

MINUTES



Full Governing Body Meeting

Held at the school on 22nd March 2023 at 4pm

Governors: Anita Makey (Headteacher), Iain Simmons (Chair of Governors), Richard Odling (Vice-Chair), Moira Ensoll, Tanya Martin, Edward Ming, Becky Parnham, Lorna Faulkner

In Attendance: Howard Hawes (Business Manager), Nicki Cox (Covering Governance Professional/Clerk to The Governors), Sarah Dickens (Parent Governor)

Meeting started at 4.02pm

Item	Purpose	Paper &/or Action
Procedural		
1	Welcome Apologies Quorum a) The Chair welcomed those present and thanked them all for attending the meeting, whilst extending a particularly warm welcome to the new Parent Governor, Sarah Dickens. The Governors and Clerk were asked to introduce themselves. b) A Governor read an opening prayer. c) There had been no apologies received, all Governors were in attendance. d) The meeting was confirmed as being quorate.	
2	Finance The Business Manager was asked to deliver a Finance overview, he would then exit the meeting. Therefore, Finance was moved to item 2 on the agenda. a) 9 Budget Monitoring All Governors approved. b) SFVS (Schools Financial Value Services) The papers had been circulated prior to the meeting; The school was required to submit to the LA (Local Authority).	DECISION

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		<p>The format was based on the previous year's, with a couple amendments made.</p> <p>All Governors approved.</p> <p>The Chair of Governors would be required to sign the document before submission to the LA.</p> <p>c) Asset Register</p> <p>There had been no changes to this document, the addition of new iPad's would be included when purchased.</p> <p>d) Start work on drafting budget for the coming year.</p> <p>This was in early draft stage, there were currently some limitations due to lack of updates from KCC (Kent County Council), who were still awaiting national pay settlement figures. The new pay scales would generate a new format.</p> <p>Last year had seen the budget approved by the full Governing Board on 25th May. The next FGB was to be held on 17th May and would be added to the next agenda. A four-page version of the three-year budget had been drafted. Figures were based on funding that KCC (Kent County Council) had released and/or told the school to expect. Budget per pupil was set to increase, next years budget would be similar to this year. There were 100 pupils on the school roll, with a capacity for 105.</p> <p>Closedown would be completed.</p> <p>The surplus for this year was expected to be £59,870.00, this was approximately £14,000.00 more than had been previously predicted at the beginning of the year. The surplus was deliberately under the threshold. Last year's format had been utilised, the school would prioritise where to spend and in which areas to make cutbacks.</p> <p>For the benefit of the new Governor, the Chair of Governors explained that the starting budget for the school was circa £600,000.00 per annum. This figure was massively reduced once all essential items had been accounted for. The school had benefitted from plenty of additional funds this year, therefore surplus was higher than originally budgeted.</p> <p>e) Review insurance arrangements</p> <p>KCC had sent the revised insurance premiums.</p> <p>The biggest issue seen had been the non-pay out for staff absences. Other providers were being explored; small print would need to be scrutinised.</p> <p>Long term sickness was not currently paid out for.</p>	<p>DECISION</p> <p>ACTION</p> <p>ACTION</p>
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		<p>The Business Manager had compared four companies, one of which did not pay out for mental health issues. The current company paid out after three consecutive sickness days.</p> <p>f) Complete Governor Self Evaluation of Competencies Matrix for SFVS</p> <p>Richard Odling and Tanya Martin had completed the matrixes.</p> <p>g) Complete and agree the Schools Financial Values Standard</p> <p>This had been addressed.</p> <p>h) Review of LA contracts: Finance and Personnel</p> <p>As a VA (Voluntary Aided School), the school were able to explore using alternative providers. KCC had sent details of the following years premiums, these fitted in with the budget.</p> <p>The Chair of Governors and Finance Governor wished to thank Howard Hawes who then exited the meeting at 4.21pm</p>	
3	Declaration of Business Interests	<p>a) To declare any business interests against any agenda items.</p> <p>There were no interests arising.</p> <p>a) To remind Governors to declare business interests which become relevant during the meeting.</p> <p>There were no matters arising</p>	
4	Minutes of the previous FGB on 8/2/2023	<p>a) To be approved by the GB and signed by the Chair:</p> <p>The Clerk would add page numbers to future minutes.</p> <p>Minutes from the previous FGB held on 8th February 2023 had been circulated prior to the meeting.</p> <p>The Chair went through page by page, and Governors approved with one slight amendment to be made which the Clerk would alter:</p> <p>Becky Parnham and Lorna Faulkner had counted the Parent Governor election votes.</p> <p>Confidential Minutes from the previous FGB held on 8th February 2023 had been circulated prior to the meeting.</p> <p>All Governors confirmed the minutes were a true reflection of the meeting held on 8th February 2023. The minutes were approved. The Chair of Governors signed the minutes.</p> <p>b) To receive updates on agreed Governor actions. Please see the table set out below the minutes.</p>	<p>Governor-Hub</p> <p>ACTION</p> <p>ACTION</p> <p>DECISION</p>

