

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

9th July 2024 at 6pm
Sevenoaks and virtual



Trustees Present	Andrew Barnett - AB Richard Booth – HT Amelia-Jane Clark – AJC Jane Craigie-Payne - JCP Chris Eades (Chair) – CE Toby Fountain (Vice-chair) – TF James Hill – JH	Saima Islam (from 18:26) - SI Robin Jones -RJ Liz Kinnersley - LK Guatam Seghal – GS Victoria Tomalin – VT William Varley – WV
Apologies	Kim Jiskoot – KJ Alessia Ropkins - AR	
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 11th June 2024	
	Non-confidential and confidential minutes from the 11 th June 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	Closed

07.11.23

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

23.04.24

Name	Item	Action	Outcome
Comm chairs	5/3	Update committee ToR's to include Risk Register	Ongoing
RJ	7/1	Write monitoring report re show round	C/fwd
RB	7/3	Draft SDP for 24/25 to FTB	This agenda
RB	7/5	Ensure newsletter is sent to all trustees	Closed
MW	8/1	Circulate revised overview of revenue re calc on variances	MW to check
LK	9/1	Share SEND monitoring documents	Closed
CE	11/1	Nominate H+S link trustee	This agenda

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

9th July 2024 at 6pm
Sevenoaks and virtual



RB	11/2	Check staff fire safety training record	Closed
RB	12/3	Share ppt for Biology proposed trip	Closed

11.06.24

Name	Item	Action	Outcome
RB	4/1	Share trustee Ofsted presentation	Closed
RB	4/2	Share division of risks with committee chairs	Closed
Clerk	4/3	Add Risk Register to all agendas	Closed
Trustees	4/4	Check and confirm declaration of interest (D of I) on GovHub by 14 th June	Ongoing
Clerk	4/5	Send D of I report to MW	Closed
MW	4/6	Source funding agreement and upload to website NB – available on the search facility	Closed
Clerk	4/7	Add committee reports to FTB agendas	Closed
Clerk	4/8	Add trustee training to each agenda	Closed
LK	4/9	Circulate online safety and KCSIIE training links	Closed
RB	4/10	Share ERG report with EFSA NB – no response received	Closed
RB	7/1	Add other link roles to monitoring document	Ongoing
RB	7/2	Present evaluated 23/24 SDP to next FTB	This agenda
Trustees	8/1	Consider suitability for Finance committee chair	This agenda
CE	8/2	Prepare committee proposal for next FTB	This agenda
Working party	8/3	Propose a shortlist for trustees	This agenda
RB	11/1	Provide confirmation re after school club PP spend NB – Some PP attendance at clubs – kickboxing and photography – there was also support with D of E awards. Trustees were advised that further support was detailed in the PP policy.	Closed
RB	11/2	Investigate trustee queries re CCTV policy NB – agreement to share subject to DSL confirmation. CCTV policy to next FTB	Ongoing

GOVERNANCE

4	Board Structure	
	<p>Trustees were appointed to the newly formed Finance Committee: AB (chair) / VT / GS Leadership and Management members confirmed as TF (chair) / KJ / WV / JC-P</p> <p>The chair planned further trustee recruitment and advised that a colleague had expressed an interest in the role – details to be circulated.</p> <p>It was confirmed that Fundraising would sit with the Finance committee.</p> <p>KJ to move from Q of E To LMC.</p> <p><i>18:26 SI joined the meeting</i></p> <p>The chair reminded trustees that a new chair was needed soon and requested trustees contact him for further information.</p> <p>The chair planned to formalise the induction process. A-JC offered to assist – Induction to include:</p> <ul style="list-style-type: none"> - Introduction to governance - Visit to the school – local context & learning walk - Board structure - SLT structure 	

Weald Of Kent Grammar School
Non-Confidential Minutes of the Full Trustee Board
9th July 2024 at 6pm
Sevenoaks and virtual



