



To be the best we can be ..

**BOUGHTON & DUNKIRK METHODIST PRIMARY SCHOOL
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD ON MONDAY, 25TH SEPTEMBER 2023 AT 1.00 p.m.**

PRESENT:

Mr J Bennett	Mrs C Clayson
Mr A Cummins	Mrs J Mayer (Chair)
Dr. J Perkins (from	Mrs K Petts
Reverend R Pritchard	Mr D Warner
Mr S Way (Headteacher)	

IN ATTENDANCE: Mrs D Stryzyk (Governance Professional)

Item	Purpose	Action
PROCEDURAL		
1.	<p>Welcome and Prayers</p> <p>a) Chair's Welcome</p> <p>The Chair welcomed everyone to the meeting.</p> <p>b) Prayer</p> <p>The opening prayer was led by Reverend Rosemary Pritchard.</p>	
2.	<p>Quorum</p> <p>The meeting was established quorate.</p>	
3.	<p>Apologies for Absence</p> <p>Apologies for their absence had been received from Mrs B Feast (holiday) and Mr D Munro (unwell). The Governors' apologies were accepted.</p> <p>Dr. J Perkins would join the meeting a little late as he had teaching commitments. He anticipated joining the meeting at around 1.30 p.m.</p>	
4.	<p>Declaration of Business Interests</p> <p>a) Annual Update to Business & Pecuniary Interests and Familial Associations</p> <p>Governors were asked to renew the annual declaration of business, familial and pecuniary interests within their Governor Hub profiles.</p>	

	<p>Action: ALL Governors <u>must</u> update their business and pecuniary interests and familial associations within their Governor Hub profiles before the end of term.</p> <p>b) Business Interests Against Agenda Items</p> <p>Governors were invited to declare business interests against any of the agenda items for the meeting. None were received.</p>	ALL
5.	<p>Governing Board Membership</p> <p>a) Ex-Officio Governor</p> <p>Governors extended a warm welcome to the newly appointed Ex-Officio Governor, Reverend Rosemary Pritchard. Her term of office was effective from the 1st September 2023 for the duration of her tenure as Methodist Minister for Faversham and Whitstable. Governors' introductions were made and Reverend Pritchard talked about her background both in education and the Church.</p> <p>b) One x Foundation Governor Vacancy</p> <p>There remained one Foundation Governor vacancy. Reverend Pritchard reported the Methodist Circuit was in the process of appointing Mrs K Goatham as a foundation governor. The next Circuit meeting would be held in October following which she hoped there would be further information she could share with governors. Mrs Goatham would be provided with the date and time of the next meeting of the full Governing Board.</p> <p>c) One Co-opted Governor Vacancy</p> <p>The co-opted governor vacancy had been advertised in the local community magazine, but no responses had been received. The Headteacher and staff had been asked to consider if they knew of anyone who may be interested to serve as a governor.</p> <p>Following a discussion, the Board unanimously agreed to appoint Mrs J Mayer as a co-opted governor, thereby freeing up a parent governor position on the Board. Mrs Mayer's new term of office was effective from the date of this meeting.</p> <p>Action: Parent Governor election to be held before the next meeting of the Board.</p> <p>d) Co-Opted Governor</p> <p>Governors noted that Mr D Munro's current term of office was due to expire on the 24th January 2024. Governors to reappoint Mr Munro at the term 2 meeting.</p> <p>Action: Governors to reappoint Mr Munro at the term 2 meeting, if he was content to remain on the Board.</p>	<p>HT/Gov. Prof.</p> <p>DM/ALL</p>
6.	<p>Election of Vice Chair</p> <p>The Governance Professional had sought nominations for the Vice Chair in advance of the meeting. Nominations had been received for Mr A Cummins and Mr D Munro. However, Mr Munro had declined the nomination leaving Mr Cummins as the sole nominee. Mr Cummins accepted the nomination. He retired from the meeting whilst the vote was conducted. Governors voted unanimously in favour of re-electing Mr Cummins as the Vice</p>	

