



**BOUGHTON-UNDER-BLEAN & DUNKIRK METHODIST PRIMARY SCHOOL  
MINUTES OF A VIRTUAL MEETING OF THE FULL GOVERNING BOARD  
HELD ON MONDAY, 12<sup>th</sup> JULY 2021 AT 1.00 p.m.**

**PRESENT:**

Reverend E Aggrey-Ogoe Mrs N Brown Mrs J Collett-White (Chair) Mrs B Feast Mr D Warner	Mr M Baybutt Mrs C Clayson Mr A Cummins Mr D Munro Mr S Way (Headteacher)
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**IN ATTENDANCE:** Mrs D Stryzyk (Clerk)

**Part I - Non-Confidential Minutes**

Item	Minute	Action
<b>PROCEDURAL</b>		
<b>1.</b>	<p><b>Chair's Welcome and Prayers</b></p> <p>The Chair welcomed governors to the meeting of the Governing Board. Mr Baybutt led the Board in the opening prayer.</p> <p>Governors were reminded of the protocols for virtual governance. The meeting was being hosted by the Vice Chair via Zoom.</p>	
<b>2.</b>	<p><b>Quorum</b></p> <p>The meeting was established as quorate.</p>	
<b>3.</b>	<p><b>Apologies for Absence</b></p> <p>Apologies for their absence were received from Mr J Perkins (covering colleague's absence), Mr J Bennett (holiday) and Mrs K Bachelard (work commitment). The governors' apologies were accepted.</p>	
<b>4.</b>	<p><b>Governing Board Membership</b></p> <p><b>a) Membership Updates and Succession Plans</b></p> <p>The Clerk had previously highlighted governors' terms of office that were due to expire during the coming year:</p> <ul style="list-style-type: none"> <li>➤ <b>Foundation Governor</b> - Mr M Baybutt's term of office as Foundation Governor was for four years, and was scheduled to expire September 2022. (The Clerk explained the reason for the variation was when the Board had been asked to reconstitute a few years</li> </ul>	



