

**BOUGHTON-UNDER-BLEAN & DUNKIRK (Methodist Voluntary Controlled) PRIMARY SCHOOL
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD ON MONDAY, 21st MAY 2018 AT 1.00 p.m.**

PRESENT:

Mrs K Bachelard	Mr M Baybutt
Mr J Bennett	Mrs N Brown
Mrs J Collett-White	Mr A Cummins - from 1.10 p.m.
Reverend H Hollands	Miss S Holness
Mrs C Hurst (Associate)	Mr R Kerrell (Chair)
Mrs T Mayne	Mr S Way (Headteacher) – from 1.10 p.m.

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

1. Quorum

The meeting was established as quorate.

2. Apologies for Absence

An apology for her absence had been received from Reverend J Everingham (unwell). Her apology was accepted.

Mr A Cummins and Mr S Way had indicated that they would be a little late joining the meeting.

3. Governing Board Membership

a) Co-opted Governor Vacancy

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

The Chair of Governors had reviewed the skills audit analysis completed in the Autumn in consideration 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 advised that the identified gaps related to procurement/purchasing, facilities management and links with local businesses. However, it was to be noted that experience of procurement/purchasing and facilities management were present amongst current governing board members. In line with the Governing Board's Standing Order for the Appointment of Co-opted Governors, the vacancy would be advertised. Governors indicated that it would be desirable to recruit someone with local business knowledge; premises management would also be useful. However, governors were mindful that the desired skills sets should not be regarded as essential as they would welcome applications from anyone who has the wish to support the school and the work of the governing board.

It was agreed that the Chair would prepare the advertisement for publication in the local community magazine.

Mr A Cummins and Mr S Way joined the meeting at 1.10 p.m.

Action: RK to prepare an advertisement for publication in the community magazine to appeal for governors outlining desired skills sets, but indicate that these attributes were not essential.

b) Local Authority Governor Re-appointment

Following the LA's Governing Appointment Panel's acceptance of Mrs J Collett-White, the governors unanimously agreed to re-appoint Mrs J Collett-White as the Local Authority Governor representative on the Board. Her term of

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office would be effective from the expiration of her current term for a period of four years (1st July 2018 to the 30th June 2022).

Action: Clerk to notify the LA of the Governing Board's decision and update the LA's database of governors.

c) Induction and Mentoring of New Governors

At the previous meeting the Chair had indicated that he would meet with both new governors (CC and NB).

Action: CoG to meet with new governors (CC and NB) for new governor induction.

d) Ex-Officio Governor

Reverend Hollands reminded governors that she would leave her current post with the Church and cede her Ex-Officio position on the governing board at the end of the academic year. The new Ex-officio Governor for the school would be Emmanuel Aggary Oge. Reverend Oge would assume his position on the governing board from the 1st September 2018.

Action: Governors to welcome the new Ex-Officio Governor at the term 1 meeting.

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 12th March 2018

The minutes of the previous meeting held on the 12th March 2018 were agreed as a true record and signed on behalf of the governors by the Chair.

6. Matters Arising from the Minutes

a) HT PA Panel Notes

TM confirmed that the notes from HT PA panel meetings had been provided to her.

b) Terms of Reference and Standing Orders

The TORs/SOs had been revised and uploaded to KLZ.

7. Correspondence

The following documents had been provided to governors via KLZ:

- Governor Services Bulletin – April 2018
- General Data Protection Regulations – information sheets and governor checklist
- Quarterly Update from the Diocese (March 2018)
- School Inspection Handbook – Section 5
- The Governor magazine Spring 2018

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8. Headteacher's Report

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

a) Staffing Updates

The Headteacher and governors welcomed Miss S Holness' return to the school following her maternity leave. Miss Holness was currently non-class based; she was covering different roles within the school, mainly providing cover for staff's absences and working on the new RE curriculum.

The Year R teacher had secured a new teaching position at Ethelbert Road Primary School and would leave the school at the end of the academic year.

Both student teachers have secured jobs.

The Headteacher advised that he was giving thought to the staffing structure for 2018/19. He reminded governors that the 31st May was the deadline for teachers to give notice.

Information shared at this juncture was deemed to be of a confidential nature, but limited by time.