		<p>c) Any matters not pertinent to the meeting will be carried forward to the next agenda.</p> <p>There were no matters arising.</p>	
Governance			
5	Review of the Governing Board	<p>a) An update on the Parent Governor vacancy/election was given as follows:</p> <p>Sarah Dickens was in attendance, all Governors approved the appointment, with a four-year term of office to run until 21st March 2027.</p> <p>b) Discuss Governor vacancies:</p> <p>There were three Governor vacancies remaining, two which would be appointed through the Church and one through the LA (Local Authority).</p> <p>There were enough Governors currently to enable the Governing Board to conduct business effectively.</p>	DECISION
6	Governor Monitoring	<p>a) The Monitoring Reports had not been circulated prior to the meeting:</p> <p>1) Finance Monitoring</p> <p>The Finance Governor gave a brief overview:</p> <p>Several areas had been monitored; benchmarking had been the primary area to be monitored. The report had included actions, it had been evidenced that invoices were being signed. The Pay Policy had been discussed, benchmarking had been discussed at the previous FGB, comparing the school against other local schools.</p> <p>2) SEND Monitoring</p> <p>This was noted.</p> <p>The written reports would be uploaded on to Governor-Hub once circulated to the Clerk. It was important to recognise the efforts made by Governors in both monitoring and the writing of reports.</p> <p>b) Review and monitor specified curriculum areas as agreed in the Governor monitoring plan.</p> <p>The next monitoring session would be in the second week back after Easter, likely on the 18th or 19th April. The Chair of</p>	ACTION

		<p>Governors explained the rationale in holding specific monitoring sessions.</p> <p>The new SIAMS framework training would be key. Two Governors who had been booked on to the training module but found it necessary to cancel, were struggling to re-book. Governors were asked to notify to HT as to which date, they could attend.</p> <p>Iain Simmons would undertake Safeguarding Monitoring.</p> <p>It would be necessary to monitor Finance also.</p> <p>The Governing Board were required to challenge themselves. All Governors were asked to complete a Skills Audits.</p>	ACTION
School Improvement			
7	Safeguarding	<p>a) Updates were detailed within the verbal HT report.</p> <p>b) Safeguarding Self Review Toolkit/ Audit</p> <p>This was shown on the screen for the benefit of all Governors.</p> <p>This document tended to get longer annually; the actions were the area of importance with several considerations for the Governors to make. This should be carried out annually. It was important to evidence the responses. The Low-Level Concern Policy was new last year, volunteers were required to understand the Whistleblowing Policy.</p> <p>All staff had recently undertaken Prevent Training, this would be carried out every three years. All Governors that had not undertaken within the last three years (or were able to document this) were asked to complete.</p> <p>c) Online Safety Self Review Toolkit/ Audit</p> <p>Governors were asked to consider action plans when monitoring. The Computing Lead was set to undertake DSL (Designated Safeguarding Lead) training and would take on the role of On-Line Safety Lead.</p>	ACTION
8	Health & Safety	<p>a) This was detailed within the verbal HT report.</p>	
9	SIP (School Improvement plan)	<p>a) SIP – updates were detailed as follows:</p> <p>This was a working, constantly evolving document which would be updated again at the end of March. It was shown on the screen for the benefit of all Governors. The rag rating was explained, Behaviour & Attendance was highlighted green, overall attendance and punctuality were improving. Those families with persistent absentees had mostly upped their attendance since letters had been sent. One such pupil had moved to another school. The appointment of Kerry Dunkley</p>	

