

**BOUGHTON & DUNKIRK (Methodist Voluntary Controlled) PRIMARY SCHOOL**  
**MINUTES OF A MEETING OF THE FULL GOVERNING BODY**  
**HELD AT THE SCHOOL ON MONDAY, 7<sup>TH</sup> MARCH 2016 AT 1.00 p.m.**

**PRESENT:**

<b>Mr M Baybutt</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 (from 1.15 p.m.)</b>	<b>Mrs J Godfrey</b>
<b>Mr R Kerrell</b>	<b>Mrs T Mayne</b>
<b>Mr S Way (Headteacher)</b>	

**1. Quorum**

The meeting was established quorate.

**2. Apologies for Absence**

Apologies for their absence had been received from Mrs K Bachelard (bereavement) and Reverend H Letley (prior commitment). Their apologies were accepted.

**3. Declaration of Business/Pecuniary Interests**

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

**4. Minutes of the Meeting held on the 18<sup>th</sup> January 2016**

The minutes of the meeting held on the 18<sup>th</sup> January 2016 were agreed as a true record and signed on behalf of the governors by the Chair.

**5. Matters Arising from the Minutes (not covered by the agenda for the meeting)**

**a) Terms of Reference for Joint Panel Hearings**

The Clerk confirmed that she had updated the Terms of Reference for Joint Panel Hearings to remove Davington Primary School following advice from the Headteacher at Davington that the Governing Body had elected not to enter into the reciprocal agreement. The TOR for Joint Panel Hearings had been incorporated within the TOR and SOs for the governing body 2015-16 document which was available for governors to view on KLZ.

**b) Letter to Parents to Explain the School's Assessment System**

As requested at the previous meeting, a copy of the letter dated January 2016 which had been sent to parents to explain how children will be assessed following the removal of levels had been uploaded onto KLZ for governors' information. Governors welcomed the information contained within the letter.

**c) Suggested Items for Inclusion within Headteacher Reports**

A governor had provided governors and the Headteacher with a list of suggested items for inclusion within the Headteacher's reports to governors at the previous meeting (minutes refer).

#### **d) Confidential Item**

Governors confirmed that they had received and read the information obtained by the Headteacher.

#### **6. Headteacher's Report**

The Headteacher's Report had been uploaded well advance of the meeting. The Headteacher sought governors' questions arising from his report.

- A governor asked for an update in respect of the links with the community. The Headteacher advised that matters had not progressed as much as had been hoped. He advised that he was scheduled to meet with representatives of the Parish Council during the following week to discuss the village hall car park. The school and the Parish Council were keen to build on the links which have been formed following on from the Christmas Fayre and events held in support of Children in Need.

The Headteacher advised that he had also met with two members of the Management Committee of Magpie Pre-School along with the Pre-School Manager. He explained, Magpie is looking to develop links with the school and the Pre-School is also looking for financial support, particularly in respect of purchasing. Sam Holness (EYFS Leader) will work with Magpie and, as stipulated within the constitution of Magpie Pre-School, the Headteacher advised that he had agreed to become a member of the Management Committee along with Miss Holness and they would be attending the next Management Committee meeting. The Chair advised governors that Magpie Pre-School takes children from the age of 2 until they start school, because Magpie do not take younger children, the Pre-School experiences a precipitous loss of children (and funding) at the end of the academic year as children transfer from Pre-School to school and it takes time for Magpie to regain numbers. The Headteacher advised governors that he welcomed the opportunity to further develop the links with Magpie and to explore how the school can allow them to share the school's resources.

A governor asked the Headteacher to explain the concerns expressed by the Parish Council. The Headteacher responded, the Parish Council had articulated its concern about the brick walls surrounding the car park because they keep being knocked down/damaged by vehicles. The Parish Council is having to effect regular repairs to the walls. The Parish Council has asked the school to contribute towards the costs of repairs to the walls. A governor stated that the school already pays an annual charge to the Parish Council of £1k for the use of the car park. The Chair stated that up until a couple of years ago; the LA had dealt with the Parish Council's charges in respect of the car park. It was not known what Magpie contributes for its use of the car park. In addition, the school had paid for arrows to be painted in the car park to ease congestion. A parent governor expressed frustration that the car park is full on occasions because of events being held in the village hall which coincide with school pick up and drop off times. Governors expressed that they would not be willing to offer more money to the Parish Council unless the school community has priority for parking at school arrival and departure times. A governor suggested siting barriers or a low level pathway to prevent the walls being hit by vehicles and thereby avoid recurring costs for repairs.

