

Weald Of Kent Grammar School
Non-Confidential Minutes of the Full Trustee Board
18th September 2023 at 6pm



Trustees Present	Richard Booth - HT Steven Doyle (Chair) – SD Nevita Pandya – NP Chris Eades (Vice-chair) – CE Kim Jiskoot - KJ	James Hill – JH Liz Kinnersley - LK Toby Fountain – TF William Varley – WV Victoria Tomalin - VT
Apologies	None	
Absent	Geoff Marshall - GM	
In attendance	Mason Willis Florah Mugwanya Karen Marr - Clerk	CFO Finance Director TEP Clerk

Item	Main discussions and agreed actions	Action by
PROCEDURAL		
1	Welcome, Apologies and Quorum	
	The chair welcomed everyone – especially KJ – new member appointed trustee.	
2	Declarations of interest	
	There were no new declarations of interest, governors were reminded to update their interests on GovernorHub. Trustees were also expected to undertake The Governance Safeguarding Training and upload their certificates to their training record on GovernorHub.	Trustees
3	Minutes of the last meeting – 27th June 2023, 29th June 2023 & 24th August 2023	
	Non-confidential minutes from the 27 th June 2023 FTB and 24 th August 2023 FTB were approved. Confidential minutes from the 27 th June 2023 and 29 th June 2023 were approved and the confidential actions were closed. <i>18:09 NP joined the meeting</i>	
GOVERNANCE		
4	Structure	
	Victoria Tomalin was introduced to the board, VT’s work experience was shared, an ex-WoK student residing in London, the trustees unanimously agreed to co-opt VT and welcomed her to the board. The chair confirmed that he would be standing down with effect from 29 th September 2023. The workload of the chair was discussed and whilst it was still significant it had reduced. There were no nominations for chair and CE as vice-chair agreed to fulfil the role on an interim basis whilst trustees considered the role or looked to recruit a chair. CE raised the concern that he did not have strong finance knowledge. The ESFA had mandated an External Review of Governance and the trustees had contacted the National Governance Associate (NGA) to action this. It was agreed that VT and WV would join the L&M committee, KJ would join the Q of E Committee plus perspective trustee Robin Jones (RJ) once he had joined the Board. It was agreed that the Terms of Reference for QofE would include Pupil Premium and SEND. Trustees agreed that, with the current number of trustees, it would be prudent to have a monitoring pair for Safeguarding & Personal Development who reported directly to the board instead of a committee (LK plus one other). Trustees discussed having a monitoring day in school, this would also improve visibility of trustees. Trustees determined that subject and school development plan links would be agreed by email and that monitoring would be carried out according to those links. Conversations needed to be constructed around the department development plans. Trustees agreed that they needed to ensure that they acted strategically as the school	Trustees

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	<p>consideration. The policy was APPROVED subject to these amendments. Trustees requested that the information from Classcharts regarding bullying incidents be included in future HT reports, trustees were advised that this was also considered when monitoring safeguarding.</p> <ul style="list-style-type: none"> Attendance – trustees discussed the permissions granted to students to leave the campus. Some 6th form students were granted study leave. Security was increased to the front gate and students now needed to be let out by reception. Parents were contacted when attendance fell below 96% but discretion was applied. Trustee question: did the school use the DfE letter templates especially around anxiety? A: Yes, these had been adopted. Policy was APPROVED. Supporting Pupils with Medical Needs – trustees APPROVED the policy Separated Parents – trustees APPROVED the policy Allegations of Abuse Against Staff in School Policy – DEFERRED HT to check against the model policy. Trustee question: were external clubs as users of the school premises given a copy of the policy? A: Yes, on sign up. Capability Policy and Procedure – Trustee question: does the policy include performance criteria? A: Yes, meeting appraisal objectives and teacher’s standards. Appraisal considered informal procedure with capability being formal. Policy was APPROVED by trustees. Disciplinary Policy and Procedure - trustees APPROVED the policy subject to the addition of a clear flowchart timeline as an appendix to the policy. Grievance Policy and Procedure – trustees APPROVED the policy subject to the addition of a clear flowchart timeline as an appendix to the policy. Induction of Early Career Teachers (ECTs) Policy – Trustees APPROVED the policy subject to the HT updating the timeline. Staff Code of Conduct – trustees APPROVED the document. <p>Trustees requested that all policies adopt the “House style” and that references to the Governing Body be updated to Trust Board.</p> <p>Trustees AGREED that approval of any non-statutory policies be delegated to the Head Teacher.</p>	HT
SAFEGUARDING		
8	Responsibilities	
	<p>Any trustee that had not read all of KCSiE 2023 was to do so immediately and all trustee to confirm on GovernorHub that they had read the full document.</p> <p>The updates to KCSiE 2023 included filtering and monitoring systems. The school needed to carry out a review to ensure that the procedure was effective. An example was shared of staff having issues completing the Ofsted questionnaire due to the filtering system in place. The HT agreed to get an update on the issue and advise trustees.</p> <p>Trustees needed to have undertaken Safeguarding for Governors training by the end of September and add to their GovHub training record. Trustees were advised to contact Aimee at the school if a further link to the training was needed.</p>	Trustees Trustees
9	Update	
	<p>Staff received safeguarding training on the first inset day of the academic year. The Single Central Record noted all staff training and new staff as part of their induction.</p> <p>The Safeguarding review was positive with an overall grading of excellent.</p> <p>Kent County Council have advised that the school were responsible for any boundary issues at the Sevenoaks site.</p>	

