

MINUTES



Full Governing Body Meeting

Held at the school on Wednesday 30th November 2022 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)

Quorum: 4

Item	Purpose	Paper &/or Action
Procedural		
1	<p>Welcome Apologies Quorum</p> <p>a) The Chair welcomed those present and thanked them all for attending the meeting, also extending gratitude to the covering Clerk. The meeting commenced at 4.01pm. Lorna Faulkner and Becky Parnham were absent at this stage. Apologies had not been received from either. It was expected that Lorna Faulkner would appear with uncertainty around whether Becky Parnham would attend due to recently having had an operation. Lorna Faulkner arrived at the meeting.</p> <p>b) The Chair of Governors read an opening prayer.</p> <p>c) To consider apologies for absence, if any:</p> <p>There had been no apologies received. Two of the PCC Governors had resigned – Sharon Winter, whose circumstances had recently changed and Gregory Dolan, who had moved his children to an alternative school and therefore felt it appropriate to resign.</p> <p>All Governors approved</p> <p>There were currently eight Governors in post, with four vacancies. Two of the vacancies were the responsibility of the PCC to identify candidates with the Parent Governor vacancy</p>	<p>DECISION</p>

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Chairs Initials: The Chair of Governors signed a hard copy of these minutes.

		<p>falling to the Chair of Governors to source. There was also an LA (Local Authority) Governor vacancy.</p> <p>It was confirmed at this stage that Becky Parnham was on her way to the meeting, albeit running late due to attending a funeral and subsequent heavy traffic.</p> <p>d) The meeting was confirmed as being quorate. With eight Governors in post, four would be required to be considered quorate.</p>	
2	Declaration of Business Interests	<p>a) Governors to have updated annual business interests on Governor-Hub</p> <p>Those Governors who had not yet updated for this year, were reminded to do so.</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
3	Minutes of the previous FGB on 5/10/22 & 13/07/22	<p>a) To be approved by the GB and signed by the Chair:</p> <p>The July minutes had not been received from the previous Clerk. The covering Clerk would seek to obtain them and circulate to the HT (Headteacher) and Chair.</p> <p>Minutes from the previous FGB held on 4th October 2022 had been circulated prior to the meeting.</p> <p>All Governors confirmed the minutes were a true reflection of the meeting. An amendment would be made to show Greg Dolan as absent; he was currently down as attending, according to the minutes.</p> <p>All Governors approved with amendments made</p> <p>Both sets of minutes would require the Chair to sign them.</p> <p>b) To receive updates on agreed Governor actions. Please see the table set out below the minutes.</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>	<p>Governor-Hub</p> <p>ACTION</p> <p>ACTION</p> <p>DECISION</p> <p>ACTION</p>
Governance			
4	Code of Conduct 2022-2023	<p>a) All those outstanding to confirm they have read and agree to abide to the terms set out in the Code of Conduct:</p> <p>Lorna Faulkner and Edward Ming were yet to carry out.</p>	<p>Code of Conduct 2022/23</p> <p>ACTION</p>

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5	Review of the Governing Board	<p>a) An update on the Parent Governor vacancy/election was given as follows:</p> <p>There had been no further progress made with regards to recruiting a Parent Governor. There was some uncertainty surrounding who was responsible for progressing. This would be addressed again in the New Year. With plenty of Christmas social events in the pipeline, it was suggested that Parent Governors could put the feelers out in a bid to drum up interest in the role.</p> <p>Becky Parnham joined the meeting at 4.12pm</p> <p>b) Discuss Governor vacancies:</p> <p>This had been previously discussed.</p>	<p>ACTION</p> <p>ACTION</p>
6	Governor Monitoring	<p>a) Report on monitoring having taken place:</p> <p>No monitoring had been undertaken currently; all Governors were visiting the school on the 6th December to carry out. Due to the resignation of several Governors, there would be gaps in certain elements of monitoring, the Chair would undertake monitoring of those gaps identified. The delegated Governor roles within the ToR (Terms of Reference) would be revisited at the next FGB.</p> <p>Finance monitoring was set to take place on Friday 9th December.</p> <p>b) Website Update</p> <p>This was noted.</p>	<p>ACTION</p> <p>ACTION</p>
School Improvement			
7	Finance	<p>a) 6 Month Budget Monitoring</p> <p>The Business Manager gave an overview:</p> <p>A meeting was due to take place on 9th December to analyse November's out turn. The Finance Governor had looked at the three-year budget, even with the slight overspend, figures were still within the surplus bracket, although this was marginal.</p> <p>Notifications of consultations had been received, with an invitation to pass comment on the proposed settlement figure – the best option was a 3.2% increase, the school had set aside a 5% increase plus expenses.</p> <p>The following year would likely see a standstill budget. The Chair wished to have a further discussion on benchmarking.</p> <p>There were no issues surrounding the budget monitoring, although KCC had made several amendments to codes.</p>	

