

DoJo for KS1 and KLZ for KS2. Class pages and blogs are ready to be used. Each member of staff has provided a timetable to the Headteacher based on individual home circumstances. Some families are already self-isolating for medical reasons and the school has helped by dropping parcels. All illnesses are being closely monitored by the office staff. Once home learning is in place it will be monitored and those not engaging will receive a phone call. Staff are keen to keep a routine in place for the children to ensure their well-being remains high.

Q: Are there any high-risk staff in the school?

A: There are some staff with conditions such as asthma, a chronic cough / reflux, and one with a lung condition. All have taken advice from the NHS helpline. Those with high risk members in their families have been advised to self-isolate. There could be child-care issues for some who have elderly relatives who are self-isolating. Governors were warned that there could be staffing issues.

Governors agreed that the three goals were to stay open, stay safe and keep teaching. Governors were keen to support staff with medical issues and reminded the Headteacher that there was flexibility within the staff to enable vulnerable members to reduce their time in school. The Headteacher commented that parents have been proactive, and the feedback was that they have appreciated the regular communication.

See confidential minutes

Governor vacancies

Sarah Cooper stood down from the governing body on the 12th February leaving a Foundation Governor vacancy (PCC). The FGB expressed their thanks for all of her hard work, especially relating to the GDPR work. An advert has been placed in Rostrum and the vacancy was announced at Wateringbury Church. There has been no interest expressed yet. Governors agreed that now was not the right climate to try and fill the vacancy.

There is still a vacancy for the Ex-officio Vicar. The Diocese have approved the vacancy profile and the Church are hoping to advertise the role soon.

The PCC met last week and approved the reappointment of Kate Millar. A copy of the minutes of the meeting are to be forwarded to the Diocese.

ACTION THREE: Forward details of the Foundation Governor (PCC) reappointment to the Diocese

KM / Clerk

Training and development

Governors have attended the following training since the last FGB meeting:

- Pupil Premium (Eleanor Sutton)
Governors were advised that all monitoring visits should be looking at PP children.

ACTION FOUR: C&S committee to consider what else needs to be done to ensure effective monitoring for PP children during governor visits.

C&S committee

- District governor briefing (Gail Isted)
- Be prepared and knowledgeable for Ofsted (Gail Isted)
- Heads and Chairs briefing (Gail Isted and Mark Warren) – a briefing note of key points has been circulated to all governors
- New governor inductions (Victoria Saunders and Sarah Day)
- SIAMS governor (Suzanne Rowlinson)

The strapline, "...and with God" is to be added to our moto "learning, growing, achieving...our journey together". It is clear that the SIAM inspectors would like to see three tiers: a strapline, an explanation and then greater depth. Children need to be able to talk about it, and older ones to explain the vision. There are workshops planned on the school's chosen parable. SIAMs is due March 2021. It

was suggested that a working party could be created to prepare. Governors appreciated the urgency but felt we needed to get the strapline right so that it blends well with the school vision. Sarah Goodwin has time off next Wednesday to prepare and Foundation Governors were invited to join her.

ACTION FIVE: SR and AD to meet with Sarah Goodwin to discuss SIAMS. CCU to liaise with SG.

ACTION SIX: SIAMs to be a standing item on each FGB agenda.

- School finance (Suzanne Rowlinson)
The training was run by School Financial Services, and SR recommended that any governor on the Resources Committee should attend.

Governors were reminded by the Co-chairs to ensure that key learning points from any training should be disseminated.

Six governors are due to attend monitoring visits training in term 4.
The Clerk has updated the training record on KLZ.

Vice-Chair

The vacancy created by Sarah Cooper's resignation is being addressed.

CCU
Clerk

4. Minutes of the previous meeting.

The minutes of the meeting held on 20th January 2020 were agreed as an accurate record of the meeting and signed by the co-chair.