The Headteacher added that the school had been invoiced £200 for advertising in the community magazine. He sought governors' views whether the school should continue to advertise in the publication. A discussion ensued. Governors broadly welcomed the school continuing to advertise in the community magazine and suggested that the Parent Teacher Friends Association be asked to meet the cost and use the publication to advertise school events in order to preserve links with the wider community.

RE arrived at 1.15 p.m.

**Action: HT and AC to raise the matter of advertising in the community magazine at the next meeting of the PTFA and to seek agreement from the Committee as to whether it would be prepared to meet the cost of advertising/promoting the school in the community of Boughton and Dunkirk.**

- A governor referred to the numbers of children whose parents had selected Boughton & Dunkirk as their preferred choice of school for September 2016. The Headteacher expressed that he was disappointed that more parents had not opted for the school as their preferred choice but he was confident that the school would pick up pupils as places are allocated and the Year R class would be full in September. Twenty six parents had requested the school as their first choice, in addition the school was aware of a family who had not completed the correct primary admission form. The family wished for their child to attend the school with the child's sibling(s), this would raise the number to 27. Of the families who had selected Boughton & Dunkirk, fifteen families are resident in the villages of Boughton and Dunkirk and there were sixteen siblings. The Headteacher added that in future years the school would be more overt in its canvassing of parents highlighting the school's wrap around care from 7.45 a.m. to 6.00 p.m.

The Headteacher advised the governors that the school has had some pupil mobility. One child had secured a place in a specialist provision and he was pleased to report that the child had settled into her new setting well and was already making progress. Two children have moved to Canterbury Primary School and one to Sheldwich; in each of these cases the new schools were nearer to the children's homes. The school had admitted two new children on a temporary basis.

- A governor was pleased to note that the school's attendance figures have improved. The Headteacher agreed that attendance is on target at the moment. **Governors welcomed the new format for reporting attendance and were pleased to see what the school is doing to address attendance.** The Headteacher explained the changes in the procedures for issuing of penalty notices, he confirmed that the changes have been reflected in the school's Attendance Policy. He explained the changes have arisen because Kent Magistrates are finding it difficult to cope with the volume of appeals and fines may now only be issued for term time holiday if a child's attendance in the preceding 100 days is less than 90%.
- Staffing – information shared with governors at this juncture was deemed to be of a confidential nature and has been recorded within confidential minutes for this meeting.

#### a) **Staffing Structure**

Carried forward for discussion at the next meeting.

**Action: Clerk to include governors' approval to the Staffing Structure upon the agenda for the next meeting of the full governing body in term 5.**

A parent asked if the school would consider having a whole school photograph taken as one had not been taken for a few years. The Headteacher agreed to look into it.

**Action: HT to look into the possibility of a whole school photograph to be taken.**

## 7. School Plan 2015/16

### a) Updates to the 2015/16 School Plan

The Headteacher advised, as the DHT was now in class, some of the objectives have had to be reviewed and one or two abandoned because they were not having the desired impact; as a result staff will not now be visiting the Year 6 class.

A governor stated that she was pleased to note that a lot of the objectives have been achieved. The Headteacher advised governors that priorities within the School Plan are regularly reviewed.

A governor referred to 2.8 – To improve teaching of maths across the school and 2.9 – To improve the teaching of literacy across the school, in effect the governors' evaluation of whether progress exceeds expected cannot be undertaken as the governors do not know whether progress is on track. The Headteacher responded, there is a whole new method for assessments following the removal of levels. The DHT (JG) added, the percentage of pupils on track to achieve end of year expected is looking healthy. Years 3 and 4 are on track to be where they should be. She added, in order for a child to reach secondary readiness would equate to L5 under the old method of assessment; expectations following the introduction of the new National Curriculum have been significantly raised. The pass mark is not known and schools will have to wait to see how many children will get to the required level. Schools have been provided with materials; there is a lot of talk from the teaching unions about boycotting this year's tests. The Headteacher added, the date for submission of teacher's assessments in Writing has changed from May to June this year. The governor stated that it was most unsettling not being able to learn about how things are progressing and governors wished to be assured that the school is on track to meet its targets in respect of the percentages of pupils reaching end of year expected. The Headteacher responded to the governor's concern; from September every lesson observation undertaken has improved from the previous occasion. Of the eight teachers, 100% were at least good, 62.5% outstanding. A governor asked if the judgement of the quality of teaching had been triangulated and included book scrutiny as well as the quality of teaching; was progression evident in children's work. Governors were assured that progress is evident in children's work and the quality of teaching is at least good and this would be reflected in children's progress.

