



*To be the best we can be ..*

**BOUGHTON-UNDER-BLEAN & DUNKIRK METHODIST PRIMARY SCHOOL  
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD  
HELD ON MONDAY, 27<sup>TH</sup> NOVEMBER 2023 AT 1 p.m.**

**PRESENT:**

<b>Mr J Bennett</b>	<b>Mrs C Clayson</b>
<b>Mr A Cummins</b>	<b>Mrs B Feast</b>
<b>Mrs K Gee</b>	<b>Mrs J Mayer (Chair)</b>
<b>Dr. J Perkins</b>	<b>Mrs K Petts</b>
<b>Mr D Warner</b>	<b>Mr S Way (Headteacher)</b>

**IN ATTENDANCE:**

**Mrs D Gallier (Guest Governor from Canterbury Road Primary School)**  
**Mrs D Stryzyk (Governance Professional)**

Item	Minute	
<b>PROCEDURAL</b>		
<b>1.</b>	<p><b>Welcome and Prayers</b></p> <p><b>a) Chair's Welcome</b></p> <p>The Chair extended a warm welcome to Governors.</p> <p><b>b) Prayers</b></p> <p>Mrs B Feast led those assembled in a prayer.</p> <p><b>c) Welcome Mrs D Gallier, Governor at Canterbury Road Primary School</b></p> <p>The Chair introduced Mrs D Gallier who was attending the meeting as the Staff Governor representative from her Governing Board at Canterbury Road Primary School as part of her Governing Board's development strategy.</p>	
<b>2.</b>	<p><b>Quorum</b></p> <p>The meeting was confirmed quorate.</p>	
<b>3.</b>	<p><b>Apologies for Absence</b></p> <p>Apologies for their absence had been received from:</p> <ul style="list-style-type: none"> <li>• Reverend Rosemary Pritchard (attending funeral)</li> <li>• Mrs Carol Goatham (conflicting commitment)</li> <li>• Mr David Munro (work commitment)</li> </ul> <p>The Governors' apologies were accepted.</p>	

<p><b>4.</b></p>	<p><b>Declaration of Business Interests</b></p> <p>a) <b>Declarations of Interest</b></p> <p>Governors were invited to declare business, pecuniary or familial interests against any of the agenda items for the meeting. None were received.</p> <p>b) <b>Annual Update to Business Register</b></p> <p>The Governance Professional advised several Governors had yet to complete the annual update to their business interests and confirmations on Governor Hub for the current academic year. Governors were asked to ensure that they have completed the declarations and confirmations on Governor Hub before the end of the week.</p> <p><b>Action: CHECK &amp; LIST BEFORE FINALISING MINUTES</b></p>	
<p><b>5.</b></p>	<p><b>Governing Board Membership</b></p> <p>a) <b>Parent Governor</b></p> <p>Governors extended a warm welcome Mrs Kate Gee who had been elected as a Parent Governor with effect from the 3<sup>rd</sup> November 2023. Her Disclosure and Barring Service and Section 128 checks have been completed.</p> <p>b) <b>Foundation Governor Appointment</b></p> <p>Mrs Carol Goatham had been appointed as a Foundation Governor. Her term of office was effective from the 17<sup>th</sup> October 2023. Her Disclosure and Barring Service and Section 128 checks were in train.</p> <p>c) <b>Co-Opted Governor</b></p> <p>Mr D Munro’s term of office was due to expire on the 24<sup>th</sup> January 2024. The Chair advised Governors Mr Munro would not be seeking re-appointment due to work commitments.</p> <p>The Chair asked Governors if they knew of anyone within the community who may be interested in the Governor role to put them in touch with the school. Governors recognised that being a school governor had helped them with their own personal professional development.</p> <p>Governors wished to place on record their appreciation to Mr Munro for his contributions and support during his tenure as a governor for the school. He had offered to continue to support the school with any IT issues it may have.</p>	
<p><b>6.</b></p>	<p><b>Minutes of the Previous Meeting</b></p> <p>The minutes of the meeting held on the 25<sup>th</sup> September 2023 were approved by Governors.</p>	

