

BOUGHTON-UNDER-BLEAN & DUNKIRK PRIMARY SCHOOL
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD HELD AT THE SCHOOL
ON MONDAY, 16TH MAY 2016 AT 1.00 p.m.

PRESENT:

Mr M Baybutt	Mr J Bennett
Dr. J Boyle (Chair)	Mrs J Collett-White
Mr A Cummins	Mrs J Dawes
Mr R Everingham (from 1.15 p.m.)	Mr R Kerrell
Reverend H Letley	Mrs T Mayne
Mr S Way (Headteacher)	

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

1. Quorum

The meeting was established as quorate.

2. Apologies for Absence

Apologies for their absence had been received from Mrs K Bachelard (holiday) and Mrs J Godfrey (teaching commitments). Their apologies were accepted.

3. Declaration of Business/Pecuniary Interests

Governors were afforded an opportunity to declare business interests against any of the agenda items for the meeting. None were received.

4. Enhanced Disclosure and Barring Service Checks for Governors

Governors were reminded that all serving governors must have an accepted and valid Disclosure and Barring Service check in place by the 1st September. Governors were reminded to liaise with the school office to arrange for this to happen. (In order for the check to be undertaken, the office would need photographic identification e.g. passport, driver's licence, plus two utility bills as proof of residency. If governors already have a DBS check in place, they should take the certificate to the school office for verification of its portability.)

Action: ALL governors to liaise with the school office for DBS checks to be completed before the next meeting of the full governing body on the 11th July 2016.

5. Minutes of the Meeting held on the 7th March 2016

The minutes of the meeting held on the 7th March 2016 were agreed as a true record and signed on behalf of the governors by the Chair.

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

a) Receive Update ref. PTFA's Preparedness to Pay for Advertising

A governor and member of the PTFA confirmed that the PTFA had agreed to meet the cost of the school's advertising in the local community magazine.

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b) Whole School Photo

Governors were advised that a whole school photo had been arranged for the 24th June.

7. Headteacher’s Report

The Headteacher’s Report had been made available for governors to view on KLZ in advance of the meeting.

a) Staffing

The Headteacher advised that Mr Warner had become a father and was currently on paternity leave. Governors wished to place on record their best wishes to Mr Warner and his family. The Headteacher advised governors that the class was being covered by a student teacher from Christ Church University and higher level teaching assistants/teaching assistants. Planning had been prepared by Mr Warner.

Governors were advised that another student teacher, in his final year of his PGCE course, was working in Year 1 whom the school was supporting.

A teaching assistant who was currently working 1:1 with a Year 1 pupil will be going on maternity leave at the end of the summer term.

i) Staffing Structure for 2016/17

The Headteacher advised that he had prepared a provisional staffing structure for the 2016/167 academic year which had been shared with the Senior Leadership Team, but not with the wider staff. It was agreed that governors’ formal approval to the Staffing Structure be carried forward to the Term 6 meeting.

Action: HT to finalize the Staffing Structure for 2016/17 and share with governors in advance of the term 6 meeting for governors’ formal approval to the structure to be recorded in the minutes for that meeting.

b) Leadership & Management

The Headteacher advised that Middle Leaders continued to be supported by the SLT in conducting lesson observations of their subject areas to develop their roles. He added, during the previous week he had completed pop-ins to all of the classes and had been really impressed with what he had seen. Teachers were focused and continued working at high levels.

i) School Roll

The Headteacher was pleased to report that the Year R class will be full for next year 2016/17. Overall pupil numbers have dropped because of mobility (nothing to do with the school).

School Roll (Total 225 – Capacity 240)							
Year Group	R	1	2	3	4	5	6
Pupils	23	30	28	30	53	32	29

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c) Teaching, Learning and Assessment

Statutory Assessment Tests (SATs) had been completed by Year 6. The SATs were difficult, but the children in the school had coped well. **Governors acknowledged that this was a testament to the quality of the teaching staff.**

RE arrived at 1.15 p.m.

The Headteacher advised governors that children are ready to learn and are focused on their work all of the time. It was not currently known how the school had performed when compared to National in the tests.

Governors were advised that there would be no SPaG (Spelling, Punctuation and Grammar) tests for Year 2 this year because the test paper had been leaked. The Year 2 teacher had been working through the Reading, Writing and Maths. The Maths Reasoning paper was hard. The lowest performing child in the cohort had attained 14/25 in the test. A governor enquired whether any parents had withdrawn their child from the tests. The Headteacher advised that they had not; a couple of parents raised issues, but no children were withdrawn.

