

**BOUGHTON & DUNKIRK PRIMARY SCHOOL**  
**MINUTES OF A MEETING OF THE FULL GOVERNING BODY**  
**HELD AT THE SCHOOL ON MONDAY, 18<sup>TH</sup> JANUARY 2016 AT 1.00 p.m.**

|                 |                            |                               |
|-----------------|----------------------------|-------------------------------|
| <b>PRESENT:</b> | <b>Mrs K Bachelard</b>     | <b>Mr J Bennett</b>           |
|                 | <b>Dr. J Boyle (Chair)</b> | <b>Mrs J Collett-White</b>    |
|                 | <b>Mrs J Dawes</b>         | <b>Mrs R Everingham</b>       |
|                 | <b>Mrs J Godfrey</b>       | <b>Reverend H Letley</b>      |
|                 | <b>Mrs T Mayne</b>         | <b>Mr S Way (Headteacher)</b> |

**1. Quorum**

The meeting was established as quorate.

**2. Apologies for Absence**

Apologies for their absence had been received from Mr M Baybutt (supporting daughter), Mr R Kerrell (unwell) and Mr A Cummins (daughter taken poorly, had to collect from school). Their apologies were accepted.

RE arrived at 1.18 p.m.

**3. Governing Body Membership**

The governors extended a warm welcome to Mrs R Everingham who had been appointed as Foundation Governor. Introductions were made.

**4. Declaration of Business Interests**

The governors were afforded an opportunity to declare business interests against any of the agenda items for the meeting. No declarations were forthcoming.

**5. Minutes of the Meeting held on the 16<sup>th</sup> November 2016**

The minutes of the meeting held on the 16<sup>th</sup> November 2016 were agreed as a true record and signed on behalf of the governors by the Chair.

**6. Matters Arising from the Minutes**

**a) Confidential Item of Business**

A record of discussions are detailed within the confidential minutes for this meeting.

**b) Terms of Reference for Joint Panels**

The Clerk advised that she had contacted Davington Primary School and had been advised by the Headteacher that the governing body of Davington had elected not to agree to the TOR for Joint Panel Hearings. This meant that a pool of governors from Davington would not be available to serve on a panel should a need arise and governors in the remaining schools would not support Davington should it have a similar need.

**Action: Clerk to remove Davington School from the TOR for Joint Panel Hearings.**

## 7. Headteacher's Report

Information shared at this juncture was deemed to be of a confidential nature and has been recorded in the confidential minutes for this meeting.

### a) Staffing

The Headteacher advised that there had been a lot of staff sickness during the period before Christmas. Some of the absence had been covered in-house. He wished to place on record his appreciation to Mrs Douglas and Mrs Berry who did an excellent job continuing with marking, tracking children's progress and generally supporting the children very well. The class had been covered by a supply teacher prior to the Year 6 class teacher's phased return to work. He added, there will be cost implications to the school. The governors wished to add their collective thanks to members of staff for taking on additional responsibilities during teachers' absences.

The school has a third year student teacher who is working with Year 5 and is providing additional adult support in the class. The additional adult in the classroom would enable the class teacher to work with individuals or groups of children. The Headteacher assured governors that he would monitor the provision very closely to ensure that standards remain high.

### b) Quality of Teaching and Learning

The Headteacher reported that the vast majority of teaching had improved from September and since the Ofsted inspection. 100% of teaching was at least Good, 44% Outstanding; the school's objective is for the profile of the quality of teaching to be beyond good.

JG advised that she had delivered CPD to teaching assistants on Classroom Monitor. A further session would be held in the coming weeks on working with class teachers on moderation so that they will be able to see how it works.

