

**THE FEDERATED GOVERNING BODY
DANE COURT GRAMMAR and KING ETHELBERG SCHOOL TRUST**

MINUTES

Wednesday 8th May 2019 at 18:00

Held at

DANE COURT GRAMMAR SCHOOL

Present: Mrs K Greig (KG) Head at KES and DC, Ms V Willis (VW), Head of School, KES, Mr D Roberts (DR) Chair of Governors, Mr P Clark (PC), Mr P Manning (PM), Ms E Johnson (EJ), Mr A Solly (AS), Mrs J Baker (JB), Ms L Copper (LC).

Also in attendance: Mrs E Thomas (Clerk), Mr M Jones (MJ) New Head of School for DC.

	Item	Purpose	Action
1.	Welcome	DR welcomed everyone, a particular welcome to MJ who thanked DR.	
2.	Apologies	No apologies were received.	
3.	Declaration of business interests	There were no business interests declared.	
4.	Minutes of previous meeting.	DR read through the pages of the last meeting and read through the actions. All were discharged apart from AP3, concerning a report on the changes to the Ofsted framework which is ongoing.	
5.	Matters arising	There were no matters arising from the minutes.	
6.	Committee reports	<p>PM updated the Governors on the Resources meeting two weeks ago. He informed them that DC will have a 31k rollover. KES were predicting an overspend of 60k but are on target for a 223k overspend. The Governors were concerned and discussed it at length. The reasons given were a shortfall in income, and larger than expected bills and the PRU. HP (Business Manager at KES) and KG were tasked with coming up with a detailed plan for the next 5 months. KG informed the Governors that since the meeting she has spoken with HP and AS (Business Manager at DC), and the figures presented were done without Year End Journals, meaning they had lots of expenditure showing in the wrong year. HP had not realised this needed doing as she is new to her role and therefore the figures reported were not valid. PM commented that it was clear from the percentage of budget spent relevant to the time of year, DC was accurate but KES wasn't at the moment. DR asked for the revised figures to be circulated to the Resources Committee; along with a plan. KG agreed and informed the Governors that KES will still be 61k overspent. PM commented that HP had not started when last year's budget was set. VW assured the Governors that there are other things in place to mitigate the 61K such as in-house events, reducing duties and staffing where possible. PM said that HP has identified lots of small savings which would add up to a substantial amount. VW said we are fully staffed at the moment and if someone leaves we rigorously review the situation before re-hiring. PM informed the Governors that the Resources Committee had decided that the potential overspend at KES was a risk and it had been entered on the Risk Register.</p> <p>DC is advertising for a Physics teacher. KG said since then, we have recruited one but we are still trying to hire an MFL teacher. We saw two potentials today. JB said she knew one of the PGCE students is interested and KG asked them to apply. KG said that not being able to find an MFL teacher could pose a potential risk for DC. PM said that he is planning a pre-budget meeting before the formal budget setting meeting and that several policies were reviewed and agreed. DR commented that the pre- budget setting meeting is important as the new CFO will be attending the formal one.</p> <p>DR updated Governors on the Standards meeting last week. There is a lot</p>	AP1

		<p>of work happening in CAT at Hartsdown and Royal Harbour which is going well so KES is cherry picking what has been successful for altering the Year 7 at KES. In terms of outcomes; KES's P8 is impacted by four students who are not in school but still on roll; it is -0.24 without them and -0.36 with them included.</p> <p>DC is expecting strong IB results and has a P8 of 0.22, with 98% Maths and English and expected improvements in MFL. There is a risk concerning both schools involving community divisions arising from Brexit. It is impacting the behaviour of students and parents. The mitigation is encouraging in school debate, challenging ignorance and sanctioning as necessary.</p>	
7.	Safeguarding Update	<p>VW informed the Governors that at KES there are 317 students with safeguarding files, 39 open cases and four Child Protection cases. There is not much to report in terms of change; but we continue to notice the drop in available childrens' services and support; and how that impacts on the school. KES is involved with running an integrated childrens' services project, where key high level service personnel meet each other and are deployed to work with us. It has been superb and beneficial, but we are unsure when the pilot will end and what it will mean. It won't continue to be resourced as the personnel are very senior and it will be expensive. KG mentioned there is an event on 15th June called the Family Integration Day in Thanet. VW said that the Governors requested some feedback on Prevent; and suggested that it be added to the report that the DSLs do for CAT. The Governors agreed. EJ assured the Governors that having visited both schools that they have robust processes in place.</p> <p>KG gave a report for DC (filed with minutes), and said although there is an inclusive society at DC, a few students are using Brexit to be horrible. We have started an operation called Compass, where those who see it are involved with how the case is handled. EJ asked if the schools are visited by the local PCSOS. VW said we do regularly; but they are not hugely effective. They do not have enough clout. EJ said we had 28 trainee Police Officers come in and learn about communication and behavior. VW said the difficulty with the PCSOs is that troubled families know them already. EJ offered to refer both schools for the Kent Police Community Work Experience Placement. KG and VW thanked her.</p>	AP2
8.	Governor Monitoring Visit Reports	<p>DR thanked the Governors that visited the schools and the lead professionals that accommodated them while they validated and monitored. It has opened up a dialogue between Governors and staff and given a face to role of Governance. PC looked at Careers, PM at Pupil Premium (PP), EJ on Safeguarding and DR on SEND.</p> <p>PC informed the Governors of the 'Gatsby Benchmarking'; a rating of how well we are doing as a school in giving careers advice. It is important to note that a school cannot achieve a rating of Outstanding from Ofsted without evidence of good careers advice, and it has been proven that it shows a reduction of Persistent Absence and an improvement in performance at exams. I think we are in a very good place at both schools, at DC I met with Sarah Stivarius and Ian Wallace. The school uses software to help focus and suggest career paths and it is firmly embedded in the curriculum. It has been the first year for a Horizons event; a collaboration between DC and Kent Educational Business Partnership. I attended and the report is on Dropbox. For DC the only concern is the website; which requires the contact details of careers lead. It is a legal duty. KG said she will get the website updated. PC said I met with Jordan at KES; the school is performing well; above expectations. There are a couple of areas that require work; he does believe we can get to 100% Gatsby score by end of year, but could have some catching up to do because of taking some leave. PC said in both schools we struggle with recording that careers training has been given to students. KG said it is down to cost; another outcome is the NEATS are low at both schools. DC Year 12 students have one day a week work experience.</p> <p>PM informed the Governors that he visited DC in February and met with met AS, Andy Wood and Ian Wallace and spoke about where PP money is spent. In 2018 the gap narrowed in terms of achievements and predictions this year in some subjects are that PP students are performing better than non-PP students. The key question was how is the money spent</p>	

