

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

Held Tuesday 19th September 2017  
18:00 Room G01

**Present:** Eur Ing H Mackay (Chair), Mrs D Cornish, Mr M Ellis, Miss L Lamb, Mrs J Strong, Mr K Elliot, Mr S Lodge, Mr R Dyer and Mrs D Hurr

**In Attendance:** Mr S Aylward, Miss P Matthews, Mrs L Lodge (Interim Clerk), Mrs S Bradley (Incoming Clerk), Mr N Rees, Mrs G Webb, Mr N Coles.

**Apologies:** Mrs A Milburn, Mrs N Augar, Mr P Reddish

1. Apologies were accepted from the above.  
There were no **Declarations of Business Interests or conflict of Interests**. HM agreed that the meeting was quorate.

Introductions were made for Mr N Rees, Ms G Webb, Mr N Coles and Mrs S Bradley.

**2. Minutes of the meeting held on Tuesday 4<sup>th</sup> July 2017.**

KE – Item 8 – wanted it clarified that all Governors agreed to have reports 7 days in advance. The amendment was noted.

Signed off as an accurate record of the meeting.

**3. Matters arising from the meeting on 4<sup>th</sup> July 2017**

Item 4 – Core Group feedback will be covered in Item 13

Item 5 – IT/Computer Science update will be 31st October at the earliest

Item 8 – All working towards achieving this, with reports being circulated 7 days ahead of the meeting.

Item 8 – The building company appointed went into receivership, therefore the Reception work hasn't been completed. Following a re-tendering process, it is now planned for the work to be completed by October half term.

*A Governor asked if we'd lost money – no we haven't.*

Item 10 – Updates on part-time staff appraisals will be decided at a future meeting.

Item 11 – Governors were kept up-to-date regarding the Academisation process over the summer and this will continue.

Item 11 – Recruitment of additional Governors will be decided following the review of Governance.

Item 13 – HM received 4 replies including himself regarding the Effectiveness of the Governing Body. The results will now be distributed after 10 October and added to an Agenda, if required.

*A Governor asked if it the Governors should complete it independently then distribute.* HM has confirmed that he will circulate what he's collated and if Governors have something to add then that's fine. NR felt that it might be worth Governors completing another questionnaire based on how they felt now.

**4. Urgent items:**

Agenda item 16 has been removed, this follows on from issues that County are having with the return/IT and due to emerging information for DfE, and there will be a Confidential item (Item 19).

Mrs N Augar has resigned from the Board with immediate effect. The Governing Body would like to thank her for all her hard work over the past 3 years. [Post-meeting Note: The Chair has written to NA on behalf of the Board thanking her for the substantial contribution that she has made to the work of the Board and to the School over the past three years, including her period as Chair of Governors.]

Recruitment of Governors is going to be postponed until after the review meeting which is scheduled for 10<sup>th</sup> October.

**5. Election of Chair and Vice Chair**

HM received 3 nominations to be Chair

JS received 2 nominations to be Vice-Chair

The Clerk requested for HM & JS to leave the meeting. The Board were unanimous in re-appointing HM & JS, who then returned to the meeting.

**6. Establish Data and Curriculum Sub-Committee.**

The Data & Curriculum Committee has been established – Governors agreed.

Appointed members were agreed as: DC, PR and AM.

*A Governor asked how often they would meet.* DH confirmed it would be approx. 3 times per year for each year group this would be in conjunction with SA.

**7. Appointment of Pay & HT Perf Review Committee Members.**

Existing members are happy to continue. HM asked for an additional member. RD volunteered.

KE announced a meeting had been scheduled.

**8. Governor/SLT Partnership - Roles.**

A couple of amendments to be made following NA's resignation. HM volunteered to take over Safeguarding and Wellbeing, however KE stated that Safeguarding was a large part of previous role so volunteered himself. This was agreed.

LL agreed to become the Training Governor.

DC wished to continue with Visits. This was agreed.

PM announced some upcoming training within the School.

NC also announced some training within the PLT that would be available to KAS staff and Governors – The Clerk will distribute the information once it's received.

*A Governor asked how issues on appraisals were raised and reported on.* DH explained that she was more than happy to report back to Governors on this. HM agreed to add Staff to the Main Area of Responsibility for Governing Body, SDP, Complaints.

The schedule will be amended and re-distributed.

**9. Standing Orders.**

These were agreed, subject to the cover page being re-dated. Apologies were offered for them not being circulated ahead of the meeting.

**10. Attendance Policy.**

Following on from the circulated policy amendments have been requested by the LA and made, as OFSTED questions the practices, therefore the policy has been shortened and made more specific.

PM talked through the changes.

*A Governor asked about the term dates for PLT – They are different to KAS and this will be a discussion for the future.*

*A Governor asked if it had been communicated to parents that it's their responsibility to send their child to school. Various methods of communication had been sent out but attention will be brought to the policy.*

*A Governor asked how attendance for those who struggle with motivation is handled. PM confirmed that it is managed by the Pastoral Team and that motivational attendance is addressed elsewhere.*

Subject to the amendments seen all Governors agreed the policy.

