



**BOUGHTON-UNDER-BLEAN & DUNKIRK METHODIST PRIMARY SCHOOL  
MINUTES OF A VIRTUAL MEETING OF THE FULL GOVERNING BOARD  
HELD ON MONDAY, 10<sup>th</sup> MAY 2021 AT 1.00 p.m.**

**PRESENT:**

Mrs K Bachelard	Mr M Baybutt
Mr J Bennett	Mrs C Clayson
Mrs J Collett-White (Chair)	Mr A Cummins (from 1.37 p.m.)
Mrs B Feast	Mr D Munro
Dr. J Perkins (from 1.15 p.m.)	Mr D Warner
Mr S Way (Headteacher)	

**IN ATTENDANCE:**

Mrs D Stryzyk (Clerk)  
Miss S Holness (Early Years Lead for part of the meeting)

**Part I - Non-Confidential Minutes**

Item	Minute	Action
<b>PROCEDURAL</b>		
1.	<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. It was not envisaged that a secret vote was required. Governors would vote by raising their hand or the hand icon.</p>	
2.	<p><b>Quorum</b></p> <p>The meeting was established as quorate.</p>	
3.	<p><b>Apologies for Absence</b></p> <p>Dr. Perkins would be a few minutes late joining the meeting as he had teaching commitments until 12.55 p.m. Mr Cummins would also be late joining the meeting.</p> <p>Reverend Aggrey-Ogoe was not present at the meeting, nor had he tendered an apology.</p>	
4.	<p><b>Governing Board Membership</b></p> <p>a) <b>Membership Updates and Succession Plans</b></p> <p><b>Review of the Constitution of the Governing Board</b></p>	



	<p>Following a discussion, governors unanimously agreed to remain with the current constitution of the governing board which included for 13 members.</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>➤ Mr M Baybutt's term of office as Foundation Governor would continue.</li> <li>➤ 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 was not intending to seek re-election. The Chair proposed moving Mr A Cummins (currently a parent governor) to the Co-opted Governor position when Mrs Bachelard's term of office expired. Mr Cummins' term of office as a Co-opted Governor would be effective from the 6<sup>th</sup> October 2021. This would result in a parent governor vacancy which would require an election. Governors unanimously agreed to move Mr Cummins to the Co-opted Governor position from the 6<sup>th</sup> October 2021.</li> <li>➤ 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>➤ Dr J Perkin's term of office as a Parent Governor was due to expire on the 14<sup>th</sup> November 2021. The role of a parent governor would require an election.</li> <li>➤ Mrs J Collett-White intended to stand down as a governor at the end of the academic year as it was not her intention to re-stand as the Local Authority Governor representative. The Chair sought Mrs Clayson's agreement to take on the role of Local Authority Governor from Mrs Collett-White. Mrs Clayson agreed to the proposal. Governors unanimously agreed to the request that Mrs Clayson be appointed as Local Authority Governor. The Clerk explained, the approved minutes from the meeting would need to be sent to the Area Governance Officer along with the LA Governor nomination form completed by CC together with a statement of support from the Chair. The nomination would be considered by KCC Members. The Board would need to formally appoint Mrs Clayson once Members' approval had been received.</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: Chair to write to parents to say how wonderful and rewarding it was being a governor for the school.</b></p> <p><b>Action: Clerk to keep governors informed as terms of office come up for renewal/reappointment.</b></p> <p><b>Action: Post-Term 6 meeting, Clerk to set in train the process for appointing Mrs Clayson as the LA Governor.</b></p> <p>Mr J Perkins joined the meeting at 1.15 p.m.</p>	<p>Clerk</p> <p>Chair</p> <p>Clerk</p> <p>Clerk</p>
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5.	<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 interest against any of the agenda items for the meeting. No new declarations were received.</p>	
6.	<p><b>Minutes of the full Governing Board Meeting held on the 15<sup>th</sup> March 2021</b></p> <p>The minutes of the previous meeting held on the 15<sup>th</sup> March 2021 were agreed as a true record. The minutes of the meetings would be signed by the Chair at the next opportunity for the Board to physically meet.</p> <p><b>Action: Chair to sign the minutes of all meetings approved since the start of the lockdown.</b></p>	Chair
7.	<p><b>Matters Arising and Receive Updates on Agreed Actions</b></p> <p><b>a) Pen Profiles</b></p> <p>The Headteacher confirmed all governors' pen profiles have been received by the school.</p> <p><b>b) Skills Audit</b></p> <p>The annual skills audit would be completed as a group activity at the term 6 meeting.</p> <p><b>Action: T6 meeting agenda to include group activity for governors to complete the annual skills audit.</b></p>	Clerk/ ALL
<b>SCHOOL IMPROVEMENT</b>		
8.	<p><b>Headteacher's Report</b></p> <p>The Chair advised the school's Early Years Leader would be joining the meeting to discuss the changes to the Early Years Framework. The Headteacher's report had been uploaded to Governor Hub prior to the meeting. He expanded on his report as follows:</p> <p><b>a) Covid Risk Assessment</b></p> <p>The Headteacher advised the full re-opening of the school from March had gone well.</p> <p>Staff were working to find and fill gaps and settle the children back into school-life and were currently working to improve the children's stamina. The return to school at the start of term 5 was going well, the school was working normally. Staff meetings, pupil progress meetings and staff consultations happened. The parent consultations were very successful; teachers preferred having the consultations taking place in the classrooms rather than in the hall as they were more private and gave parents an opportunity to see the classroom environment. Parents were given</p>	



