

Weald Of Kent Grammar School
Non-Confidential Minutes of the Full Trustee Board
3rd December 2024 at 6pm
Tonbridge and virtual



Trustees Present	Andrew Barnett – AB (virtual) Richard Booth – HT Jane Craigie-Payne – JCP Toby Fountain (Vice-chair) – TF James Hill – JH Chris Eades (Chair) – CE Ben Katz - BK	Saima Islam - SI Robin Jones -RJ Liz Kinnersley (from 18:06) - LK Gautam Sehgal – GS Victoria Tomalin – VT William Varley – WV (virtual)
Apologies	Amelia-Jane Clark – AJC	Alessia Ropkins – AR
Absent	Kim Jiskoot – KJ	
In attendance	Karen Marr – Clerk Veronique Ricks – VR Mason Willis	TEP Clerk Deputy Head CFO

Item	Main discussions and agreed actions	Action by
PROCEDURAL		
1	Welcome, Apologies and Quorum	
	The chair welcomed everyone. The meeting was quorate (13/16).	
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 15th October 2024	
	The non-confidential minutes from the 15 th October 2024 were approved subject to clarification on points 10 and 11.	

Actions Log
12.07.22

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

23.04.24

Name	Item	Action	Outcome
MW	8/1	Circulate revised overview of revenue re calc on variances	Close

11.06.24

Name	Item	Action	Outcome
RB	7/1	Add other link roles to monitoring document	Completed

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.	Ongoing
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	
SI & A-JC	9/1	Two trustees to visit SEV re SEND.	Ongoing

15.10.24

Name	Item	Action	Outcome
MW	4/1	Arrange RR software demo for RR working group	Ongoing
New trustees	5/1	Consider which committee to join according to skill set.	Ongoing
Trustees	5/2	Check profile on the school website and forward information to	Ongoing

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	<p>six at TON but this could be balanced however it was needed, potentially 5+7 capacity if there was a sixth form separate building. Whilst Weald are their own admissions authority, Kent controls the test and the pass rate. Trustees agreed that further communication was needed and that the same language as last year should be used. Trustee question: Are we still committed to the 6th form at SEV? A: The theory was that it could happen, and it had the support of the local MP. Trinity has a 6th form, but the Boys grammar was not planning one. Trustee question: Are parents still looking for a seven-year journey at Sevenoaks? A: Yes. Trustee question: Could the building be used for any other purpose? A: No, it was important there was a base for years 12 and 13. The next step was a feasibility study. Trustee question: Did staff have capacity for more students? A: Some teachers were under allocation, and staff liked teaching at A-level.</p> <p>RB to draft communication to parents including the need for a new building – this may invigorate the fundraising and lobbying of KCC.</p> <p>The chair had attended a Grammar School Heads Association conference where a document was shared detailing a view from a MAT. The document shared risks and benefits of joining a MAT, raised questions around levels of autonomy and sparked a debate into whether cost savings were genuine. Risks were autonomy and identity loss, trustees needed to discuss how these risks could be managed. Considerations were if joining a mixed (selective and non-selective) trust were the selection policy for the MAT, whether there would be permanent representation on the MAT board and financials as non-selective schools receive higher levels of pupil premium. A sub-group of trustees had been formed – WV, RJ, AB and CE – let the chair know if interested in joining this group – remit was to agree the criteria for MAT discussions and who to talk to about progressing the conversation. Trustees agreed that the Ofsted outcome was an important factor in the discussions. Trustee question: Was forming rather than joining a MAT now an option? A: It was believed that this was now possible but structural considerations were needed. The group planned to bring the discussion points back to FGB. Add to next agenda. CE to arrange introductions for RJ to the three MATS already contacted.</p> <p>Continued following agenda points 7 & 8:</p> <p>Trustee Question: The percentage of SEV students moving from year 11 to year 12 with Weald, was this lower as TON was currently the only option? A: Students from the Bromley area tended to return closer to home for 6th form, students from Weald who went to Judd, TOGS and TWGGS were from SEV. This was another factor for the 6th form discussion.</p> <p>Trustee question: Who was involved in the curriculum review? A: Volunteers from amongst the teaching staff it was believed that all faculties were represented. The group’s aim was to explore different proposals and then bring them to SLT</p> <p>Trustee question: The Year 10 data indicated 50 students below average for progress – was there any further analysis of this? A: It is still early in the term for this cohort, and their progress will depend on how well they have adjusted, which was not assessed solely through data collection. Based on the CATS scores, several students were below the admission criteria that would apply for a mid-year intake. The weakness was in maths and much work was ongoing regarding math fluency and the understanding of questions. There was a greater need to support year 7 – not leaving the issues until they reached year 10. There was no SATS information and so a baseline test was needed.</p> <p>See confidential minutes.</p> <p><i>JC—P left the meeting.</i></p> <p>The Progress-8 (P8) score had been released putting the school in the top 4% nationally. Other grammars had seen a fall in their P8 scores, and the comprehensive schools were making changes to their curriculum to further support P8. The PP gap was showing a pleasing reduction. It was reported that the DfE were anticipating a drop in outcomes following the COVID journey.</p>	<p>RB</p> <p>Clerk CE</p>
7	<p>Committee reports</p>	
	<ul style="list-style-type: none"> Finance – There was a need to move the Risk Register forward, assign named individuals and reduce the number of risks before they are put on the software. RB to put regular fundraising payments options to parents in the New Year. Professional fundraising options were discussed. The forecast deficit had been reduced from £650k to £480k over 23/24 and 	