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		<p>as the FLO (Family Liaison Officer) had seen her meet with the parents of those with persistent absence and punctuality issues, which had seen the situation improve.</p> <p>Curriculum had been mapped out subject by subject. Schemes had been heavily invested in; this had been enabled by the healthy budget.</p> <p>Interventions and support had seen a reduction in the gap between SEN and non-SEN pupils.</p> <p>The tool was beneficial to Governors and the school also.</p> <p>Support Staff appraisals would be completed by Easter with targets drawn from there.</p> <p>The SIA (School Improvement Advisor) had been extremely impressed with the school's document and in direct comparison to other schools.</p> <p>b) SEF</p> <p>This was noted.</p>	
10	HT Report	<p>a) The verbal HT report was given as follows:</p> <p>Staffing – The school had placed an advert for Maternity Cover for a KS1 (Key Stage 1) teacher. There was a nationwide issue with lack of teachers, there had been just one applicant who was a secondary school teacher, the school was readvertising. A part time position would be considered in a bid to make the role more appealing to some. A Governor asked whether plan B would be to use an agency? This would be necessary if there were no suitable applicants. There were pros and cons to going down this route.</p> <p>Teachers had made the decision not to strike recently; this had been a particularly hard decision for some.</p> <p>All teacher mid-year appraisals had been completed, bar one.</p> <p>There were plenty of volunteers engaging with pupils.</p> <p>Pupil progress up to March had been included, there was ongoing concern for the current Year 3s and 4s with the biggest impact of Covid-19 witnessed within these age groups, however percentages were rising. The school was putting in plenty of practice for the forthcoming MTC (Multiplication Tables Check) for Year 4.</p> <p>Surveys – the school had carried out staff, pupil and parent surveys. Overall, results were extremely positive. One response had seen the parent repeatedly selecting the 'disagree' option.</p>	

		<p>The Deputy HT asked the Parent Governors their thoughts on the survey: there were lots of questions, the ability to comment on each question rather than just at the end, would be beneficial. Parents should be encouraged to complete the survey for each child.</p> <p>The pupil survey had shown that most pupils were happy, and all felt safe. A Governor noted that noise levels were indicative of happy pupils. The perception of what was considered good behaviour could be muddled.</p> <p>Enrichment – There was a range of clubs available, with limited staff to oversee, the school was running as many as were feasible.</p> <p>The new SENCO Lead was making huge positive impact. SEN pupil numbers were below the national average.</p> <p>Safeguarding: The new gate had been causing issues, the school had sought to rectify the issue, the gate was now able to close of its own accord. Some large bushes would be purchased to be placed against the metal side, to prevent people from climbing in or out.</p> <p>A case had recently closed with the Social Worker, the HT had requested a plan to enable the school to be able to move forward. External agencies were often overly keen to sign off cases.</p> <p>A Fire practice had occurred.</p> <p>Health & Safety – Although the number of reported incidents seemed high, the HT wished to stress that this was merely due to each minor incident being reported, with the relevant form sent home to parents.</p> <p>Premises – carpets had been replaced in two classrooms, which had made a huge difference aesthetically. All carpets were in need of replacing; however, the classrooms would all be done first.</p> <p>There had been plenty of parental assistance with the raised beds.</p> <p>The Business Manager had been instrumental in saving the school a large sum of money. There had been a water leak under the office, with the Business Manager visiting the school at the weekends to tend to the matter. The Business Manager would be paid for his efforts, a matrix on how the school would cope without a Caretaker, had accounted for either outside agencies or the Business Manager to be paid for work done.</p> <p>There had been eleven first choice applicants received for Reception places in September 2023, with fourteen second place choices and fourteen third place choices. Offers would</p>	
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		be sent out in April. There was some confusion as to whether, as a VA School (Voluntary Aided), the school was responsible for approving places prior to them being offered. The Chair of Governors would seek to determine the correct procedure to follow.	ACTION
11	Policies	<p>a) Policies had been circulated prior to the meeting:</p> <p>1) Online Safety/AUPs All Governors approved.</p> <p>2) Capability All Governors approved.</p> <p>3) Code of Conduct All Governors approved.</p> <p>4) Emergency Procedures All Governors approved.</p> <p>5) Whistleblowing All Governors approved.</p> <p>6) Mobile Technology All Governors approved.</p> <p>7) Social Media All Governors approved with amendments made. (A typo)</p>	<p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p>
Other			
12	Governor Training	<p>a) Governor training to be completed in the next two terms.</p> <p>Richard Odling was booked to undertake Complaints training.</p> <p>Tanya Martin had recently undertaken Pupil Premium training and would share the slides with Governors.</p> <p>b) All Governors to have completed annual Safeguarding Training</p> <p>All Governors had completed together at the beginning of the academic year. Sarah Dickens would complete the TEP module, found on Governor-Hub.</p> <p>Individual training needs would be assessed in the future.</p> <p>c) All Governors to have completed new SIAMS framework training.</p> <p>Governors were reminded to complete this training.</p>	<p>ACTION</p> <p>ACTION</p>

