

**Minutes of the Full Governing Body meeting
held on Monday 15th July 2019, 6pm, at the school.**

Present:

Chasey Crawford Usher	Headteacher
Mark Warren (co-chair)	LA Governor
Gail Isted (co-chair)	Parent Governor
Chris Clark	Foundation Governor
Richard Dunn	Foundation Governor
Suzanne Rowlinson	Foundation Governor
Eleanor Sutton	Foundation Governor
Tom Sewell (<i>until 7.30pm</i>)	Parent Governor
Goff Pain	Staff Governor

Clerk:

Sara Wallis

	ACTION
Procedural	
1. Opening Prayer. The meeting commenced after prayer.	
2. Apologies for Absence. Apologies were received and accepted from Alice Dunstall and Sarah Cooper.	
3. Governance. <u>Declaration of business interests</u> None. <u>Training and development</u> Eleanor Sutton attending training on the Governing Body's role in safeguarding. It was informative and she confirmed that the school currently follows all the guidelines that were discussed. <u>Skills audit</u> All Governors have now completed individual skills audits and Mark Warren has analysed the results. There are lots of strengths. The weakest areas are sports coaching and crowd funding. Also, on the lower side are early years, ICT and primary school education. The results of the audit will be drawn on when recruiting new governors. Governors discussed whether an expert was essential in each area, when there were contacts available if required. <u>Parent elections</u> Letters will be sent out to parents in September. Governors agreed that the Clerk should act as the Returning Officer. The election will be mentioned in the final Governance newsletter of the year.	

<p><u>Local Authority (LA) Governor</u> Mark Warren has been accepted as an LA Governor via the May 2019 LA Governor Nomination process. Governors approved his re-nomination with his new term of office starting on the 20th November 2019 (when his current term ends) for a period of 4 years. GIAS and the school website are to be updated with the new dates. ACTION ONE: Clerk to update the school website, GIAS and inform Governor Services that the FGB has approved the re-nomination.</p> <p><u>GB constitution – Instrument of Government</u> The updated instrument of Government has been signed by Mark Warren as co-chair and is awaiting signature from the local Governor Services Manager. This will come into effect from 1st September 2019. A copy will be distributed to each Governor and sent to the Rochester Diocese Board of Education. ACTION TWO: Clerk to distribute the instrument once returned from Governor Services.</p> <p><u>2019/20 calendar planning</u> The meeting dates for the next school year are to be circulated to the Governors. Governors were reminded that there is a subject lead meeting on the 25th September 3.40-5pm. The first FGB of the year is scheduled for Tuesday 24th September at 7pm.</p> <p><u>360° review of co-chairs performance</u> As part of good governance practice the co-chairs are undertaking a 360° performance review. Governors are reminded to complete the review and return to the Clerk who will collate the responses and return to the co-chairs for analysis.</p>	<p>Clerk</p> <p>Clerk</p>
<p>4. Minutes of the previous meeting. The minutes of the meeting held on 20th May 2019 were agreed as an accurate record of the meeting and signed by the Chair.</p> <p><u>Review of action points.</u> Section 128 checks have been completed on Eleanor Sutton and Alice Dunstall. ACTION THREE: Follow up DBS checks for Chris Clark and Richard Dunn with Gary Evans.</p> <p>The school are still waiting on quotes for the roof repairs. ACTION FOUR: Goff Pain to chase up repair quotes for the roof.</p> <p><u>Sports track</u> The Headteacher suggested that some of the sports funding could be used for an all-weather running track for the playing field. This would sit at the far end of the KS2 playground and would also provide wheelchair access to the field. It would be a safe place for the children to go in the winter who didn't want to play on the playground. The cost would be approximately £15-£17,000. Q: Would the sports funding cover the annual maintenance of the track? A: Not sure, we can't guarantee that the sports funding will always be provided. A Governor commented that it is a lot of money to use on something that would not benefit everyone, and suggested Governors should look at how else to spend the large sum of money. It was felt that the funding should be used to meet the needs of the school curriculum. Q: How else would the money be spent? A: Not sure, the school already has lots of sports on offer.</p>	<p>Clerk</p> <p>Goff Pain</p>

<p>Governors agreed that they would like to have more detail on how much an all-weather track would be used and the maintenance costs.</p> <p>ACTION FIVE: Headteacher to provide details on maintenance costs and usage of a running track.</p>	<p>Headteacher</p>
<p>School improvement</p>	
<p>5. Data review. Covered under C&S Committee update.</p>	
<p>6. Headteacher's update.</p> <p><u>Staffing</u> A part-time TA has been hired with a background in special needs to work as a one-to-one in Y3. Katherine Phillips is keen to start teacher training alongside working in the school. She will be moved to Y3 to support the teacher and gain experience in other year groups. Q: Will this leave Y2 short on TAs? A: No, the Y3 TA will move into Y2.</p>	
<p>7. School Development Plan (SDP). The SDP progress summary was distributed to Governors prior to the meeting.</p> <p><u>Teaching and pupil focus: improve quality of teaching.</u> The teachers have taken on a lot this year, some aspects of which are hard to measure in terms of success. Overall, teaching is good with some excellent areas. What action has been taken on areas not B (complete) or G (on track)? Y2 and Y4 are not at the expected targets for attainment. The reasons were discussed at the C&S meeting and significant activity is in place to address this issue.</p> <p><u>Teaching and pupil focus: development of curriculum and promote risk taking</u> Pupil confidence: The teachers have some ideas for next year on how to assess formal presentations. Role modelling: Children's leadership roles are to be reviewed and will include librarians and play leaders. Improved resources: Subject leads have spent time monitoring books rather than checking resources this year.</p> <p><u>Staff and school focus: protect and improve staff wellbeing, welfare and empowerment</u> There are some areas of classroom practice still to be tightened up. The costs of the classroom expansions are not back yet.</p> <p>ACTION SIX: Chris Clark to chase the classroom extension quote.</p> <p><u>Governance and resources focus: Define school vision and strategy</u> External funding: A working party will be created to investigate alternative sources of funding. Volunteering: The idea of parent reps was discussed as a way forward for FOWPS to communicate with class parents. FOWPS have undertaken a review and cut down on a number of annual activities. The Headteacher presented the new ideas and the Governors supported the changes. Governors wished to express their thanks to FOWPS for all their fundraising and support over the year.</p>	<p>Chris Clark</p>

