

**Minutes of the Full Governing Body meeting
held on Monday 18th November 2019, 7pm, at the school.**

Present:

Chasey Crawford Usher
Gail Isted (Co-chair)
Richard Dunn
Kate Millar
Suzanne Rowlinson
Eleanor Sutton
Goff Pain
Sarah Day
Victoria Saunders

Headteacher
Co-opted Governor
Foundation Governor
Foundation Governor
Foundation Governor
Foundation Governor
Staff Governor
Parent Governor
Parent 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, Chris Clark, Mark Warren and Sarah Cooper.	
3. Governance. <u>Declarations of business interests.</u> None <u>New governor inductions</u> The Chair welcomed the new parent governors. Sarah Day and Victoria Saunders were elected on 4 th October 2019 for a four-year term of office. Both have been assigned mentors who are supporting them in their role. They are planning to attend governor induction training after Christmas. <u>Training and development</u> All governors have completed a skills audit and Mark Warren has compiled an overview ACTION ONE: Skills audit overview to be circulated to governors. Goff Pain has attended PE premium training and followed up with a meeting with the PE subject lead. Chris Clark will be attending managing complaints training on the 21 st November. Eleanor Sutton will be attending training on understanding the Governing Body responsibility in SEN. Gail Isted attended a local district governor briefing on 16 th October and a briefing note has been distributed to governors.	Clerk

<p>Governors were reminded of the importance of making sure that the subject areas on the school website reflect the current curriculum. Governors should check with the subject lead and any updates emailed to the Clerk to upload.</p> <p>ACTION TWO: Governors to check their curriculum link areas are up to date on the school website as soon as possible, liaise with subject leads about updates and advise the Clerk of changes. Clerk to implement changes to the school website.</p> <p>Governors' biographies on the website also need updating</p> <p>ACTION THREE: Gail to circulate existing biographies; Governors to update and return</p> <p>Governors understood that, to ensure GDPR compliance, the single central record (SCR) should not have ex-staff and ex-governors on it.</p> <p>ACTION FOUR: Check the SCR's requirements and, if required, make sure there are no ex-staff and ex-governors listed</p> <p>Fraud awareness was highlighted to the Governors following the district governor briefing. There have been a number of instances recently in schools across Kent with genuine-looking invoices being received. The Headteacher assured Governors that the office systems and procedures were robust.</p> <p><u>FGB membership</u></p> <p>There is currently a Foundation governor vacancy on the FGB as there is no serving Minister in the parish of Watringbury. The Clerk made governors aware that the Diocese could appoint a Foundation governor to act in the place of the ex-officio. Governors agreed it would be best to continue with a vacancy for a few months rather than appoint someone not familiar with the school.</p>	<p>All Clerk</p> <p>Gail All</p> <p>Eleanor Sutton</p>
<p>4. Minutes of the previous meeting.</p> <p>The minutes of the meeting held on 24th September 2019 were agreed as an accurate record of the meeting and signed by the Co-chair.</p> <p><u>Review of action points.</u></p> <p>ACTION FIVE: Mark Warren to undertake monitoring visit training</p> <p>A DBS certificate has been returned for Richard Dunn.</p> <p>ACTION SIX: Follow up the DBS check for Chris Clark.</p> <p>At the last meeting, Sarah Cooper was asked to check that existing contracts with suppliers were GDPR-compliant. In her absence Sarah provided an update which made it clear that she had been unable to evidence this. However, plans are now in place for Anita Hanley and the new DPO to ensure this is done and the necessary evidence provided.</p> <p>ACTION SEVEN: Evidence to be provided detailing contractors' GDPR compliance.</p>	<p>Mark Warren</p> <p>Clerk</p> <p>Sarah Cooper/DPO</p>
<p>School improvement</p>	
<p>5. Headteacher's report</p> <p><u>Attendance</u></p> <p>There has been a strong focus on attendance this year following a meeting with the Kent attendance officer. As of 14th November, the attendance rate was 96.8% moving us up to the second quintile. This is a good improvement, especially as it includes some children on part-time timetables. The Headteacher provided a breakdown of attendance by year group. Persistent absence (ie less than 90% attendance) now stands at 7.96%. It was 10.9% in the autumn.</p>	

Q: What is the school's attendance target?

A: We always aim for 100% - but realistically between 95 and 97%.

Q: What was the uptake for the flu vaccine?

A: There was a good response which was pleasing as it required some paperwork to be completed by parents.

Behaviour

There have been 5 fixed-term (ie day or ½ day) exclusions this term involving three different children. One child was excluded four times. Some behaviour has been very challenging and linked to acute special needs.