7.	<p><b>Matters Arising and Receive Updates on Agreed Actions (not covered by this agenda)</b></p> <p>a) <b>Governors’ Attendance Record</b></p> <p>Governors received confirmation that the 2022-23 Governors’ Attendance record had been published on the school’s website.</p> <p>b) <b>Annual Statement of Governance 2022-23</b></p> <p>The Chair advised that she was in the process of finalising the Annual Statement of Governance for the 2022-23 academic year. The Governance Professional was asked to confirm some details for the Chair.</p> <p><b>Action: CoG to email the Governance Professional the Annual Statement of Governance with areas highlighted that require checking by the Governance Professional. The Statement to be shared at the next meeting for governors’ approval prior to the publication on the school’s website.</b></p> <p>c) <b>MAST Training</b></p> <p>Governors confirmed that they have received the link to MAST training and viewed the module. The Chair explained the training explored how governors can build and development relationship with the school.</p>	CoG/Gov. Prof.
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**SCHOOL IMPROVEMENT**

8.	<p><b>Headteacher’s Report/School Improvement Plan</b></p> <p>The Headteacher was invited to expand on his report to the Governing Board.</p> <p>a) <b>School Roll, Organisation and Staffing Updates</b></p> <p>Governors were reminded that it had previously been planned for governors to be given a tour of the school so that they may discover for themselves how tours were conducted for future Year R prospective parents. It was decided, as the open days for this year have <b>almost</b> concluded, to leave the tours for governors for the time being.</p> <p>The Headteacher advised he had shown many parents around the school which had also included an evening tour that three parents had attended. He had sent out a parent survey to the new Year R parents to ask for their views on the school, why they had chosen Boughton &amp; Dunkirk School, what they thought of the tour and if they felt any information had been missed. The feedback he had received had <b>largely</b> matched his own reflections and he was able to use that information to inform this year’s new parent open days. There were eight siblings this academic year.</p> <p>The Headteacher reported there had been some mobility from Year 2 as families have moved away from the area which had shifted the profile of the Year 2 class. Two children will join the school after Christmas.</p> <p>Pupil numbers were fluctuating. There were currently 201 pupils on roll:</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Year R</th> <th>Year 1</th> <th>Year 2</th> <th>Yea 3</th> <th>Year 4</th> <th>Year 5</th> <th>Year 6</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>29</td> <td>28</td> <td>28</td> <td>30</td> <td>25</td> <td>32</td> </tr> </tbody> </table>	Year R	Year 1	Year 2	Yea 3	Year 4	Year 5	Year 6	29	29	28	28	30	25	32	
Year R	Year 1	Year 2	Yea 3	Year 4	Year 5	Year 6										
29	29	28	28	30	25	32										

## Staffing Updates

The school had recruited a new teaching assistant to replace a teaching assistant who had left the school. The appointment was on a temporary fixed term contract until July 2024.

The body of teaching staff remained stable.

The Headteacher confirmed that he had carried out the performance of appraisal of all teaching staff and they have been positive. Consistent targets have been set across the school. A Governor enquired if any staff member had applied to go through the pay threshold. The Headteacher advised they had not.

In terms of staff's well-being, teachers were feeling the strain, but felt well supported within the school environment. The Staff Governor echoed the Headteacher's views. He added, it was acknowledged that teaching was a tough job, but he and his colleagues felt lucky to be teaching at Boughton & Dunkirk Primary School, which fostered an understanding environment for staff both from school leaders and governors.

The Headteacher added, the school was fortunate to have positive relationships with pupils and parents through building links from an early stage. Much work was undertaken by the Family Liaison Officer (FLO) to break down any barriers.

