

**Minutes of the Full Governing Body meeting
held on Monday 3rd October 2017 7pm at the school.**

Present:

Mrs Crawford Usher
Mr Clark (Chair)
Mrs Rowlinson
Mrs Millar
Mr Warren
Mr Sewell
Mrs Isted
Miss Woodhouse
Mrs Cooper

Headteacher
Foundation Governor
Foundation Governor
Foundation Governor
LA Governor
Parent Governor
Parent Governor
Staff Governor
Associate member

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 Mr Wright.</p>	
<p>3. Declaration of business interests. Governors updated and signed the forms. Forms are kept at the School (in the Governor grab file) and details will be uploaded to the School website. ACTION ONE: Mr Dunn and Mr Wright to update their forms.</p>	Clerk
<p>4. Code of Conduct / conflict of interests. The Chair has approved the updated form. It is now to be distributed to all the Governors, adopted and signed by all Governors at the next Full Governors meeting (FGB). ACTION TWO: To be distributed to Governors and an agenda item at the next FGB.</p>	Mrs Isted, Clerk
<p>5. Governing Body Issues Governors unanimously agreed to re-appoint Mr Clark as Chair for a period of one year. Governors unanimously agreed to re-appoint Mr Warren as Vice-</p>	

<p>Chair for a period of one year.</p> <p>The Committee structure was discussed and updated. Governors were assigned to subjects for monitoring visits. Details are attached to these minutes.</p> <p>The Committee Chairs were reminded to update the Terms of Reference at the first Committee meeting of the year.</p> <p>The Foundation Governors have been reappointed by Watlington PCC for another 4 years. Mr Clark has been reappointed by the Rochester Diocese Board of Education (RDBE) for another 4 years.</p>	
<p>6. Minutes of the previous meeting. The Minutes of the meeting of 15th May 2017 were agreed as an accurate record of the meeting and signed by the Chair.</p> <p>Matters arising: Action 2 – see staff survey results</p>	
<p>7. Review School Plan 2017-2018.</p> <p>The School Plan was distributed to the Governors prior to the meeting.</p> <p>The Headteacher went through the Plan highlighting the current areas for improvement. Benchmarks will be reported back on at each FGB meeting this year.</p> <p>Reading continues to be a focus, Other areas are Maths (arithmetic, reasoning, homework), Curriculum Development (developing outdoor learning, local area and community links) and Assessment (tightening up on data).</p> <p>Q: Should Governors be concerned that the Key Stage 1 (KS1) level 3 Maths score has gone down from 52% to 33%? A: The 52% is from 3 years ago. The School understands the reasons for the inflated figure.</p> <p>Q: Why has the maths raw score decreased? A: Children now need 57 (instead of 60) to get 100%.</p> <p>Q: Do the figures exclude SEN pupils? A: No, they are whole class figures. The targets are realistic as we take out SEN and those working significantly below.</p> <p>The reading/writing/spelling data is based on where the children were last year.</p> <p>Q: So, the data is subject to review? A: Yes, if the teachers don't agree with the targets.</p>	

<p>Q: Do the teachers know who the vulnerable children are? A: Yes, each teacher has a list.</p> <p>Q: Do you have enough volunteers to hear the children read? A: Yes, we are building a rota, making use of all staff.</p> <p>Q: Do all children have a chance to be heard reading? A: Yes, some will be in guided reading groups once a week.</p> <p>Q: Have you had any response to the request for volunteers in the rostrum? A: Two are starting on the kitchen garden this week.</p> <p>Q: How did you choose the targets for the Spotlight 4(Leadership at all levels)? Are they ones that are easy to monitor? A: No, the targets are the key ones, deliberately chosen.</p> <p>Q: How do they differ to last year's targets? A: Reading is the same but we have added speaking as a new focus. We have added modelling to Maths. We have taken out EYFS (a focus after the last Ofsted) as it is no longer a spotlight. Disadvantaged children have been added; they are making good progress but it would be good to catch them earlier</p> <p>Q: This time last year there was a question on Science internal assessment. How is this now? A: Developing better science is an ongoing concern involving teacher knowledge and resources.</p> <p>The Science Link Governor commented that the School is in a better place now. The Subject Plan is detailed. The STEM club is well attended. The Science leader recently attended a course and now has other avenues for investments.</p> <p>Governors should use the School Plan when on visits and comment on the action plan. Especially as Spotlight 4 is not so easy to quantify in the in data.</p> <p>There was some debate over whether the benchmarks for spotlight 4 were useful. Leadership is embedded in all areas of the School.</p> <p>ACTION THREE: Add Governor actions to the SP.</p> <p>Monitoring visits must link to the School Plan. Always look at a disadvantaged child's book. Governors decided to also look at a higher/lower and middle achievers book. Include time to speak to the teacher and subject leader.</p> <p>ACTION FOUR: Update the monitoring visit report</p> <p>Q: How is behaviour? This was raised in the staff survey. A: The Headteacher deems this to be good so it is not a spotlight. All Governor visits also show behaviour to be good.</p> <p>Governor monitoring visits are to include a playground visit and transition time to the classroom.</p>	<p>Headteacher</p> <p>Curriculum Committee</p>
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<p>Headteacher report This was distributed to the Governors prior to the meeting and a copy is held with these minutes.</p> <p>Q: How is attendance this term and how does it compare to last year? A: It was 97.4% last year (currently 97.2%). Figures this term have been affected by holidays, absences and some part-time children.</p> <p>Q: Have there been any fines? A: The Headteacher has triggered one but it is not known if there was a fine as KCC take over the case.</p>	
<p>8. SIAMs SIAMS is undertaken every 5 years. The current focus is on building links with parents and Child led worship. The RE link Governor commented on the good action plan.</p>	
<p>9. Policies</p> <p>The following Policies were reviewed and signed by the Chair.</p> <ul style="list-style-type: none"> • Admissions This was updated in August to incorporate new statutory wording about the measurement of distance due to new online admissions software. The new version has been uploaded to the website. • Online/e-safety • Child Protection Staff have all signed to say that they have read the Policy. <p>ACTION FIVE: Circulate the Child Protection Policy to the Governors so they are aware of the contents.</p>	Mrs Isted
<p>10. Correspondence. The Chair reported back to the Governors on concerns raised by a parent. There was concern over the lack of Governors' presence on the playground at the end of the day. Governors commented that 2 are in the playground 3 out of 5 days. There was a drop-in session at a parent evening last year but there was not much interest from parents.</p>	
<p>11. Any Other Business.</p> <p>Staff survey results.</p>	

<p>Results have been fed back to staff. Mr Warren gave a brief overview to the Governors. Overall results are slightly down on last year. The SLT are the considering the results at the moment and then they will have a chance to respond.</p> <p>Q: Have you had any Voluntary School fund forms back? A: Six were handed in at the initial evening. The forms are to go out in the School bags this week. There has been varying feedback from parents.</p>	
<p>12. Confidential matters. None.</p>	

The meeting closed at 9.00pm

Date of next meetings:

- Tuesday 7th November 7pm
- Monday 4th December 4pm - Data1
- Monday 15th January 7pm
- Monday 19th March 7pm
- Monday 23rd April 4pm - Data 2
- Monday 14th May 7pm
- Monday 9th July 4pm - Data3

Signed _____ (Chair) Date _____