The Year 1 Phonics Screening Test would take place in the coming weeks.

Moderation would take place for the Early Years, because the Year R teacher is in her first year in the year group. An external moderator came into the school to discuss various children, no issues were raised and very positive feedback had been received about the quality of the EY provision and outside learning environment.

Governors had been provided with information from Ofsted in relation to Assessment without Levels.

d) Collaboration

The Headteacher advised that the school and staff continue to work with their Methodist partners. Year 4 Red Deer class participated in a singing day at Kent College as part of the school's links with St. Peter's and Lorenden Schools.

The school continued to work closely with St. Peter's to work on SIAMS preparation. A further meeting will take place in June.

The school continued to work with the Faversham Collaboration of Schools, which included Ethelbert Road, Hernhill, Ospringe and Davington.

e) Personal Development, Behaviour and Welfare

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

The school was doing really well with sports activities. The Headteacher explained that he had imposed a limit on the time children are taken out of the classroom for the activities; the school ensures that different children have the opportunities so that the same children do not spend a lot of time out of class.

Governors were advised that there three early morning clubs this term which included martial arts.

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f) Statutory Inspection of Anglican and Methodist Schools (SIAMS)

The Headteacher and the RE Lead in the School attended a self-evaluation workshop at Diocesan House to see how aspects of the school's practice may be improved in relation to SIAMS. The next steps will be to ensure that the school is communicating with parents about its collective worship and ensuring that its values remain clear for staff and the pupils. Governors were advised that the school undergoes a SIAMS inspection every five years.

g) Community

The Headteacher advised that the Community Working Party had not happened, nonetheless the school was moving forward with community aspects. He advised that he had attended a meeting of the Parish Council and AGM about plans for the parish. A Boughton Parish Councillor had expressed his wish to come into the school to discuss the Plan. The Parish Council also wished to have a presence at the Summer Fayre. He added that the school is building positive links with the local community.

Pupils have been invited to design the Village sign. The school would be having a Ye Olde picnic to celebrate the Queen's 90th birthday in June, residents of Bradley Grange have been invited.

h) Academies

The Headteacher advised that since his report was shared with governors the landscape as set out in the Government's White Paper, Excellence Everywhere, had changed, but the academy agenda was still very much alive. The school had been approached by five Trusts. The Headteacher undertook to provide governors with information and governors undertook to complete research into the various options and prepare for further discussions at future meetings.

Action: HT to share information with governors; governors to consider options and be prepared for further discussions at future meetings.

The Chair sought governor's questions arising from the Headteacher's Report.

A governor stated that the Staffing Structure for 2016/17 need only include job titles/roles rather than specific individuals. Information shared at this juncture was deemed to be of a confidential nature, but limited by time, and has been recorded within the confidential minutes for the meeting.

A governor enquired what the current profile of the quality of teaching was. The Headteacher reported that 100% of teaching was Good or better. A governor asked what percentage was Outstanding. The Headteacher confirmed that he had observed Outstanding teaching practice and lessons in seven out of the eight classes, when based on triangulated evidence (work in children's books and data) five out of eight classes have Outstanding teachers in them at the moment. The governor welcomed that the school had exceeded its target detailed in the School Plan.

A governor referred to a teaching assistant's 1:1 support role and enquired whether it had been costed in the budget. The Headteacher confirmed that costs have been included in the budget.

A governor was pleased to note the Attendance data on page 3 of the Headteacher's Report, as at May overall attendance = 96.6%, which did include the persistent absentees. The governor referred to the four pupils whose attendance was below 85% and a further five children whose attendance was below 90% and asked if the school had requested fines to be issued. The Headteacher responded that there had been a change in the ruling, Magistrates may now only uphold fines if a child's attendance had been below 95% in the preceding 100 days.