ten minute appointments, with cleaning taking place between appointments. The Staff Governor agreed, the parent consultations were a huge success, more relaxed. The appointments had been arranged over three evenings rather than the usual two, it was manageable.

Miss S Holness (Early Years Leader) joined the meeting at this juncture. She added, it had been a nice opportunity for the Year R parents in particular to visit the early years area.

A governor asked what proportion of parents had attended the consultations. The Headteacher responded, almost every child's parent had attended; one or two from each class alternative arrangements were made for them. Thirty slots were available for each class. The Staff Governor added, parents had appreciated the opportunity to meet with the class teachers face to face.

#### **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, this was likely to rise to 30 by the start of the new academic year.

A governor asked about Year 6, their destination secondary schools. The Headteacher advised two children would transfer to Queen Elizabeth's School. The Staff Governor/(Year 6 teacher) added, children were transferring to nine different schools. Most were transferring to the Canterbury Academy as its reputation had improved. Those children who had passed the Kent Test were going to Queen Elizabeth's School or Simon Langton Boys or Girls. The Headteacher added, as a result of Covid and restrictions on visiting schools, parents seemed to be informed about schools this year and are selecting the right schools for their child.

#### **c) Early Years Foundation Stage – Presentation by the Early Years Lead**

The EYFS Lead, Miss S Holness (SH), advised the new Early Years Foundation Stage framework would come into effect from September. Some schools were already using the Framework as early adopters. The EYFS profile sets out the seven areas of learning and development:

Three prime areas:

- Communication and language
- Personal and emotional development
- Physical development

Four specific areas:

- Literacy
- Mathematics
- Understanding the world



- Expressive arts and design

SH explained, for the school's Early Years team, very little would change. They will still concentrate on the play based learning approach. The new profile makes reference to age appropriate technology, but would no longer be assessed. Technology would still remain part of the broad and balanced early years curriculum. Shape, space and measure have also been removed; this too will remain part of the curriculum that will be retained.

SH stated assessment in the early year would change. The school's early years staff had never over collected data as the staff know the children and what they are capable of. The removal of collecting masses of evidence and justifying judgements have been removed which was welcomed.

The Framework recommends that early years staff encourage new areas of learning. It refers to children who can write their names and count to ten. SH stated there was no point keep recording the same information. There were changes to the assessment and the cycle, staff will collect what evidence was needed.

SH advised in terms of the current Year R cohort, some were not yet ready to transition to Year 1. Some may not have attended a nursery or pre-school. The school had introduced strategies to help them to catch up. SH stated children have missed so much of learning it was inevitable they were not yet able to negotiate with others and solve their own problems. The catch-up strategies in Year R look different to those in other groups as much of their learning was done through play.