JB advised that she was scheduled to complete a monitoring visit and would report to governors at the next meeting.

A governor asked for an update on 3.8 – To continue to promote the Methodist values and tradition/SIAMS. The Headteacher advised that Miss S Holness is taking the lead in school for collective worship. He added, a meeting had taken place between representatives from St. Peters, Lorenden and Kent College and Boughton & Dunkirk; a singing day had been arranged for April. The Headteacher added, he would be meeting with representatives from St. Peters to discuss the school's preparation for a SIAMS inspection; he would report to governors at the next meeting. Governors were advised that a few changes have taken place in the delivery of assemblies, reflective areas have been created in the classrooms and children say grace before lunch. The school had discussed the difference between implicit and explicit Methodist values. The display in the school's reception area will more overtly present the school's Christian ethos. The school would be subject to a SIAMS inspection in 2017 and JG would be attending a course on preparing for a SIAMS inspection.

**Action: HT to report following visit to St. Peter's School to receive details of their preparations for a SIAMS inspection.**

## b) Governors' Monitoring Visit Reports

### i) SIAMS (HL)

No report had been shared with governors. The report was carried forward to the next meeting.

**Action: HL to report against her area of governor monitoring (SIAMS) at the next meeting.**

### ii) Quality of Teaching, Learning and Assessment – Progress in Writing and Maths (KB/JCW)

The governors' monitoring report was available for governors to view on KLZ. There were no key issues arising from the governor visit. The governors would complete a follow-up visit later in term 4 to:

- ✓ Further assess the leadership of middle leaders through observations of lessons and hold teachers to account for progress and standards of delivery of Maths and Writing, especially incorporating new initiatives
- ✓ To monitor evidence of leadership internally and within the hub
- ✓ To monitor that standards of teaching of class teachers and teaching assistants are aspirational and meeting targets
- ✓ To assess the progress of children as a result of initiatives and monitoring by middle leaders and to see evidence through more book scrutiny

### iii) Quality of Teaching, Learning and Assessment – Evaluation of the Impact of Intervention Support (JD/JEB)

The governors' monitoring report was available for governors to view on KLZ. There were no questions arising from the governors' monitoring report. JEB stated that the Pupil Premium Governor would plan a monitoring visit to see how Pupil Premium funding is being targeted and its impact. The Headteacher advised that he had attended a briefing, where the suggestion appears to have been that previously PP children, regardless of whether they are making progress, funds were targeted to all disadvantaged pupils, this is not now the case; the current thinking is that schools should understand why some are making progress and how it may be translated to those who are not making good progress.

iJD noted from the SEN training she had attended, the governors were advised to learn about succession planning in the event of the SENCo leaving the school and asked the Headteacher how Boughton & Dunkirk would fair should this happen. The Headteacher stated that the FLO and SENCo roles overlap and Mrs A Coles specialises in Speech and Language for the school and provides a lot of support to the SENCo.

Governors were advised that individual children have personal files detailing their interventions. The Headteacher added, teachers are now taking more of a lead in the provision of SEN; fewer interventions are being undertaken outside of the classroom.

JD and JEB wished to place on record their appreciation to Mrs K Lewis in securing additional SEN funding.

### iv) Pupils' Personal Development, Behaviour and Welfare (TM/AC)

The governors' monitoring report was available for governors to view on KLZ. TM reported that she and AC had met with the DHT (JG) in her role as 'on-line' lead in the school. During their visit to the school, the governors had discussed e-safety and the emphasis on children being kind to each other and children have to be responsible for making safe choices when they are 'on-line'. Governors confirmed that they had seen first-hand the procedures working and how the school's responded.

The school is considering using a consultant to review the current computing learning programs which are being used to teach the children most effectively which would have cost implications for the school. JG advised that this would be followed-up in the next financial year (after April 1<sup>st</sup>). She added, the school had a list of computer hardware which needs updating.

The key issues arising from the visit:

- ✓ Approve new On-line Safety Policy
- ✓ Governors to be aware of the financial implications for training and consultant's input
- ✓ Request feedback from the Headteacher relating to consultant's recommendations and impact of training undertaken

#### **v) Early Years Provision (JCW/RE)**

The governors' monitoring report was available for governors to view on KLZ. JCW reported that Miss Holness had done a lot of work on assessments and recording following the introduction of the EYFS Statutory Framework in 2014. She added that Year R children are writing, reading and enthusiastic. The Early Years Team work very well together.

During their visit, the governors discussed the outdoor area; the school has plans to increase opportunities for outdoor learning with more use made of the grassed area.

