

**BOUGHTON-UNDER-BLEAN & DUNKIRK (Methodist Voluntary Controlled) PRIMARY SCHOOL
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD ON MONDAY, 12th MARCH 2018 AT 1.00 p.m.**

PRESENT:

Mr M Baybutt	Mr J Bennett
Mrs N Brown	Mrs J Collett-White
Mr A Cummins	Reverend J Everingham
Reverend H Hollands	Mr R Kerrell (Chair)
Mr S Way (Headteacher)	

IN ATTENDANCE: **Mrs D Stryzyk (Clerk to the Governors)**

1. Quorum

The meeting was established as quorate.

2. Apologies for Absence

Apologies for their absence had been received from Mrs K Bachelard (holiday), Mrs T Mayne (hospital appointment) and Mrs S Holness (maternity leave). The governors' apologies were accepted.

Mrs Clayson was not in attendance. (*Note from Clerk, Mrs Clayson tendered her apology a couple of days after the meeting.*)

3. Governing Board Membership

a) House-keeping

The Clerk advised that she had received completed documentation from Mrs C Clayson.

b) Co-opted Governor Vacancy

Governors were advised that there was a Co-opted Governor vacancy following the resignation of Dr. J Boyle.

Following a discussion, it was agreed that the Chair of Governors would review the skills audit analysis completed in the Autumn in light of Dr. Boyle's resignation and the appointment of the new governors to determine where gaps in governors' collective and skills may exist so that the Board may try to recruit new Board members to fill those gaps. The Chair undertook to update governors at the term 5 meeting.

Action: CoG to complete a review of the skills audit analysis completed in the Autumn in light of recent changes to the Board's membership. Chair to report to governors at the next meeting to enable the Board to determine what skills were needed before recruiting to the Co-opted Governor vacancy.

c) Local Authority Governor Re-appointment

Governors were advised that Mrs J Collett-White's term of office as LA Governor was due to expire in July. The Governor Appointments Panel (GAP) was scheduled to meet in the coming weeks (March/April). Governors were asked to formally agree to recommend to the GAP that Mrs Collett-White be re-appointed as the Local Authority Governor for a further term of office. Governors unanimously agreed to recommend that Mrs Collett-White's be re-appointed. Mrs Collett-White completed the form for her re-appointment which was signed on behalf of the governors by the Chair.

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Action: Clerk to email the LA Governor Re-appointment form and JCW's attendance record to LA's Leadership & Governance section.

4. Declaration of Business Interests

Governors were afforded an opportunity to declare business interests against any of the agenda items for the meeting. None were received.

5. Minutes of the Meeting held on the 15th January 2018

The minutes of the previous meeting held on the 15th January 2018 were agreed as a true record and signed on behalf of the governors by the Chair.

6. Matters Arising from the Minutes

a) Terms of Reference for the Headteacher's Performance Appraisal Panel and Chair and Vice Chair

Governors were referred to the revised Terms of Reference and Standing Orders for the Procedural Working of the Governing Board document to reflect governors' agreed changes which was available on KLZ.

b) Expression of Gratitude – PTFA

Governors received confirmation that their appreciation of the PTFA's efforts to raise funds for the school had been conveyed to PTFA members.

A governor who was also a member of the PTFA advised that the Association had recruited new members who had reinvigorated ideas for future funding raising activities.

c) HT PA Panel Notes

The Headteacher confirmed that the notes from HT PA panel meetings had been provided to TM (Panel member), however, the governor had asked that the notes be re-sent to her.

Action: HT/TM to confirm notes of HT PA panel meetings have been shared.

7. Correspondence

The following documents had been provided to governors via KLZ:

- 2016/17 Kent SACRE Annual Report
- Monthly Bulletins from Governor Services (January and February 2018)
- Email relating to NGA subscription

Governors requested that the school continue with its subscription to the NGA at a cost of £83 per annum to enable governors to have continued access to training opportunities and publications.

8. Headteacher's Report

The Headteacher's report had been shared with governors in advance of the meeting on KLZ.

The school had been forced to close as a result of recent severe weather conditions which had resulted in only a few members of staff being able to come into school. The Headteacher had liaised with the Chair in respect of the

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closure of the school. A governor asked how the decision to close the school had impacted on the school's attendance. The Headteacher explained that a special code is applied for enforced school closures which do not impact on attendance figures.

a) Staffing Update

Governors were advised that staffing at the school remained stable. Two students from Christ Church University continued to be on placement at the school and were working in Years 3 and 4. The Headteacher advised that the student teachers were of a high calibre which had enabled the Years 3 and 4 teachers to work within the class to provide extra support for small groups of children and provide cover for other teachers. The student teachers would be finishing their placements at the school at the end of the week.

