

Weald Of Kent Grammar School
Non-Confidential Minutes of the Full Trustee Board
23rd April 2024 at 6pm
Tonbridge and virtual



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

Item	Main discussions and agreed actions	Action by
PROCEDURAL		
1	Welcome, Apologies and Quorum	
	In the absence of the chair the vice-chair welcomed the trustees. The new trustees introduced themselves. The meeting was quorate (11/15).	
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 meetings – FTB 20th February 2024	
	Non-confidential and confidential minutes from the 20 th February 2024 were approved with the addition of the length of LK’s term of office (4-years) as renewed on 6 th May 2024.	

Actions Log
12.07.22

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

24.08.23

Name	Item	Action	By when
TF	4	Income generation working party	Ongoing

07.11.23

Name	Item	Action	By when
Trustees	2	Undertake governance of safeguarding training and upload certificate to GovHub	New trustees

11.12.23

Name	Item	Action	By when
RJ	5/1	Arrange monitoring schedule for QofE Committee	Ongoing
Chair	5/3	Review trustee monitoring form	Ongoing
LK/JH	8	Next safeguarding monitoring to have an attendance focus	Closed

20.02.24

Name	Item	Action	By when
Clerk	5/1	Legal update on next agenda	Deferred to T6
RB	8/1	Tracking of attendance at extra-curricular activities of vulnerable students	This meeting
LK	11	HTPM objectives shared with trustees.	Closed

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GOVERNANCE		
4	Board Structure	
	<p>Further to the recent recruitment of trustees and an assessment of skills the new trustees were asked to join a sub-committee:</p> <p>Alessia Ropkins – AR – Quality of Education Andrew Barnett – AB – Leadership and Management Guatam Seghal – GS - Leadership and Management Saima Islam – SI - Safeguarding and Personal Development Jane Craigie-Payne – JCP - Leadership and Management Amelia-Jane Clark – AJC – Safeguarding and Personal Development</p> <p>Trustees requested to reach out to the chairs of the committees (L+M = TF / QofE = RJ / S&PD = LK) and were welcome to attend meetings of the other committees if interested.</p> <p>Trustees were advised that the External Review of Governance was ongoing and noted that the ESFA were looking for an update on the ERG.</p>	AR AB GS SI JCP AJC
5	Risk Register	
	<p>Included with the papers on GovernorHub were the previous version of the Risk Register and the new report from the recently acquired software. It was agreed that RB & MW would review all the areas of risk and assign each area to a subcommittee. It was agreed that there was a need to define responsibility for each action / area. Many of the risks were standard to most schools, trustees were asked to review the risk register and feedback at next FGB.</p> <p>Trustee question: Could there be a strategic/corporate risk register? A: The software provides for a trustee level overview. Trustees agreed that committees would take ownership of areas and then areas of high risk would be identified and brought to FTB.</p> <p>Committee chairs to update their terms of reference (ToR's) to include analysis of risks.</p> <p>Trustee Question: Did the system split controls and actions? A: Yes It was agreed that Covid and Brexit be removed from the risk register.</p>	RB/MW Trustees
6	Legal Update	
	Deferred	
7	School Updates	
	<p>The Headteacher's Report for the Spring term included with the papers on GovernorHub Highlights included the expansion of events and opportunities,</p> <ul style="list-style-type: none"> - launch of the World Challenge trip to Malaysia - fundraising had commenced - a second enrichment day was held in March, years 9+10 attended the Stag Theatre in Sevenoaks and the school received compliments about the students. Year 12+13 had a trip to London and a trustee reported that this was a success. Year 11 had a revision day with the SEV and TON students together and a prize giving was held in the afternoon. - a Page Turners Author Awards event was attended by 80 students and involved 12 other local schools. <p>The school hosted a film crew from the BBC One Show which involved a group of year 10 students who had written to Sir David Attenborough.</p> <p>A careers fair was held at SEV campus.</p> <p>Year 11 + 13 mock exams took place in January. The report detailed the predictions for those year groups about to take public examinations with forecasts being similar or better than last year and an improving picture for the gap with vulnerable students.</p>	

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Admissions: The Published Admissions Number (PAN) for Weald was 270 and there was agreement to take an additional form (30) at SEV. Of these 300 spaces 284 had been filled for September and 37 appeals for places were due to be held. It was expected that the school would be full for September and there would be a wait list of 20-30 students. Numbers of PP students had increase following the outreach work undertaken.

Attendance: Weald was in line with other local grammar schools at 94% attendance – the Kent and National figure was 90%. There was a termly targeted support meeting held for attendance with systems reviewed and actions established. Lateness and students with 85-90% attendance were targeted. Trustee Question: Was the targeting of lateness successful? A: Yes, this improved by 2/3rds. Trustee question: Were the years 12+13 attendance figures bringing down the average? A: Yes, this was a post covid issue, attendance was stable, but the stress levels were rising. Only three students with less than 50% attendance with stress and pressure causing absence.

CPD: This was focussed on formative assessment and workload reduction. Written reports had been slimmed down and this had received good feedback from staff.