Discussions were also taking place to ensure children's smooth transition from their early year's settings to the school. Previously home visits were undertaken, but two members of staff were required to make these visits. Miss Holness visits three nurseries in the village, however, children are drawn from outside Boughton and Dunkirk from Faversham, Whitstable and Canterbury. Miss Holness would ideally like to have more contact with these nurseries throughout the year and for nurseries to have more interaction to help prepare for and ease transition into Reception.

The Headteacher reminded governors that Miss Holness had only assumed the role of EY Lead last year, and as such there had been little opportunity to forward plan. This year she had been able to start thinking about how the school may ensure smooth transition into the school for new children.

A governor stated that the assessments undertaken by nurseries need to more accurately reflect the assessments conducted by the school. She added, the school is working positively to establish links with nurseries and pre-schools and is trying to find ways to build up dialogue with the early year's establishments to ensure that transition arrangements work well.

A finance governor enquired whether releasing staff to attend pre-schools and nurseries will have a financial impact on the school's budget. The Headteacher responded that there would not be major financial implications as staff can be released for visits.

The Chair thanked governors for their reports.

## 8. Finance Report

### a) Latest Budget Monitoring and LA Feedback to Nine Month Budget Monitoring

MB reported there were no significant concerns expressed in the monitoring report feedback. The predicted yearend rollover is £23,484. Governors were referred to the monitoring notes on KLZ (January monitoring updates were detailed in purple).

### b) Schools Financial Value Standard

MB had provided governors with a draft of the SFVS submission. He advised that the commentary within the first section would be expanded. All sections within the document had been responded to affirmatively, with the exception of Q24 – the school does not have a voluntary fund.

MB sought governors' comments or questions arising from the document.

- The Chair of Governors asked that she be removed from the first paragraph in Q1 as she was no longer a member of the Finance Pair of Governors.
- A governor referred to Q7, review of the staffing structure. The staffing structure is reviewed at least annually and is discussed as a stand-alone item. Evidence may be found in the June 2015 minutes, not November 2015.
- Q9, the new Headteacher had been appointed in February 2015 and commenced duties in September 2015.
- Q14, the Benchmarking data was reviewed in November 2015, FGB minutes November 2015 refer (not June 2015).
- Q19, a governor sought advice as to whether a review of contracts and services had been undertaken. MB advised that a review had been undertaken in January 2016.
- Q20, a governor asked if the compliance visits were up to date, the last compliance visit had been undertaken in January 2015. The Headteacher advised that compliance visits are scheduled approximately every three years. Governors received confirmation that recommendations highlighted within the compliance report have been actioned.

The Headteacher advised that the school is developing Mrs Leathwaite's finance role and she is now attending all monitoring meetings.

MB undertook to amend the SFVS document as discussed above. Governors unanimously approved the SFVS submission (subject to the revisions). The SFVS document would be provided to the LA by no later than the 31<sup>st</sup> March.

**Action: MB to revise the SFVS submission and circulate the finalised document to governors and the Clerk and arrange for the signed SFVS document to be submitted to the LA before the 31<sup>st</sup> March 2016.**

**c) Governor Financial Competencies Matrix**

The Governor Financial Competencies Matrix was completed by the Chair of Governors and the finance governors (MB and RK). MB undertook to type up the three governors' responses and circulate the completed document to the governors and the Clerk.

**Action: MB to arrange for the Financial Competencies Matrix to be typed up with the three governors' responses and provide copies to governors and the Clerk.**

**d) Non-Teaching Staff's Pay**

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

**e) Review of Business Continuity Plan**

Carried forward to the next meeting.

**Action: RK and MB to complete the annual review of the Business Continuity Plan and report to governors at the next meeting.**

**f) Review of Corporate Card Holders and Banking Signatories**

MB and RK referred governors to the Finance Policy which detailed the current lists of corporate card holders and banking signatories.

**g) Review of LA Contracts and Service Providers and**

**h) Review of Contracts and Tenders**

Carried forward to the next meeting.

**Action: MB and RK to complete a review of LA contracts, service providers and tenders and report to governors at the next meeting.**

**9. Safeguarding and Health & Safety**

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

None.

**b) Single Central Register**

JCW undertook to complete an inspection of the single central register during the following week and report to governors at the next meeting.

**Action: JCW to complete an inspection of the SCR and report to governors at the next meeting.**



## c) Health & Safety Report

### i) Condition of Windows and Doors

The Headteacher reported that the windows and doors had been checked and going forward will be the subject of annual inspections. The LA had met the cost of the repairs to the faulty door and the inspection of the windows and doors.

