

MINUTES



Full Governing Body Meeting

Held at the school on 8th February 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)

Meeting started at 4.02pm

Quorum: 4

Item	Purpose	Paper &/or Action	
Procedural			
1	Welcome Apologies Quorum	a) The Chair welcomed those present and thanked them all for attending the meeting. 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, before exiting the meeting. Therefore, Finance was moved to item 2 on the agenda. a) 9 Budget Monitoring This had been circulated prior to the meeting, data was for December 2022. There was a surplus of £70,601.00, this was just below the maximum surplus permitted of £72,362.00. Any funds over this amount would be clawed back from the school. A hot water leak had become apparent over the Christmas period, an external quote to fix the issue had been received for circa	

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		<p>£7,500.00. The issue had been mostly resolved, in house and at a cost of just £650.00. There was still some work in the toilets required.</p> <p>Markings on the playground and sensory path were the targets for the end of year.</p> <p>Income had increased this year; the school had received some backdated SEN funding.</p> <p>An additional payment of approximately £12,685.00, bringing this year's total to £18,062.00, had been received for Capital Funding. This could be rolled over to the next financial year. A Governor asked whether this amount was accounted for within figures given? Figures given were for revenue funding only, with capital funding designated to infrastructure projects. A Governor asked whether there was risk around rolling these funds over with the suggestion of making planned purchases this year rather than the following? Quotes had been requested for replacing lap-tops and iPads, it was likely these would be purchased. Additionally, quotes for replacing carpeted areas also. It was hoped that this could be carried at Easter to maximise usage. A Governor asked whether the three-year budget had been considered?</p> <p>A three-year budget was carried out the previous year, this year's budget would likely be more costly. The 3% budgeted for staffing pay increases turned out to be 5%. A Governor asked for a list of planned projects and where the school was with regards to prioritising. The three-year plan had included the replacement of all IT equipment. The Business Manager wished to highlight that next year would see a reduced number of pupils which would impact on funding. There were currently eight pupils in Year 5, this year had seen the school overcompensate with larger Year groups in 6, 4 and 3. This would not be possible for the following year. All other classes were full or over-full.</p> <p>KCC (Kent County Council) had stipulated that the way in which HNF (Higher Needs Funding) was allocated, was set to change. The school currently had five pupils in receipt of HNF, therefore there would be some impact to funding, however perhaps not as much as seen at other schools.</p> <p>Our reply to the KCC's feedback on our December budget monitor was currently in draft format and would be fully reported on at the next FGB.</p> <p>Commentary on likely over-spend was required – E19, E27 and E28. Overspend tended to be offset elsewhere.</p> <p>The next financial year would see payroll figures increasing, photocopier costs would reduce by approximately £5,000.00 per annum due to the lease coming to an end.</p> <p>Funding for the following year had not yet been received but was due in just a couple of weeks. This would be circulated to all Governors and added to the next FGB agenda.</p>	
b) Overview of Novembers outturn			

		<p>This had been addressed.</p> <p>c) STPCD – the Board were required to give approval.</p> <p>This was detailed within the Pay Policy and would be addressed when ratifying.</p> <p>d) Business Continuity Plan</p> <p>This was detailed within the Policies section.</p> <p>e) Asset Register</p> <p>This was noted, there had been no amendments made.</p> <p>The Business Manager was thanked by the Governors and left the meeting at 4.19pm</p>	
3	Declaration of Business Interests	<p>a) Governors were reminded to update annual business interests on Governor-Hub if not already done.</p> <p>b) To declare any business interests against any agenda items.</p> <p>There were no interests arising.</p> <p>c) To remind Governors to declare business interests which become relevant during the meeting.</p> <p>There were no matters arising</p>	Governor-Hub
4	Minutes of the previous FGB on 13/07/22 & 30/11/22	<p>a) To be approved by the GB and signed by the Chair:</p> <p>The July minutes had still not been received from the previous Clerk. The covering Clerk had requested these several times and although was assured they would be forwarded, was still not in receipt of them.</p> <p>The Chair of Governors and Clerk had discussed the best way to sign approved minutes moving forward.</p> <p>Minutes from the previous FGB held on 30th November had been circulated prior to the meeting.</p> <p>Confidential Minutes from the previous FGB held on 30th November had been circulated prior to the meeting.</p> <p>All Governors confirmed the minutes were a true reflection of the meeting held on 30th November 2022, the minutes were approved.</p> <p>The Chair signed the approved minutes and would scan a copy and forward to the Clerk.</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>DECISION</p> <p>ACTION</p>

