

Learning, Growing, Achieving...Our journey together

**Minutes of the Full Governing Body meeting
held on Monday 21st March 2016 7pm at the school.**

Present:

Mrs Crawford Usher	Headteacher
Mr Clark (Chair)	Foundation Governor
Mr Dunn (Vice-Chair)	Foundation Governor
Mrs Rowlinson	Foundation Governor
Mr Wright	Foundation Governor
Mrs Isted	Parent Governor
Mr Sewell	Parent Governor
Mr Warren	LA Governor

In attendance:

Mr Smith	Associate member
Mrs Millar	

Clerk:

Mrs S Wallis.

	ACTION
<p>1. Opening Prayer. The meeting commenced after prayer.</p>	
<p>2. Apologies for Absence. Apologies were received and accepted from Ms Ward, Mrs Evans and Mrs Stockham.</p>	
<p>3. Declaration of business interests. None.</p>	
<p>4. Minutes of the previous meeting. The Minutes of the meeting of 25th January 2016 were agreed and signed by the Chair. Matters arising The latest Science data was received. The Science week went very well. A Governor will write up a monitoring visit report for the event. ACTION ONE: Mrs Rowlinson to submit a Visit report. The Admission Policy has been reviewed and signed by the Chair.</p>	Mrs Rowlinson
<p>5. Headteacher's Report.</p>	

The report was distributed to Governors prior to the meeting and a copy is held with these minutes.

School Plan / Benchmarks

The Headteacher led the Governors through the Plan which was distributed to before the meeting. Updates are shown in red.

Spotlight 1: Leadership and Management

RE leadership was rated Good by SIAMs. A great achievement for Miss Goodwin who has only been in place for 6 months.

Leaders are to update their action plans to be shared at a meeting in April. This is to include what's left and the priorities for next year.

There will be a new English subject leader from September. Mrs Rees-Porter will have 0.5 days to develop the subject each week.

Q: How do Leaders manage subject monitoring?

A: They start with one day in the first term. They can ask for further time if needed.

Senior Leadership Team (SLT) was rated Outstanding by SIAMs. It is rated Good in the School Plan and Middle Leaders still need work to demonstrate more initiative and are rated RI+.

Q: Is this reflected in the performance targets?

A: Yes

ACTION TWO: Mr Clark will circulate the Governance section to all the Governors.

Mr Clark

Spotlight 2: Behaviour and Safety

The SIAMs inspector thought that behaviour around the school was exceptional.

Some children still need careful management in the playground.

The Headteacher has monthly meets with mid-day supervisors to ensure standards don't drop.

The Headteacher is to brief the Key Stage 2 (KS2) children before a Lock-down practice after Easter.

Q: How are the Corridor monitors working?

A: Great. There are not so many Children going in and out.

A Governor commented that they had observed the corridor monitors working well while visiting the school.

Q: Have the non-negotiables changed much?

A: No, they will be reviewed in September. Examples are: don't interrupt the teacher, no rocking on chairs, no walking out of class without asking.

Spotlight 3: Quality of teaching

One TA will be leaving.

Q: Do you have any concerns that others will leave?

A: No, it was a career move that was expected. The TAs are a

<p>good solid team.</p> <p><u>Spotlight 4: Achievement of Pupils</u> Governors were briefed on Priority 1, writing in KS1 and KS2, at the recent Data meeting.</p> <p><u>Spotlight 5: Early Years</u> This is based largely around the outside area. The LA will be invited to come and look around later in the year. Q: Is there a solution regarding the mud? A: It is the first year of using the outside area, there will be better management for next year to prevent mud being brought inside. The Headteacher confirmed there will be 2 full-time TAs next year in Early Years.</p> <p><u>Spotlight 6: SIAMs</u> All our judgements were upheld by the SIAMs inspector. The Headteacher intends to continue with regular meetings with the RE subject leader. A Governor commented that it's a good model for other areas of leadership. It is news to be shared with parents and the wider community. It will be in the newsletter next week.</p> <p><u>Spotlight 7: Assessment without levels</u> Mr Evans is to look at how to use the system more effectively. Q: Does SIMs not already do this? A: It is very time consuming to summarise the data in a useful way.</p>	
<p>6. Statutory Inspection of Anglican and Methodist Schools Report (SIAMS). The SIAMs inspection took place on 11th March 2016. A copy of the report is held with these minutes. Mrs Rowlinson and Mr Clark were involved in the inspection. The key point is that he agreed with all the School's judgements. Leadership was outstanding. The areas to improve are the next steps.</p>	
<p>7. Capital Campaign. (Finance) This will be run together with the School 40-year campaign. Funding for the library roof is a priority. The School also wants to replace the windows, lighting, ventilation and carpets in the library which will cost about £15-£20,000. Future work to look at would include extending / developing classrooms to create bigger spaces. Lighting in corridors, atrium flooring and atrium roof. The Government funding is reducing each year.</p>	