### b) Quality & Standards of Education

The Headteacher reported pupil progress meetings were scheduled to take place later this week to look at the progress of every child in each class.

#### • Pupil Performance Targets for the 2023-24 Academic Year

32 children inc. 4 with significant SEN		Reading %	Maths %	Writing %	SPaG* %	Combined %
2023/24 Targets	Expected	75	75	78	81	69
	Greater Depth	38	16	19	28	12
2022/23 Targets	Expected	81	71	81	77	65
	Greater Depth	45	23	29	48	19

\*SPaG = Spelling, Punctuation and Grammar

The Headteacher explained the Government's target, which across schools is considered to be unrealistic, was for 90% of all children to be at the age expected level by 2029; currently the national average was around 70% and the combined figure for age expected in all subject areas for this year was 59% nationally.

The Headteacher explained a child who reached the expected level for their age = 100. He explained children with SEN, were predicted be around the 80 (the scores were between 70 to 130 with expected @ 100). For a child to be at the greater depth standard they would be at 110 or above.

The Headteacher reported within the pupil progress meetings, there will be discussions about how the targets will be achieved taking into account children's

achievement last year and where they are now relative to the trajectory to achieve the target. A Governor asked if the Headteacher and staff will also look at progress measures. The Headteacher confirmed they would. Year 6 will use past test papers for practice tests. Based on the outcomes of those, staff will decide what support needs to be put into place. The Staff Governor stated the Year 6 teacher will revise aspects of the curriculum that the children may have studied in earlier years.

The Headteacher reported already 65% of pupils were at the age expected level.

Governors were advised there would be no statutory Key Stage 1 tests this year, but the Year 1 Phonics Test (Year 2 re-screening tests) will take place. The school was looking at 80% of Year 1 pupils to meet the phonics screening test threshold in 2024. The way the school taught phonics and reading was a strength of the school.

The Chair advised, in response to the governing board self-evaluation; there would be a deep dive into the data at the term 3 or term 4 meeting. The Headteacher reported he had done much analysis of the data; the school wished for every child to work towards their full potential.

**Action: T3 agenda to include a deep dive into the autumn term data.**

### **c) Behaviour & Attitudes**

#### **Attendance**

The Headteacher reported attendance had been affected by illness and was currently @ 94.9%. There had been some incidence of unauthorised absence. The school worked closely with the Attendance Service to support families and improve pupil attendance.

A couple of children with severe absence have moved from the school to a school local to them.

The Headteacher advised at the next meeting he would provide a breakdown of attendance.

#### **Behaviour for Learning**

The Headteacher explained the school was in the process of reviewing and revising the Behaviour Policy. One of the key aspects was ensuring that the school's expectations of the children are clear so that standards are set and followed. The Headteacher was in the process of consulting staff on that. The January Inset Day will focus on finalising the Policy.

A Governor enquired if the Behaviour Policy was being reviewed on the basis of need.

The Headteacher answered it was about tightening up of the school's behaviour systems. The school had used Good to be Green which was introduced a while ago. Children used to receive points to purchase toys and gifts but the school had removed the exchange of points for gifts - the shop element. Children continued to receive behaviour points if they do the right thing. The review of the Behaviour Policy had been included in the School Improvement Plan.

A Governor recalled behaviour at the school had always been regarded as good. The Governor asked what the reasons were behind the review? The Headteacher

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explained behaviour at the school had shifted in a positive way, it was about ensuring that behavioural procedures were tightened and rewards matched to what the school expects. Culturally there were more children in the school for whom the behaviour procedures were not fit for their needs; it was about how the school worked with those children, ensuring the school's behaviour principles are written down and applied. Staff at the school were very experienced and were able to deal with that by talking with a child and putting strategies in place. It was about the school's expectations when the children were on the playground and lining up.