The Key Stage 1 Leader would be returning to the school on Monday, 19th March following her maternity leave. As she would not be class based her return would give the school additional capacity for support to be provided at the lower end of the school. Her focus would be on the development and implementation of the RE curriculum.

A teaching assistant had resigned her post. A governor asked if she would be replaced. The Headteacher explained that he did not intend replacing her because the school would be losing a class from the start of the 2018/19 academic year.

An SEN child with severe and complex needs was on a reduced timetable (from 9.15 a.m. to 11.00 a.m.) and in receipt of 1:1 support. The Headteacher advised that the school was hoping that the child would move to a specialist provision more suited to his needs. In event that the child should transfer, the teaching assistant's fixed term temporary contract, which was linked to the child, would cease.

b) Leadership & Management

The Headteacher advised that lots of work had been undertaken with middle leaders during the term. All of the middle leaders had become advocates for their subject areas, running initiatives and pushing forward their subjects.

Each teacher had conducted teaching observations in the lower end of the school.

i) Collaboration

The Headteacher advised that a lot of meetings had been scheduled during the snow affected week which had been postponed.

The Faversham Collaboration had learned that the Faversham Schools had been given £50k to reduce exclusions, however, the primary schools within the Collaboration have yet to receive any of the monies.

A governor asked if any other schools had joined the Faversham Collaboration. The Headteacher advised that other schools' leaders may attend the next meeting.

As part of the Methodist Collaboration, Boughton & Dunkirk Primary School would be hosting a maths competition. The school had also participated in a football competition which had taken place at Lorenden School.

ii) Year R Admissions – September 2018

Information shared at this juncture was deemed to be of a confidential nature and has, therefore, been recorded within the confidential minutes for the meeting.

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c) Quality of Teaching, Learning and Assessment

i) Profile of the Quality of Teaching – Evaluation of Strengths and Weaknesses

The Headteacher reported that lesson observations would take place during this term focusing on the higher attaining pupils' writing. Focus would be on differentiation of tasks, he was expecting to see lots of success criteria and evidence that staff are reviewing spreadsheets.

The Year 3 and Year 6 teachers have been identified to shadow core subject leaders in order to provide them with experience particularly in respect of the data. **Governors welcomed the approach and recognised that this would be good for the teachers' professional development.**

ii) Curriculum Plans for the Year

The curriculum plans for the year had been uploaded to KLZ in advance of the meeting. There were no questions arising from the Plans.

The Headteacher advised that the Choir Festival had to be cancelled because of the weather and it was proving difficult to re-schedule the event.

d) Personal Development, Behaviour and Well-being

i) Behaviour

The Headteacher reported that there had been some minor behavioural issues in Year 6 which were being dealt with, mainly relating to Year 6 children pushing the boundaries. Senior members of staff have been on the playground between 12.30 p.m. and 1 p.m. to monitor the situation. Children have been encouraged to review their decisions – how they may be better.

ii) Attendance

Attendance as at the end of term 3 had been 96.5%, which was 0.1% lower on the same period for last year. The number of persistent absentees (attendance below 90%) was 13 children (which included children with attendance < 85%. The children with lower attendance (below 85%) had dropped from four to three.

The Headteacher advised that the school had been visited by the Attendance Officer and letters had been sent out to parents whose child's attendance was below 85% and meetings have been scheduled with three parents.

The Headteacher advised that one child's attendance was currently @ 37%; lots of support had been put into place for the child and the family.

iii) Exclusions

There had been no exclusions since the last report to governors.

iv) Reported Racial Incidents

There had been no reported racial incidents since the last report to governors.

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e) Achievement and Progress

The Headteacher had provided governors with an electronic copy of the Inspection Data Summary Report detailing the school's 2017 results. The school's results had been discussed at previous meetings.

f) Statutory Inspection of Anglican and Methodist Schools

A governor asked if the Headteacher had met with the Director of Education for the Methodist Church and MAST Trustee. The Headteacher advised that the meeting had been cancelled, but would be re-scheduled. He added that he was due to attend a Methodist Conference the following where the Director of Education would be leading a discussion on SIAMS in schools.

A MAST representative, James Royal, had visited the school to look at data.

The Headteacher advised governors that the Methodist Church continued taking an interest in the school.

