

**Weald Of Kent Grammar School**  
**Non-Confidential Minutes of the Full Trustee Board**  
**8<sup>th</sup> July 2025 at 6pm**  
**Tonbridge and virtual**



|                  |   |   |
|------------------|---|---|
| Trustees Present | Richard Booth – HT<br>Robin Jones (Chair) -RJ<br>Alessia Ropkins – AR<br>Toby Fountain (Vice-chair) – TF<br>Saima Islam – SI<br>Liz Kinnersley - LK | Amelia-Jane Clark – AJC<br>Adrian Docherty – AD<br>John Savage – JS<br>Gautam Sehgal – GS<br>Victoria Tomalin – VT<br>Rosanna Holt - RH |
| Apologies        | Andrew Barnett – AB<br>William Varley – WV  | Ben Katz – BK   |
| Absent           | Kim Jiskoot – KJ  | Jane Craigie-Payne – JCP  |
| In attendance    | Karen Marr – Clerk<br>Mason Willis  | TEP Clerk<br>CFO  |

|             |  |  |                  |
|-------------|--|--|------------------|
| <b>Item</b> | <b>Main discussions and agreed actions</b> |  | <b>Action by</b> |
|-------------|--|--|------------------|

| PROCEDURAL |  |  |  |
|------------|--|--|--|
| 1          | <b>Welcome, Apologies and Quorum</b>   |  |  |
|            | The chair welcomed everyone. The meeting was quorate (10/15).  |  |  |
| 2          | <b>Declarations of interest</b>  |  |  |
|            | There were no new declarations of interest, trustees were reminded to update their interests on GovernorHub. |  |  |
| 3          | <b>Minutes of the last meeting – FTB 20<sup>th</sup> May 2025</b>  |  |  |
|            | The non-confidential minutes from the 20 <sup>th</sup> May 2025 were approved.                               |  |  |

**Actions Log**  
**15.10.24**

| Name     | Item | Action  | Outcome                       |
|----------|------|---|-------------------------------|
| Trustees | 5/2  | Check trustee profile on the school website and forward information to Tracy Paddington if these were missing or incorrect. | Ongoing - RJ to check website |
| SLT      | 7/3  | Suggest wording for the Equality Objective Statement  | Defer Sept 25                 |

**01.04.25**

| Name | Item | Action                                   | Outcome   |
|------|------|--|-----------|
| HT   | 6/5  | HT to arrange data training for trustees | Completed |

**20.05.25**

| Name   | Item | Action   | Outcome      |
|--------|------|--|--------------|
| A-JC   | 4/1  | Liaise with HT re next steps for Trustee Induction                               | c/fwd        |
| Clerk  | 5/1  | Update TP on the changes agreed to the PP policy                                 | complete     |
| Clerk  | 6/1  | Add finalize top risk plus mitigants and contingencies to each committee agenda. | Close        |
| FinCom | 8/1  | Consider the cost of setting an entrance test                                    | c/fwd        |
| LMC    | 8/2  | Follow up on the admissions strategy.  | complete     |
| Clerk  | 8/3  | Add Arbor conversation to committee agendas.                                     | complete     |
| Clerk  | 9/1  | Add Board Effectiveness to next FTB agenda                                       | This meeting |

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| For Discussion and Agreement |  |         |
|------------------------------|--|---------|
| <b>4</b>                     | <b>Risk Register</b>   |         |
|                              | Three of the four committees had submitted their top risks, the stages of each set varied. Work to be completed over the summer for the T1 meeting.<br><b>Action: GS to Collate risks from committees ready for 7/10/25 FTB meeting</b>  | GS      |
| <b>5</b>                     | <b>Structure</b>   |         |
|                              | Work was on going on a schedule of business for the board alongside a trustee training plan and induction program.   |         |
| <b>6</b>                     | <b>Policies</b>  |         |
|                              | <ul style="list-style-type: none"> <li>• Online Safety – defer to T1 meeting</li> <li>• Accessibility Plan – approved, trustees requested that the wording regarding “Ability” be reflected upon and revised.</li> <li>• Collective Worship Policy- approved</li> <li>• SEND Policy – trustees were advised that the local authority template had been used for the policy. The policy was approved however following discussion of the meaning of inclusion in the context of a grammar school, it was agreed that with the expected changes to the Ofsted framework a closer look was needed at the question of inclusion at Weald. Trustees requested that the word “academically” be added to the sentence “Every student has the right to be challenged”.</li> <li>• Teaching and Learning Policy – as reviewed by the Q of E Committee – approved</li> <li>• Bursary Policy - approved</li> </ul> <b>Action: Review the meaning of Inclusion at Weald</b>  | BK & RH |
| <b>7</b>                     | <b>Budget – discussed after point 8</b>  |         |
|                              | See Confidential Minutes   |         |
| <b>8</b>                     | <b>SEND</b>  |         |
|                              | Trustees felt that the SEND information report was clear and helpful. It demonstrated a positive improvement in the approach to SEND and an improvement in parental confidence. Trustees considered that point 11 when read from the perspective of a parent with SEND would be of interest to all parents, considering equality of those both with and without SEN. Trustees requested the Q of E committee reflect on the balance between the two campuses and monitor the document.<br><b>Action: Q of E to reflect on and monitor the SEND information report.</b>   | Q of E  |
| <b>9</b>                     | <b>Committee Update</b>  |         |
|                              | <u>Finance Committee</u> : see budget discussion.<br><u>Leadership and Management Committee (LMC)</u> : Discussion around admissions.<br><u>Quality of Education (QofE)</u> : Presentation from the Science subject lead, successful recruitment. <b>Trustee Question: Was it known why the recruitment had been successful when previous attempts had not?</b> A: Potentially the Good Ofsted outcome and being prepared to wait for the right candidate.<br><u>Quality of Care (QofC)</u> : Following LK’s departure the committee would be chaired by A-JC initially (T1 meeting) and then SI. The trustees requested that LMC take up the mantle of lockdown drills – issues experienced with the sounders at SEV. Q of C had a focus on attendance especially Persistent Absence (PA). Ofsted noted the absence levels of students with SEN and this was being monitored – currently 82%.<br>20:00 RH left the meeting<br>20:01 GS left the meeting<br>The DSL team were looking at the risks identified by QofC using this as a driver to being more proactive than reactive.<br><b>Action: LMC to review lockdown procedures.</b> | LMC     |
| <b>10</b>                    | <b>MAT Update</b>  |         |
|                              | See Confidential Minutes   |         |
| <b>11</b>                    | <b>HT Update</b>   |         |