Q: Have you seen any improvements in behaviour?

A: Yes, the introduction of part-time timetables has helped.

Q: Has the school made use of any available outside support?

A: Yes, they have given us recommendations. An educational psychologist has come in to make a referral which is expensive, but necessary in this case.

Q: Do you know if the behaviour seen in school is reflected in the behaviour happening at home?

A: According to the families, this is the case.

Three racist incidents have been reported. When the incident was intended as a joke, explanations have been given. One incident was more serious and has involved the family and a reconciliation process.

Safeguarding update, incl Health & Safety issues

The Headteacher provided a summary of health and safety issues. It was noted that one accident that governors were aware of had not been included on the list, possibly due to the timing of the report.

ACTION EIGHT: Accident to be included in next H&S update

Q: What constitutes a health and safety 'near miss'?

A: Something that is potentially dangerous, that does not result in an accident.

A review led by the safeguarding governors is scheduled for the 25th November.

School Improvement Adviser (SIA) visit

SIA Matt Dickson visited in September. Behaviour for learning was judged 'Good' during his visit. This has also been evidenced in recent monitoring visits. The Co-chairs will be attending the next SIA visit.

Distinctive Christian Character

Q: Are the Leading Lights all girls?

A: Yes, there are 4. Anyone who is interested can be one, they are not selected for the role.

Staffing update

New staff have been employed on fixed terms. A full-time SEND TA in year 1 to support challenging behaviour and a part-time office assistant to provide additional cover.

Q: Who will be covering Gary Evans' work?

A: The quarterly submissions/monitoring will be done by KCC. The school will pay hourly for the service. The school are made aware of any cost centres nearing their limit. At the moment the caretaking budget is the only area highlighted. The Headteacher has spoken to the caretaker about this and it is a result of necessary purchases of tools.

Governors expressed concerns that there would no longer be a monthly finances commentary presented to the Resources Committee as it is the governors' responsibility

Headteacher

<p>to check the regular reports. The Clerk reminded governors that under the Schools Financial Value Statement (SFVS) they should review the budget at least 6 times a year. A governor asked if the office could produce a monthly report from the Financial management system.</p> <p>ACTION NINE: Investigate a way to produce monthly finance reports.</p> <p>ACTION TEN: An exit interview with Gary Evans has not yet taken place.</p> <p>Q: What plans are there for maternity leave cover for Year 1? A: An advert will be placed after Christmas.</p> <p><u>School trips</u> Q: In the past you have told us it's usual to have 3 or 4 non-payers for trips in each class; now it seems to be 6 or 7 for each trip. Are there any concerns regarding non-payers, is it a growing trend? A: No, it is usually the same families. Q: Is PP used to cover the costs where possible? A: Yes. Q: What happens when parents don't pay? A: Reminders are sent. For residential trips parents pay in increments and non-payment is not a problem. Q: Have you had to cancel any trips due to non-payers? A: No, the non-payers generally amount to less than 6 families and to cancel would seem unfair to the children.</p> <p>Q: Has there been an improvement for swimming payments since the move to online payments? A: There are still a number who are behind in payments. Governors requested to see a summary of swimming payments in the next Headteacher's report.</p> <p>ACTION ELEVEN: Summary of swimming payments to be included in the Headteacher's report.</p>	<p>Suzanne Rowlinson/Mark Warren</p> <p>Chris Clark</p> <p>Headteacher</p>
<p>6. School Development Plan (SDP)</p> <p>Governors commented that it was a more detailed report than the initial version presented at the September meeting. There were still some gaps in subject areas but the Headteacher explained that subject leads had been asked for a summary, and more detail could be found in the subject plans.</p> <p>Governors approved the SDP.</p> <p>A governor suggested that the subject governor could attend the Curriculum and Standards committee meeting when their link subject was being presented.</p>	
<p>7. Committee reports</p> <p><u>Terms of reference (TOR)</u> The Committee TOR were approved by the governors.</p> <p><u>Curriculum and Standards</u> Kate Millar distributed a summary of the meeting. A number of subject reports were presented at the meeting: Modern Foreign Languages, History, Geography, Computing,</p>	

Maths, English and SEND. The end of year data was discussed along with behaviour and monitoring visits. Governors noted that the current Year 6 class are the first class to come through from Key Stage One using the reformed assessment system. This will hopefully mean a tighter prediction.

Resources

The position at the end of August:

£341,000 income

£311,00 expenditure

£7- £10,000 year-end surplus.

The Headteacher reported that the figures are still on track.