<p>ago, the previous term for all governors had been three years, but under the new Instrument of Government, as there was no stated period of office for foundation governors, the default was four years. As Mr Baybutt had been appointed before the Board had reconstituted his successive terms of office had been based on the previous three year terms.)</p> <ul style="list-style-type: none"> <li>➤ <b>1 x Co-opted Governor Vacancy</b> - Mrs K Bachelard’s term of office as a Co-opted Governor was due to expire on the 5<sup>th</sup> October 2021; she had indicated that she would not seek re-appointment.</li> <li>➤ <b>Co-opted Governor</b> - Mr J Bennett’s term of office as a Co-opted Governor was due to expire on the 15<sup>th</sup> November 2021. Mr Bennett’s intention was to continue to serve as a governor.</li> <li>➤ <b>2 x Parent Governor Vacancies</b> - Dr J Perkin’s term of office as a Parent Governor was due to expire on the 14<sup>th</sup> November 2021. An election would be required in term 2.</li> <li>➤ This meeting was Mrs J Collett-White’s last meeting as she intended to stand down as a governor at the end of the academic year after serving as a governor since 2009.</li> <li>➤ <b>1 x Local Authority Governor Vacancy</b> - At the previous meeting, Governors agreed to request that Mrs Clayson be accepted by the LA Governor Appointments Panel for her to be appointed as the LA Governor to replace Mrs Collett-White. The Clerk explained with the recent Cantium IT outage, Mrs Clayson and the Chair had not picked up the emailed form to enable them to complete and for it to be submitted to the Panel at the last meeting of the academic year on the 1<sup>st</sup> July. The Panel was next scheduled to meet on the 1<sup>st</sup> October.</li> </ul> <p><b>Action: Clerk to liaise with the school for parent governor election to be scheduled in term 2 for two parent governors.</b></p> <p><b>Action: Clerk to keep governors informed as terms of office come up for renewal/ reappointment.</b></p> <p><b>Action: Clerk to liaise with the Local Authority for Mrs C Clayson to be considered for the LA governor position by the LA’s Governor Appointments Panel.</b></p> <p><b>Action: Governors to discuss plans to recruit new governors to the two co-opted governor vacancies following Mrs Bachelard’s retirement and Mrs C Clayson’s move to LA Governor (subject to LA Appointments Panel acceptance).</b></p> <p><b>Action: Governors to formally agree to re-appoint Mr J Bennett for a further three term at the term 1 meeting.</b></p> <p><b>b) Skills Audit</b></p> <p>Earlier in the year it had been anticipated that the Board would have been able to meet in person to enable governors to complete the skills audit analysis as a group activity. However, the plan had been thwarted due to the need for governors to again meet virtually. It was agreed that the skills audit would be completed as a group activity at the term 1 meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>ALL Govs.</p> <p>ALL Govs.</p>
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	<b>Action: All governors to complete skills audit analysis at the term 1.</b>	<b>ALL Govs.</b>
<b>5.</b>	<p><b>Declaration of Business Interests</b></p> <p><b>a) Declaration of Interests Against Any of the Agenda Items for the Meeting</b></p> <p>Governors were invited to declare business interests against any of the agenda items for the meeting. No new declarations were received.</p>	
<b>6.</b>	<p><b>Minutes of the full Governing Board Meeting held on the 10<sup>th</sup> and 14<sup>th</sup> May 2021</b></p> <p>The minutes of the previous meeting held on the 10<sup>th</sup> and 14<sup>th</sup> May 2021 were agreed as true records.</p> <p>The Clerk and Chair had arranged for the Chair to sign the minutes of all meetings since before the start of the lockdown.</p> <p><b>Action: Chair to sign the minutes of all meetings approved since the start of the lockdown.</b></p>	<b>Chair</b>
<b>7.</b>	<p><b>Matters Arising and Receive Updates on Agreed Actions</b></p> <p><b>a) Letter to Parents</b></p> <p>The Chair confirmed that she had written to parents to explain how much she had valued and enjoyed the opportunity to serve as a governor for the school and how rewarding it had been.</p>	
<b>SCHOOL IMPROVEMENT</b>		
<b>8.</b>	<p><b>Headteacher's Report</b></p> <p>The Headteacher's report had been shared prior to the meeting. He read through his report.</p> <p><b>a) Covid Risk Assessment</b></p> <p>The Covid Risk Assessment had been shared with governors prior to the meeting. The Headteacher advised fortunately no bubbles have had to close since his last report.</p> <p>A governor enquired if the school would require a new Risk Assessment for the next academic year starting in September. The Headteacher confirmed that a new Risk Assessment will be in place from September. Everyone will be encouraged to continue with washing their hands and to use their common sense. The Risk Assessment would be ready in time for September. He hoped that by then schools will return to normality, no staggered start times, children will access the school using the same gates. Play and lunchtime duties were currently being planned. He added, if there was to be a surge in Covid cases, the school may easily resume Covid safe measures.</p>	



## b) School Roll and Organisation

As detailed on page 1 of the Headteacher's report. There were currently 203 pupils on roll. Twenty eight Year R children were expected to join the school in September, which was slightly below the expected 30.

## c) Staffing Updates

As detailed on page 1 of the Headteacher's report.

The Headteacher advised there was one staffing change, the Year 3 teacher will move to Year 5. He recognised the importance of allowing teachers to have opportunities to change year groups.

The SENCo had been absent since before Easter. She returned the previous week on a reduced timetable. During her absence, the Headteacher had taken on the SENCo role. The SENCo was contracted to work three days a week. During her absence there had been a number of Education and Health Care Plans which have needed to be reviewed and renewed.