	<p>Chair. It was agreed that his term of office would be for a period of one year which would coincide with the end of his term of office as co-opted governor. Mr Cummins indicated that he would not be seeking reappointment.</p> <p>Dr. J Perkins joined the meeting at 1.25 p.m.</p>	
7.	<p>Minutes of the Previous Meeting</p> <p>The minutes of the previous meeting held on the 10th July 2023 were approved as a true record and signed on behalf of the governors by the Chair.</p>	
8.	<p>Matters Arising and Receive Updates on Agreed Actions (not covered by this agenda)</p> <p>a) Annual Statement of Governance 2022-23</p> <p>The Chair advised that she had done some research and had prepared a draft document. She would like to ask colleagues in the Faversham Collaboration their advice as she was keen to ensure the Statement adds value.</p> <p>The Governance Professional had shared the Governors' Attendance record for the 2022-23 academic year. Governors' attendance needed to be published on the school's website.</p> <p>Action: Governors' Attendance to be recorded on the school's website.</p> <p>b) Letter to Staff</p> <p>Governors received confirmation that a letter of thanks had been sent to all staff in recognition of their efforts over the previous academic year.</p> <p>c) Audit of School's Website (DW)</p> <p>The Reviewing Governor (DW) advised the Deputy Headteacher had spent much time working on the school's website to update it using the list from the DfE. The Headteacher had decided not to commission an external audit by the LA. Governors were asked to check that their information on the school's website was correct and up to date.</p> <p>A Governor understood that parents were unclear about the role of governors, what they do. It was suggested that a link to the Governance Handbook be included from the governors' profile page. The Governance Professional added, the letter seeking nominations to the parent governor vacancy will also include information about the role of a governor.</p> <p>Action: CoG, VCoG and DW to update the governors' pages on the school's website.</p>	<p>HT</p> <p>ALL</p>
9.	<p>Governors' Code of Conduct 2023-24</p> <p>a) Governors' Code of Conduct</p> <p>Governors reviewed and agreed the Governors' Code of Conduct 2023-24. Governors were asked to confirm that they agree to abide by the principles of the Code of Conduct and confirm they are not disqualified from serving as a school governor as set out in the Qualifications and Disqualifications (Regulation 17 and Schedule 4 to the Regulations) via</p>	

	<p>their personal profiles on Governor Hub. Governors were asked to retain a copy of the Code of Conduct for their records.</p> <p>Action: Governors to confirm on Governor Hub that they will abide by the Governors’ Code of Conduct 2023-24 and confirm they are not disqualified from continuing to serve as a governor for the school.</p>	ALL
10.	<p>Chair’s Plans and Vision</p> <p>The Chair set out her plans and vision for the governing board. Following the Governing Board self-evaluation, she had reviewed governors’ responses and formulated an Action Plan which had been shared on Governor Hub. The Chair reported the Governing Board was diverse with a wide range of skills and expertise. The Chair ran through some of the identified actions from the Plan, as follows:</p> <ul style="list-style-type: none"> • The first objective was to improve communication. 1:1 meetings between the Chair and governors had been undertaken. The majority of communications were undertaken via email or the Governor Hub noticeboard, but some Governors were still using their personal emails when they should be using their school one. Some Governors said that they were unable to get into Governor Hub or their school emails. The school office (Mrs Inge) had volunteered to help governors with any issues relating to their school emails and the Governance Professional was happy to help governors accessing Governor Hub. A Governor stated that their issue with accessing emails had arisen following the introduction of an extra level of security. Another Governor stated he had issues accessing school emails on his work device which had thrown up security issues. Another governor also had issues accessing school emails on their work device but was able to use their smart phone. Following the discussion it was found that all were okay accessing Governor Hub and it was decided that would be the primary source of communication. • Governors were asked if they were happy for a WhatsApp Group to be set up so that Governors may receive timely messages. Following a discussion Governors resolved that the question of using WhatsApp should be placed on hold for the time being. In the meantime, Governors were asked to liaise with the school office (Mrs Inge for problems with school emails) and/or the Governance Professional (for problems with Governor Hub). • The Chair was keen to expand the social group; the meeting room would be available half an hour early for Governors to meet for tea and coffee ahead of each full Governing Board meeting. • A Monitoring Schedule was shared with Governors. Governors’ monitoring visits need to be scheduled so that they are completed at least two weeks before full Governing Board meetings. The Monitoring Schedule would be kept as a shared document which may be updated by everyone at any time. By the term 2 meeting, all governors should have completed the first of three monitoring visits. The Governor Visits Policy included the proforma forms for formal and informal monitoring visit reports. The Policy also set out what governors should do before, during and after a monitoring visit. <p>Action: Governors to conduct the first of three monitoring visits before the next meeting of the full Governing Board in November.</p> <ul style="list-style-type: none"> • The Chair asked that Governors read the documents shared in advance of meetings and come to Governing Board meetings prepared with questions. 	ALL

