

BOUGHTON-UNDER-BLEAN & DUNKIRK PRIMARY SCHOOL
(Methodist Voluntary Controlled)
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD AT THE SCHOOL ON MONDAY, 2ND OCTOBER 2017 AT 1.00 p.m.

PRESENT:

Mr M Baybutt	Mrs K Bachelard
Mr J Bennett	Dr. J Boyle (Chair)
Mrs J Collett-White	Mr A Cummins
Deacon J Everingham	Reverend H Hollands (formerly Letley)
Miss S Holness	Mr R Kerrell (from 1.11 p.m.)
Mrs T Mayne (from 1.15 p.m.)	Mr S Way (Headteacher)

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

1. Quorum

The meeting was confirmed as quorate.

2. Apologies for Absence

None. Mr Kerrell and Mrs T Mayne had been delayed and would be slightly late joining the meeting.

3. Governing Board Membership

a) Co-opted Governor Vacancy

Governors were advised that Mrs J Dawes had resigned her governor position citing childcare following the recent birth of her baby as the reason. Governors wished to place on record their appreciation to Mrs Dawes for her contributions to the governing board during her tenure as a governor for the school.

Governors were advised that the resignation had resulted in a co-opted governor vacancy. The Clerk advised that she had been forwarded an email from the school giving details of an Assistant Headteacher of a school in Medway who may be interested in a governor position close to his home as part of his professional development.

The Chair advised that a former governor at the school had in the past also indicated that he would be interested in resuming a governor position. The Chair had alerted him to the vacancy which he was considering.

Following a discussion, it was agreed to advertise the co-opted governor vacancy in the local community magazine and invite those who express an interest to the next meeting. The Headteacher undertook to liaise with the editor of the community magazine to arrange for an advertisement to be placed alongside the school's regular news item.

Action: HT to arrange for advertisement for co-opted governor to be placed in the community magazine. Details of those who have expressed an interest to be forwarded to the Clerk in order that she may arrange for interested parties to be invited to the next meeting and request supporting statements from them.

The Chair suggested that an analysis of governors' collective skills and expertise be undertaken to inform the governors where gaps exist to aid them in the recruitment of a co-opted governor.

Action: Clerk to email Skills Audit to governors for them to complete and return to the Clerk before the end of October.

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b) Foundation Governor – End of Term of Office

Mr M Baybutt's term of office was shortly due to expire. His reappointment would be discussed and agreed at the next meeting of the Methodist Circuit.

Action: MB to provide the Clerk with confirmation of his reappointment. Governors to receive an update at the next meeting.

Mr R Kerrell joined the meeting at 1.11 p.m.

c) Chair of Governors – Dr. J Boyle

The Chair stated that after serving as a governor for eight years it was her intention to stand down as Chair (from the end of the November meeting) and resign from the governing board following the term 3 meeting. Therefore, ahead of the next meeting, nominations would be sought for the role of Chair. She cited her on-going professional development, work and family as the reasons for her decision. She added, she had enjoyed her time serving as a governor and had fully appreciated the support of the governors and had enjoyed the role which she had found rewarding.

Governors were deeply saddened to learn of the Chair's decision. They wished to place on record their appreciation to her for her significant impact on the work of the governing board over the past eight years.

Action: Clerk to seek nominations to the Chair ahead of the term 2 meeting.

d) Ex-Officio Foundation Governor

Reverend H Hollands (the Ex-officio Foundation Governor) advised that she would be leaving the governing board at the end of July 2018 and would be replaced by a new incumbent appointed by the Methodist Church.

Mrs T Mayne joined the meeting at 1.15 p.m.

4. Declaration of Business/Pecuniary Interests

a) Annual Update to Business Interest Forms and Legal Declaration Form (Updated September 2017)

The governors completed the annual update to their business interest forms and signed the Legal Declaration form (updated September 2017).

b) Opportunity to Declare Business Interests

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

c) Governors' Business/Pecuniary Interests – Website Publication

Governors checked for accuracy the information on a data collection sheet circulated by the Clerk. The Clerk explained that the information would be published on the school's website along with the governing board's attendance record for the 2016/17 academic year.

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d) Educare Database

Governors checked the information on a data collection sheet prepared by the Clerk. The Clerk explained that the information would be provided to the Department for Education for inclusion on the National Database of Governors.

5. Keeping Children Safe in Education - 2016

All governors confirmed that they had re-read the Keeping Children Safe in Education Guidance 2016.