## d) School Improvement Plan/Recovery Plan

### i) Quality of Education and Standards

#### Internal School Data

The Headteacher referred to page 2 of his report. Teachers had undertaken assessments of pupils. He explained the Local Authority's expectation was that the percentage of children at the expected level for the year should be on par with that in November 2019, which was the last formal assessment before the first lockdown.

Teacher Assessed		Reading		Writing		Maths	
Year Group		Age Related Expected	Greater Depth	Age Related Expected	Greater Depth	Age Related Expected	Greater Depth
1	2019	80%	17%	80%	17%	80%	17%
	2021	59%	48%	55%	28%	72%	31%
2	2019	68%	36%	68%	23%	77%	23%
	2021	82%	45%	77%	27%	82%	41%
3	2019	73%	40%	67%	23%	70%	40%
	2021	83%	45%	72%	24%	72%	45%
4	2019	83%	47%	63%	27%	80%	33%
	2021	80%	54%	83%	27%	80%	40%
5	2019	74%	29%	77%	16%	74%	29%
	2021	83%	43%	80%	223%	87%	43%
6	2019	74%	29%	77%	16%	77%	23%



	2021	69%	31%	63%	13%	63%	28%
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The Headteacher reported the Year 1 pupils found the past year particularly hard. Key Stage 1 have been impacted more because a greater percentage of their short time in school had been missed.

The Headteacher explained, the proportion of Year 6 children achieving the Greater Depth standard matched with the 2019 data, but the ten Year 6 children who have special needs were broadly in line with the 2019 data. The Staff Governor (Year 6 teacher) added, around one third of the Year 6 class were SEN. He was really pleased with how the children have pushed themselves. The Headteacher added, the quality of education at the school remained high.

A governor observed the proportion of Year 1 children assessed as being at the Age Related Expected (ARE) was down against the 2019 data in all areas. The governor enquired if the gaps in the children's learning would be plugged and gains made in Year 2. The Headteacher responded, he was aware that the children needed to catch up. At the last pupil progress meetings, it was believed that the children who have SEN, in particular, have not had enough time in school. To support the Year 2 cohort next year, there will be two full-time teaching assistants. He added, anecdotally, it was the teaching of phonics and writing that had affected Year 1 the most. When they returned in September, only a few children were able to write and only one or two could write a sentence. Initially it was about building up their confidence.

### End of Year Reports

The Headteacher advised pupils' end of year reports were being written and would be sent out on the 17<sup>th</sup> July. Each of the reports were 1000 words, which were written by the teachers alongside their teaching commitments. The Headteacher was reading each child's report before they were sent out.

### Curriculum

The Headteacher reported the focus next term would be on Subject Leadership, to start - how to teach Science to move things forward.

### ii) Behaviour & Attitudes

#### Attendance

The Headteacher referred to pages 3 and 4 of his report which provided details of attendance. Three persistent absentee children have left the school whose attendance had been at 21%, 21% and 36% at the time they were off-rolled.

Whole school attendance was at 96.6%. The number of persistent absentees (attendance below 90%) was nineteen children, children with lower attendance (below 85%) was twelve. If



