

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

**MINUTES**

**TUESDAY 13<sup>th</sup> NOVEMBER 2018 AT 18:00**

**Held at**

**KING ETHELBERT SCHOOL**

**Present:** Mrs K Greig (KG) Head at KES and DC, Ms V Willis (VW), Head of School, KES, Mr D Roberts (DR) Chair of Governors, Mr P Clark (PC), Mrs T Bennett (TB), Mr P Manning (PM), Ms E Johnson (EJ).

**Also in attendance:** Mrs E Thomas (Clerk)

	<b>Item</b>	<b>Purpose</b>	<b>Action</b>
1.	<b>Welcome</b>	DR welcomed everyone to the meeting.	
2.	<b>Apologies</b>	Judith Baker and John Lycett sent their apologies which were accepted.	
3.	<b>Declaration of business interests</b>	No business interests were declared.	
4.	<b>Minutes of previous meeting.</b>	Minutes of the previous meeting on 18 <sup>th</sup> October were read through by the Chair and signed.	
5.	<b>Matters arising</b>	There were no matters arising from the minutes with most actions due to report in January. <b>PM is arranging to look at Pupil Premium at DC; due to be reported in January. TB asked if that is to replace the SENco reporting.</b> KG said no as not all pupil premium students are SEN and vice –versa. <b>DR said we were looking for re-assurance that schools are spending the PP funding effectively. Ofsted were very focussed on it so KG suggested we look at it at DC. DR said does it overlap with the SENco. TB said yes.</b> KG said it would be helpful to have two angles, one Governor looking at SEN children and one on just PP students. VW said there will be overlaps but there are different reasons why students are PP or SEN.	
6.	<b>School Improvement Plan update for DC and KES</b>	<b>DR said that in monitoring; attainment elements of the SIP fall into Standards.</b> KG said yes it would be good to report on some aspects of the SIP at each meeting rather than do it all in one. The general Teaching and Learning update will come from Lauren Pasola from KES. DC doesn't have an action plan at the moment but it will, and both schools are pushing up the top end. We have just had a joint CPD tonight at DC looking at challenge. The most important thing is the joint approach from both schools. We have had a lot of collaborative work since September; something that has never happened since we federated 10 years ago. We have done a lot of work together on SEN and policy writing, but working together in the classroom is new and different this year. We interviewed all Heads of Department about how they get top end grades. Their classic responses were that they teach at the middle level. We are doing CPD on how to push the top end. The Science department at DC is the best out of both schools, with 41% getting Grade 9. KG has asked Jeremy Butt (Head of Biology) to lead the training as he always gets top grades. <b>DR said does this go into a top end plan.</b> KG said yes we have a top end plan at KES but not yet at DC. Ian Wallace has taken over Teaching and Learning with me as the member of staff in charge of it is ill. It is in progress but we have nothing to show you yet. We are doing learning walks, joint CPDs and talking to top end students and their parents. We have got departments working closely together. <b>PM said in terms of DC not being inspected</b>	

		<p><b>for such a long time, does that mean that you are expecting Ofsted soon.</b> KG said not that I am aware, but I have been quite clear with the staff that if they came tomorrow we wouldn't be graded as Outstanding. There is no PP gap at DC and staff are more clear on what they are focusing on.</p> <p>VW said a lot of what KG has said is the same at KES, we do learning walks with a focus on challenge. Last year the staff focused on knowledge rather than skills based, but this year they are more confident; and have a better emphasis on skills based and building knowledge through skills, and increasing writing resilience and stamina. <b>TB said is the content of the learning walks standardised.</b> VW said not specifically, but the staff know they are to share good practice and build an open door policy. They are not just set up by SLT for SLT, they can have a specific focus if someone has a problem with particular aspect; they are very peer led. <b>DR said when we will see an impact, you have assured us of the large amount of work you are doing.</b> KG said in the exam results. VW said it is a constant building project; it is going all the way through, from transition into Year 7, to minimum target grades at Year 10. <b>EJ said you also produce a staff that are empowered and feel they are valued; so your staff turnover will reduce.</b> <b>DR said what other aspects of the SIP are you focusing on.</b> VW said building leadership. We have middle and senior leadership programs for staff to do which are formal qualifications, we have a waiting list. <b>DR asked are you rejecting applications on the basis of money.</b> VW said no. KG said EKLA managed to get funding so that all the teachers in Thanet who wanted to do Senior leadership program would get it free. <b>DR said yes but as budgets get tighter, funding in developing people may get cut so it is important to note that it is not happening at the moment.</b> VW said the final area of the SIP we are working on is Year 7 transition. KES did a lot of work last year working with primaries, which is continuing this year. All the CAT schools are working together. <b>DR said how are the feeder schools finding this.</b> KG said Cliftonville Primary School is excellent; the others are coming along. <b>EJ said what is the transition of students with support needs like.</b> KG said very good; we have parents visit; both schools are good at transition for SEN pupils. VW said there has been a joined-up approach to transition on safeguarding too, the DSLs met to do handovers. We realised that the presentation of books deteriorated from Year 6 to 7, which triggered a whole school focus on 'non-negotiables' in terms of book presentation, all across CAT. Ofsted were impressed by the book scrutiny they did. <b>DR said so the evidence that the work had a positive impact was the Ofsted visit.</b> VW said we are doing some testing with Year 7, looking at Maths and English. The papers are sent off centrally to look at areas of need and strength. There are some teething problems and we are not sure if we will continue it as it is difficult trying to line up the external grades with our own KES levels and make it meaningful data. It's a pilot, we will see how it goes. KG said it's a directive from CAT, the tests are called PUMA &amp; PIRA. <b>DR said so you have reported to us on three areas of the SIP; challenge, building leadership and Year 7 transition, thank you for all the work you and the staff are doing.</b> VW said you are all welcome to attend the sixth form open evening tomorrow evening at KES. <b>DR said thank you.</b></p>	
7.	<b>Committee reports</b>	TB read through the minutes from the Standards meeting. She explained how useful the presentation from Tom Sellen was in terms of the flight paths and figures and explained that by assessing at KS3, KES has time to correct progress when students fall behind.	
8.	<b>Finance Update</b>	PM updated the Governors, saying that DC haven't changed to the new financial software yet as the old software is still working. They have had an audit which was good, but there is an increase in staffing costs due to SLT staff sickness and a new English teacher being appointed but as the new Head of School may not start until September this will work. They have also received a 33k grant for pay increases. <b>DR said that CAT has implemented a pay increase across our staffing levels that mirrors the national levels; partly funded by a direct grant, partly from our budget.</b> KG said support staff don't automatically get the uplift but across	