6. Annual Review of Documents for the Procedural Working of the Governing Board

a) Governors' Delegated Areas of Responsibility

Areas of responsibility were delegated to governors, as follows:-

- Safeguarding/Child Protection – Mrs T Mayne
- Health & Safety – Mr A Cummins
- Early Years Foundation Stage – Mrs J Collett-White
- SEND – Mrs K Bachelard
- Pupil Premium – Mr J Bennett
- Training & Development – Dr. J Boyle
- PE – Mr M Baybutt

Governors' specific area of monitoring were discussed and agreed as follows:

Strategic Leadership & Management	Mrs J Collett-White plus new governor
Quality of Teaching, Learning and Assessment	Mr J Bennett Mr A Cummins
Pupils' Development, Behaviour & Welfare	Reverend H Hollands Mrs J Everingham
Pupils' Outcomes	Mrs K Bachelard Dr. J Boyle
Finance	Mr M Baybutt Mr R Kerrell
Headteacher's Performance Appraisal (x 3)	c/f to next meeting

The Safeguarding Governor advised that the Annual Safeguarding report would be prepared in readiness to share with governors at the term 2 meeting.

Governors unanimously agreed the Terms of Reference and Standing Orders for the procedural working of the governing board.

Governors unanimously agreed to adopt the revised Governors' Code of Conduct and to abide by the principles detailed within the Code.

**Action: Safeguarding Governor to share the Annual Safeguarding Report with governors at the next meeting.
Clerk to agenda.**

Action: GB to identify governors to be on the Headteacher's Performance Appraisal Group by the term 2 meeting.

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b) Annual Statement of Governance

The Chair undertook circulate the finalised Statement of Governance for the 2016/17 academic year. Once agreed, the document would be published on the school's website.

Action: CoG to share with governors the finalised Annual Statement of Governance 2016/17 at the next meeting.

7. Minutes of the Meeting held on the 10th July 2017

Governors unanimously agreed the minutes of the meeting held on the 10th July 2017.

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

None, all matters arising were covered by the agenda for the meeting. The Chair advised that she had gathered parents' responses to the survey on school uniform suppliers. She undertook to share an analysis of the responses with the Headteacher.

Action: CoG to share the analysis of responses to the parent survey in respect of school uniform providers with the HT.

JE and AC advised that they were experiencing difficulties accessing their accounts on KLZ. The Chair undertook to liaise with the school office who in turn would ask the EIS IT Technician to reinstate the governors' access to KLZ.

Action: CoG to liaise with school office/EIS to arrange for JE and AC to have access to KLZ.

9. Correspondence

The following items of correspondence had been uploaded to KLZ for governors' information/reference.

- Bulletin from the Diocese
- Flyer from the Diocese
- Governor Services Monthly Bulletin – September 2017
- DfE Guidance – Implementing Schools Approach to Teachers' Pay
- DfE Guidance - School Teachers Pay and Conditions Document
- NGA Learning Link information

10. Headteacher's Report

The Headteacher's report had been shared with governors in advance of the meeting on KLZ. He expanded on his report:

a) Staffing

The new Year R teacher had settled in well to the life of the school. The new teacher was in receipt of 'light touch' support from the KS1 Phase Leader. The Year 4 teacher was currently on paternity leave and was due to return later in the week.

The Inclusion Manager was on long term sick leave. The Headteacher assured governors that the school was managing during her absence and there had been no drop in the provision for the children. The role was being covered by the Family Liaison Officer, the Headteacher and Deputy Headteacher had been looking at intervention support. Two members of the Senior Leadership Team would be attending an upcoming meeting of the Local Inclusion Forum Team.

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A governor referred to the school's summary sheet which detailed the number of children with Educational Health Care Plans/Statements x 3 and 16 x pupils have SEN support; there were 24 children who could be affected. The Headteacher explained that the Inclusion Manager's role was strategic, it was the teaching staff who were delivering the interventions. At progress meetings, staff will discuss each individual child's support. The Headteacher assured governors that SEN children were receiving outstanding support, systems have been set up and were running smoothly.

The Headteacher added, the number of children on roll at the school with EHCPs had reduced, applications for High Needs Funding were prepared. He stated that a member of staff who had returned from maternity leave was supporting a new pupil with an EHCP. **Governors welcomed that there was minimal impact on the children and that the school was fulfilling its duty of care to the SENCo.** The Headteacher advised that the Headteacher, Deputy Headteacher, Family Liaison Officer and Finance Officer would be attending pupil progress meetings. The Finance Governor confirmed that the school was receiving insurance payments in respect of the SENCo's absence.

b) Achievement and Progress (Outcomes)

The Headteacher referred to the school's Summary Sheet. He stated that he had been disappointed with the KS2 Writing progress score which was below the national average. This was because of the small percentage of children who had attained at the Greater Depth standard in Writing. He explained the school had focused throughout the year on getting as many children as possible to be at the age expected standard which had resulted in the school's percentage of children attaining at the age expected standard in writing rising from 69% to 78%. The school's focus for the coming year would be to get more children attaining at the Greater Depth Standard.

