

**Weald Of Kent Grammar School**  
**Non-Confidential Minutes of the Full Trustee Board**  
**2<sup>nd</sup> December 2025 at 6pm**  
**Sevenoaks and virtual**



Trustees Present	Andrew Barnett - AB Gautam Sehgal – GS Richard Booth – HT John Savage - JS Saima Islam - SI	Robin Jones -RJ Victoria Tomalin – VT Adrian Doherty (from 18:20) – AD Amelia-Jane Clark – AJC Alessia Ropkins – AR
Apologies	Jane Craigie-Payne – JCP Rosanna Holt - RH William Varley – WV	Ben Katz - BK Toby Fountain – TF
Absent		
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
<b>Procedural</b>		
1	<b>Welcome, Apologies and Quorum</b>	
	The chair welcomed everyone. The meeting was quorate (10/15).	
2	<b>Declarations of interest</b>	
	Trustees were reminded to update their interests on GovernorHub.	
3	<b>Minutes of the last meetings – FTB 7<sup>th</sup> October and 11<sup>th</sup> November 2025</b>	
	Non-confidential and confidential minutes from the 7th October and 11th November 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.	Ongoing
Clerk	4/2	Circulate current list of committee membership for trustee consideration	Complete
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.	C/fwd
Trustees	10/1	Read Keeping Children Safe in Education 2025 and record this on GovernorHub. – see note 1	C/fwd
Chair	10/2	Follow up on training undertaken by trustees per HR email circulated	C/fwd

1 The clerk to send a list to the chair

**For Discussion and Agreement**

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<b>4</b>	<b>Structure</b>	
	<ul style="list-style-type: none"> <li>• Co-option of new trustee</li> </ul> <p>The details of a potential new trustee were circulated. Trustees agreed to co-opt Dominic Woodward-Lebihan from the date of the next meeting. Clerk to send details to HR to carry out the necessary checks.</p> <ul style="list-style-type: none"> <li>• Sub-committee Membership</li> </ul> <p>The chair to discuss with trustees outside of the meeting following the recent LMC meeting not being quorate.</p> <ul style="list-style-type: none"> <li>• Trustee monitoring</li> </ul> <p>VT fed back to Quality-of-Care Committee following a visit on the Trustee Link Day. There was visible stretch on student services especially at Tonbridge which did not appear to be sustainable in the longer term.</p> <p><b>ACTION – send new trustee information to HR</b></p>	Clerk
<b>5</b>	<b>Committee Updates</b>	
	<p>Finance – met 18/11/25 – Allan Hickie, Senior Statutory Auditor for UHY Hacker Young, attended the meeting – see section 6. MW now leading on the Risk Register and required the agreed risk information from each of the committees.</p> <p>Leadership and Management – not quorate on 17/11/25</p> <p>Quality of Care – met 26/11/25 – the meeting had an attendance focus, current student attendance for the school was 95.4%. SEN student attendance was low but was being addressed. This would be followed up and reviewed at the next committee meeting. There had been 3 suspensions of students with some low-level issues. The bullying log showed that the student voice did not match with what was recorded on the systems. KM was following this up. DSL’s were reported to be at capacity. New Heads of Year (HoY) were in post. A significant number of positive behaviour points had been issued.</p> <p>Trustees agreed that the committee chairs should highlight any changes to identified risks when feeding back to FTB. <b>Trustee Question: What was the process when identifying new risks?</b> A: This should be at committee level.</p> <p>Quality of Education – not met</p> <p><b>ACTION – send committee identified risks information to MW</b></p>	Comm chairs
<b>6</b>	<b>Finance</b>	
	<p>Approval of the Annual Accounts – the audit was effective and delivered on time. There had been an improvement in the forecasted deficit, from £450k to 319k showing the implemented changes were having an impact. Trustees requested that MW analyse the savings. The reserves were at £968k and a surplus was in the capital amount as a contribution towards the CIF bid for the roof. Other upcoming items of capital were the building control mechanism at SEV and the next phase of the ICT replacement. Trustees were advised that there was an improvement in the financial performance of catering.</p> <p>Trustees discussed the accounts – there was a list of amendments to the Directors Statements, and the chair held a list to check these before signing. The Auditors were waiting for management accounts for October and a cashflow forecast to December which should be provided imminently.</p> <p>It was noted that the comment on the audit regarding the number of trustees being too many was incorrect.</p> <p>Trustees agreed that the school was a going concern for the next twelve months – the wording for this was being reviewed.</p> <p>It was agreed that the audit process was significantly better than in previous years.</p> <p>It was noted that the staff numbers appeared to have risen over the previous 12 months and it was requested that this be checked.</p>	