Review of action points

Victoria Saunders to share the details for the online induction course with Sarah Day.	Complete
Check that the new DBS certificates are recorded in the school office.	A certificate for the Clerk has not been returned yet. ACTION SEVEN: Complete Clerk dbs check
Governors to return any updated biographies to Gail Isted and Clerk to upload to the website.	This was completed but needs updating to remove Sarah Cooper. ACTION EIGHT: To update the website governor biographies to reflect the latest FGB.
A date for governors to visit a Borough Green FGB meeting to be decided at the next FGB.	This has been postponed in view of current circumstances but will be revisited at a later date.
Review the skills audit.	Re-circulate previous audits. ACTION NINE: Governors to re-visit their skills audits in the summer term once training has been completed.
Headteacher to remind subject leads that the curriculum details on the website need to be reviewed and finalised. CCU	ACTION TEN: The remaining subject leads to be reminded to check the curriculum details on the school website.
Feedback to FGB on status of SCR.	Covered under safeguarding agenda item.
Feedback from meeting with DPO regarding external contractors' compliance with GDPR.	The DPO has not been in touch with the school. Concerns were raised regarding the level of service.

Clerk
Clerk / GI
Clerk
CCU

	<p>ACTION ELEVEN: MW to chase Cantium regarding the level of service the school has received.</p> <p>ACTION TWELVE: Anita Hanley to arrange an audit with the DPO.</p>	MW
Approve the classroom project and launch the appeal.	Complete.	AH
Behaviour Policy to be approved at next FGB meeting	See Policies.	
SIA report to be circulated to governors and any governance actions to be addressed.	<p>The report was circulated.</p> <p>The report commented that there was no written self-evaluation (SEF) of the school in place. The Headteacher replied that a SEF is not obligatory. Governors suggested that attention should be drawn to the SDP which contains an evaluation of progress.</p> <p>The Co-Chair ran through the actions for the FGB including ensuring that actions from minutes are not carried over too frequently.</p> <p>Governors felt that they were not qualified to give an opinion on the quality of education during visits and therefore could not rely on these to back up the Headteacher's response to questions as suggested in the report.</p>	

School improvement

5. Headteacher's report

Exclusions

Q: Are you aware of any other schools with similar fixed term exclusion levels?

A: A school does not have to report an exclusion to the LA. Schools can use alternatives such as internal exclusions. It is difficult to compare schools when different methods are used. The Headteacher felt it was best to be honest and to log the exclusions as a record of how the school is managing. The governors supported the Headteacher with her decision. Accurate record reporting is required for evidence when applying for extra funding.

Q: Medway has an exclusion panel for schools that issue a high level of exclusions, does this happen in Kent?

A: No. The LA are not concerned about the context, just in reducing the levels. Exclusions can result in improved behaviour for older children who can reflect on their actions. For younger children exclusions are mainly for safety reasons.

Attendance

Current attendance is 96.1%. When taking out children on part-time timetables the rate rises to 96.5%.

Q: What is the target?

A: 100%. 96% is within the 2nd quintile. Once the children with mitigating circumstances (e.g. hospitalisation) are taken out there are six children whose attendance has not improved since this time last year.

<p><u>Behaviour</u> Q: Has the bullying incident been resolved? A: It was a targeted bullying which required a whole class intervention. It has not been repeated. The class teacher was in close contact with the parents.</p> <p><u>Staffing update</u> An exit questionnaire has been sent to Sam Nash with an offer of an exit interview with a governor. ACTION THIRTEEN: Follow up on offer of an exit interview for Sam Nash.</p>	<p>MW</p>
<p>6. School Development Plan (SDP)</p> <p>The updated SDP was reported to the C&S committee on the 7th January.</p> <p><u>Priority 1 – develop curriculum with a history focus</u></p> <p>The framework is in place for geography and history. Staff are having time out to focus on the development in terms 5 and 6 so the curriculum will be ready for term 1 next year.</p> <p><u>Priority 2 – improve writing outcomes and handwriting/presentation</u></p> <p>The link governor saw the books taken to moderation during a monitoring visit today (16th March) Opportunities for extended writing is evident in the books in some year groups. Improvements in writing progress have been seen in Y5.</p> <p><u>Priority 3 – improve behaviour, attitude to learning and personal development</u></p> <p>There is a whole school focus on improving behaviour. Staff felt that there was not enough feedback when there were playground incidents, so report writing has been introduced. Lunchtime behaviour has improved with the new table layout.</p> <p><u>Priority 6 – develop Christian school vision</u></p> <p>Workshops on the parable of the Sower are planned for May.</p> <p>Q: How are staff feeling about a curriculum deep dive? Are subject leaders confident about sitting down with Ofsted? A: They are probably not ready at the moment. Subject leaders need to be clear on 'Intent'. Sarah Goodwin has been on a course and will write an RE curriculum plan which can be used as a model/template for other subjects. The school is expecting to have a deep dive into reading, history and geography are also likely areas.</p> <p>Governors commented that they would like to see the SEF section of the SDP made clearer, for example a coloured RAG rating system. ACTION FOURTEEN: Headteacher to make the SEF section of the SDP clearer in terms of progress.</p> <p>It was noted that the governance section, Priority 5, needs more content. ACTION FIFTEEN: Populate priority 5 of the SDP.</p>	<p>CCU</p> <p>GI / MW</p>