A governor sought an explanation for the Fischer Family Trust statistics. The Headteacher explained that the FFT information was intended to provide an illustration of how the school compared with other similar schools with a comparable demographic of children. Boughton & Dunkirk Primary School was an average school.

c) Leadership & Management

The Headteacher advised that he was now the Chair of the Faversham Collaboration of Schools which had recently been joined by Luddenham School (an academy). **A governor enquired if there remained opportunities for the Collaboration to bid for funding.** The Headteacher explained that funding used to come through to Collaborations through the National Association of Headteachers, however, the funding stream was no longer available. The last remaining funds were being used for training on Mastery. The Headteacher reported that the Faversham group of schools were committed to working together. The Headteacher of one of the Collaboration Schools had been provided with details of future training which would be shared with governors at the next meeting. He added, there would also be a follow-up for e-safety leaders. The Headteacher stated that he was pleased to be part of the Faversham Collaboration which was working effectively.

- i) Pupil Premium Impact Statement 2016/17**
- ii) Sports Premium Impact Statement 2016/17**

The Headteacher advised that the Impact Statements would be shared with governors at the next meeting.

Action: PPG and SPG Impact Statements for 2016/17 to be included upon the agenda for the term 2 meeting.

11. School Plan 2017/18

a) School Plan for 2017/18

The Chair advised that the School Plan would be updated with governors' monitoring. Suggested timeframes for governors' monitoring visit have been included in the Plan which were intended to be supportive. At her suggestion,

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which governors welcomed, the Chair undertook to draw up a timetable of governors' monitoring for the coming year.

Action: CoG to draw up a timetable of governors' monitoring for the 2017/18 academic year against School Plan priorities.

The SIAMS Governor advised that she had met with the Headteacher to discuss the SIAMS Action Plan which was in place.

The Chair stated that it was for governors to drive the monitoring, to prepare questions, to decide what it is they wished to learn about and be proactive. The Headteacher stated the key areas for improvement were generally broad; the school's leadership would be continually identifying areas for further improvement.

A governor referred to the termly milestones, particularly for the quality of teaching and asked how these had been determined. The Headteacher explained that the milestones coincided with progress data collection points, data would be gathered which was then analysed along with book scrutinies, this would take place in the coming weeks. The Headteacher had completed formal lesson observations on every teacher (except the NQT). Excellent practice had been observed. He reported that the quality of teaching continued to improve throughout the school and leading practice had been maintained. A governor enquired how much notice staff were given prior to lesson observations. The Headteacher explained that staff were given a week's notice, staff may chose a maths or English lesson for observation. He also talked to the children and would be looking at the progress data. Later in the year he would conduct unannounced drop-ins. The Headteacher stated that it was too soon to make formal judgements on the quality of teaching as these were informed, in addition to lesson observations, by book scrutiny, discussions with the children and the data. Staff were given areas to develop or suggestions (usually to try a different way of doing something). Staff respond positively to any feedback given. The Headteacher was pleased to report that no requiring improvement teaching had been observed for the past two years.

A governor asked how the Year 6 cohort had settled in (two classes of children). The Headteacher stated that children had sat the Kent Test at the beginning of the term, they had been to Hindleap residential centre and today the Year 6 pupils were on a school trip to the war tunnels. There had been a positive start to the year. The staff were very much working together; on Thursday afternoons the two classes joined together for arithmetic. The Headteacher stated that, in hindsight, he would have favoured more interaction between the two classes earlier in their school life. The Staff Governor advised that there had been for a time.

A governor asked if the Headteacher was given opportunities to conduct observations at other schools. He shared with governors details of his past experiences which he felt had not been productive. More recently, no one had suggested or mentioned it.

A governor stated that whenever she has visited the school, she had been impressed with the staff's professionalism. She welcomed that as a governor she was able to support and challenge which were valuable to enable governors to question how the school is performing.

The Headteacher stated that the school's expectations were very high.

A governor asked why the School Plan did not include associated costings. The Headteacher stated that it was because there were none.