<p>School strategy: This is to be carried forward. The Chairs have met and discussed details. The aim is to have a draft ready by Christmas.</p> <p>School Development Plan (SDP) 2019/20 The staff, pupil and parent surveys will feed into the new SDP. It will include the school vision, issues in teaching, parental engagement and funding. The Headteacher will work on this alongside the new Deputy Headteacher.</p> <p>There will be 6 priorities: 1: Curriculum development – History and Geography as a focus for next year 2: improve writing outcomes and handwriting 3: improve behaviour and attitudes to learning 4: improve subject knowledge and leadership 5: Further develop the framework for governance 6: The school vision to become more child centric.</p> <p>ACTION SEVEN: Draft SDP to be circulated and approved at the September FGB.</p>	<p>Clerk / Headteacher</p>
<p>8. Pupil premium and sports funding.</p> <p>This was discussed under agenda item 4. The reports are to be uploaded to the website next week.</p> <p>ACTION EIGHT: PP and sports funding reports to be uploaded to the website.</p>	<p>Headteacher</p>
<p>9. Committee reports.</p> <p><i>Tom Sewell left the meeting at 7.30pm.</i></p> <p>Resources: Last meeting was on the 27th June where the focus was reviewing staff pay reviews. Governors felt the recommendations had been well thought through and approved all the recommendations. The confirmed funding gap of £8000 for the boiler was discussed along with external funding.</p> <p><u>Pupil survey</u> The negative responses surrounding the question “What scares you?” has been discussed by class teachers with each year group. They were asked “When don’t you feel safe at school?” The Headteacher presented the results of each of the discussions. As a result, it was seen that a number of children were scared by lockdowns and fire drills. Governors could see that a clearer explanation of these events is needed for the children. Governors noted that bullying did not come up in any discussions. Loneliness is an issue which will be addressed by the play-leaders. Each discussion sheet will go with the class to their next teacher for the concerns to be addressed next term.</p> <p>ACTION NINE: The co-chairs to write and thank the children for their help in the survey.</p> <p>Curriculum and Standards Committee: Governors were given the SATs results which were discussed at the C&S meeting held before the FGB.</p> <p><u>SATs data</u></p>	<p>Co-chairs</p>

<p>Phonics: 75% KS1 expected: reading 54%, writing 50%, maths 57% KS2 expected reading 64%, writing 75%, maths 75%</p> <p>Q: The 5 who did not achieve as expected in reading in KS2, was it due to nerves? A: No, the focus and atmosphere was good all week so it is not known why the results were lower than expected. One of the barriers this year was the attitude to learning, so the school is looking at strategies for the current Y4 who display similar characteristics.</p> <p>Q: Is there any training staff can attend for new ideas? Will you address the parents about the issues? A: Yes, parents will be spoken to in September.</p> <p><u>Monitoring visits</u> A number of visits were followed up and discussed in the meeting, including RE and modern foreign languages (MFL). Behaviour issues were also discussed. The Chair suggested that future visits should be taken with a subject leader if possible and try to undertake short visits to a number of classes.</p>	
<p>10. Policies for review.</p> <p>None.</p>	
<p>Monitoring and Governor visits</p>	
<p>11. Governor monitoring visits.</p> <p>Governors were reminded of the Governor and subject lead meeting: Wednesday 25th September 3.40 - 5pm</p>	
<p>12. GDPR.</p> <p>No breaches have been reported this year. Staff are more attentive about locking away data. Sarah Cooper performed a second audit and was happier with the systems in place. The Headteacher reminded Governors that the school can't send emails out to parents about FOWPS so the new role of class reps and how to communicate to class parents needs to be thought through.</p>	
<p>13. New Ofsted Inspection framework.</p> <p>The Clerk advised that there was an NGA Webinar on 17th July about the new inspection framework, links to which had been circulated.</p> <p>The Headteacher invited the Governors to the inset day in September: 8.45am on Monday 2nd September There will be an overview of the new inspection framework and a safeguarding briefing.</p>	
<p>Safeguarding</p>	
<p>14. Safeguarding update.</p> <p>Nothing to report.</p>	
<p>Other</p>	
<p>15. Chair's actions/correspondence.</p>	

None.	
16. Any other urgent business. None.	
17. Confidential matters. None.	

The meeting closed at 8.15pm

Date of next meeting:

Tuesday 24th September 7pm

Signed _____ (Chair) Date _____

Action Summary

1	Clerk to update the school website, GIAS and inform Governor Services that the FGB has approved the re-nomination.	Clerk
2	Clerk to distribute the instrument once returned from Governor Services	Clerk
3	Follow up DBS checks for Chris Clark and Richard Dunn with Gary Evans.	Clerk
4	Goff Pain to chase up repair quotes for the roof.	Goff Pain
5	Headteacher to provide details on maintenance costs and usage of a running track.	Headteacher
6	Chris Clark to chase the classroom extension quote.	Chris Clark
7	Draft SDP to be circulated and approved at the September FGB	Headteacher
8	PP and sports funding reports to be uploaded to the website	Gary Evans
9	The co-chairs to write and thank the children for their help in the survey	Co-Chairs