<p>persistent absentee children were to be removed from the school's attendance data, overall attendance would be at 98.1%.</p> <p>The Headteacher advised the school was likely to receive many holiday requests. Regrettably, they tended to be from parents whose children already have low rates of attendance. The Headteacher referred to families #1 and #3 who will be targeted. The school had a consistent approach to absenteeism; therefore, no holiday requests were agreed.</p> <p>A governor asked if fines would be issued. The Headteacher explained it was the LA that issued the fines and received revenue from the fines, not the school.</p> <p><b>Exclusions and Reported Racial Incidents</b></p> <p>The Headteacher advised there had been no exclusions or reported racial incidents.</p> <p><b>iii) Personal Development</b></p> <p><b>Staff's and Pupils' Well-being</b></p> <p>As detailed in the Headteacher's report.</p> <p><b>iv) Leadership &amp; Management</b></p> <p><b>Covid Catch-up and Pupil Premium Grant Plans</b></p> <p>A governor referred to the Pupil Premium Grant strategy, he asked how governors will know what the impact of the school's strategies had been on closing the gaps between PPG pupils and their non-PPG counterparts. The Headteacher answered, the Deputy Headteacher will analyse the data for the pupil premium grant funded pupils and present that data to governors. The PPG Impact Statement will be published on the school's website.</p> <p><b>Action: Governors to receive data to compare the progress and attainment of PPG pupils with their non-PPG counterparts at the term 1 meeting.</b></p> <p><b>School's Website</b></p> <p>A governor observed that the school's website will need to be updated with the new staffing arrangements. Another governor had noticed that some of the governor information also needed to be updated. The Clerk offered to provide staff with any information that may need in respect of the governors.</p> <p><b>Action: HT to arrange for the school's website to be updated with the revised staffing arrangements and governance.</b></p>	<p>HT</p> <p>HT</p>
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	<p><b>e) Governance</b></p> <p><b>i) Governors' Monitoring Visit Reports</b></p> <p><b>Quality of Education (KB/NB)</b></p> <p>The Monitoring Governors had been unable to conduct their monitoring visit to go through the school's data with the Deputy Headteacher because of IT difficulties.</p> <p><b>New Governor's Familiarisation Visit to School (DM)</b></p> <p>The new Co-opted Governor (DM) thanked the Headteacher for the opportunity he had been given to tour the school. The Chair asked the governor to write a report of his visit to the school and arrange for it to be posted onto the Governor Hub platform.</p> <p>The Governor stated that he had spoken with the Headteacher about the IT outage. On behalf of the school, he had offered to look at possible alternatives in terms of IT provision. The Headteacher explained, the problem was that he and the staff no longer have the trust in the school's current providers (EIS/Cantium). He stated that he would appreciate the opportunity to speak with the governor to explore alternatives. (Cantium advised over 80 schools have experienced IT difficulties over the past few weeks.)</p> <p><b>Action: Governor (DM) to write a governor visit report following his visit to the school.</b></p> <p><b>Behaviour &amp; Attitudes and Personal Development (AC/CC)</b></p> <p>The Governors undertook to complete their monitoring visit before the end of term and report to governors at the term 1 meeting.</p> <p><b>Action: Governors (CC/AC) to conduct monitoring of Behaviour &amp; Attitudes and Personal Development and report to governors at the term 1 meeting.</b></p> <p><b>SIAMS (BF/EAO)</b></p> <p>The Governor (BF) stated that she had a Zoom meeting with the Headteacher post-lockdown. The governor advised that she had also completed training from which she had found there was much to be learned and possibly adopted as well.</p> <p>The Headteacher asked that the Governor (EAO)/Methodist Minister conduct monitoring of the school's ethos to ensure that it is reflected in the school.</p> <p><b>Action: Governor (EAO) to conduct a monitoring visit of the school's ethos to ensure that it is explicit and reflected in the school.</b></p>	<p><b>DM</b></p> <p><b>CC/AC</b></p> <p><b>EAO</b></p>
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**Quality of Education (JCW/JP)**

The Monitoring Governors' report dated the 25<sup>th</sup> June 2021, had been shared prior to the meeting. The governors' asked the following questions of the Headteacher:

**Q: How does the school ensure that there are exciting opportunities in all areas of the curriculum?**

A: Covid restrictions have limited exciting opportunities for some activities normally an integral part of enhancing the curriculum. However, staff have been innovative. Examples were cited. The Catch-up programme was a top priority, it had been important to have a balanced approach to learning. Some less academic children were more focused when they were able to related abstract concepts with those that are more visual and tangible. All activities were cross curricular. Trips have resumed where possible and possibilities for the future were discussed.

