

**Minutes of the Full Governing Body meeting
held on Monday 15th May 2017 7pm at the school.**

Present:

Mrs Crawford Usher	Headteacher
Mr Clark (Chair)	Foundation Governor
Mrs Rowlinson	Foundation Governor
Mrs Millar	Foundation Governor
Mr Dunn	Foundation Governor
Mr Wright	Foundation Governor
Mr Warren	LA Governor
Mrs Isted	Parent Governor
Mr Sewell	Parent Governor
Miss Woodhouse	Staff Governor
Mrs Cooper	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 Rev. Williams.</p>	
<p>3. Declaration of business interests. None.</p>	
<p>4. Governing Body issues The Chair welcomed Mrs Cooper onto the Governing Body as an associate member having the skills and experience which will add to those already on the Governing Body. Mrs Cooper will be appointed for a term of four years subject to a satisfactory DBS check.</p>	
<p>5. Minutes of the previous meeting. The Minutes of the meeting of 20th March 2017 were agreed as an accurate record of the meeting and signed by the Chair.</p>	
<p>Matters arising:</p>	

<p>The Governance section has been circulated with the School Plan.</p> <p>The skills audit has been updated. The latest version is attached to these minutes.</p> <p>Q: What is the current situation with the playground football posts?</p> <p>A: Visitors cars are now parked at the Railway station rather than the playground which has enabled the posts to be moved. The hedge is now more established. The Chair has responded to the neighbours to let them know.</p> <p>Q: Were there no staff members interested in attending the meeting tonight?</p> <p>A: One staff member questioned whether it was an open invitation to all staff. It has now been made clear that it is. The date is posted on the timetable board in the staff room. The Headteacher will make sure that the agenda is distributed prior to future meetings so that those interested can attend.</p>	
<p>6. Subject reports.</p> <p>PE 2016-17.</p> <p>The report was written by Mr Evans and distributed to the Governors prior to the meeting. A copy is held with these minutes.</p> <p>Mr Evans has taken over the monitoring of PE after Mrs Dharmalingham left.</p> <p>PE funding will continue for the next three years.</p> <p>Q: How do staff feel about taking lessons in-house?</p> <p>A: They understand that it is a considerable expense.</p> <p>The School is considering the possibility of employing an extra staff member for one day a week to focus on sports and organise sporting events.</p> <p>Q: How will this be funded?</p> <p>A: From the budget. Some of the sports funding could be used if we were to use the employee as a coach.</p> <p>Q: How are attendance figures measured?</p> <p>A: Mr Evans and Mrs Crawford track the attendance of all sports. A Governor suggested involving the pupil Governors to encourage feedback in the Sports Survey.</p> <p>Q: What is the comparison between boys and girls participation?</p> <p>A: We always select for events without a bias. There are a number of sports offered that appeal to both girls and boys. This could be a question for the next sports survey.</p>	

7. Headteachers Report

This was circulated to the Governors prior to the meeting. A copy is held with these minutes.

The Chair has recently met with Mrs Bryant to discuss SEND, a visit report will follow. Transition meetings are to be held with parents of children on the SEND register and teachers this term. Governors commented that this was a good idea.

Absence rate has been highlighted in the newsletter this term as it has dipped below 95% When a Child's attendance rate falls to a certain level the Headteacher will contact the parents to discuss what the problems are. Rates are tracked closely for each class.

See confidential minutes.

There have been some extenuating circumstances that have contributed to low attendance this month. In Year 1 there were quite a few children with chicken pox and a nasty virus left several children off School for about a week.

Q: Has there been a response from parents to comments in the newsletter?

A: No

The School has appointed a full-time TA for Year 2. They will provide a one-to-one when needed.

The School offered a session on Attachment issues but only one parent attended.

Numbers are confirmed as 25 in reception for September. About 75% live locally.

Year 3 currently has 33 children. The Headteacher would like to increase this to 35. The PAN is 36 for this year group. One place has been offered to a child living locally who currently travels across Maidstone. They will be starting after half term.

The School would also like to offer another place to start in September.

Miss Woodhouse currently teaches the class and spoke about the children being a settled class with no issues.

Q: What about the classroom size?

A: We would need to swap the classes as we have found with the current large class (Year 5).

Q: Miss Woodhouse has good control over the class but would we be creating a problem for the next class teacher?