		<p>individually and what is the impact. In general it is spent on meals, trips, English and Maths sessions and counselling. The processes for recording/evidencing the impact are not robust; so he has recommended that case studies are recorded and published on the website. Both AHs said that early intervention, culture and ethos are key. KG said our predicted gap is very small this year. PM said I have not visited KES yet, I will do next year. DR agreed and asked PM to be the lead Governor for PP monitoring. PM agreed.</p> <p>EJ said I went to both schools and met both DSLs; I used the KCC toolkit which has recommendations for Governors. I just have a few suggestions for Run, Hide, Tell, and Prevent, for staff to access positive handling training, and staff and parents to promote training. I spoke to students at DC who were very positive and really well versed in terms of safeguarding. I also met staff who talked about Prevent and I am visiting KES next Thursday to speak to staff and students. DR thanked EJ.</p> <p>DR reported to the Governors on SEND, saying I have been into both schools, who have dedicated and committed SENCOs; who have both inherited gaps in recording; which are accepted by school leaders and us as Governors. I am satisfied that from a low base of recording, things have improved. I recommended some peer reviewing as the CAT has several SENCOs. DC was keen, KES less so. VW said the SENCO at KES has already had some peer reviews and someone from KCC too. DR agreed and said I can reassure the Governors that we are doing what we should be doing and thank you everyone.</p>	
9.	Citizenship Project	DR said I was invited to KES to talk to the students about the Citizenship Project. They want to install a cycle lane on the main dual carriage way outside the school and would like us to sign petition. The Governors agreed and VW will arrange for the link to be sent round.	AP3
10.	Safeguarding training	EJ informed that Governors that it was recommended that they read Keeping Children Safe in Education and complete some online training which is certificated. She has sourced 2 sets of free training and has put together a guide on how to access/complete it. It doesn't need doing every year but it hasn't been addressed for some time. PM said do Governors that have already completed safeguarding training in their professional capacities need to do it too or can they just provide their certificates. EJ said the certificates would be fine. DR asked if Governors would be willing to complete the training and the Governors agreed. DR, LC, PC will do it.	AP4 AP5
11.	Risk	DR suggested that having heard the explanation for the financial situation at KES, the risk be kept on the register until we see the revised forecasting, then reduce/remove it as appropriate. The Governors agreed. DR will update the Risk register to reflect the risk concerning community tension and increased racist behavior relating to Brexit.	AP6
12.	Any other business	LC asked when the news about MJ being the new Head of school will be made public. KG said before half term. LC asked if more revision guides could be made available on Wisepay at DC. KG said she will look at it. DR said we are moving to the Circle Model of meetings next year, we will start to get some meeting dates worked out and have some to present at the next meeting.	AP7
13.	Confidentiality of proceedings	Nothing was deemed confidential.	
14.	Dates of future meetings	26.06.19 – KES at 18:00	

Meeting closed at 19:05

Actions from this meeting:

AP1	KG to arrange for revised reporting figures from KES to be emailed to the Resources Committee.	KG
AP2	EJ to send details of the Kent Police Community Work Experience Placement to KG and VW.	EJ

AP3	VW to send the link to the petition for the cycle lane to ET to send out to the Governors.	VW
AP4	EJ to send the details of the online training to ET to be sent to DR, PC and LC.	EJ
AP5	DR, LC and PC to complete online safeguarding training.	DR, LC, PC
AP6	DR to update the risk register.	DR
AP7	ET and DR to work out the dates on next year's meetings.	ET/DR

Actions from previous meetings:

AP1	KC to arrange Governor training for LC - Discharged	KC
AP2	DR to write to LC - Discharged	DR
AP3	KG to provide a report on the changes to the Ofsted Framework in May - Ongoing	KG
AP4	Clerk to email KG with the next set of policies for updating/approval Discharged	ET
AP5	Clerk to arrange an EGM subject to diaries - Discharged	ET
AP6	DR to write to the developer for Fairfield Manor to say the Governing Body will not comment to the Council - Discharged	DR

<p>APPROVED as a correct record of proceedings</p> <p>(Signed) CHAIRMAN</p> <p>DATE</p>
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