		<p>b) Approve HT performance Pay Award</p> <p>This was noted</p> <p>c) STPCD</p> <p>This document was regarding teachers’ pay and conditions, it was 80 pages long and therefore not been circulated prior to the meeting. Due to the being a VA (Voluntary Aided) school, Governors must approve pay increases.</p> <p>This would be revisited at the next FGB, The Chair and Finance Governor would sign off with formal approval to be sought by the full Board at the next meeting.</p> <p>d) Business Continuity Plan</p> <p>This would be looked at the next FGB.</p> <p>e) Benchmarking</p> <p>This had been undertaken with plenty of work put into it. Overall, the sum of money received per pupil was significantly less than monies received at the benchmark school located in Herefordshire, also similarly sized schools in Kent. The issue had been raised with the DfE (Department of Education) with a requirement to be able to benchmark against other VA (Voluntary Aided) schools.</p> <p>Rates were fully funded, with VA schools receiving charity rate relief. Maidstone Borough Council issued 80% rate relief to the school. The LEA (Local Education Authority) and KCC (Kent County Council) provided school rates with VA schools paying 20% only with VC (Voluntary Controlled) schools paying 100% of rates and therefore their expenditure was higher. It had been requested that the DfE add a further filter to enable the school to benchmark against other VA schools of a similar size. Deprivation index was also a consideration. Basic income was topped up with IDACI (Income Deprivation Affecting Children Index), there was a postcode lottery with more funds granted to those pupils in poorer postcodes.</p> <p>The Chair felt it was imperative to understand the discrepancies on funds allocated per pupil to ensure there was no glitch in the system. KCC mostly followed the national funding formula. It was possible that the Government would fully fund schools by 2027, additionally that all schools would need to obtain academy status by 2030. The HT confirmed that this latter point was not necessarily the case as things currently stood. A Governor wished to see a breakdown of all codes to compare spend per pupil.</p> <p>f) Compliance Report</p> <p>This was circulated prior to the meeting – key points were discussed as follows:</p>	
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		<p>Most of the action points had now been completed, with the main issue – benchmarking, having been undertaken. This document was self-explanatory and was on-going. The Asset Register was still being compiled. The Finance Governor would tie up any loose ends when visiting the school.</p>	ACTION
8	Safeguarding	<p>a) Any updates:</p> <p>Updates had mostly been detailed within the HT report. There had been a couple of difficult cases recently which had taken staff a considerable amount of time to sort.</p>	
9	Health & Safety	<p>a) Health & Safety</p> <p>All Health & Safety updates could be found within the HT report.</p>	
10	SIP (School Improvement Plan)	<p>a) The SIP had been circulated prior to the meeting. There had been no updates to the document currently. This year's SIP was vastly improved on the previous years.</p>	
11	SEN (Special Educational Needs) Report	<p>a) SEN Report</p> <p>The report had been circulated prior to the meeting.</p> <p>The SEN Lead had started in September and had therefore not had full ownership of the report. Another document had been provided: SEN in a Nutshell: which went some way in summarising the toolkit sent to Governors to read and use. This was a 70-page document. The SEN Lead had condensed much of the information onto an A4 side of paper.</p> <p>The Staff Governor relayed the appreciation of all staff to the SEN lead, who had provided practical solutions to aid teachers in assisting pupils whilst a reduction in paperwork had been seen. This was achieved in the one day per week that they worked.</p> <p>The Chair wished to note the report was well-written and had proven insightful.</p>	
12	Policies	<p>a) To review and approve any policies due for renewal:</p> <ul style="list-style-type: none"> - <i>Pay Policy</i> <p>This was not yet available and would be added to the next agenda.</p> <ul style="list-style-type: none"> - <i>Uniform Policy</i> <p>The HT had compared policies from other schools. A Governor suggested amending the policy to state that nail polish was not permitted to be worn.</p> <p>All Governors approved with amendments made</p> <ul style="list-style-type: none"> - <i>Health & Safety Policy</i> <p>This would require a signature from both the Chair (due to the lack of a Health & Safety Governor at present) and HT. A</p>	<p>ACTION</p> <p>ACTION</p> <p>DECISION</p>

