

Weald Of Kent Grammar School
Non-Confidential Minutes of the Full Trustee Board
7th October 2025 at 6pm
Tonbridge and virtual



Trustees Present	Andrew Barnett - AB Richard Booth – HT Toby Fountain (Vice-chair) – TF William Varley – WV John Savage - JS	Robin Jones -RJ Adrian Doherty – AD Rosanna Holt - RH Ben Katz (from 18:18) - BK Alessia Ropkins (from 18:18) – AR
Apologies	Saima Islam - SI Amelia-Jane Clark – AJC Jane Craigie-Payne – JCP	Victoria Tomalin – VT Gautam Sehgal – GS
Absent	Kim Jiskoot	
In attendance	Karen Marr – Clerk Mason Willis	TEP Clerk CFO

Item	Main discussions and agreed actions	Action by
Procedural		
1	Welcome, Apologies and Quorum	
	The chair had sent apologies, Toby Fountain (vice-chair) chaired the meeting. The meeting was quorate (10/15).	
2	Declarations of interest	
	RJ declared that he had been appointed as a Lay Member of the Council of the University of Leeds. There were no other declarations of interest, trustees were reminded to update their interests on GovernorHub. Trustees were also reminded to complete the circulated questionnaire regarding related party interests.	
3	Minutes of the last meeting – FTB 8th July 2025	
	Non-confidential and confidential minutes from the 8 th of July 2025 were approved.	

Actions Log
15.10.24

Name	Item	Action	Outcome
Trustees	5/2	Check profile on the school website and forward information to Tracy Paddington if these were missing or incorrect.	Ongoing
SLT	7/3	Suggest wording for the Equality Objective Statement	This meeting

20.05.25

Name	Item	Action	Outcome
A-JC	4/1	Liaise with HT re next steps for Trustee Induction	c/fwd
Fin Com	8/1	Consider the cost of setting an entrance test	This meeting

08.07.25

Name	Item	Action	Outcome
GS	4/1	Collate risks from committees ready for 7/10/25 FTB meeting	This meeting
BK & RH	6//1	Review the meaning of Inclusion at Weald	c/fwd
Q of E	8/1	Reflect on and monitor the SEND information report.	Close
LMC	9/1	Review lockdown procedures	c/fwd
Clerk	10/	Add “Updates to the Academy Trust Handbook” to the Term 1 agenda.	This meeting

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For Discussion and Agreement	
4	<p>Structure</p> <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: There were no nominations for this role, trustees were asked to consider putting themselves forward and to contact RJ if they had any questions.</p> <p>Trustees were reminded that there were gaps in the membership of some sub-committees, Quality of Education, Quality of Care and Leadership & Management. The clerk to circulate the current list for trustee consideration.</p> <p><i>18:18 AR +BK joined the meeting</i></p> <p>Trustees were encouraged to attend at least one link day throughout the year. The next one was to be held on 13th November; trustees could attend at either campus.</p> <p>ACTION: Contact the chair for further information on the role of Vice-Chair, consider self-nomination for this position.</p> <p>ACTION: Circulate current list of committee membership for trustee consideration</p>
	<p>Trustees</p> <p>Clerk</p>
5	<p>Committees</p> <p>Trustees noted that the Cyber responsibilities as per the Academies Trust Handbook (ATH) were part of the remit of LMC</p> <ul style="list-style-type: none"> • Finance – met 22/9/25 <p>Terms of reference were agreed; the finance policy was updated. The photocopy contract was discussed including the cost of breaking the current contract leading to the decision to remain with the same contractor. The committee discussed the need for the internal audits to be carried out in line with key risks and therefore recommended a review of Contract at Weald. It was requested that the other committees look at the risk register and make recommendations for internal audit areas. ACTION Clerk to add to all committee agendas “Internal Audit Recommendations via the Risk Register”. The template for the risk register was being refined and building up more information on identified risks. Spreadsheets were being used for the Risk Register as it was felt that this was sufficient and the software licence was not renewed. The management accounts for June were reviewed at the meeting, and the next set of management accounts was expected shortly.</p> <ul style="list-style-type: none"> • Leadership and Management (LMC) – due to meet 17/11/25 • Quality of Care (QofC) – due to meet 26/11/25 • Quality of Education (QofE) – met 29/9/25 <p>The committee welcomed Bev Swaffer, Head of Sixth Form, to their meeting. Both Aime Jones and Aimee ... were named as committee members. Congratulations were extended on the successful results received in the summer, SEND remained a focus for the school and the SENCo recruitment was ongoing. Results in science were slightly lower than expected and the curriculum changes around science were discussed. The committee recommended an internal audit topic of the two school sites to cover the challenges around cost, education and care, there were issues with only being able to register as one centre for the two sites, having duplicate roles at each site and teacher travel time to ensure delivery of the curriculum is equal at both sites.</p> <p>Admissions had also been discussed by a group of trustees, there were not enough pupils on the school roll, there were two principal levers reducing the roll from 300 to 270, less girls passing the 11+ for the fourth year in a row leading to expansion of the catchment area for the school. When students were faced with long journeys to school places were at risk of not being accepted. A demonstration had been given to the school on an alternative version of the Kent test, and this was considered to be less able to be tutored and more accurate an assessment of ability, reflecting the KS2 curriculum. Cost was a consideration to changing to an</p>