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		<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	Code of Conduct	<p>a) Code of Conduct</p> <p>All Governors confirmed they had signed the Code of Conduct.</p>	
6	Review of the Governing Board	<p>a) An update on the Parent Governor vacancy/election was given as follows:</p> <p>There had been four nominations received for the Parent Governor vacancy. The Chair of Governors had reached out to candidates, asking them to consider becoming an alternative Governor, in a bid to fill vacancies, should they not be successful in the Parent Governor election.</p> <p>The Chair required another Governor to assist in counting votes, alongside themselves. Moira Ensoll and Becky Parnham would assist the Chair on 22nd February 2023.</p> <p>b) Discuss Governor vacancies:</p> <p>The Chair had suggested to those Parent Governor hopefuls, to consider alternative Governor roles, should they not be successful in their bid to become a Parent Governor.</p> <p>c) Delegated Roles</p> <p>Recent monitoring had seen areas covered well, both Safeguarding and SEND had only one delegated Governor. It was advisable to consider having two.</p> <p>Iain Simmons and Moira Ensoll had swapped monitoring, with Iain completing Safeguarding and Moira doing SEND. The ToR (Terms of Reference) would be updated to reflect this moving forward.</p>	<p>ACTION</p> <p>ACTION</p>
7	Governor Monitoring	<p>It had been both noted and appreciated that Governors had put time and effort in to monitoring and writing up reports. Two Governors had forwarded their written reports to the incorrect HT e mail address, these had therefore not been received. Those Governors were asked to resend, the monitoring would be added to the next agenda for discussion.</p> <p>The following monitoring reports had been circulated prior to the meeting:</p> <p>a) Health & Safety Monitoring</p> <p>The monitoring had seen the challenging of the Health & Safety Walks which were carried out termly and the way in which detail was recorded. This was now a more detailed and comprehensive matrix, divided in to six terms.</p>	ACTION

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		<p>b) Safeguarding Monitoring</p> <p>There had been no identified actions.</p> <p>c) SIAMS Monitoring</p> <p>It had been fantastic to witness how visions were being explored. The intended impact of the new SIAMS framework would be made clear when training undertaken.</p> <p>d) Quality of Education Monitoring</p> <p>There was an issue identified –around specialist support for pupils in Year 3 and 4. The Staff Governor detailed the coaching partners regime which saw two teachers observing one another in the classroom and then implementing certain elements within their own work. An employed retired secondary school teacher also assisted in offering support. Volunteers were also plentiful.</p> <p>e) Consultation Evenings – Informal Monitoring</p> <p>This was noted.</p> <p>f) Nativity & Christingle – Informal Monitoring</p> <p>This was noted.</p> <p>The Chair of Governors highlighted the need to carry out regular monitoring with the writing of reports also.</p> <p>g) EYFS Monitoring</p> <p>Each child had a learning journal, with the inclusion of photographs. ‘Neli’, the vocabulary initiative was proving particularly successful, with the addition of a further four pupils undertaking and with the school now having the maximum number of children permitted. The scheme was currently funded by the Government. Little Wandle had also seen some fantastic results.</p> <p>SEND and Finance monitoring would be forwarded to the HT.</p> <p>The Chair of Governors at taken the time to review the ToR (Terms of Reference), there was a need to consider reports for the SIA (School Improvement Advisor).</p>	
School Improvement			
8	Safeguarding	a) This was detailed within the verbal HT report.	
9	Health & Safety	a) This was detailed within the verbal HT report.	