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		<p>Governor questioned some content within the policy with deliberation taking place as to whether to remove. Sections A1 and A2 would be omitted.</p> <p>All Governors approved with amendments made</p> <ul style="list-style-type: none"> - <i>Children in Care Policy (Looked After Children)</i> <p>This would require a signature</p> <p>All Governors approved</p> <ul style="list-style-type: none"> - <i>SEN Policy</i> <p>This would require a signature</p> <p>All Governors approved</p> <ul style="list-style-type: none"> - <i>GDPR Privacy Notice</i> <p>It was noted that the date on the policy was incorrect. This would be amended.</p> <p>All Governors approved with amendments made</p> <ul style="list-style-type: none"> - <i>Governor Allowance Policy</i> <p>It was initially thought that this was not due for renewal until 2024. Governors did not tend to make claims. There was no budget line within the school accounts, although there was for Staff Reimbursement. The Chair felt that there should be specific line allocated to this, even if only a very small amount of money was budgeted for. This would be added. It was noted that the DfE (Department of Education) recommended renewing this policy annually.</p> <p>All Governor approved</p> <ul style="list-style-type: none"> - <i>Finance Policy</i> <p>This had been circulated, although did not appear on the agenda. Compliance had spotted a minor typo within the policy, in terms of delegated limits, there was a gap with no definition as to who was permitted to authorise. This had been amended and would be revisited in March.</p> <p>There was deliberation as to whether section 3.10 should be removed, it was decided that '(not applicable at this time)' should be added.</p> <p>It was noted there was no petty cash kept on the premises.</p> <p>All Governors approved with amendments made</p> <p>Some policies were set out well, with others requiring some work.</p>	<p>ACTION</p> <p>DECISION</p> <p>ACTION</p> <p>DECISION</p> <p>ACTION</p> <p>DECISION</p> <p>ACTION</p> <p>DECISION</p> <p>ACTION</p> <p>DECISION</p> <p>ACTION</p> <p>DECISION</p> <p>ACTION</p> <p>DECISION</p>
13	H/T Report	a) To receive a written report:	

		<p>This was circulated prior to the meeting with key points discussed as follows:</p> <p>Staffing – a teacher was currently on sick leave; it was hoped they would return in January.</p> <p>Professional Development – training for TAs (Teaching Assistants) and staff had increased.</p> <p>A priority had been written within the SIP (School Improvement Plan), STLS (Specialist Teaching and Learning Services) were delivering training on adapting the curriculum to provide writing opportunities across every subject, for every child. This would take place in January. Costs incurred for this service were the same as at a larger school.</p> <p>A Governor asked whether the school could link up with similarly sized schools to share training and costs?</p> <p>This was often done, however training from STLS was very specific to each individual school.</p> <p>There was new reading framework from the DfE, this was 115 pages long but was deemed to be extremely practical and worthwhile.</p> <p>There was also new SIAMS framework, the HT had undertaken training with further training available in January, with the recommendation that Governors embark also. No schools had been inspected under the new framework currently. The Staff Governor felt the framework was easy to follow, there were effectively seven questions with two judgements. The HT felt more at ease with the new framework also.</p> <p>The framework would be revisited to ensure the school was covering all aspects of what was required. This would be done towards the latter part of the academic year (Term Five), with a consideration in Spring additionally.</p> <p>The Business Manager left the meeting at 5.27pm</p> <p>The recent Open Days for the September 2023 intake had seen 32 prospective pupil visits, this had increased by 10 from the previous year. The Admission Policy was going to consultation. Yalding’s PAN (Published Admission Number) had increased with no such consultations.</p> <p>A formal consultation was a requirement every seven years. A timeline had been gone through, using a template from the Diocese of Rochester, with several amendments made to criteria. It was noted that other local schools were also increasing their PAN without taking the necessary steps. The Chair would write a letter raising concerns to both KCC and the Borough Councillor also.</p> <p>The Chair asked with regards to the previous Insurance Company who had not paid out on a claim for staff absences and subsequent cover costs. The HT had found an alternative company, sourced from The Education People Show. This non-pay-out had cost the school heavily.</p>	<p>ACTION</p> <p>ACTION</p>
Other			