### c) Personal Development and Welfare

A governor referred to the Positive Handling training staff had undertaken. She asked, in the event that it may be necessary for a child to be 'positively handled'; would the incident recorded. JG confirmed that it is recorded in a book. The Headteacher advised that he and the FLO have to sign the book and respond to specific questions relating to handling. The Headteacher advised governors that there are two or three children in the school whom staff may have to physically restrain. The governor asked if part of the process is to notify the child's parents. The Headteacher confirmed that those children with an Education Health Care Plan there is ongoing dialogue with parents and any behaviour incidents are recorded and parents are informed. He added, one of the children had been accepted for a place at a special school. The Headteacher believed that Boughton was the wrong setting for the child, because the child has high levels of need and a special school is best suited for those needs. He added, that the child's move would remove some of the pressures on staff.

A governor asked if the school had any particular concerns about attendance and asked for details of the school's plans to address incidents of persistent absenteeism. The Headteacher advised that he, the FLO and JG are meeting with the families of those children whose attendance is of concern. Two boys had joined the school in September whose attendance = 85%; they came to the school with concerns, the school has had contact with the mother. The school has an autistic child whose attendance was of particular concern (around 50%). The child's condition brings on anxiety and that is why the child only attends the school on certain days. The LA was aware of the situation and has advised that mum is well-informed. Those children who were previously on a part-time timetable have now resumed full-time. Governors recognised that as the year goes on, attendance

percentages will increase and improve. The Headteacher added, that there is usually a dip in attendance during this time of year.

A governor referred to a letter advising parents of the arrangements in the event of snow; the letter is extremely clear that the school will remain open. The Headteacher advised that parents have been asked to bring their children into school regardless. The Headteacher stated that he was confident that the school will remain open and school staff will be able to get to school; plans were in place to ensure that staff can attend. The Chair added, Ofsted monitors the attendance figure, regardless of whether the school closed due to snow, no allowance is made in the figures.

#### **d) Progress and Attainment**

A governor asked if the school had any further information about pupils' progress. JG advised that she had prepared a letter to parents to explain 'life without levels', the letter would be sent out during the week. She added, that it is difficult to measure progress, because at this stage pupils should be at the emerging stage. Governors were advised that the SLT will continue with regular book scrutinies and lesson observations to ensure that progress is evident, because there is no raw data.

The Headteacher advised, the Year 6 teacher, Debbie Creigh, had recently attended a briefing to receive details of the end of year assessments and what children will be tested on. Teachers have been advised that children will be expected to write in cursive script, the minimum expectation is for text to include full stops, capital letters. Previously there had been little focus on handwriting, but now it will contribute to the overall marks. Staff are scheduled to meet to break down the different elements of what is expected and discuss what the school may expect to achieve.

Governors asked that they receive a copy of the letter to parents about life without levels.

**Action: JG to provide governors with a copy of the letter to parents explaining the school's assessment system following the removal of levels.**

#### **e) Headteacher's Report – Governor Feedback to Content**

Governors were invited to share their thoughts on what should be included within the Headteacher's reports to governors.

A governor advised, following her attendance at Governor Induction training, governors had been shown examples of headteachers' reports and an explanation of what the reports must contain, for example:

- Number of children on roll
- How many children in each year group
- How many pupils are eligible for Free School Meals
- The number of Pupil Premium eligible pupils
- The profile of the quality of teaching
- School Plan and updates
- Details of pupils' progress and interventions
- Attendance
- Exclusions
- Complaints
- Reported racial incidents
- Correspondence
- External notes of visits.

**Action: KB to provide the Headteacher with the recommendations of items for inclusion within HT reports.**

A governor stated that she welcomed the Headteacher's reports as they detailed what is going on in the school.

The Headteacher advised that at the next meeting, the school would have an idea how many children will be joining the school in September 2016.

## **8. School Plan 2015/16**

### **a) Updates to School Plan**

The updated School Plan 2015/16 had been provided to governors in advance of the meeting (on KLZ). The Headteacher advised that he had RAG'd the school's progress towards identified objectives. Staff's appraisals, the milestone was behind schedule because of staff illness. Dates have been identified for the remaining outstanding appraisals to be completed.

Pupil voice monitoring was due to start in Term 3.