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	<p>alternative test alongside cultural change. A paper was being prepared on the viability of changing entry processes. Trustee Question: Would setting a Weald test make the school super selective and less inclusive? A: The opposite, the test being proposed was less able to be tutored for and therefore was more accessible. Setting the school's own test would give flexibility in ensuring students reached the expected standard. Students who did not take the 11+ could take the Weald test. Location would remain an admissions priority. Trustee Question: Would setting a Weald test affect the schools Grammar status? A: No, 20% of grammar schools set their own test in a similar process to in-year admissions. It was believed that a Weald test would achieve two aims, increase the number of admissions to the school and reduce the catchment area, better serving the locality.</p> <p>ACTION: BK to discuss the recommendation of an internal audit topic of the two school sites to cover the challenges around cost, education and care with MW.</p>	BK
6	Update	
	<p><u>Working party</u> See confidential minutes</p>	
7	HT Update	
	<p>The HT shared reports on GovernorHub. The results showed a very successful year for both KS 4 and 5. There were no progress 8 figures available as there had been no KS2 SATS data. Weald used ALPS which gave a measure of progress from years 7-11 compared to other schools and was in the top 10% of schools nationally at KS4. There was challenge in the sixth form to show more progress but an ALPS 3 had been achieved putting Weald in the top 20% of schools.</p> <p>Pupil premium gap had closed with PP students achieving in line with their peers. There remained a gap with SEND and trustees were referred to the School Development Plan (SDP) for details of the numbers of students with SEND.</p> <p>Trustees expressed their congratulations to the school on the successful outcomes.</p> <p>The HT reported that there had been some poor quality of marking leading to some marking reviews, there were a similar number for grade changes to the previous year. 94% of students achieved their first choice of university place. Sixth for retention was 80% at TON and 32% at SEV. The SEV students all looked at the sixth form at TON but competition to retain these students was tougher. It was noted that other local grammar sixth forms were not full and one had increased their sixth form admission numbers this year. Weald achieved 253 admissions, and these had all settled well into year 12. Future sixth form admissions could be affected by the funding being reduced for schools taking the International Baccalaureate (IB) as at Tonbridge Grammar School and this may lead to them changing to an A level offering, also Skinners was looking to admit girls to its sixth form. Weald had an open evening planned for sixth form on Thursday 9th October.</p> <p>Trustee Question: Can you compare the ALPS numbers by subject between GCSE and A level? A: There were larger numbers of students at GCSE.</p> <p>The priority department was Maths, and this was in the third phase of support. Trustees were directed to the SDP shared with the meeting papers on GovernorHub; this was a working strategic document and visits to school by the trustees should reference this document. Each department had its own development plan.</p> <p>Trustee Question: What was the Pastoral Board? It mirrored the Academic Board, made up of Heads of Year, line managers from SLT and the SENCo. Trustees noted that the SDP could read like there was a problem with behaviour, this was not the case, it was the school striving to be better. The HT shared with trustees that the Great British Schools Guide had placed Weald 18th nationally and 6th in the Southeast for safest school – fed from the Ofsted parent view results. This was to be celebrated.</p> <p>The HT shared some challenges around staffing of SEND and changes due to MAT leave. There was a recruitment process underway with some strong candidates and the HT was confident of a successful appointment.</p>	

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8	Risk Register	
	Refer to the committee report from the trustees. Chairs of committees to ensure they can challenge the mitigation and how risks were dealt with.	
9	Policies	
	<ul style="list-style-type: none"> • Safeguarding Policy 2025//26 – The safeguarding trustee to be named as the Quality-of-Care committee. - APPROVED. • Finance Policy 2025/26 – APPROVED <p>20:23 BK & RH left the meeting</p> <ul style="list-style-type: none"> • Equality Information and Objectives Policy 2025 - APPROVED • Relationships and Sex Education Policy 2025 - APPROVED • Online Safety Policy July 2025 – discussion noted the importance of clarifying the school's responsibility versus that of parents and students regarding online conduct was clear in the guidance. – APPROVED 	
10	Safeguarding responsibilities	
	<ul style="list-style-type: none"> • KCSiE – trustees to read Keeping Children Safe in Education 2025 and record this on their GovernorHub profile. • Training – the chair reminded governors of the training assigned sent by email from HR department and planned to follow up on uncompleted training. 	Trustees Trustees
11	Safeguarding Update	
	Staff annual safeguarding training had been completed. All staff had read KCSiE and it was included in the induction for new staff.	
12	Finance Update	
	See report from the Finance Committee.	
13	AOB	
	None	
14	Confidentiality	
	Item 6 and HR element of item 7	
15	Date of next meeting	
	2nd December 2025 6pm at Sevenoaks plus EFTB to be arranged.	
	The meeting closed at 20:32	

Actions Log 15.10.24

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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.	Ongoing

20.05.25

Name	Item	Action	Outcome
A-JC	4/1	Liaise with HT re next steps for Trustee Induction	Meeting 26/6

07.10.25

Name	Item	Action	Outcome
Trustees	4/1	Contact the chair for further information on the role of Vice-Chair, consider self-nomination for this position.	
Clerk	4/2	Circulate current list of committee membership for trustee consideration	
BK	5/1	discuss the recommendation of an internal audit topic of the two school sites to cover the challenges around cost, education and care with MW.	
Trustees	10/1	Read Keeping Children Safe in Education 2025 and record this on GovernorHub.	
Chair	10/2	Follow up on training undertaken by trustees per HR email circulated	