A Governor stated, if a child was consistently 'green', realistically there was no reward for them. The Staff Governor stated the Behaviour Policy needed to be adapted. He agreed behaviour had been good across the school and the school had never had to review the behaviour policy because teachers knew how to deal with behaviour issues or concerns. It was about the Behaviour Policy being applied consistently. The Governor expressed her understanding that it was about the creation of expectations above the expected.

#### **Suspensions, Exclusions, Incidents of Bullying or Racism**

There had been no suspensions, exclusions nor incidents of bullying or racism.

#### **d) Personal Development**

The Reverse Advent Calendar will start from the 1<sup>st</sup> December.

#### **Cyber Security**

All teachers have completed training in Cyber Security and Filtering & Monitoring.

#### **e) Leadership & Management**

##### **School Improvement Plan 2023-24**

The 2023-24 School Improvement Plan had been shared with Governors prior to the meeting. Governors unanimously agreed the School Improvement Plan and any associated costs.

##### **Pupil Premium Grant Statement 2023-24**

The Pupil Premium Grant Statement 2023-24 detailing how funding was targeted within the school and the impact of those strategies was being formulated by the Deputy Headteacher. Governors were advised the Pupil Premium Grant Statement needed to be published on the school's website by the 31<sup>st</sup> December 2023.

**Action: Governors to receive and agree the PPG Statement at the next meeting.**

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##### **Sports Premium Grant Impact Statement and Strategy**

The School's Sports Premium Grant Strategy had been uploaded to Governor Hub in advance of the meeting. No questions arose from the document.

	<p><b>Data Protection Officer's Report #1 of 2 per annum</b></p> <p>The Data Protection Officer's Report had been shared on Governor Hub prior to the meeting.</p> <p><b>f) Early Years Foundation Stage</b>  <b>g) Christian Distinctiveness/Statutory Inspection of Anglican &amp; Methodist Schools</b></p> <p>Objectives have been identified relating to the Early Years Foundation Stage and Christian Distinctiveness/SIAMS these were referred to in School Improvement Plan and Governors' monitoring visit reports.</p> <p>The Chair invited the Staff Governor to apprise Governors with the staff's views on how things were going at the school.</p> <p>The Staff Governor reported at the start of the new academic year things had felt different, positive. The key thing the school was focusing on was improving and strengthening communication. Staff were grateful to be working in a school that was enjoyed by colleagues and the school challenged staff in a positive way.</p> <p>The Staff Governor had asked staff if they had anything they wished to be brought to the meeting. There was nothing. The Staff Governor stated there was a recognition that governors want to be involved in the school in a non-pressured way. As always, Christmas was a busy term. Generally there was apposite feeling across the school.</p> <p>The Chair advised she had produced a list of things for governors to be involved with; these would be shared in due course.</p> <p>A Governor asked if there was anything the Governing board can do to help the staff or put into place strategically. The Staff Governor had discussed that question with staff, there had been nothing staff had requested. Staff felt supported by Governors which was very much appreciated. The Headteacher added, staff welcomed Governors' support, but in teaching there were peaks and troughs.</p> <p>The Staff Governor stated staff recognised that if something was introduced, staff understand that it had been worked on. The Headteacher had suggested that staff need not mark as much as it was not necessary across all subjects, but the staff were conscientious and wished to reinforce consistency across all subject areas. A Governor referred to the availability of a software package that may be worth the school exploring; he would share details with the Headteacher outside of the meeting. The Staff Governor stated green pen work had improved and staff were getting better in terms of providing feedback to the children.</p>	
<p><b>9.</b></p>	<p><b>Governor's Monitoring Visit Reports</b></p> <p>The Chair thanked Governors for all of their monitoring visit reports which had been shared on Governor Hub. The Chair invited Governors to summarise their visits and identify what they will follow up on during their term 3 monitoring visit.</p> <p><b>Quality of Education (JP/JB)</b></p> <p>The focus of the Governors' visit had been Pupil Premium pupils. The Governors had wished to learn how pupils were stretched and challenged; returning to some of the key themes in the School Improvement Plan.</p>	

The Governors reported the stretch and challenge aspect had been particularly interesting. Twelve children had taken and ten had passed the Kent test and two had submitted an appeal. The Governors had been interested to know what was being done to develop the children who were working at Greater Depth.

