



To be the best we can be ..

**BOUGHTON-UNDER-BLEAN & DUNKIRK PRIMARY SCHOOL
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD AT THE SCHOOL ON FRIDAY, 12TH MAY 2023 AT 1.00 p.m.**

PRESENT:

Mr M Baybutt (Chair)	Mr A Cummins
Mrs B Feast	Mrs J Mayer
Mr D Munro	Dr. J Perkins
Mrs K Petts	Mr S Way (Headteacher)

Item	Minute	Action
PROCEDURAL		
1.	<p>Chair's Welcome and Prayers</p> <p>The Chair welcomed Governors to the term 5 meeting of the Governing Board. He led the Board in an opening prayer.</p>	
2.	<p>Quorum</p> <p>The meeting was established as quorate.</p>	
3.	<p>Apologies for Absence</p> <p>Apologies for their absence had been received from Reverend E Aggrey-Ogoe (recuperating following medical procedure), Mr J Bennett (holiday), Mrs C Clayson (another urgent commitment) and Mr D Warner (unwell). The Governors' apologies were accepted.</p>	
4.	<p>Declaration of Business Interests</p> <p>Governors were invited to declare any business interests against any of the agenda items for the meeting. No new declarations were received.</p>	
5.	<p>Governing Board Membership and House-keeping</p> <p>a) One Co-opted Governor Vacancy</p> <p>One co-opted governor vacancy remained.</p> <p>b) Foundation Governor</p> <p>Governors received confirmation that Mrs B Feast's term of office was renewed for a further three years with effect from the 18th June 2023 to the 17th June 2026.</p> <p>c) Ex-Officio Governor</p> <p>Reverend Rosemary Pritchard will replace Reverend E Aggrey-Ogoe who will retire at the end of the academic year.</p>	

	<p>d) Succession Plans</p> <p>The Governance Professional had asked Governors to reflect whether they have an interest to assume key roles or areas of responsibility in the future and let the Board know if they have any aspirations; succession plans included all areas of governance. The Safeguarding and Vice Chair/Health & Safety Governors will leave at some point in the coming year.</p> <p>The Chair advised that he had given consideration thought to his position of Chair and had made the decision to resign as Chair and as a Governor effective from the end of the meeting. Governors were reminded that Mrs J Mayer had expressed an interest in serving as the chair and she had been engaging in various training sessions.</p> <p>The Chair advised the Methodist Circuit will appoint a new Foundation governor.</p> <p>Action: Governing Board to elect a Chair at the term 6 meeting. Governance Professional to seek nominations prior to the term 6 meeting as detailed in the Standing Order for the Election of the Chair.</p> <p>Action: Governing Board to identify governors to take on the key roles of Safeguarding and H&S Governor and shadow Governors in those roles currently.</p>	<p>ALL</p> <p>ALL</p>
6.	<p>Minutes of the Previous Meeting</p> <p>Governors unanimously approved the minutes of the meeting held on the 6th March 2023.</p>	
7.	<p>Matters Arising and Receive Updates on Agreed Actions (not covered by this agenda)</p> <p>a) Acceptable Use Policy</p> <p>Governors received confirmation that all governors have read and agreed to abide by the Acceptable Use Policy.</p> <p>b) Five Year Strategic Plan</p> <p>The Chair advised comments had been received from governors. It was suggested that the Board look at the plan again in September as there needed to be further discussions around academisation.</p> <p>Action: Governing Board to re-visit the Five Year Strategic Plan in term 1.</p> <p>c) Governor Monitoring Visit Report Templates</p> <p>The Governor monitoring visit templates for formal and informal governor visits have been uploaded and pinned to the Governor Hub noticeboard.</p>	<p>HT</p>
SCHOOL IMPROVEMENT		
8.	<p>Presentation by Humanities Subject Leader</p>	
	<p>Mrs D Munro, Humanities Subject Leader (HSL) joined the meeting at 1.30 p.m.</p> <p>The HSL advised that her talk will focus on Humanities, but she also led the School Council. Governors indicated that they would welcome Mrs Munro returning to a future meeting to discuss School Council, pupil voice and British Values.</p>	

The HSL advised each subject leader had been tasked to write a rationale for their subject area limited to one page to provide an overview on how the subject was taught, organised, assessed and planned. Also pupil voice. This had been a good opportunity for the staff to think deeply about their subject areas and the future development of teachers in preparation for a deep dive Ofsted inspection.

