

Weald Of Kent Grammar School
Non-Confidential Minutes of the Full Trustee Board



11th June 2024 at 6pm

Sevenoaks and virtual

Trustees Present	Richard Booth – HT Chris Eades (Chair) – CE Toby Fountain (Vice-chair) – TF Andrew Barnett - AB Saima Islam - SI Jane Craigie-Payne - JCP	Liz Kinnersley - LK William Varley (from 19:06) – WV Victoria Tomalin – VT Robin Jones -RJ Kim Jiskoot – KJ James Hill – JH Alessia Ropkins - AR
Apologies	Guatam Seghal - GS	Amelia-Jane Clark – AJC
Absent	None	
In attendance	Karen Marr – Clerk Veronique Ricks – VR Ken MacSporran Mason Willis	TEP Clerk Deputy Head Deputy Head CFO

Item	Main discussions and agreed actions	Action by
PROCEDURAL		
1	Welcome, Apologies and Quorum	
	The chair welcomed the trustees. The new trustees introduced themselves. The meeting was quorate (13/15).	
2	Declarations of interest	
	There were no new declarations of interest, trustees were reminded to update their interests on GovernorHub.	
3	Minutes of the last meeting – FTB 23rd April 2024	
	Non-confidential and confidential minutes from the 23 rd April 2024 were approved.	

Actions Log
12.07.22

Name	Item	Action	Outcome
Chair	3.3	Review Articles of Association	Hold for now

24.08.23

Name	Item	Action	Outcome
TF	4	Income generation working party	Ongoing

07.11.23

Name	Item	Action	Outcome
Trustees	2	Undertake governance of safeguarding training and upload certificate to GovHub	Ongoing

11.12.23

Name	Item	Action	Outcome
RJ	5/1	Arrange monitoring schedule for QofE Committee	Meeting booked
Chair	5/3	Review trustee monitoring form	This agenda

20.02.24

Name	Item	Action	Outcome
Clerk	5/1	Legal update on next agenda	This agenda

23.04.24

Name	Item	Action	Outcome
New trustees	4/1	Contact chairs of committees for committee induction	Closed
RB/MW	5/1	Assign Risk Register areas to committees	This agenda

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Trustees	5/2	Review Risk Register and feedback at next FTB	This agenda
Comm chairs	5/3	Update committee ToR's to include Risk Register	Ongoing
RJ	7/1	Write monitoring report re showround	C/fwd
RB	7/2	Confirm the P8 measure to be used by ALPS	See note
RB	7/3	Draft SDP for 24/25 to FTB	July 24
RB	7/4	Share trustee Ofsted presentation	C/fwd
RB	7/5	Ensure newsletter is sent to all trustees	C/fwd
MW	8/1	Circulate revised overview of revenue re calc on variances	Upload to GovHub
LK	9/1	Share SEND monitoring documents	C/fwd
CE	11/1	Nominate H+S link trustee	This agenda
RB	11/2	Check staff fire safety training record	C/fwd
CE	12/1	Send MAT info to new trustees	Complete
Trustees	12/2	Contact CE with any other MAT suggestions	Complete
RB	12/3	Share ppt for Biology proposed trip	C/fwd
RB	12/4	Approach GLT for dates to meet trustees	This agenda

Notes from the actions:

Trustees to update their GovernorHub profiles once training has been undertaken.

Kim Jiskoot to be added to QofE committee.

ALPS use static data as an alternative to P8 as no SATS results available

GOVERNANCE

4	Board Structure	
	<p>Trustees discussed the External Review of Governance (ERG) report shared on GovernorHub with the meeting papers.</p> <p>School Development Plan (SDP) Trustees agreed to move the SDP to a more prominent place in all FTB and committee meetings with SDP as a standing item. Committees needed to work on deeper links with their aims and the SDP. Trustee question: What was needed for the Ofsted action plan? How the SLT was working differently, understanding in classrooms, use of form time, application of the behaviour policy with leaders being more strategic eg re bullying. There were specific action points within the SDP that link to these points. RB to circulate the Ofsted training slides and offered to run another session for trustees. The inspection could take place at any time, trustees were invited to send any questions to RB.</p> <p>Risk Register It was agreed that trustees needed to revisit the risk register more frequently and would also be added to the committee agendas. Eg Outcomes would be on QofE agenda. A new structure was in place with each risk having a clear owner, committees would then report on risk status to FTB where items have been elevated. RB & MW had initially divided the risks between committees, and this would be communicated to the chairs. The clerk to add Risk Register to all agendas.</p> <p>Acc & Ass Declarations of interest – trustees to check their declarations of business interests on GovernorHub by end of the week – clerk to send download to MW. This would be completed annually by end of September each year.</p> <p>MW to source the funding agreement to scan and upload to the website.</p> <p>The chair was preparing roles and descriptions for the structure of the committees for trustee discussion.</p>	<p>RB</p> <p>RB Clerk</p> <p>Trustees Clerk</p> <p>MW</p>