**Q: How do teachers in upper years gauge what preparation is needed for secondary school?**

**Q: How does the school engage with partners/organisations to help manage preparation?**

A: The school teaches independence in learning and thinking, responsibility and good behaviour and values. The children were nurtured in a Christian ethos from Year R onwards. (One of the governors taught at the local grammar school, he confirmed that these qualities show when pupils from Boughton arrived at his school.) The Headteacher explained interaction between primary and secondary schools had been restricted this year and there was inevitably apprehension for Year 6 moving from a small village school to a secondary setting. The governor suggested that he and other colleagues/heads of department at the grammar school might in the future visit the school relating their subject areas to those on the primary curriculum. The Headteacher had reported that this year's cohort was much calmer about the transition.

Year 6 had watched an online theatre production about the transition from Year 6 to Year 7. The local bus company had been into school to talk to the children about their travel to school. Also, Year 6 have been taught about money and finances. PSHE lessons have addressed issues surrounding puberty and personal safety and the children have been well trained in being safe online.

**ii) Self-Evaluation of Governance**

The Chair and Vice Chair undertook to liaise to complete the self-evaluation of governance which would lead to the formulation of the Annual Statement of Governance.

**Action: CoG/VCoG to complete the self-evaluation of governance and prepare the Annual Statement of Governance.**

**JCW/  
MB**





	<p><b>iii) Governing Board's Procedures and Governance Structure</b></p> <p>The governors agreed to remain with the Circle Model of Governance, although it was recognised that there had been difficulties over the past year with the structure during Covid. It was not felt that a committee structure would be best serve the school and governors.</p> <p><b>j) Statutory Inspection of Anglican and Methodist Schools</b></p> <p>Governors were advised that SIAMS will resume in the 2022/23 academic year.</p>	
<p><b>9.</b></p>	<p><b>Headteacher's Mid-Year Performance Review</b></p> <p>Governors received confirmation that the Headteacher's Performance Appraisal took place on the 26<sup>th</sup> May.</p> <p>Governors were advised that, given the challenges faced by schools during Covid, the Headteacher had made great progress towards achieving his objectives. He had done really well, as had the staff in their support of him. The Headteacher had been clear about how much everyone had been supporting him under his leadership.</p> <p>Governors agreed, the school was fortunate to have a fantastic team that was well led by a fantastic leader. The school was led in a collaborative way.</p>	
<p><b>10.</b></p>	<p><b>Finance, Budget, and Planned Expenditure</b></p> <p><b>a) Latest Budget Monitoring Report</b></p> <p>The Finance Governor reported the May monitoring report predicted an overall budget surplus of £40,969; (there were concerns at the time the budget was set that the school would have an in-year deficit).</p> <p>The Health and Safety audit had identified items which must and will be attended to.</p> <p>The Finance Governor reported, the school had not spent as much as had been anticipated; staff have been effective at managing the school's budget and considering expenditure and where the priorities are. Hence the school was in a reasonable position to move £18k of revenue funding across to the capital budget. The school has had to pay for emergency lighting.</p> <p>Schools Financial Services had completed the June monitoring and the report had been sent to the Finance Governors, the June monitoring report was not substantially different.</p>	



