

**BOUGHTON-UNDER-BLEAN & DUNKIRK (METHODIST VOLUNTARY CONTROLLED) PRIMARY SCHOOL**  
**MINUTES OF A MEETING OF THE FULL GOVERNING BODY**  
**HELD AT THE SCHOOL ON MONDAY, 11<sup>TH</sup> JULY 2016 AT 1 p.m.**

**PRESENT:**

<b>Mrs K Bachelard</b>	<b>Mr J Bennett</b>
<b>Dr. J Boyle (Chair)</b>	<b>Mrs J Collett-White</b>
<b>Mr A Cummins</b>	<b>Mrs J Dawes</b>
<b>Mrs R Everingham</b>	<b>Mrs J Godfrey</b>
<b>Mrs T Mayne</b>	<b>Mr S Way (Headteacher)</b>

**IN ATTENDANCE:** Mrs D Stryzyk (Clerk to the Governors)

**1. Quorum**

The meeting was established quorate.

**2. Apologies for Absence**

Apologies for their absence had been received from Mr M Baybutt (caring for elderly parent), Mr R Kerrell (work commitments) and Reverend H Letley (urgent pastoral matter). Their apologies were accepted.

**3. Declaration of Business Interests**

**a) Opportunity for Governors to Declare Business or Pecuniary Interests**

Governors were afforded an opportunity to declare business interests against any of the agenda items for the meeting. Mrs J Dawes declared a potential conflict of interest as a Director of the Porchlight Charitable Trust (funds raised by the school had been donated to the homeless charity). No other declarations were forthcoming.

**b) Data Collection/Accuracy of Governors' Information to be Published on the School's Website**

The Clerk circulated a data collection sheet and asked governors to amend where necessary. The Clerk would then provide the gathered information to the school for publication on the school's website.

**Action: Clerk to provide the school with governors' information for publication on the school's website.**

**4. Enhanced Disclosure and Barring Service Checks for Governors**

It was reported that all governors now have a DBS check in place, one governor who was awaiting the return of his driver's licence for the check to be completed. The Clerk suggested that when a governor next inspects the Single Central Register has been updated for staff, they also ensure that all governors are included.

**Action: Governors who complete inspections of the SCR ensure that all governors have been included. Governors to receive update ref. AC.**

Mrs Everingham advised that she would be ceding her governor position due to a promotion at work resulting in increased work commitments. She wished to thank the school and governors for making her welcome as a governor and for an opportunity to be part of the life of the school.

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Mrs Everingham advised that the Methodist Circuit had been given details of a person who had expressed an interest in assuming the role. Governors would be updated at the next meeting.

The governors wished to thank Mrs Everingham for her support and commitment to the school during her tenure as a governor and wished her well with her promotion.

**Action: Clerk to include update ref. Foundation Governor vacancy upon the agenda for the next meeting.**

## **5. Minutes of the meeting held on the 16<sup>th</sup> May 2016**

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

## **6. Matters Arising from the Minutes**

None, all matters were covered by the agenda for the meeting.

## **7. Headteacher's Report**

The Headteacher's report had been made available to governors in advance of the meeting. The Headteacher was invited to expand upon his report.

### **a) Staffing**

The Headteacher advised that term 6 had been particularly busy. Until the end of May, he had been unsure whether there would be any changes in personnel. He was pleased to report that there would be no changes to the teaching staff nor teaching assistants, although one teaching assistant was due to go on maternity leave. He had received positive feedback from the parent community who had welcomed the stability in staff. He was also pleased to report that the teaching staff and parents have been advised of the new teaching arrangements for the coming year which have also been welcomed, prior to the announcements he had consulted with the staff to seek their views. He added that in order to upskill and promote staff's development, there would likely be changes to teachers' year groups next year.

#### **i) Staffing Structure**

The staffing structure for 2016/17 was agreed by governors.

A governor referred to the choir's performance at Westminster Central Hall; she advised that the children had behaved impeccably and had been awesome. The Headteacher advised that the Chaplain at Kent College leads collective worship at the school once a term.

