

**Minutes of the Full Governing Body meeting  
held on Tuesday 25th September 2018 6.45pm at the school.**

**Present:**

Chasey Crawford Usher	Headteacher
Mark Warren (Co-chair)	LA Governor
Gail Isted (Co-chair)	Parent Governor
Sarah Cooper	Foundation Governor
Suzanne Rowlinson	Foundation Governor
Kate Millar	Foundation Governor
Tom Sewell	Parent Governor

**Clerk:**

Sara Wallis

	ACTION
<b>Procedural</b>	
<p><b>1. Opening Prayer.</b> The meeting commenced after prayer.</p> <p>As Vice-Chair, Mr Warren chaired the start of the meeting in the absence of the Chair, Mr Clark. He reiterated Mr Clark's intention to stand down as Chair and thanked him for all his hard work and efforts. He also thanked Mr Wright for his time as a Governor and for his ongoing support with sport in the school.</p>	
<p><b>2. Apologies for Absence.</b> Apologies were received and accepted from Rev. Williams, Mr Clark, Mr Dunn and Mr Pain.</p>	
<p><b>3. Declaration of business interests.</b> Governors updated and signed their forms. Forms are kept at the school (in the Governor grab file) and details will be uploaded to the school website. <b>ACTION ONE:</b> Rev. Williams, Mr Clark, Mr Dunn and Mr Pain to update their forms and Clerk to update the details on the website.</p>	Clerk
<p><b>4. Code of Conduct/Conflict of interests.</b> The code of conduct was distributed to the Governors prior to the meeting (a copy is held with these minutes). Governors signed the head sheet to confirm that they have read the code. The head sheet will be kept in the Governor grab file. <b>ACTION TWO:</b> Rev. Williams, Mr Clark, Mr Dunn and Mr Pain to add their signatures to the head sheet.</p>	Clerk
<p><b>5. Governance.</b> <b>Election of Chair</b> Governors unanimously agreed to appoint Mr Warren and Mrs Isted as Co-chairs for a period of one year.</p>	