SH explained the Year R and Year 1 staff have been discussing how they may work together to ensure that those children who are not yet ready for Year 1 are settled in their new class quickly so that by Christmas at the latest they are ready to learn. Many children were currently at the 30 to 50 month level. The children have had a large amount of disruption which has affected their skills in the prime learning areas which prepare children for the next stage of their education.

SH advised the Year 1 teacher planned to visit the Year R staff to listen to and observe lessons. Initially, she will adapt lessons so that they are shorter than they would normally be.

SH stated behaviour was good because what the Year R team have put into place to train them.

Mr A Cummins joined the meeting at 1.37 p.m.

Governors acknowledged that the loss of learning over the past year was going to affect Year R.

A governor understood that there may be an opportunity for a Year R child's parents to request that they repeat the whole year (for example summer born children). SH answered, there was no necessity for any children to repeat Year R, although this would very much be at the



Headteacher's discretion. In her view, there were no children who would need to repeat the whole year.

SH stated a parent who had been considering deferring entry for her child had articulated to the class teacher how delighted she had been with her child's progress over the past year despite the amount of time the school had been closed. The Headteacher added, there were children in Year R who were above the age related expected and those who were below with special educational needs. The teachers tailor their teaching to suit each child's abilities. Summer born was no longer an issue.

The Chair thanked SH for her presentation. She left the meeting.

#### **d) Staffing Updates**

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

The Headteacher advised the current Year 2 teaching assistant was due to leave the school at the end of the year to start a post graduate certificate in education at Christchurch University. The school had been keen to appoint a teaching assistant with similar qualities and skills. The successful application will join the school in term 6 and will work with Year 3. This will give her an opportunity to get to know the school.

The SENCo was absent as a result of a scheduled operation. She was due to return to the school at the start of term 6. The Headteacher had taken on SEN during her absence. It had provided him with an opportunity to get to know the children and the classes to prepare staff allocations for the following year.

#### **e) School Improvement Plan/Recovery Plan**

##### **i) Quality of Education and Standards – Teaching & Learning**

###### **Covid-19 Catch-up Plan**

The Covid-19 Catch-up Plan had been shared on Governor Hub prior to the meeting.

The Headteacher advised the focus remained on delivering a broad and balanced curriculum. Assessments were carried out at the end of term 4, the data showed that progress was slow because children were not in school. He added, the assessments were not about holding teachers to account, but identifying what was needed. The Quality of Education Monitoring Governors (KB and NB) advised they have arranged a meeting with the Deputy Headteacher.

The Headteacher advised there would be no statutory tests this year. The Staff Governor added, it felt much better not to have the stress of the statutory assessment tests this year. He would be giving the children past papers to do, the results will inform the class teacher end of year judgement.



The Headteacher advised it was hoped to be able to introduce school trips, sports and after school clubs in term 6.

**ii) Behaviour & Attitudes**

**Attendance**

All children were back in school. The Headteacher referred to page 3 of his report which provided details of attendance as at the 30<sup>th</sup> April 2021.

Whole school attendance was at 95.7%. The number of persistent absentees (attendance below 90%) was nineteen children, children with lower attendance (below 85%) was twelve. If persistent absentee children were to be removed from the school's attendance data, overall attendance would be at 98.3%. The Headteacher advised family #4 with children in Years 1 and 3 had not attended school since January 2020, both have now returned. Other children, who were shielding, were now back in school.

The Headteacher advised he was now receiving holiday requests; which were not being authorised.

**Exclusions and Reported Racial Incidents**

The Headteacher advised there had been no exclusions or reported racial incidents.

**iii) Personal Development**

**Staff's and Pupils' Well-being**

Nothing new to report.

**iv) Leadership & Management**

**School Improvement Advisor**

The Headteacher had a first remote meeting with the school's new Improvement Advisor. The Headteacher had explained the school's ethos and the school's approach to remote learning and how the school was using its Covid Catch-up funding.

