



## Minutes of The King Alfred School Board of Governors Meeting

Held Tuesday 1<sup>st</sup> November 2016  
18:00 Room G01

**Present:** Mrs J Strong (Acting Chair), Mrs D Cornish, Mr R Dyer, Mr K Elliot, Mr M Ellis, Mrs D Hurr, Miss L Lamb, Mr S Lodge (part), Mrs A Milburn, Mr P Reddish and Mrs M Wellman

**In Attendance:** Mrs T Humphris (Clerk), Mr S Aylward (Deputy Headteacher), Miss P Matthews (Deputy Headteacher) and Mrs J Gait (Finance Manager – part)

**Apologies:** Mr H Mackay and Mrs N Augar

1. Apologies were accepted from Hugh Mackay and Nikki Augar. Simon Lodge had confirmed that he would arrive late. There were no **declarations of Business Interests** or **Conflict of Interests**.
2. **Minutes of the meeting held on 20<sup>th</sup> September 2016**  
The minutes were signed off as an accurate record of the meeting.
3. **Matters arising from the meeting on 20<sup>th</sup> September 2016**  
The Safeguarding Question from last meeting will be covered at the next meeting, after governors have completed their Safeguarding Questionnaire. The question was: So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community. Please give two examples of such crimes.
4. **Urgent items:**  
The Governors approved the virements: from A004 to A002 of £9,037 and from A001 to A002 of £7,481.
5. **Audited Unofficial Accounts and Month 6 Financial Report (JAG)**  
JAG presented the Month 6 Financial Report and outlined the main points. The forecast is now for a surplus rather than a deficit and we have received £79,000 to cover the cost of 2 PFSA's. *JS asked what would happen if we have a surplus when we join the MAT?* DCH stated that the money would transfer with us. JAG said that Somerset could try to claw some of the surplus money back and DCH said they are not happy for schools to save some money for a rainy day.

JAG then presented the audited Unofficial Accounts and confirmed that this relates to payments for trips and is externally audited. It shows an increase in the fund of £60k but it is now back down to £30k. *RD asked whether this is third-party money?* JAG said just £2,700 is school money as the trips are costed exactly. JAG left the meeting at this stage.

6. **Interim structure of the Governing Body**

7. **Agreement of SLT/Link Governor Partnerships**

These two items were covered together. The resignation of Roger Owen as Governor was discussed and DCH and JS outlined the reasons for his resignation. JS proposed KE for the role of Link Governor to Staff Development and this was agreed unanimously. JS asked whether any other Governor was interested in taking on Roger's MAT link role. MW proposed JS for the role and confirmed that HM was keen for JS to take on the role, and this was agreed unanimously.

8. **Headteacher's Report (verbal update)**

DCH confirmed that we had received a resignation from a History Teacher who had only been with the school for four weeks. DCH said she will find out the reasons for the resignation. **Action DCH.**

Interviews will be taking place on Thursday this week for a 0.4 contract for an ICT Teacher, to allow a teacher to go part-time. An attempt had been made in the Summer to recruit for this but we weren't successful. We have received two good applications this time and so we are hopeful of a positive outcome.

We have received a resignation from a Teacher of Business Studies who was to be leaving at Christmas. We are considering asking her to continue until Easter.

We have new teaching staff in Maths, English and Science Departments. All are doing well, although one is relatively inexperienced and so needs quite a lot of support.

It has been necessary to permanently exclude two students. We have received confirmation that one can be removed from roll and we are waiting to hear back about the other, but we understand he is getting on well in his new school.

9. **Feedback from our Somerset Education Partner (Faith Jarrett) and National Leader of Education (Tony Wilde)**

DCH outlined the content of the review that took place and copies of the report were circulated. See confidential minutes for full details.