Parents survey: This was carried out on Parents Evenings based on the Ofsted questions, on the question of “would you recommend the school to another parent or carer” the year 8 survey came back at 92% compared to an overall response of 87%.

Trustee question: Was there any difference in the survey results between the two campuses? A: No, they were on a par.

A trustee reported back on a show round he had undertaken, the student guides were two year 8 students who fed back that they enjoyed the extra-curricular activities, and they were very clear about the school behaviour policy of chance/choice/consequence. A monitoring report would follow.

Trustee question: as there will be a two year pause in the P8 scores what was being done to monitor progress? A: ALPS were reported to be coming up with an alternative measure, but it may be that A8 scores are used. The HT will confirm this at next FTB.

Trustee question: Pupil Premium student progress was reported as dropping from Autumn term to Spring term – why was this? A: The Spring term forecasts were based on intense mock examinations over a two-week period, the actual examinations were spread over a six-week period. This puts pressure on the students however the predictions were an improvement on last year. Teachers and Heads of Department were targeting interventions for identified students. 20 year 11 students were being mentored, some of these students were getting close to the results needed for a 6th form place. The impact of the mentoring was dependent upon the student.

Trustee question: Can you clarify what was meant by disadvantaged? A: Students in receipt of Pupil Premium. The school also targeted those students that fell just outside the PP umbrella. P8 would only pick up those students that had prior attainment scores, private school students do not sit SATs.

Trustee question: What was the position with student leadership at SEV? A: There will be a year 13 at SEV next year and year 11 will step up.

SDP: Trustees were advised that the blue text was from the Autumn update and green text was from the Spring update. SLT have booked a planning day to look for evidence of impact in 2023/24 and draft the School Development Plan (SDP) for 24/25, this will be brought to the July FTB meeting.

19:06 WV joined the meeting

There were ongoing discussions with students regarding changes to the house system to create a sense of belonging. “Girls on Board” was aimed at years 7-10 to help with friendship issues, supporting students to manage these issues for themselves. Trustee question: How

RJ

RB

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	<p>many parents attended the presentation for “Girls on Board”? A: 200 at TON and 40 at SEV. A trustee complemented the system and had read the associated book.</p> <p>It was noted that parental engagement was much improved, two years ago there were no PTA, no surveys and no forum, now the school have all three plus the regular newsletter.</p> <p>SEF: The document was not mandatory but was useful in preparation for an inspection. There was crossover with the SDP. It was found to be a helpful check of “where is the evidence”. The school’s evaluation was at least good in all areas. The SEF demonstrated the refining of the priorities on the SDP and served as a good reminder of the progress that had been made.</p> <p>RB to share the presentation from the Ofsted training previously delivered to trustees.</p> <p>RB to confirm that the newsletter is sent to all trustees.</p> <p>The trustees agreed that it would be useful familiarise themselves with the SEF in preparation for a future inspection.</p>	<p>RB RB</p>
<p>8</p>	<p>Finance</p>	
	<p>The CFO reported that the budget was on track and staffing costs were as expected. Cashflow was good and the reserves and investment policy once approved will support use of funds. The LMC agreed for £1m to be put on deposit for 90 days with Lloyds Bank.</p> <p>The budget for next academic/financial year would soon be worked on and the in-year deficits needed to be carefully managed and a deficit reduction plan actioned. The key change had been the increased contact time for teaching staff and HoD’s and the creation of the faculty structure. 5 members of staff have not been replaced, 3 staff on maternity leave have been absorbed as well as a member of staff on sabbatical. Trustees were keen to see the impact this has had on the budget. Trustee question: what was the impact on the staff? A: The HT reported that the news had been received quite well by the staff – they were not happy but understood that it was expected as previous non-contact time was generous. The leadership were mindful of the optics around any spending.</p> <p>Trustee question: What did the “Pinnacle contract was not in budget - £82k” refer to? A: This was the IT consultant / software contract, an IT manager had since been appointed resulting in a saving of £30k.</p> <p>MW to circulate a revised overview of the revenue as the variances did not appear to calculate.</p>	<p>MW</p>
<p>9</p>	<p>SEND</p>	
	<p>Pupil voice had been carried out with small numbers of SEN students. A change in environment was noted for LK’s 3rd visit, previously students reported that they had no one to talk to but now the students report much more support. Highlights from the visit include “the teachers made lessons fun” and “the help and support from Student Services”. When the students were asked “who the adults in school to help you?” Many staff members were named.</p> <p>Younger year groups all had one or two clubs that they attended. Older students were asked what the strengths of the school were and answers included Student Services, the Music Dept, the Head Teacher is good – you see him at the school gate. Leadership of the school is good. Weaknesses included that not all form tutors did 1:1 check ins and there was anxiety over rooming on some school trips. LK to repeat this visit at SEV.</p> <p>LK met with the SENCo and discussed the notional SEND budget which forms part of the main school budget. Support was looked at for both sites and the priorities on the SDP regarding SEN including delivery of Quality First teaching. Outcomes for students with SEN were expected to improve. LK to share the documents.</p> <p>Trustee question: Do staff receive Youth Mental Health training? A: Yes, the Department for Education’s training but it had limited impact. The school were taking advantage of any other training when available.</p> <p>Trustee question: Was there an opportunity for students to talk to other students for peer support? A: Yes, there were mentors from years 9 and 10 for years 7 and 8. This was year one of a rebooted scheme. Students reported keeping in touch with their mentors.</p>	<p>LK</p>