Governors unanimously agreed the 2017/18 School Plan.

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b) Governors' Monitoring of the 2017/18 School Plan

Governors' areas of monitoring was discussed and agreed at minute 6 a).

c) Governors' Monitoring Visit Reports Aligned to the 2016/17 School Plan

Governors' outstanding reports aligned to the 2016/17 School Plan were discussed as follows:

i) School Outcomes – Data Tracking (KB/JB)

JB advised that she had met with the Deputy Headteacher. The school's investment in the PUMA/PIRA tests had been worthwhile and staff had been pleased with the tests as these reflected the school's performance in the recent tests. In those areas where the PUMA/PIRA had not fitted, it had promoted discussion amongst staff; spelling, punctuation and grammar were much harder to track than had been expected. A governor asked if all teachers were in agreement to continue with the PUMA/PIRA tests. The Headteacher confirmed that they were.

ii) Effectiveness of Leadership & Management (JD/HL)

HL stated that the formal assessments had been of benefit to the children. She asked the Headteacher if anything else had come into play. The Headteacher responded, following the 2016 results, something had to be done for those children who were not as strong in the tests. Now children were given three timed tests across the year which had been a big advantage. Children had completed the tests under test conditions. A new National Curriculum had also been introduced. In addition, there had also been an element of holding all teachers to account. A governor asked if there were any other significant reasons other than regular testing; was there anything which stood out or were there multiple reasons. The Headteacher stated that the main influence had been children completing the tests.

A governor enquired if there was anything else the governing board should be helping the school with. The Headteacher stated, the PUMA/PIRA tests did correlate with the SATs and the teachers' assessments. JB advised that the DHT had advised her that the children had sat the previous Year 6 papers, the PUMA/PIRA tests also correlated. They had also helped to improve the outcomes for the cohort.

The Headteacher stated that he was looking for at least 75% to 78% to be at the age expected standard each year. The current Year 6 from their end of KS1 data (48% had attained L2a), the school was expecting the percentage to much higher circa 79%.

A governor enquired if there was a cohort of pupils who were struggling and did the school have the capacity to target their learning a bit more. The Headteacher responded, children were already provided with targeted support.

iii) PE and Sports Provision (JB)

JB advised that she would meet with the sports providers and report at the next meeting. MB (newly identified PE Governor) was invited to join the meeting).

Action: JB to report on PE and Sports Provision at the term 2 meeting.

12. Report from Working Party

The Working Party tasked with looking into potential academy options had not met since the last meeting.

The Headteacher advised that representatives from St. Peter's Methodist Primary School have had a meeting at Kent College. The Senior Principal had, for this coming year, taken on the role of Chief Executive Officer of the Wesley

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Trust and he was keen to meet with him and the governing board to talk through what the Wesley Trust could offer the Boughton & Dunkirk school. A meeting had been scheduled for the 21st November. Several governors indicated that they would be interested to attend the meeting at around midday. The Headteacher undertook to liaise with the CEO of the Wesley Trust to finalise arrangements and confirm the details with governors.

Action: HT to liaise with the CEO of the Wesley Trust to arrange a meeting with representatives from Boughton to explore what the Trust may offer the school.

13. Finance

a) Latest Budget Monitoring

The Finance Governor referred to the budget monitoring report and the Finance Governors' report which had been available on KLZ in advance of the meeting. The Finance Governors were due to meet with the school's finance team on the 12th October to discuss the six month budget monitoring; details of which would be shared with governors at the term 2 meeting.

The current predictions were that the school would continue to have in year surplus in years 1 and 2 of the three year budget plan, but an in-year deficit in the third year.

b) Asset Register

The Finance Governors confirmed that the school's asset register was up to date.

c) Benchmarking Report

Carried forward to the term 2 meeting for discussion.

The Finance Governors had requested that the Headteacher produce a statement of the impact as a result of the changes to the funding formula and how this would affect the school's three year budget plan.

Action: Six Month Budget Monitoring and Benchmarking Report to be included upon the agenda for the term 2 meeting.

14. Safeguarding and Health & Safety

a) Issues or Concerns

None were raised.

b) Safeguarding/Child Protection Policy

Governors received confirmation that the Safeguarding/Child Protection Policy had been published on the school's website.

c) Single Central Register

KB was scheduled to complete an inspection of the Single Central Register following the meeting.

Action: KB to report at the term 2 meeting.

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d) Health & Safety Site Inspection #1 of 3 per annum

The H&S Governor advised that his report from term 6 would be uploaded to KLZ. He would conduct a site inspection (#1 of 3) prior to the next meeting and report to governors.