10. **Annual report of racial incidents/Safeguarding/exclusions**

PLM presented these reports and went through the findings, confirming what they indicate about the improvements we are making in these aspects of our work. RD said he was really impressed to see how the reports can show the work that we are doing year on year to improve a year group. PLM said it does clearly highlight the strength of certain year groups. SMA said that the removal of some vocational options has resulted in increases in behaviour logs for certain students who are finding some of their options very challenging. PLM said that Tony Wilde had confirmed that the level of exclusions is appropriate and proportionate to the School.

Safeguarding – PLM said we are meeting and exceeding expectations in terms of safeguarding. *JS asked whether NA had been involved in producing the report?* PLM said NA has provided advice but had not been involved in making the report. PLM showed the governors a google form that she had designed and circulated to staff for her to assess their understanding of their role in safeguarding at the School. PLM confirmed that she would circulate the google form for governors to give their responses also. **Action: PLM/Governors.** KE said that he thought the Safeguarding Report was excellent and that PLM should be congratulated.

The Racial Incidents Annual Report and The Exclusions Report are stored in the Governors' confidential minutes file.

SL joined the meeting at this time.

11. **Keeping Children Safe in Education (KCSIE)**

PLM reminded all the governors about the full KCSIE document which can be found online and is referred to in our Child Protection and Safeguarding Policy. All governors must read the document in full before the next meeting when they will be asked to sign a form to say that they have done so. **Action: All Governors.**

12. **Parental Survey**

A summary of the results of a Parental Survey which took place during the Year 7 – Year 13 Tutor Evening was circulated. DCH said the questions are the same as those that Ofsted will ask. DCH said she felt generally pleased with the results of the survey, although she felt there are some areas that need development. A breakdown of the survey by year group will be considered at the next SLT meeting. *ME asked whether Ofsted have opened a window for comments now?* DCH said that there had been a spate of negative comments made to them. We will continue to survey parents at every parents evening so we can record their views ourselves. *AM asked whether the number of surveys gathered per year group was indicative of higher/lower numbers of parents*

*attending the parents evening?* DCH said this was not necessarily the case. The reports would suggest lower numbers of parents in Years 7 and 8 but she knows that these year groups were very busy.

JS stressed the importance of governor presence at School events and said that the next parents evening is on the 1<sup>st</sup> December 2016 (Year 10). She reminded them of the School Calendar that had been circulated and invited them to inform TJH if they were able to attend. *ME asked how the governors would identify themselves as governors at the events?* JS said that she would suggest governors link themselves to the students who are surveying the parents.

13. **SLT/Governor links presentations**

There were no presentations. KE to do the next presentation on appraisal. KE to contact TJH to arrange. **Action: KE.**

14. **Governor Training Feedback**

KE and SL have undertaken HTPM training and will be on the HR Responsibilities training also. KE said the HTPM training was good but he was surprised that they didn't ask for feedback at the end. KE said he will follow this up with SGS. **Action: KE.**

15. **Policies to be approved: e-Safety Policy, Charging and Hardship, Equality Objectives and Pay Policy**

e-Safety Policy – Created by PLM in conjunction with Mark Wilfan and the South West Grid for Learning

Charging and Hardship – Created by DCH.

Equality Objectives – Created by DCH.

Pay Policy – Created by Chris Platel in conjunction with SCC.

All the policies were agreed unanimously by the governors.

16. **MAT update**

DCH confirmed that KAS may be on the agenda for the end of November but the RSC is doing in-depth research of CLT to check they can take on this school in terms of capacity. Other schools have since looked to join the CLT too.

17. **Urgent item from DCH**

DCH asked the governors whether they were opposed to the principle of any sort of selective education. TJH to create a Google form questionnaire for governors to complete so that DCH can formulate a response from the governors of KAS. **Action: TJH**

**Safeguarding Question:** So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community. Please give two examples of such crimes.

**Next Meeting Tuesday 13<sup>th</sup> December 2016**

**6pm in G01**

Signed as an accurate record of the Meeting:

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Eur Ing Hugh Mackay (Chair of Governing Body) Dated: .....