Ms Charlotte Holmes, English Subject Leader, joined the meeting.

g) Presentation by English Subject Leader – Charlotte Holmes

Governors extended a warm welcome to Charlotte Holmes (CH), the English Subject Leader, who had been invited to meet with governors to explain the impact of the measures being deployed to improve outcomes for Higher Attaining/all pupils in Writing.

CH reminded governors that in 2017 only one KS2 child had attained the Greater Depth standard in Writing in 2017. As a result, the school had identified the need to increase the proportion of children attaining at the Greater Depth standard in Writing in 2018. (For the 2017 SATs, the school had been focusing on increasing the percentage of KS2 children at the Expected Standard).

An action plan had been formulated to challenge Higher Attaining Pupils (HAPs). A lot of the identified actions have already been implemented which were being tracked. CH highlighted measures being deployed:

- ✓ Star Writing Boards have been introduced in each of the year groups as a way of displaying exemplar pieces of writing. Teachers pick out what the good features are. They collate the exemplar pieces of work to maintain evidence. The children like to see their work on display.
- ✓ Targets have been re-introduced in every class. For some classes there is a whole class target, for others there are individualised targets.
- ✓ The Headteacher was monitoring all English lessons with a focus on differentiation (writing outcomes, activities and teaching). Teachers were thinking about the processes more.
- ✓ Resources have been shared with the staff based on those produced by Kent. All teachers have access to the Literacy toolkit for teachers to enable them to see what was being aimed for.
- ✓ Staff meet with Hub schools every term for moderation.
- ✓ Kent had produced a Writing Standards document which included examples, profiles and extracts of children's work to demonstrate what marginal, at Expected, Exceeding Expected and Greater Depth pieces of Writing look like and also included commentary as to why a child had been assessed where it had. The document provided the teachers with a clear picture. The Headteacher added, the KCC exemplars had boosted the school's judgements and assessments.
- ✓ In the two Year 6 classes had been streamed for Writing so that differentiation is secure; the very able writers were in one group. CH advised that having spoken with the class teachers she has received confirmation that the arrangements were going well and children were enjoying the challenge. The teaching

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staff had a better awareness of what an Exceeding child looks like and also assisted them with their planning and assessments, staff were more secure in what it was they are looking for.

CH sought governors' questions.

A governor asked if the teaching is differentiated, did it affect the outcomes of the lower learners. CH responded teachers can now teach to the higher level pupils, lower level pupils can be included at the start and sent off to complete tasks. Or teaching assistants were asked to provide input for lower level children. Lessons were being pitched higher so that the children may aim higher.

A governor asked if the school was also using the Kent statements for Year 2 children or was the school using the Interim Assessment Framework. CH responded that children would be assessed against the Interim Assessment Framework because that is how work will be assessed at moderation.

A governor asked if there was a corresponding framework for Reading. CH answered that there was. The Governor asked if there were Reading targets. CH confirmed that there were targets for Reading. Writing was assessed by teachers based on their professional judgements, the Reading was guided by the Standard Assessment Tests. The school used the PIRA assessment system.

The Headteacher advised that the provision for Higher Attaining writers had historically been a problem (as identified during the previous Ofsted Inspection) and had always been a focus for the school. The school was re-focusing efforts to address the issue by deploying something fresh for teachers to look at. From his observations he had seen that it had made staff much more open to how activities may be changed.

A governor stated, generally Pupil Premium Grant children had less exposure to experiences to enrich their writing. The governor asked if the school had considered what may be put into place to increase the proportion of PPG children attaining higher standards. CH responded, the PPG children were already in receipt of interventions. Staff tend to pitch their tasks higher so that they have an opportunity to reach higher levels.

Governors thanked CH for taking the time to meet with governors to explain what had been put into place and the opportunity for them to ask questions. CH left the meeting.

9. School Plan and SEF 2017/18

a) School Plan Updates

The updated School Plan had been uploaded to KLZ in advance of the meeting. The Headteacher invited governors' questions.

b) Revised Monitoring Schedule

The Chair reminded governors that at the previous meeting, there was recognition that Governors' delegated areas of monitoring would need to be reviewed following a governor's resignation. It had also been suggested that as RK had been elected as Chair that he should relinquish Finance.