**f) Governors' Monitoring Visit Reports**

**Quality of Education (JCW/JP)**

The report of the governor's monitoring visit dated the 31<sup>st</sup> March 2021 had been shared on Governor Hub. The Governors virtually met with the Headteacher and the Early Years Leader.



The focus of the governors' visit had been on the School Improvement Plan priorities:

1.1 – Quality of Education remains high in Early Years and KS1 and across the school and the Impact of school closures in 2020-21

1.2 – SEND in early years

The New Early Years Foundation Stage Framework and its impact on outcomes

**Governors asked what the issues have been from school closures for years R and 1.**

A: Because Year R (present Year 1) missed a considerable amount of vital time, practical experience, general build-up of stamina, independent learning and social readiness for Year 1, there was an inevitable impact on all early years.

Staff were planning the best way forward to mitigate this situation. Children have been given extra opportunities to play and develop skills they would have either learned at Nursery or previous year groups.

Home learning had not been easy with young children without the social interaction, e.g. 'who uses the Sellotape first' or reverting to baby talk.

SEND

**Governors observed usually the school had a very good record of identifying children with SEN at an early age.**

The Early Years Leader stated that her visits to Year R families prior to school starting was invaluable in knowing the environment children were coming from and where there might be circumstances which may not have encouraged readiness for school. The timetable had needed to be flexible to allow time for play and developing social skills. The teaching of Phonics and number skills had been frustrated by time pressures and lack of concentration by the children. All aspects will have been covered without perhaps the usual time for consolidation.

**Governors understood that Year R children had lost out on preschool learning, Year 1 that of Year R and Year 2 that of Year 1. These were key years in a child's development and school readiness and its impact would be monitored as the children progress.**

Phonics Screening

Phonics teaching in early years was historically good, but translating it into reading readiness was crucial. Phonics testing for the present Year 1 will be undertaken in Year 2.

Governors received an explanation of the new Early Years Framework which comes into effect in September 2021 (see minute 8 c) above).





	<p>The governors advised their questions had been responded to thoughtfully and carefully. They recognised much of how children learn in the early years was through play and curiosity, which was their platform for learning. The Headteacher added, he often had professional dialogue with the Early Years Leader about teacher directed/child initiated. All teachers have observed Year R at some stage to observe how independence is taught.</p> <p><b>Quality of Education (Data) (KB/NB)</b></p> <p>The governors had arranged a meeting with the Deputy Headteacher which was scheduled to take place before the end of the month. They would report to governors at the next meeting.</p> <p><b>Action: KB/NB to report on the Quality of Education at the next meeting.</b></p> <p><b>g) 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>The Headteacher reported that he continued to support other Methodist schools and has virtual meetings with other RLEs and those that lead MAST. The aspects of school life that were covered within SIAMS were well embedded within the school and collective worship had resumed. The school's values remain in place across the school. The Headteacher stated he was confident that Boughton &amp; Dunkirk Methodist Primary School remains a school that reflects a Methodist approach and ethos.</p> <p>A Foundation Governor advised she had attended a MAST meeting, it had been interesting to learn about the SIAMS Methodist schedule that includes 227 points and how one should be implemented each half term. There had also been a presentation from a leader of a church school who had recently completed to be a SIAMS Inspector. The Governor undertook to discuss her ideas with the Headteacher. The Governor advised the training may be accessed on You Tube. The Governor added, the training provided much information on leadership, flourishing – geared to the Christian vision.</p>	<b>KB/NB</b>
<b>9.</b>	<p><b>Headteacher's Mid-Year Performance Review</b></p> <p>The Headteacher Performance Appraisal Panel were scheduled to meet with the Headteacher on the 26<sup>th</sup> May for his mid-year performance review.</p> <p><b>Action: HT PA Panel to confirm to the Board that the HT mid-year review has been done at the next meeting.</b></p>	<b>MB/ BF/NB</b>
<b>10.</b>	<p><b>Finance, Budget, and Planned Expenditure</b></p> <p><b>a) Appointment of a Finance Governor to Succession Plan for the Future</b></p>	



Mr D Munro indicated his preparedness to take on the role of Finance Governor when Mr Baybutt cedes the role later in the year. Mr Munro declared a potential conflict of interest relating to staff's pay.