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10	SIP (School Improvement plan)	<p>a) SIP – updates were detailed as follows:</p> <p>The Secrets of Success priority would not be carried forward.</p> <p>The SIP had been written in the Summer, with a summary sheet included. The remaining document was primarily for school usage.</p> <p>There was plenty of highlighted amber within, this was due to only being part way through the year and therefore the full impact was yet to be seen.</p> <p>The school’s values were spoken of daily and the desired outcome apparent with evidenced characteristics.</p> <p>The new SIAMS framework training was in the pipeline.</p> <p>b) SEF</p> <p>The SEF did not really change, this was basically the summary within the SIP.</p> <p>The SIA felt that the school had presented a fantastic report.</p>	
11	Policies	<p>1) Pay Policy</p> <p>Tanya Martin had committed to reviewing policies, with the addition of flow-charts also. This was yet to be actioned. There was a need to review this policy prior to the Autumn term.</p> <p>There was a typo, Section 3 currently stated 2021.</p> <p>All Governors approved with amendment made.</p> <p>2) Charging & Letting Policy</p> <p>The school did not currently have any lettings, compliance had suggested having the policy in place regardless.</p> <p>The Chair of Governors detailed some Church associated figures who were looking to hold a Barn Dance the following year. This could be held at the school, either as a letting or co-created through the PTA (Parent Teacher Association) Therefore it would be useful to have the policy in place. Issues around the lack of parking may hamper the idea to hold the barn dance.</p> <p>It was noted that the policy detailed a Caretaker, the school did not employ one, this would be amended to read an Authorised School Representative.</p> <p>All Governors approved with amendments made.</p> <p>3) Attendance Policy</p> <p>All Governors approved.</p> <p>4) Behaviour Policy</p>	<p>ACTION</p> <p>DECISION</p> <p>ACTION</p> <p>DECISION</p> <p>DECISION</p>

		<p>The additions to this policy, based on DfE (Department of Education) document from the previous summer were highlighted in yellow, which would be removed.</p> <p>All Governors approved with amendments made.</p> <p>5) PSHE (Personal, Social, Health & Economic)/RSE (Relationships & Sex Education) Policy</p> <p>All Governors approved.</p> <p>6) GDPR Policy – The Chair of Governors had signed the policy, a required.</p> <p>7) Twitter Policy</p> <p>All Governors approved.</p> <p>8) Disposal of Loans & Assets Policy</p> <p>All Governors approved.</p> <p>9) Business Continuity Plan</p> <p>A Governor was concerned that personal telephone numbers were listed on the plan. The document for not in the public domain, therefore this was not problematic. A copy was kept in the school office.</p> <p>All Governors approved.</p> <p>The Clerk had stored ratified policies on Governor-Hub although would remove date folders and simply list all those ratified as either 'Statutory' or 'Non-Statutory'. The Chair of Governors requested that policies were placed further down the agenda in future.</p>	<p>ACTION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>ACTION</p> <p>ACTION</p>
12	HT Report	<p>a) The verbal HT report was given as follows:</p> <p>There was a newly recruited SEN (Special Educational Needs) TA (Teaching Assistant) who had impacted positively on attendance also. The TA was a qualified teacher and therefore able to cover classes and oversee interventions. The TA had been required to be flexible since starting.</p> <p>There was plenty of CPD taking place, with TAs undertaking much training.</p> <p>The HT had collaborated with other HTs to challenge one another as 'critical friends' with a visit to the school set for Term 5, the Deputy HT was doing similarly in March.</p> <p>In addition, staff had visited alternative schools to view their reading corners and to glean ideas of how to improve theirs and to coincide with DfE (Department of Education) expectations.</p>	