<p>Governors unanimously agreed to appoint Mrs Cooper as Vice-chair for a period of one year.</p> <p><b>ACTION THREE:</b> Clerk to update the Government database 'Get Information about Schools' (which replaced the previous EduBase system) and the LA database with details of the new Co-chairs and Vice-chair.</p> <p><b>Review of governing body committee structure and subject links/lead role.</b> Mrs Isted confirmed the previously outlined plan to have 2 committees: 1) Resources Committee 2) Curriculum &amp; Standards Committee as well as a Strategy Team. The Strategy Team will build on the Chairs' meeting instigated during Mr Clark's chairmanship and will take a longer term view. The Headteacher, other senior leaders and governors will be invited to attend as required. The 2-committee model is commonplace and the draft Terms of Reference (TOR) combine National Governance Association guidelines, best practice from other schools and TORs from our old committee structure. The draft TORs will be taken to the first Committee meetings to be approved before coming back to the FGB. The Curriculum Committee will be the main vehicle for analysing school performance data but the FGB will maintain an important overview and a focus on the implications and actions following the analysis.</p> <p><b>ACTION FOUR:</b> Committee Chairs to review and approve TORs at first Committee meetings and bring back to FGB to ratify.</p> <p><b>Election of Committee Chairs</b> <u>Resources Committee:</u> Co-chairs: Mr Warren and Mrs Rowlinson. Committee members: Mrs Isted, Mr Clark, Mrs Cooper, Mr Dunn, Mr Sewell and Mr Pain. The Finance Manager (Mr Evans) will attend the meetings as required. <u>Curriculum and Standards Committee:</u> Chair Mrs Millar Members: Mr Warren, Mrs Isted, Mrs Rowlinson, Mrs Cooper and Mr Pain.</p> <p>Governors were assigned to subjects for monitoring visits, see attached for details. In addition, Mr Clark took on the responsibilities for Safeguarding, Special Educational Needs (SEN) and Pupil Premium (PP).</p> <p>The Governors found the school snapshot to be useful and thanked the Headteacher for her input into this. This will be kept up to date and distributed for each FGB.</p> <p><b>Foundation governor vacancies.</b> There are currently 2 vacancies (one PCC and one RDBE) which were advertised at Wateringbury Church on Sunday. A number of people expressed an interest. It is also to be advertised in the village magazine (Rostrum) and the Benefice news. Once the advertising has finished, the selection process will begin. In the meantime, the Clerk will acknowledge and provide further advice about applying for the positions to anyone expressing an interest.</p> <p><b>ACTION FIVE:</b> Clerk to acknowledge expressions of interest and provide application process advice</p> <p><b>Staff governor election.</b> Godfrey Pain was elected on 18<sup>th</sup> September 2018 for a period of 4 years. Mrs Isted read out a letter from Mr Pain in his absence detailing his background and skills (see attached).</p>	<p>Clerk</p> <p>Committee Chairs</p> <p>Clerk</p>
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<p><b>Training and development.</b>  A new training spreadsheet was distributed to the Governors which makes it easier to identify any areas where training may be required individually and/or collectively as an FGB. Training and development will be a standing item on every FGB Agenda.  Governors discussed the possibility of joining with other schools for a bespoke training session once the vacancies on the board have been filled. Governors were asked to consider their subject link areas when thinking about training and to book on courses themselves via The Education People website (previously Kent CPD Online). Governors to contact Sara Wallis if they do not have access.</p> <p><b>ACTION SIX:</b> Governors to check they can access The Education People website and to review their own individual training needs and also reflect on overall FGB training needs.</p> <p><b>Schedule of meetings for 2018-19.</b>  There are to be 6 FGB meetings each year (FGB 1, FGB 2 ...) and committee meetings every other term (3 for each) with Resources meeting in Terms 1, 3 and 5 and the Curriculum Committee to meet in Terms 2, 4 and 6. Dates of the meetings are to be arranged by the Chairs and circulated as soon as possible.</p> <p><b>ACTION SEVEN:</b> Meeting dates to be advised.</p>	<p>All governors</p> <p>Committee Chairs</p>
<p><b>6. Minutes of the previous meeting.</b>  The minutes of the meetings held on 21<sup>st</sup> May, 11<sup>th</sup> June and 17<sup>th</sup> July were agreed as an accurate record of the meeting and signed by the Co-chairs.</p> <p><b>Matters arising:</b>  May:</p> <ul style="list-style-type: none"> <li>Mrs Millar will pick up on the ICT link to secondary schools at the subject link meeting next week.</li> <li>Two exit interviews were carried out. Governors have taken action with regard to any points raised.</li> </ul> <p><b>Q: There are 31 children in Y3, but the Published Admission Number (PAN) is 30. When does an increase in class size need to be approved by the Governors?</b>  <b>A:</b> Class sizes in Y3-6 are at the discretion of the Headteacher, so there is no need for an increase above the PAN to be discussed at an FGB. If there was a large increase that would affect the children’s learning it would be brought to an FGB to discuss.</p>	
<b>School improvement</b>	
<p><b>7. School vision.</b>  The proposed change to the school vision wording and the draft vision narrative was distributed to the Governors prior to the meeting and a copy is held with these minutes. The change in the wording of the vision to “...<u>all</u> to achieve.” was unanimously agreed. Feedback on the new vision narrative has been sought from the Senior Leadership Team (SLT) and this version includes their suggestions. It has been circulated to staff. Governors gave positive feedback on the vision narrative. The next step is to consider how the narrative will be shared including to new parents.</p>	
<p><b>8. Review School Development Plan (SDP).</b>  This was distributed to the Governors prior to the meeting and a copy is held with these minutes. The SDP is our plan for the year and will be used to monitor progress. Governors felt it was good to keep the level of detail in the plan. There are 8 key goals for the year (5 school-based and 3 governance-based).  <b>Q: Was the plan to switch to Inspire Maths?</b></p>	

