

BOUGHTON-UNDER-BLEAN AND DUNKIRK (METHODIST VOLUNTARY CONTROLLED) PRIMARY SCHOOL
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD ON MONDAY, 15th May 2017 AT 1.00 p.m.

PRESENT:

Mr M Baybutt	Mrs K Bachelard
Dr. J Boyle (Chair)	Mrs J Collett-White
Mr A Cummins (from 1.34 p.m.)	Mrs J Dawes
Reverend J Everingham	Miss S Holness
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 quorate.

2. Apology for Absence

An apology for his absence had been received from Mr J Bennett (invisiting). His apology was accepted.

3. Governing Board Membership

a) Co-opted Governors

Clerk in the Chair.

Governors were advised that Dr. J Boyle's and Mrs T Mayne's terms of office would expire on the 9th June. The Clerk sought governors' formal agreement to re-appointing Dr. Boyle and Mrs Mayne for a further three years with effect from the 10th June 2017. Governors unanimously agreed to re-appoint both governors.

The Chair of Governors resumed the Chair.

b) Foundation Governor

Governors were advised that Reverend H Letley's term of office had expired on the 11th April. The Methodist Circuit had agreed to Reverend Letley's reappointment at a recent Circuit meeting. Reverend Letley would assume the Ex-officio position on the governing board; her term of office would be for the duration that she holds the post of minister.

c) Parent Governor

Governors were advised that Mr R Kerrell's term of office was due to expire on the 18th June. A letter seeking nominations to the parent governor position would be sent out early in term 6.

Action: Clerk to update the LA's database with governors' new terms of office. Clerk to draw up letter for parent governor election and provide to the Headteacher for him to administer the election process.

Initials:

Page 1 of 10

4. Declaration of Business Interests

a) Declarations

The governors were afforded an opportunity to declare business interests against any of the agenda items for the meeting. None were forthcoming.

5. Minutes of the Previous Meeting

The minutes of the meeting held on the 13th March 2017 were agreed as a true record and signed on behalf of the governors by the Chair.

6. Matters Arising from the Minutes

a) School Uniform Provider

The Headteacher referred to his report. He explained that he had informally discussed the arrangements with the office staff. The office staff were of the view that the suppliers were helpful, efficient and they were generally happy with the deliveries from Mapac. The supplier had started an on-line delivery service with a view to saving costs. The office staff were not aware of any issues parents have raised.

The Headteacher advised that the school was trying to maintain stock in school to eliminate delivery fees being incurred by parents. He asked governors if they wished for him to consult more widely with parents on the matter and whether the school should look into the possibility of arranging for the school's uniform to be sold from a local retail outlet. The Chair stated that at the moment there was no choice for parents. Governors indicated that they would welcome the Headteacher consulting with parents to seek their views. The Headteacher expressed concern that having different uniform providers may lead to colour variations. Currently the school's uniform policy was being complied with.

Action: HT to arrange for the school to seek parents' views on whether a) they were satisfied with the existing school uniform provider (Mapac) and b) whether an alternative outlet/retailer should be identified. HT to update governors at the next meeting.

b) Letter to KCC's Admissions Section

The Chair advised that she had consulted with the Headteacher since the last meeting. The Headteacher had expressed that he had been unsure about the value of raising concerns with KCC's Admissions Section. He was of the view that, in order for the school to secure the maximum funds delegated per pupil, the school needed to be full in all year groups and across the school.

A governor asked how staff feel about having high pupil numbers in their classes. The Headteacher conceded that it does impact on the class, because the staff to pupil ratio is effected which in turn could impact upon the teaching and learning. However, the school was moving to a much more flexible body of staff. The Staff Governor added, the staff trust the Headteacher that he is doing the best he can and they were aware of the financial constraints of the school's budget.

Governors were advised that the school would be losing a child from Year 3. In Reception there were two siblings who have not managed to get into Reception for September.

Initials:

Page 2 of 10

In light of the discussions, governors agreed that the Chair should not convey their previous concerns to LA Admissions.

c) Driveway

Governors were advised that remedial works had been carried out to repair the potholes in the road leading to the Village Hall /school car parks. A governor had noted that barriers had been sited to cordon off the passing place to deter lorries parking overnight. There was a lack of clarity as to who actually owned the passing bay.

7. Headteacher's Report

The Headteacher's report had been available for governors on KLZ, the governors' sharepoint, in advance of the meeting. He expanded upon his report:

a) Staffing and Leadership & Management

The Headteacher stated that the student teachers, who had been on placement at the school, had both secured teaching positions from the start of the new academic year. The school's investment in supporting student teachers reflected well on the school as both students have found teaching positions quickly.

