

**Minutes of the Full Governing Body meeting
held on Monday 26th February 2018 4pm at the school.**

Governors Present:

Mrs Crawford Usher	Headteacher
Mr Clark (Chair) (<i>until 5.30pm</i>)	Foundation Governor
Mrs Rowlinson	Foundation Governor
Mrs Millar	Foundation Governor
Mrs Cooper	Foundation Governor
Mr Dunn	Foundation Governor
Mr Warren (<i>from 4.15pm</i>)	LA Governor
Mrs Isted	Parent Governor
Miss Woodhouse	Staff Governor

Also in attendance:

Mrs Jones (*for item 5*)
Mrs Wallis (Clerk)

	ACTION
<p>1. Opening Prayer. The meeting commenced after prayer.</p>	
<p>2. Apologies for Absence. Apologies were received and accepted from Mr Sewell, Rev. Williams and Mr Wright. The TA's thanked the Governors for the invitation to attend but none were able to attend on this occasion.</p>	
<p>3. Declaration of business interests. None.</p>	
<p>4. Governing Body Issues. Mrs Cooper has been appointed as a Foundation Governor by the Rochester Diocese Board of Education (RDBE) for a period of 4 years starting from 22nd January 2018. This leaves one Foundation Governor (RDBE) vacancy. A decision regarding the lighting was recently agreed by the Governors via email. The email conversation is attached to these minutes. The Governors discussed the option of approving FGB decisions</p>	

<p>via email. A Governor commented it doesn't allow for control. A better option would be to organise an extraordinary Committee meeting.</p> <p>Governors agreed that for exceptional circumstances it would be acceptable for the FGB to approve a decision via email providing that the relevant Committee had met and made a recommendation.</p>	
<p>5. Maths Leader report.</p> <p>Mrs Jones gave a short presentation on maths in the School. Notes from the presentation are attached to the minutes.</p> <p>The School uses a learning Scheme called White Rose which follows the national curriculum and helps teachers to plan (KS2). Inspire maths is being used in KS1 and will follow the children up the School.</p> <p>Last week Mrs Jones observed maths across the school and saw that the correct language was being used.</p> <p>A Y1 book was passed around to show how manipulatives are used. Y2 are taught different calculation methods which will help problem solving further up in the school.</p> <p>Q: When did the School start using White Rose? A: September, when the small steps planning was introduced.</p> <p>Maths resources have been ordered to help with lessons. Higher ability children are set different independent challenges. Mrs Jones explained what the higher achievers in each year group are set. Those in the higher School need to develop their explanations.</p> <p>The School works in a research group with Kent and Medway maths hub, together with 6 other schools. A mastery specialist comes into school 3 times a year to observe teaching, discuss the techniques we are using and supports us to implement them further. The staff feel this works very well. The School will be graded at the end, which could be added onto the website.</p>	
<p>6. Science Leader report</p> <p>Miss Woodhouse led a presentation on Science in the School.</p> <p>Q: How do you plan to develop Science; do you have the time? A: A lot is already planned. Staff meeting time is already booked in. I need to prioritise tasks to make time to apply for grants</p> <p>Q: How much / what do you need? A: We have the majority of resources we need. Grants are very specific about what you can have. We need to be creative with what we are doing. There is a list for teachers to add to if they find there is something missing for lessons. An estimate of £2,000 would give us more exciting resources. Science</p>	

<p>resources aren't cheap. We have the basics. Miss Woodhouse shared with Governors some Science posters created by some reluctant readers in Y2 which demonstrated the way that their interest in Science had promoted some good writing.</p>	
<p>7. Data and Impact analysis</p> <p>Data for Years 2,3 and 6 was distributed to Governors prior to the meeting, a copy is filed with these minutes.</p> <p>Y2 - writing is the weakest area. 61% of children are meeting age related expectations (ARE). A new TA has been appointed and the School hopes to see some impact.</p> <ul style="list-style-type: none"> - There are a high number of PP children (9) who are performing well. <p>Y3 – there was some inconsistent teaching in the autumn, the new teacher is doing a good job.</p> <p>Y6 – there is good progress across the board. The split morning classes are having a positive impact on the results. A Governor recalled that the decision on whether to carry on with the split classes was going to be based on results. Given that there has been quite a significant improvement, especially in reading and maths, the set up is to continue.</p> <p>Q: Are the teachers still working extra time? A: Yes, until the SATs, and this is in the budget.</p> <p>Q: In Y2 is half a day of Deputy time still being relinquished? A: Yes. The TA from reception is not used now as we have a new TA.</p> <p>Q: Why have the numbers exceeding dropped in Y2? A: It is easier to exceed at the beginning of the year. The number of targets increases through the year. The Governors were pleased to hear that staff are feeling a lot more confident about the SATs and thanked the staff for their hard work, especially in Y6.</p>	
<p>8. Headteacher's Report</p> <p>The Headteacher's Report was distributed to Governors prior to the meeting along with a copy of School trip details. These are filed with the minutes.</p> <p><u>Staffing</u> All Staff and full-time TA's are now covering lunchtime</p>	