Governors welcomed the updates to the School Plan and the school's transparency and honesty in the information shared with governors.

The Headteacher advised that he wished to garner parents' views on homework during term 3, because it is a contentious issue. The school needs to see how homework is impacting on children's learning. He acknowledged parents' involvement in supporting their child's learning as a good thing. The school now issues homework on a Monday and work is returned on Friday, so there is no homework for pupils at weekends. A governor asked if marking is an issue for staff. JG advised that it is an issue as marking homework is in addition to class marking. However, teachers do have the weekend to complete the marking. A governor asked how homework is generally received by parents. JG advised generally it is not popular. The school runs a homework club on Thursday lunchtimes for any children to attend if they have been too busy during weekday evenings. A governor suggested that homework club in school rather defeats the object of home learning if the work is completed in school. The Headteacher advised that Ofsted expect homework to be set. A governor asked if it automatically creates a division as some children are supported with their home learning, whereas others are not. A child could produce a wonderful piece of work which has been supported by a parent. JG added that when children transfer to secondary school; children will receive a sanction if homework is not completed, but at primary school there is no recourse open to the school if homework is not completed.

The Headteacher advised the parent survey would be based on Ofsted's questionnaire. The Chair advised that in previous years, governors had helped parents to complete the survey electronically, laptops had been made available during parent consultation evenings.

### **b) Governors' Monitoring Visit Reports**

#### **i) Sports and PE Premium (JB)**

JB had met with Mrs Claudine Fulton to monitor progress against the PE subject plan to ensure appropriate spending of the PE and Sports Premium. JB sought governors' questions arising from her report.

A governor noted that the school spends more on PE than is allocated to the school via the Sports Premium and wished to know why. The Chair explained that it was because there was not enough in the funding allocated. Before the introduction of the Sports Premium, the school would have spent monies on PE and sports as it is a

requirement of the national curriculum; all schools would have had to fund their PE provision. The Headteacher added, Sports Funding is ring fenced for sports and PE which should be used to augment PE and sports provision in the school rather than instead of. The allocation of the Sports Funding was not expected to last forever.

JB was pleased to report that the school uses its allocation very well and provision is very good in the school.

## ii) SIAMS (HL)

HL advised that she had met with the Headteacher for an informal discussion. A further meeting had been scheduled in two weeks. HL undertook to report to governors at the next meeting.

**Action: HL to report on visit to the school with focus on SIAMS at the next meeting.**

HL advised that she had visited John Wesley School in Ashford to get some ideas on how to continue to raise the profile in the school. Some small measures have been introduced for example, grace before lunchtime, teachers are in the process of establishing quiet areas. Governors were advised that a newsletter had also been sent out explaining Reverend Helen Letley's role not only as a 'friend' of the school, a governor, but also the school's chaplain. The Headteacher added, the school values what Reverend Letley brings to it as someone the school community can ask questions of. HL added the pupils definitely reflect the values and ethos, which is right. It is just making sure that it is noticeable to everyone who comes into the school. Governors were advised that there had been slight changes to the way the school does collective worship.

## iii) Leadership & Management (HL/JB)

JB and HL referred to their report following their visit to the school to meet with the Headteacher to monitor the school's progress towards objectives detailed within the Leadership & Management section of the School Plan. The report of their visit was available for governors to view on KLZ. The Chair sought governors' questions arising from the report.

A governor suggested that monitoring the school's middle leadership and subject leaders also came within the aspects of the School Plan that she and her monitoring partner were also monitoring and they did not wish to double up; particularly as they had scheduled a monitoring visit for the following week. The Chair explained that she and HL are monitoring the leadership aspects of the school whereas KB and JCW are monitoring the quality of teaching, learning and assessment to raise standards. They should be able to see the impact of middle leadership on their area of monitoring. The governors' monitoring will come from different perspectives.