		<p>The Staff Development Day had seen the adapting of the curriculum, led by specialist teachers and learning and how to include all pupils in all lessons.</p> <p>Two teachers were currently undertaking leadership courses.</p> <p>Note of Visit – the SIA (School Improvement Advisor) had visited the school, since the HT had joined there had been various advisors, this did not bode well for continuity with a lack of knowledge around the school’s journey. The school was pleased that the same SIA visited as the previous time. There were four key areas of focus, with Safeguarding included. Noted areas of strength were the way in which teachers modelled work to pupils, giving them a full understanding of expectations. Additionally, that vocabulary was available to all. Nationally, vocabulary had deteriorated during lockdown.</p> <p>Working Walls were fantastic, these were not a showcase display, more enabling pupils to access for their learning if there was a need for some retrieval of information. When applying phonics, there were clear expectations, the SIA had been pleased to see pupil’s work marked in the moment, also that pupils were willingly assisting one another. The SIA was keen for other schools to visit to witness the successes of the school. There were actions presented – coaching and the recommendation that all staff undertake Prevent training, which they had now all completed.</p> <p>Overall attendance was 1% higher than the national average.</p> <p>SEN was currently at 14% of pupils, assessments had taken place to determine whether it was a necessity for pupils to be classified as SEN or whether they could work with quality led education. Much impact had been made, Pupil Progress meetings had taken place, information had been passed to teachers, along with training having taken place.</p> <p>Premises – Some trees were due to be trimmed, a tree was due to be cut down, the sensory garden had an expected completion date of 26th February 2023. This had been ongoing for some time, in part due to a lack of volunteers assisting at the weekends.</p> <p>The Prayer area was overgrown, the PTA had offered to take the project on, this was with the understanding that work carried out would be done by hired help, rather than by parent volunteers. The Prayer seat would remain, with the addition of a canopy or smart fence.</p> <p>The recent strike action had not seen any teachers within the school act. There were further strike days planned. Teachers were not required to give notice of intention to strike, the HT was therefore unsure of whether the school would see any impact on the future planned dates. Many teachers had difficulty in deciding whether to strike. Action was not solely down to teacher pay, staff were also concerned about the lack of funds for schools and the implications this was having,</p>	
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		<p>along with difficulties in recruiting, along with various other reasons. Teachers worked extremely hard and for increasingly long hours. The HT had detailed this within the school newsletter. Only one teacher had received thanks from a parent.</p> <p>Policies – The HT wished to highlight the large number of policies that the school was required to keep up to date with. The number was the same as that required in a much larger school with plenty more staff available to assist in the writing of them. When policies were presented to the Governing Board, this was in draft format.</p> <p>Sport – An invitation to attend a music social event in Yalding had been declined. The HT felt that the strength of the school was within the Sports field and did not feel it possible to excel at both, given the small size of the school. A recent cross-country event had seen fifty-three pupils attend with one pupil achieving a third place and with two pupils coming fourth. The school was exceptionally proud of their sporting achievements. A Girl’s football World Cup was set to take place.</p> <p>All pupils were given the opportunity to be a leader, house leaders were currently trying to come up with new house names, the Head Boy and Head Girl were also involved. Leading Lights had taken worship, an HT from another school had come and observed.</p> <p>Some pupils had asked to hold a cake sale to raise funds for badminton equipment, taking on all aspects of the organising and raising £130.00 which they had spent on Amazon.</p> <p>Safeguarding - All staff had undertaken Prevent Training. There were two complex cases underway, the school was working closely with Social Workers and Attendance Officers. Dealing with the cases was particularly time consuming.</p> <p>The Chair of Governors suggested the consideration to use names of significant religious figures for house names, as had been done historically, the voting was already underway with thoughtful house names chosen. This could be considered later.</p> <p>SEND in a Nutshell</p> <p>This had been circulated prior to the meeting. This was noted.</p>	
13	School Reports	<p>a) Pupil Premium Strategy Statement</p> <p>This had been circulated prior to the meeting, there were no questions raised from Governors.</p>	
Other			
14	Governor Training	<p>a) Governor training to be completed in the next two terms.</p> <p>Tanya Martin was set to under-take Pupil Premium training in March.</p>	

