

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

15th October 2024 at 6pm

Sevenoaks and virtual



Trustees Present	Andrew Barnett - AB Richard Booth – HT Amelia-Jane Clark – AJC Jane Craigie-Payne – JCP (virtual) Toby Fountain (Vice-chair) – TF James Hill – JH (virtual)	Saima Islam - SI Robin Jones -RJ Liz Kinnersley (from 18:06) - LK Guatam Seghal – GS (virtual) Victoria Tomalin – VT Kim Jiskoot – KJ (virtual)
Apologies	Chris Eades (Chair) – CE Ben Katz - BK	William Varley – WV Alessia Ropkins – AR
Absent		
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
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PROCEDURAL		
1	Welcome, Apologies and Quorum	
	The chair had sent apologies, Toby Fountain (vice-chair) chaired the meeting. The meeting was quorate (12/16).	
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 9th July 2024	
	Non-confidential and confidential minutes from the 9 th of July 2024 were approved.	

Actions Log
12.07.22

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

07.11.23

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

23.04.24

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

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	Closed
RB	7/1	Add other link roles to monitoring document	Ongoing
RB	11/2	Investigate trustee queries re CCTV policy NB –agreement to share subject to DSL confirmation. CCTV policy to next FTB	This agenda

09.07.24

Name	Item	Action	Outcome
Committees	5/1	Sub committees to identify 3-5 risks and bring them to FTB with	ongoing

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		mitigation and contingencies.	
CE	6/1	Chair to contact previous chair re Weald Development Trust	ongoing
HT	7/1	Review mismatch of reported first aid incidents between the two sites	ongoing
SI & A-JC	9/1	Two trustees to visit SEV re SEND.	ongoing
Clerk	14/1	Circulate 2024-25 meeting dates	complete

GOVERNANCE

4	Risk Register - discussed after item 6	
	Trustee Question have trustees seen the risk register software? A: The risk register working group to receive a demonstration.	MW
5	Structure – discussed before item 4	
	<p>Election of Chair: RJ self-nominated for the role and was unanimously elected to the position of Chair of Trustees, term ending at the first meeting of the next academic year (2025-2026).</p> <p>Election of Vice-Chair: TF self-nominated for the role and was unanimously elected to the position of Chair of Trustees, term ending at the first meeting of the next academic year (2025-2026).</p> <p>Trustees appointed Ben Katz as trustee to fill a co-opted vacancy, with the 4-year term of 15/10/24 to 14/10/28.</p> <p>Details of two further trustees were circulated. Trustee Question: Were there any skills gaps to fill? A: Yes, finance as per the last audit but new appointees could help to fill the gap.</p> <p>Trustees discussed required training; a recent suspension / exclusions panel had undertaken training. It was suggested that some trustees should sign up for finance training. It was agreed that a training plan would be helpful, and this should be linked to the work that A-JC was carrying out re trustee induction, identifying the key areas where training was needed. A-JC was also working with the clerk to produce an annual schedule of business including the policy review cycle.</p> <p>New recruits should consider which committee to join according to skill set.</p> <p>The plan for trustee monitoring day was a work in progress with the format expected to include meetings between faculties / other areas and their link trustees. Both sites would be included. LK reported attending an open evening at the SEV site. There was good engagement with staff and positive on the school and the SLT.</p> <p>Trustees were invited regularly to school events and should try to attend at least one per year.</p> <p>Trustees were requested to check their profile on the school website and forward information to Tracy Paddington if these were missing or incorrect.</p>	<p>New trustees</p> <p>Trustees</p>
6	Committees - discussed before item 4	
	<p><u>Leadership & Management (LMC)</u>: The first meeting of LMC was held since Finance became a separate committee, it was agreed that the committee's function would include communications, HR, pay and strategic topics eg IT provision following the historic lack of investment in IT.</p> <p><u>Quality of Care (Q of C)</u>: The first meeting of the committee was scheduled for November. The terms of reference and the committee focus were being reviewed. SEND, Pupil Premium, Sixth Form and Bursary were all moving to the Quality of Education committee. Careers was moving to LMC leaving Q of C to focus on Safeguarding, Attendance, Behaviour, Student Support and Personal Development. Monitoring was planned by AJC and SI.</p> <p><u>Quality of Education (Q of E)</u>: The committee discussed the results analysis eg SEND pupils were doing better than their peers at A-level, but this was not the same at GCSE. Triangulation was needed between the data, meeting SLT and monitoring in school. The teaching and</p>	