The Headteacher advised that the issue with the roof continued. The school had now been advised following a review conducted by KCC Contractors that there was indeed a design fault with the roof. The suggested solution was to felt over the entire roof at an estimated cost of £25k to £30k; although he was disinclined to opt for the suggested solution as the key feature of the central area was the light and airy feel which would be lost if the roof were to be felted over. The ingress of water in the toilet area of the Year 2 classroom was attributed to the up-pipe. The Headteacher undertook to update governors at the next meeting.

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**Action: HT to provide governors with an update reference the school roof at the next meeting.**

The Headteacher advised that the school had hosted a really successful afternoon tea for retired residents from the local community. Year 6 students had served tea and the staff had organised the refreshments. He added that he would aim to repeat it later in the year. Governors were advised that it had not been possible for residents from Bradley Grange to attend the tea because of transportation issues.

The Headteacher was pleased to report that the school was forging close links with the Village Hall, people from the Village Hall helped at the school's summer fayre and Dunkirk Parish Council had a stall to try to engage parents with the parish plans.

A governor advised that the Parent Teacher Association was looking to recruit new members, currently there were only four parents on the PTA.

The governors wished to place on record their appreciation to the Premises Manager who had done an amazing job in setting up the summer fayre.

**Governors acknowledged that there was a good feeling around the school.**

#### **b) Profile of the School**

The Headteacher was saddened to report that the school would be losing five children when their families move from the village between now and Christmas. A governor asked if the children were from different year groups. The Headteacher confirmed that they were. The governor asked if there were any children on the school's waiting list for a place at the school. The Headteacher advised that there were pupils looking for places in Year 5 which was full with 32 children in the class. A governor asked if Year R would be full for September. The Headteacher explained that a Year 4 child whose sibling was due to start in Year R in September was one of the families moving from the area, however, there was another Year R child on the waiting list. The Headteacher advised governors that other schools in the area were reporting that they would not be full in Year R.

#### **c) SIAMS**

The Headteacher advised that he had met with colleagues from St. Peter's School and members from the Methodist Church to discuss ways to take the school's SIAMS preparations forward into the next academic year.

#### **d) Personal Development, Behaviour and Welfare**

The Headteacher reported that attendance for the year to May = 96.7%. He referred to a recent news report when a parent had an appeal upheld against an LA. He explained, KCC was still keen to fine parents whose children's attendance was of concern, however, the LA was rejecting a number of requests for fines. The LA will look at a child's attendance over the previous 100 days, now if a child's attendance is below 90% a fine may be levied, purportedly this was because Magistrates cannot keep up with the volume of appeals from parents. The Headteacher advised that there were two contributing obstacles to ensuring high attendance, i) was the difficulty arranging for fines to be issued and ii) the Educational Welfare Officers who used to support schools with attendance and punctuality, this support had diminished. However, the school had a recent visit from an Educational Welfare Officer who had asked about late attendance, following on from the meeting a new approach to addressing late

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attendance would be introduced in September. Governors were advised that attendance and punctuality were part of the Family Liaison Officer's role. A governor stated the FLO is aware of the reasons behind any issues. The Headteacher confirmed that was the case.

Governors wished to commend the school on raising the level of attendance to 96.7% just 0.1% below the target set by the school (School Plan 2015/16). Governors welcomed that attendance had been steadily improving.

The Headteacher explained that if parents remove their child from school for holidays, this does impact on the child's learning, pedagogy is linear. He advised that parents were on the whole good at keeping the school informed of their intentions.

A governor enquired whether the school's target for 2015/16 of 96.8% would be similar for 2016/17. The Headteacher confirmed that it would, although one child's attendance was circa 57%.

## e) Outcomes

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

### End of Key Stage 1 – Year 2

The Headteacher shared with governors the outcomes for the end of KS1. He advised that Writing had been teacher assessed and had been externally moderated. Governors were reminded that in order for a Year 2 child to Achieve the Expected Standard they have had to meet all of the elements as it was no longer a best fit judgement. He stated that three English as an Additional Language (EAL) children were excellent writers, but have been unable to achieve the Expected Standard, because of spelling and grammar and that was why Writing was 59%.