		CAT we have agreed 2%. PM said KES has implemented the new software, they have been working really hard under a great deal of pressure. They have also received a pay grant. They are very grateful for the support they have been support given.	
9.	<b>Fairfield Manor Consultation</b>	DR explained that Darren Ellis is developing a site next to DC and has asked the school to comment on the development. He has asked John Lycett to assess it from DC's site perspective, he has emailed to say there should be no problem apart from the general building site disruption. During a discussion the Governors highlighted their concerns around the extra traffic the building would cause. DR said he would be very happy to reflect that to Darren Ellis and say to him that on the information we have at the moment, the Governors are concerned about the impact of access to the new build and how parents and children will enter and leave the school. <b>The Governors agreed.</b>	
10.	<b>DC IB Review update</b>	KG explained that DC had a three day long visit from the IB last week which cost the school 8k. It is a 5 year review which the school must adhere to. In general the visit went very well. It is similar to an Ofsted visit in that they want to see lessons, talk to students and Governors. Annie Hale did a lot of work for it. We won't get the feedback from the visit for three months. Feedback was non-descript apart from one thing, they said the students were very impressive. KG is expecting them to comment that not all the staff are trained in the IB. She and PL will contact the Board as and when needed. <b>TB asked if there are any potential sanctions the IB can impose on the school.</b> KG they said the ultimate sanction is to be de-authorised; but they wouldn't choose that. <b>TB said so it's not a risk.</b> KG said no. <b>TB asked that the staff be thanked at DC.</b>	
11.	<b>Risk</b>	<b>DR said that according to the risk register, there is a red risk concerning unexpected resignations of staff at KES, in English.</b> VW said it has been resolved quite quickly but now there have been resignations in Maths, with three leaving at Christmas. We could manage with two replacements in the short term, we are interviewing tomorrow but if successful then the new teacher isn't available until Easter so we will need long term supply. We will also hire an unqualified teacher and offer training, then still need an additional one. <b>DR said we will keep the risk on the register; the impact is high, our mitigation is that we are looking at cross working and changing groups/timetables.</b> <b>PM said that the Resources Committee have a red risk concerning the delayed implementation of the new financial software at DC, and asked that the risk be retained but downgraded as the impact remains high but the likelihood has been reduced from 4 to 2. DR agreed to amend the risk register.</b>	
12.	<b>Any other business</b>	<b>DR asked why there is no meeting between January and May.</b> KG explained that it because the term is short, there is no fresh data to report, and exams are just about to begin. <b>The Governors agreed that there would be no change to the meeting schedule unless required at the time.</b> <b>PM said we should have a Governor that oversees careers advice and guidance. PC volunteered. It was agreed that he will visit the schools and see what they do, champion/celebrate it and report back to the Governors. PM suggested that he also look at the careers strategy too. The Governors agreed.</b> KG informed the Governors that there has been an informal approach about filming in the school by the BBC. <b>The Governors said before we make a decision we need more information as a CAT.</b>	
13.	<b>Confidentiality of proceedings</b>	No items were deemed confidential.	
14.	<b>Dates of future meetings</b>	23.01.19 – DC at 18:00 08.05.19 – DC at 18:00 26.06.19 – KES at 18:00	

**Meeting closed at 19:44**

**Actions from this meeting:**

<b>AP1</b>	Write to Darren Ellis concerning the Fairfield Manor Consultation	<b>DR</b>
<b>AP2</b>	Amend the risk register to reflect the changes agreed	<b>DR</b>

**Actions from previous meetings:**

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

**APPROVED as a correct record of proceedings**

**(Signed) ..... CHAIRMAN**

**DATE .....**