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	<p>Committee reports would be on each agenda with either a report from the committee or a note of the next meeting date.</p> <p>Management accounts will be uploaded monthly to GovHub and emailed to the chair.</p> <p>Diversity was considered to be a standing item on NGA reports.</p> <p>The chair to action the point re induction.</p> <p>Trustee training to be on each agenda. Note that the HR dept circulated online safety training and KCSiE training to trustees – LK to arrange recirculation of the training link.</p> <p>Trustees discussed succession planning – the current chair has issues with continuing longer term especially in the Jan- Apr period and has offered to co-chair with any prospective chair until Jan 25 to support – especially as Ofsted were expected by Dec 24. It is a rewarding and interesting role and trustees agreed they were reluctant to have the role filled by an external appointment. It was agreed to formalise the process, add to next agenda and circulate training that is available for chairs.</p> <p>Trustees agreed that it would be useful to have an annual planner for all meetings.</p> <p>RB to share the ERG with EFSA, thanks to all the board for their contributions. It was considered useful to have an annual reflection of board performance.</p>	<p>Clerk</p> <p>MW</p> <p>Clerk LK</p> <p>Clerk CE</p> <p>RB</p>
5	Risk Register	
	<p>Sub-committees were taking ownership of areas of the risk register, committees to agree the threshold for escalation to the FTB.</p>	
6	Legal Update	
	<p><i>See confidential minutes.</i></p>	
7	School Updates	
	<p>This item was discussed after item 8.</p> <p>The HT shared the results of the staff wellbeing survey. The survey was anonymous and the survey tool Welbee was used which would enable benchmarking of results. The survey was open for two weeks in May and had an 88% completion rate.</p> <p>The results of the survey had been presented to SLT, the next step was the Wellbeing group and then the whole staff. Headlines from the survey were overall positive. Trustee question had the survey results been affected by the changes to contact time? A: Changes were from Sept 24 and so may show on the next survey. It was possible to analyse the survey by job role and the heat map indicated some red areas for SLT which was not unexpected and some with support staff relationships, again not unexpected. Trustee question: Was there an opportunity for staff to leave comments? A: Yes, and over 140 were left. Staff were asked the one thing that would have the biggest impact on improving wellbeing and answers included Communications, Feeling valued, Flexibility, Workload reduction, Support from leadership and Fewer admin tasks.</p> <p>Following the feedback to the Wellbeing group and to the staff there will be some action planning. The school had signed up to the DfE Wellbeing charter and planned to link actions to one or two of the charter items.</p> <p>Trustee question: Who planned to take ownership of the outcomes? A: The Wellbeing group, made up of a cross-section of staff and the HR director, were leading on the actions which were considered everyone’s responsibility. Trustee question: How did you manage expectations? A: Survey annually and at staff meetings remind staff of what was actioned.</p> <p>The HT introduced the Faculty Link Trustee Programme. Days throughout the year had been identified as trustee visit days (one per term) with the expectation that trustees would carry out at least one visit pa. A trustee who was not already chairing a committee would be linked to each faculty and would feed back to the board following their visit. Visits and discussions needed to centre around the Department development plans.</p>	

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Faculty	Director of Faculty	Link Trustee	
English, Media & Sociology	Sophie Creak	Saima Islam	
Science	Zoe Loveridge	Alyssia Ropkins	
Modern Foreign Languages	Nina Philpot (mat leave)	William Varley	
Mathematics, Computing and Economics/Business	Lisa Colbear	Andrew Barnett	
Humanities	Simon Blinkhorn	Victoria Tomalin	
Performing and Visual Arts	Rachael Northcote	Jane Craigie-Payne	
<p>IT was agreed that the other link trustee roles should be added to this list (H+S / PP / SEND / Safeguarding). Monitoring days would be open to all trustees on both sites.</p> <p>The strategic plan was being developed following an SLT away day. The 23/24 plan was discussed in detail and an Executive Summary for 24/25 was produced for trustees. The 5-year key strategic priorities document should be revisited for further discussion at the next meeting along with an evaluated 23/24 SDP. The 23/24 SDP was based on the Ofsted inspection framework, but it was felt that the 24/25 SDP should be based on the strategic priorities.</p> <p><i>See confidential minutes.</i></p>			RB
8	Finance		
<p>This item was discussed before item 7.</p> <p>Trustees were advised that the teacher pension increases appeared to be fully funded in the first year, but additional funding was not expected to continue. The school was £20k up against budget with an in-year deficit of £342k remaining. There were some CIF projects coming up over the summer. Trustee question: What was the longer-term plan to address the deficit? A meeting was planned imminently to review the impact of staffing changes. Trustee question: Did the deficit increase next year? A: At the moment, yes. Trustee question: was unfunded teacher pay increases the major driver of the deficit? A: Yes, plus the loss of income from the growth fund at SEV. Next year the staffing costs increase by £700k which is not being matched by per pupil income funding. Trustee Question: what about the change to teacher contact time? A: will be in the next budget with the 5 members of staff not replaced and sabbatical and maternity leave that is not requiring employed cover. Trustee question: What were the pupil numbers for September looking like? A: KCC had asked the school to take an additional form last year and then at the last minute this extra form went to another school, this year the classes are slimmed down to six teaching groups. Trustee question: how could that happen? A: Children were on the wait list at other schools. SEV are currently 306 for Sept including an additional form. Trustee question: What was 6th form retention looking like? Currently 70-75% but aiming for 85% in future. SEV students have been encouraged to visit TON and there was external interest – aim was for 250 students. Funding for 6th form places was £4.8k. The aim was to fill spaces in less popular subjects. Trustee question: Was the modelling based on 75%? A: Yes, but the funding was lagged. The school is suffering the impact of the RI judgement. Trustee question: What was the school's capacity? It was felt that the school could take an additional form at TON and also at SEV if the 6th form reinstatement was an external building. Trustees noted that 10% fewer girls passed the Kent Test leading to fewer students for the girls'</p>			