The Governors reported Covid was still casting a long shadow. They had wished to know how that was reflected in the school, particularly in relation to safeguarding. Post-pandemic, staff had noticed less resilience and a greater need for engagement. Governors were advised in recent years there had been a divergence in terms of the demography of the school community and the school's outcomes.

During their next visit, the Governors will have a deep dive into the data. One of the Governors cautioned the volatility in terms of school data because the school was one form entry, therefore, 3% of the data = one child.

A Governor asked if children were being stretched and challenged in all subject areas. The Monitoring Governors confirmed they were, but particularly English (comprehension, reading) and also maths. The school has had a big drive on reading.

### **Behaviour & Attitudes (CC/AC)**

The Monitoring Governors echoed what had been reported earlier in the meeting reference behaviour. They reported there was much alliteration used in school 'wonderful walking', 'lovely lining up'.

During their next visit the Governors would look at how the revised Behaviour Policy is being implemented.

### **Personal Development (AC/CC)**

The Family Liaison Officer's Autism Awareness Course, which had been attended by seven family members, was going really well, positive and appreciated by parents.

A further course was coming up 'Cooking within a Budget'.

The Governors had discussed enrichment activities which have been scheduled for the year.

The Staff Governor commented that it had been very helpful for staff to be able to set dates for the year – what was happening and when. The Headteacher advised activities will span a few days to enable children to explore topics in depth and breadth.

The Monitoring Governors reported the enrichment activities included the School Council. The Monitoring Governors suggested a Governor may like to attend one of the School Council meetings to see how the children interact with their peers and adults. Also, how they were listened to and how their ideas were put into place so that they can see their part in the process.

### **Leadership & Management and Well-being (KP/CC)**

The Governors reported their focus had been on the School Improvement Plan priorities. The Governors had also looked at the risk assessments for school trip. Each



school trip/visit required a risk assessment. The Governors reported a member of the Senior Leadership Team (SLT) discussed how they were used and developed.

The Governors also discussed the monitoring of teaching. They had asked if any staff members have requested to complete the National Professional Qualification for Leadership. It was recognised that staff's workload was heavy. There was not much appetite for that at the current time.

Behaviour Plans were also discussed. Governors reported work had been done on that and will continue into the January Inset Day to provide consistency and good communication across the school. The feedback from staff was that communication was much improved.

Governors discussed well-being activities for pupils and staff for the year. Well-being Week was scheduled to take place in the Spring and Anti-Bullying Week had taken place. A Governor had attended a whole school assembly that had introduced Anti-bullying Week. The Governor had been impressed with the children's engagement and involvement. The values of being kind were good to instil in the children. The school has also had Odd Sock Day – another strand of Anti-Bullying Week also the Sunlight Project.

The Well-being Group had arranged a Silent Disco which was planned for February.

The Governors advised during their next visit they would follow-up on Risk Assessments to understand what is in place. Governors will also discuss updates to the School Improvement Plan objectives. Governors asked that the school share with Governors more information about Nurture Schools and the Sunlight Project.

#### **Statutory Inspection of Anglican & Methodist Schools (SIAMS) (BF)**

The Governor advised she and Reverend Pritchard had a long and productive meeting with the Headteacher who had taken on the role of RE Lead. He was asked how responsive staff were teaching RE. His response had been, all staff in a faith schools were required to teach RE.

The Governors had also discussed the school's involvement with outside agencies. The children will sing Christmas carols at a residential home for the aged. The Governors had arranged for a peripatetic music teacher to join the pupils to provide percussion instrumental support. The expectation was that all staff attend assemblies. The school was looking at inviting parents to collective worship.

The three questions the Governors had raised related to the issues identified during the previous SIAMS and whether they have been met?