Following discussions and governors' agreement, the areas of governors' focus for monitoring was decided, as follows:

- Finance – MB and NB
- Pupil Outcomes – TM and KB
- Leadership & Management – RK and JCW
- SEND – KB

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- Personal Development, Behaviour and Welfare – HH and JE
- Pupil Premium – JB
- Safeguarding/Child Protection – TM
- Health & Safety – AC
- EYFS – JCW
- Religious Character – HH
- PE – MB
- Training and Development – RK

Action: Clerk to revise the TORs and SOs document, Monitoring Pairs section to reflect governors' agreement to the above.

Action: CoG to update the Governors' Monitoring Visit Plan

c) Governors' Monitoring Visit Reports

i) Leadership & Management (JCW)

JCW's report was available on KLZ. Her monitoring had focused on the Leadership & Management section of the School Plan priorities 1.21, 1.22, 1.23 and 1.24.

The key issues JCW had identified for consideration by the Governing Board were:

- To continue to monitor the effective management of strategic leadership and management through evidence of implementation of a robust system and
- To continue to monitoring outcomes following spring PUMA and PIRa assessments

ii) Quality of Teaching, Learning and Assessment (AC/JEB)

The governors' report had been uploaded to KLZ. The governors' focus had been on how observations and improvement methods are undertaken and how areas of concerns are addressed. The governors had also discussed with the Headteacher how school improvement strategies linked in with staff's performance appraisals.

iii) Pupil Development, Behaviour and Welfare (HH/JE)

The governors advised that a date for their monitoring visit would be scheduled and their findings reported to governors at the term 5 meeting.

Action: ALL Governors to complete monitoring visits as outlined in the Monitoring Schedule/School Plan and report to governors at the term 5 meeting.

10. Working Party Report

Governors were advised that a meeting had taken place. The Headteacher advised that the Wesley Trust was still taking an interest in the school, but no pressure was being applied. It was agreed to keep options open and include upon future agenda for governors to receive any updates.

The Headteacher added, that the agenda for schools to convert to academies was less prominent currently. He envisaged that if the school were to convert to an academy it would be under the auspices of the Methodist Academy. He suggested that governors should be aware of the leadership structure associated with academisation.

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Action: Potential Academisation plans to be included upon future agenda.

11. Finance Report (MB)

a) Nine Month Budget Monitoring

The Finance Governor referred to the nine month budget monitoring report which was available for governors to view on KLZ. (At the previous meeting the Governing Board had delegated the task of agreeing the nine month budget monitoring to the Finance Pair for this year as the representative from Schools Financial Services, who generates the report for the school, had not attended the school in time for the GB to receive and approve the report at the last meeting.)

Governors were invited to raise any questions from the budget monitoring report. A governor referred to the overspend in E12, Buildings Maintenance and Improvement and asked why there had been an increase in expenditure against the original budget. The Headteacher explained that the overspend had been as a result of identified health and safety concerns, work had been undertaken to the timber decking areas which were gradually being replaced with concrete as the timbers deteriorate. There had also been some work to the trees which had been at a greater cost than had been envisaged. The Headteacher added, that some remedial works have been postponed.

The governors accepted the Nine Month Budget Monitoring report.

b) Sports/PE Provision

The Finance/Sports Governor advised that he had arranged a meeting with the PE Advisor to evaluate the impact of the SPG on sports and PE provision/

Action: Finance Governor (MB/NB) to evaluate the impact of the SPG on sports and PE provision and report to governors.

c) Schools Financial Value Standard (SFVS) and Governors' Financial Skills Competency Matrix

The Finance Governor referred governors to the 2018 SFVS document which had been formulated by the Finance Pair. MB advised that all of the questions had been responded to affirmatively and there had been only one significant variation – no collaboration funding. There were no other significant changes.

Governors unanimously agreed the 2018 SFVS submission. A signed copy of the submission was filed with the minutes for the meeting, the master copy would be provided to the school office for submission to the LA before the deadline of the 31st March.

Action: MB to provide the school office with the approved SFVS document for submission to the LA before the 31/3/18.

d) Governors' Financial Competencies Matrix

The Chair/Finance Pair (MB/RK) completed the Financial Competencies Matrix, a copy of which was filed with the minutes of the meeting.

e) Review of Business Continuity Plan

There were no changes to the Business Continuity Plan which had previously been approved by the Governing Board.

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f) Banking Signatories and Corporate Card Holders

The school's identified banking signatories and corporate card holders remain unchanged. They were required to comply with the procedures and limits described in the Finance Policy.

g) Review of LA Contracts and Tenders

The Finance Governor confirmed that contracts and tenders had been reviewed in conjunction with the Finance Policy.

h) Finance Policy

The Finance Pair commended the Finance Policy 2018 to the Governing Board for approval. Governors unanimously agreed the Finance Policy.

