

Weald Of Kent Grammar School
Non-Confidential Minutes of the Full Trustee Board
3rd February 2026 at 6pm
Tonbridge and virtual



Trustees Present	Andrew Barnett - AB Richard Booth – HT John Savage - JS Saima Islam – SI Toby Fountain – TF Dominic Woodward-Lebihan - DWL	Robin Jones -RJ Victoria Tomalin – VT Adrian Doherty – AD Alessia Ropkins – AR Ben Katz - BK
Apologies	Jane Craigie-Payne – JCP William Varley – WV	Gautam Sehgal – GS Amelia-Jane Clark – AJC
Absent	Rosanna Holt - RH	
In attendance	Karen Marr – Clerk Mason Willis Ken Macsporrان Amie Jones	TEP Clerk CFO Deputy Headteacher Assistant Headteacher

Item	Main discussions and agreed actions	Action by	
Procedural			
1	Welcome, Apologies and Quorum		
	The chair welcomed everyone. New trustee Dominic Woodward-Lebihan introduced himself. The meeting was quorate (11/16).		
2	Declarations of interest		
	Trustees were reminded to update their interests on GovernorHub.		
3	Minutes of the last meetings – FTB 02/12/2025		
	Non-confidential and confidential minutes from the 2 nd December 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
20.05.25			
Name	Item	Action	Outcome
A-JC	4/1	Liaise with HT re next steps for Trustee Induction	c/fwd
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.	This agenda
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.	See note 1
Trustees	10/1	Read Keeping Children Safe in Education 2025 and record this on GovernorHub.	Chair to f/up
Chair	10/2	Follow up on training undertaken by trustees per HR email circulated	Chair to f/up
02.12.25			
Name	Item	Action	Outcome
Clerk	4/1	Send new trustee information to HR	Complete
Comm chairs/clerk	5/1	Send committee identified risks information to MW	See note 2

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MW	6/1	Analyse the savings from accounts to 31/8/25 versus the forecast.	With Fin Com
MW	6/2	Check the staffing numbers in the accounts.	Complete
Chair	10/1	Share a template report with the committee chairs for future FTB reporting.	c/ fwd

Note 1: SRMA visit to cover the challenges of having two sites - **Q of E to discuss audit outcomes T6 meeting.**

Note 2: Risks had been sent to the **CFO to update the spreadsheet, confirming the scores and mitigants with committee chairs.**

For Discussion and Agreement

4	<p>Structure</p> <ul style="list-style-type: none"> • Appointment of Vice Chair Ben Katz had self-nominated for the role of Vice-Chair of trustees and was duly appointed. • Trustee monitoring The clerk to share details of the Trustee Link Day with new trustee DWL. 	Clerk
5	<p>Committee Updates</p> <p>Finance – met 26/01/26 – Trustees were advised that the latest management accounts could be found in the Management Accounts folder on GovernorHub. The deficit had reduced from a predicted £528k to £461k due to further pension grant income and staffing reductions which would also impact future years. Reserves were reported as below 5% of annual income (ie 5% of £12.5m). It was agreed that the trust was a going concern and the auditors were comfortable with the position for the next 12 months.</p> <p>Leadership and Management – not met Quality of Care – not met Quality of Education – not met ACTION: Chair and Vice -Chair to review committee membership.</p>	Chair /VC
6	<p>Update</p> <p><u>Working party</u> See confidential minutes</p>	
7	<p>Admissions</p> <p>Trustees discussed the six-week consultation held on the changes to the school admissions policy. The consultation covered the intention to offer a school specific entrance test, there were surprisingly few responses, one local Headteacher responded to the consultation with concerns regarding dilution of selection. The response from the local authority (LA) had been shared with the meeting papers on GovernorHub. The policy needed to be published by 28th February 2026 and so needed a decision from trustees. The school recommended that trustees accept the request from the LA that the priority postcodes are reintroduced to the policy protecting the access to the school of those in the Kings Hill and Sevenoaks areas. The LA agreed with the change to the published admissions number ie from 300 to 270, this still gave the option to bulge classes from 30 to 32 to accept up to 288 students in the nine classes. This gave a better guarantee of numbers and the ability to staff to 9 classes. The main objection from the LA was the alternative test. They were concerned about the test and if the school's intention was to broaden selection which was not the case. The LA had launched a tender process for the delivery of the Kent Test and had asked Weald to delay the introduction of their own test until after the outcome of the tendering process which could change the current provider. Quest who the school have signed a contract with to provide the Weald test</p>	

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	<p>were one of the companies tendering for the Kent test which may supersede Weald’s need for an alternative test. There was no legal argument in the response from the LA.</p> <p>Trustee Question: What were the timescales involved and what were the choices? A: the policy needed to be published by 28th February, the launch of the Weald test would be in April, including practice papers, for June registration. The timeline from the official adjudicator was unknown. The greatest risk was felt to be reputational. Trustee Question: If Quest win the LA contract would the school be held to the current contract with Quest? A: No.</p> <p>Trustees discussed the number of students passing the Kent test and then scoring low on the schools CATS tests, highlighting the need for a change. There was no appetite from the other grammar schools to make a change and introduce their own test as they did not face the same challenges as Weald. There was no guarantee that a change in the test provider would bring about the changed needed by Weald. Trustees agreed to delegate the decision regarding the Admissions Policy to the appointed working party of TF. VT and AD.</p> <p>Action: Meet to agree the Admissions Policy by 28th February on behalf of the FTB.</p>	<p>Admissions WP</p>
8	HT Update	
	Deferred	
9	Risk Register	
	Deferred	
10	Policies	
	<ul style="list-style-type: none"> • Child in Care Policy 2026 • Online Safety Policy February 2026. <p>The policies were agreed subject to formatting.</p>	
11	AOB	
	None	
12	Confidentiality	
	Item 6 – working party update.	
13	Date of next meeting	
	24 th March 2026 6pm at Sevenoaks	
	The meeting closed at 19:30	

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07.10.25

Name	Item	Action	Outcome
Trustees	10/1	Read Keeping Children Safe in Education 2025 and record this on GovernorHub.	Chair to f/up
Chair	10/2	Follow up on training undertaken by trustees per HR email circulated	Chair to f/up

02.12.25

Name	Item	Action	Outcome
Chair	10/1	Share a template report with the committee chairs for future FTB reporting.	

03.02.25

Name	Item	Action	Outcome
Qof E	3/1	Discuss SRMA visit outcomes in term 6 meeting	
CFO	3/2	Update the risk register spreadsheet, confirming the scores and mitigants with committee chairs.	
Clerk	4/1	Share details of trustee link day with DWL	
Chair/VC	5/1	Review committee membership	
Admissions WP	7/1	Meet to agree the Admissions Policy by 28 th February on behalf of the FTB.	