A governor referred to the CPD plan and asked how it is used. She had noted that some members of staff have cascaded information back to their colleagues whereas others have not; that being the case how the school assesses the impact of CPD. The Headteacher responded, for the next financial year the school will cut back on CPD spend. The school has invested in a lot of CPD during this academic year as a result of the introduction of the new National Curriculum and new assessment procedures. Also with Ofsted due, lots of courses were booked. The evaluation of those courses is more important than ever. The Headteacher added, it had come to the SLT's attention that staff have not fed back and the SLT recognised that it is something the school needs to develop and ensure that staff disseminate what they have learned on training to other members of staff. Governors acknowledged that it would be helpful for other staff to know what teachers are working towards.

The Headteacher advised that the staff have been afforded opportunities to visit their colleagues' classes to see what they are doing and how the expectations increase year on year.

## 9. Finance Report (MB/RK)

Neither MB nor RK were present at the meeting, but their monitoring visit reports dated 3<sup>rd</sup> December 2015 and 12<sup>th</sup> January 2016, a calculation of the Balance Control Mechanism (BCM), a document of notes referencing each of the September, November and December monitoring, a budget monitoring report dated November 2015 and the nine month budget monitoring report dated January 2016 were all available on KLZ (six documents).

### a) Six Month Budget Monitoring and LA Feedback

Governors were advised that because of the introduction of the new financial planning tool software; a six month budget monitoring report had not been produced and therefore there was no feedback to share with governors.

From the reports, the governors were satisfied that the monitoring pair of governors have monitored the budget.

### b) Nine Month Budget Monitoring

The Headteacher advised that two salaries had not been included within the original budget calculations which had resulted in a significant variance in E01, Teaching Staff of £19,053.

Governors noted that the predicted rollover figure as at the end of December 2015 = £17,604. The Headteacher advised that £10k had been earmarked to develop the Key Stage 2 playground, however, monies have been spent on other areas and the cost of the project will now be met by the PTFA.

Information shared at this juncture was deemed to be of a confidential nature and has, therefore, been minuted separately.

Governors were advised that in addition there were remedial works required to repair the leaking roof, fencing in the Reception area and the broken door which would need to be factored into the budget. **A governor urged the school to investigate whether payment for the remedial works (roof and door) may be recouped from insurance.**

Governors noted that expenditure in E26, Agency Supply Teaching Staff, had exceeded the original budget set by £1,750.

The Headteacher advised that the 2016/17 will be dictated by staffing and the school will need to ensure value for money. In the long term pupil numbers will reduce which will impact on the school's budget.

The governors unanimously agreed the nine month budget monitoring report.

### c) Schools Financial Value Standard

MB and RK would be asked to go through the revised SFVS document and respond to the questions in readiness for FGB approval at the next meeting.

**Action: MB and RK to complete the revised SFVS document in readiness for FGB approval at the March meeting.**

#### **d) Governors' Financial Skills Matrix**

RK and MB (Finance Monitoring Pair) and JB (Chair of Governors) to complete the Governors' Financial Skills Matrix.

**Action: RK, MB and JB to complete the Governors' Financial Skills Matrix**

#### **e) Monitoring Visits Reports (MB and RK)**

Two monitoring visit reports were available on KLZ. No questions arose from the reports.

### **10. Headteacher's Performance Appraisal**

The Headteacher's Performance Appraisal governors confirmed that the Headteacher's appraisal had been completed.

### **11. Safeguarding and Health & Safety**

#### **a) Opportunity for Issues or Concerns to be Raised**

An issue had been discussed earlier in the meeting and a record of the discussions was included in the confidential minutes for the meeting. There were no other issues or concerns.

#### **b) Safeguarding Governor Monitoring Visit**

Governors were advised that the Safeguarding Governor had scheduled a monitoring visit to the school during February.

#### **c) Single Central Register**

JCW had completed an inspection of the SCR.

#### **d) Changes to Safeguarding Policies**

JG confirmed that she had completed changes to the relevant policies and documentation in respect of confiscation and links have been updated.