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	<p>learning framework was discussed including reflection on how Scholarship and Thinking Hard were being embedded. The committee also reflected on the results in maths, physics and science.</p> <p><u>Finance:</u> The committee looked at their terms of reference with much taken from LMC, it was agreed that pay should be duplicated with LMC. The risk register's 160+ items was discussed as not being sustainable. GS was leading this with a meeting of the committee chairs. The next meeting was planned for the end of October. The finance policy was discussed, with some changes, noting that this policy affected others eg the Investment policy. The committee received an update on the budget, it was agreed that the contribution of £124k towards the successful CIF bid should be included in the 23-24 accounts. Internal audit showed positive improvements, and the aim was the ensure consistency of practice.</p> <p><i>18:45 JH left the meeting</i></p> <p>Suggestions were put forward for the Internal Audit this year. The need for a new minibus was discussed and how it should be purchased. There was an update on the fundraising strategy and the charitable status of the fund. Trustee Question Should the internal audit plan be aligned with the top three items on the risk register? A: Suggest delay agreeing internal audit planning until the risk register has been updated.</p>	
7	Policies	
	<ul style="list-style-type: none"> • Finance policy The uploaded policy was not the correct version, DEFERRED to next meeting. • Pay policy Trustee Question Points 7, 8 & 9 additional payments – how are these justified? A: Through the minuted pay committee meeting. Trustee Question Who is on the Pay committee? A: TF, VT & WV. Trustee Question What does pay safeguarding mean? A: Pay that is protected for three years. The biggest change in the policy is the link to performance being removed. The policy was APPROVED subject to the publication of the School Teachers Pay and Conditions Document (STPCD). • Careers policy Trustee Question Has anything changed as a result of the Ofsted inspection outcome? The HT confirmed that the policy captures all the recommendations. Trustee Question How was the policy monitored? A: Through student survey under the remit of the LMC. Trustee Question How long has National Apprentice Week been happening and are the WoK students the right audience? A: Was on last year, unsure about before this, WoK students are the right audience, and these options needed to be promoted and was a UCAS focus in the sixth form. Apprenticeship week was run across the school. The policy was APPROVED. • CCTV The policy incorporated all the changes and amendments discussed, the policy was APPROVED and would be shared with the other schools on the SEV site. • Admissions 2026-27 The school requested that the trustees form an admissions committee. It was agreed that this would be linked to LMC. Advice from the DfE was to formally increase the PAN if an additional form was requested for more than one year, WoK have been taking an additional form for several years. The suggestion was to go out to consultation to increase the PAN to 300. Trustee Question Was the budget based on a PAN of 300? A: Yes. Trustee Question What was the process to formally increase the PAN? A: Go out to consultation with other local schools both primary and secondary. Trustee Question Were there any objections expected? A: No, another local school recently increased their PAN. The increase would allow some safeguarding of the numbers of pupils. Trustee Question Could the school be asked to take another 30 pupils i.e. up to 330? A: Possibly but a wider conversation was needed regarding the selective girls vs boys, as there were less girls passing with the pass mark varying between areas – this conversation to be taken to LMC. Trustees AGREED to go to consultation to increase the PAN from 270 to 300. The admissions policy was APPROVED. • Single Equality Policy It was a statutory obligation to publish Public Equality Objectives, it was agreed that the SLT 	<p>Clerk</p> <p>Clerk RB</p>

