

Learning, Growing, Achieving...Our journey together

**Minutes of the Full Governing Body meeting
held on Tuesday 20th November 2018 7pm at the school.**

Present:

Chasey Crawford Usher	Headteacher
Mark Warren (co-chair)	LA Governor
Gail Isted (co-chair)	Parent Governor
Richard Dunn	Foundation Governor
Kate Millar	Foundation Governor
Suzanne Rowlinson (<i>from 7.10pm</i>)	Foundation Governor
Tom Sewell	Parent Governor
Goff Pain	Staff Governor

Clerk:

Sara Wallis

	ACTION
Procedural	
<p>1. Opening Prayer. The meeting commenced after prayer.</p>	
<p>2. Apologies for Absence. Apologies were received and accepted from Rev. Nick Williams, Chris Clark and Sarah Cooper.</p>	
<p>Declaration of business interests. None.</p>	
<p>3. Governance.</p> <p>Foundation governor appointments. Two strong candidates have been interviewed by the co-chairs, Richard Dunn and Suzanne Rowlinson. They will bring enthusiasm and the right skills to the FGB. One is a specialist assessor for pupils with specific learning difficulties and the other has experience of teaching and has been a chaplain in a Christian School. Both live locally in the village. Alice Dunstall's appointment was approved at the PCC meeting last week and is subject to a DBS check. Eleanor Sutton's appointment is subject to approval by the Rochester Diocesan Board of Education (RDBE).</p> <p>ACTION ONE: DBS Checks to be carried out. Nomination form for Eleanor Sutton to be sent to the RDBE.</p> <p>Induction and mentoring. Kate Millar volunteered to be a mentor for Alice Dunstall. Sarah Cooper will be asked to mentor Eleanor Sutton. The next step will be to invite them into school for a tour.</p>	Clerk

A SDP progress summary was distributed to Governors prior to the meeting. The Headteacher led the Governors through the main points.

Improve quality of teaching:

The Headteacher shared some children's work to demonstrate how year groups are working together and doing independent research. For example; Y1 and Y3 are working together on oceans and the Reception class are working towards producing a book which will be shared with their reading partners.

Under achievers are being targeted by a reading program led by Kathryn Phillips every afternoon. Word fluency is improving as a result.

Development of curriculum:

Teaching Assistants (TAs) are becoming more involved and have been given an extra 30 minutes pay per week to recompense fairly for additional time required to prepare and resource interventions.

Q: Have there been any changes to the Marking Policy?

A: No, marking is not checked during class observations. Maths is marked daily. It is made clear that teachers are not to mark cover teachers' work. Getting the work/life balance right is an area of national interest at the moment. The School needs to assess what areas of marking teachers feel are important, this will be discussed at a staff meeting in February.

Q: What do Governors need to look out for in visits?

A: Progress; compare books from the start of the year. Governors don't need to comment on the marking.

Pupil well-being and confidence:

The Headteacher spoke about conducting a pupil survey to back up the parent survey results which showed a positive response to whether their child was happy at school. A Personal, Social, Health and Citizenship Education (PSHCE) program has been purchased, this will be statutory from 2020.

Staff wellbeing:

Q: What is the background to the recent allegations?

A: The events are unconnected. One, there was no evidence to prove the allegation and the other was a false allegation.

Pupils and attendance:

Q: What does GRT mean?

A: Gypsy, Roma Traveller. We mostly have settled travellers at Watlingtonbury, numbers are increasing.

Q: What is the difference between an internal and external exclusion?

A: An internal exclusion is carried out within the school. The child is kept away from children at playtime and lunchtime.

Q: Would they be excluded from lessons?

A: No. only if there was a staff/child safety issue.

The Headteacher made Governors aware that information has been received recently from Kelsi stating that children cannot be excluded for an issue directly relating to their disability.

The Headteacher meets weekly with Anita Hanley who monitors pupil attendance. Wateringbury is in the 2nd/3rd quintile. At this time of year, 2 sessions absent can make attendance figures go below 95%. A few letters have gone out to parents. Two classes have a lower attendance due to part-time timetables being in place. The Headteacher commented that imposing fines would not improve the attendance figures. Some GRT children can be absent to attend cultural events.

Q: Is there an LA admissions officer who specialises in GRT families?

A: Yes.

The School has decided to not make attendance a competition between classes and not award attendance certificates as some children have medical issues which means they spend time in hospital. The attendance trophy has been renamed the attendance and attitude trophy.

The Headteacher commented that lateness is disruptive for the classes.

School Improvement Partner (SIP) Visit:

The SIP, Matt Dickson, has visited the school this term. The Headteacher highlighted areas from the report to the Governors.

He was very positive about the EYFS, the phonics test results and the broad curriculum. He commented that writing in key stage 1 (KS1) has not improved. Progress in KS2 has dropped. The lower attainers are not progressing.

Q: Is this a national trend for writing?

A: Yes, especially in boys. Their fine motor skills are not as good. Holding a pencil can be challenging for them when they start school. They are working hard in the EYFS to get boys mark making on lots of different materials.