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10	Safeguarding	
	The S& PD committee had not met, there were no strategic updates.	
11	Policies	
	<ul style="list-style-type: none"> • CCTV Policy Trustees asked that the camera labelled “TBC” be identified, that there was a definition for “regular” when cameras would be checked. Trustees asked why images were stored for 30 days and asked where the images were stored. The policy was APPROVED subject to the clarifications. • Health and Safety Policy Trustees noted that a link trustee for Health and Safety should be identified and be available to sit on the H+S committee. Trustees agreed that managers should be responsible for staff training and that the term regularly should be defined eg at least annually. It was report that the lockdown procedure was a work in progress as the 3 schools at SEV needed to align their procedures and the alarm at TON needed to be changed as it sounded similar to the fire alarm. A Spring Term lockdown practice was planned. Trustee question: Were there Fire Wardens in the policy? A: Yes, they are in place, trained and have uniforms to identify them. Trustee question: had the H+S policy been shared? A: Yes, via the H+S forum. Trustee question: Were staff trained to use fire extinguishers? A: RB to check current fire safety training. The policy was APPROVED subject to the clarifications. • Investment and Reserves Policy – trustees APPROVED the policy • Finance Policy – trustees APPROVED the policy <p>Trustees requested that, where possible, any future policies to include either a change log or tracked changes.</p>	RB
OTHER		
12	AOB	
	<p>MAT update: TF updated the new trustees briefly on the current position. AB had sent some comments to the chair. It was agreed that the next step was for two of the MAT’s to present to the board and an additional meeting was to be planned for this purpose. Following an initial sift of the potential MATs to join the two to be invited were Invicta and the Girls Learning Trust. CE to circulate information collated to date to the new trustees.</p> <p>Trustee question: What was the time pressure? A: Some decisions were being put on hold pending the decision. Trustee question: What would be the next step? A: a proposed resolution to the board.</p> <p>Staffing update: See confidential minutes</p> <p>Proposed school trip: The biology department have requested permission to run a research expedition trip https://www.opwall.com to Mexico. There would need to be fundraising carried out to support the 3–4-week trip (cost per student £3-3.5k). Proposed dates were Summer 2025 or 2026, and the trip was aimed at years 12 and 13. A ppt presentation had been produced – RB to share with trustees.</p> <p>Trustees discussed how this trip appeared to differ from the World Challenge and was more subject specific, it was noted that the trip could be open to a wider group than just Biology students.</p> <p>Trustees were asked to submit any thoughts or comments to RB. Trustee question: Was this type of trip a standard now within Biology? A: A similar trip planned by St Olav’s and Skinners School.</p> <p>Disciplinary Panel: A panel of trustees were needed to review an appeal of a fixed term suspension. It was agreed that all trustees should undertake training for this type of panel although the panel would ideally not include any trustees who were currently Weald parents. Due to the length of the suspension for the current case there was no requirement for the panel to meet with the student’s parents. TF, RJ, VT & JCP volunteered to form the panel.</p>	CE
13	Confidentiality	
	Staffing structure proposal point 12.	

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14	Next meeting date	
	6pm 11 June 2024 (Sevenoaks) 6pm 16 July 2024 (Tonbridge) Plus extra meeting re MAT to be arranged.	
	The meeting closed at 20:33	

Actions Log 02.07.22

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

Actions Log 24.08.23

Name	Item	Action	By when
TF	4	Income generation working party	

Actions Log 07.11.23

Name	Item	Action	By when
Trustees	2	Undertake governance of safeguarding training and upload certificate to GovHub	New trustees

Actions Log 11.12.23

Name	Item	Action	By when
RJ	5/1	Arrange monitoring schedule for QofE Committee	Ongoing
Chair	5/3	Review trustee monitoring form	This agenda

Actions Log 20.02.24

Name	Item	Action	By when
Clerk	5/1	Legal update on next agenda	Term 6

Actions Log 23.04.24

Name	Item	Action	By when
New trustees	4/1	Contact chairs of committees for committee induction	
RB/MW	5/1	Assign Risk Register areas to committees	
Trustees	5/2	Review Risk Register and feedback at next FTB	June 24
Comm chairs	5/3	Update committee ToR's to include Risk Register	
RJ	7/1	Write monitoring report re showround	
RB	7/2	Confirm the P8 measure to be used by ALPS	
RB	7/3	Draft SDP for 24/25 to FTB	July 24
RB	7/4	Share trustee Ofsted presentation	
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	
CE	12/1	Send MAT info to new trustees	
Trustees	12/2	Contact CE with any other MAT suggestions	
RB	12/3	Share ppt for Biology proposed trip	
RB	12/4	Approach GLT for dates to meet trustees	