul style="list-style-type: none"> • DR: We need to nail down the monitoring of the SIPs. Do we monitor this with our data at Standards. • KG: the raising achievement absolutely. • DR: We need to make sure we cover this in our committee reports to the fgb. • DR: Where will we pick up the teaching and learning and the future of the curriculum. Could this be done through the HT report at the fgb? • KG: Yes, we can have review points. What we do in school is going to be based on this. • PM: who is leading on this? • KG: me at both schools. There are different people who are in charge of certain areas but I am overseeing it all and pushing it. • DR: could we bring some of these key staff to an fgb meeting? • KG: Yes they would like to do that. It would be useful for them and it would be good for you to see them. • DR: when would it make sense for Lauren to see FGB? • KG: after Christmas. <p>Action – LP to come to next meeting to talk about teaching and learning at KES.</p> <ul style="list-style-type: none"> • DR: I will invite her. <p>DR: to sum up. We will monitor the raising achievement levels in the Standards committee. There will be a presentation on teaching and learning to FGB by Lauren Pasola. The wider focus for the future should be looked at through the Headteacher report at FGB.</p> <ul style="list-style-type: none"> • KG: all governors are welcome to come in and talk about the SIPS at any time. <p>The governors formally agreed the SIPs for both schools.</p> <p>OFSTED</p> <p>There was a discussion about the recent OFSTED visit at KES.</p> <p>DR: It was a very difficult process and there was a lot of pressure put on SLT but the result was good, it was a fair reflection.</p> <p>DR: Are there lessons learnt that we need to take forward at DC?</p> <p>KG: Yes and no. Inspections are all very different, it depends what they ask you on the day. What really shook me was that we were given very short timescales to get information back to them. There is a fine line between triangulation and accusing us of lying.</p> <p>KG: My biggest worry is the affect it has had on the SLT. They have said that after that visit they would never want to be headteachers.</p> <p>KG: In terms of lessons, I don't want to create panic because it is quite likely it would be very different at Dane Court.</p> <p>KG: They asked about policies but we have done work on that. VW has made a list of what they wanted.</p> <p>DR: there are lessons to be learnt and they are being picked up. I don't think we need to do any more as a governing body.</p>	AP3
9.	Governors Action Plan	<p>The chair lead the discussion, the main points were:</p> <ul style="list-style-type: none"> • This was drawn up last year and I have updated it. • It essentially sets out what is expected of us because we are a local school board with a delegation document with the CAT board. • I have listed the delegating requirements on the left and tried to comment if we are complaint. • It is probably worth looking at where we are not compliant 	

		<p>or not fully compliant.</p> <ul style="list-style-type: none"> • There is an action terms of reference for the committees so we need to put something together for Standards and Resources. We need to know when we are quorate etc. There is a model document we can use. • In the staff section we are not compliant currently. We need to clarify how governors monitor the effectiveness of performance related pay. We also need to clarify that the employment related policies are up to date. • KG was going to present something in January on this. <ul style="list-style-type: none"> ○ KG: by time the appraisal process is done, monitored and finished it will be September. ○ KG: I could do an update in January, there will be no names just numbers of how many went up the scale, went through the threshold or stayed the same etc. ○ DR: can you link it to student outcomes? For example a teacher who has been awarded a performance bonus, the outcomes are students exceeding expectations or if not there would be an explanation i.e. a low ability group. ○ KG: Yes but it is mainly related to outcomes. It would all be anonymous. But what I could do is if there is anybody we are worried about we could go through the reasons why including outcomes. ○ DR: Thanks 	<p>AP4</p> <p>AP5</p>
10.	Red risks	<p>The chair lead the discussion, the main points were:</p> <ul style="list-style-type: none"> • We are coming up with risks through the sub committees and the red risks that we should be worried about. • One red risk that has come out of the Resources committee is the new finance system at both schools. Although there has been some movement on this it should remain a red risk. • Through the Standards committee a red risk that has been discovered is the unexpected resignation of key members of staff. <ul style="list-style-type: none"> ○ KG: The situation has changed. We have a new Head of English at KES starting in January. She is really good and confident and she did a really good lesson. ○ KG: The bad news is that the best Maths teacher at KES has left and has got the post at DC which means DC are less at risk but KES is more at risk. We haven't found a replacement. It is awkward. We are trying to find a replacement but it is hard. It won't be for January. ○ DR: in terms of mitigation is there anything else we can do? Can we offer more money as an incentive? ○ KG: Yes we do that anyway. ○ PM: this is always going to be a high risk area. ○ KG: The risk is slightly mitigated by the fact that both schools have got really good reputations. We do get people applying. We just appointed a good English teacher at Dane Court. You can't turn someone down just because it is going to cause issues elsewhere. 	
11.	Matters arising	There were no matters arising.	
12.	A.O.B.	<ul style="list-style-type: none"> • DR: KG has recently won a Civic Award. <ul style="list-style-type: none"> ○ KG: It was an award from the local Parish council which is given for services to an area. I was awarded it for services to the young people of Birchington. I was really pleased because it was for the people locally. • DR: There is an IB review on 7/11. I have been invited to speak to inspectors and am meeting Annie Hale for a meeting in early November. Would anyone else like to help? • KG: Open day at Dane Court last night was extremely busy. 	

		<ul style="list-style-type: none"> ○ JL: I was at all of them and Kate did brilliantly. ○ KG: I felt really proud of the kids and the staff. <ul style="list-style-type: none"> • EJ: Could I arrange a meeting with the safeguarding leads at each school? <ul style="list-style-type: none"> ○ KG: of course. I can put you in contact with them. Dan Bennett at KES and Steve Sunderland at Dane Court. ○ DR: would you report that to us at FGB. What is the timescale, could you report in January? ○ EJ: January is fine. 	AP6
13.	Confidentiality of proceedings	No items were deemed confidential	
13.	Dates of future meetings	13.11.18 – KES 23.01.19 – DC 08.05.19 – DC 26.06.19 – KES	

Meeting closed at 19:05

AP1	PM to report on pupil premium at Dane Court to January FGB	PM
AP2	DR to alter terms of reference to include KG as EHT	DR
AP3	DR to invite Lauren Pasola to the January FGB to report on teaching and learning	DR
AP4	Terms of reference to be written for subcommittees.	DR/PM/TB
AP5	KG report on appraisals at the January FGB.	KG
AP6	EJ going to ensure compliance with safeguarding.	EJ

APPROVED as a correct record of proceedings

(Signed) CHAIRMAN

DATE