



<p><b>Q: Are new staff able to transfer their DBS checks?</b>  A: The School would request a new one.</p> <p><u>LA Governor.</u>  Mark Warren’s terms of office ends this November. Re-nomination forms have been submitted for consideration at the next Governor Appointment Panel at the end of June.</p> <p><u>Parent Governors.</u>  Both parent Governor terms of office will come to an end in October. Tom Sewell has decided to stand down at the end of the summer term. Elections will be carried out in September. The summer term will be an opportunity to advertise for new Governors. There will be a mention in the Governors end of term section in the newsletter this week. It will also be mentioned at the new Reception class parent meetings. The Chairs are looking into the skills gaps to enable the recruitment to request specific areas of expertise.</p> <p><u>GB constitution – Instrument of Government.</u>  The Clerk and the Chairs have taken advice from Governor Services along with the Rochester Diocesan Board of Education (RDBE) regarding an amendment to the Instrument of Government. The new version has added a Co-opted Governor and a new Foundation Governor.  A draft version of the new Instrument was approved by John Constanti, Director of Education of RDBE, via email on the 20<sup>th</sup> May.  The draft was distributed to the Governors prior to the meeting and was approved by the Governors with a suggested start date of 1<sup>st</sup> September 2019.</p> <p><b>ACTION THREE: Clerk to submit approved Instrument of Government to KCC along with draft minutes for approval.</b></p> <p><u>Training and development feedback.</u>  Two Governors have attended Headteacher appraisal training and reported that it had been very useful. A single page summary document will be distributed to Governors. Kate Millar will be undertaking the NSPCC online safer recruitment training. Eleanor Sutton has booked to attend training on the Governing Body role in safeguarding in June.</p>	Clerk
<p><b>3. Minutes of the previous meeting.</b>  The minutes of the meeting held on 7<sup>th</sup> March 2019 were agreed as an accurate record of the meeting and signed by the Chair.</p> <p><u>Review of action points.</u>  Governors have arranged to complete the safeguarding audit on the 23<sup>rd</sup> May. The template has been downloaded from Kelsi and filled in by the Headteacher. Eleanor Sutton and Chris Clark will work through the responses together with the Headteacher.</p> <p><b>Q: Will you be checking some of Headteacher’s answers?</b>  A: Yes.</p> <p>An architect has completed plans for the classroom extensions. Chris Clark will be coming in to discuss with staff next term.</p> <p>The Chairs have reviewed the Governors training skills and identified some gaps including Pupil Premium (PP) and sports funding knowledge. They will continue to review the skills to assist in the upcoming parent governor elections.</p>	

<p><b>ACTION FOUR:</b> Chairs to further investigate the Governors' skills and training gaps.</p> <p>It has been established that the roof above pink class is a priority for repairs. Parent skills are being used first to establish what repairs are actually needed. A Governor suggested that as some repairs are a matter of urgency, three quotes should be sourced as soon as possible using the KCC recommended list.</p> <p><b>ACTION FIVE:</b> Goff Pain to get quotes for roof repairs as soon as possible.</p> <p>Governors discussed a number of ways that parents could be encouraged to help with small jobs around the school. They agreed to trial a volunteer day to paint a classroom over the summer.</p> <p><b>ACTION SIX:</b> Goff Pain to organise a date and Governors to advertise.</p> <p>A school website audit has been completed. The School Improvement Adviser identified changes necessary in the PP and sports funding reports which will be updated by the end of term 6.</p> <p><b>ACTION SEVEN:</b> PP and sports premium funding impact reports to be completed by the end of term 6.</p> <p>Eleanor Sutton and Chris Clark have completed a SEND monitoring visit with Karen Down. They looked at provision maps and the different systems used. The report will be distributed once finalised. In future they have agreed to meet just before the Curriculum and Standards Committee meeting, so they have some understanding of the data being presented.</p> <p><b>ACTION EIGHT:</b> Eleanor Sutton to distribute SEND monitoring visit report and to complete a PP monitoring visit.</p>	<p>Chairs</p> <p>Goff Pain</p> <p>Goff Pain</p> <p>Headteacher</p> <p>Eleanor Sutton</p>
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**School improvement**