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8. School Plan 2015/16

a) Updates to School Plan 2015/16

Updates to the School Plan had been made available to governors in advance of the meeting via KLZ. The Headteacher advised that the Plan was continually being reviewed at leadership meetings. In respect of 1.6, Develop effectiveness and impact of middle leaders - middle leaders/subject leaders observations of lessons supported by SLT was currently not on track because the Deputy Headteacher was back in the classroom.

b) Governors' Monitoring Visit Reports

i) SIAMS (HL)

The governor's report dated the 17th March had been shared with governors via KLZ in advance of the meeting. (Some of the key issues have since the visit been addressed.) The governor advised that there was a great deal of work going on in the school which was reflected in the classrooms. There was a prayer box, a reflection corner in each of the classrooms, children were more involved in Collective Worship and staff were meeting regularly with other schools.

The key issues from the SIAMS Governor's report were:

- ✓ Staff to be encouraged to attend Collective worship, to raise profile across the school
- ✓ Headteacher to visit St. Peter's ref. SIAMS
- ✓ Headteacher and Deputy Headteacher to attend Diocese training ref. SIAMS
- ✓ Develop pupil involvement in Collective Worship
- ✓ Review songs used in Collective Worship
- ✓ Complete display in the front area reflecting church status

ii) Leadership & Management (JB/HL)

Report shared with governors in advance of the meeting via KLZ. Governors had observed book scrutinies and had been really impressed with the systems the school had in place.

There were no key issues arising from the visit. The next L&M monitoring visit would take place in July, monitoring governors will meet with two or three teaching staff to look at events to ensure a smooth transition as pupils prepare to progress to the next class.

iii) Quality of Teaching, Learning & Assessment (JCW/KB)

The monitoring report had been shared with governors' in advance of the meeting. The monitoring governor stated that she had been extremely impressed with the middle leaders who had come well prepared for their meeting with governors and knew exactly where the children were and were knowledgeable about the school's assessments. Collaboration funding had funded training to support maths fluency, application and understanding. In Literacy and Maths there had been joint moderation and book scrutiny.

The quality of teaching was Good or Outstanding.

The Literacy Leader had advised the monitoring governor that the library needs an overhaul; staff were scheduled to meet to discuss ideas to make the area more appealing. The governor asked how the

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refurbishment of the library would be funded. The Headteacher advised £3k had been set aside last year for the project which had been carried forward to the 2016/17 budget. He added, whatever work is done would need to be temporary as, in time, the library would move to the hatted classrooms when the bubble class leave the school.

The governor advised that the school had looked into the possibility of introducing Pie Corbett's Talk for Writing. The Headteacher advised that a representative for Talk for Writing had visited the school. He added, staff may use T4W, but he was aware that it needed to fit in with how the teacher works and their style of teaching. The governor stated that she had been really impressed with the way it had been adapted.

iv) Personal Development, Behaviour & Welfare (AC/TM)

Governors had planned to undertake a visit in term 6.

v) PE and Sports Premium (JB)

The governor advised that she had met with the PE/Sports lead in the school during the previous week. Her report had been prepared and shared with the school and would be available for governors at the next meeting.

Action: PE & Sports Premium Governor's Monitoring Report to be included upon the agenda for the next meeting.

9. Headteacher's Mid-Year Performance Appraisal (JCW/TM/HL)

Governors were advised that the mid-year performance appraisal had been undertaken.

10. Finance Report (MB/RK)

a) February 2016 Finance Monitoring Report

Notes were available on KLZ. The Finance Pair advised that the school had received more Pupil Premium funding than had originally been anticipated as the original budget forecast had been based on a worst case scenario. Linked to the additional funding in I05, PPG, was funding for a Looked After Child.

A governor referred to E13, Grounds Maintenance and Improvement and noted a large underspend as £15k had been allowed in the original budget, but only £6k spent. The governor asked whether there were monies which should have been spent. The Finance Governor explained part of the original budget monies had been identified for improvements to the playground. As the school was on track to be within the BCM, it had been decided to carry forward the work to the 2016/17 financial year. The Headteacher expanded, there had been a mix up with salaries last year, and the money to complete improvements had been earmarked to cover any unforeseen costs associated with that. Also the school was mindful of the issues with the roof. Governors were advised that the climbing frame had now been built and funded in part (50%) by the PTFA.

b) 2014/15 Benchmarking

The Finance Pair had reviewed the 2014/15 Benchmarking data and had compared the school's income and expenditure with that of other similar schools. The Finance governors advised that the figures had not shown any unknown significant variations. In response to a governor's question what could be considered a 'significant variance', a Finance Governor referred to the percentage column on the right hand side of the document which illustrated that the school was not significantly under or over spending in any areas.