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	<p>The PAN needed to be shown as 300.</p> <p>Trustees approved the accounts subject to the minor amendments noted.</p> <p>Trustees were advised that the school had been contacted by the Department for Education following the budget submission. The HT &amp; CFO to provide assurances to the DfE on the way the deficit was being addressed. Trustee Question: What would the DfE do if the school did not have a suitable plan? A: Appoint a School Resources Management Advisor (SRMA). The HT and CFO were well prepared for the meeting.</p> <p><b>ACTION – Analyse the savings from accounts to 31/8/25 versus the forecast.</b></p> <p><b>ACTION – check the staffing numbers in the accounts.</b></p>	<p>MW MW</p>
<b>7</b>	<b>Update</b>	
	<p><u>Working party</u></p> <p>See confidential minutes</p>	
<b>8</b>	<b>Admissions</b>	
	<p>Concerns were shared over the current KCC admissions test. The quality of selection needed to be questioned – for example the current year 7 all took Cognitive Abilities Test (CAT) and 60% of the cohort would not have passed if this was the entrance test.</p> <p>The school had a drive to identify the students who would thrive at Weald, recruit more local students from SEV and TON and fill the spaces available. The Admissions Working Group have proposed that the school set an additional entrance test, this was possible as the school was its own admissions authority. It was suggested that students could pass either test (or both) to apply for a place at Weald. The suggested test was from a company called Quest and the test was different to the Kent test; it was said to be a better design and removed the ability to tutor for the test. The test can be refined, and the school could set the pass mark.</p> <p>Trustees were referred to the documents shared with the meeting papers on GovernorHub.</p> <p><b>Trustee Question: Could the “Weald Additional Assessment” be piloted?</b> A: Yes, from Sept 26 for Sept 27 admissions. There would be a need to work with local primaries and get feedback on the suggestion. There would need to be good communications around the test. <b>Trustee Question: Would this change the way in-year admissions were tested?</b> A: This was not currently in the policy, analysis could be done for future inclusion.</p> <p>Trustees were advised that there were three suggested changes to the policy:</p> <ul style="list-style-type: none"> <li>- Reduce the PAN to 270 from 300 with a wait list</li> <li>- A tidy up of the postcodes included</li> <li>- Entry to Weald can be achieved through the Weald Grammar assessment</li> </ul> <p>It would be expected that students would take both tests at least initially. The test can reflect the year 5 curriculum to reduce disadvantage. The option of entry on passing either or both tests could solve the deficit of admission numbers problem but did not solve the 11+ / Kent test issues. The move away from the 11+ could come at a later date. There was a need to promote the Weald Test as having equal weighting to the Kent test. <b>Trustee Question: If the Weald test could mean more students, then why reduce the PAN to 270?</b> A: It was unknown how the numbers will go and how many will take the Weald test; this will be pushed to more local students and if needed the PAN can be pushed to 288 – 32 per class with staffing planning on 270/288. Trustees discussed the cost of the test. See confidential minutes. <b>Trustee Question: Was there a solution to the proximity to Tonbridge question?</b> A: TON and SEV are one school and this cannot be changed. Trustees discussed the next steps, making the policy wording and promotion child friendly, sending the policy to public consultation and preparing the promotional material. The success criteria was agreed to be a full 270 cohort with a wait list (currently year 7 was 260). Trustees noted that the KCC Area Education officer had been consulted and some other grammar schools in Kent set their own tests.</p> <p>Trustees approved the changes to the admissions policy.</p>	