The school would be losing a class and therefore staff numbers would also need to be reduced. One of the Year 6 teachers would be leaving the school to take up a post at Ramsgate Art Free School.

The Headteacher advised that he was aware that there may be more staff changes.

b) Leadership & Management

The Headteacher advised that the Leadership Team was considering how the school may make the best use of staff's talents within the school. Middle Leaders continued to develop their overview of literacy and numeracy provision and outcomes to reflect on the impact.

i) Collaboration

The Headteacher advised that collaborations with other schools were going well.

The school had been invited to attend moderation for Years 2 and 6 by the Local Authority. (A class teacher had been trained as a Year 2 moderator. The school would have had to pay to have her work moderated.) At a Faversham Collaboration Schools' Headteachers' meeting, the schools' leaders decided not to take part in the moderation, because the five collaboration schools have regular moderations. During the following day Years 2 and 6 work would be taken to moderation. **Governors were of the view that as the school was a regular participant in half termly moderations, why should the school pay for LA moderation.** The Headteacher responded, staff know what is expected of the children in terms of Year 6 writing. A governor asked if moderators were in a position to influence the results. The Headteacher advised that they were not. The Staff Governor added, historically moderation was free. Governors were advised that detailed notes were maintained of moderation through the Faversham Collaboration moderation. **Governors supported the school, they acknowledged that it was expensive as not only would the school be charged for the moderation but also providing cover for the member of staff attending moderation.**

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ii) Admissions

The Headteacher reported pupil numbers were rising. In respect of the 2018/19 predictions of pupil numbers, the LA has now admitted these were wrong. It was possible that the numbers were likely to remain low until 2020. The LA had been looking at potential new schools at Love Lane in Faversham and at the Abbey School sites.

The Headteacher advised that the low pupil numbers will impact on the school financially. The school's future income would be based on 21 children. The LA had blamed the slower pace of house construction. For the 2018/19 intake, the roll was now up to 24 pupils (19 definite, five/six families were moving into the area; siblings were joining the school in other year groups).

A governor had attended meeting at which the Area Education Officer had been present. She had discussed pupil numbers. She admitted the LA had got it wrong and had cautioned schools' budgets would have to be set accordingly. There would be no accurate pupil numbers until term 6 of 2019 to enable schools to plan.

A governor enquired if the dip in numbers was regional. The Headteacher advised that there had been lower than expected intakes in Swale, Canterbury Coastal and Maidstone. A governor stated that new schools had been opened, but there had been a demographic miscalculation.

A governor clarified, people were moving into the area; the school was picking up Year R children and other children in different year groups. The Headteacher confirmed the governor's understanding; there had been six new families this academic year; two children had left to move to Somerset. People were moving into the Village and want their children to be at the local school.

A governor asked how many parents had listed Boughton as their first preference. The Headteacher advised that there were 18 first choice, the others were second or third choice.

A governor referred to the requests for places in other year groups and noted that a parent had requested a place for their child in Year 1 with a Statement. The Headteacher explained that the numbers in Key Stage 1 were limited to 30 per class. He explained the processes, if a child has an EHCP or is a Looked After Child, the school may be directed by the LA to take them. The school had lost an appeal. If the school was to go over PAN (published admissions number) in Year 2, the school would need permission from the LA. If there is a sibling and there are spaces, the school would consider going over PAN in KS2 as numbers were down in some classes. If there were more than 30 children in a class, adjustments were made in the staffing.

A governor asked what the definition was of 'vulnerable families'. The Headteacher explained: Social Services involvement/family in need or crisis. The Family Liaison Officer would be involved and provide support to the families.

iii) Review of Non-Teaching Staff's Pay Linked to Their Performance

The Headteacher confirmed that the non-teaching staff's pay had been reviewed and linked to their performance.

iv) Confidential Item

Information shared and matters discussed at this point were deemed to be of a confidential nature and have 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 SATs had taken place during the previous week. He had been pleased with the way the KS1 tests had gone. The scoring system would not be released until the end of the following week at which point the school would know how many children have scored out of 50. The school would then have to wait to determine how the school's results will compare with national outcomes. The indications were that the children had scored higher than in last year's tests. The class teacher has a project which is run in the class whilst the tests are completed with the children which the children were excited about.