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c) Analysis of Yearend Budget and BCM/Outturn Report 2015/16

The Outturn report had not been shared with the Finance Pair nor governors; the advice from Schools Financial Services was that there had been a delay in generating the report. It was agreed to carry forward the analysis of the Outturn Report, which would require Governing Board approval.

Action: Outturn Report 2015/16 to be included upon the agenda for the next meeting. Governors to approve.

d) Three Year Budget Plan

Revenue Budget

MB (Finance Governor) advised that he had attended budgeted preparation training. Governors referred to the three year budget plan and understood that the brought forward figure from 2015/16 had yet to be confirmed in the Outturn report.

Governors were afforded an opportunity to ask questions about the three year budget plan (provided to governors in advance of the meeting via KLZ) prior to its approval.

A governor referred E01, Teaching Costs and noted that expenditure for 2016/17 was forecasted to rise year on year and was up on the previous year. Governors were advised that this was because of inflationary costs, contributions to NI and pensions, which were being borne by the school. The Headteacher advised that teaching staff costs have also been included in E07, Cost of other staff. A governor sought confirmation that pay awards linked to staff's performance appraisals have been factored into the budget. The Headteacher explained that they had, but once teaching staff reach the top of the main pay scale (point 6) there is no longer an automatic move to the UPS (upper pay scale) until a vacancy arises; there has to be a justification to move staff to UPS. Staff may, however, be awarded a bonus, but not a salary increase together with the cost of living rise. The Finance Governor advised in 2018/19 the school would consider whether to move the Deputy Headteacher out of class.

Governors noted that the school was predicting an in year deficit in year 3 = -£31,385.69. The Headteacher explained that revenue income reduces in real terms in 2017/18 and 2018/19, in addition Pupil Premium Grant and High Needs Funding may also fluctuate, therefore, the school had built capacity into the budget plan. The Finance Governor added, that the budget had been based on assumptions e.g. no High Needs Funding, although experience shows that generally the school does receive funding. Monies set aside in the budget in E12, Buildings Maintenance and Improvements and E13, Grounds Maintenance and Improvements may not be spent, so virements may be undertaken to transfer expenditure to other cost centres. The school may transfer funds from Revenue to the Capital budget, but cannot transfer monies from Capital to Revenue. A Finance Governor advised that the school had budgeted for significant expenditure to repair the roof, but the latest advice received was that the issue may not be too much of a problem and may be resolved at a relatively low cost.

Governors were advised that it had not been taken for granted that the Year R (2016/17) would be full, but since preparing the class will now be full.

The Finance Monitoring Pair assured governors that they will monitor the budget figures closely over the year; indeed some figures had already changed.

The Finance Governor advised that the negative budget in year 3 would need to be considered in the future. The Headteacher added that when setting the main aim was to reduce the supply budget, therefore, less had been

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budgeted for CPD. The budget also included a transfer from Revenue to Capital (£30) to pay for new interactive whiteboard in all classes. Governors were advised that a teacher supply insurance payment had been received which enabled savings to be achieved.

The revenue rollover for 2016/17 was expected to be £47,966.33, in 2017/18 = £50,170.18 and 2018/19 = £18,784.49.

Capital Budget

The capital budget showed income £6,576.00 plus the direct revenue financing from Revenue of £21,000 with zero capital balance from 2015/16, expenditure was predicted to be in line with capital income resulting in a zero capital balance in 2016/17.

Governors unanimously approved the three year budget plan.

e) Internal Financial Controls Self-Evaluation – SFVS

Governors received confirmation that the approved SFVS self-evaluation had been submitted to the LA before the deadline in March.

f) Best Value

The SFVS document reflected that the school ensures that financial decisions are made according to the principles of best value.

g) Asset Register

The Finance Monitoring Pair agreed to inspect the school's asset register and complete a random inspection of items included within the register to ensure that they are recorded correctly.

Action: Monitoring Finance Governors (MB/RK) to inspect the school's asset register and conduct a random inspection of equipment included within the register and report to governors at the next meeting.

h) Financial Competencies Matrix for Governors

Governors received confirmation that the Financial Competencies Matrix had been completed. The Clerk requested that a copy of the finalised Matrix be sent to her to file with the minutes of the meeting.

Action: MB to email Clerk the finalised Financial Competencies Matrix for Governors for inclusion with the minutes of this meeting.

i) Business Continuity Plan

The Business Continuity Plan had been revised in September 2015. It was agreed to carry forward the Plan for review in September 2016.