<p><b>5. Headteacher's report.</b></p> <p>The report was distributed to the Governors prior to the meeting along with a snapshot of the school, and a draft snapshot for 2019/20.</p> <p><u>Pupils and attendance.</u></p> <p>Letters have been sent out to parents from the KCC, inviting parents to improve their child's attendance and warning them that if there is no improvement then a meeting will be required.</p> <p><b>Q: What are the sanctions?</b></p> <p>A: if there is no engagement and attendance continues to drop then they could be liable for a penalty notice, if there is enough absence within a 50-day period (5 days).</p> <p><b>Q: Will there be a visit home?</b></p> <p>A: No.</p> <p>A penalty notice can be triggered by persistent late arrivals, holidays or medical absences. Anita Hanley takes on the attendance officer role at school.</p> <p><u>Safety.</u></p> <p><b>Q: What constitutes a safety incident or a near miss?</b></p> <p>A: If a child needs to be checked out at a hospital. A near miss can include removing something that could have caused something serious.</p> <p><b>Q: So, if a child is hurt but does not require a hospital trip, it is not a safety incident?</b></p>	
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A: A safety incident is one which requires a parent to take the child to hospital for an x-ray or further investigation. All serious bumps and scrapes which require first aid at the office are logged. Parents are notified if it is a bump to the head which warrants observation.

If the school could learn something from an incident, then it would be logged. This is an agenda item at the weekly staff meeting.

**Q: How many are starting in Reception class in September?**

A: 24. Talking to local Headteachers, there are lots of low intakes. Wateringbury is dependent on the birth rate in the surrounding 3 parishes.

**Q: There is a much higher number of SEN boys (15) than girls (3). Is this normal?**

A: Yes, boys' problems are often displayed in behaviour and so easier to pick up. Girls can mask their problems and are often only picked up when they are older and coping strategies no longer work.

**Q: In light of the new behaviour policy, how many red cards have been issued?**

A: Three this month which is higher than normal. One was issued to a child who may be moving onto the SEN register.

**Q: What are the consequences of a red card?**

A: An email or call home to explain what has happened.

Staff.

An advert for a part-time TA has been placed on Kent Teach.

**Q: Why is Suzanne Parr leaving?**

A: The school weren't able to offer her so much time with Charlotte Brazil returning and she was keen to focus on more sports coaching.

Pupil news.

**Q: What is happening with the student council at the moment?**

A: They have been very quiet; they have raised some money.

**Q: How could we make it more meaningful?**

A: The area will be given to Anneka Osborne in September. The expectations need to be raised and it will be good to be led by the Deputy Headteacher.

The Governors felt it would be a good idea for some of the children to attend a Governors meeting to talk about the pupil survey once they are established into a routine again.

School visits.

The Headteacher would like to see each class take a trip every large term. There have been a few gaps this year.

**Q: How many non-payments are there?**

A: The school subsidises on average 15% (3-4 non-payers per class), about £500 a year.

**Q: How much can be claimed from the PP?**

A: £350

Parents are given the option to pay in instalments for trips.

**6. School Development Plan (SDP). Mid-year review**

The SDP progress summary was distributed to Governors prior to the meeting. Changes since November were highlighted. Over half the action points are now complete.

Teaching and pupil focus: Progress and attainment.

**Q: Could the school use different learning styles? Are they using the right approaches and materials for all children?**

<p>A: It has been proven that smaller teaching steps attract the attention of all children, whatever their ability and learning style. It is the teacher's responsibility to make the classrooms engaging.</p> <p>The current Year 6 are unique in their attitude towards learning. There were enough in the class with the attitude of not wanting to engage, which has trickled down to other children.</p> <p><u>Governance and resources focus: Define school vision and strategy.</u></p> <p>Governors discussed external funding in the Resources Committee which is an area which has made little progress. Develop and define the school strategy is the other area which Governors need to progress.</p>	
<p><b>7. Committee reports.</b></p> <p><b>Resources:</b></p> <p>The Committee met on the 16<sup>th</sup> May. The Chair distributed some summary notes. The budget was pessimistic in terms of pupil numbers. It shows a projected carry forward balance of £15,000 in 2021/22.</p> <p>The 3-year budget was signed off with the amendment to support a part-time TA using the £8,000 surplus in 2019/20.</p> <p>The FGB approved the 3-year budget.</p> <p>The Committee also discussed the classroom extensions, funding, volunteers and the results of recent surveys.</p> <p><b>Curriculum and Standards Committee:</b></p> <p>The Committee met on the 2<sup>nd</sup> April. The Chair distributed some summary notes.</p> <p>The Chair stressed the importance of monitoring visits. They feed into the Headteacher's appraisal and are reviewed at the Committee meetings. Governors were reminded to set the focus of the visit with the teacher before the lesson.</p> <p>Karen Down will give a presentation on Jigsaw (the new PSHE program) at the next Curriculum and standards Committee meeting.</p> <p><u>Curriculum and Standards TOR.</u></p> <p>The Governors approved the TOR.</p>	
<p><b>8. Policies for review.</b></p> <p><b>Curriculum Committee approval:</b></p> <ul style="list-style-type: none"> <li>• Anti-bullying Policy</li> <li>• EYFS Policy</li> <li>• Sex and Relationships Education Policy</li> </ul> <p><b>Resources Committee approval:</b></p> <ul style="list-style-type: none"> <li>• Grievance Policy</li> <li>• Bullying and Harassment (staff) Policy</li> </ul> <p><b>FGB approval:</b></p> <ul style="list-style-type: none"> <li>• Collective Worship Policy</li> <li>• Admissions Policy</li> <li>• Behaviour and Discipline Policy</li> </ul> <p><b>Q: How many staff have had positive handling training?</b></p> <p>A: Those who work as a one-2-one. They have shared the theory with the rest of the staff.</p>	