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	would suggest wording for the Objective Statement. The policy will be monitored by the Q of C committee.	SLT
SAFEGUARDING		
8	Responsibilities	
	Refer to the committee report from the trustees.	
9	Update	
	Refer to the committee report from the trustees.	
SCHOOL IMPROVEMENT		
10	Ofsted – confidential until report published.	
	The draft report had been received; it was hoped that there would be a quick turnaround preferably before the end of term. The outcome was GOOD in all areas. There were two areas for improvement raised in the report, attendance of some students with SEN and Careers. The feedback was that all the right things were being done but needed time for impact to be seen. The clerks notes had been shared for reference. The inspection was a good experience, and the inspectors strived to get to know the school, the background of the inspection team meant they understood the grammar ethos. There was no low-level disruption to learning. Trustees discussed what the school needed to do to secure an Outstanding grade, there needed to be consistency across subject areas and across pupil groups linked to issues with attendance. The report did not directly reflect this but the feedback was clear and had been conveyed to the staff. The HT planned to return the report promptly to aid the quick turnaround.	
11	HT Update	
	<p>The HT confirmed that the key priorities will be amended to reflect the Ofsted areas for improvement. There had been some updates to grades, but these were not significant. There needed to be a push to raise the numbers of students achieving A* at A-level, trustees discussed students study habits, there had been a whole cohort challenge of the English language A-level. GCSE grades were in line with predictions and an estimate put the P8 score at 0.83. Departments that were a priority for improvement were maths and physics, identified through a three-year average. Additional support was planned for these departments working with lead practitioners and heads of faculty. There was a focus on raising the profile of STEM, Trustee Question Reference to the HT report, how did mini whiteboards or visualisers impact learning? A: Visualisers were helpful for modelling good answers or worked examples.</p> <p><i>19:30 J C-P left the meeting</i></p> <p>Trustee Question Were visualisers available? A: They were bought for all classes, but quality was not good. Trustee Question Was the department review an internal meeting? A: Yes, the team with the Head of Department to look at progress towards targets. Trustee Question When was the decision made for students to take double rather than triple science? A: New head of science and students were possibly identified a little late for last year’s cohort. It is difficult – the decision is usually made in Dec/Jan time, but the twelve students were spread across classes, they studied all three sciences but less content, this needed an earlier identifier and a plan to deliver.</p> <p>The retention rate for sixth form increased on the previous year, 54% to 69% with all the SEV students that moved to TON. TON alone was 80% retention. SEV has a wider catchment eg includes Bromley and these students were unlikely to travel to TON. There needed to be a longer-term conversation about the sixth form at SEV. Appeals for entry to sixth form were held earlier than normal, 2-3 days into the term. Scoring a grade 4 in maths was a basis for appeals when the A-level subjects did not relate to maths. Trustee Question Has the change to the sixth form at SEV resulted in changes in staffing? A: It has meant additional classes at TON. The school were currently running with an excess of 4.6 FTE. Normally a school can operate on an excess of 0.5-1 FTE, but this increased with a split site.</p> <p><i>19:46 JH rejoined the meeting#</i></p> <p>Trustee Question Would it ever be possible to quantify the additional costs of having two sites? A: Not known. The growth funding that was lost last year was £200k and the impact of this was being felt.</p> <p><i>19:48 A-JC left the meeting</i></p>	

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	Uniform: Sales of second-hand uniform had generated funds for the PTA. There was a need to retender the uniform supply contract every 5 years, and this needed to be put out to tender asap. Advice was sought from Litmus who run this type of tender, it would cost £4k to have someone run the tender. Neighbouring schools have more than one supplier and Weald does not get good service from the current supplier, they were working with the school to improve the pictures on the website and the number of items that were out of stock. It was unknown who held the copyright for the tartan used in the skirts. Trustee Question Was the MAT conversation relevant at this point, did the process need to be delayed? A: Joining a MAT could take some time and cannot delay indefinitely. Trustees agreed to the £4k cost as this was considered a reasonable fee for a public procurement process.	
BUSINESS MANAGEMENT		
12	Finance Update	
	See report from the Finance Committee.	
13	EFSA Update	
	The DfE (formerly EFSA) have offered another session with a consultant – possibly in December.	
OTHER		
14	AOB	
	None	
15	Confidentiality	
	Ofsted section until report published (included here as minutes not published until after the report)	
16	Date of next meeting	
	3 rd December 2024 6pm at Tonbridge to be followed by AGM at 7.30pm	
	The meeting closed at 20:03	

Actions – see next page

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Actions Log 11.06.24

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RB	7/1	Add other link roles to monitoring document	

Actions Log 09.07.24

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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.	

Actions Log 15.10.24

Name	Item	Action	Outcome
MW	4/1	Arrange RR software demo for RR working group	
New trustees	5/1	Consider which committee to join according to skill set.	
Trustees	5/2	Check profile on the school website and forward information to Tracy Paddington if these were missing or incorrect.	
Clerk	7/1	Add 11+ pass mark conversation to LMC agenda.	
RB	7/2	Go out to consultation to increase the PAN from 270 to 300.	
SLT	7/3	Suggest wording for the Equality Objective Statement	