The Key Stage 2 SATs were completed under formal test conditions. Every member of staff had been involved in SATs in some way, some children had been given extra time to complete the tests, some were quicker than others to complete the questions. The Year 6 teacher had monitored the tests. The Headteacher continued, if the results match last year's test results the school would be above the national average. The maths paper was particularly difficult; for Arithmetic some of the questions were two or even three stage problem solving. He added, it was important to remember that the children were only 10/11 years of age. Throughout the 45 minute tests the children have to remain focused and not make any mistakes. The Staff Governor added, a lot of the maths paper had been two/three stage questions to score just one or two marks.

The Headteacher advised that a parent had asked to meet with him to explain that her child was having migraines because the child was worrying about the tests. The mother had told her child not to worry about the SATs because they would be going to grammar school; the SATs were about the school. The Headteacher had talked with the child to reassure her that her well-being was paramount.

A governor recalled that following last year's tests the school had formed the view that children needed to be more independent. The Headteacher agreed, the school had been considering nurturing the children less. The tests were conducted in a more formal way for this year. He acknowledged that it was also important not to lose sight that the school must be as enjoyable as possible, children should want to come into school. A couple of years ago the results had led the school to consider why it had performed so poorly. The view was formed that children needed to be spurred on. Governors welcomed that the school was learning all the time and refining its approach to the tests. The school's approach to the tests was reassuring.

The Headteacher advised that in the future the school would be modifying communications with parents in the preparation for the tests. Five/six Year 6 girls lacked confidence in Maths, but were more able in Literacy. The school had examined how to improve their confidence so that when it came to the tests; the girls were in a room together.

d) Personal Development, Behaviour and Well-being

i) Behaviour

The Headteacher reported that the issues related at the previous meeting pertaining to Year 6 have reduced.

ii) Attendance

Attendance for the year to the 8th May was 96.5%. The number of persistent absentees (attendance below 90%) was 10 children (which included children with attendance < 85%). The children with lower attendance (below 85%) had increased to six. Attendance for the school without persistent absentees was 97%.

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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.

e) Achievement and Progress

Refer to governors' monitoring feedback (minute 9, c) v)). The Data Monitoring Governors (KB and TM) would report to governors on Pupils' Outcomes at the T1 meeting following their visit to the school after the 9th July.

f) Statutory Inspection of Anglican and Methodist Schools

The Headteacher advised that he had attended a Methodist SIAMS workshop to look at the new framework for inspection. Further training had been scheduled in June which would focus on SIAMS.

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. None arose.

b) Revised Monitoring Schedule

The Chair undertook to upload the revised monitoring plan schedule to reflect the areas of governors' focus for monitoring, as follows:

- Finance – MB and NB
- Pupil Outcomes – TM and KB
- Leadership & Management – RK and JCW
- SEND – KB
- Personal Development, Behaviour and Welfare – HH and JE
- Quality of Teaching, Learning & Assessment – JB and AC
- Safeguarding/Child Protection – TM
- Health & Safety – AC
- EYFS – JCW
- Religious Character – HH
- PE – MB
- Training and Development – RK

Action: CoG to upload to the KLZ the updated Governors' Monitoring Visit Plan Schedule.

c) Governors' Monitoring Visit Reports

i) Pupils' Outcomes (TM/KB)

The governors' last monitoring visit had been in January. They undertook to complete their yearend evaluation monitoring visit after the 9th July when the school should have received the provisional performance data.

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ii) Leadership & Management (JCW)

JCW's reported dated the 15th May had been shared with governors in advance of the meeting. The governor reported that there were some queries about the data and assessments which had been discussed with the school's Senior Leaders. The action plan had been reviewed. The Headteacher advised that staff have looked at the data to investigate the reasons why; practice had been revised and the tracking system modified.