	<ul style="list-style-type: none"> The Chair aimed to strengthen and deepen Governors’ relationships with the school. She had discussed with the Staff Governor how that may be developed. A Governor recalled governors in the recent past had hosted end of term gatherings with staff. Governors also regularly attended events such as sports day. Governors expressed they would welcome opportunities for staff and governors to come together. The Headteacher advised that both he and the Chair meet fortnightly. Governors had attended the Inset Day. <p>The Chair undertook to upload a link to a MAST webinar which governors may find useful. She invited Governors’ questions. She asked that governors review the recording ahead of the next FGB where she planned to facilitate a discussion regarding visits to school.</p> <p>Action: All Governors to view the MAST webinar forwarded to them by the CoG.</p> <p>A Governor referred to the matter of policy reviews. He stated that if there were no changes to a Policy, the expectation should be that the Policy would be ratified. Following a discussion a process for approving Policies was agreed, Policies scheduled for review will be uploaded to Governor Hub in the meeting folder – changes will be highlighted (using the track changes/highlighting), two governors will be allocated the Policy to review, once they have reviewed the Policy they will confirm their recommendation to the Board for the Policy to be ratified by adding the ‘marked as signed’ function on Governor Hub. There may be some policies where all Governors should review and these will be allocated as ‘All to Review’ on a best endeavours basis. Governors will review their allocated policies whether or not they will attend the meeting or not.</p>	ALL
11.	<p>Annual Review of the Governing Board’s Organisation, Structure, Effectiveness and Impact</p> <p>a) Review of Governance to Assess Effectiveness and Impact</p> <p>The Chair advised that she has had a lot of conversations with Governors. The Board had agreed to remain with the current Circle model of Governance. Governor pairing and succession plans were in place to ensure that there was someone working alongside them to increase capacity. The succession plans will be reviewed as and when new governors were recruited to lighten the load on those governors with more than one area of responsibility. The Chair asked Governors to confirm that they were satisfied with the allocation of roles as discussed. Reverend Pritchard was delegated the role of monitoring staff and pupil well-being.</p> <p>b) Skills Audit Analysis</p> <p>Discussed earlier in the meeting.</p> <p>c) Self-Evaluation of Governance/Annual Statement of Governance for the 2022-23 Academic Year</p> <p>Discussed earlier in the meeting.</p> <p>d) 2023-24 Year Planner</p> <p>The Governance Professional had prepared the 2023-24 Year Planner detailing when key tasks need to be performed.</p>	

e) Agree the Terms of Reference and Standing Orders for the Procedural Working of the Governing Board for the 2023-24 Academic Year

The Governance Professional had updated the Terms of Reference and Standing Orders for the Procedural Working of the Governing Board for the 2023-24 academic year.

Governors' roles and responsibilities were delegated and agreed as follows:

Key Role or Area of Responsibility	Required/ Recommended	Governor(s)
Safeguarding/Child Protection and Online Safety	DfE Required	Dr. J Perkins Mr J Bennett
SEND	DfE Required	Mrs J Mayer Mr A Cummins
Health & Safety	LA Required	Mr A Cummins Mrs K Petts
Finance	LA Required	Mr D Munro Mrs J Mayer
Well-being	DfE/LA Recommended	Reverend R Pritchard Mrs K Petts
Pupil Premium	DfE/LA Recommended	Mr D Munro Mrs J Mayer
General Data Protection/Cyber Security	DfE/LA Recommended	Mr D Warner
Early Years Foundation Stage	DfE/LA Recommended	Mrs B Feast
SIAMS/Christian Distinctiveness	Required as a faith school	Reverend R Prichard Mrs B Feast
Training & Development	DfE/LA Recommended	
Headteacher's Performance Appraisal	Required – must complete HT PA training	Mrs B Feast (Foundation) Mrs J Mayer (CoG) Mrs K Petts Mr A Cummins (VCoG Appeals)
Pay Panel	Required	Mr A Cummins (VCoG) Mr J Bennett Mrs C Clayson Mrs J Mayer (CoG, Appeals)
School Improvement Plan – Monitoring Pairs		
Quality of Education		Dr. J Perkins Mr J Bennett
Behaviour & Attitudes including Attendance*		Mrs C Clayson Mr A Cummins
Personal Development		Mrs C Clayson Mr A Cummins
Leadership & Management		Mrs K Petts Mrs C Clayson
*Pupil Attendance is a key area of focus as it links in with Safeguarding		
Working Group – Five Year Plan and Academisation**		Mr A Cummins Mrs J Mayer Dr. J Perkins Mrs K Petts Mr S Way

	<p>**The Headteacher advised he had met with a representative of the Inspiring Lives Education Trust a few weeks earlier. The Trust was looking to move Methodist schools in the Midlands into the Academy first followed by schools in the South West and onboard other schools at a later date. However, the Area Education Officer for that area had blocked the request to establish a Methodist Church academy because there were too few pupils. The Inspiring Lives Education Trust have advised Methodist Schools that plans to convert all Methodist Schools were on hold for the time being, but was still keen for all Methodist Schools to be part of a Methodist Trust. The current focus was the Midlands. If needed a group of Governors may be established to look at any potential academy conversion requests in the future.</p> <p>Governors unanimously agreed the Terms of Reference and Standing Orders 2023-24 in respect of the procedural working of the Governing Board.</p>	
<p>12.</p>	<p>Governor Monitoring (see SIP/SEF agenda item 12.)</p> <p>a) Governor Visits Monitoring Policy for Circle Model 2023-24</p> <p>Governors unanimously agreed the Governor Visits Monitoring Policy for the Circle Model 2023-24.</p> <p>b) Governors' Monitoring Visit Reports</p> <p>No reports were shared at this meeting.</p>	
SCHOOL IMPROVEMENT		
<p>13.</p>	<p>Headteacher's Report</p> <p>The Headteacher's Report had been shared prior to the meeting.</p> <p>a) School Roll, Organisation and Staffing Updates</p> <p>The Headteacher explained that he had planned to provide Governors with a tour of the school. He was keen to understand why parents select Boughton & Dunkirk Primary School for their children. There were now 30 pupils in Year R which was an increase on the 24 first choice pupils; which was pleasing because the school was an area with other schools that were judged Outstanding.</p> <p>There was a total of 205 on roll at the school.</p> <p>The Headteacher's report detailed the class staffing allocations. The Headteacher reported staff have returned positive and there have been no real issues. Staff meetings were structured. Communication had been focused upon to ensure anyone not present were kept up to speed.</p> <p>Action: Next meeting to include 'New Parent Tour' of the school for Governors.</p> <p>b) Quality & Standards of Education</p> <p>The Headteacher reported that it had been a positive start to the academic year. Staff were keen to build on the successes over recent years.</p>	<p>ALL</p>

- **Local Authority School Summary Sheet Detailing the School's 2022-23 Performance Data**

The School Summary Sheet detailed the school's performance data in national tests was tabled. The 2023 attendance data was not featured in the report.

In the Early Years Foundation Stage 73.3% of pupils achieved the Good Level of Development/50% of Free School Meals pupil achieved the Good Level of Development. The figures were slightly down on the previous year's result 79.3%, but above this year's Kent and National.

In Year 1, 80% of children met the Phonics Screen threshold and 66.7% of Free School Meals pupils. This was lower than the previous year's results @ 90%, but above Kent and National.

All Year 2 children who had re-sat the Phonics Screening test had passed.