Humanities included both History and Geography, which were split equally in terms of curriculum time in each year group.

The HSL advised that she had developed a long term plan which ensured the children have a good balance of topics that included local, national and international studies. The curriculum document was a guide, it did not specify what or when to teach aspects. The teaching staff devise that as a group. The HSL cited an example, the geography curriculum will detail the knowledge that has to be taught.

The HSL explained the Key Stage 1 history curriculum had four broad areas: changes within living memory, events beyond living memory, lives of significant individuals and historical events. In Key Stage 2 there were eight areas of study that were not specific e.g. local history, study of event beyond 1066, early history such Ancient Egypt – the humanities curriculum provided flexibility to plan and teach topics of interest. World War II was taught in Year 6 because of the nature of the content which had been shaped over a number of years. The Headteacher advised the curriculum had commonality with other schools. A lot depended on the availability of resources.

Governors were advised in Key Stage 1 the children have six units of work a year where in Key Stage 2 the units were longer and continued across two terms allowing for in-depth study. The majority of Humanities topics were taught by the class teachers or the Planning, Preparation and Assessment cover teacher. Children have one hour of humanities each week, but staff look for opportunities to make cross curricular links.

The HSL explained the school did not buy into a scheme. She did investigate various options, but no one scheme was suitable. As a staff, teachers select the best topics to cover. The children engage in lots of trips and visit to support their learning.

Teachers prepare long term plans for their humanities topics. The Headteacher explained long term plans were across the year, medium term plans for the term (or longer) and short term plans were daily. Long term plans were developed year on year.

The HSL reported assessment for Humanities had been developed over the last year or so. Grids have been created to assess the children's understanding of historical and geographical facts and knowledge. The standard was either met or not met. Teachers determine which children have met the expected level in each class. They monitor the progress of SEN (Special Educational Needs)/PPG (Pupil Premium Grant) to see how they are performing in comparison to their counterparts. **A Governor asked the HSL how the assessments were moderated.** The HSL explained there was no moderation for Humanities. A Governor asked if there was any benchmarking available from other schools. The Headteacher explained other than for Literacy and Numeracy there was not. For Humanities, schools were not required to assess; but staff do look to check on the children's acquisition of knowledge. There were often children who have a real love of history, geography and/or science who may not have the literacy skills. The HSL added they can demonstrate their knowledge through practical activities. She added, generally speaking children do better in history than geography. There was a need to look at why. Also, SEN/PPG pupils tended not to perform as well as non-PPG/SEN across the board. The school staff were continually reviewing what to do with those children. The Headteacher stated it could be that their opportunities to visit places to put things into context, visit other countries were