The key issue for the governing board was for the governors to continue to monitor the effectiveness of strategic leadership and management through evidence of implementation of robust systems, to evaluate the responsibilities of the senior leadership team and how staff may move forward to have greater width and depth of experience.

iii) SEND (KB)

The SEND Governor had last met with the SENCo in March, her report dated the 15th March had been shared on KLZ. She reported that the SENCo has had some absences. The Headteacher advised teachers continued to deliver interventions.

iv) Personal Development, Behaviour and Well-being (HH/JE)

The governors had visited the school in April. Their report would be shared with governors in advance of the term 6 meeting. During their visit the governors had looked at the Religious Character of the school and SIAMS. They had met with the RE Subject Leader for an update on SIAMs. Plans were in place for the change to SIAMS which was more about the ethos of the school, well-being, mental health and positive outcomes for children, independence; the value of confident young people when they leave the school. The Governor reminded governors that during the last inspection, the report had highlighted the development of collective worship. To respond to this the Headteacher had visited other schools. The children were reflecting on how we begin and end and children's engagement with that.

Action: HH/JE to provide a written report of their monitoring visit prior to the T6 meeting.

v) Quality of Teaching, Learning and Assessment (JB/AC)

The governors' report would be available at the next meeting. The governors provided verbal feedback following their visit to the school. They advised that they had been truly impressed with what they had seen; Higher Attaining pupils were developing their writing linked to Beowulf. The content of the lesson had been amazing. The Headteacher had shown the governors how the quality of teaching is monitored, assessed and recorded and how this helps teachers.

Action: JB/AC to provide a written report of their monitoring visit prior to the T6 meeting

vi) PE/Sports Premium Grant (MB)

The governor reported that there was a broad range of activities available to the whole school. There was an increasing number of children engaging with activities e.g. Rumba class for Year R. Taster sessions were available for children to introduce them to new and different activities. What was on offer in the school in terms of sports and PE represented very good value for money. The PE Leader was providing training to staff to lead sports and PE throughout the school. The Headteacher added, her ambition was to ensure that children engage in sports activities.

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10. General Data Protection Regulations

The Headteacher had provided governors with a briefing paper. The Deputy Headteacher had agreed to be the school's Data Protection Officer and had attended GDPR training. The DHT would attend the next meeting to share details with governors. Governors were reminded that the new GDPR comes into effect on the 25th May. The Headteacher advised that everything was in place to meet the statutory requirements; the school had bought into SPS platform for a DP audit to be undertaken.

A governor pointed out that a Designated Safeguarding Lead could not be the DPO. She suggested a potential resolution, i.e. that the DPO could be someone from the partner school (St. Peter's).

Governors were reminded that they should use their school email addresses for school-related matters. The Headteacher undertook to circulate governors' school email addresses.

Following a discussion, Mr A Cummins agreed to be the governing board's Data Protection Governor. He undertook to meet with the school's DPO.

Action: HT to email governors' their school email addresses. Governors to use the school email for school-related matters.

Action: GDPR Presentation by the school's DPO to be included upon the agenda for the next meeting.

Action: AC (DP Governor) to meet with the school's DPO.

11. Potential Collaboration/Academisation

Collaboration updates were detailed in the HT report. There were no updates to report regarding potential academisation.

12. Headteacher's Mid-Year Appraisal Review

Governors received confirmation that the HT PA panel had meet with the Headteacher for his interim performance appraisal. Due process had been followed.

13. Finance Report (MB)

a) SFVS

The Finance Governor confirmed that the school's SFVS submission had been signed and sent to the LA (an email had been received by the school requesting a signed hard copy, previously emailed copies had been accepted).

b) Analysis of Yearend Budget Figures/Balance Control Mechanism

The Finance Governor explained that the yearend budget figures had only been received by the school during the previous week. The reports were available on KLZ. The rollover figure was £29,534.48 well within the BCM.

Governors unanimously agreed the yearend budget figures.

c) Three Year Budget Plan

The Finance Governor drew governors' attention to the forecasted 1.3% to 1.5% budget deficits in years 2 and 3 (2019/20 and 2020/21), mainly due to the variance in pupil numbers. There were forecasted increases in costs associated with staff, energy and utility costs.

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A governor noted E03, Education Support Staff and E04, Premises Staff reduce over the term of the three year budget plan whereas E05, Administrative and Clerical Staff remained largely unchanged. He asked if a reduction in the Education Support staff budget would affect the quality of teaching. The Headteacher advised that the ratio of staff will have an impact; he was not happy to lose teaching assistants; particularly as the school had invested in their development which had been impactful.