A number of areas were discussed including the premises development plan, classroom extension, school staffing and staff performance. A long-term staffing strategy was briefly discussed which Chris Clark will continue to develop alongside Suzanne Rowlinson.

8. Strategy Development

Income generation

A positive meeting has taken place involving the Headteacher, the Co-chairs, a member of FOWPS, two parents with fundraising and social media/communications experience and another member of the local community with experience of writing funding bids. The aim will be to launch the classroom extension fund raising campaign after Christmas.

Governors were informed that from April there is likely to be a change to the school funding formula. Schools should receive an additional £250-300 per pupil per year which would be a significant amount and help the campaign. Although the tone of the messaging may change as a result, there is still a need for fundraising to support the extension plans and longer term objectives. Mark Warren is currently writing an initial project brief which is the first step before we can apply for funding and decide on the best way to communicate internally and externally about the campaign.

ACTION TWELVE: Mark to prepare draft of an initial project brief

The Headteacher shared a fundraising idea with the governors which would get the children involved. Details will be in the newsletter this week. Each child would be asked to make one Christmas card for all their friends and a donation made to the classroom extension fund representing the savings made. Governors thought this was a good idea.

Parental engagement

Parental/community engagement is another key area for strategy development which has an overlap with income generation. Governors discussed FOWPS and the lack of volunteers. The Headteacher explained that there are currently class representatives for all but one class. It was decided to make progress with the Income Generation Strategy before tackling this area.

Mark Warren

9. Policies for review.

Governors approved the following policies:

SEND policy (FGB) - This had been reviewed by the SENCo, the Headteacher and the SEND governor.

Fire safety (Resources)

Lettings policy (Resources)

<p><u>RE policy</u> (C&S Committee) <u>British values</u> (C&S Committee)</p> <p>The following policy will be approved via email: <u>Healthy Eating Policy</u> – which will incorporate ‘Managing nut and food allergies’ as an Appendix (FGB) Q: Are the first aiders EpiPen trained? A: Yes.</p> <p><u>Behaviour Policy</u> The Headteacher and Kate Millar (as Behaviour link governor) are currently reviewing this policy. The senior leaders will be reviewing it before approval by governors at the next FGB. ACTION THIRTEEN: Behaviour policy to be reviewed by SLT and submitted for approval at the next FGB meeting.</p>	<p>Kate Millar/ SLT/Headteacher Clerk</p>
<p>Monitoring and Governor visits</p>	
<p>10. Term 2 monitoring visits.</p> <p>New governors will be accompanying a mentor on a monitoring visit before taking on a link subject. Three reports (Modern Foreign Languages, English and RE) have been circulated this week.</p>	
<p>Other</p>	
<p>11. Chair’s actions/correspondence.</p> <p>There is a parental complaint being investigated; now at stage four of the complaint’s procedure.</p> <p>There will be a school visit from both the LA and Diocese School Improvement Advisers as a consequence of the KS2 results. The Co-chairs have been invited to attend this meeting and will feedback any governance issues.</p> <p><u>Data Protection Officer (DPO)</u> The role of the DPO has been assigned to an external officer at SPS. This will help us to ensure that our systems and procedures are robust and will assist us in dealing with a specific SAR (subject access request) that has been filed.</p>	
<p>12. Any other urgent business. None.</p>	
<p>13. Confidential matters. None.</p>	

The meeting closed at 8.30pm

Date of next meetings:

- 20 January 2020
- 16 March 2020
- 18 May 2020
- 14 July 2020

Signed _____ (Chair) Date _____

ACTION SUMMARY

		Who	Date
1	Skills audit overview to be circulated to governors	Clerk	ASAP
2	Governors to check their curriculum link areas are up to date on the school website	All	ASAP
3	Gail to circulate school website biographies; Governors to update and return	Gail/All	ASAP
4	Check the SCR to make sure there are no ex-staff and ex-governors listed	Eleanor Sutton	ASAP
5	Mark Warren to undertake monitoring visit training	Mark Warren	ASAP
6	Follow up the DBS check for Chris Clark	Clerk	ASAP
7	Evidence to be provided detailing contractors GDPR compliance	Sarah Cooper	ASAP
8	H&S accident to be included in next H&S update (HT report)	Headteacher	20/01/20
9	Investigate a way to produce monthly finance reports	Mark Warren / Suzanne Rowlinson	ASAP
10	Exit interview with Gary Evans	Chris Clark	ASAP
11	Summary of swimming payments to be included in the Headteacher's report.	Headteacher	20/01/20
12	Mark to prepare draft of an initial project brief	Mark Warren	ASAP
13	Behaviour policy to be approved at the next FGB meeting.	Clerk	20/01/20