Staffing information shared at this juncture was deemed to be of a confidential nature and has been detailed within the confidential minutes for the meeting.

i) Pay Policy

The Headteacher confirmed that he was satisfied that the school's Pay Policy was robust and practical.

ii) Mid-year Reviews for Teaching Staff

The Headteacher confirmed that the teaching staff's mid-year performance reviews have taken place.

iii) Staffing Structure

Governors unanimously agreed the staffing structure as detailed on page 1 of the Headteacher's report.

b) School Roll and Organisation

The school had received 32 requests for places in Year R from September; letters of offer had been sent by the LA to parents of 30 pupils and all have accepted their allocated places at the school, therefore, the school would be full in Year R from September. **Governors welcomed that the school's reputation in the local and wider community was enhanced making it the school of choice for many families.**

c) Profile of the Quality of Teaching, Learning and Assessment

i) Assessment and Outcomes

The Headteacher reported that the end of KS2 Standard Assessment Tests (SATs) were completed during the previous week. The Year 6 children had prior to the tests completed the 2016 reading test which had resulted in 74% of the pupils reaching the age expected standard for reading.

Initials:

Page 3 of 10

Governors had been provided with the school's tracking data in advance of the meeting (appendices 1 to 5). The Headteacher explained that the profile of Year 6 cohort was different from the previous year; from the school's tracking data and the pupils' performance in the practice test, would indicate that the school's reading outcomes should be up on the previous year, which in turn should improve the combined reading, writing and maths outcomes.

The Headteacher referred to appendix 5, which provided details of the scores for those pupils who have joined the school since September 2016 (mobile pupils), ten of whom were Pupil Premium Grant (PPG) pupils. The average scores of the pupils = 99 for reading and 96 for maths (against the average of 110 for reading and maths). The Headteacher advised that the pupils' scores bring the school's percentages down significantly, particularly in Years 3 and 4 and this had impacted on the school's termly data.

The Headteacher advised that the child with 41.4% attendance was a CME (Child Missing in Education). The child had returned to the Isle of Sheppey and a new child had joined the school. Since the report had been circulated there had been two new children joining the school. A governor asked if housing issues were impacting on the school. The Headteacher advised that there were three families from the IoS who now live in the same area of Boughton, two of the children had joined in Year 3.

AC arrived at 1.34 p.m.

The Headteacher advised that 12 children had entered the school after the October census. The school's delegated funding for the 2017/18 financial had been based on 218 pupils; there were now 230 pupils on roll. In response to a question, the Headteacher explained that although the school did not receive the delegated pupil funding for the 12 pupils, the school did receive the Pupil Premium Grant funding for those children.

The Monitoring Pair of Governors for Pupil Outcomes/Data Tracking advised that they had met with the Deputy Headteacher and had noted that it was important that they monitor to see how the children are assimilated into the school's data.

A governor noted that the SEN pupils' scores were lower across the board; she asked if it was because of the nature of the children's needs. The Headteacher explained that those children on the SEN register have needs which require outside agency support, for example speech and language therapy, dyslexia and autism. Another governor acknowledged that although SEN pupils' scores were low between the data gathering points for the autumn and spring terms; the children's progress was in line with their non-SEN peers. The Headteacher advised that the SENCo was good at finding diagnoses and securing support. The school had highly skilled support staff, particularly in relation to speech and language therapy, dyslexia and dyscalculia. The staff were cascading their training to others across the school.

ii) Profile of the Quality of Teaching

The Headteacher referred to an appendix to his report outlining the profile of the quality of teaching. He advised governors that the judgements had been based on lesson observations, progress data, the progress evident in children's books and the quality of marking. In addition, teachers' all round performance (meeting deadlines, quality of reports they have written) have informed the judgements. Currently 67% of the teaching was Outstanding (six out of nine teachers) and 33% (three out of nine teachers) were Good. The Headteacher added that he had used Ofsted Guidance to inform his judgements as to the quality of teaching and learning. The Headteacher explained that observations were used to move the learning forward.

The Staff Governor advised that Ofsted no longer give a judgement on the quality of teaching, only feedback.

Initials:

Page 4 of 10

A governor wished to place on record her congratulations to the school as it had almost achieved its target for the year of 70% of teaching to be Outstanding.

d) Personal Development, Behaviour & Well-being

One child was currently on an alternative specialist behaviour provision and was unlikely to return to the school; although the child was still on the school's roll.