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|              |  |              |
|--------------|--|--------------|
|              | <p>The Head Teacher’s report to trustees had been shared with the meeting papers on GovernorHub.</p> <p><b>Trustee Question: When was the subject of returning a sixth form to SEV due to be discussed next?</b> A: There was a need to model what this would look like and what would be viable. There was a question around the cost of an additional building and the associated risks and may need a group of trustees to work on this. It was agreed that the Leadership and Management Committee (LMC) would take this discussion forward.</p> <p><b>Trustee Question: When did SEV become 4 forms of entry?</b> A: Last year, with 4 forms of year 7 going into year 8 this year. An area had been identified for a sixth form building.</p> <p>Trustees were advised that the new cleaning contractor had been approved by FinCom. It was a return to previous contractors Gurkha, there was confidence in their resourcing, they were open to condensing the hours spent on site ie having more staff for less hours. The FTB supported the FinCom decision.</p>  |              |
| <b>12</b>    | <b>SDP</b>   |              |
|              | <p>There was an ongoing discussion around the year’s priorities with an Away Day held. It was agreed that there should be continuity with the current priorities moving into next year including</p> <ul style="list-style-type: none"> <li>Culture,</li> <li>Independent learning,</li> <li>Enjoyment of learning,</li> <li>Improvements to the quality of feedback</li> <li>Sen and narrowing the progress gap</li> <li>Raising the profile of stem</li> <li>Opportunities for leadership</li> <li>Careers</li> <li>Consistency of behaviour</li> <li>Use of AI</li> <li>Attendance – enhancing belonging</li> <li>Being more outward facing.</li> </ul> <p><b>Trustee Question: Where does staff wellbeing fit into this?</b> A: the full list is more explicit; staff wellbeing will always be a priority.</p> <p>Trustees discussed the staff wellbeing survey and were advised that the Maths department were an outlier within the survey, work was ongoing to bring the Maths department closer to the heart of the school. Performance was being looked at to improve outcomes. The HoD had stepped up and was more prepared to challenge the team.</p> <p>Trustees agreed the SDP priorities and appreciated all the work involved in bringing about improvements. Those trustees that were linked to a faculty were encouraged to have conversations around school development priorities with their Head of Faculty (HoF).</p> |              |
| <b>13</b>    | <b>Training</b>  |              |
|              | Trustees agreed that the outcomes of the board effectiveness tool should drive trustee training for 2025/26.   |              |
| <b>OTHER</b> |  |              |
| <b>14</b>    | <b>AOB</b>   |              |
|              | <p>Trustees thanks Liz Kinnersley for her tremendous contribution to the board and the school. LK commented that the board was in a good place, and she encouraged trustees to step forward into the roles she vacated.</p> <p>It was suggested that contracts management could be the subject for the third internal audit.</p> <p>Updates to the Academy Trust Handbook to be brought to the T1 meeting.</p> <p>The trustees noted that the SRMA checklist had been shared with the meeting papers on GovernorHub.</p> <p><b>Action: Clerk to add “Updates to the Academy Trust Handbook” to the Term 1 agenda.</b></p>  | <b>Clerk</b> |
| <b>15</b>    | <b>Confidentiality</b>   |              |
|              | Points 7 (Finance) and point 10 (MAT Update)   |              |
| <b>16</b>    | <b>Date of next meeting</b>  |              |
|              | 7 <sup>th</sup> October 2025, 6pm at Tonbridge   |              |
|              | <b>The meeting closed at 21:15</b>   |              |

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|-------------|-------------|---|----------------|
| Trustees    | 5/2         | Check profile on the school website and forward information to Tracy Paddington if these were missing or incorrect. |                |
| SLT         | 7/3         | Suggest wording for the Equality Objective Statement  | T1 25/26       |

**20.05.25**

| <b>Name</b> | <b>Item</b> | <b>Action</b>                                      | <b>Outcome</b> |
|-------------|-------------|--|----------------|
| A-JC        | 4/1         | Liaise with HT re next steps for Trustee Induction | Meeting 26/6   |
| FinCom      | 8/1         | Consider the cost of setting an entrance test      |                |

**08.07.25**

| <b>Name</b> | <b>Item</b> | <b>Action</b>   | <b>Outcome</b> |
|-------------|-------------|---|----------------|
| GS          | 4/1         | Collate risks from committees ready for 7/10/25 FTB meeting       |                |
| BK & RH     | 6//1        | Review the meaning of Inclusion at Weald                          |                |
| Qof E       | 8/1         | Reflect on and monitor the SEND information report.               |                |
| LMC         | 9/1         | Review lockdown procedures  |                |
| Clerk       | 10/         | Add "Updates to the Academy Trust Handbook" to the Term 1 agenda. |                |