**b) Latest Budget Monitoring Report**

The Finance Governor reported the February monitoring report showed the school was in a moderately healthy position with a forecasted rollover figure of £54,365.

The Clerk advised in order to satisfy the Compliance Team; the Governing Board must receive six budget monitoring reports each meeting. The forecasted yearend figures and variances must be reported and recorded in the minutes. The Finance Governors should receive monthly budget monitoring reports.

The Board was required to agree the six and nine month budget monitoring reports plus the yearend budget analysis and the three year budget plan.

**c) Analysis of Yearend Budget Figures**

The Analysis of the yearend budget figures were not available at this meeting.

**Action: Governors to receive and agree the yearend budget figures at the next meeting. (Done 14/05/2021).**

**ALL**

**d) Three Year Budget Plan**

The Finance Governor referred to the school's three year budget plan which was required to be presented to the Governing Board for approval at the beginning of each financial year. The budget detailed the school's spending plans for 2021-22 and forward forecast for the following two years.

The Finance Governor drew governors' attention to the cumulative predicted revenue budget surplus figures:

- 2021-22 = £41,544.56
- 2022-23 = £25,261.63
- 2023-24 = £7,301.78

The Finance Governor explained that for each of the financial years, actual forecasted expenditure was greater than the school's predicted income. It was imperative for the school's leaders and the Governing Board to decide what action needs to be taken going forward.

A governor enquired why High Needs Funding (I03) reduced year on year. The Headteacher explained, High Needs Funding was specific to a child, the school's High Needs income dropped when a HNF child leaves the school. However, as new children join the school and are identified



as needing additional support; an application was made for High Needs Funding. For budget setting purposes, the school cannot predict what sums the school will receive in the future.

The Finance Governor referred to the Three Year Plan CFR Code notes sheet; the commentary states 'April to September, calculate nine Education Health Care and from September six EHC, but as the year progresses more will be added.'

The Headteacher advised, at Boughton & Dunkirk Primary, HNF funding was not linked to staff because it leads to a child's over-reliance on that individual.

Governors unanimously agreed the three year budget plan for the period 2021-22 to 2024.

**e) Schools Financial Value Standard Submission**

The Finance Governors requested that full governing board approval to the SFVS submission for 2021 be deferred. An extraordinary meeting of the Governing Board was arranged for later in the week for the SFVS submission to be approved. (The deadline for submission had been extended to the 28<sup>th</sup> May 2021.)

**Action: GB to approve the SFVS submission at EFGB meeting scheduled for 11.30 a.m. on the 14<sup>th</sup> May 2021.**

ALL

**f) Governors' Financial Competencies Matrix**

The Finance Governors, Chair and Vice Chair of Governors had completed the Governors' Financial Competencies Matrix. The Headteacher and staff had completed the Staff's Financial Competencies Matrix. The completed forms were available on Governor Hub.

**g) Best Value**

The Finance Governors reported the school tended to use the Local Authority services and contract.

Governors were satisfied that that all financial decisions have been made according to the principles of best value.

**h) Review of Asset Register**

The Finance Governor explained the school had a new purchasing system that had been introduced last year which automatically includes items on the school's asset register. The record included when the item had been purchased, its value and location in the school.



<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) Safeguarding Platform</b></p> <p>Governors were asked to regularly review The Education People’s Safeguarding platform (particularly Safeguarding Governor) following its migration from KELSİ to The Education People.</p> <p><b>c) Safeguarding Desktop Review</b></p> <p>The Safeguarding Governor undertook to liaise with the school for the Annual Safeguarding report parts I and II to be drawn up and shared with governors at the term 2 meeting (in accordance with the annual year planner).</p> <p><b>d) Single Central Register</b></p> <p>The Headteacher confirmed the Single Central Register was fully up to date; nothing had changed. The new staff member had been included subject to completion of the Disclosure and Barring Service check which was in train.</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 #2 of 3</b></p> <p>The Health &amp; Safety Governor’s report dated the 24<sup>th</sup> March 2021 had been shared with governors on Governor Hub prior to the meeting. The site inspection had largely been conducted outside, but did include the school hall.</p> <p>The H&amp;S Governor reported the general condition of the school was good, minor repairs were attended to quickly either in-house or arrange and completed by external contractors. The fencing was intact and a tree surgeon had checked the condition of the trees.</p> <p>The issues with the decking was still of concern, however, plans were in place for a permanent solution. The Headteacher advised the school had sought three quotations for work to remedy the issues.</p>	