<p><b>11.</b></p>	<p><b>Safeguarding</b></p> <p><b>a) Safeguarding Issues or Concerns</b></p> <p>The Headteacher, staff and governors were afforded an opportunity to raise any safeguarding issues or concerns. None were raised.</p> <p><b>b) Single Central Register</b></p> <p>The Headteacher confirmed the Single Central Register included new staff members.</p> <p><b>c) Safeguarding Training for Governors</b></p> <p>The Headteacher invited governors to join the staff for safeguarding training which will take place on the Staff Development day following the spring half term. He undertook to confirm the date and time of the training with governors. A governor added, governors may also access safeguarding training from the Kent Children’s Safeguarding Board. They would also be able to complete Safer Recruitment training from the Kent platform.</p> <p><b>Action: HT to inform governors when in-school Safeguarding training will take place. Alternatively, governors may access training from the Kent Children’s Safeguarding Board.</b></p> <p><b>d) Keeping Children Safe in Education 2021</b></p> <p>Governors were advised that they must read at least part II of the new, updated Keeping Children Safe in Education Guidance 2021 which will come into effect from the 1<sup>st</sup> September 2021. Governors would need to renew their Declaration on Governor Hub to this effect ahead of the term 1 meeting.</p> <p><b>Action: ALL Governors to read the new KCSIE Guidance 2021 and complete Declarations on Governor Hub before the term 1 meeting.</b></p>	<p>HT</p> <p>ALL</p>
<p><b>12.</b></p>	<p><b>Health &amp; Safety/Risk Assessment</b></p> <p><b>a) Health &amp; Safety Issues or Concerns</b></p> <p>The Headteacher, staff and governors were afforded an opportunity to raise any health and safety issues or concerns. None were raised.</p> <p><b>b) Health &amp; Safety Site Inspection Report #3 of 3</b></p> <p>The Health &amp; Safety Governor’s report dated the 7<sup>th</sup> July 2021 had been shared with governors on Governor Hub prior to the meeting. The report identified any new areas of concern and followed-up on previous identified actions.</p>	



	<p>The H&amp;S Governor was able to see evidence that health and safety documentation was up to date. An asbestos survey was scheduled to take place in September. A defibrillator had been delivered; staff have received training.</p> <p>The key issues from the report were recorded. The school was in good condition, this had been helped with the school not being open continually due to the situation with Covid. Health and Safety documents for the school were kept well and regularly updated.</p>	
<p><b>13.</b></p>	<p><b>Governor Training &amp; Development</b></p> <p><b>a) Receive Details of Upcoming Training Events</b></p> <p>The Chair referred governors to the many training modules available on The Education People training tab on Governor Hub; governors should go onto Governor Hub and enter The Education Portal available via the TEP mortar board.</p> <p><b>b) Identify Governors' Training Needs/Governor Training Action Plan</b></p> <p>The skills audit and Governing Board self-evaluation will identify areas of governor training. The Chair thanked governors for completing a vast amount of on-line training during lockdown. The Chair advised The Education People intend to do both online and face to face training next year.</p> <ul style="list-style-type: none"> <li>➤ MB had been booked onto the National Governors Association Chairs Development programme</li> <li>➤ AC to complete Training &amp; Development Governor training</li> <li>➤ BF to complete Effective Monitoring training</li> <li>➤ Safer Recruitment training (<b>ALL Governors</b>)</li> </ul> <p><b>Action: Governors to complete above identified training and report to governors at the next meeting.</b></p> <p><b>c) Reports of Training Undertaken</b></p> <ul style="list-style-type: none"> <li>➤ DM had completed New Governor Induction training</li> <li>➤ MB and DM had completed Safer Recruitment training</li> <li>➤ JCW's report following her attendance at the County-wide Governors' Briefing in May had been uploaded to Governor Hub</li> </ul>	<p><b>MB AC/BF /ALL</b></p>
<p><b>14.</b></p>	<p><b>Policies</b></p> <p><b>a) Admissions Policy</b> – The Schools Admissions Code had been updated to include within priority #1 children not only in care, but those who have previously been in care both in the UK and abroad (migrant children). The Headteacher advised the LA was the school's admissions authority.</p>	