14	Governor Training	a) Governor training to be completed in the next two terms: All Governors had completed annual safeguarding training. There had been no further training undertaken currently.	Governor-Hub on-line Training
15	TEP Monthly Bulletin	a) To review and discuss any matters pertinent to the GB: This was noted	Governor-Hub
16	Chairs Actions	a) Chair to advise on actions and any correspondence received: The Business Manager had responded to a formal consultation.	
17	Any Other Business	a) Any other relevant business: SIAMS training was taking place on 31 st January 2023. The HT detailed a planning application which had been received with regards to the installation of a new pond. There was some uncertainty surrounding ownership of a small piece of land adjacent to the school. The HT had sent a response to the Parish Council regarding parking. The Chair wished to see a copy of the letter. Action points were gone through (please see below), the Chair asked for these to be added higher on the agenda in future.	ACTION
19	Confidentiality	a) Please refer to the Confidential Minutes. b) There were no papers or documents deemed to be of a confidential nature	
20	Impact of Meeting	a) To discuss the impact of the meeting Governors felt that the meeting had proven particularly useful in clearing up some of the issues surrounding policies. Discussions around benchmarking had been useful in providing clarity about how funds were allocated.	
21	Dates of Next FGB Meetings	a) To be held at the school at 4pm: 1st February 2023 22nd March 2023 17th May 2023 12th July 2023	

Meeting finished at 5.45pm

Action Points from FGB 5th October 2022

AS item	AS/ Minute item	Lead	Topic	Outcome
1.	1	Chair	<u>Chair to send a formal letter of thanks to JT for her work on the Board</u>	Actioned
2.	1	HT	<u>HT to set up a Parent Election</u>	Actioned

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3.	2	DHT, Chair	<u>At the time of writing the minutes following Governors still need to submit their declarations of interest on Governor Hub.</u>	Few outstanding
4.	3	Clerk	<u>Clerk to add the missing minutes to the next Agenda for formal review.</u>	Covering Clerk to chase
5.	6	Clerk	<u>Clerk to amend and save the Code of Conduct on Governor-Hub.</u>	Actioned
6.	6	All Governors	<u>Governors to provide a Confirmation that they will abide by the Code of Conduct on Governor-Hub.</u> <u>Clerk to provide an update in Term 2 of any outstanding Confirmations.</u>	LF EM
7.	9	Clerk	<u>Clerk to add Skills Audit to Term 6 Agenda.</u>	On-going
8.	9	Clerk	<u>Clerk to tweak the Terms of Reference and save on Governor hub.</u>	Actioned
9.	11	All Governors	<u>Governors to update their calendars with the 6th December monitoring date.</u>	Actioned
10.	12	Clerk	<u>Clerk to follow up with any individuals who have not yet confirmed they have read it.</u>	Actioned
11.	13	Clerk	<u>Clerk to include Safeguarding Annual Report on Term 6 Agenda.</u>	On-going
12.	15	HT/Chair	<u>HT/Chair to feedback to Board in term 2 with pertinent information from the meeting.</u>	Actioned
13.	15	All Governors	<u>Governors to focus on the Compliance Report during their next monitoring visit.</u>	Actioned
14.	16	HT	<u>HT to follow up with the AGO to check that the Safeguarding Policy covers this.</u>	Actioned - compliant
15.	23	Clerk	<u>Clerk to add this to item 3 going forward.</u>	Safeguarding would be on every agenda

Action Points from meeting held on 30th November 2022

AS item	Lead	Topic	Outcome
16. (previous)	Clerk	<u>Clerk to add Skills Audit to Term 6 Agenda.</u>	On-going
17. (previous) 18.	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
3a	Clerk	Amend October minutes to show Gregory Dolan as absent	
3a	Clerk Chair	Chair to sign July and October minutes	
4a	EM LF	Sign Code of Conduct (via Governor-Hub)	

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5a	HT/Chair	Seek to progress with recruiting a new Parent Governor	
5a	Governors	Speak with Parents at various planned social events in a bid to drum up interest for the Parent Governor role	
6a	Chair	Identify current gaps in monitoring and undertake	
6a	Clerk	Add ToR to the next agenda in order delegated monitoring roles to be revisited	
7c	Chair	Determine a full understanding on the breakdown of funds allocated per pupil compared with other schools	
7d	Clerk	Add Business Continuity Plan to next agenda	
7e	STPCD	Add to next agenda	
7e	Business Manager	Provide breakdown of codes on spend per pupil	
7f	Business Manager	Finalise Asset Register	
12a	Clerk	Add Pay Policy to the next agenda	
12a	Chair HT	Signatures required on certain policies	
12a	HT	Make amendments to policies as required	
13a	Chair	Write to KCC and the Borough Councillor raising concerns that other schools were not carrying out consultations prior to increasing their PAN	
13a	Governors	Undertake new SIAMS framework training	
13a	Clerk	Add new SIAMS framework review to agenda in Spring and additionally in Term 5	
17	Clerk	Action Points – add higher up agenda	
17a	HT	Forward Chair a copy of the responding letter to the Parish Council regarding parking issues	

Iain Simmons: The Chair of Governors signed a hard copy of these minutes. Date: 8th February 2023

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