A governor referred to previous repairs to the roof which had been completed during the previous year and asked if the school was experiencing further problems with the roof. The Headteacher advised that there is water ingress through the roof into the central area outside of the Years 5 and 6 classrooms. The school had been advised that there is a design fault with the roof; a copy of a report had been forwarded to Sue Barlow (KCC Premises Department). The Headteacher advised that he would welcome an independent survey of the roof. Governors were advised that the architect and the building contractors have both ceased trading. A governor stated that both the building contractor and the architect would have had public liability insurance and indemnities could still be applied.

## 10. Policies for Review

- a) Swimming Policy (AC) – The lead reviewer (AC) advised that the Swimming Policy will be discussed with the lead in the school Mrs Fulton. The Policy required an extensive review because the school will be using the swimming pool facilities at Joy Lane Primary School. Governors were advised that the Swimming Policy would be ready before children start using the facility at Joy Lane; governors' approval to the Swimming Policy would be sought via email and recorded within the minutes of the meeting for the next meeting.

**Action: SW and AC to liaise with Claudine Fulton to finalise the Swimming Policy. Governors' approval to the Swimming Policy to be sought via email and recorded in the minutes for the next meeting.**

Upon the recommendation of the lead reviewers, governors unanimously approved the following policies:

- b) Anti-Bullying Policy (JB)
- c) Early Years Foundation Stage Policy (JCW), governors were advised that the Foundation Stage Leader and the Headteacher have made some changes to the Policy.
- d) Complaints Policy (KB)
- e) Online Safety Policy (JG); JG advised that the template policy had been lifted from the KELSi website and adapted for use by the school. The school's policy front page would be inserted. A governor asked if the Pupil Acceptable Use Policy was new. JG confirmed that it is - children will sign a copy in class and portion of the agreement is sent home to the children's parents. The Online Safety, Pupil and Staff Acceptable Use Policies are a suite of LA model policies.
- f) Finance Policy (RK/MB)
- g) Attendance Policy (JD)
- h) Bereavement Policy (JB/JCW)

## 11. Governor Training & Development

### a) Reports of Training Undertaken

- ✓ AC had attended Governor Induction training. A copy of the training and feedback report was available for governors to view on KLZ.
- ✓ JB and JD had attended SEN training. A copy of the training and feedback report was available for governors to view on KLZ.

### b) Identified Training and Development Priorities to Reflect Gaps in Governors' Collective Skills and Expertise and School Priorities

- ✓ JEB and RE to complete Governor Induction training. The available courses were currently full. New events would be posted on CPD in the new financial year.
- ✓ MB was scheduled to attend Budget Setting training on the 23<sup>rd</sup> March.
- ✓ The Faversham Collaboration brokered training events on the subjects of:
  - Preparing for Ofsted would be held at Hernhill Primary School on the 8<sup>th</sup> March from 6.30 p.m.
  - Key People Management, Policies and Issues would be held at Ospringe Primary School on the 5<sup>th</sup> May from 6.30 p.m.

## 12. Any Other Urgent Business

### a) Legislative Changes Affecting Governors

The Clerk drew governors' attention to a change in legislation (KLZ) which came into force from March 2016 requiring all serving governors to have an Enhanced CRB check by the 1<sup>st</sup> September 2016 and all new governors within 21 days of their appointment/election.

A governor stated that when an enhanced check is applied for, an automatic update upon the expiration of the certificate could be requested.

In response to governors' questions, the Clerk suggested that governors liaise with the designated person within the school responsible for the SCR to determine whether existing CRB certificates are transferrable. The Headteacher undertook to liaise with the school office to arrange for the CRB checks to be completed.

**Action: HT to liaise with school office to arrange for governors' CRB checks to be completed.**

### b) Parent Consultations

Governors agreed to be available on the day of the parent consultations (10<sup>th</sup> March 2016) to encourage parents to complete an online survey on homework, as follows:

- JB – from 1 p.m. to 2 p.m.
- JCW – from 2 p.m. to 3 p.m.
- MB – from 3 p.m. to 4 p.m.
- AC – from 4 p.m. to 5 p.m.

### **13. Confidentiality**

Matters discussed at minutes 6, Headteacher's Report and 8, Finance Report d) Pay were deemed to be of a confidential nature and have, therefore, been recorded within the confidential minutes for this meeting.

### **14. Dates and Times of Future Meetings**

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

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

The meeting concluded at 3.10 p.m.

Signature: ..... (Chair)  
16<sup>th</sup> May 2016