End of Key Stage 1 (Year 2) Standard Assessment Test Results							
	2022		2023				
	School		School		Kent		National
Reading	ALL %	FSM %	ALL%	FSM %	ALL%	FSM%	ALL%
Exp.	79.3	20%	75%	75%	69.1%	50.7%	68.3%
G Depth	48.3%	20%	35.7%	25%	18.5%	7.7%	18.8%
Writing	ALL %	FSM%	All%	FSM %	ALL%	FSM%	ALL%
Exp.	72.4%	20%	78.6%	75%	60.5%	41.1%	60.1%
G Depth	27.5%	0%	25.%	0%	7.8%	2.3%	8.2%
Maths	ALL %	FSM%	All%	FSM %	ALL%	FSM%	ALL%
Exp.	82.8%	60.0%	78.5%	75.0%	71.2%	54.1%	70.4%
G Depth	31%	0%	39.3%	37.5%	15.4%	5.7%	16.3%
End of Key Stage 2 (Year 6) Standard Assessment Test Results							
RWM Comb.	ALL %	FSM%	ALL%	FSM %	ALL%	FSM%	ALL%
Exp.	70%	25%	64.5%	33.3%	58.7%	39.1%	59%
High Std.	16.7%	0%	19.4%	11.1%	8.3%	2.7%	8.0%
Reading	ALL %	FSM%	ALL%	FSM %	ALL%	FSM%	ALL%
Exp.	86.7%	75%	80.6%	55.6%	72.5%	56.9%	73%
High Sco.	43.3%	50%	45.2%	11.1%	30%	16.3%	29%
Writing	ALL %	FSM%	ALL%	FSM %	ALL%	FSM%	ALL%
Exp.	76.7%	50%	80.6%	55.6%	73.2%	56.4%	71%
G Depth	23.3%	0%	29%	11.1%	14.1%	5.3%	13.3%
GPS	ALL %	FSM%	ALL%	FSM %	ALL%	FSM%	ALL%
Exp.	80%	50%	77.4%	55.6%	68.6%	50.5%	72%
High Sco.	50%	0%	48.4%	11.1%	26%	12%	30.1%
Maths	ALL %	FSM%	ALL%	FSM %	ALL%	FSM%	ALL%
Exp.	76.7%	50%	71%	44.4%	70%	51.8%	73%
High Sco.	40%	25%	22.6%	11.1%	22.2%	9.8%	23.8%

The Headteacher advised one child had been absent for the Maths test. The school was above national in all areas except Maths. The school had achieved its targets for the 2022-23 academic year.

- **Pupil Performance Targets for the 2023-24 Academic Year**

Assessments were being used to inform this year's targets.

Action: Headteacher to provide Governors with this year's performance targets at the next meeting.

HT

Quality first teaching was delivered through the year.

The Headteacher advised the school was likely to be in the Ofsted Inspection window. The Deputy Headteacher had been updating the school's website and ensuring the curriculum information was up to date and staff are prepared for Deep Dives. The Headteacher advised designated subject leadership time had been introduced last year and continued this year to help with the management of staff's workload. Expectations were set out during that time; subject leaders were requested not to disturb colleagues.

The Headteacher had outlined what was coming up during the year. Following on from the staff survey, it was clear that staff want to be told when things were happening. Enrichment weeks for the year have been planned so that everyone knows when specialist days are going to be e.g. Science Week, Book Week and Well-being Week; to provide a co-ordinated approach.

The Headteacher welcomed Reverend Pritchard as the school Chaplain. There was also a new priest in charge at St. Barnabus and Boughton Church. The school continued to build links to support the local Food Pantry.

A Governor noted that 23 children had taken the Kent Test. The Governor understood the test was harder this year. The Headteacher advised the test results will come through to the school soon to help Year 6 parents decide on a secondary school for their child. Student's Year 5 work had been kept in case of an appeal. A Governor enquired if, in general, the Kent Test results map to the school's own assessments. The Headteacher confirmed they do correlate with the school's assessment of children working at the Greater Depth standard or close to Greater Depth.

