

Weald Of Kent Grammar School
Non-Confidential Minutes of the Full Trustee Board
11th December 2023 at 6pm
Tonbridge



Trustees Present	Richard Booth – HT): Chris Eades (Chair) – CE (from James Hill – JH Toby Fountain – TF	Liz Kinnersley - LK William Varley – WV Victoria Tomalin – VT Robin Jones -RJ
Apologies	Kim Jiskoot - KJ	
Absent	None	
In attendance	Karen Marr - Clerk	TEP Clerk

Item	Main discussions and agreed actions	Action by
PROCEDURAL		
1	Welcome, Apologies and Quorum	
	TF as acting chair welcomed the trustees. The meeting was quorate.	
2	Declarations of interest	
	There were no new declarations of interest, governors were reminded to update their interests on GovernorHub.	
3	Minutes of the last meetings – FTB 7th November 2023	
	Non-confidential minutes from the 7 th November 2023 FTB were approved subject to the clarification of the accounts system and the wording of reactions to changes at Sevenoaks.	

Actions Log
12.07.22

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

06.03.23

Name	Item	Action	By when
Trustees	5	Provide a short bio and send to the Clerk	Closed
HT	5	Arrange staff noticeboard in Sevenoaks	Closed as underway
Trustees	6	Undertake safeguarding training	Closed
HT	10	Book further trustee Ofsted training	Closed – now to be in-house

24.08.23

Name	Item	Action	By when
HT	4	Benchmarking of non-contact time	C/fwd
TF	4	Income generation working party	C/fwd
TF/HT/ MW/FM	4	Review EFSA action plan	This meeting

07.11.23

Name	Item	Action	By when
Trustees	2	Undertake governance of safeguarding training and upload certificate to GovHub	C/fwd
HT	6	Send suggested messaging to trustees re 6 th form	closed
HT	4	Send Exclusions training link to trustees	C/fwd
HT	8/1	Speak to premises team re student concerns re toilets	Completed
HT	8/2	Consult with other HTs @ SEV re behaviour concerns on the buses	Code of Conduct suggested.
HT	5/1	Small amendment to admissions policy	Completed

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HT	5/2	Check levels in Bursary policy	Completed
Clerk	5/3	SEND report to next FGB	C/fwd to T3
QofE	9	Review PP Strategy statement	Completed

18:14 CE joined the meeting

Governance

4	Feedback	
	See confidential minutes	
5	Monitoring	
	<p>Qof E committee had not yet arranged monitoring and was therefore behind schedule. The new QofE chair (RJ) to arrange monitoring schedule.</p> <p>A safeguarding monitoring visit had been carried out, the trustee visited the school on an enrichment day at SEV and had spoken to 2 – 3 of the teams, one of which was visiting from TON.</p> <p>The trustees discussed the need to spread the department links amongst themselves and it was felt this would be best carried out once the new trustees were onboard. Clerk to update on the onboarding process. LK agreed to caretake the SEND link role. Trustees agreed that through the department links they could raise their visibility at the school and focus on their visits around the departmental development plans. There was a need to be consistent with reporting bac to the board and CE agreed to review the trustee monitoring form.</p>	<p>RJ</p> <p>Clerk</p> <p>CE</p>
6	Policies	
	None – it was agreed that the policy approval process needed to be spread across the year.	

Business Management

7	Finance	
	<p>2022/23 Audited accounts were not yet available as the audit was still ongoing. Trustee question: What was the cause of the delay? A: The change of CFO had put everything back, a request had been sent to the ESFA for an extension to the contract of the off-payroll CFO, awaiting the response.</p> <p>The 2022/23 accounts, reporting to trustees and October 2023 Management accounts would be brought to another meeting to be arranged before the filing deadline of 31/12/23.</p> <p>Surveys for the External review of Governance will be sent out in January.</p> <p>EFSA investigation – the investigator (Mark) had advised that there was still out of date information on the Companies House website, there was no Company Secretary appointed and there were two web addresses for the school. Trustees requested that the Company Secretary role was included in the job description for the CFO.</p>	

School Improvement

8	Operational Update	
	<p><u>Headteacher's report</u></p> <p>Trustees thanked RB for his written report. Trustees discussed how, at Weald, receipt of pupil premium was not the only measure of disadvantage or deprivation. There was a need to focus on the group known as “just about managing” and access to the grammar school system. There was familiarisation with the tests, a need to dispel the myths of the grammar school system and promote opportunities for all including leadership amongst the 6th formers. Trustees felt that the current verbal and non-verbal reasoning tests could be barriers to the disadvantaged as these tests were often tutored for.</p> <p>Trustee question: starting developing links around outreach work”. What does this mean?</p>	

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A: Consideration was being given to the best way to improve access for the disadvantaged and there would be resources needed when the decision was made. TON was the greater area for disadvantage and local primaries would be contacted to seek to support their more able disadvantaged pupils.