	<p>The Health &amp; Safety Governor confirmed that a fire drill had been undertaken; the building had been evacuated within the recommended timescale. The Headteacher added, the school was due a Fire Warden visit in the next few weeks.</p> <p><b>Action: Governors to receive Fire Warden’s Inspection report at the next meeting.</b></p>	HT
13.	<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> <ul style="list-style-type: none"> <li>➤ DM was scheduled to attend New Governor Induction training on the 14<sup>th</sup> May</li> <li>➤ MB had indicated that he would undertake the National Governors Association Chairs Development programme to prepare him to take over the Chair. MB advised that he had contacted the NGA but had yet to receive a response. The Clerk suggested that he contact Mrs Tina Gimber, The Education People Area Governance Officer for South Kent, who had been delivering the programme: <a href="mailto:tina.gimber@theeducationpeople.org">tina.gimber@theeducationpeople.org</a></li> <li>➤ JCW was scheduled to attend the following week’s Governor Briefing</li> <li>➤ DM to attend Finance Training</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>➤ MB had completed Safer Recruitment training on the 24<sup>th</sup> March</li> <li>➤ JCW’s report following her attendance on the Understanding Early Years and Key Stage 1 data had been uploaded to Governor Hub</li> </ul>	DM/ MB AC/BF /ALL
14.	<p><b>Policies</b></p> <p>Upon the recommendation of the Lead Reviewers (in brackets); governors unanimously agreed the following policies:</p> <p>a) Modern Foreign Languages Policy (<b>JCW/AC</b>)</p> <p>b) Campfire Policy (<b>JB/CC</b>)</p>	



	*Headteacher to highlight any amendments to school policies in the future.	
<b>15.</b>	<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 on the Sharepoint prior to the meeting:</p> <ul style="list-style-type: none"> <li>➤ The Education People Governance Monthly Newsletters dated April and May 2021</li> </ul> <p>The Clerk had read through the newsletters and had included links to the DfE documents mentioned in the articles, as follows:</p> <ul style="list-style-type: none"> <li>➤ DfE Guidance: <a href="https://www.gov.uk/government/publications/changes-to-the-early-years-foundation-stage-eyfs-framework/changes-to-the-early-years-foundation-stage-eyfs-framework">https://www.gov.uk/government/publications/changes-to-the-early-years-foundation-stage-eyfs-framework/changes-to-the-early-years-foundation-stage-eyfs-framework</a></li> <li>➤ DfE Guidance: <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2?utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_source=65b6ed2e-7aeb-4e01-b38f-f6a0569b42df&amp;utm_content=daily">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2?utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_source=65b6ed2e-7aeb-4e01-b38f-f6a0569b42df&amp;utm_content=daily</a></li> <li>➤ DfE Guidance: <a href="https://www.gov.uk/government/publications/school-governance-update/school-governance-update-april-2021">https://www.gov.uk/government/publications/school-governance-update/school-governance-update-april-2021</a></li> <li>➤ DfE Guidance: <a href="https://www.gov.uk/government/news/full-ofsted-inspections-expected-from-september?utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_source=cd212621-461a-4f88-ae8-3b7b43317c12&amp;utm_content=daily">https://www.gov.uk/government/news/full-ofsted-inspections-expected-from-september?utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_source=cd212621-461a-4f88-ae8-3b7b43317c12&amp;utm_content=daily</a></li> <li>➤ DfE Guidance: <a href="https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2021-to-2022/pupil-premium-conditions-of-grant-2021-to-2022-for-local-authorities">https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2021-to-2022/pupil-premium-conditions-of-grant-2021-to-2022-for-local-authorities</a></li> <li>➤ TEP Complaints Advice: <a href="https://www.kelsi.org.uk/school-management/complaints">https://www.kelsi.org.uk/school-management/complaints</a></li> </ul>	
<b>OTHER</b>		
<b>16.</b>	<p><b>Any Other Urgent Business</b></p> <p>None.</p>	
<b>17.</b>	<p><b>Confidentiality</b></p> <p>No matters were deemed to be of a confidential nature.</p>	
<b>18.</b>	<p><b>Date and Time of Next Meeting (at 1.00 p.m.)</b></p> <ul style="list-style-type: none"> <li>➤ Term 6 – Monday, 12<sup>th</sup> July 2021 (Apology, Mr J Perkins – delivering training course in London)</li> </ul>	