<p>The policy was approved subject to confirming the final appendix contains swearing in the red card category.</p> <ul style="list-style-type: none"> <li>• Online Policy Governors discussed the mobile phone policy and agreed to support the Headteacher in only allowing phones for children in Y5 and Y6 who travel a distance to school. <b>Q: What happens if you find a child has a phone?</b> A: The Headteacher will remove it and the parent must collect, where they will be informed of the school policy.</li> <li>• SEND information report - postponed until Jan 2020, awaiting Rachel Bryant's return to school.</li> </ul>	
<p><b>9. Staff, pupil and parent surveys.</b> Results from these surveys have been discussed at the Committee meetings. Concerns highlighted in the surveys will be considered during planning for the School Development Plan for 2019-20.</p>	
<p><b>Monitoring and Governor visits</b></p>	
<p><b>10. Governor monitoring visits.</b> Governors were reminded of the following dates:</p> <p>Tuesday 11<sup>th</sup> June 3.30 – 5.30pm: SDP workshop with senior leadership team. Wednesday 25<sup>th</sup> September 3.40 - 5pm: Governors and subject leaders meeting.</p>	
<p><b>11. Website compliance.</b> Discussed under item 4.</p>	
<p><b>Safeguarding</b></p>	
<p><b>12. Safeguarding update.</b> A Safeguarding audit has been arranged for 23<sup>rd</sup> May.</p>	
<p><b>Other</b></p>	
<p><b>13. Chair's actions/correspondence.</b> None.</p>	
<p><b>14. Any other urgent business.</b> A family have made a request for a year 1 place, but the year group is full at 30. The child is from Romania and the family have moved in with the Mother's sister's family who already have a child in year 2. The year 1 child has no English and has had little schooling. The family will appeal for a place, but it is not likely that they will win as there is a place at Barming. The Headteacher has spoken to Primary admissions about an appeal. The School can pay for KCC to assist with the appeal, either £100 or £180 depending on the level of assistance. The alternative is to speak to the area Education Officer to apply to go over the PAN in Y1. If the PAN is raised to 31 and the child accepts the place, then it is up to the school how to educate her. It would be managed with good practice. The Mother has already agreed that she would benefit from some time in Reception class for learning time, and then social time with Y2. <b>Q: Would KCC provide any support with the EAL?</b> A: No.</p>	

<p>A Governor commented that there are already 3 EAL in the class. The Headteacher informed the Governors that they were all fluent in English.</p> <p><b>Q: What were the thoughts of the teachers? What would be the impact on the rest of the class?</b></p> <p>A: To take one extra would not have a big impact. It would be the right decision for the family.</p> <p>There were no immediate concerns regarding the needs of the child. Her cousin had started school last year in a similar position and was expected to do well in the SATs. The Headteacher would encourage the family to speak Romanian with the child at home.</p> <p>Governors agreed that the Headteacher could consult the area education officer about increasing the PAN to 31 in Year 1 subject to the matter being discussed first with the teaching staff affected.</p> <p><b>ACTION NINE:</b> Headteacher to contact Area Officer, Nick Abrahams, to request special permission to go one over the PAN in the current year 1.</p>	Headteacher
<p><b>15. Confidential matters.</b> None.</p>	

The meeting closed at 9pm

**Date of next meetings:**  
Monday 15<sup>th</sup> July 2019, 6pm

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

**Action Summary**

1	Clerk to contact Anita Hanley to carry out the s128 check for Eleanor Sutton and Alice Dunstall.	Clerk
2	Clerk to request a DBS refresh for Chris Clark	Clerk
3	Clerk to submit approved Instrument of Government to KCC along with draft minutes for approval.	Clerk
4	Chairs to further investigate the Governors' skills and training gaps.	Chairs
5	Goff Pain to get quotes for roof repairs as soon as possible.	Goff Pain
6	Goff Pain to organise a date and Governors to advertise.	Goff Pain
7	PP and sports premium funding impact reports to be completed by the end of term 6.	Headteacher
8	Eleanor Sutton to distribute SEND monitoring visit report and to complete a PP monitoring visit.	Eleanor Sutton
9	Headteacher to contact Area Officer, Nick Abrahams, to request special permission to go one over the PAN in current year 1	Headteacher