5	Risk Register	
	<p>AB added a risk scoring tab to the register. Policies needed to be allocated to the sub-committees, contingents reduced impact, and the language had been updated but the spreadsheet needed further review before it was brought back to the board. Trustees thanked AB for his work on the risk register.</p> <p>Trustee Question: Where did the scoring come from? A: No scores – changed to inherent risks which needed to be done by the relevant sub-committee with any new risks needing review.</p> <p>Policies direct control but how do trustees know policies are evidenced for implementing? Trustees recognised that there was a danger of becoming too operational but agreed that with children as the core business the risks were great as well as reputational risks. It was agreed that there needed to be an understanding of legislation that was reflected properly in the risk register. The first sub-committee meetings in the new academic year needed time on the Risk Register with the committees defining the tolerance to risk and linking to the strategic direction. There needed to be risk owners at school level and the number of risks that were the responsibility of the board reduced.</p> <p>Evidence to be used as contingent when looking at likelihood x impact. Focus on the high scores and continuously review.</p> <p>Sub committees to identify 3-5 risks and bring them to FTB with mitigation and contingencies. FTB to then agree what the threshold was to be reported on.</p> <p>Trustees agreed that there should be a full risk register audit every few years and then the risks strategically prioritised.</p> <p>Trustee question – what were the focus points for internal scrutiny? A: 1 x Fraud and Bribery, 1 x Procurement and 1 x Processes.</p>	Sub-comms
6	Committee Feedback	
	<p>LMC – Main feedback was the 3-year budget, large deficits and understanding of the options. There was a charitable trust that needed to be closed down “Weald Development Trust” Amelia-Jane and William, CE to contact previous chair.</p> <p>The budget had limited options to reduce expenses without impacting the offer to students.</p> <p>The IT manager submitted a proposal, a RAG rated list was requested. Some items were approved but more investment was needed – the IT investment plan was shared on GovHub.</p> <p>QofE – Aimee Jones – Asst HT attended the most recent meeting. There was a CPD focus which would be looking at impact. Year group data was reviewed and the role of the Heads of Faculties. Trustees were advised that as per the SDP, there were gaps in data including maths and English at KS3 and more support was being given. Trustee reported that they liked the teaching and learning framework and supported the culture change to positive support. There was consistency with the framework, but delivery was autonomous. Some good examples of success from leavers were shared.</p> <p>QofC (previously Safeguarding and Personal Development) - Oversight of SEN, PSHE, careers and the 6th form were now the remit of QofE. QofC focus was now Safeguarding, pastoral support, behaviour and attendance. Student services reported that they were mostly seeing cases of poor mental health including anxiety. Safeguarding referrals had increased as had the incidents of self-harm at a younger age. Trustees were advised that there was a school nurse on each site as well as Emotional Wellbeing Practitioners. There had been one referral to the Local Authority Designated Officer (LADO) but this was from outside of the school. The bullying log had been extended re alleged bullying, of 44 allegations, 8 were substantiated. Trustees were advised that there had been improved feedback from parents. Attendance information was covered in the HT’s report, Persistent Absentees (PA) were discussed by the committee – 286 students. Trustee question: Were these statistics in line with other local grammar schools? A: Yes. Attendance of students with SEN was at 85%. Students with 85-90%</p>	CE

