

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

MINUTES

Wednesday 23rd January 2019 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), Mr P Manning (PM), Ms E Johnson (EJ), Mr P Manning, Mr J Lycett (JL), Mr A Solly (AS), Mrs K Cowell (KC), Mrs J Baker (JB), Ms L Copper (LC).

Also in attendance: Mrs E Thomas (Clerk), Ms L Pasola, Member of SLT at KES,

	Item	Purpose	Action
1.	Welcome	DR welcomed everyone to the meeting and introduced LC and AS. LC was elected as a parent Governor and AS is a Staff Governor for KES.	AP1&2
2.	Apologies	TB offered her apologies and they were accepted.	
3.	Declaration of business interests	No business interests were declared.	
4.	Minutes of previous meeting.	DR read through the minutes of the previous meeting and signed them.	
5.	Matters arising	DR reviewed the actions from the last meeting; PM is looking at PP, PC is reviewing career strategies (still in progress), EJ is looking at safeguarding (completed).	
6.	Report on the quality of teaching	LP gave the Governors a detailed presentation (papers filed with minutes) which explained how KES assesses the quality of teaching. She said the school's CPD is focused on challenge and driving top end achievers. Teaching and Learning is led by staff; looking at different strategies concerning challenge. SLT regularly check the impact CPD is having on challenge. They all work from one document which is linked to the data provided by T Selling. There are learning walks, led by staff, and the TEACH framework is used. This approach gives staff the opportunity to drive their own development as professionals. KES has moved away from lesson observations, as they are not an accurate reflection of a typical lesson. LP used History as an example, and said she met with the department and talked about the external results (which were lower than expected). They used the TEACH framework as a tool to unpick what is happening in lessons and did lesson drop ins. The impact was that it highlighted a few areas that History could improve for KS3 and the History staff agreed. The tool is now being used for 6 th Form. It is adapted and used for specific things in school to move T&L forward. It is triangulated with learning walks, drop ins and scrutiny. Staff look at internal and external results. LP has a dashboard for every single member of staff, looking at their results for the last 3 years. LP said that KES has been looking at challenge and how we can support each other (DC and KES). PC asked how much was the pupils' voice used in terms of recognising the History results. LP said yes they were aware but they are not good at linking their skills across subjects, for example realising they need to do extended writing in History as well as English. DR said looking at the KS3 %, it shows 80% on track, please explain. LP said we now have more knowledge in the new specifications and we have changed how we use the flight paths; as outcomes were not as they should have been. The new predictions are now very accurate. VW said we are constantly reviewing the data. The new specifications are still in their infancy; our assessment criteria needs to change but the flight path will stay the same. LC asked if it is because KS3 to KS4 is such a jump. KG said yes, and	

		all schools put their best teachers at KS4. LC said you would think students would work better in subjects they have chosen. KG agreed and said we possibly need to overhaul our KS3 assessment but we will report formally if we decide to change anything.	
7.	School Improvement Plan update for DC and KES	<p>KG reported to the Governors on the School Improvement Plan. Raising Achievement was discussed at the last Standards meeting. In terms of Teaching and Learning; both schools are focused on the top end, which LP has explained for KES. We have had some joint CPD, which involved showing good practice, intervention and data tracking for the most able at both schools. Teachers at both schools have looked at what a 7, 8 and 9 grade looks like in all subjects. We need to look longer term at the KS3 curriculum, but we are not sure what yet. DR asked what is the time scale on developing the KS3 curriculum. KG said we would be looking to introduce anything major in September 2020. What has been happening at Royal Harbour is very good. PM said will it involve some re-aligning of staff. KG said possibly, but its very early stages. DR said so there are transformational behaviours going on within CAT which KES/DC are learning from, once the Senior leaders have worked out a plan, they will bring it to Governors. KG said yes, we need to alter KS3 to get the outcomes at KS4 and 5 sorted. We don't want any wasted years in terms of Year 7. It also covers three big areas in the School Improvement Plan. I am very proud of how well the DC staff have been working across CAT. JB said it is all about opportunity as well; staff at DC felt a bit out of it. KG said we are also looking at consistent and effective marking. DC is a bit behind KES, we are still developing principles and policies of marking, and now book scrutiny. The process is already embedded at KES. Both schools are looking at mapping their extended curriculums. The new Ofsted criteria is looking at what the curriculum is going to offer. DR said can we have a session on it the new criteria. KG said yes, I can do one in May. PM said the schools will not be graded on outcomes, but on educational experience; and there are talks about reducing teachers' workload, with less data.</p> <p>KG said we have begun mapping the extended curriculum; personal and social education, careers, etc. We have started it so we know exactly what is going on outside the classroom. Sarah Woodward is working at Royal Harbour on the extended curriculum; I will be talking to her about working with KES.</p> <p>KG said at KES our Student Voice is a work in progress, and a debating society is coming. At DC, our Student Council has just been set up again. DR said is there a Student council at KES. AS said yes; it is set up in the House system. DR said can they invite a Governor to a meeting. AS said I will ask them. DR said we can offer the same to DC.</p> <p>KG said there is not much to say on 6th Form. LP has spoken about being committed for teachers to grow and develop, in regards to middle leaders and succession planning. KES is further ahead than DC on this; but DC is very keen.</p>	AP3
8.	Committee reports	PM read through the minutes from the previous Resources meeting. DR read through the minutes from the previous Standards meeting.	
9.	Policy approval (Safeguarding and SEN)	Governors approved the Safeguarding Policy. Governors agreed to delay the approval of the SEN Policies until TB returns.	AP4
10.	Governance	DR said he had a proposal for the Governors, that he write a discussion paper and subject to diaries; have a meeting to discuss changing the Governance structure. The Governors agreed to hold a meeting at an agreed date.	AP5
11.	Risk	DR informed the Governors that the risks to each sub-committee had been discussed, there remains a red risk about staff resignations but there are mitigations in place. The risk of the water bill at DC is also mitigated by having 40k set aside for it. The rollout of new Financial software at DC is a risk but it will be resolved soon. VW said in terms of staffing; we recruited a Maths teacher today, so we are now in a good position. DR said the risk register stands; there are no amendments.	
12.	Any other	JB invited the Governors to the Medieval Banquet March 14th at	AP6

	business	1:30pm at DC. DR said he has gained access to some online training; PC is going to do some on data and school improvement, the clerk will do some on minute writing, and PM will do some on Academy Finance. He invited Governors to do any training they wish. It is free of charge. DR updated the Governors regarding the Fairfield Manor development; he said that the committee took a decision not to comment to the Council.	
13.	Confidentiality of proceedings	Details concerning a student at KES were deemed confidential and are contained within a separate confidential minute	
14.	Dates of future meetings	08.05.19 – DC at 18:00 26.06.19 – KES at 18:00	

Meeting closed at

Actions from this meeting:

AP1	KC to arrange Governor training for LC	KC
AP2	DR to write to LC	DR
AP3	KG to provide a report on the changes to the Ofsted Framework in May	KG
AP4	Clerk to email KG with the next set of policies for updating/approval	ET
AP5	Clerk to arrange an EGM subject to diaries	ET
AP6	DR to write to the developer for Fairfield Manor to say the Governing Body will not comment to the Council	DR

Actions from previous meetings:

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

<p>APPROVED as a correct record of proceedings</p> <p>(Signed) CHAIRMAN</p> <p>DATE</p>
--