Year 2 – 28 Children	Reading	Writing	Maths
% Met Expected Standard	81%	59%	81%

A governor noted that the Writing outcomes were lower than Reading and Maths even when taking into account those children experiencing problems with spelling and grammar.

### Early Years Foundation Stage

Governors were advised that 78% of pupils achieved the Good Level of Development, 30% exceeded the GLD. This was up on the previous year (70%).

### Year 1 – Phonics Screening Test

Governors were advised that 86% of year 1 children had passed the Phonics Screening test. Governors were pleased to note that the results illustrated an improving picture over the past three years (2015 = 83%, 2014 = 57%).

### Year 2 – Phonics Re-Screening Test

Governors were advised that 80% of pupils passed the phonics re-screening test (this being four out of the five children retaking the test). The Headteacher stated that some of the children had only scored

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9/40 in the Year 1 phonics screening tests; however, this year when re-screened they achieved 40/40 which was a really positive result and the school expected the children to continue to improve.

A governor noted that one Year 2 child had not passed the phonics screening test. The Headteacher advised that the child was an EAL. He added that there was really strong phonics teaching embedded at the school particularly in the Reception Class.

## End of Key Stage 2 – Year 6

The Headteacher provided governors with the school's data outcomes for 2015/16. He reminded governors that Year 6 pupils have been assessed at either 'At the Age Expected Standard' or 'Not at the Age Expected Standard'. Each child had been given a standardised score, 100 = at the Age Expected Standard.

Governors were advised that the end of KS2 national average = 53% of pupils attaining Age Expected in combined Reading, Writing and Maths. The previous national average = 83%. For 2016, the school's combined Reading, Writing and Maths = 31%. He stated that he and the staff were extremely disappointed with the outcomes and were in the process of trying to understand why. He explained that generally the Year 6 cohort was low performing, there was a large dichotomy of abilities in the cohort and the expectations of the new Standard Assessment Tests (SATs) had risen significantly. The teacher's assessment was that 66% of the pupils were working at the Age Expected level, but the tests had resulted in a dip to 31%.

The Headteacher drew governors' attention to the results:

Subject	Achieved	Teacher's Assessment	End of KS1 Level 2a
Reading	41%	66%	38%
Writing	69%	69%	26%
Mathematics	45%	69%	41%
Combined	31%		28%

The Headteacher advised that the School Improvement Advisor had attended the school for her annual visit. She had advised the Headteacher that the Local Authority's view was that this year's data outcomes was an anomaly.

The staff were in the process of analysing the results to assess if there were areas in which the children had particularly struggled, but there was nothing obvious. Points appeared to have been lost as a result of silly mistakes and children not reading the questions properly. The Deputy Headteacher added that the maths questions were long.

The Headteacher stated that the school had prepared the children well for their transition to secondary school. He and the Senior Leadership Team had questioned whether extra-curricular activities could have affected results, but all were certain that this was not the case. A governor enquired how secondary schools will use the data and would it affect the children. The Headteacher responded that the outcomes would not affect the children and secondary schools would perform their own baseline assessments. The Headteacher and governors acknowledged that it was a great shame that some of the children will be reported as Not Met the Expected Standard.

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A governor noted that with the increased expectations, the children who had attained at the end of KS1 a Level 2a or above = 28%, for the end of KS2 the percentage had increased to 31%. The governor enquired whether it was generally the same children who had performed well in the 2016 tests. The Headteacher confirmed that they were, those children who were expected to pass the test had done so comfortably.

The Headteacher advised that there would be an analysis to determine if there was a pattern.

A governor suggested giving the children test papers to complete regularly throughout the year.

The Headteacher stated that it was his view that the class teacher's assessments were a truer reflection of pupils' ability than the outcomes of the tests. He stated that he would ensure that the classes in the whole school are used to sitting the tests as this would also enable the school to ensure teacher assessment is accurate. In the period before the SATs, the Year 6 children had completed practice tests based on the online resources for teachers. Teachers spent time breaking the tests down, so the Year 6 cohort would have been used to having tests, because they had been completing the old SATs tests. He added that resources companies would be publishing sample papers and the tests would be used to inform the teaching.