**11. Pets as Therapy (PAT Dogs) Policy**

Some background was given - The dog lives with Paula Wilkins (SENDCo) and came with Paula when she joined the School. Today 3 children came over the threshold due to Mr Darcy, when previously they wouldn't. He also calmed a child who was having a panic attack.

A governor highlighted that the policy needed to be amended from dog on site to in buildings.

PM confirmed that Mr Darcy is covered under the same legislation as blind/deaf guide dogs

There were a couple of amendments to be made but Governors agreed the policy and are looking forward to having an update report and meeting Mr Darcy.

**12. School Uniform**

DH proposed a change to the uniform for the 2018 Y7 cohort. This is following on from the post-OFSTED parents meeting. Strong message of don't consult – just do it. The cost is currently quite high and gender specific.

Move towards a blazer and clip-on tie. This will also save money for parents/carers.

This uniform change to a blazer and tie was agreed by the Governors.

**13. SDP/Core Group Update.**

The next meeting is scheduled for 5th October. An update of the first meeting (12 July) has been sent out by HM already and there is nothing further to update.

It was noted that the SDP is based on the LA Statement of Action, and is key to the School's continued improvement, with the Be Proud Plan.

HM to provide NR with a copy of the SDP.

#### **14. Update on Academisation.**

On 27<sup>th</sup> September there is a parents/carers meeting at 6pm.

A meeting for current Year 6 parents/carers will be on 4<sup>th</sup> October at 6pm. A voluntary meeting for staff on 4<sup>th</sup> October at 3.30pm.

Gail Webb (PLT) will attend the Y6 parents/carers open evening on 21 September.

There will also be a move towards QA'ing the Be Proud Plan.

#### **15. Exams Results Report.**

SA confirmed there have been improvements. English much stronger than maths over 50% getting a strong pass.

APS (Average Point Score) that's their SATs score on when they come in.

*A Governor asked how the results compared to the forecast – some movement but roughly the same.*

The Data and Curriculum Sub-Committee will dig into this much deeper.

*A Governor asked if this would look the same as it would've last year - SA said it's a very similar picture, however it's very hard to compare due to the new system and the move from letters to numbers.*

SA confirmed that there have been a lot of appeals, some of which are being quite successful.

There is lots of success to celebrate.

SA showed the predictions for 2018, and explained what was being done. *A Governor asked about their APS score – it's a bit higher than last year's.*

Year 13 results – very strong set of results.

Progress 8 – data has been measured based on how it will be league tabled. Current year 11s match the Progress 8 model.

Somerset has confirmed that the Progress 8 score is currently a guess, so whilst it needs to be done the School are expecting a poor score. There is light at the end of the tunnel, the scores for current year 11s are better than last year's P8 scores.

Year 11s are already turning up for revision sessions.

*A Governor asked if the departments that have gone slightly astray, could HoDs come in to Board meetings and explain why and what's happening. DH would like to have the HoDs into Governor Meetings to feed back.*

DH wanted it noted that the Language Department is one of the top departments in the county. She wants to publicly thank them. The Governors wholeheartedly agree. A letter to Languages HoD and the team to say thanks and well done – LL to do and HM to sign on behalf of the Board.

The Governors noted the report.

**16. Annual Report of Racial Incidents/ Safeguarding/ Student Exclusions.**

Deferred as per Urgent Items.

**17. Governor/SLT Partnership Report on Governors & SDP**

The report prepared by HM on Governors & SDP, was noted.

**18. Review & Reflection.**

A Governor said they were looking forward to hearing how we compare to other Governing Bodies.

1925 All staff and visitors left the room for a Confidential Item.

Meeting closed at 1935

**Next Meeting Tuesday 10th October 2017**

**6pm in GO1**

Signed as an accurate record of the Meeting:

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

**ACTION ITEMS**

<b>Date of Meeting</b>	<b>Agenda Items</b>	<b>Action</b>	<b>By Whom</b>	<b>Due Date</b>
04/07/2017	5 (bullet 2)	ICT/Computer Science update in Autumn.	JC	Oct 2017
04-07-2017	8	Reports to be sent to Governors at least 7 days ahead of the meeting.	DCH/ Clerk	On-going
15-09-2017	3 (8)	Communication of changes to Reception and entry to the School to the students?	SLT	Before end of term
04-07-2017	10	Part-time staff currently not in the appraisal process for non-teaching staff, and what support is in place for support staff?	DCH	A future meeting
04-07-2017	11	Governors to kept up to date on academisation by email.	HM/ DCH	On-going
19-09-2017	8	Amendments to Governors/SLT Partnership schedule & re-distribution	HM/Clerk	30-9-17
19-09-2017	10	Attendance policy amendments and re-distribution	PM/Clerk	30-9-17
19-09-2017	11	Dogs in School policy to be amended as discussed and re-distributed	PM/Clerk	30-9-17
19-09-2017	13	SDP/Core Group update – HM to copy the SDP to NC.	HM	30-09-17
19-09-2017	15	Letter to Languages Dept	HM/Clerk	30-9-17