



The Knights Templar School Board of Trustees



Full Trustee Board 21 May 2026

MINUTES

Present: Sue Welch (Chair), Pam Buckle, Tanya Gribble, Ed Hutchings, Ian Langley, Mark Lynam, Obilor Nwamadi, David Summer, Duncan Wardrop

In attendance: Elizabeth Battarbee (Clerk)

1 Welcome and attendance

NOTED: Apologies were received from Ruth Nudd and John Swift and were approved.

2 Declaration of any conflict of interest or confidentiality None.

3 Notification of urgent 'other business' items None.

4 Minutes of Full Trustee Board held on 17 March 2026

AGREED: The minutes were approved and signed.

5 Matters arising from the minutes not otherwise on the agenda

NOTED: Actions had been completed, were ongoing or were on the agenda.

NOTED: Trustees were reminded to complete the GDPR training before the end of the summer term.

6 Emil Dale

REPORTED:

- KTS sub-contracted partnership with EDA comes to a contractual end as of 31.8.26 and this will complete our formal exit from this long-standing arrangement. There will be a final management meeting with EDA next half term. There will be no EDA students on the KTS roll from September 2026.
- However, due to the lagged nature of the funding for this year's year 13 BTEC cohort, we are obliged to pass on this income to EDA during the next academic year 26-27, in accordance with DfE rules. The net effect to KTS is that we lose c.£50,000 of our management fee next year versus this year, due to the loss of income for a year group as the partnership phases out.
- It is very pleasing that EDA reported that the transfer of the BTEC qualification to North Herts College has gone smoothly and is working well, to the benefit to all parties involved. A key point for EDA was that by working with a bigger sixth form organisation, they would be able to increase numbers on the course. This has allowed a 20% increase in year 12 students for next year, so 60 new starters compared to 50 the year before (with KTS).

7 Spring term data dashboard

RECEIVED: the spring term data dashboard (data from end of spring term).

REPORTED: the data includes year 11 predictions. Predictions were similar to last year which is good. Results for disadvantaged students are expected to be strong. They have now begun

their formal exams and there has been pleasing attendance (including those students who have been long term absent). For reasons of specific needs, some students are sitting exams in the exam centre located in the old caretaker house.

REPORTED: if the predictions translate into a good data set, this will be of benefit when presenting data to Ofsted (visit expected next academic year). KTS would be hoping for some 'strong standard' judgements, but data would need to back this up. An Ofsted visit would be announced on a Monday, with inspectors in school on a Tuesday and Wednesday. An Ofsted visit and outcome remains important in the context of low student numbers locally.

REPORTED: the recent SRMA considered staffing numbers. It should be noted that KTS has reduced some additional sixth form courses which has, in turn, reduced staffing requirements. This includes dance, and limiting PE and business to single award. For incoming year 12, the only foreign language available at A level is Spanish. There is an ongoing review about reducing the number of English and Maths groups in year 10 (reducing to 8 groups from 9 currently). The financial benefit from this change would be most evident should a staff member leave and not be replaced. It is frustrating that a large successful school, such as KTS, still has financial challenges.

Question: was dance not a popular subject?

If a student is particularly talented in dance they may be more likely to seek specialist college provision. Dance could still be offered as an extra-curricular subject at KTS. It is popular at KS4 so the numbers will be monitored.

REPORTED: one PE teacher is leaving but has been replaced with a Head of Girls PE who has a background in rugby and football which will bring new opportunities to the school. A new DT teacher is very experienced and will be an asset. One Spanish teacher is leaving but will not be replaced.

Question: will there will be an impact on Spanish provision?

No, as a teacher is returning from maternity leave. Language provision is changing nationally with a reduction in language popularity. KTS still has 40% of students studying a language compared to national levels of 25%. KTS allows year 8 students to choose which language to study.

Question: why does the gap between girls and boys appear to be expanding again?

This is projected results, so the actual data will need to be considered. It is noted that this is a national issue, not just KTS. Often girls are over-predicted and boys under-predicted. However, it was agreed that even if this gap is limited to predictions, it still needs to be analysed.

8 SIP

AGREED: the SIP will be received at the June FTB (**ACTION** EHS, June 2026). The document will be presented to reflect the new Ofsted criteria.

DISCUSSED: immediately prior to the June FTB, there will be an opportunity for Trustees to meet with a member of SLT to look at a specific area of the SDP. This will take place between 5-5.30pm, with the main FTB 5.30pm to 7.30pm.

9 Admissions

REPORTED: the change to admissions criteria, including musical aptitude has been agreed and published. WBS is writing the test and will trial it with year 7 students to ensure it generates a spread of results.

DISCUSSED: the opportunity has been shared with primary schools in Baldock, but not Letchworth. Prospective families will also find out about it at the open evening and there will be one further opportunity to sit the test after this event.

Question: should the school advertise it with local musical organisations such as Herts Music Service or Stagecoach?

This could be beneficial as it is hoped it will attract applicants from outside the local area.

Question: what happens if only a few people take the test?

There is no required pass level. Their admission to the school would be assessed in accordance with the admissions criteria ranking.

REPORTED: year 7 is full for September 2026 entry, and there are around 15 EHCP students. Previously, this was the total number of EHCP in the whole school. However, it does bring additional funding into the school (which may or may not cover the support required for that student).