The Headteacher stated that because the national average = 53% and the school had attained 31%, it was possible that the school would be in the bottom sixth percentile of schools nationally.

A governor enquired what would be published for parents. The Headteacher explained that parents would be provided with the data for their child together with the child's standardised score.

The Headteacher stated that the SIA had asked what the school's priorities would be for next year:

- Spelling
- Raise the standard of Science teaching
- To introduce a broader and balanced timetable (literacy and numeracy takes place daily; 7.5 hours of numeracy each week. He planned to introduce increased opportunities for children to do writing in a cross curricular way and make the curriculum broader)

Governors stated that going forward they would have to monitor the combined RWM closer. A governor stated that a few of those children who got the 100 standardised score had only just met the standard; she stated that perhaps there was a bigger problem than the data illustrates.

Another governor reminded everyone that the SATs were new this year to both staff and pupils; the tests were harder, the school had a proven track record of moderation and assessment. He suggested that it was important that the school should take time to reflect. Next year's Year 6 were a more able cohort.

Another governor added that the school has Good and Outstanding teachers and teaching is consistent, the school can only build on this year. The Deputy Headteacher added, all staff have been considering what can be done to ensure that it does not happen again. The Headteacher advised that an emergency staff meeting had been held to discuss what can be done and how to improve; to celebrate the successes and take the disappointment together as a team. He added, as part of the development of middle leaders they have been asked to consider how they can improve the teaching. He added, one of the school's in the Faversham Collaboration was looking to work with the school to make improvements.

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Governors wished to place on record their congratulations to the EYFS and KS1 staff.

Governors were advised that the Progress data would be published in September.

#### **f) Profile of the Quality of Teaching**

The governors welcomed the current profile of the quality of teaching (50% Good and 50% Outstanding), the school's objectives in respect of raising the profile of the quality of the teaching had largely been met. Governors were encouraged by the profile and wished to congratulate the school and staff on their achievements.

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

#### **a) Yearend Evaluation**

The Headteacher had completed a yearend evaluation of the school's success against the identified objectives within the School Plan. He updated governors on those areas where the objectives had not been achieved:

- 3.5 - Community working party created. Not yet established, however, community links were strong due to the proactive approach taken.
- 2.2 – All class teachers and teaching assistants to view Year R and Year 6 lessons to see starting points and end points of primary education as well as the different strategies used. Reviewed as visit to Year R completed, but considered not as beneficial or impacted as thought.

Governors were pleased to note that the vast majority of the objectives have been met. The Headteacher stated that he needed to review performance management and monitoring plans as the plans had been written when the Deputy Headteacher had been non-class based, for 4/6 terms the DHT had been in class which had affected the progress against identified objectives.

There were no questions arising from the Headteacher's yearend evaluation of the School Plan.

#### **b) Priorities for Inclusion in the 2016/17 School Plan**

The Headteacher advised that he was still reflecting on what objectives should be included in next year's School Plan. A leadership meeting was planned for the holidays.

**Action: 2016/17 School Plan to be shared with governors at the next meeting.**

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

##### **i) Leadership & Management (HL/JB)**

The governors' report was available for governors to view on KLZ. The governors stated that they had been encouraged by the school's thorough transition arrangements. The key issue arising from the visit, the monitoring pair had suggested that governors receive an update via the Headteacher's report about the impact of the arrangements for transitions once the new term has started.

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**ii) Quality of Teaching, Learning and Assessment (KB/JCW)**

The governors' report was available for governors to access on KLZ. The governors stated that they had welcomed the opportunity to visit classrooms to see how well the children were engaging with their learning. The governors had welcomed that the Year 2 teacher had been recommended as a moderator. There were no key issues arising from the visit.

**iii) Quality of Teaching, Learning and Assessment (JD/JEB)**

The governors' report was available for governors to access on KLZ. Governors were confident that all five actions under 2.4 of the School Plan were on track and that the school may be proud of how it supports SEN/PP children. The key issues for the governing body was to look at the end of year data to ensure interventions have had a positive impact.