A: The children have a good routine and structure which is well

<p>embedded and would help the new teacher.</p> <p>Q: Are there any financial implications associated with the new child?</p> <p>A: There is a medical problem not an educational one.</p> <p>Q: Will we be providing extra TA support?</p> <p>A: At the moment, no.</p> <p>ACTION ONE: Extra TA support for the current year 3 class to be picked up in the next Pay and Personnel Committee meeting.</p> <p>The Governors were all in agreement to offer the extra places, as long as the class was monitored closely.</p> <p>The Senior Leadership Team have been looking at the staff workload. They are looking to put a system in place for September.</p> <p>ACTION TWO: Headteacher to forward details to the Governors.</p> <p>School Plan.</p> <p>This was circulated to the Governors prior to the meeting with updated benchmarks for April. A copy is held with these minutes.</p> <p>Leadership and Management.</p> <p>The ongoing plan for next year is to initiate links with leaders at other Schools.</p> <p>The Governors are to meet with the subject leaders before the end of term.</p> <p>ACTION THREE: Headteacher to arrange a date.</p> <p>Behaviour and Safety.</p> <p>Q: Why is 10% of behaviour for learning still at RI?</p> <p>A: There has been improvement (hence the RI+). We expect to see a Good in July.</p> <p>Quality of teaching.</p> <p>Q: Why are the 'Goods' not changing to Outstanding?</p> <p>A: It is a big jump, and takes time and experience to achieve an Outstanding grade.</p> <p>EYFS.</p> <p>The Governors were happy with the EYFS updates and there were no questions.</p>	<p>Pay and Personnel</p> <p>Headteacher</p> <p>Headteacher</p>
<p>8. Capital campaign</p> <p>The School have been successful in their application for the Locally Co-ordinated Voluntary Aided Program (LCVAP) funding from the Diocese. The library roof fund now stands at £113,000, including donations.</p>	

<p>A surveyor is coming in to commence work on the 19th May. The Communication committee are meeting on the 22nd May to discuss communication to parents and publicity.</p>																					
<p>9. Interim staff survey The Headteacher presented a slide on progress in the areas highlighted as needing improving.</p> <ul style="list-style-type: none"> Effectiveness of staff appraisals: <p>Q: How are non-teaching staff finding the appraisals? A: A system is now in place to ensure they are undertaken by a more appropriate line-manager.</p> <ul style="list-style-type: none"> Whole School focus and responsibility: <p>All staff know to challenge behaviour. Governors commented that general movement around School was good.</p> <ul style="list-style-type: none"> Internal communications. 																					
<p>10. Policies None have been reviewed this term. Next term the following are due to be reviewed:</p> <ul style="list-style-type: none"> e-safety safeguarding managing allegations against staff SEND 																					
<p>11. Committee reports</p> <p>Finance: The Committee discussed the three-year budget. This was based on the staff structure that was approved by the Pay and Personnel Committee. The submission shows:</p> <table border="0" data-bbox="422 1354 1063 1543"> <thead> <tr> <th></th> <th><u>2017/18</u></th> <th><u>2018/19</u></th> <th><u>2019/20</u></th> </tr> </thead> <tbody> <tr> <td>Rev income</td> <td>816,854</td> <td>822,818</td> <td>807,475</td> </tr> <tr> <td>Rev expenditure</td> <td>846,559</td> <td>828,866</td> <td>847,883</td> </tr> <tr> <td>Surplus (40,408)</td> <td>(29,705)*</td> <td></td> <td>(6,048)</td> </tr> <tr> <td>Residual balance</td> <td>47,917</td> <td>41,868</td> <td>1,460</td> </tr> </tbody> </table> <p>* the underlying net deficit for 2017/18 is £15k. (The BPS loss of £29k includes using the extra £14k rollover for the library roof.</p> <p>The Governors commended Mr Evans who has worked hard on each expenditure area to reduce spending as much as is possible. See confidential minutes.</p>		<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	Rev income	816,854	822,818	807,475	Rev expenditure	846,559	828,866	847,883	Surplus (40,408)	(29,705)*		(6,048)	Residual balance	47,917	41,868	1,460	
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<p>It was agreed that the greatest opportunity to address the deficit is to raise additional income. Various methods were discussed in the Committee meeting. One of which was a regular voluntary parental contribution. Governors approved of the idea. It would need to be communicated to parents in the right way, with explanations of what the money was going to be spent on. Another potential source of income is to apply for grants from relevant subject providers, e.g. Science institutes.</p>	
<p>12. Correspondence. Applications for LCVAP funding for 2017/18 close at the end of July. Governors discussed an application to extend classrooms.</p>	
<p>13. Any Other Business.</p> <p><i>9.05pm Mr Wright left the meeting</i></p> <p>The Headteacher has received information to suggest that the area next to the Railway car park could possibly become a used car lot. The warehouse may be used to house an Art exhibition. The Headteacher is happy to write a letter of support for the Art exhibition.</p> <p>Training Mr Dunn has completed the NSPCC safer recruitment online training.</p>	
<p>14. Confidential matters. See attached</p>	

The meeting closed at 9.10pm

Dates of next meetings:

Tuesday 11th July 2017 4pm (Data)

Signed _____ (Chair) Date _____