A governor referred to the Apprenticeship Levy and asked the school's plan to spend it. The Headteacher explained that it goes towards the cost of training.

A governor referenced E11, Staff Related Insurance (Safe Hands) and asked what it was for. The Headteacher explained that it provided insurance cover for expenses, i.e. a member of staff doing jury service.

A governor asked about the cost of maintaining the minibus. The Headteacher advised that the Parent Teacher Association meets the cost of general maintenance, the remaining costs were met from contributions towards the cost of school trips which were separated out part of which pays the minibus loan costs.

Governors unanimously agreed the three year budget plan.

d) Staffing Structure

Previously discussed. A copy of the staffing structure had been shared with governors on KLZ. The Headteacher advised that pupil numbers would determine the staffing structure going forward.

Governors unanimously agreed the staffing structure.

e) Internal Financial Controls Self-Evaluation

The Finance Governor confirmed that the school was operating to KCC's Policies and procedures which were incorporated within the school's Finance Policy.

f) Asset Register

The Finance Governor confirmed that the Asset Register was up to date; all equipment had been engraved with the school's name.

g) Best Value

Governors were satisfied that decisions have been made to secure best value. The school had demonstrated sound financial management.

h) Compliance Visit

A Compliance Visit would be conducted in June.

14. 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. None were raised.

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b) Keeping Children Safe in Education

Governors were advised that KCSIE guidance was being updated. The new guidance would come into force in September 2018. A governor referred to The Key resource; she undertook to email information to governors. Information would be circulated which would include a safeguarding checklist, an overview of the changes, a job description for the Safeguarding Governor, an overview of what should be checked on the SCR.

The Headteacher advised that the Family Liaison Officer was currently looking at the implications of the new Guidance. At least one governor should have completed safer recruitment training, all governors should have an overview of safeguarding.

Action: ALL governors to look at the information on KLZ relating to Safeguarding.

c) Safeguarding Self Review Tool Part II

The Safeguarding Self Review audit Part II had been completed by the Safeguarding Governor (copy filed with the minutes for the meeting).

d) Single Central Record

JCW had completed an inspection of the SCR. Association Declarations have been updated.

e) Health & Safety Site Inspection Reports

The Health & Safety Governor's H&S Reports had been uploaded to KLZ. The governor had been attending at the school during a fire drill; the school had been evacuated quickly.

H&S monitoring visit #3 of 3 would be undertaken before the end of term to discuss the plans of work for the summer.

The Headteacher added, lockdown procedures were in place, however, there were one or two areas where it did not work. The Lockdown Procedure Policy would be reviewed and presented to governors for approval at the T6 meeting. The staff were being consulted on how lockdown procedures will be implemented.

Action: AC to complete site inspection #3 of 3 and report to governors at the term 6 meeting.

Action: Lockdown Procedure Policy to be included upon the T6 agenda for governors to approve.

15. Policies for Review and Approval

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

- a) Staff Appraisal Policy (AC)
- b) Support Staff Appraisal Policy (KB)
- c) Finance Policy (MB)
- d) Photography Policy (JCW)

16. Governor Training and Development

- a) Reports of Training

None were received at this meeting.

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b) Identified Training and Development Priorities

- Headteacher’s Performance Appraisal training to be completed by RK.

Action: RK to complete Headteacher’s Performance Appraisal training.

17. Any Other Urgent Business

- ❖ The governors would host an end of term cream tea for the staff on Monday, 23rd July at 3.15 p.m.
- ❖ The WiFi/Acceptable Use Policy would be reviewed and presented to governors for approval at the T6 meeting.

Action: Governors to host an end of term cream tea for staff on Monday, 23rd July at 3.15 p.m.

Action: WiFi/Acceptable Use Policy to be ratified by governors at the T6 meeting.

18. Confidentiality

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

19. Confirmation of Dates and Times of Future Meetings

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

- Term 6 – Monday, 9th July 2018

The meeting concluded at 3.10 p.m.

Signature: (Chair)
9th July 2018

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