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

9th July 2024 at 6pm
Sevenoaks and virtual



	<p>attendance was looked at by the Heads of Year. 7 students were at 0% attendance, but trustees were assured that these students had all been accounted for and there were no cases of Children Missing in Education. There had been a reduction in the number of in-year leavers. The committee chair had checked the Single Central Record (SCR) and the overall impression was that it was robust, induction was carefully logged, the weaknesses in the system were mitigated eg travel abroad. Checks were carried out on external users of the school site and the cleaning contractors' security was being reviewed. There was a challenge given of "it could happen here" regarding the recent case in the press – trustees were reassured by the safe culture in school. A query was raised about induction for staff returning from maternity leave and if this should be considered a risk. Trustee question: Are trustees and members on the SCR? A: yes.</p>	
7	School Updates	
	<p>HT Report: As the committees were now set and meeting the HT report would reduce to a summary for FTB. The HT reported that the public examinations had gone smoothly especially the Joint Council inspection. The school were confident about the outcomes.</p> <p>End of Year examinations were being marked.</p> <p>Next Year 7 induction days were successful.</p> <p>The admissions software that went down last year was supposed to have been improved but communications had been received that the software may still have issues. Year 11 would be collecting their results in person and would be able to manually enrolled at school with external applicants enrolled the next day.</p> <p>Trustees discussed the Ofsted visit due in terms 1 or 2 2024/25 and it was felt that the team were ready for the visit.</p> <p>Trustee question: Attendance per year group – was historical contextual information available? Yes – to be included in future.</p> <p>Trustee Question: Was year 8 disproportionately represented in serious behaviour incidents? A: The year group was being carefully monitored, the incidents involved a small group of students, and one 15-day suspension had been issued. The school was working hard with the small number students to resolve this.</p> <p>Trustee question: there was a mismatch of reported first aid incidents between the two sites with many more at SEV – was there a reason? A: Could be with the reporting as new software was in use, HT to check.</p> <p>Trustee question: the predicted number of grade 9 at GCSE had dropped in terms 2 & 3 with no grade 9 in maths – why was this? A: It was believed to be the timing of the data drop and the confidence in the predictions and the evidence to support these. The language had been changed to "most likely" grade.</p> <p>Trustee question: Progress 8 score went down from 0.69 to 0.48 – why was this? A: More data was available and the information more robust. There had been an increase in the number of PP students in year 7, the QofE committee needed to be mindful of the timing of the data.</p> <p>Trustee question: What does the comms issue re staff wellbeing mean? A: The Staff Wellbeing group were taking this question and finding out what it meant.</p> <p>Trustees were pleased to note the improvement in staff turnover.</p> <p>The chair planned to email the Heads of Faculty to introduce the linked trustees.</p> <p>8pm JH left the meeting</p> <p>Trustee question: Was there a reason for the differing ALPS SEND scores between years 12 and 13? A: this was to do with the number of students with SEND.</p>	HT

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

9th July 2024 at 6pm

Sevenoaks and virtual



	<p>Trustee question: What was the benefit of training teachers through ITT if they do not stay at the school? A: The school is part of a wider system and contributes to system leadership. The professional studies programme was being extended to the wider staff body. The 23-24 evaluated School Development Plan was shared with the meeting papers on GovernorHub.</p> <p>The 24-25 SDP Executive Summary was also shared with trustees and included links to the trustee committees, noting that S&PD was now named Quality of Care.</p> <p>Trustees received a presentation on the new house system, it was planned for all students in a form to be in the same house. It was felt that there needed to be positive competition beyond sport and that the house adults needed to be identified easier.</p> <p>5 houses:</p> <p>Themis – goddess of divine order and law Gaia – goddess of earth Metis – goddess of wisdom Bia – goddess of force and energy Aletheia – goddess of truth and sincerity</p> <p>All 5 houses would be represented at each campus. Funds were requested from the PTA for house pins. The trustees were very supportive of the house system especially the links to the school values. Leading of the houses stays with years 10 and 11. Cross campus ideas were under discussion and running house points would be combined.</p> <p>The school priorities for 2024-25 were agreed by the trustees.</p>	
8	Finance	
	<p>The 2024-25 budget paper was shared with the meeting papers. Trustees were advised that the income had been updated to include the latest information on lettings, KPI averages and reduced professional services and non-capital projects.</p> <p>Staffing had a recommended level from the DfE of 75% of revenue expenditure and 80% of revenue income, the school were budgeting 83% and 87% respectively for 2024-25. Pupil teacher ratios could be better. Trustee question: Do the figures include oncosts? A: Yes.</p> <p>Trustee question: What was predicted for next year's pay increase? A: figure had not yet been agreed, 2% had been included. Some funding had been provided for this year's pension increase. Trustees discussed the teachers pension scheme and that there was no choice in the contributions with all schools being in the same position. An ASCL document circulated to LMC members reported two thirds of schools setting deficit budgets. Trustees agreed that cutting education provision needed to be a last resort, staffing changes that could have an impact were discussed and agreed that the sooner changes were made the more impact they would have. The reductions in staffing (including some maternity cover) following the increased contact time for September were included in the budget, there were options for further increases in contact time potentially for Sept 26. The two-campus model makes tight timetabling difficult, and trustees discussed growing the SEV site to make it more viable. Trustees noted that in 23-24 10% less girls than boys passed the selective test.</p> <p>Trustee question: When will there be certainty over the pay increases? A: after the budget submission deadline, and to note the NEU had balloted for strike action.</p> <p>Trustee question: Would staff be understanding of increases to contact time? A: the changes bring the % to 84% - which matches the local figure but nationally the figures are 86%. There were potential savings by being more flexible with staff ie teaching outside of their specialism, ideally the school would protect the current non-contact time. A balance of more costly experienced staff with newly qualified staff was needed.</p>	