12. Safeguarding and Health & Safety

a) Issues or Concerns

The Headteacher, staff and governors were afforded an opportunity to raise any safeguarding or H&S issues or concerns.

Governors were advised that under the new General Data Protection Regulations, information gathered from staff for Disclosure and Barring Service checks should not be retained by the school.

b) Safeguarding Presentation/Governor Training

NB agreed to email a copy of her Safeguarding presentation to the Clerk for dissemination to Board members.

Action: NB to email the HT her Safeguarding presentation.

The Headteacher advised that Safeguarding update training had been completed.

c) Single Central Record

JCW had completed an inspection of the SCR. She advised that the office administrator was in the process of looking at the disqualification by association for all members of staff.

d) Health & Safety Site Inspection Reports

The Health & Safety Governor undertook to email to the Clerk for uploading to KLZ his written reports in respect of the H&S site inspections conducted in term 6 and term 1/2.

The Health & Safety Governor advised that site inspection #2 of 3 per annum had been scheduled and would include an evaluation of the school's fire evacuation procedures.

Action: AC to email his written H&S reports to the Clerk for uploading KLZ for the H&S site inspections conducted in terms 6 and term 1/2.

Action: AC to complete site inspection #2 of 3 and report to governors at the term 5 meeting.

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13. Policies for Review and Approval

The following policies were agreed by governors upon the recommendation of the lead reviewers:

- a) **First Aid Policy (JB)** – The Lead Reviewer sought confirmation that staff training was up to date. The Headteacher confirmed that it was. A training record was maintained, first aid training was scheduled and diarised.
- b) **Anti-Bullying Policy (NB)**
- c) **Attendance & Punctuality Policy (CC)** – The HT advised that the Policy reflected updated guidance. Upon the recommendation of JCW (in CC's absence), governors approved the Attendance & Punctuality Policy.
- d) **Complaints Policy (MB)**
- e) **Swimming Policy (RK)**
- f) **Safeguarding Policy (TM)**

The Clerk asked if a governor mentor had been assigned to the newly appointed Associate Member (CC). The Chair undertook to contact CC to discuss her induction.

Action: CoG to liaise with CC regarding her governor induction and mentoring process.

14. Governor Training and Development

a) Reports of Training Undertaken

✓ KB (SEN Governor) had attended Understanding the Governing Board's Responsibility in Special Educational Needs training on the 24th January 2018, her report had been uploaded to KLZ. Following her training, the Governor highlighted the following points for governors:

- Review the current SEND Policy to ensure the information is current and that all links are active
- Plan visits for the academic year with one half day visit per term from the SEN Governor
- Review the ASP/ISDR Inspection dashboard and other data ref. SEN with the SENCo
- Evaluation and report on SEN provision for inclusion in the annual SEN Information report

✓ JCW had attended the District Governor Briefing on the 1st February 2018, her report had also been uploaded to KLZ. Following her training, the Governor had identified the following points for governors:

- Consider changing external advisor for HT PM
- Governors to use school email addresses (KLS) as soon as possible and compulsory by the 25th May
- Governors to observe procedures for SATs administration and phonics screening tests

NB undertook to share with governors GDPR (General Data Protection Regulation) guidance notes. It was suggested and agreed that GDPR be included upon the agenda for the next meeting.

The Governor who had attended the District Governor briefing referred to bullet point 1, the suggestion was that the Headteacher's Performance Appraisal Panel should consider changing the external advisor.

At the briefing it had also been suggested that a governor should be present during the opening of the SATs papers (the LA had drawn up guidelines).

b) Identified Training and Development Priorities

- ✓ RK to complete Headteacher's Performance Appraisal training

Action: RK to arrange to complete Headteacher's Performance Appraisal training at earliest availability.

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The Clerk had uploaded a list of governor training for terms 4, 5 and 6.

15. Any Other Urgent Business

None.

16. Confidentiality

Matters discussed at minute 8, Headteacher’s Report, b) Leadership & Management i) Admissions was deemed to be of a confidential nature which has been recorded within the confidential minutes for the meeting.

17. Confirmation of Dates and Times of Future Meetings

The dates and times of future meetings were agreed, as follows:

- Term 5 – Monday, 21st May 2018
- Term 6 – Monday, 9th July 2018

The meeting concluded at 3.10 p.m.

Signature: (Chair)
21st May 2018

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