The Chair invited the Staff Governor's comments. The Staff Governor agreed with the Headteacher's assessment that there had been a calm start to the year. The mapping out of plans for the school year had been well received by staff.

c) Behaviour & Attitudes

- **Attendance**

The attendance of pupils had started well this year and was very slightly up for the same period last year.

Information shared at this juncture was regarded as confidential and has, therefore, been recorded within the confidential minutes for this meeting.

d) Personal Development

As detailed within the Headteacher's report.

	<p>e) Leadership & Management</p> <p>As detailed in the Headteacher’s report.</p>	
14.	<p>School Improvement Plan & Self Evaluation Document 2023-24</p> <p>a) School Improvement Plan 2023-24</p> <p>The School Improvement Plan 2023-24 and Self-Evaluation document had been shared with Governors on Governor Hub in advance of the meeting. The Headteacher advised the School Plan had been formulated in consultation with teachers. It was a working document.</p> <p>Governors unanimously agreed the 2023-24 School Improvement Plan.</p>	
15.	<p>Health & Safety/Risk Assessment</p> <p>a) Issues or Concerns</p> <p>The Headteacher, staff and Governors were afforded an opportunity to raise any issues or concerns. None were raised.</p> <p>The Health & Safety Governor (AC) will arrange a meeting with the Headteacher and the new H&S Governor; the visit will coincide with a fire safety drill.</p> <p>b) Risk Assessments</p> <p>None at this meeting.</p>	
16.	<p>Safeguarding</p> <p>a) Safeguarding Issues or Concerns</p> <p>The Headteacher, staff and governors were afforded an opportunity to raise any issues or concerns. None.</p> <p>A Governor had checked the Single Central Register to ensure that it is being regularly monitored by school leaders.</p> <p>b) Annual Report to the Governing Board on Safeguarding Activity</p> <p>The Annual Report to the Governing Board on Safeguarding Activity had been shared with Governors in advance of the meeting.</p> <p>c) Keeping Children Safe in Education Guidance (KCSIE) 2023 – Staff and Volunteers</p> <p>Governors received confirmation that all staff and volunteers have been provided with the KCSIE 2023 Guidance and were required to read and confirm their understanding of the Guidance before the end of September.</p>	

	<p>d) Keeping Children Safe in Education Guidance (KCSIE) 2023 – Governors</p> <p>All Governors were required to read KCSIE Guidance 2023 in its entirety and confirm on Governor Hub that they have done so. The Governance Professional asked Governors to note the focus on cyber security, online safety (filtering and monitoring) and school attendance.</p> <p>All Governors were required to complete Safeguarding update training which was available via The Education People tab on Governor Hub.</p> <p>Action: ALL Governors to read KCSIE 2013 Guidance in its entirety and complete the update to their Safeguarding/Child Protection and Online Safety training.</p> <p>Action: Safeguarding Governors (JP/JB) to also complete Cyber Security training (KCSIE refers).</p>	<p>ALL</p> <p>JP/JB</p>
<p>17.</p>	<p>Finance</p> <p>a) Latest Budget Monitoring Report</p> <p>Governors received the first budget monitoring (dated August 2023) report of 6 (Finance Governors to receive monthly budget monitoring reports). The report detailed an in-year expected outturn deficit figure of minus -£10,685 and an overall budget surplus of £46,720.</p> <p>Governors were advised the school had received funding to cover staff’s pay rises.</p> <p>Action: Governors to receive and agree the six month budget monitoring report at the next meeting.</p> <p>b) School Teachers Pay & Conditions Document 2023</p> <p>Not yet available.</p>	<p>ALL</p>
<p>18.</p>	<p>Policies</p> <p>Governors agreed the following Policies:</p> <ul style="list-style-type: none"> a) Child Protection Policy 2023 (subject to availability) b) Accessibility Policy c) Admissions policy d) Attendance Policy e) Acceptable Use policy f) Social Media Policy g) Medical Policy h) Online Safety Policy i) Whistle Blowing Policy – subject to updating to September 2023 in section 3 	