Governors noted the following:
 Total income: expected to be £926,756 (currently £861,556)
 Total expenditure: expected to be £920,012 (currently £843,446)
 Year-end surplus: £6,744
 Rollover: £56,401

This is slightly below the budget of a £11,712 surplus and a £61,369 rollover.

More HNF and PP have been secured. There are extra TA costs with Sam Keevil and the agency supply costs for a maternity cover, but the school should receive some compensation.

£28,342 of sports funding has not been allocated to the budget.

By the end of the year the negative capital balance will have reduced from -£11,804 to -£5,901.

Q: Have staff spent money on resources as lack of resources has been flagged as an issue previously among staff?

ACTION TWENTY: A subject by subject guide to spending on resources to be distributed to governors.

CCU

The 3-year budget will be presented at the next Resources meeting on 11th May.

Schools Financial Value Standard (SFVS)

The SFVS must be submitted by the 31st March. The Governors agreed that the Resources committee would approve the SFVS.

ACTION TWENTY-ONE: SFVS to be approved by 31st March and distributed to governors.

Resources Committee

The Voluntary School Fund stands at £3,132
 A quote for the new water tank is £14,000 but it is hoped that other quotes will be lower.
 There is a new Y1 maternity cover starting in September, Tracey Alan.

Q: Do teachers need any resources to help with communication in case of a school closure?

A: The Headteacher would need to ask the teachers.

Governors commented that the school could purchase a mobile phone or sim card to use in order to communicate with parents during school closures and also to take on school trips. Governors said that it was not good practice for parents to have access to teachers' or the headteacher's personal mobile phone number.

ACTION TWENTY-TWO: Headteacher to investigate buying a phone or SIM card for contact with parents.

CCU

11. Strategy Development

Income generation update

The plan was distributed to governors prior to the meeting. It is a simple format containing key information and ensures the GB takes a longer-term strategic view. The format will now be used for other strategy documents across some key areas, including

Signed  (Co-Chair) Date 18.05.20

ACTION SUMMARY

		Who	Date
1.	CCU to seek advice from eis on standards regarding the use of the school laptops for video conferencing.	CCU / MW	ASAP
2.	A virtual governance policy to be approved by the governors prior to any remote meeting taking place.	Clerk	ASAP
3.	Forward details of the Foundation Governor (PCC) reappointment to the Diocese	Clerk / KM	ASAP
4.	C&S committee to consider how best to monitor the progress and attainment of PP children during governor visits.	CS Com.	21 st April
5.	SR and AD to meet with Sarah Goodwin to discuss SIAMS. CCU to liaise with SG.	CCU	ASAP
6.	SIAMs to be an item on each FGB agenda.	Clerk	18 th May
7.	Complete Clerk DBS check	Clerk	ASAP
8.	To update the website governor biographies to reflect the latest FGB.	GI	ASAP
9.	Governors to re-visit their skills audits in the summer term.	All	July
10.	The remaining subject leads to be reminded to check the curriculum details on the school website.	CCU	ASAP
11.	MW to chase Cantium regarding the level of service the school has received.	MW	ASAP
12.	Anita Hanley to arrange an audit with the DPO.	MW / AH	ASAP
13.	Follow up on offer of an exit interview for Sam Nash.	MW	ASAP
14.	Headteacher to make the SEF section of the SDP clearer in terms of progress with a RAG column.	CCU	21 st April
15.	Populate priority 5 of the SDP.	GI / MW	21 st April
16.	Repeat DBS checks on all staff where certificates are older than 5 years and include in Child Protection policy	ES / AH	ASAP
17.	Detailed survey results to be distributed to governors.	MW	ASAP
18.	Feed survey results back to parents and staff.	MW	ASAP
19.	Ofsted preparation on the agenda at the next FGB.	Clerk	18 th May
20.	A subject by subject guide to spending on resources to be distributed to governors.	CCU	ASAP
21.	SVFS to be approved by 31 st March and distributed to governors.	Resources	31 st March