Trustee question: What would you consider reasonable for this year? We have spoken about a long-term goal of 80% plus retention which is where we were in 2020 as net 'gainers' rather than net 'losers' at Sixth Form. A: The school will benchmark this summer and determine what improvement looks like.

Trustee question: How many didn't get into our Sixth form based on grades? It is an interesting spread of schools. I know 62 unknown makes it hard to have firm data. How has the process for appeals / admissions been developed for this year on results day? 29 students did not access the 6th form due to their results. The current year 11 has possibly 14-15 students who will not access the 6th form due to grades. A 5.5 average was needed plus a grade 5 in English and Maths. Other schools were changing the English and Maths criteria dependent on subjects. Consideration was being applied to whether Maths should be a benchmark subject, and this could reduce the required grade to a 4. The appeals would be heard sooner in the time period. **Trustee question: Was the number of appeals manageable?** A: Conversations in person on results day when collecting results was a key intervention in the process. The challenge was to ensure the majority of year 11 commit to the 6th form which would create more certainty.

Trustee question: HOD book scrutiny, what evidence do we have of changing practice as a result of these interventions? Focus on pupil experience and outcomes. A: RB or VR carrying out learning walks with HOD's with a specific focus, either departmental or whole school plans, detailed development plans were in place.

Trustee question: How do the predicted grades compare to predicted grades from the year before (as opposed to actual outcomes you have currently stated)? A: cannot compare as last year the grades were "working at" grades, last year's predictions were accurate. ALPs was indicating areas to provide additional support.

Trustee Question: CPOMS. Which staff are expected to upload things? Passed to HOD / HOY or each teacher? A: System was being reviewed ensuring there was capacity in the right places and that different areas were working together.

Trustee question: What impact has the new payment structure had on support staff retention? The change had brought the school in line with other schools and there was lower staff turnover. No resignations received and this included support staff.

Trustee question: Could the enhanced CPD amongst middle leadership generate unfulfilled expectations if there was no staff turnover? A: It was important to access as wide a range of CPD as possible, NPQ's were free to do. The school needed to be creative about the opportunities eg internal promotion to the Teaching and Learning team and there was the potential for a faculty structure. There was also contribution towards system leadership with WoK's loss being another school's gain. Some CPD was being carried out by staff new to post.

Trustee question: Was staff sickness increasing? A: the figure was cumulating.

Trustee question: Attendance figures including persistent absentees (PA) was concerning, were patterns measured? A: Yes, as well as overall attendance.

Trustees agreed that attendance should be a focus for the next safeguarding monitoring visit. Nationally the school compared quite well but there was a need to evidence what was being done to improve attendance.

The HT full report would be issued three times per annum.

School Development Plan update was received by the trustees. The HT requested that any questions on the SDP update were emailed.

Trustees discussed the recent cyber-attack and were advised that other schools were affected and there was a criminal investigation underway. The school were looking to move their IT support in-house and had this been in place the reaction to the attack could

LK & JH

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	have been swifter. The recruitment for this post was about to close. Trustee question: Was there an identified hole in the system? A: Yes, the “all student” email list was not used but was still active, this had since been deleted. Trustee question: What was parental response like? A: Two complaints received; it was unknown how many of the emails were opened. The new IT manager would be tasked with refreshing all policies and procedures.	
9	Training	
	None shared.	
AOB		
10	AOB	
	<ul style="list-style-type: none"> • See confidential minutes • The IDSR report was received by trustees. • Trustees APPROVED the PP strategy document. 	
11	Confidentiality	
	Legal feedback & AOB item	
12	Next meeting date	
	6pm on 5 th February 2024 (Sevenoaks) TBC	
	The meeting closed at 20:13	

Actions Log
12.07.2./02

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
HT	4	Benchmarking of non-contact time	
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	C/fwd
HT	4	Send Exclusions training link to trustees	ASAP
Clerk	5/3	SEND report to next FGB	T3

Actions Log 11.12.23

Name	Item	Action	By when
RJ	5/1	Arrange monitoring schedule for QofE Committee	
Clerk	5/2	Provide update on new trustees onboarding	
Chair	5/3	Review trustee monitoring form	
LK/JH	8	Next safeguarding monitoring to have an attendance focus	