OTHER

19.	Governor Training & Development <i>Governors were reminded that they have committed to completing at least one training module each academic year in addition to the required governor training (safeguarding, Prevent).</i> a) Impact of Governor Training 2022-23 The Governors' training record for the 2022-23 academic year had been shared in advance of the meeting. b) Training Expectations 2023-24 The Governance Professional suggested Governors may wish to consider completing Preparing for an Ofsted Inspection training. Governors may book training via Governor Hub. All governors must have registered and signed into Governor Hub to enable them to book their own training if they have the Education People Service Level Agreement. c) Identify Future Training Needs <ul style="list-style-type: none">• Annually and upon induction: Safeguarding, Child Protection including Online Safety• PREVENT• FGM• Cyber Security	
20.	Chair's Correspondence/Guidance The following had been shared with Governors in advance of the meeting. a) Chair to advise on any actions and any correspondence received. None. b) The Education People Monthly Bulletin (September – subject to availability) c) DfE document: Keeping Children Safe in Education 2023 d) School Inspection Handbook Updated July 2023: https://www.gov.uk/government/publications/school-inspection-handbook-eif/school-inspection-handbook e) Early Years Foundation Stage Inspection handbook updated July 2023: https://www.gov.uk/government/publications/early-years-inspection-handbook-eif/early-years-inspection-handbook-for-ofsted-registered-provision-for-september-2022	
21.	Any Other Urgent Business/Critical Matters a) Governor Request <ul style="list-style-type: none">• The Governance Professional had received a request for a governor from another Kent maintained school to join an FGB meeting as part of her development. Governors indicated that they were happy to have a visitor join a future meeting.	

	<p>The Governance Professional advised she would be happy to liaise with the other school to arrange a governor’s reciprocal visit if desired. The Board met on Thursdays and 6 p.m.</p> <ul style="list-style-type: none"> • Governors were reminded that a Collaboration meeting had been arranged for Thursday, 28th September at Hernhill School for training on topics such as safeguarding, preparing for Ofsted, Monitoring Visits. • PTFA Quiz Night was scheduled for the 13th October 2023 at 7 p.m. for 7.30 p.m. start, £7.50 per head. • The Chair undertook to arrange a Christmas get-together. 	
22.	<p>Confidentiality</p> <p>A matter discussed at minute 13, was regarded as confidential. The item would remain confidential in perpetuity.</p>	
23.	<p>Dates and Times for 2023-24 Academic Year Governing Board Meetings</p> <p>Governors were reminded of future dates and times of meeting:</p> <ul style="list-style-type: none"> • Monday, 27th November 2023 at 1 p.m. • Monday, 29th January 2024 at 1 p.m. • Monday, 18th March 2024 at 1 p.m. • Monday, 13th May 2024 at 1 p.m. • Monday, 1st July 2024 at 1 p.m. 	

The meeting concluded at 3.15 p.m.

Signature: (Chair)

27th November 2023



**FULL GOVERNING BOARD MEETING
MONDAY, 25th SEPTEMBER 2023
SUMMARY OF AGREED ACTIONS**

Item	Action	For Whom
4, a)	ALL Governors <u>must</u> update their business and pecuniary interests and familial associations within their Governor Hub profiles before the end of term.	ALL
5, c)	Parent Governor election to be held before the next meeting of the Board.	HT/Gov. Prof.
5, d)	Governors to reappoint Mr Munro at the term 2 meeting, if he was content to remain on the Board.	DM/ALL
8, b)	Governors' Attendance to be recorded on the school's website.	HT
9,	Governors to confirm on Governor Hub that they will abide by the Governors' Code of Conduct 2023-24 and confirm they are not disqualified from continuing to serve as a governor for the school.	ALL
10,	Governors to conduct the first of three monitoring visits before the next meeting of the full Governing Board in November.	ALL
13, d)	Headteacher to provide Governors with this year's performance targets at the next meeting	HT
16,	<ul style="list-style-type: none"> ➤ ALL Governors to read KCSIE 2013 Guidance in its entirety and complete the update to their Safeguarding/Child Protection and Online Safety training. ➤ Safeguarding Governors (JP/JB) to also complete Cyber Security training (KCSIE refers). 	ALL JB/JP