	<b>Action: Governors to discuss variations to dates and times and holding of 2021-22 meetings in preparation for these to be agreed at the term 6 meeting.</b>	<b>Clerk/ ALL</b>
<b>19.</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 received a full briefing on the new Early Years Framework which comes into force from September 2021.</li> <li>✓ Governors conducted monitoring of the Quality of Education to gain an understanding of the provision for SEN learners and EYFS and KS1.</li> <li>✓ Governors agreed three year budget plan with positive rollovers. Demonstrating financial probity.</li> <li>✓ A governor complete an H&amp;S site inspection to check that actions identified in previous reports have been attended to.</li> <li>✓ Governors agreed policies and school documents which reflect the school's values and vision.</li> <li>✓ Governors agreed to complete a range of training to equip them in their governor role.</li> </ul>	

The meeting concluded at 2.50 p.m.

Signature: ..... (Chair)

Date: .....



**BOUGHTON & DUNKIRK PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BOARD  
HELD ON MONDAY, 10<sup>th</sup> MAY 2021  
SUMMARY OF AGREED ACTIONS**

<b>Minute Ref.</b>	<b>Agreed Action</b>	<b>For Whom</b>
<b>4, b)</b>	<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>➤ Chair to write to parents to say how wonderful and rewarding it was being a governor for the school.</li> <li>➤ Clerk to keep governors informed as terms of office come up for renewal/ reappointment.</li> <li>➤ Post-Term 6 meeting, Clerk to set in train the process for appointing Mrs Clayson as the LA Governor.</li> </ul>	<p>Clerk</p> <p>Chair</p> <p>Clerk</p> <p>Clerk</p>
<b>6,</b>	<b>Chair to sign the minutes of all meetings approved since the start of the lockdown.</b>	<b>CoG</b>
<b>7,</b>	<b>T6 meeting agenda to include group activity for governors to complete the annual skills audit.</b>	<b>Clerk/ALL</b>
<b>8, e)</b>	<b>Quality of Education Monitoring Governors (KB/NB) to conduct monitoring and report to the Board at the term 6 meeting.</b>	<b>KB/NB</b>
<b>9,</b>	<b>HT PA Panel to confirm to governors that they have conducted the Headteacher's mid-year performance review</b>	<b>MB/BF/NB</b>
<b>10, c)</b>	<ul style="list-style-type: none"> <li>➤ <b>Governors to receive and agree the yearend budget figures at the next meeting. (Done 14/05/2021).</b></li> <li>➤ <b>GB to approve the SFVS submission at the term 5 EFGB meeting (Done 14/05/2021).</b></li> </ul>	<b>MB/BF →ALL Governors</b>
<b>12,</b>	<b>Governors to receive Fire Warden's Inspection report at the next meeting.</b>	<b>HT →ALL Governors</b>
<b>13, b)</b>	➤ <b>Governors to complete above identified training and report to governors at the next meeting.</b>	<b>ALL Governors</b>
<b>18,</b>	<b>Governors to discuss variations to dates and times and holding of 2021-22 meetings in preparation for these to be agreed at the term 6 meeting.</b>	<b>Clerk/ALL Governors</b>