The SIP commented that a safeguarding audit needs to be undertaken by a governor and the Headteacher. Governors suggested that Eleanor Sutton could shadow this procedure with Chris Clark.

ACTION NINE: Safeguarding audit to be completed by the Headteacher and the safeguarding Governor.

Q: In the areas that the School are not doing so well in, have ideas been shared within the collaboration?

A: There is a twilight moderation session coming up. This would be the best way to converse, within year groups.

Q: How often does Matt Dickson visit?

A: Twice a year. The Headteacher will invite the co-chairs to the next visit.

The School has had a request to help out at Laddingford School. Sarah Jones has offered to support them in Maths and the Headteacher has offered to support them with English.

Staff:

David Smith (Y2) has been signed off work until Christmas.

ACTION TEN: An exit questionnaire is to be sent and an exit interview offered to David Smith.

Governors commented on the fact that previous exit questionnaires were declared confidential and felt it was important that feedback was circulated in future.

Chris Clark/
Eleanor Sutton /
Headteacher

Headteacher

<p>The Y2 hire has not been successful as yet. The current cover teacher is doing a great job but will be going to Australia in the middle of January. The new hire could be a part-time teacher and job share with a current HLTA.</p> <p>Q: Would this plan impact on the current timetable? A: I have already had a conversation with a special needs TA. There is an option to hire them for 2 days a week.</p> <p>Q: What has the parents' reaction been to the situation? A: They have been supportive.</p> <p>Q: Who is doing the current class planning? A: Florence Saunders is planning Maths, the Headteacher English and Hannah Farrington is pulling it all together. The cover teacher is taking the current class project on.</p>	
<p>7. SEND evaluation report 2017-2018. The report has been produced by Karen Down. A copy was distributed to Governors prior to the meeting. This will be uploaded to the School website.</p>	
<p>8. Committee reports. Resources: Mark Warren went through the highlights from the recent Committee meeting. Terms of Reference (TOR) Amendments were made to the TOR at the Resources Committee. The FGB approved the final version. The surplus for the year has increased by £2k since the Committee meeting, and now stands at £15k, £10k above budget. Any direct costs for teacher absence have been covered by insurance. Whilst a little early to calculate the exact figure, based upon current figures we will be allowed to retain £65k. The forecast shows a possible rollover of £71.5k. Therefore, we may need to spend an additional £5k-£10k. The School Voluntary Fund contains £669. The forecast is £1,300. The target was to double the fund this year. Grants for the year stand at £6200, which includes £1,000 for maths books, A draft spend plan was discussed at the Committee meeting. An architect has been lined up to come and design and cost the classroom expansion project. A safe space and improvements to the nature area are priorities for spending this year. The back of the Rainbow room been identified for the safe space. £2,500 is the best quote received for the stud wall and ventilation.</p> <p>Q: What are the timescales for the safe space? A: As soon as possible.</p> <p>Governors agreed to go ahead and build the wall.</p> <p>The entrance area is another priority for spending. A new key fob entry system is being investigated.</p> <p>A Governor reminded everyone that the Chair of resources needs to be consulted on all of the quotes obtained.</p>	

<p>Headteacher appraisal: An interviewer has been identified for the appraisal, a date is to be finalised.</p> <p>Curriculum and Standards Committee: The Committee are meeting on 13th December.</p> <p>A yearly planner of FGB and Committee dates for 2018-2019 has been circulated to the Governors.</p>	
<p>9. Policies</p> <p>The following policies were approved by the Governors:</p> <ul style="list-style-type: none"> • Child protection Policy • Safeguarding Policy • Managing allegations of abuse against staff. <p>Q: In light of recent events was the policy effective? A: Yes. We are following the latest guidance contained in Keeping Children Safe in Education (KCSIE)</p> <ul style="list-style-type: none"> • Discipline and conduct Policy • Health and safety Policy • Pay policy <p>The Resources Committee approved the following policies:</p> <ul style="list-style-type: none"> • Charging and remissions Policy • Accessibility Policy • Fire safety Policy 	
<p>Monitoring and Governor visits</p>	
<p>10. Governor monitoring visits Governors are to make arrangements for visits and completed reports will be discussed at the Curriculum and Standards Committee meeting.</p>	
<p>11. Website compliance All essential information is now on the website. Governors commented that there are several photographs which are quite old on the website.</p>	
<p>Safeguarding</p>	
<p>12. Safeguarding update Chris Clark has undertaken a monitoring visit and the report has been circulated to the Governors. Has reviewed the single central record (SCR). Some updates are required to Governors, volunteers and agency staff. Chris Clark will follow up his visit with a safeguarding audit (see ACTION NINE).</p>	
<p>Other</p>	
<p>13. Chair's actions/correspondence. None.</p>	
<p>14. Any other urgent business. The Admissions policy requires an update to insert children previously in care outside of England as the second priority in case of over-subscription. A consultation letter will be sent to parents this week.</p>	

15. Confidential matters. None.	

The meeting closed at 9pm

Date of next meeting:

Tuesday 8th January 2019, 7pm

Signed _____ (Chair) Date _____