A Year R child would be moving to Meadowfields; the Staff Governor (the child's class teacher) advised that the child had coped in the Early Years Foundation Stage, but moving forward into KS1 he would not. The child was also receiving 1:1 support for behavioural issues. A governor asked if the school was confident that there were sufficient people in the team to provide support in such circumstances. The Staff Governor responded that the school emphatically does have the capacity to support pupils. Governors acknowledged that staff support children really well in the school.

i) Attendance

Current attendance to the 5th May = 96.5%. The number of children with attendance below 85% had reduced from seven to three and the number of children with attendance below 90% was now five (including those with < 85%). Attendance excluding the persistent absentees = 97.2%.

ii) Racial Incidents

The Headteacher advised that there had been no reported racial incidents since his last report to governors.

iii) Exclusions

The Headteacher reported that there had been no exclusions since the last meeting.

e) Health & Safety

An H&S walk was completed during the previous week by the Headteacher and the Premises Manager; the inspection's findings have been shared with the H&S Governor.

f) Collaboration

The Faversham and Methodist Collaborations have met as detailed within the Headteacher's report. Year 6 writing moderation for the SATs took place at Hernhill School. Year 2 moderation was currently underway.

g) SIAMS

The SIAMS Governor was scheduled to meet with the Headteacher on the 5th June to discuss the formulation of the SIAMS Action Plan.

A governor referred to the Great Get Together (celebrating diversity) which linked in with the promotion of British Values. The Methodist Minister explained that the Great Get Together was in remembrance of the Labour MP, Jo Cox, and the celebration was a joint initiative with churches of different faiths.

Initials:

Page 5 of 10

8. School Plan and Self Evaluation Form

a) Receive Updates Against School Plan Objectives

The Headteacher had annotated the School Plan with updates which had been uploaded to KLZ.

b) Governors' Monitoring Reports

Governors' monitoring visit reports were available for governors to view on KLZ, as follows:

i) School's Website (SH)

The Governor provided governors with verbal feedback following her audit of the school's website. The school's Pupil Premium Grant Funding Statement for 2016/17 and PPG Impact Statement for 2015/16 were clearly presented on the school's website.

The governor advised that the audit had highlighted how much information was actually on the website; perhaps too much. She had asked the school to consider removing some items particularly those which were no longer relevant or out of date. The school's administrative officer was in the process of stripping this information from the school's website.

ii) Monitor School Outcomes – Data Tracking (KB/JB)

The Monitoring Pair for School Outcomes and Data Tracking had completed a monitoring visit; their written report would be drawn up and shared with governors prior to the next meeting.

The governors reported that a decision had been made to remain with the school's tracking resource PUMA/PIRA. Overall improvements have been seen in the data; the tracking resource enabled the school to complete data monitoring on a regular basis. PUMA provided a clear picture of individual's progress against targets. The school was of the view that the school's 2017 SATs outcomes will reflect the PUMA data.

The children have completed practice tests. The school had found that girls in the group were becoming overwhelmed and the practice tests have resulted in an increase in the scores.

PUMA enables gaps to be targeted. More tests would be completed in June. The school continued to use Classroom Monitor which also tracks pupils' progress.

The governor advised that the Deputy Headteacher had been pleased that the school had found a system which tracks progress accurately.

Action: The Monitoring Governors of the School's Outcomes and Data Tracking (KB/JB) to prepare a written report following their monitoring visit on the 28th April and share the report with governors prior to the term 6 meeting.

9. Headteacher's Mid-Year Performance Review (HL/TM/MB)

Governors received confirmation that the Headteacher's mid-year performance review had been completed.

Initials:

Page 6 of 10

10. Finance Report (MB/RK)

The finance governors' reports were available for governors to view on KLZ.

a) Yearend 2016/17 Budget Close Down and Outturn Reports

Governors were advised that the yearend report showed that the school had ended the year in a good financial position which was evidence of sound financial management by the Headteacher and the finance team. The yearend revenue rollover figure = £52,845 which was within the Balance Control Mechanism (BCM) with an in-year surplus of £11,584. The Finance Governors' report had detailed key variances to note.

Governors unanimously agreed the 2016/17 budget close down and Outturn reports.

b) Three Year Budget Plan 2017/18 to 2019/20

The Finance Governors referred to the three year budget plan and their accompanying report. The predicted revenue balance at the end of the 2017/18 - £10,818.33, in year 2 of the three budget plan there was a predicted surplus of £8,928.16 with a significant deficit by the end of the third year of - £73,344.31.

A discussion ensued regarding the national funding formula for schools, which had yet to be agreed. The Finance Governors explained, therefore, the figures reported for years 2 and 3 were uncertain.

