

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

4th February 2025 at 6pm

Sevenoaks and virtual



Trustees Present	Andrew Barnett – AB Richard Booth – HT Robin Jones (Chair) -RJ Jane Craigie-Payne – JCP (from 18:10) Toby Fountain (Vice-chair) – TF Ben Katz - BK	Saima Islam - SI Liz Kinnersley - LK Gautam Sehgal – GS Victoria Tomalin – VT (from 18:20) William Varley – WV Amelia-Jane Clark – AJC
Apologies	Alessia Ropkins – AR	
Absent	Kim Jiskoot – KJ	
In attendance	Karen Marr – Clerk Ken MacSporran Mason Willis Philippa Devo Adrian Docherty Rosanna Holt (from 19:00)	TEP Clerk Deputy Head CFO Director of HR Prospective Trustee Prospective Trustee

Item	Main discussions and agreed actions	Action by
PROCEDURAL		
1	Welcome, Apologies and Quorum	
	The chair welcomed everyone. The meeting was quorate (12/14).	
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 3rd December 2024	
	The non-confidential minutes from the 3 rd December 2024 were approved with the addition of two actions: Q of E comm to invite PSHE lead to present annually Q of E update committee ToR at next meeting	

Actions Log
12.07.22

Name	Item	Action	Outcome
Chair	3.3	Review Articles of Association	Take to LMC 18/3

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.	To FTB 1/4
-CE MW	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 – <i>now consistent as one nurse for both campuses.</i>	Close
SI & A-JC	9/1	Two trustees to visit SEV re SEND. BK now SEND link trustee and will arrange visit.	Close

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 Tracy Paddington if these were missing or incorrect.	Ongoing
Clerk	7/1	Add 11+ pass mark conversation to LMC agenda.	Next LMC 18/3

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RB	7/2	Go out to consultation to increase the PAN from 270 to 300.	Complete
SLT	7/3	Suggest wording for the Equality Objective Statement	Ongoing

03.12.24

Name	Item	Action	Outcome
LMC	4/1	Appoint an admissions link governor	Next LMC 18/3
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	Ongoing
Clerk	6/2	MAT discussion on next agenda	Close
CE	6/3	Arrange introductions for RJ for three MATs contacted.	Ongoing

For discussion and agreement

4	Structure	
	<p>Potential new trustees – AD introduced, RH – joined online – JS – currently in Japan. Appointments to be approved by members at AGM following this meeting. Following the departure of James Hill the QofC committee needed new membership. Committee membership and link roles to be updated with new trustees.</p>	Clerk
5	Policies	
	<ul style="list-style-type: none"> <u>Trips and Visit Policy</u>, the policy had been rewritten to provide clarity, it was a comprehensive guide written in accordance with government guidance. Trustees were asked what delegation levels were required considering the increased risks associated with residential trips. Trustee Question: How many residential trips were organised? A: 10-11 per year in total. Trustee Question: Was there after-action reporting? A: There was a move towards this. Trustee requested that the wording on trip evaluation be changed from “should” to “must”. Trustees agreed that any new – or not well established - trips and all overseas trips should be brought to the board for approval. Trustee Question: Was the local authority guidance followed? A: Yes. Trustee Question: Were risk assessments produced for each trip? A: Yes. It was agreed that lessons learned from the trips and visits would be reported via the HT written report produced three times p.a. Trustee Question: Were there other relevant policies that should be read in conjunction with this policy? A: Yes, details of these to be added. Trustee Question: Was the budget reflective of all known trips? A: All trips needed to breakeven so no impact on budget. Trustees requested that the link for the policy be the FTB rather than an individual. Trustee Question: Was the pupil premium contribution only applicable for KS3+4? A: Yes, as years 12+13 were covered by the Bursary. The policy was APPROVED subject to the above amendments. <u>SEND Policy</u> No significant changes made to the policy; BK is SEND link trustee. Trustee Question: Was the policy reviewed following the recent Independent Review Panel? A: Trustee agreed to APPROVE the policy subject to any amendments that may arise following the Exclusion Reconsideration panel. <u>Admissions Policy</u> - amendment as detailed in the meeting papers on GovernorHub was APPROVED. Trustees noted that the Published Admissions Number (PAN) had now increased to 300. 	
6	HT Update	
	<p>The <u>Curriculum Review</u> was underway but as the government had indicated there would be possible changes to the National Curriculum proposals for KS3 changes were put on hold. The recommendations for KS4 would be taken to QofE for discussion. Trustee Question: Were any of the weaker subjects reflected in the proposed changes? A: Maths had possible loss of some curriculum time, but the pace needed to be picked up. The document would clarify decisions and discussions. Trustee Question: When would the changes be implemented? A: From Sept 2026 at the earliest. Trustee Question: When did setting in Maths take place? A:</p>	QofE