	<p>limited. There were a number of children who return from half term, they speak about visits to museums, monuments and places of interest because they have done a topic on that. The HSL added there were some children who do not leave the village and therefore do not explore the wider area.</p> <p>The HSL referred to a survey of pupils. The children have a good understanding why they learn about history and geography, 81% of children think that it is important and the remainder do not. Children say that lessons were appropriately pitched. They request more trips. Children enjoy history and geography as evidence in their work books. The HSL distributed a range of children's Humanities work books from every class. Governors looked at the books and were impressed with the presentation, standard and amount of work. The children's work covered a wide range of activities and tasks. The HSL agreed, the children have a good range of historical skills.</p> <p>A Governor asked how staff map their plans to the national curriculum. The HSL explained it was in the long term document. The items in blue were from the National Curriculum to ensure that everything that needs to be, is covered. The Governor asked what a Year 1 pupils would understand about maps versus a Year 6 student. The HSL referred the Governor to the progression map. The Headteacher added, staff were provided with an exemplar to work from. The HSL advised history was chronological, it was mapped out so that there was development in terms of children's learning.</p> <p>Governors welcomed the children were given opportunities to cover topics that piques their interest and encourages children to look at things in greater depth. Another Governor added, the children were learning in the Science, Technology, Engineering and Mathematics arena. The Headteacher advised science was included within the foundation subjects to foster enquiry based learning. Literacy and Numeracy were more prescriptive. He added the school's ambition was to foster a love for learning, for children to have their interests piqued.</p> <p>The HSL advised in the immediate future the school is looking at geography field work and what that links with, e.g. going out collecting data, answering questions, conducting a traffic survey in the village during the road closure and when the road re-opens. There will be further book looks of SEN/PPG to compare their learning with that of non-SEN/PPG, also, the higher attaining pupils. The school will also look at how to embed the use of historical and geographical language. The aim was to raise the standard of geography to be in line with history.</p> <p>A Governor referred to the exemplar/teaching points for topics, he asked if equality, diversity and inclusion in terms of cultures and traditions were covered. The HSL answered that was something the school has always done. The Headteacher added, equality and diversity were covered in English, history and Religious Education, but there were not necessarily explicit. He agreed the school must ensure that children have an accurate understanding of other cultures. He added, this year's World War II topic focused on the roles of women.</p> <p>Governors thanked Mrs Munro for taking the time to meet with Governors to discuss Humanities. She left the meeting.</p>	
<p>9.</p>	<p>Headteacher's Report and School Improvement Plan 2021-22</p> <p>The Headteacher's Report and the School Improvement Plan had been shared on Governor Hub prior to the meeting.</p> <p>The Headteacher reported this academic year had been the hardest as there have been so many pressures. There was little or no external SEN support. He had been looking at the budget and how staff may be structured to meet the needs of all children in the context of reduced income.</p>	

Teachers' morale was low in schools exacerbated by the strike action and feeling valued. It had been hard to lift the teachers. That said, staff have remained brilliant and committed to the school, the children and the wider school community. A Governor asked the Headteacher if, in his view, it was a concern going forward. Another Governor stated it had been like that for many years, but agreed things were getting worse. There were also difficulties nationally recruiting and retaining staff. The Headteacher stated he could not see how the situation can be resolved, he and staff were doing a lot of work to make the school the best possible place to work. Thankfully staff retention at the school was very good.

a) School Roll, Organisation and Staffing Updates

Staffing Updates

Staffing updates were detailed on page 1 of the Headteacher's report.

A Governor asked how the site management arrangements were working out for the school. The Headteacher responded they were working well. In those terms it had been a positive change.

The school was not affected by recent industrial action carried out by teachers, however, two staff members were required to work from home as a result of childcare issues.

School Roll

The initial number for starting school in September was 24, but there had been further interest and it was hoped the number would increase. Children have joined the school in other year groups. For next year, the school will look at how it markets itself. Governors were aware that pupil numbers will affect future budgets.

b) School Improvement Plan & Self Evaluation Form 2022-23/Governors' Monitoring Visit Reports Linked to SIP

i) Quality of Education and Standards (MB/JP) (intent, implementation, impact)

• Quality of Education Monitoring Governors' (JB) Report

The Quality of Education Governor's (JB) report dated the 7th March 2023 had been shared on Governor Hub in advance of the meeting. The focus of the Governor's visit was 'maintaining the increase in the percentages of pupils achieving at Expected plus in Literacy and Numeracy. During his visit with the Headteacher, the Governor had looked at lesson planning, pupils' books and teaching methods and practice. The Governor had also looked at the term 2 data. The Headteacher and Deputy Headteacher tracked pupils' progress.

Action: Q of E Monitoring Governor (JB) to seek responses to his three questions: i) Data to be presented to the Board, ii) Does the data indicate any concerns or evidence of improvement? iii) Was attendance improving so that pupils benefit from being in the classroom?

Pupils' Attainment

The Headteacher reported twelve Year 6 pupils were moving to Queen Elizabeth's Grammar School (more than previous years). The pre-SATs assessments showed that 81% of Year 6 pupils were predicted to achieve the Age Related Expected in Reading, 71% for Maths, 87% for Grammar, Punctuation and Spelling and 75% for Writing.