The school's contribution to the roof repair had been less than anticipated.

The Headteacher cited examples of where cost savings have been achieved.

The Boughton & Dunkirk Parent, Teacher and Friends Association donate £3k of funds to the school for the running of the school's minibuses; because of the financial uncertainty it had been decided to keep the two minibuses for the time being.

A governor asked why income had reduced. The Finance Governor explained that there was flat funding with no additional income for inflation. The Headteacher added that there were also pressures with increased non-negotiable costs such as National Insurance contributions and the apprenticeship levy.

Governors unanimously agreed the three year budget plan.

c) Asset Register

The Finance Governors advised that IT equipment had not yet been included on the asset register; the school was still awaiting the final product identification numbers from the IT technician.

Action: HT to ensure that the information is obtained and included on the Asset Register. Finance Governors to verify with the school that IT equipment has been included on the Asset Register and update governors at the next meeting.

d) Best Value

The Finance Governors had observed at first hand that the school's procurement procedures were robust in comparing prices and that financial decisions were made on the basis of 'best value'.

Initials:

Page 7 of 10

11. Academisation

a) Working Party

Membership of the working party to explore options for academisation was agreed, as follows:

J Boyle
Collett-White
A Cummins
K Bachelard
J Everingham
S Way

MB, JC-W and the Headteacher had attended a meeting on academisation. Information had been provided to governors via documents entitled Academies Information Sharing (produced by the Academy Conversion Team Manager at KCC) and Effective Governance Update/Freedom and Autonomy for Schools – National Association publication dated September 2016.

12. 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. None were raised.

b) Annual Safeguarding Report – Update

The Safeguarding Governor stated that the documents identified within the Annual Safeguarding Report presented to governors at the term 2 meeting have been addressed.

c) Safeguarding Policy

Governors' approval to the Safeguarding Policy would be carried forward to the next meeting.

Action: Safeguarding Policy to be included upon the agenda for the term 6 meeting for approval.

d) Single Central Register

AC and JC-W had both completed inspections of the SCR since the previous meeting. A further inspection would be conducted before the term 6 meeting.

The Clerk advised that she had recently read advice that schools must ensure that student teachers' on placement from colleges or universities, their disclosure and barring service check details (certificate numbers) must be included in the SCR.

e) Health & Safety Site Inspection Report #2 of 3 (AC)

The Health & Safety Governor referred to a recent site inspection with the Premises Manager. During the visit general wear and tear issues were highlighted, but there were no major concerns. The governor advised that the action list will be appended to the inspection report. During his visit he had also checked health and safety

Initials:

Page 8 of 10

records to ensure that they were current. Almost all members of staff have completed some form of first aid training.

The governors wished to place on record their thanks to the Premises Manager for her management of the school's site.

13. Policy for Review – Attendance & Punctuality Policy

Upon the recommendation of the Lead Reviewer (KB), governors unanimously agreed the Attendance and Punctuality Policy.

14. Governor Training and Development

a) Reports of Training Undertaken

JE and SH had both completed New Governor Induction training. The governors advised that they had found the training really informative.

b) Training and Development Priorities for Governors

Governors had previously requested bespoke training on Narrowing the Gap. The Chair/CPD Governor advised that the training was too expensive. At the request of a governor, the Chair undertook to look into the possibility of governors receiving updated training on monitoring the School's Data.

- RP was scheduled to complete Parental Complaints Governor training
- RP and HL were due to attend Governor's Role in Safeguarding training

Action: Chair to look into the possibility of governors receiving Data training.

15. Correspondence

The following items of correspondence had been shared with governors via the Clerk:

- Statutory Framework for the Early Years Foundation Stage
- School Inspection Update (March 2017)
- Quarterly Update from the Diocese
- Kent Schools of Sanctuary Project information

The Chair advised that she had handed a letter of complaint to the Clerk to the Governors. The Clerk would be arranging for a complaints panel hearing and would be contacting governors to ask if they would be on the panel.

16. Any Other Urgent Business

None.

17. Confidentiality

Matters discussed at minute 7, Headteacher's Report a) Staffing were deemed to be of a sensitive nature and have, therefore, been recorded within the confidential minutes for the meeting.

Initials:

Page 9 of 10

18. Dates and Times of Future Meetings

The date and time of the next meeting was confirmed as follows:

- Term 6 – Monday, 10th July 2017 at 1 p.m.

The meeting concluded at 3.02 p.m.

Signature: (Chair)

10th July 2017

Initials:

Page **10** of **10**