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	<p>From year 10. Maths was on the school development plan (SDP). A new Head of Maths was being recruited as the current head had stepped down. It was suggested that this was followed up by the Maths link trustee.</p> <p>The next HT report being a full report would include action on the SDP.</p> <p>The HT advised trustees that the Management Information System (MIS) was migrating from SIMS to Arbor. The new system was not perfect but would be more intuitive, streamline communications and be one package rather than a series of add-ons. Dual running of the systems was underway. Arbor was cloud based and so negated the need for servers. Trustee Question: Were there any policy implications eg GDPR? A: None that the school were aware of, cloud storage was UK based and there was a potential risk reduction to the data. Trustee Question: How confident were the school in the checking process during migration? A: regular updates were given to SLT. Trustee Question: Was the new system cheaper to operate? A: In the longer term it would be as no server to maintain or add-ons to purchase. Trustee Question: what was the length of the contract? A: Three years. Trustee Question: Did this overlap the existing contract? Yes, but the new supplier was not charging for the overlap period.</p> <p><u>Uniforms</u> A parent survey was sent out and the results will be used for the bidding process. IT was requested that a trustee be at the bidder presentation on 23rd April. Trustee Question: Does the school know why the current supplier did not participate in the procurement process? A: No, there is a meeting with them soon so may find out then. Trustee Question: Why was it decided to invite presentations from the top 6 bidders? A: As recommended by the organisation helping with the bid.</p> <p><u>SE Water</u> Following the recent school closure due to water issues the HT reported that the Operations Manager had made the right decision, the water tanks were full but could not be refilled once empty. On day one of the closure work was set and on day two full remote learning was in operation. There were several schools that were closed, the power outage in Sevenoaks had longer term repercussions. Attendance on the closure days was and encouraging 91% (against a usual average of 94%). Trustee Question: How did the staff fare? A: Very well, just applied themselves to the job.</p>	Trustees
7	Finance	
	See Confidential minutes	
8	Committee Update	
	<ul style="list-style-type: none"> • Finance – Internal Audit first topic to include Management Reporting was agreed and go ahead given for dates to be booked. Adrian Rose (IT Manager) to provide the committee with further options on the computer purchasing needed. • Leadership and Management – no meetings held. • Quality of Education – no meetings held. Quality of Care – no meetings held. 	
9	MAT update	
	<ul style="list-style-type: none"> • Working group not met yet, if anyone wanted to join, they should contact the chair. 	
10	Training	
	<ul style="list-style-type: none"> • Skills audit – There is a new Board Effectiveness tool available on GovernorHub. Trustees will see a link to this posted on the GovernorHub noticeboard. 	Trustees
OTHER		
11	AOB	
	None	
12	Confidentiality	
	Finance point 7	
13	Date of next meeting	
	<i>1st April 2025, 6pm at Tonbridge</i>	
	The meeting closed at 7.35pm	

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QofE	4/4	Update ToR at next meeting	QofE 10/3
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Actions Log
04.02.25

Name	Item	Action	Outcome
Clerk	4/1	Update Link / Committee document with new trustees	
Q of E	6/1	Discuss Curriculum review recommendations for KS4	QofE 10/3
Trustees	6/2	Appoint a trustee to attend the Uniform bidder presentation on 23/4	FTB 1/4
Trustees	10/1	Complete the Board Effectiveness questions on GovernorHub	FTB 1/4