### **12. Policies for Review**

#### **a) Community Cohesion Policy (HL)**

Governors were advised that the Policy had been revised. HL commended the revised Community Cohesion Policy for approval. Governors unanimously approved the Community Cohesion Policy.

#### **b) Health & Safety Policy (TM)**

The Lead Reviewer explained that names of fire wardens need to be revised and cross referenced to other documents. Subject to the revisions, she commended governors' approval to the H&S Policy. The Health & Safety Policy was unanimously approved.

### **c) Records Management Policy (including CCTV) (JD)**

The Lead Reviewer commended FGB approval to the Records Management Policy. The Policy unanimously approved by governors. The Headteacher confirmed that the Policy reflect practice in school.

### **d) Staff ICT Acceptable Use Policy (JCW)**

JG advised that she had taken the template policy from KELSi and adapted for use in the school. The appendices to the policy include a Visitors Acceptable Use Policy. The Policy also links to the E-Safety and Children's Acceptable Use Policies. Upon the recommendation of the Lead Reviewer, governors unanimously agreed the Staff ICT Acceptable Use Policy.

### **e) School Emergency Management Plan (JEB)**

The Plan had been updated in September. Governors unanimously agreed the School Emergency Management Plan.

### **f) Swimming Policy (MB)**

The governors were advised that the Swimming Policy needs to be re-written and was carried forward to the next meeting.

The Headteacher advised that the school is reviewing the way swimming will be delivered in Years 3 and 4. Currently pupils in Years 3 and 4 attend six half hourly sessions at a cost of £23 to the parents. Instead of using the Faversham Pool, the school had negotiated with Joy Lane the use of its pool for a cost of £12 for four one hour sessions (for Year 3 only plus those children who are not able to swim the expected standard from Year 4) – the required standard is for a child to swim a minimum of 25 metres.

In response to a governor's question, teaching assistants from the school will deliver swimming instruction and Claudine Fulton will be involved in deciding which children need further instruction.

A Foundation Governor suggested that the school also consider the option of using Vernon Holme School's outdoor pool.

## **13. Governor Training and Development**

### **a) Reports of Training Undertaken**

- JCW and JB had attended Early Years Foundation Stage training at the Canterbury Academy on the 24<sup>th</sup> November – a copy of the report was available for governors to view on KLZ. The governors advised that they had found the session inspiring.
- KB had attended New Governor Induction training. KB advised that the session had included lot of activities and details of the governor's role and the importance of the School Plan.
- KB advised that she had attended the Faversham Collaboration training, Effective Communication for Governors



**b) Identified training and development priorities to reflect gaps in governors' collective skills and expertise and school priorities**

- AC and JEB were booked to attend training in Ashford
- RE was urged to complete Governor Induction training

The Chair reminded governors to complete at least one training event/module each year.

- Safer Recruitment online training was available from the NSPCC at a cost of £30 (JB, JG and HL)
- JB and JD had been scheduled to attend SEN training, but the trainer had not arrived. The training event had been re-scheduled.

Governors were asked to consider what training they would specifically wish if the Faversham Collaboration were to broker further events in the future. The consensus was that governors wished to receive training on panel hearings.

Governors were urged to read the email dated the 4<sup>th</sup> January from Sir Michael Wilshaw, Head of Ofsted.

**14. Any Other Urgent Business**

None.

**15. Confidentiality**

Matters discussed at minute 6, Matters Arising from the Minutes and minute 7, Headteacher's Report were deemed to be of a confidential nature and have been recorded separately.

**16. Dates and Times of Future Meetings**

The dates and times of future meetings were confirmed as follows:

- Monday, 7<sup>th</sup> March 2016 at 1.00 p.m.
- Monday, 16<sup>th</sup> May 2016 at 1.00 p.m.
- Monday, 11<sup>th</sup> July 2016 at 1.00 p.m.

Signature: ..... (Chair)

7<sup>th</sup> March 2016