- Children needed to be more involved in collective worship and assemblies. The Governors had suggested children could help the Minister/Worship Lead with prayer. They had observed children's involvement during collective worship and assemblies.
- The SIAMS Inspector felt there were insufficient visual displays to evidence the school's Christian faith. The Governors were of the view there was much to evidence of the school's Christian faith.
- Does the school prayer underpin other initiatives. The Governors believed that it does.

	<p>The Chair asked Governors who they would like to see coming in to the FGB and /or monitoring visits and what would they like to see when visiting the school? With the aim of evidencing what has been talked about in monitoring visits and the Headteacher's report. A Governor had welcomed the times when subject leaders or pupils had attended meetings.</p> <p><b>SEND (AC/JM)</b></p> <p>The Governors had met with the SENCo in order to gain a general understanding of the SEN needs at the school, the provision and the role of the SENCo. An SEN report to Governors, a sample provision map and SENCo role description had been shared on Governor Hub prior to the meeting.</p> <p>The SENCo had explained the amount of work that was needed in order to get support for children with additional educational needs. The SENCo wished to understand more about the SEN budget, how it was broken down and explore how the school may secure resources and training as cost effectively as possible. All Governors were urged to consider undertaking training available from The Education People on the subject: Every Governor is a Governor of SEND.</p>	
<p><b>10.</b></p>	<p><b>Health &amp; Safety/Risk Assessment</b></p> <p><b>a) Opportunity for Health &amp; Safety Issues or Concerns to be Raised</b></p> <p>The Headteacher, staff and Governors were afforded an opportunity to raise any health and safety issues or concerns. Governors were referred to the H&amp;S Governors' verbal report:</p> <p><b>b) Health &amp; Safety Governor's (AC/KP) Report #1 of 3</b></p> <p>The Governors reported:</p> <ul style="list-style-type: none"> <li>• They have conducted a health and safety walk and observed a fire drill. From that actions were taken to lessen the time it took to evacuate the building.</li> <li>• During their visit they completed a general walk around both inside and outside of the buildings. The Governors were of the view the school was benefitting from a massively productive caretaking team.</li> <li>• The outdoor benches needed to be replaced as they were rotting.</li> <li>• Windows will be replaced at a cost of £14,000 funded via an additional Government Grant. Also, some plasterwork needed to be repaired as well as some external repairs.</li> <li>• The Fire Brigade had conducted a Fire Risk Assessment.</li> <li>• Record keeping was fully up to date as was staff's training. Most teachers were first aid/paediatric first aid trained.</li> <li>• Office staff kept Governors updated when drills and checks were performed. During their next visit, the Governors would check the school's records and documentation to ensure that it is fully up to date and that checks are completed timely.</li> <li>• The school was looking to replace lighting with LED lights also installing solar panels.</li> <li>• All Governors were asked to note within their monitoring visit reports anything of concern.</li> </ul>	