13	TEP Monthly Bulletin	a) To review and discuss any matters pertinent to the GB: This was noted.	Governor-Hub
14	Chairs Actions	a) Chair to advise on actions and any correspondence received: This was noted.	
15	Any Other Business	a) Any other relevant business: The residential trip was set to take place out of county, therefore the school required approval from the Governors. This was due to take W/C 10 th July. All Governors approved. A trip to the British Library would take pupils out of County and would therefore require Governor approval. All Governors approved. The KS2 (Key Stage) SATs would require Governors to attend to oversee the process and which were taking place between 9-12 th May 2023. Governors were asked to notify the HT which sessions they could attend. The 2023-2024 term dates were shown on the screen. The dates were not well received, pupils would be required to return to school on 2 nd January. All Governors approved. The Clerk would forward the Governor Attendance Record to the HT.	ACTION DECISION DECISION ACTION DECISION ACTION
16	Confidentiality	a) Please refer to the Confidential Minutes. b) There were no papers or documents deemed to be of a confidential nature	
17	Impact of Meeting	a) To discuss the impact of the meeting: The meeting had proven productive with the monitoring dates, signed off trips and plan to support the SATs.	
18	Dates of Next FGB Meetings	a) To be held at the school at 4pm: 17th May 2023 12th July 2023	

Meeting finished at 5.45pm

Action Points from FGB 8th February 2023

AS item	Lead	Topic	Outcome
4a	IS	<u>Sign approved minutes, scan and forward a copy to the Clerk</u>	Actioned

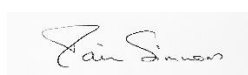
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6a	IS	<u>ME and BP (Lorna) to assist Chair in counting votes received for Parent Governor election</u>	Actioned
6c	Clerk	<u>Update ToR as detailed</u>	Actioned
3a	IS	<u>Request refund from TEP for services not received with regards to the missing minutes</u>	Not yet done – add to next
7	RO & ME	<u>SEND and Finance monitoring reports to HT</u>	Actioned
11	TM	<u>Review policies</u>	Will do in April
11	HT	<u>Amend policies as detailed</u>	Actioned – the morning after the meeting
11	Clerk	<u>Place Policies lower down on future agendas</u>	Actioned
17a	Clerk	<u>Add Governor approval for residential trip to the next agenda.</u>	Actioned

Action Points from FGB 22nd March 2023

AS item	Lead	Topic	Outcome
2b	Chair of Governors	<u>Sign SFVS document prior to LA submission</u>	
2d	Clerk	<u>Add Budget Setting to the next FGB agenda</u>	
4a	Clerk	<u>Add page numbers to future minutes</u>	Actioned
6a2	Clerk	<u>Upload Monitoring reports</u>	Actioned
6b	Governors	<u>Notify the HT as to which monitoring date suits best</u>	
6b	Governors	<u>Complete Skills Audit</u>	
7b	Governors	<u>Those not having completed Prevent training to undertake</u>	
11a	Chair of Governors	<u>Establish whether involvement required from Governors prior to offers being sent</u>	
12a	TM	<u>Share slides from recent Pupil Premium training with Governors</u>	
12b	SD	<u>Complete Safeguarding training</u>	
15a	Governors	<u>Notify HT of availability for SAT's monitoring</u>	
15a	Clerk	<u>Forward 2022-2023 Governor Attendance Record to HT</u>	Actioned

Iain Simmons


Date 17th May 2023

(Chair of Governors)

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Chairs Initials



Chairs Initials

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