Question: does this lead to pressure on the SENDCo?

Yes but there is some capacity within SLT to offer LME further support as required. This is a preferable option to considering a deputy SENDCo.

10 Safeguarding review report

REPORTED: a safeguarding review had been completed. The visit and report were comprehensive and positive. It was particularly pleasing to hear the way students spoke about the school. KTS has started to respond to some of the actions.

REPORTED: Responses to comments in the report included:

- KCS is well supported within school but SWH and EHS will continue to monitor her workload, rather than seeking external supervision.
- Whistleblowing will be highlighted in the staff handbook.
- A digital quiz to check understanding will be considered as it would be efficient and useful to use this type of IT resource.
- SWH in role of Chair and safeguarding link trustee is seen as a positive decision. A lot of discussions between SWH and EHS overlap the two areas. SWH will aim to have more interaction with students to discuss any safeguarding issues or concerns.
- It will be ensured that all documentation relating to alternative provision is complete.
- Due to changes in practice, there are some historical gaps on the SCR (e.g fewer references were collected in the past). FRR is managing the present situation very well.
- It is helpful that PSHE is now managed across all seven years of the curriculum ensuring inclusivity and continuity.
- Staff and student opinion of safeguarding was positive. It is felt that KTS offers a good level of staff pastoral support.
- Some policy revision is needed and these will be received at June FTB.

Question: is the school aware of anything that should be reviewed, that wasn't mentioned in the report?

There wasn't much discussion about the site logistics, and how the school monitors student whereabouts during the day, particularly sixth form attendance and registration. KTS is considered reintroducing year 13 form time so there will be registers. This will mean more students are in school more of the time, so study space may need to be considered. It is good for students to have regular contact with their tutor.

11 Staffing

11.1 REPORTED: two members of staff are leaving, but two replacements have been appointed. There are three staff being monitored under competency expectations (including pre-capability).

11.2 NOTED: a staff disciplinary case is recorded in part two minutes.

12 Link Trustees

REPORTED: Paul Jenkins (School Effectiveness Advisor) will be visiting KTS on 17 June. Trustees are invited to attend school on this day. PBE confirmed she can attend. KTS will be upgrading their package with the SEA so he will be visiting more frequently.

13 Policies

RECEIVED: policies for approval. The policies were all HFL model policies.

NOTED: there were some references to Governors rather than Trustees.

13.1 Allegations against Staff

Question: is there anything in this policy that would have impacted the recent staff disciplinary?

No, the process is clear. The LADO will be involved in any case, as required. Staff suspension may be the default response but this can protect the staff member whilst the investigation is taking place. However, it can also be time consuming which would be detrimental to staff morale. Unfortunately, the rise of AI may make some allegations more widespread as 'evidence' will be easier to fabricate.

Question: do students make malicious allegations about staff?

This has happened in the past but not recently. Students are also at risk from making allegations about each other. These issues are discussed during PSHE.

13.2 Whistleblowing

Question: is this policy well publicised?

Yes, it is in the staff handbook and on the website. It needs to be reviewed every three years.

13.3 Anti-Bullying

DISCUSSED: there was debate about whether the term, in reference to technology, should be content or consent? This will be considered for a rewording. The policy now includes the instruction to speak to the victim prior to discussion with the alleged perpetrator. KTS holds an unkindness as well as bullying log, as these are two different situations.

13.4 Safer Recruitment

DISCUSSED: host families are referred to, though the school no longer uses these.

Question: are social media checks carried out on prospective staff?

Yes, a basic search is conducted.

13.5 Data Protection

AGREED: the external support provider should be referred to in paragraph 3.3.

DISCUSSED: there is an increasing use of AI and data generation. Student images are on the school website but parents have given their consent for this purpose. This may be reviewed in future. It is important that KTS does not hold data for longer than it has stated.

13.6 CCTV

AGREED: AIT, rather than the school IT team, should be referenced.

AGREED: sharing images with Trustees should be changed to 'view'. CCTV images might be viewed during a panel hearing, but they would not be shared and circulated beforehand. The exact purpose doesn't need to be specified, as it would be within the previously stated 'for intended purposes or legal reasons'. CCTV has been really useful on occasions, and can make students feel safer.

Question: what happens if a subject access request is made?

EHS would invite parents in to show them stills from CCTV rather than sending footage.

13.7 SEND

NOTED: there were some typos within the document.

AGREED: the policies listed above were approved.

14 Trustee training

NOTED: there were no further updates, other than the request for Trustees to complete the GDPR training.

15 Correspondence None

16 School events dates

REPORTED: Trustees are invited to join students and staff on the Greenway Walk (22 July).

DISCUSSED: The Awards Evening is on 25 June and will include the Trustee award (nominations are being collected currently). The Staff Leavers do is on 15 July and will include long service awards for staff. Unfortunately SWH cannot attend either of these occasions so other Trustees are asked to attend in her place to represent the Trustees.

17 Any Other Business None.

18 Date of next meeting

NOTED: This will be on Tuesday 30 June 2026 at 5pm.

ACTION SUMMARY

MINUTE	ACTION	RESPONSIBILITY	DEADLINE
8	SIP on June FTB agenda	EHS	June 2026