JB

ii) Behaviour & Attitudes (CC/AC)

Pupils' Attendance

The Headteacher reported whole school attendance was @ 94.3%, compared to 95.4% for the same period last year. The Headteacher's report illustrated the anonymised RAGd attendance for persistent absentees (attendance below 90%). Governors noted that in most cases, the persistent absentee children's absence had improved slightly. A Governor asked what strategies were in place to improve attendance. The Headteacher advised families have regular involvement with the school's Family Liaison Officer. The Headteacher advised the Attendance Services was involved with the child with significant absence ↔50%.

Learning Behaviours

The Well-being Room had been expanded and now provided more space for the children who visit the area during lunchtimes. A Governor had observed most of the visitors to the well-being room were girls. The Headteacher stated the Family Liaison Officer worked with both boys and girls.

Exclusions, Reported Racial Incidents and Bullying

The Headteacher reported there had been no exclusions, suspensions, reported incidents of racism or bullying.

• Behaviour & Attitudes Monitoring Governors' (CC/AC) Report

No report had been shared at this meeting.

iii) Personal Development (CC/AC) and Well-being (KP)

The Headteacher reported an emergency food pantry had been set up using funding from a local community group. Donations were being received from staff and parents. The aim was for it to be a community based asset.

Governors recognised another pressure on staff was meeting the well-being and social aspects of their role.

v) Leadership & Management (MB/KP)

• Staffing Structure

The Headteacher was considering the staffing structure for the next academic year and the allocation of support staff in consideration of the school's budget.

Action: Governors to agree the staffing structure at the next meeting.

• School Improvement Plan

The RAGd, updated School Improvement Plan had been shared on Governor Hub in advance of the meeting.

Governors were asked to conduct their monitoring visits during the second week of term.

Action: At the Term 6 meeting, Governors to evaluate the SIP and assess where there have been successes and which areas have not been achieved.

ALL

ALL

	<p>Action: ALL Governors to arrange to conduct their monitoring visits during week #2 of term 6 to conduct a yearend evaluation of the areas SIP they are monitoring and report back to the board (see item above).</p> <ul style="list-style-type: none"> • Parent Survey <p>The parent survey relating to school clubs had been uploaded to Governors. The analysis had not highlighted anything the school was not aware of. The school wished to run more clubs but was limited for staffing and indoor space.</p> <ul style="list-style-type: none"> • Methodist Schools Support <p>The Headteacher continued to support Methodist schools in the South East which was more and more beneficial to the school as it allowed discussion around common issues and to see different ways of doing things.</p> <ul style="list-style-type: none"> • Strategic Options <p>Methodist Trust’s development plans, were carried forward for discussion within the context of the Five Year Strategic Plan at the term 1 meeting (minute 7, b) above refers).</p> <p>vi) Early Years Foundation Stage (BF)</p> <p>No updates at this meeting.</p> <p>c) Statutory Inspection of Anglican and Methodist Schools (EAO)</p> <p>No updates at this meeting.</p>	ALL
10.	<p>Headteacher’s Mid-year Performance Review</p> <p>The Headteacher’s mid-year review took place on the 6th March 2023.</p>	
11.	<p>Health & Safety/Risk Assessment</p> <p>a) Issues or Concerns</p> <p>Governors were afforded an opportunity to raise any health and safety issues or concerns. There were none.</p> <p>b) Health & Safety Site Inspection Report #3 of 3 per annum</p> <p>The Health & Safety Governor’s (AC) report dated the 2nd May 2023 had been uploaded to Governor Hub in advance of the meeting. The Governor reported there had been an issue with two of the hall windows where the timbers had rotted. Quotations for the work have been sought. The fenestration work was likely to have ramifications for the school’s budget.</p> <p>There was evidence of general wear and tear around the school. Repairs were being booked in for attention.</p> <p>The Governor was in attendance for a fire drill. The school was evacuated in two minutes and 51 seconds.</p>	