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	<p>The school continued their search for a Mental Health Lead and MH first aid training was being rolled out to more staff. The school were looking to do a review of SEND provision.</p>	
SCHOOL IMPROVEMENT		
10	Update	
	<p>86% of year 13 students achieving their first choice of university was really encouraging especially against a national average of 67%. Software was used for the first time for admissions to the 6th form, the software crashed nationally on results day. A review of the procedures highlighted that there was a lack of in person contact and it was agreed that in future students would be required to collect their results in person, students could then be supported with 6th form and university applications / clearing. There was a disappointing retention rate into the 6th form at 54% those students not staying at Weald were being followed up. Trustee question: For students who did not achieve grade 5 in English and Maths was there a concern that they would be missing in education? A: The school will follow all of these up, probably via the parents. Trustee Question: were any of the students Looked After (LAC) or in receipt of Pupil Premium (PP)? A: None were LAC, but PP number was unknown. It was known in January that some PP students were not predicted to achieve a grade 5 in English and Maths, in future this would be tracked carefully from year 10. Two thirds of the students from Sevenoaks who stayed with WoK had moved to the Tonbridge site. The trustees noted this as a concern. Trustee Question: With only 19 students in year 12 was this viable? A: No but the school was very much invested in Sevenoaks campus. Parents were questioning if the 6th form would continue. Trustee Question: What was the school reputation like in, for example, Psychology? A: Currently the school was a net importer of students from other Grammar schools. Decisions needed to be made about the 6th form at Sevenoaks, it could become a financial decision. Trustees agreed to have a separate discussion regarding the future of the 6th form provision but agreed that the current year 12 and 13 classes should continue at Sevenoaks. Trustees requested financial modelling regarding the 6th form and recognised that they needed to be financially responsible. Results: A level results were pleasing and in the top 40% nationally. GCSE results fell year on year. A progress measuring tool had been introduced "ALPS" the scores used were explained in the HT report. A score of ALPS 3 related to the top 25% nationally. Trustees noted that it was difficult for A level students to show good progress following a good GCSE result. The SLT agreed that the Maths department needed to be worked with and supported. Also, Physics. Trustee Question: Was this because not enough students achieved a grade 5? A: There were more in Maths than English. Trustee Question: How was Maths A Level? A: Not good, ALPS score of 6. Trustee question: Why was Maths declining? The Key Stage (KS) 2 curriculum was covered again in KS3 and there was not enough stretch and challenge. Further Maths did well but was taken by the more able students and taught in smaller classes. Trustee Question: Were there any concerns with the teaching of Maths? A: There were some teachers that needed more and better support. It was noted that the Oxbridge students had also been counted in the Russell Group numbers.</p>	HT
BUSINESS MANAGEMENT		
11	Finance Update	
	<p>A Finance Manager and a Finance Assistant had been successfully recruited. Trustees were informed that the management accounts for 22/23 financial year were showing a breakeven position. There was £1m held on long term deposit. An internal audit was due to take place including the risk register. The Air conditioning for the Art Block was being renewed.</p>	