<p><b>A:</b> There was match funding available from the Department for Education (DfE) for only 2 or 3 books. Mrs Jones looked at these books carefully and bought accordingly. Y3 and Y4 are currently using the books and it is to be rolled out to Y5 and Y6. We are using the same program of study (White Rose) in KS2. The schemes work together.</p> <p><b>Q: What is the match funding?</b></p> <p><b>A:</b> The DfE paid for half the cost of the books.</p> <p><b>Q: Is there any RE subject release time?</b></p> <p><b>A:</b> It will be on a Tuesday afternoon, starting early October, Hannah Farrington will cover Sarah Goodwin's class.</p> <p><b>Q: A recent newsletter stated that the children will be switching from French lessons to Spanish. Why is this?</b></p> <p><b>A:</b> Spanish is more widely spoken. We have a very keen teacher. The current Y6s have already had some French lessons so will be going to secondary school with a wide knowledge.</p> <p><b>Q: Is this for all year groups?</b></p> <p><b>A:</b> Yes, from Y3</p> <p>A Governor commented that the reception class had learnt a number songs in Spanish last year.</p> <p><b>Q: Are there sufficient Teaching Assistant (TA) resources in yellow class (Y4)?</b></p> <p><b>A:</b> It is a class size of 23. There is a teacher plus one TA who sometimes works one-to-one with a child. So, it becomes a class of 22. We can't put another TA in there (budget restrictions).</p> <p><b>Q: Should we focus on the SDP in terms of monitoring visit discussions?</b></p> <p><b>A:</b> It would work for some visits, for example questioning a teacher on challenging children in greater depth.</p> <p>The intention is to have an SDP tracker sheet, so we will not need to work through the whole plan at each FGB.</p> <p>The Governors approved the SDP.</p>	
<p><b>9. Statutory inspection of Anglican and Methodist Schools (SIAMS)</b></p> <p>SIAMS is undertaken every 5 years (we are 3 years away from our next one). There is a new framework for the RE curriculum. The Headteacher has attended training this year and is very positive about it. The new curriculum is much more about Christian ethos and who we are as a school.</p>	
<p><b>10. Policies</b></p> <p>The policy review spreadsheet was distributed and held with these minutes. Governors approved the decision to move to a two-year review of policies to reduce workload, except in the case of statutory policies requiring an annual review or where major changes are made relating to a specific policy. It is down to the Committees to decide when to approve each policy to ensure a manageable workload across the year.</p> <p><b>ACTION EIGHT:</b> Co-chair to distribute policy information to each Committee Chair to enable them to plan their policy review timetable.</p> <p><b>Q: Is the health and safety policy purely a policy for the premises or does it include the wellbeing of staff and children too? Where is that captured?</b></p> <p><b>A:</b> The key issue is Managing Allegations against Staff (which is covered in a policy). Workload is another matter which could be covered somewhere.</p> <p><b>ACTION NINE:</b> Resources Committee to discuss policies relating to the wellbeing and</p>	<p>Co-chair/ Committee Chairs</p>



	Governor
<b>Other</b>	
<p><b>13. Chair's actions/correspondence.</b></p> <p><b>Finance:</b>  The budget is looking in a good position at the moment, with good cost control. There is a slightly higher income than planned for, which will be discussed in the Resources Committee. There is a good opportunity to make some investments.  A Governor commented that FOWPS have £8,000 in their account at the moment and have some nice ideas going forward.</p> <p>Mr Clark informed the Governors that there is currently an investigation taking place.</p> <p>The school orchestra recently took part in 'Music at Malling' and the school has received £300 from the festival organisers for their support. The School have also recently started a singing assembly led by a parent who is a professionally trained pianist.</p> <p>Governors were reminded about the meeting with the subject leads on 3<sup>rd</sup> October 3.30-4.30pm. The hour will be spent completing the subject action plan and then sharing the key points.</p> <p><i>8.40pm Mr Sewell left the meeting</i></p> <p>The Governors briefly discussed the lack of local after school care provision. The Headteacher has made enquiries into bringing in a company but a guaranteed level of interest would need to be secured to make this viable. It is understood that Nettlestead pre-school may have some availability.</p>	
<p><b>14. Any other urgent business.</b>  None.</p>	
<p><b>15. Confidential matters.</b>  None.</p>	

The meeting closed at 8.45pm

**Date of next meetings:**

Resources Committee: Tuesday 16<sup>th</sup> October, 7pm

FGB: Tuesday 20<sup>th</sup> November, 7pm

Curriculum & Standards Committee: Tuesday 11<sup>th</sup> December, 4pm

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_