<p>A Governor suggested that if the Governors are going to support the Campaign they need to make sure they agree it's the right project.</p> <p>Following a discussion, the following points were agreed:</p> <ul style="list-style-type: none"> • The main objective is to improve the learning environment for the children. • A central learning area is a popular modern concept. • At the moment it is a large area that is underused. • A more useable central area will help offset the impact of small classroom sizes by creating flexibility of space. • The project is achievable in the short term whilst enlarging classrooms is not. <p>It was agreed that the reroofing of the library would be the priority project.</p> <p>Q: Where do we stand regarding Gift Aid? A: The school is registered with HMRC.</p> <p>The Capital Campaign Committee is to include: Mrs Isted and Mr Clark plus a Friends of Wateringbury Primary School (FOWPS) representative and the Headteacher.</p>	
<p>8. Policies</p> <p>The following Policies were all approved at the relevant Committee meetings. The Chair signed them off on behalf of the Governing Body.</p> <ul style="list-style-type: none"> • Staff Appraisal • Complaints • Attendance • Governor School Visits • Equality Information and Objectives Statement 2015-16 • Volunteers • Discipline and Conduct • Pay and Reward • Governors' Expenses • Capability • Fairness of Work <p>The Chair is updating the Safeguarding Policy. ACTION THREE: Chair to circulate Safeguarding Policy once updated.</p>	<p>Mr Clark</p>
<p>9. Committee Reports:</p>	

<p><u>Finance and Premises</u></p> <p>The Chair of the Committee, Mr Dunn, reported on the latest news. The Finance and Premises Committee receives monthly monitoring reports from Mr Evans. The end of February shows £83,000 for the end of year surplus. In light of the falling role this is a good position. £15,000 of this will be ring-fenced for the new roof in the library.</p> <p>The £68,000 Balance Control Mechanism (BCM) figure will not be exceeded to avoid LEA clawback.</p> <p>The Finance Committee has approved the three year budget plan, which shows an uncommitted revenue balance in 2016/17 of £76,000, reducing to £20,000 in 2018/19.</p> <p><i>See confidential minutes.</i></p> <p>The School's Financial Value Statement was approved.</p> <p>Capital expenditure – the School will submit an LCVAP bid to the Diocese for £30,000 (depending on the quote received).</p>	
<p><u>Pay and Personnel</u></p> <p>Among the discussions at the latest Committee meeting were; the 2016/17 class structure, a recruitment to replace Miss Ward and teacher performance – there were no concerns.</p> <p>The following Policies were reviewed: The Capability Policy, Fairness at Work, Volunteers and the Pay and Reward Policy.</p> <p>The Safeguarding Policy is being updated.</p>	
<p><u>Communication</u></p> <p>Work is ongoing with organising klz.</p> <p>Q: Are parents using klz?</p> <p>A: This is a question that is put in the Parent survey.</p> <p>The School is in talks with Kent College Film students to create a video for the School website.</p> <p>The Parent survey has been undertaken and results have been fed back.</p> <p>This is the 4th year one has been done, the questions are reviewed and added to each year.</p> <p>The Staff survey is coming up after May half term.</p> <p>The 40th anniversary plans have begun for the Saturday 24th September 2016. This will be linked in to the Capital fundraising campaign.</p> <p>The Chair has sent a Governor report to the local PCC.</p>	
<p>14. Monitoring and Curriculum (MLC)</p>	

<p>Notes and a new Governor Visit form have been circulated to all the Governors.</p> <p>Governors met subject leaders at the start of the year to arrange what the priorities for the year were. Two visits are to be done through year and then a final visit to discuss what has been achieved.</p> <p>Staff have all undertaken Phonics training. Governors are to monitor spellings.</p> <p>As a result of a Governor Visit the Spelling Policy on non-English work was raised as a query. At the last Data meeting the standard of spellings was raised. This was discussed at a MLC Committee meeting and the Teaching and Learning Policy was recomunicated to Staff.</p> <p>ACTION FOUR: Mr Wright will discuss subject areas with Mr Smith and Mrs Evans and reshuffle some to include Mrs Millar.</p> <p>Q: Do Governors do a Pupil Premium or SEN visit?</p> <p>A: There is a SEN Governor.</p> <p>Mrs Millar agreed to take over this role.</p> <p>ACTION FIVE: Governors were reminded to organise their final visits</p> <p>The date for the final review meeting with subject leaders is 15th June 4pm.</p>	<p>Mr Wright</p> <p>All</p>
<p>15. Training.</p> <p>Mr Clark attended safeguarding training.</p> <p>Mrs Bath attended Training Governor, Early Years and SEN training.</p> <p>Mr Warren attended the Governor induction training.</p>	
<p>16. Correspondence.</p> <p>None.</p>	
<p>17. Any Other Urgent Business.</p> <p>See confidential minutes.</p> <p>The Chair will invite the PCC to meet the Governors.</p>	
<p>18. Confidential matters.</p> <p>See attached.</p>	

The meeting closed at 9.15pm

Date of next meetings:

Monday 16th May 2016 7pm

Monday 11th July 2016 4.30pm (Data)