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	<p><b>Trustee Question: Would past test papers be available for the Weald test?</b> A: The school planned to publish some preparatory material on the website.</p>	
<b>9</b>	<p><b>HT Update</b></p> <p>The HT planned to change the structure of the HT report to align with the new Ofsted framework.</p> <p>Highlights from the report shared with the meeting papers on GovernorHub were the issues around parking for the very busy 6<sup>th</sup> form open evening. This was taken as an opportunity to not only apologise to the neighbours but to highlight the success of the evening. The year 7 open morning had encouraging attendance. The HT highlighted the years 10 and 12 scholarship initiatives detailed in the report with the year 12 supervised study creating some good habits. The lecture programme had a wide variety of topics. The EPQ with a dissertation on a subject choice was underway for students and there was a planned presentation evening in June. The Oxbridge evening was well attended.</p> <p>The year 11 and year 13 data harvest showed ALPS 2 at GCSE and A-Level for the staff view of the most likely grades achieved. There was little difference in the sub-groups with the exception of SEND in year 11.</p> <p>19:25 AB left the meeting</p> <p>Trustees thanked the HT for the comprehensive report.</p> <p><b>Trustee Question: Do the Kent and Medway ITT students leave Weald after training?</b> A: They find roles – the school can only retain if a vacancy exists. A trustee commended the well-run Careers Program. <b>Trustee Question: Was there feedback from the students on the Careers Program?</b> A: Outcomes from a recent student survey will be taken to Q of C committee. <b>Trustee Question? Did students get interview practice especially for university applications?</b> A: Yes, on an enrichment day and included involvement from parents and the school alumni.</p> <p>Behaviour and Attendance information was as shared with Q of C committee. There had been 9 students leave and 14 join (updated to 20 as per this meeting). Q of C planned to look at patterns/trends at the next meeting. <b>Trustee Question: were all students who joined CAT tested?</b> A: yes, using cohort specific information.</p> <p><b>Trustee Question: In the safeguarding section there is mention of mental health incidents and delays with CAMHs – can anything be done internally?</b> Weald invest in counsellors and will help where possible by signposting to other services.</p> <p>The safeguarding link trustee reported that the Single Central Record (SCR) had been checked on a recent visit, the record was reviewed for changes to KCSiE and plans for the next visit included looking at the detail. <b>Trustee Question: On the visit there was a theme of staff being stretched with little resilience in some areas. This appeared to be the picture in the state sector – was there anything the trustees could do?</b> A: It helped to have the trustees visit the school and recognise the challenges eg that non-teaching vacancies were hard to fill.</p> <p><b>Trustee Question: Was there any feedback from the Parent Focus Group?</b> A: There were some interesting threads to explore eg KS3 homework. Wider reading had not landed well with parents despite the impression that it had. <b>Trustee Question: Was there any feedback on the voluntary contributions?</b> A: This was not on the agenda. Trustees were informed that there had been two promotions and each had brought in contributions of £1200-1500 over the month and there had been a one-off donation of £5000. The email would be sent again in early February.</p> <p>Trustees thanked the HT for his comprehensive report.</p> <p>There were no questions on the SEND information report or the SDP summary. The Pupil Premium (PP) strategy would be published by the 31<sup>st</sup> December deadline – the HT to check the number of PP students in the report.</p>	
<b>10</b>	<p><b>Risk Register</b></p> <p>The combine risk register was an outstanding audit point.</p> <p>Thematic work on the risks was needed plus identification of any new risks or changes to existing risks. A common view at committee level was needed. Committee chairs to provide a one-page update FTB including an update on the risks. <b>Trustee Question: Was there any changes to the risks?</b> A: Stretch amongst staff and the impact of any staffing changes., new appointments in SEND,</p>	

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	and awareness of the mental health issues in years 10 to 13. <b>ACTION: The chair to share a template report with the committee chairs</b>	<b>Chair</b>
<b>11</b>	<b>Policies</b>	
	<ul style="list-style-type: none"> <li>• Careers Policy &amp; Statement - Approved</li> <li>• Examinations – Trustee Question: Had a contingency site been identified? Not yet – a couple of primary schools had been contacted. Policy approved.</li> <li>• Word Processor – <b>Trustee Question: Was each student able to use a computer?</b> A: No, only those with agreed access arrangements. Policy approved.</li> </ul> <p>Judicium policies for Trustee information these have been updated following introduction of the Data Use and Access Act (DUAA) 2025:</p> <ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Freedom of Information</li> <li>• Data Breach</li> <li>• Data Retention</li> </ul> <p>Trustees noted these policies.</p>	
<b>12</b>	<b>Responsibilities</b>	
	Trustees were asked to check that all their required training was up to date.	
<b>13</b>	<b>Safeguarding Update</b>	
	Trustees were updated via the Q of C committee report and the HT update.	
<b>14</b>	<b>AOB</b>	
	Trustees were requested to consider honouring the HR blue book values for any potential redundancies as moving away from the blue book had not been published. The impact was an increase of £2k on the best-case scenario or £11k on worst case scenario but the good will from this would be a positive. Trustees approved the request. Trustees were advised that The Pits in the Sports Centre were condemned and additional funds were needed to restore one of the pits as safety works. The sprung floor extension had already been approved but funds not yet spent – this would be additional funds to improve the letting space and be usable by the PE department. Trustees approved the additional £8k spend.	
<b>15</b>	<b>Confidentiality</b>	
	Item 7 – working party update. Part Item 8 - Admissions	
<b>16</b>	<b>Date of next meeting</b>	
	3 <sup>rd</sup> February 2026 6pm at Tonbridge followed by the AGM at 7.30pm	
	<b>The meeting closed at 20:09</b>	

**Actions – see next page**

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**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**

<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

**07.10.25**

<b>Name</b>	<b>Item</b>	<b>Action</b>	<b>Outcome</b>
Trustees	4/1	Contact the chair for further information on the role of Vice-Chair, consider self-nomination for this position.	
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	

**02.12.25**

<b>Name</b>	<b>Item</b>	<b>Action</b>	<b>Outcome</b>
Clerk	4/1	Send new trustee information to HR	Complete
Comm chairs/clerk	5/1	Send committee identified risks information to MW	
MW	6/1	Analyse the savings from accounts to 31/8/25 versus the forecast.	
MW	6/2	Check the staffing numbers in the accounts.	
Chair	10/1	Share a template report with the committee chairs for future FTB reporting.	