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	<p>grammars. The school sites fall into differing regions of Kent, SEV is in North Kent which was experiencing rising numbers hence the extra form at SEV and future growth fund should this continue. TON is in West Kent where pupil numbers remained static. Trustees discussed the potential for a WoK specific entrance test, the possible change in government which could mean private schools lose their VAT free status and the impact of this on the school at year 9 and at 6th form.</p> <p>Trustees agreed that to support the school in tackling the deficit budget, from the next academic year a separate finance committee would meet six times per year and that LMC would continue to meet 3 x pa. It was agreed that the finance committee needed a finance professional as its chair and any suitable trustees were invited to put themselves forward for the role. MW to be invited to the Chair/HT meetings to update on finance. The chair planned to write a proposal re committees for the next FTB.</p>	Trustees CE
9	SEND	
	Trustees plan to hold a further meeting at SEV.	
10	Safeguarding	
	Update next meeting	
11	Policies	
	<ul style="list-style-type: none"> Pupil Premium (PP) <p>Trustee question: was PP used to pay for attendance at clubs? A: there were a few paid coaching opportunities. Trustees discussed the children of Armed Forces personnel who were eligible for PP. The data for these pupils was tracked.</p> <p>The policy was APPROVED subject to the clarification re after school club spend.</p> <p>CCTV Policy</p> <p>Trustee question: was the school aware of the CCTV policies from the other schools on the SEV site and should these be referenced in the WoK policy? RB to check the shared use policy and amend if necessary. Trustee question: What does it mean by “monitor” the staff and contractors? Was there reference in the HR policies to the CCTV policy? RB to investigate and bring the answers to next meeting.</p> <p>The policy was DEFERRED.</p>	RB
OTHER		
12	AOB	
	<p>A trustee requested that minuted actions noted were reviewed at the end of each meeting. Add to next agenda.</p> <p>The shared use planning for the SEV site had been sent back to KCC.</p> <p>Trustees reflected that they had moved forward with many items of business. It was very positive to have the new trustees on board.</p>	Clerk
13	Confidentiality	
	Point 6 Legal update and part of point 7	
14	Next meeting date	
	6pm 09 July 2024 (Tonbridge)	
	The meeting closed at 20:34	

Actions Log 12.07.22

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Actions Log 24.08.23

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Actions Log 07.11.23

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RJ	7/1	Write monitoring report re show round	
RB	7/3	Draft SDP for 24/25 to FTB	July 24
RB	7/5	Ensure newsletter is sent to all trustees	
MW	8/1	Circulate revised overview of revenue re calc on variances	
LK	9/1	Share SEND monitoring documents	
CE	11/1	Nominate H+S link trustee	
RB	11/2	Check staff fire safety training record	
RB	12/3	Share ppt for Biology proposed trip	

Actions Log 11.06.24

Name	Item	Action	Outcome
RB	4/1	Share trustee Ofsted presentation	
RB	4/2	Share division of risks with committee chairs	
Clerk	4/3	Add Risk Register to all agendas	
Trustees	4/4	Check and confirm declaration of interest (D of I) on GovHub by 14 th June	
Clerk	4/5	Send D of I report to MW	
MW	4/6	Source funding agreement and upload to website	
Clerk	4/7	Add committee reports to FTB agendas	
Clerk	4/8	Add trustee training to each agenda	
LK	4/9	Circulate online safety and KCSiE training links	
RB	4/10	Share ERG report with EFSA	
RB	7/1	Add other link roles to monitoring document	
RB	7/2	Present evaluated 23/24 SDP to next FTB	
Trustees	8/1	Consider suitability for Finance committee chair	
CE	8/2	Prepare committee proposal for next FTB	
Working party	8/3	Propose a shortlist for trustees	
RB	11/1	Provide confirmation re after school club PP spend	
RB	11/2	Investigate trustee queries re CCTV policy	