	<p><b>b) Accessibility Policy (EAO/CC)</b> – The Accessibility Policy was unanimously approved by governors upon the recommendation of the lead reviewers.</p> <p><b>c) Complaints Policy (BF/MB)</b> – It had not been possible for the reviewing governors to access the Policy as a result of the IT outage. C/f Policy for approval at the term 1 meeting.</p> <p><b>d) Drugs Education Policy (DW/NB)</b> – The Drugs Education Policy was approved by governors upon the recommendation of the lead reviewers.</p> <p><b>e) Feedback Policy (JCW/JP)</b> - It had not been possible for the reviewing governors to access the Policy as a result of the IT outage. C/f Policy for approval at the term 1 meeting.</p> <p><b>f) Grievance Policy (AC/KB)</b> - It had not been possible for the reviewing governors to access the Policy as a result of the IT outage. C/f Policy for approval at the term 1 meeting.</p> <p><b>g) Safeguarding Policy (DM/MB)</b> - It had not been possible for the reviewing governors to access the Policy as a result of the IT outage. C/f Policy for approval at the term 1 meeting.</p> <p><b>Action: Complaints, Feedback, Grievance and Safeguarding Policies carried forward for approval at the term 1 meeting. Chair to send reviewing governors the policies for them to read and comment for ratification at the term 1 meeting.</b></p>	<p><b>ALL</b> <b>CoG</b></p>
<p><b>15.</b></p>	<p><b>Election of Chair and Vice Chair</b></p> <p>The Clerk sought the Board’s formal agreement to appointing Mr M Baybutt as the Chair with effect from the 1<sup>st</sup> August 2021 as per the Board’s succession plans. Governors unanimously agreed to elect Mr M Baybutt as the Chair for a period of one year effective from the 1<sup>st</sup> August 2021.</p> <p>Governors also unanimously agreed to appoint Mr A Cummins as the Vice Chair for a period of one year.</p> <p>The Election of the Chair and Vice Chair will henceforth take place at the first Board meeting each new academic year from September 2022, when the Chair’s and Vice Chair’s terms of office will also be set.</p> <p><b>Action: Clerk to update the Board’s Year Planner and note the changes on Governor Hub.</b></p>	<p><b>Clerk</b></p>
<p><b>16.</b></p>	<p><b>Chair’s Urgent Actions, Correspondence and Guidance</b></p> <p>The Chair had no urgent actions or correspondence to share with governors.</p> <p>The Clerk had shared the following documents and links prior to the meeting:</p> <ul style="list-style-type: none"> <li>➤ The Education People Governance Monthly Newsletters dated June 2021</li> <li>➤ Kent County Council’s SEND Strategy</li> <li>➤ NGA document – What Questions Ofsted Might Ask Governors</li> <li>➤ Schools Admissions Code</li> <li>➤ <a href="https://form.education.gov.uk/service/nrpf">https://form.education.gov.uk/service/nrpf</a> - No Recourse to Public Funds, school may make a claim for additional PPG if at any times between the 1st April 2020 and the 1st</li> </ul>	



	<p>October 2020 it had any pupils eligible for free school meals under the temporary extension granted to some children of groups who have no recourse to public funds (NRPF) and these pupils were on the school roll on the date of the October census (1st).</p>	
<b>OTHER</b>		
<b>17.</b>	<p><b>Any Other Urgent Business</b></p> <p>The Vice Chair wished to thank the out-coming Chair for her invaluable leadership of the governing board, her tenacity and dedication. The Headteacher added that he had very much valued the Chair's support over the past three years.</p>	
<b>18.</b>	<p><b>Confidentiality</b></p> <p>No matters were deemed to be of a confidential nature.</p>	
<b>19.</b>	<p><b>Dates and Times of 2021-22 Full Governing Board Meetings</b></p> <p>Following a discussion, governors decided to keep the scheduled meeting times at 1 p.m. on Mondays, the agreed dates for the next academic year were as follows:</p> <ul style="list-style-type: none"> <li>➤ <b>Term 1 – Monday, 27<sup>th</sup> September 2021</b></li> <li>➤ <b>Term 2 – Monday, 15<sup>th</sup> November 2021</b></li> <li>➤ <b>Term 3 – Monday, 24<sup>th</sup> January 2022</b></li> <li>➤ <b>Term 4 – Monday, 7<sup>th</sup> March 2022</b></li> <li>➤ <b>Term 5 – Monday, 9<sup>th</sup> May 2022</b></li> <li>➤ <b>Term 6 – Monday, 14<sup>th</sup> July 2022</b></li> </ul>	
<b>20.</b>	<p><b>Impact of Meeting</b></p> <p>Governors reflected on the impact of Governance during this meeting:</p> <ul style="list-style-type: none"> <li>✓ Governors had conducted the Headteacher's mid-year performance review.</li> <li>✓ The Finance Governor completed budget monitoring and reported that monies will be transferred from the school's revenue budget to the capital budget for health and safety items to be actioned.</li> <li>✓ The Health and Safety Governor completed an H&amp;S site inspection to check that actions identified in previous reports have been attended to.</li> <li>✓ Governors agreed to complete a range of training to equip them in their governor role.</li> </ul>	