		<p>b) All Governors to have completed annual Safeguarding Training</p> <p>Most Governors had attended the training provided by the school, with those not having been present, receiving the slides.</p> <p>c) All Governors to have completed new SIAMS framework training.</p> <p>This was yet to be carried out, although was planned.</p>	
15	TEP Monthly Bulletin	<p>a) To review and discuss any matters pertinent to the GB:</p> <p>This was noted.</p>	Governor-Hub
16	Chairs Actions	<p>a) Chair to advise on actions and any correspondence received:</p> <p>The Chair of Governors had been in contact with TEP (The Education People) with regards to the service received from the previous Clerk. The covering Clerk would continue to support the school until the end of the academic year.</p> <p>FGB minutes from the beginning of the academic year would be uploaded on to the school website, along with the ToR and SIP summary also. Governor attendance records could also be found on the website.</p>	
17	Any Other Business	<p>a) Any other relevant business:</p> <p>The residential trip was set to take place out of county, therefore the school required approval from the Governors. This would be added to the next FGB agenda.</p>	ACTION
18	Confidentiality	<p>a) Please refer to the Confidential Minutes.</p> <p>b) There were no papers or documents deemed to be of a confidential nature</p>	
19	Impact of Meeting	<p>a) To discuss the impact of the meeting</p> <p>The HT updates had been particularly informative, along with the positive attendance updates.</p> <p>Governors wished to relay their gratitude to the HT, Business Manager and Staff Governor.</p>	
20	Dates of Next FGB Meetings	<p>a) To be held at the school at 4pm:</p> <p>22nd March 2023 17th May 2023 12th July 2023</p>	

Meeting finished at 5.50pm

Action Points from meeting held on 30th November 2022

AS item	Lead	Topic	Outcome
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1. (previous)	Clerk	<u>Clerk to add Skills Audit to Term 6 Agenda.</u>	On-going
2. (previous) 3.	Clerk	<u>Clerk to include Safeguarding Annual Report on Term 6 Agenda.</u>	On-going
3a	Clerk	Chase the previous Clerk for July minutes	Actioned – still not received
3a	Clerk	Amend October minutes to show Gregory Dolan as absent	Actioned
3a	Clerk Chair	Chair to sign July and October minutes	It was looking increasingly likely minutes would not be received. The Chair would request a refund from TEP given that paid services had not been received. Action
4a	EM LF	Sign Code of Conduct (via Governor-Hub)	Actioned
5a	HT/Chair	Seek to progress with recruiting a new Parent Governor	On-going – ballot underway
5a	Governors	Speak with Parents at various planned social events in a bid to drum up interest for the Parent Governor role	Actioned
6a	Chair	Identify current gaps in monitoring and undertake	On agenda
6a	Clerk	Add ToR to the next agenda in order delegated monitoring roles to be revisited	Actioned
7c	Chair	Determine a full understanding on the breakdown of funds allocated per pupil compared with other schools	Was discussed in monitoring
7d	Clerk	Add Business Continuity Plan to next agenda	On-going
7e	Clerk	Add STPCD to next agenda	Actioned – within the Pay Policy
7e	Business Manager	Provide breakdown of codes on spend per pupil	In monitoring
7f	Business Manager	Finalise Asset Register	Actioned
12a	Clerk	Add Pay Policy to the next agenda	Actioned
12a	Chair HT	Signatures required on certain policies	Actioned
12a	HT	Make amendments to policies as required	Actioned
13a	Chair	Write to KCC and the Borough Councillor raising concerns that other schools were not carrying out consultations prior to increasing their PAN	Voluntary Controlled or Aided schools were able to increase their PAN, there was only a need to consult with KCC should a PAN reduction be required.

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13a	Governors	Undertake new SIAMS framework training	Postponed
13a	Clerk	Add new SIAMS framework review to agenda in Spring and additionally in Term 5	On-going
17	Clerk	Action Points – add higher up agenda	Actioned
17a	HT	Forward Chair a copy of the responding letter to the Parish Council regarding parking issues	Received - Actioned

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

Iain Simmons: The Chair of Governors signed a hard copy of these minutes. Date: 22nd March 2023
(Chair of Governors)