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	<p>It was suggested that the contribution towards the Condition Improvement Fund (CIF) bid for the fire door replacement was increased to 25% to try and secure the funding. Trustee Question: Should the fire doors be done anyway? A: Yes, there was a fair amount on the audit, a 25 % contribution could secure the CIF bid and the school contribution to the work should work out at approx £70k.</p> <p>There was also a roofing CIF bid, but this was not considered to be as urgent. The predicted in-year deficits were still as per the budget: Year 1 -£363k, year 2 -£263k, year 3 -£522k, there was much work to do to reduce these deficits.</p> <p>There was no Reinforced Aerated Autoclaved Concrete (RAAC) identified at the school. Trustees agreed the increased CIF bid for the fire doors and put a hold on the roofing bid. The electricity contract was due for renewal and with only a short timeframe to approve the 12 or 24 month contract the agreement was delegated to the Leadership and Management Committee (LMC). With the expected increase in the stability of electricity pricing trustees agreed that a 12-month contract seemed reasonable and options should be emailed to the members of the LMC.</p>	
12	EFSA Update	
	<p>The LMC chair updated new trustees on the EFSA investigation and the conditions that needed to be met:</p> <ul style="list-style-type: none"> -The EFSA must be notified of any changes -GIAS updated -Mason’s contractual arrangement ok’d by the EFSA -Arrange an external review of governance (ERG) -Recruit a permanent CFO -MAT conversations <p>The National Governance Association had quoted £2700 to carry out the ERG, trustees agreed to proceed with this.</p> <p>FM was preparing the proposals for the CFO recruitment, consideration was given to whether the role could encompass oversight of IT, trustees agreed that the proposal should be brought to LMC.</p>	
13	Risk Register	
	<p>The Risk Register was being reviewed and would be taken to LMC, the committee planned to use the Risk Register to drive the business of the committee.</p> <p>Internal Audit was reviewing the Risk Register.</p>	
OTHER		
14	AOB	
	<p>It was requested that finance be at the start of future agendas to enable the finance team to only attend the beginning of the meeting.</p> <p>The Head Teacher’s performance management panel was agreed as JH, CE and LK. CE was tasked with seeking an appropriate external adviser.</p> <p>Trustees were informed that the email from ex-trustee Antonia Rubins had been actioned. The details for new trustees needed to be added to the website.</p> <p>Nevita Pandya offered her resignation from the board and this was accepted, trustees thanked NP for her service.</p> <p>Geoff Marshall trustee had been contacted regarding his non-attendance, but no response had been received, CE to try calling one more time before taking further action.</p>	Clerk
15	Confidentiality	
	Point 6 – Legal Proceedings	
16	Next meeting date	
	6pm, Monday 6 th November 2023 at Sevenoaks plus and EFTB to discuss 6 th form options.	
17	Impact of Meeting	
	Not discussed.	
	The meeting closed at 21:18	

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Actions Log 12.07.22

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

Actions Log 06.03.23

Name	Item	Action	By when
Trustees	2	Update declarations of interest on GovernorHub for 2022/23	ASAP
Trustees	5	Provide a short bio and send to the Clerk	ASAP
RB	5	Arrange staff noticeboard in Sevenoaks	ASAP
Trustees	6	Undertake safeguarding training	Urgent
KM/RB	9	Predicted grades to next FTB	Deferred
KM/RB	10	Book further trustee Ofsted training	Ongoing

Actions Log 27.06.23

Name	Item	Action	By when
RB	3	Safeguarding report to T1 FTB	T1 FTB
RB	10	SDP action plan to T1 FTB	T1 FTB

Actions Log 29.06.23

Name	Item	Action	By when
RB	1	Refer confidential minutes	ASAP

Actions Log 24.08.23

Name	Item	Action	By when
HT	4	Benchmarking of non-contact time	
HT	4	Review of staffing to next FTB	T1
TF	4	Income generation working party	
TF/HT/ MW/FM	4	Review EFSA action plan	

Actions Log 18.09.23

Name	Item	Action	By when
Trustees	4	Agree subject and school development plan links by email	T2
HT	4	Arrange External Review of Governance	
Trustees	4	Carry out monitoring visits	
HT	5	Explore possibilities of collaboration with GLT	
HT	7	Add anonymous reporting option to the Whistleblowing policy	
HT	7	Add amendments to Anti-bullying policy and timelines to HR policies	
HT	7	Add Classcharts behaviour trends to HT report	
Trustees	8	Read KCSiE and confirm on GovHub	
Trustees	8	Undertake Safeguarding for Governors training	
HT	10	Arrange financial modelling for 6 th form options	