The meeting concluded at 2.46 p.m.

Signature: ..... (Chair) 27<sup>th</sup> September 2021



**BOUGHTON & DUNKIRK PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BOARD  
HELD ON MONDAY, 12<sup>th</sup> JULY 2021  
SUMMARY OF AGREED ACTIONS**

Minute Ref.	Agreed Action	For Whom
4,	<ul style="list-style-type: none"> <li>➤ Clerk to liaise with the school for parent governor election to be scheduled in term 2 for two parent governors.</li> <li>➤ Clerk to keep governors informed as terms of office come up for renewal/ reappointment.</li> <li>➤ Clerk to liaise with the Local Authority for Mrs C Clayson to be considered for the LA governor position by the LA's Governor Appointments Panel.</li> <li>➤ Governors to discuss plans to recruit new governors to the two co-opted governor vacancies following Mrs Bachelard's retirement and Mrs C Clayson's move to LA Governor (subject to LA Appointments Panel acceptance).</li> <li>➤ Governors to formally agree to re-appoint Mr J Bennett for a further three term at the term 1 meeting.</li> <li>➤ All governors to complete skills audit analysis at the term 1</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>
6,	Chair to sign the minutes of all meetings approved since the start of the lockdown.	CoG
8,	<ul style="list-style-type: none"> <li>➤ Governors to receive data to compare the progress and attainment of PPG pupils with their non-PPG counterparts at the term 1 meeting.</li> <li>➤ HT to arrange for the school's website to be updated with the revised staffing arrangements and governance.</li> </ul>	<p>HT</p> <p>HT</p>
8, e)	<ul style="list-style-type: none"> <li>➤ Governor (DM) to write a governor visit report following his visit to the school.</li> <li>➤ Governors (CC/AC) to conduct monitoring of Behaviour &amp; Attitudes and Personal Development and report to governors at the term 1 meeting</li> <li>➤ Governor (EAO) to conduct a monitoring visit of the school's ethos to ensure that it is explicit and reflected in the school.</li> <li>➤ CoG/VCoG to complete the self-evaluation of governance and prepare the Annual Statement of Governance.</li> </ul>	<p>DM (Done)</p> <p>CC/AC</p> <p>EAO</p> <p>JCW/MB</p>
11,	<ul style="list-style-type: none"> <li>➤ HT to inform governors when in-school Safeguarding training will take place. Alternatively, governors may access training from the Kent Children's Safeguarding Board.</li> <li>➤ ALL Governors to read the new KCSIE Guidance 2021 and complete Declarations on Governor Hub before the term 1 meeting (after 1<sup>st</sup> September).</li> </ul>	<p>HT</p> <p>ALL</p>
13,	Governors to complete above identified training and report to governors at the next meeting.	MB/AC/BF/ALL
14,	Complaints, Feedback, Grievance and Safeguarding Policies carried forward for approval at the term 1 meeting. Chair to send reviewing governors the policies for them to read and comment for ratification at the term 1 meeting.	BF/MB, JCW/JP, AC/KB, DM/MB
15,	Clerk to update the Board's Year Planner and note the changes on Governor Hub.	Clerk