	<p><b>c) Risk Assessments</b></p> <p>Discussed earlier in the meeting.</p>	
11.	<p><b>Safeguarding</b></p> <p><b>a) Opportunity for Issues or Concerns to be Raised</b></p> <p>The Headteacher, staff and Governors were afforded an opportunity to raise any safeguarding issues or concerns. The Headteacher reported the school continued to work closely with Social Services.</p> <p><b>b) Safeguarding Governors' (JP) Monitoring Visit Report #1 of 3</b></p> <p>Discussed earlier in the meeting at minute 10, above.</p> <p>The Safeguarding Governor reported during his next visit he will look at a range of anonymised case studies to understand the school's procedures and processes.</p> <p>Governors acknowledged how dealing with some safeguarding matters may impact upon staff. Governors asked if staff were given counselling time to check on their well-being. The Headteacher advised he had spoken with the Deputy Headteacher to discuss how the school can support staff. The Governor was keen to ensure that staff have access to counselling if there were to be a major safeguarding concern and exposure to ensure that staff are supported in order to respond to the next incident.</p> <p>The Safeguarding Governor reported the school had five designated safeguarding leads. The Headteacher explained the reason the school had opted to have five DSLs was to enable staff to have those conversations.</p> <p>The Governor asked the Headteacher if he was satisfied that peer support was enough. The Headteacher explained the school had tried supervision, but that had not worked, but the Deputy Headteacher was looking at alternatives to that. The Governor suggested counselling may be something the school could look at or partnership working.</p> <p>The Safeguarding Governor (JP) requested that the Board look urgently at succession plans for when his term of office expires. The Chair advised that she has already had conversations with the new Governors to check whether either's skills-set would match the role of safeguarding governor.</p> <p><b>Action: Governing Board to put succession plans into place for the role of Safeguarding Governor.</b></p> <p><b>c) Annual Safeguarding Report including Annual Online Safety Report</b></p> <p>Carried forward to the next meeting.</p> <p><b>Action: Annual Safeguarding &amp; Online Safety Report to be included upon the agenda for the next meeting.</b></p>	<p>ALL</p> <p>HT</p>
12.	<p><b>Headteacher's Performance Appraisal</b></p> <p>Governors received confirmation from the Headteacher's Performance Appraisal Panel that the Panel had met with the external advisor to review success against last</p>	

	<p>year's targets, set objectives for the coming year and agreed the Headteacher's pay award. Due process had been followed.</p>	
13.	<p><b>Finance</b></p> <p><b>a) Finance Governors (JM/DM) Monitoring Visit Report</b></p> <p>The Finance Governors' monitoring visit report had been shared on Governor Hub prior to the meeting. During their monitoring visit the Governors had looked at the September (six month) and October (seven month) budget monitoring reports.</p> <p><b>b) Six month (September) Budget Monitoring Report</b></p> <p>The six month budget monitoring report had been uploaded to Governor Hub prior to the meeting. The September monitoring report showed an in-year deficit of minus eighteen thousand, two hundred and ninety pounds (-£18,290.00) and an overall budget surplus of thirty nine thousand, three hundred and fifteen pounds (£39,315); a reduction of £13,165 against the original budget forecast.</p> <p>Governors noted the variance against the original budget. Governors agreed the six month budget monitoring report.</p> <p><b>c) Latest Budget Monitoring Report (October)</b></p> <p>The October budget monitoring report had also been shared with Governors which detailed a in-year deficit of -£20,917 and an overall budget surplus of £36,688.</p> <p><b>d) Benchmarking Report</b></p> <p>The Benchmarking report which compared the school's income and expenditure with that of other similar schools would be shared with Governors at the next meeting.</p> <p><b>Action: Benchmarking Report to be shared with Governors at the next meeting.</b></p>	HT
14.	<p><b>Policies</b></p> <p>The following Policies were agreed by Governors:</p> <p><b>a) Pay &amp; Reward Policy</b>  <b>b) Finance Policy</b>  <b>c) Equality Policy</b></p>	
15.	<p><b>Governor Training &amp; Development</b></p> <p><i>Governors were reminded that they are committed to completing at least one training module in addition to mandatory training.</i></p> <p><b>a) Identify Future Training Needs</b></p> <p>Governors were reminded to complete the following required trained. They were urged to complete training to support them in their roles and areas of responsibility.</p> <ul style="list-style-type: none"> <li>Annually and upon induction: Safeguarding, Child Protection including Online Safety</li> </ul>	