	<p>The school had plans to replace the playground equipment in the Reception playground along with new fencing.</p> <p>The H&S Governor asked the Board to consider applying for a grant for the installation of solar roof panels to reduce future energy costs. A Governor directed the school to an initiative known as the Public Sector de-carbonisation scheme which might be worth the school looking at. A Governor added it may also be worth looking at heat pumps.</p>	
<p>12.</p>	<p>Safeguarding</p> <p>a) Issues or Concerns</p> <p>Governors were afforded an opportunity for safeguarding issues or concerns to be raised. None were raised.</p> <p>b) Single Central Register</p> <p>Governors received confirmation that the SCR had been checked by Governor (AC).</p> <p>The Headteacher and the Safeguarding Governor were scheduled to meet on the 26th May. A report would be shared at the next meeting.</p> <p>Action: Safeguarding Governor’s report to be shared at the next meeting.</p>	<p>JP</p>
<p>13.</p>	<p>Finance (DM/JM)</p> <p>a) Analysis of Yearend Budget and Balance Control Mechanism/Outturn Report</p> <p>i) 2022-23 Yearend Budget Figure/Balance Control Mechanism and Outturn Report</p> <p>The Outturn report had been shared on Governor Hub prior to the meeting. For the 2022-23 financial year, the school had an in-year Revenue budget surplus of £10,936.91 and an overall budget surplus of £57,605.17. This was broadly in line with the budget figures reported at the nine month interval. The surplus was within the Balance Control Mechanism.</p> <p>The capital budget yearend surplus was £15,961.66.</p> <p>Governors unanimously agreed the 2022-23 Outturn Report.</p> <p>ii) 2023-24 to 2025-26 Three Year Budget Plan</p> <p>The Finance Governors reported that they had gone through the three year budget plan line by line. Governors were advised the Headteacher will look to review teaching assistant support in the school; it was likely the school will lose some support staff through natural wastage.</p> <p>The 2023-24 budget showed an in-year budget deficit of -£5,124.97 (minus five thousand, one hundred and twenty four pounds and ninety seven pence) and an overall budget surplus of £52,480.03 (fifty two thousand, four hundred and eighty pounds and three pence). The overall budget surplus for the 2024-25 financial year was forecasted to be £38,730.98 and for 2025-26 the surplus reduced to £7,533.97.</p> <p>The Chair advised Governors schools were not permitted to set a deficit budget. The budget calculations were based on a series of assumptions.</p>	

	<p>A Governor enquired if inflation had been included in the forward projections. The Headteacher confirmed that they had in part. The budget had included for teachers' pay rise of 2.5%, but this figure had been declined by the teaching unions, the figure was likely to be higher. Support staff have had a £2,000 pro rata pay increase implemented by Kent County Council (KCC), but schools have not been funded for the increase. The Headteacher was aware costs will rise, but he did not know how much income will increase.</p> <p>Governors unanimously agreed the 2023-24 Three Year Budget Plan.</p> <p>b) Review of Non-Teaching Staff's Pay</p> <p>As detailed above, KCC have given support staff £2,000 pro rata'd pay increase.</p> <p>c) Review of Local Authority Contracts and Tenders</p> <p>As previously minuted, the school was seeking quotations for the windows and doors and play equipment.</p> <p>d) Asset Register</p> <p>The Finance Governors will review of the asset register on the 13th June.</p> <p>The Governors will also go through the Compliance Visit Report to check on the progress of the identified issues.</p> <p>Action: Finance Governors to report to Governors following a review of the Asset Register and Compliance visit report.</p> <p>e) Financial Risk Register</p> <p>The review of the Financial Risk Register was an action detailed in the compliance visit checklist. Governors were advised the priorities within the school plan have no cost implications. Governors recognised that teachers' pay was the biggest threat to the school.</p>	DM/JM
14.	<p>Policies</p> <p>a) Complaints Policy</p> <p>The Complaints Policy was ratified by governors upon the recommendation of the lead reviewers.</p> <p>b) Accessibility Policy</p> <p>The Accessibility Policy was carried forward to the next meeting for approval. The Policy will be modified to reflect the school's SEN offer.</p> <p>Action: Accessibility Policy to be ratified by Governors at the term 6 meeting upon the recommendation of the lead reviewers AC/BF.</p>	AC/BF
OTHER		
15.	Governor Training & Development	