<p>supervision.</p> <p>Q: Why is the Y3 teacher only on a contract until August?</p> <p>A: The idea is to put the Y6 teachers into Y3 next year. The Y3 teacher would be welcome to apply for the Y6 position.</p> <p><u>Community</u></p> <p>Q: How well attended was the online safety webinar?</p> <p>A: There were 10-15 parents plus Governors, which is good for an e-safety evening. Feedback was good. As a follow up we intend to have a practical evening.</p> <p><u>Pupil behaviour</u></p> <p>Q: Has there been any bullying?</p> <p>A: One cyber bullying. The parents were brought in and it was dealt with.</p> <p><u>Staff Workload survey</u></p> <p>There were 2 replies. There were then a further 3 from TAs who all commented on being overwhelmed by the lunch duties. They are paid for one hour at lunchtime. We are asking for 30 mins of cover. Their concern is about losing time to support the class teacher and prepare for afternoon lessons. TAs are meeting this week with Mrs Bryant and the Headteacher is to attend. It was noted that lunchtimes are now better managed and there are also financial benefits.</p> <p>Q: Are any TA's staying later instead to get their work done?</p> <p>A: It is difficult to say as they are a social group and often stay for a chat, but they need to go to their teacher if they need extra time.</p>	
<p>9. Committee Reports</p> <p>Finance.</p> <p>There is no change to the underlying position – that of a deficit for the end of year funded by capital roll over.</p> <p>Finance and P&P have had a joint meeting. Next year will be more challenging. There are still a number of uncertainties: government funding, pupil numbers.</p> <p>The Headteacher commented that indications are that the School will be oversubscribed for Reception class this September.</p> <p>Pay and Personnel.</p> <p>Next meeting is 8th March.</p> <p>Communications.</p> <p>The Staff survey will be going out soon – headline results will be shared at the next FGB.</p> <p>The new GDPR was discussed. Mrs Cooper has spoken to staff and an action plan is in place.</p> <p>The Voluntary school fund was discussed, this has covered the costs of the visiting authors which is communicated to parents.</p>	

<p>Monitoring and Curriculum. The Monitoring visits schedule was discussed. Governors will meet with staff subject leaders on the 3rd October 2018. ACTION ONE: Schedule to be distributed to Governors. Governors approved the Committee Terms of Reference.</p>	<p>Mr Wright</p>
<p>10. SEND report. The Report was distributed to the Governors in January. Governors approved the report and it will be going onto the website.</p> <p>The Chair met with Mrs Bryant and made the following comments. 81% are making 2 points progress in reading, writing and maths which means that 3 children are not. Mrs Bryant made the point that the change of TA support in 2 of the cases had impacted the progress. The third case was an attendance issue. ACTION TWO: Visit report to be circulated.</p>	<p>Mr Clark</p>
<p>11. Policies. The following Policies were reviewed and signed by the Chair.</p> <ul style="list-style-type: none"> - Handwriting Expectations/Procedures - RE Policy - Sex and Relationships - Teaching and Learning Policy - Equality Information and Objective 2017-18. - Governor School Visits - Online safety Policy - Admissions - Attendance - EYFS - Promoting British Values 	
<p>12. Car parking The School currently pays £525 a year to hire the station car park. Governors agreed to discontinue the payments.</p>	

<p>13. Training Mr Clark attended the course;” Governors’ duties in ensuring racism is being addressed in Schools”. He commented that the School were generally doing what was recommended by the training. It will be worth considering whether we can involve parents more in raising awareness of potential racism issues.</p> <p>The Headteacher attended training on Analyse School Performance (ASP) which has replaced Raiseonline. She commented that it is easier to use and much better set out for Governors. Governors have their own log on access to ASP.</p>	
<p>14. Correspondence. None.</p>	
<p>15. Any Other Business. Mr Clark is to step down as Chair in September. The Governors wished to thank him for all his hard work.</p>	
<p>16. Confidential matters. See attached.</p>	

The meeting closed at 6.00pm

Date of next meetings:

Monday 19th March 7pm

Monday 23rd April 4pm - Data 2

Monday 14th May 7pm

Monday 9th July 4pm - Data3

Signed _____ (Chair) Date _____