**iv) Monitoring the Effectiveness of the Provision for Pupils' Personal Development, Behaviour and Welfare (AC)**

Copies of the governors' monitoring visit report were circulated. Governors were advised that Manual Handling training had been delivered to all teachers and teaching assistants. The Good to be Green system was working well and was being monitored. A governor enquired whether the school would be keeping the Good to be Green behaviour system. The Headteacher confirmed it would; the Behaviour Policy would be reviewed during the summer recess. The Deputy Headteacher added the school would be considering how practice may be tweaked for children with attachment issues. The system was explained. Governors welcomed the school's recognition of pupils for their good behaviour. The governor advised that British Values and Christian ethos were explicit as demonstrated by displays around the school.

A governor referred to the excluded child. The Headteacher advised that the child had moved to a specialist unit as the child's EHCP (Educational Health Care Plan) recognised that the school was not right setting for the child.

**v) Early Years Foundation Stage (JCW/RE)**

A copy of the governors' report was circulated. The governors stated that they were most encouraged by the EY outcomes for the year. The Year R teacher had been moderated by the LA and her judgements had been confirmed. During the meeting with the Year R teacher, the governors had discussed interaction with parents and whether to undertake home visits or not. It had been decided that the class teacher would undertake home visits in preparation for September. The governors stated that this showed the class teacher's open mindedness and that she had assimilated advice which was really positive. Governors were advised that those children who were judged as emerging their learning will be play based at the beginning of the next academic year and one child would continue to receive 1:1 care.

During their meeting the governors had also discussed outdoor learning and looked at different ways of tracking the paper and electronic systems, both systems will run. Teaching Assistants would be trained to ensure a consistent approach. A governor enquired whether any funds had been set aside in the budget for improvements to the outside learning environment. The Headteacher confirmed that funding had been allocated to develop the outside learning environment in addition to the normal EYFS budget. Governors noted that a lot of creative developments were planned e.g. gardening, a tower, tepees, bug hotel.

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## vi) PE and Sports Premium (JB)

A copy of the governor's report was available for governors to view on KLZ. She had provided governors with a verbal report at the previous meeting. Governors were updated, the assessor who would recommend whether the school had achieved the Gold Schools Games Mark status had attended the school's sports day. The governor stated that the PE Specialist was confident that the school will be eligible for the gold standard as she had worked throughout the year to ensure all the criteria have been met.

## 9. Governance

### a) Annual Review of the Governing Board's Performance and Procedures

Governors indicated that they were satisfied that the current model of governance was effective and wished to remain with the existing arrangements e.g. six full governing body meeting meetings with governors robust monitoring and evaluation of the key elements of the School Improvement Plan.

### b) Review of the Five Year Strategic Plan

At the request of the Chair, the annual review of the Five Year Strategic Plan would be carried forward to the next meeting of the full governing body.

**Action: Clerk to include review of the Five Year Strategic Plan upon the agenda for the next meeting of the FGB.**

### c) Annual Statement of Governance

The Chair had prepared a draft Statement which had been shared with governors on KLZ. She sought governors' comments via email. The final version of the Statement would be shared with governors at the next meeting for their approval.

**Action: Governors to email the Chair with their feedback/comments relating to the Annual Statement of Governance. Clerk to include upon the agenda for the term 1 meeting for governors to approve.**

## 10. Finance Report

### a) Budget Monitoring

The Headteacher advised that the school had ordered new interactive whiteboards for all classes at a cost of £20k. Staff would be trained at the same time on how to use the new IT equipment. The whiteboards would be installed during early August.

### b) Yearend Analysis/Outturn Report 2015/16

A governor referred to E22 Administrative Supplies and asked why there had been an overspend. The Headteacher explained that the reason was that the school had updated its computer server and wireless and network as this was a non-curriculum expense, the cost had been met from the administrative cost centre rather than the E20, ICT Learning Resources cost centre which illustrated the corresponding underspend.