	<p>Governors were reminded that they have committed to completing at least one training module before the start of the new academic year. Governors should include detailed of completed training within their Governor Hub profiles and report any developmental points back to the Board via the Governor Training Report template.</p> <p>a) Identify Future Training Needs</p> <ul style="list-style-type: none"> • Prevent Training (ALL Governors): Training may be accessed virtually on the 29th June 2023 through The Education People. • Faversham Collaboration – Governor updates and training on the 28th September 2023 from 5 p.m. to 7 p.m. • Training courses may be accessed via The Education People tab on Governor Hub. <p>b) Reports of Completed Training</p> <p>No reports were shared at this meeting.</p>	
16.	<p>Chair's Correspondence/Guidance</p> <p>a) Chair's Correspondence</p> <p>Chair had no actions or correspondence to report to the Board.</p> <p>b) Guidance and Information</p> <p>The Governance Professional had uploaded the following items to the Governor Hub portal:</p> <ul style="list-style-type: none"> • The Education People Monthly Bulletin (May 2023) • Child Protection Newsletter May 2023 	
17.	<p>Any Other Urgent Business/Critical Matters</p> <ul style="list-style-type: none"> • Governors wished to record in the minutes that they recognise the efforts of staff when they visit the school or join the meeting to provide a presentation. Governors asked the Headteacher to convey to staff the governors' appreciation of all that they do in the school. • Governors (MB/BF) who had attended the Choir Festival reported that local schools took part in the Festival. The school that had participated in the event did really well. Boughton put on an amazing performance. 	
18.	<p>Confidentiality</p> <p>None of the matters discussed at the meeting were regarded as confidential.</p>	
19.	<p>Dates and Times for 2022-23 Academic Year Governing Board Meetings</p> <p>➤ Term 6 – Monday, 10th July 2023 at 1.00 p.m. - Apology Governor (JP)</p>	
20.	<p>Impact of Meeting</p> <p>Governors were invited to reflect on the impact of governance during this meeting.</p> <ul style="list-style-type: none"> • Governors recognised the efforts of staff. 	

	<ul style="list-style-type: none">• Following the presentation by the Humanities Subject Leader, Governors were pleased to learn that Humanities was not a forgotten subject.• Governors understood that changes were needed to meet the needs of the school.• Governors were aware of the financial pressures on the school and also the difficulties accessing external services and the potential consequences of those.	
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Governors wished to thank the outgoing Chair for his leadership of the Governing Board during his tenure as a governor for the school. Governors were appreciative of Mr Baybutt’s valued contributions. Governors wished Mr Baybutt best wishes for the future and in his personal endeavours.

The meeting concluded at 3.05 p.m.

Signature: (Chair)

10th July 2023

BOUGHTON-UNDER-BLEAN & DUNKIRK PRIMARY SCHOOL

SUMMARY OF AGREED ACTIONS

MEETING HELD ON THE 12TH MAY 2023

Item	Action	For Whom
5, d)	<ul style="list-style-type: none"> ➤ Governing Board to elect a Chair at the term 6 meeting. Governance Professional to seek nominations prior to the term 6 meeting as detailed in the Standing Order for the Election of the Chair. ➤ Governing Board to identify governors to take on the key roles of Safeguarding and H&S Governor and shadow Governors in those roles currently. 	<p>ALL/ Gov. Prof.</p> <p>ALL</p>
7, b)	Governing Board to re-visit the Five Year Strategic Plan in term 1.	ALL
9, b, i)	Q of E Monitoring Governor (JB) to seek responses to his three questions: i) Data to be presented to the Board, ii) Does the data indicate any concerns or evidence of improvement? iii) Was attendance improving so that pupils benefit from being in the classroom?	
9, b) iv)	<ul style="list-style-type: none"> ➤ Governors to agree the staffing structure at the next meeting. ➤ At the Term 6 meeting, Governors to evaluate the SIP and assess where there have been successes and which areas have not been achieved. ➤ ALL Governors to arrange to conduct their monitoring visits during week #2 of term 6 to conduct a yearend evaluation of the areas SIP they are monitoring and report back to the board (see item above). 	<p>HT →ALL</p> <p>ALL</p> <p>ALL</p>
12,	Safeguarding Governor's report to be shared at the next meeting.	JP
13, d)	Finance Governors to report to Governors following a review of the Asset Register and Compliance visit report.	DM/JM
14, b)	Accessibility Policy to be ratified by Governors at the term 6 meeting upon the recommendation of the lead reviewers AC/BF.	AC/BF →ALL