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	<p>24/25 financial years following funding changes. The deficit reduction plan was under review. The TI manager joined the last meeting to discuss the school's hardware needs and looking at a 3-year plan whilst considering leasing options.</p> <p><i>See confidential minutes</i></p> <p>The accounts for 23/24 were almost ready and needed to be approved by trustees and filed by 31st December.</p> <ul style="list-style-type: none"> • Leadership and Management – no meetings held. • Quality of Education – no meetings held. • Quality of Care - Statistics discussed that were in the HT report for this meeting. There was a need for another trustee to join the committee following JH departure. Persistent absence (PA) still an issue with attendance and SEN attendance had reduced. There were two recent permanent exclusions – the first for many years – the board needed to look at any lessons learned from these, add to next FTB dependent on any appeals. A review of safeguarding identified actions and priorities to be reported on eg children as carers. It was felt that students did not feature enough in the risk register but the committee considered them the highest risks. An online safety review was upcoming. Lockdown would be tested once the sounders were installed, there was a delay with this a SEV due to liaising with the other schools on the site. 	
8	Monitoring	
	<p>LK, TF and GS attended the Link Trustee Day at the school, thanks to TP (PA to the HT) for the organisation. GS visited more practical subjects eg food tech, the student guides were very forthcoming and were interested in the workings of the trust board – they asked how much the role paid! TF attended the Dvali assembly and had discussions with the Operations Manager and the HR Manager. Subjects discussed included the way lettings work at the school, health and safety incidents and accessibility at both sites. LK spent the morning at TON and the afternoon at SEV with a focus on learning and student support, one of the school nurses was due to leave which caused some anxiety- RB assured trustees that there was a plan in place. LK was impressed by the Mental Health support workers who were very enthusiastic, and improvements had been seen in the attendance of students with evidence-based school avoidance. The music department was visited and plans discussed for possible trips and plays, discussion with an Assistant DSL was held around positive partnerships with parents. Two further trustee days were planned, and it was agreed that there needed to be a balance of staff and pupil voice on these days.</p> <p>The discussion then returned to the HT report at point 6.</p>	
9	Reports	
	<ul style="list-style-type: none"> • SEND information report – there were some queries which related to the policy that was deferred, the queries would be emailed by trustees. • Pupil Premium strategy – received – to be published by 31st December. The statement of intent had not changed significantly – evidence that the intent was working through the reduction of the PP gap. 	
10	Training	
	<ul style="list-style-type: none"> • Skills audit – deferred to the next meeting. 	
OTHER		
11	AOB	
	<p>Trustees thanks James Hill for his service to the school and the board.</p> <p>Trustees thanked Chris Eades for his service and agreed that his liaison with the staff had brought about a much-needed change in the atmosphere.</p>	
12	Confidentiality	
	See points 6 and 7	
13	Date of next meeting	
	<i>4th February 6pm at Sevenoaks to be followed by AGM at 7.30pm</i>	
	The meeting closed at 20:30	

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15.10.24

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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	

Actions Log
03.12.24

Name	Item	Action	Outcome
LMC	4/1	Appoint an admissions link governor	Next LMC
Clerk	4/2	Send AGM date and new trustee information to members	Complete
QofE	4/3	Invite PSHE lead to present annually	QofE 10/3
QofE	4/4	Update ToR at next meeting	QofE 10/3
RB	6/1	Draft fundraising communication to parents	
Clerk	6/2	MAT discussion on next agenda	
CE	6/3	Arrange introductions for RJ for three MATs contacted.	