Action: Finance Pair of Governors to review the BCR and present to the Governing Board at the September 2016 meeting. Clerk to agenda.

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j) Review of Local Authority Contracts and Services

The Finance Pair of governors advised that the review of LA contracts and service providers was ongoing and are considered as and when they are due for review. Governors were advised that a member of the school's administrative team, Mrs Leathwaite, was assuming more control of finance.

A Finance Governor advised that the school had negotiated reduced energy and supply teacher insurance costs.

k) Review of Contracts and Tenders

As j) above.

The Finance Pair of Governors assured governors of the school's financial probity. The representative from Schools Financial Services, a management accountant, had provided invaluable involvement and advice which had provided value for money.

11. Safeguarding and Health & Safety

a) Issues or Concerns

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

The Headteacher was pleased to advise that the issue with the school's roof had been identified. The school had received assurance that the problem was easily remedied as there were issues with the seals around the glass and an up-pipe was too short.

b) Health & Safety Site Inspection Report

The H&S site inspection report was available for governors on KLZ. The H&S Governor advised that she was impressed with the school's creative use of space. The governor was also impressed with the school's H&S and safeguarding procedures.

The governors' report was available for governors to view on KLZ. Their visit had been to complete a review of safeguarding and health and safety. The key issues arising from the report:

- ✓ Over the school was in good condition with evidence to support the fact that the school is always trying to maintain the high standards expected
- ✓ The staff at the school had shown that they are trying to be as proactive as possible
- ✓ Additional costs for the replacement of the dining hall curtains and the solar film may be things that will have a cost implication which may impact on the school budget

c) Single Central Register

Since the last meeting, the SCR had been inspected by the H&S Governor, the Chair and Vice Chair of Governors.

Action: Next inspection of SCR, governors should check that governors' DBS checks have been included on the Register.

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12. Policies

Upon the recommendation of the Lead Reviewers, governors unanimously approved the following policies:

- a) **Swimming Policy (AC)**
- b) **Modern Foreign Languages Policy (JD)**
- c) **Home School Agreement (RE)**
- d) **Support Staff Appraisal Policy (JCW)**
- e) **Staff Appraisal Policy (JB)** – Subject to cycle for review to be extended to two years
- f) **Child Protection & Safeguarding Policy (TM)** – Approved for terms 5/6 2016, Policy will be reviewed again in the Autumn Term in light of possible changes
- g) **Use of Photographic Images of Children (HL)**
- h) **Freedom of Information Publication Scheme (JEB)**
- i) **Lettings Policy (RK)**

The Headteacher advised that as policies are reviewed in school, these would be shared with governors.

The Chair wished to place on record her appreciation to the Vice Chair of Governors for continuing to do an excellent job of policy management.

13. Governor Training and Development

a) Reports of Training Undertaken

- ✓ RE had attended New Governor Induction training. RE advised that the training affirmed that the Governing Board of Boughton & Dunkirk Primary School is active and supportive and her induction had been well supported. Communication was strong. She had been encouraged by the wealth and variety of backgrounds that people come from and what they have to offer their schools.
- ✓ JEB had also attended New Governor Induction training, he echoed RE's comments above.
- ✓ JCW had attended Key Issues in People Management, Policies for Governors a training event which had been brokered via the Faversham Collaboration of Schools. She advised that the aim of the session was to measure how the school's values, vision and strategic goals are embedded in policies.
- ✓ MB had attended Setting the Budget using the Budget Planning Software briefing. He advised that the sessions had been well presented and attendees had been able to grasp the principles of the new software and gain an appreciation of the relative ease with which budgets may now be prepared.

The Chair had produced a Governor Training Record for 2015/16 detailing training events governors had completed throughout the year. She wished to place on record her appreciation to all governors who have attended training and development sessions.

14. Any Other Urgent Business

None.

15. Confidentiality

Information shared at minute 7, Headteacher's Report, was deemed to be of a confidential nature and has been recorded within the confidential minutes for the meeting.

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16. Date and Time of Next Meeting

The next meeting of the Governing Body would be held on Monday 11th July 2016 at 1.00 p.m. MB tendered his apology for the meeting (caring for parent).

The meeting concluded at 3.05 p.m.

Signature: (Chair)
11th July 2016

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