The H&S Governor stated that during his term 6 inspection, it had been noted that the timber decking under the astroturf was rotting and creating a trip hazard. A governor asked if the astroturf on top of the decking was contributing to the problem. The Headteacher explained that it was as a result of it being on a slight slope; water was puddling and this needed rectifying. The H&S Governor stated, in addition, the timber steps to the mobile classroom and the timber decking near to the trees were also showing signs of decay. The Headteacher explained that there were plans to replace the rotten timbers with concrete.

The H&S Governor advised that tree surgery had been carried out. The pathway to the staff car park, the concrete had become degraded and was in need of replacement.

The H&S Governor confirmed that the H&S Policy was up to date.

Action: H&S Governor to prepare his H&S site inspection report #3 of 3 (2016/17) and upload to KLZ in the term 2 meeting folder.

The Headteacher advised that his training on Asbestos and Legionnaires had been cancelled.

15. Policies for Review

a) Freedom of Information Policy (JEB)

The governor sought clarity what was meant by class 1, 2 and 3 etc. The CoG referred governors to KELSi which provided an explanation of the classifications of requests. She confirmed that the school's policy did reflect the template policy. The Lead Reviewer advised that there were blanks for the school to fill in, but subject to that, he commended the FOI Policy for approval. Governors unanimously agreed the FOI Policy (subject to the inclusion of text).

Action: HT to ensure that the FOI Policy blanks are filled in.

b) Admissions Policy (JCW)

The Lead Reviewer commended the Admissions Policy for governors' approval. She confirmed that the school's Admissions Policy links directly to KCC Admissions. Governors unanimously agreed the Admissions Policy.

c) Behaviour for Learning Policy (JE)

The Lead Reviewer commended the Behaviour for Learning Policy for governors' approval. Governors unanimously agreed the Behaviour for Learning Policy.

d) Equality Scheme (TM)

The Lead Reviewer commended the Equality Scheme for governors' approval. Governors unanimously agreed the Equality Scheme.

e) Feedback Policy (KB)

Also known as Marking Policy. The Headteacher advised that the Policy takes into account the support for Year 6. Teachers highlight spelling or grammar in all years except Year 6 and recently Year 5. The Lead Review commended the Feedback Policy for governors' approval. Governors unanimously approved the Feedback Policy.

f) Governors' Allowances Policy (JB)

The Lead Reviewer commended the Governors' Allowances Policy for governors' approval. Governors unanimously agreed the Policy.

g) Acceptable Use Policy (MB)

The Lead Reviewer explained that the AUP now encompassed both staff and pupils. He commended the Policy for governors' approval. Governors unanimously agreed the Acceptable Use Policy.

h) Whistle Blowing Policy (HL)

The Lead Reviewer commended governors' approval to the Whistle Blowing Policy. Governors unanimously agreed the Policy.

i) Home School Agreement (JE)

The Reviewer of the HSA had been asked to check that the key messages in the HSA have been incorporated within the school's prospectus to ensure that they are retained. She undertook to complete the task and report to governors at the term 2 meeting.

Action: JE to review the HSA to ensure that key messages from the HSA are assimilated within the prospectus.

16. Governor Training and Development

a) Reports of Training Undertaken

- RK had completed Parental Complaints training. He undertook to upload his report to KLZ.
- HL had attended the Governors' District Briefing, her report had been uploaded on KLZ.

Action: RK to upload governor training report onto KLZ (term 2 meeting folder) following attendance at Parental Complaints training during term 6.

b) Identify Future Training and Development Priorities

The Training & Development Governor undertook to investigate training opportunities and target training to governors linked to their roles, responsibilities and the wider governor role.

TM expressed that she would wish to attend the Governors' Conference.

Action: T&D Governor to investigate training opportunities and target training to governors.

c) Learning Courses

The Headteacher and Training and Development Governor undertook to investigate whether governors have continued access to governors' e-learning modules.

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17. Any Other Urgent Business

None.

18. Confidentiality

None.

19. Dates and Times of Future Meetings

The dates and times of future meetings were confirmed as follows (all with 1.00 p.m. start times):

- Term 2 – Monday, 20th November 2017 – an apology was received from M Baybutt
- Term 3 – Monday, 15th January 2018
- Term 4 – Monday, 12th March 2018
- Term 5 – Monday, 21st May 2018
- Term 6 – Monday, 9th July 2018

The meeting closed at 3.00 p.m.

Signature: (Chair)
20th November 2017

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