Weald Of Kent Grammar School
Non-Confidential Minutes of the Full Trustee Board
9th July 2024 at 6pm
Sevenoaks and virtual



	Trustees were advised that a deficit budget could only be set if there were reserves to cover the deficit. Trustee question: last year there was a reduction in year 7 pupil numbers – how confident are we in the numbers for Sept 24? A: there were 9 in-year admissions and currently 302 students with an additional form at SEV requested, however the revenue is based on lagged funding. Trustees APPROVED model 1 of the budget in the amount of Revenue: Eleven million, nine hundred and ninety-seven thousand two hundred and eighty-three GBP (£ 11,997,283).	
9	SEND	
	Two trustees to visit SEV re SEND.	SI & A-JC
10	Safeguarding	
	Reported in committee feedback.	
11	Policies	
	<ul style="list-style-type: none"> • Uniform – APPROVED Trustees were advised that a uniform comparison exercise was due to take place to look at better value for money. • Safeguarding – discussed at committee but in future to go the FTB for discussion – policy APPROVED • Bursary – APPROVED Trustee question: Why was level one amount specified but not levels 2 & 3? A: 2 & 3 were at the schools discretion. • Positive Behaviour – APPROVED – as reviewed by QofC • Supporting Students with Medical Needs – APPROVED – LK reported the policy as having been checked against statutory guidance. 	
OTHER		
12	AOB	
	Trustees discussed having an annual schedule of business with policies aligned to the committees.	
13	Confidentiality	
	None	
14	Next meeting date	
	Schedule for 2024-25 to be circulated.	Clerk
	The meeting closed at 21:12	

Weald Of Kent Grammar School
Non-Confidential Minutes of the Full Trustee Board
9th July 2024 at 6pm
Sevenoaks and virtual



Actions Log 12.07.22

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

Actions Log 07.11.23

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

Actions Log 23.04.24

Name	Item	Action	Outcome
Comm chairs	5/3	Update committee ToR's to include Risk Register	
RJ	7/1	Write monitoring report re show round	
MW	8/1	Circulate revised overview of revenue re calc on variances	

Actions Log 11.06.24

Name	Item	Action	Outcome
Trustees	4/4	Check and confirm declaration of interest (D of I) on GovHub by 14 th June	
RB	7/1	Add other link roles to monitoring document	
RB	11/2	Investigate trustee queries re CCTV policy	

Actions Log 09.07.24

Name	Item	Action	Outcome
Committees	5/1	Sub committees to identify 3-5 risks and bring them to FTB with mitigation and contingencies.	
CE	6/1	Chair to contact previous chair re Weald Development Trust	
HT	7/1	Review mismatch of reported first aid incidents between the two sites	
SI & A-JC	9/1	Two trustees to visit SEV re SEND.	
Clerk	14/1	Circulate 2024-25 meeting dates	