	<ul style="list-style-type: none"> <li>• PREVENT</li> <li>• FGM</li> <li>• Cyber Security (JB/JP)</li> <li>• New Governor Induction (KG/CG)</li> </ul> <p><b>b) Reports of Training Undertaken</b></p> <p>Governors (JM/SW/RP) attended the Faversham Collaboration training.</p>	
<b>16.</b>	<p><b>Chair’s Correspondence/Guidance</b></p> <p>The Chair had no correspondence to share with Governors.</p> <p>The following had been shared with Governors:</p> <p>a) The Education People Monthly Bulletin - October 2023  b) The Governor Magazine (Autumn 2023)  c) Governor Handbook 2023  d) School Teachers Pay &amp; Conditions document  e) Control of Asbestos Regulations  <a href="https://www.hse.gov.uk/pubns/books/l143.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=school-inspections-22&amp;utm_term=happening-1&amp;utm_content=education-13-jul-22">https://www.hse.gov.uk/pubns/books/l143.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=school-inspections-22&amp;utm_term=happening-1&amp;utm_content=education-13-jul-22</a> . The Governance Professional advised the Local Authority was conducting asbestos checks in all Kent Local Authority Maintained Schools. The Control of Asbestos Regulations were unchanged; the Governance Professional had shared as a reminder.</p>	
<b>17.</b>	<p><b>Any Other Urgent Business/Critical Matters</b></p> <p>The Chair highlighted the following:</p> <ul style="list-style-type: none"> <li>• Governors were invited to join staff in the annual decoration of the Christmas tree on Friday, 1<sup>st</sup> December from 3.15 p.m.</li> <li>• Nativity (Dress Rehearsal) – 4<sup>th</sup> December, performances on the 6<sup>th</sup> and 7<sup>th</sup> December at 2 p.m. (Governors to contact the office if they wish to attend.)</li> <li>• Carols with the Salvation Army at St. Barnabus on the 13<sup>th</sup> December at 6.30 p.m.</li> <li>• Inset Day – 19<sup>th</sup> February. Governors are invited to attend; the focus will be on safeguarding.</li> </ul>	
<b>18.</b>	<p><b>Confidentiality</b></p> <p>None of the matters discussed at this meeting were regarded as confidential.</p>	
<b>19.</b>	<p><b>Dates and Times for 2023-24 Academic Year Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>• Monday, 29<sup>th</sup> January 2024 at 1 p.m. – apology Mrs B Feast (holiday)</li> <li>• Monday, 18<sup>th</sup> March 2024 at 1 p.m.</li> <li>• Monday, 13<sup>th</sup> May 2024 at 1 p.m.</li> <li>• Monday, 1<sup>st</sup> July 2024 at 1 p.m.</li> </ul>	

Signature: ..... (Chair) 29<sup>th</sup> January 2024



**FULL GOVERNING BOARD MEETING  
MONDAY, 27<sup>th</sup> NOVEMBER 2023  
SUMMARY OF AGREED ACTIONS**

<b>Item</b>	<b>Action</b>	<b>For Whom</b>
4, a)	<b>ALL Governors <u>must</u> update their business and pecuniary interests and familial associations within their Governor Hub profiles before week ending 8<sup>th</sup> December 2023.</b>	ALL
4, c)	<b>Governors to reflect if they know of anyone within community who wished to serve as a governor for the school to put them in touch with the school office.</b>	ALL
7, b)	<b>CoG to email the Governance Professional the Annual Statement of Governance with areas highlighted that require checking by the Governance Professional. The Statement to be shared at the next meeting for governors' approval prior to the publication on the school's website.</b>	CoG→Gov. Prof.
8, b)	<b>T3 agenda to include a deep dive into the autumn term data.</b>	HT/ALL
8, e)	<b>Governors to receive and agree the PPG Statement at the next meeting.</b>	HT/ALL
9,	<b>EYFS Governor (BF) to conduct monitoring visit and report at the next meeting.</b>	BF
11, b)	<b>Governing Board to put succession plans into place for the role of Safeguarding Governor.</b>	ALL
11, c)	<b>Annual Safeguarding and Online Safety Report to be included upon the agenda for the next meeting.</b>	HT/Gov. Prof.
13, d)	<b>Benchmarking Report to be shared with Governors at the next meeting.</b>	HT