Governors unanimously approved the Yearend Analysis/Outturn Report for 2015/16.

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**c) Review of the School's Asset Register**

Carried forward to the next meeting for the Finance Governors to report.

**Action: Finance Governor to report following their inspection of the Asset Register.**

**d) Governors' finance Competencies Matrix**

Governors received confirmation that a copy of the Matrix had been filed with the minutes of the previous full governing body meeting. A copy was also available on KLZ.

**11. Safeguarding and Health & Safety**

**a) Issues or Concerns**

The Headteacher, staff and governors were afforded an opportunity to raise any safeguarding or H&S issues or concerns.

Governors were advised that the Safeguarding Policy had already been reviewed and revised following recent updates so did not need reapproval.

A governor referred to an article on KELSİ and enquired if people who are not school employees who are brought in to run clubs have adequate risk assessments. The Headteacher advised that he had no concerns, all have their own checks in place and everyone who works in the school have had the necessary checks whether they are from the LA or sub-contractors. **Governors were pleased to learn that the school is compliant.**

**b) Single Central Register**

JCW had completed an inspection of the Single Central Register. The Clerk urged governors to check that all governors have been included on the SCR and have been DBS checked. Governors were advised that a DBS check is nullified if the named person on the check has not been in contact with children for a period of 12 weeks or more.

**12. Policies for Review**

Governors approved the following policies upon the recommendations of the lead reviewers:

**a) Fairness at Work Policy (JCW)**

**b) Physical Education Policy (KB)**

It was agreed to defer governors' approval to the Pay & Reward Policy in the absence of both lead reviewers. The Headteacher advised that with the exception of senior leaders, he has the final say on staff's pay.

**Action: MB/RK to review the Pay & Reward Policy and commend for governing body approval at the next meeting. Clerk to agenda.**

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

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

- The Vice Chair had attended an Educational Excellence Everywhere briefing. Her report was available for governors to view on KLZ.
- The Chair and Safeguarding Governor had attended the Governing Body's Role in Safeguarding training; their training report was available for governors to view on KLZ.

A governor sought confirmation that all staff have received Prevent training. The Headteacher confirmed that they had.

#### **b) Keeping Children Safe in Education Updated July 2016**

Governors were urged to read the Statutory Guidance, Keeping Children Safe in Education which had been updated and would be implemented September 2016, Part I in particular related to Governance, Part II was also useful.

**Action: All governors to read the DfE publication Keeping Children Safe in Education July 2016.**

### **14. Any Other Urgent Business**

#### **a) Industrial Action**

A governor asked whether any of the teaching staff had taken strike action. The Headteacher advised that none took part in the action.

#### **b) INSET Day September**

The Headteacher invited governors to join the staff on the INSET day on Monday, 5th September. The school would complete a review of what is being done and what may be done better.

#### **c) Staff/Governor Tea**

The staff/governor tea would be held on Thursday, 21<sup>st</sup> July from 3.30 p.m. to 4.00 p.m.

### **15. Confidentiality**

No items were deemed to be of a confidential nature.

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## 16. Dates and Times of Meetings for the 2016/17 Academic Year

The dates and times of meetings for the 2016/17 academic year were agreed as follows:

- Term 1 - Monday, 10<sup>th</sup> October 2016
- Term 2 – Monday, 21<sup>st</sup> November 2016
- Term 3 – Monday, 16<sup>th</sup> January 2017
- Term 4 – Monday, 13<sup>th</sup> March 2017
- Term 5 – Monday, 15<sup>th</sup> May 2017
- Term 6 – Monday, 10<sup>th</sup> July 2017

## 17. Membership

Governors were advised that the Staff Governor's term of office would expire on the 17<sup>th</sup> September 2016, before the next meeting of the full governing body.

The governors wished to thank the Deputy Headteacher for assuming the staff governor position on the governing body for the past two years.

**Action: Clerk to arrange for a Staff Governor Election letter to be drawn up and sent to the school for the Headteacher to administer.**

Signature: ..... (Chair)  
10<sup>th</sup> October 2016

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